



## Ministry of Environment

Male', Republic of Maldives.

ދިވެހިސަރުކާރުގެ ގެޒެޓް  
ދާއިރާ: ބިޔަފުޅު

މިލިއުމްސާރު ފުލުވުމުގެ ސަރުކާރު - ދިވެހިރާއްޖެ

Male', Republic of Maldives

Date: 18 September 2019

Reference No: (IUL)438-ENV/438/2019/264

### Printing the “National Action Plan on Air Pollutants” books *Terms of Reference*

#### 1. Background

The Ministry of Environment is seeking a firm to provide printing, binding & finishing service of the National Action Plan on Air Pollutants

#### 2. Scope of Works

Project name	National Action Plan on Air Pollutants (Books)
Finished Size	210mm x 270mm
Printing	Full color printing on both sides
Cover	250GSM Matte Laminated Art Paper with spot varnish
Inside Pages	130GSM Matte Art Paper
No. of pages	70 Pages (Including Cover)
Binding	Perfect binding
Quantity	20 nos. Books

The scope of works will include printing, binding & finishing of 20 nos. books according to the specifications provided by the Ministry and delivery.

#### 3. Deliverables

The successful party should deliver 20 nos. of high quality National Action Plan on Air Pollutants 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.





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ކަނޑުވަނަ ބައި، ދާއިރާ 10، ބަންދުވަނަ ބައި

މިލިއުމްސަޔިދު ފުލުހުގެ ސަރުކާރު - ދިވެހިރާއްޖެ

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1. Financial Proposal / Quotation with minimum 30 days validity
2. Technical Proposal
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 letters
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 Financial Proposal will be given 60% of the Marks and the Technical Proposal will be given 40% marks.

### 6. Marking 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 No of days greater than 7 = 5 points	20 points
<b>TOTAL</b>	<b>100 points</b>



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### 7. Submission of proposal and deadline

Sealed Proposals titled **‘Printing the “National Action Plan on Air Pollutants” books’** shall be submitted to the following address in person and opened in the presence of the representatives of proponents on the date and time indicated below

Procurement Unit  
Ministry of Environment and Energy,  
Green Building  
Maafannu, Male', 20392,  
Republic of Maldives  
Date: 26th September  
Time: 1100 hours

