



REDESIGNING OF STAFF AWARDS

Request for Proposal 2020



Objectives & Scope of Request for Proposal

The Bank's Staff Awards Ceremony is the most prestigious event held in order to recognize and award employees for their many achievements, accomplishments and contributions to the Bank. The Award function manifests the Bank's enthusiasm in recognizing staff who are dedicated to make BML a great place.

The objective of this document is to request for design proposals that is consistent in terms of quality and appearance, and demonstrates the significance of the Bank's award function, and ensures that it is an asset that staff would feel proud receiving.

About the Proposal

BML is looking for parties who can provide a design for the award plaque that meets the design requirements of the Bank (attachment 1). From the submissions, the evaluation committee will select one submission based on the criteria mentioned below. This selected party must be able to provide one sample that will be further evaluated. Once the final design and sample has been approved, the redesigning process of the staff awards plaque shall conclude.

Evaluation Criteria

Experience in the field of assignment	5%
Price	50%
Creativity and originality of design	25%
Adherence to/ Representation of BML Brand	10%
Production practicality	10%

1. Experience in the field of assignment

Includes portfolios consisting of past designs used by clients, companies (reference letters may be submitted). Full marks awarded for parties who submit at least 3 referrals or designs that are currently in use/ have been used by clients, companies.

2. Price

Price must include design and cost of producing one sample separately. Lowest bid obtains full marks.



3. Creativity and originality of Design

The creativity of the design will be measured based on the specifications/requirements as per attachment 1. This also includes the durability of materials used.

4. Adherence to / Representation of BML Brand

Evaluation of the design based on the visual adherence and representation of BML brand (colors, design, etc. Specified in attachment 1).

5. Production practicality

Capability of the design to be mass produced, practical usage, durability, susceptibility to weather damage, wear and tear.



Terms and Conditions

- Confidentiality

The proposal shall be held in strict confidence and not be revealed to any other party. Any information pertaining to Bank of Maldives PLC as a result of participation shall not be disclosed without the prior written consent of the Bank.

- Evaluation of the offers

The evaluation of the proposals will be based on the evaluation criteria. The issuance of RFP document is an invitation to offer and must not be construed as any agreement or contract or arrangement nor would it be construed as material for any investigation or review to be carried out by a training provider.

- Quotations

All prices must include design and production fee of one sample. The quoted price must be valid for at least 90 days.

- Acceptance of terms

The Recipient will, by responding to the Bank's RFP document, be deemed to have thoroughly read the whole RFP document and unconditionally accepted the terms and conditions as stated.

- Intellectual Property

All property, concept, and design rights (inclusive of amendments) of the chosen design shall belong to Bank of Maldives PLC. Designs that are not selected will not be owned by BML and will never be used by BML in any way.

- Closing Date

The date of closure for submission of proposal is 16th February 2020, on or before 11:00AM, local time.

Mode of Submission

The response to the RFP should be submitted to:

Procurement Department
Bank of Maldives PLC
Sea Tracs Building, 4th Floor
Boduthakurufaanu Magu
Male' 20251, Rep. of Maldives

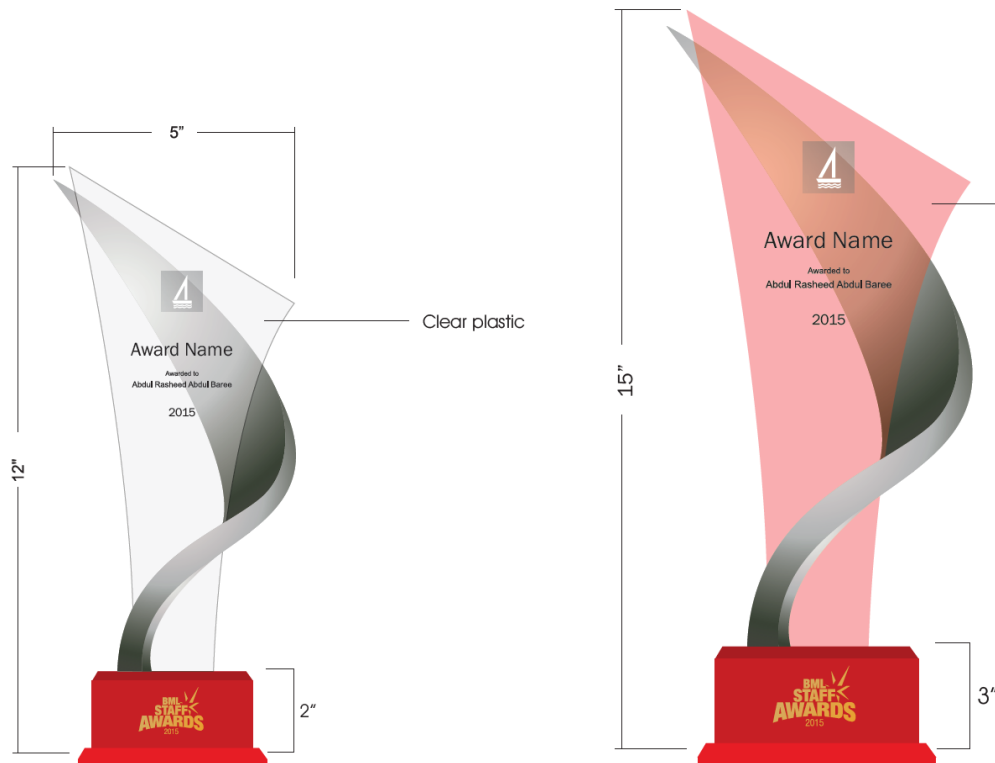
Or via mail to quotations@bml.com.mv

It is the proposer's responsibility to ensure that the Bank receives the proposal on or before the deadline. Any proposal received after the closing time and date of submission shall not be considered.

BML Staff Awards Trophy Design Guideline

Bank of Maldives' annual staff awards manifest BML's enthusiasm in recognizing staff who are dedicated in continuing to make BML the best place to work in the country. We want the trophy awarded in this prestigious award function not only to celebrate BML but our greatest asset: its staff to feel proud of it.

1. All designs must be original work that has not been previously used.
2. Entries must be free from any form of property rights obligation nor the designs infringes any third party's rights including but not limited to copyright, logo, trademark, trade names, or other rights that construed ownership both in private and public display.
3. The award needs to include both the Bank of Maldives logo and the title "BML Staff Awards" along with a space which can engrave year, category and winner's name. (The previously used design is below for your reference).



4. The trophies should look and feel valuable, and be a modern design. (Should not look or resemble the old design).
5. If selected, designers should be able to produce and deliver manufactured design.
6. The trophies, as an outcome of design, should be durable, weather and impact proof.
7. Trophy designs should have broad appeal and should avoid controversial subjects or symbols that are likely to offend and/or are deemed inappropriate.
8. Design may be bases of wood, metal, tempered glass, crystal, acrylic, resin stone or any other material which has a fixed form.

Attachment 1

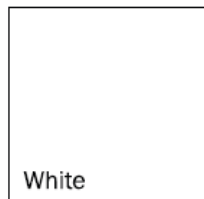
9. The design must be able to stand on its own on a flat surface.
10. Avoid designs that are excessively heavy, or that have bits that may fall off and need re-attaching.
11. The trophies must be no larger than 12 by 10 inches and no smaller than approximately 8 by 4 inches. Any submissions over the maximum dimensions will be disqualified.
12. Designs should be preferably in 3-D. Where digital submissions are made to complement the isometric submissions, make sure the image is in the correct file type (jpeg, gif, or pdf), is formatted and labeled according to the guidelines.
13. Each party may submit more than one design.
14. Design specification must be written and provided. This should include measurements and material(s) used.
15. You may use BML's official color palette if you would like.
16. Designs that are not selected will not be owned by BML and will never be used by BML in any way.

Primary Colour Palette



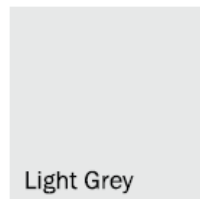
Red

CMYK (Print) C:0 M:100 Y:99 K:4
RGB R:224 G:27 B:34
Pantone Coated 1797C
Pantone uncoated 1797U
Web E01b22



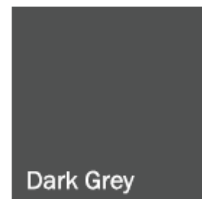
White

CMYK (Print) C:0 M:0 Y:0 K:0
RGB R:255 G:255 B:255



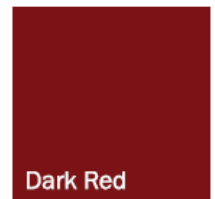
Light Grey

CMYK (Print) C:0 M:0 Y:0 K:10
RGB R:230 G:230 B:230
Process Balck C 10%
Web



Dark Grey

CMYK (Print) C:0 M:0 Y:0 K:80
RGB R:90 G:90 B:90
Process Balck C 80%
Web



Dark Red

CMYK (Print) C:24 M:100 Y:100 K:29
RGB R:135 G:20 B:22
Pantone Coated 1815C
Pantone uncoated 1815U
Web 871416