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Ministry of Environment and Energy

Male', Republic of Maldives

އިތުރު މަސައްކަތްތަކަށް ދަށުން - 2018 ވަނަ އަހަރު ސެޕްޓެމްބަރު 28 ވަނަ ދުވަހުގައި ބަޔާންކޮށްފައިވާ ކަންކަމުގެ ދަށުން

October 28, 2018

Reference No: (IUL)438-ENV/438/2018/285

## Printing the Maldives National Chemical Profile books *Terms of Reference*

### 1. Background

The sound management of chemicals is a critical and urgent issue facing the Maldives. The current Profile has been compiled through the participation and consultation of various stakeholders as well as through generous financial and technical support from the SAICM Quick Start Programme.

In this regard, Ministry of Environment and Energy is seeking a firm to provide printing, binding & finishing service of the Maldives National Chemical Profile 2015 book.

### 2. Scope of Works

Project name	State of the Environment 2016 (Booklet)
Finished Size	210mm x 270mm
Printing	Full colour printing on both sides
Cover	250GSM Matte Laminated Art Paper with spot varnish
Inside Pages	130GSM Matte Art Paper
No. of pages	108 Pages (Including Cover)
Binding	Perfect binding
Quantity	200 nos. Books

The scope of works will include printing, binding & finishing of 200 nos. books according to the specifications provided by the Ministry and delivery.





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### 3. Deliverables

The successful party should deliver 200 nos. of high quality Maldives National Chemical Profile 2015 books, 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 15 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. Delivery period

### 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 60% of the Marks and the Financial Proposal will be given 40% marks.

### 6. Evaluation Criteria

Category	Total Marks
1. Financial Proposal The Party with the lowest financial proposal will get 60 points. Other parties will be scored by [(lowest price/ proposed price)x60]	60 points
2. Experience Each demonstrated evidence in previous works = 2 points (max 20 points)	20 points
3. Duration to submit deliverable No of days less than 7 = 20 points	20 points

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No of days greater than 7 = 10 points	
<b>TOTAL</b>	<b>100 points</b>

### 7. Submission of proposal and deadline

Proposals must be delivered in sealed envelopes titled **“Printing of Maldives National Chemical Profile 2015’** to the address below **on or before 05<sup>th</sup> November 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](mailto:procurement@environment.gov.mv)  
Green Building, Handhuvaree Hingun, Maafannu  
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