



Ministry of Environment

Male', Republic of Maldives.

ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކޮށްފައިވާ ގޮތުގައި  
މިއަހަރުގެ ފުރަތަމަ ބަޔާން.

Date: January 13, 2020

No: (IUL)438-CCD/438/2020/14

# Printing of Maldives First Biennial Update Report

*Terms of Reference*

## 1. Background

Ministry of Environment is seeking a firm to provide printing, binding & finishing service for publication of the Maldives First Biennial Update Report (BUR).

## 2. Scope of Works

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

## 3. Deliverables

The successful party should deliver 100 nos. of high quality Maldives First Biennial Update Reports, which comply with the specifications below

Project name	Maldives First Biennial Update Report
Finished Size	A4 size
Paper type	Art paper gloss 80 gsm
Type	Multicolor, Offset Printing
Cover	250 gsm Art card / Gloss lamination
No. of pages	150 pages
Binding	Perfect binding
Quantity	100 nos. Booklets



Green Building, Handhuvaree Hingun,  
Maafannu, Male', 20392, Republic of Maldives.

+ (960) 301 8300

+ (960) 301 8301

www.environment.gov.mv

Page 1 of 3

މިއަހަރުގެ ފުރަތަމަ ބަޔާން،  
20392، ގެޒެޓް ގައި ބަޔާންކޮށްފައިވާ ގޮތުގައި

secretariat@environment.gov.mv

www.twitter.com/ENVgovMV

www.facebook.com/environment.gov.mv

## 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, quoting GST and rate per page
2. Technical Specification
3. Letters of Reference indicating similar works
4. Details of the Firm (including Profile, copy of registration, copy of GST registration, contacts details (name, designation & contact number) of a liaising official) and Business Registration in Ministry of Economic Development.

## 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

	Maximum Points
<b>Criteria</b>	
<b>Experience</b>	<b>30</b>
Experience in similar type of works (assess based on number of similar work completed) <i>1 to 2 years experience is 10, 3 to 5 years experience is 20 and more than 5 years experience is 30)</i>	
<b>Duration</b>	<b>30</b>
Period required for completion of assignment <i>Over 10 days is 10, 5-10 days is 20 and 5 days or less is 30)</i>	
<b>Financial Score (Sf)</b>	<b>40</b>
$Sf = 100 * Fm / F$ , in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.	
<b>Total Score</b>	<b>100</b>



## 7. Submission of proposal and deadline

Sealed Proposals titled '**Maldives First Biennial Update Report**' 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,  
Green Building  
Maafannu, Male', 20392,  
Republic of Maldives  
**Date:** January 20, 2020  
**Time:** 1000 hours

