



**MINISTRY OF ENVIRONMENT  
MALE' REPUBLIC OF MALDIVES**

**ADVERTISEMENT NUMBER: (IUL)438-ENV/438/2019/328**


**TERMS OF REFERENCE**


*[31 October 2019]*

**Printing of Protected Birds Poster Series**



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 [www.environment.gov.mv](http://www.environment.gov.mv)

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ބަޔާންކުރެވިފައިވާ ގޮތުން، 20392، ޖުމްހޫރިއްޔާގެ ދިވެހިސަރުކާރުގެ ގެޒެޓް

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## 1. Background

The Ministry of Environment is seeking consultancy to print 5,000 high quality posters of 103 birds that are legally protected under the “Environmental Protection and Preservation Act” (No.4/93). The purpose of this consultancy is to create and make available “Posters of protected birds” that can be used in identifying and understanding the protected birds of the Maldives, their features and characteristics for everyone who is interested and have a need for it.

In this regard, Ministry of Environment is seeking a firm to provide printing of Protected Birds Poster.

## 2. Scope of Works

The scope of works will include printing of 5,000 nos. posters according to the specifications provided by the Ministry and deliver.

<b>Project name</b>	<b>Printing of Protected Birds Poster Series (Poster)</b>
Finished Size	24 x 36 in
Paper type	180gsm gloss art paper
Type	Single side, CMYK 4 Color offset printing
Quantity	5 posters, 1,000 of each poster

## 3. 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, quoting GST and rate per poster
- (2) Details of the proponent
  - Proponent’s profile
  - Valid reference letters from the clients for the relevant assignments carried out in the past
  - Provide links or copies of the samples of relevant works
- (3) For companies copy of registration, copy of GST/BPT registration, contacts details (name, designation & contact number) of a liaising official
- (4) For individuals copy of national identity card, contacts details and Sole proprietorship registration certificate
- (5) Sample of the printing quality that is going to be provided for this assignment. (*Annex 1*)

## 4. 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.





## 5. Evaluation Criteria

Category		Total Marks
1. Technical Proposal	Valid reference letters from the clients for the relevant assignments carried out in the past 4 marks for each valid reference letter. [Full marks for 5 or more]	20 points
	The party with shortest delivery period in compliance with other requirement of this document will get 20%. Other parties will be scored by [(lowest delivery time/proposed time) x 20]	20 points
	Sample proof of the printing as per the quality given in section 2 (Print Quality)	20 points
2. Financial proposal	The party with lowest financial proposal will get 40%. Other parties will be scored by [(lowest price/proposed price) x 40]	40 points
	<b>TOTAL</b>	<b>100 points</b>

