



Date: 22 Oct 2018

Printing State of the Environment 2016 booklets

Terms of Reference

1. Background

State of Environment (SoE) report is published every three years by the Ministry of Environment and Energy to address the objective of providing analytical overview of the state of environment of Maldives, focusing on the current and emerging environment issues.

In this regard, Ministry of Environment and Energy is seeking a firm to provide printing, binding & finishing service of the State of the State of the Environment 2016 booklet.

2. Scope of Works

The scope of works will include printing, binding & finishing of 100nos. booklets according to the specifications provided by the Ministry and delivery.

Project name	State of the Environment 2016 (Booklet)
Finished Size	Width 21cm x Height 26.5cm (Trimmed Edges)
Paper type	Art paper gloss 130 gsm
Printing	Multicolor, Offset Printing
Cover	250 gsm Artcard / Gloss lamination
No. of pages	216 Pages (Including Cover)
Binding	Perfect binding
Quantity	100nos. Booklets

3. Deliverables

The successful party should deliver 100 nos. of high quality State of the Environment 2016 booklets, which comply with the specifications above.



4. Documents to be submitted with the Proposal

Parties shall submit the following documents required to demonstrate their capacity and experience to carry out the services stated in the TOR.

1. Financial Proposal / Quotation with minimum 45 days validity
2. Technical Specification
3. Details of the Firm (including Profile, copy of registration, copy of GST registration, contacts details (name, designation & contact number) of a liaising official)
4. Experience letter (if any)
5. Duration

5. Award of Contract

A party will be selected by a committee of minimum three members in accordance with the evaluation criteria stated in the Terms of Reference. The Technical Proposal will be given 40% of the Marks and the Financial Proposal will be given 60% marks.

Category	Total Marks
financial proposal ➤ The Party with lowest financial proposal will get 60 points. Other parties will be scored by [(lowest price/proposed price) x 60]	60 points
Experience in relevant works ➤ Each demonstrated evidence in previous works = 2 points (max 20 points)	20 points
Duration ➤ No of days less than 7 = 20 points ➤ No of days greater than 7 = 10 points	20 points
TOTAL	100 points

1. Submission of proposal and deadline

Proposals must be delivered in sealed envelopes titled '**State of the Environment 2016**' to the address below **on or before 31st October 2018** at 1000 hours local time. Electronic bidding will not be permitted. Late bids will be rejected.

Procurement Section

Ministry of Environment and Energy

Contact number: 3018300, 3018201

procurement@environment.gov.mv

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Male', 20392, Republic of Maldives

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މާފަންނު، މާލެ، 20392، ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ.

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