



Republic of Maldives

Information Sheet

Printing, Production and Delivery of Destination Guide 2027

03rd September 2026

Section 1 - Instruction to Tenderers		
1.	General	
1.1	Announcement Number:	(IUL)VMC-PROC/VMC/2026/22
1.2	Announcement Date:	03 rd September 2026
1.3	Project:	Printing, Production and Delivery of Destination Guide 2027
1.4	Registration Deadline	10 th September 2026 at 1400 hours
1.5	Submission Deadline (Date & Time)	17 th September 2026 at 1100 hours
1.6	Bid Addressed to	Hassan Shaheel Director, Procurement Visit Maldives Corporation H. Zonaria, 4th Floor, Boduthakurufaanu Magu, Male' Republic of Maldives
2.	Procedure of Tendering	
2.1	Introduction to Bidders The Tenderer must be a sole proprietor, private entity, a registered company or government-owned entity or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture. Also must be a registered vendor in Visit Maldives Corporation Vendor Portal (vendor.vmc.mv).	
2.2	Registration of Tenderers: Tender registration must be completed via Visit Maldives Corporation Vendor Portal Portal Link: https://vendor.vmc.mv/ Registration Deadline: before 14:00 hours on 10th September 2026	
2.3	Clarifications of Bidding document, Scope of work: All clarifications must be addressed on or before 14:00 hours on 15th September 2026 . Unless specifically stated otherwise in this information sheet, all queries and communications in respect to the information sheet or the Tender Process shall be addressed by any Respondent to VMC, by e-mail or Vendor Portal.	

2.4	Submission of Tenders: Tenders must be received by VMC at the address or by email and no later than the date and time mentioned below. Venue: Visit Maldives Corporation, 2nd Floor, H. Zonaria, Male' Date: 17th September 2026 Time: Before 1100hrs (Maldives local time) Local Bidders (Registered in Maldives): In-person submission at H. Zonaria, 4th Floor, at 11:00 hours on 17th September 2026 (Maldives Local Time) International Bidders: (Registered outside of Maldives): tender202@visitmaldives.com before 1100 hours on 17th September 2026 (Proposals received to any other emails will not be accepted)
2.5	Late Tender: VMC shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with clause 2.4. Any Tender received by VMC after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.
2.6	Amendments to Tender Documents: (a) At any time prior to the deadline for submission of Tenders, the VMC may amend the Tendering Document by issuing addendum. (b) Any addendum issued shall be part of the Tendering Document and shall be communicated in writing to all who have obtained the Tendering Document from VMC To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Employer may, at its discretion, extend the deadline for the submission of Tenders
2.7	This Information sheet and all the entities participating in the Bid Process shall be governed by the laws of Maldives, without having regard to its principles of conflict of laws. Only the courts in Maldives shall have exclusive jurisdiction to entertain, hold trial, and adjudicate upon any dispute in relation to the information sheet, Bid Process or any other aspect in relation thereto.

3.	Preparation of Tenders
3.1	Each Respondent shall submit a single proposal.
3.2	All documents submitted should be clear.
3.3	Cost of Tendering: The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and VMC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
3.4	Language of Tender: The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and VMC, shall be written in English or Dhivehi Language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in English or Dhivehi, in which case, for purposes of interpretation of the Tender, such translation shall govern.
3.5	Documents Comprising the Tender: 1. Quotation 1.1 Quotation must contain the following. 1.2 Price breakdown for each language of Destination Guide separately (The prices shall be quoted inclusive of GST and all if applicable Taxes.) Each language of Destination Guide will be printed separately throughout the year (2027). 1.3 The cost of shipping, air freight, customs clearances, and delivery to the Visit Maldives Corporation (VMC) office for both the samples and mass production (of each language of Destination Guide) must be included. VMC will not be liable for or reimburse any additional costs or expenses incurred beyond the proposed total cost stated in the submitted quotation. 1.4 Authorized signatory with name and designation of the signatory or Company stamp. 1.5 Validity of 90 days from date of submission. If validity is not stated on the quotation, it will be considered valid for 90 days. 1.6 All calculations and costing should be in Maldivian Rufiyaa or US Dollars.

	1.7 Tender proposal <u>will be disqualified</u> if the document is not submitted or if the document is not as per the information sheet. 2. Copy of a valid Registration Certificate of Sole Proprietorship / Partnership /Company / Corporative Society 2.1 A Tenderer may be a sole proprietor, private entity, a registered company or government-owned entity or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture. 2.2 All the registered bidders must register as a vendor in Visit Maldives Vendor Portal 2.3 The tender proposal <u>will be disqualified</u> if the registration document is not submitted. 3. Profile of the Tenderer Must include the following; 3.1 A brief about the tenderer and the services offer 3.2 List of similar services provided by the company 3.3 Capacity (Number of years in service). 3.4 Tender proposal <u>will be disqualified</u> if the document is not submitted. <u>Marks will be deducted</u> if the document is not as per the information sheet. 4. Copy of GST/Tax Registration Document and Tax Clearance Document (If the company is registered in the Maldives) issued by MIRA 4.1 The Tax Clearance Document should be a recent certificate (not earlier than 1 month from the date of this announcement.) 4.2 The tenderer should not have any dues that needs to be paid to MIRA or the Tenderer should be paying debts owed to MIRA in accordance with an agreed payment schedule (should not be in default). 4.3 In case if the bidder is not eligible for GST registration, this should be clearly stated in the quotation submitted with the proposal. 4.4 Tender proposal <u>will be disqualified</u> if the document is not submitted with the Tender or if the document is not as per the information sheet.
--	--

	5. Past Experience Letters 5.1 Must submit Letters of similar projects undertaken within the past 5 years from the date of this announcement. 5.2 The Past Experience letter should include the name/ details of the project along with the client contact details for reference. 5.3 Tender proposal <u>will be disqualified</u> if the document is not submitted with the tender or if there is no past experience in similar projects. 5.4 Marks <u>will be deducted</u> if they have worked with VMC and their past performance was not satisfactory. 5.5 If the bidder has worked with VMC in the past five years, please indicate this in the proposal/Quotation. VMC will verify and give marks for each satisfactory project accordingly.
3.6	Work Completion Requirement: a) Work should be completed as per the scope of work
3.7	Period of Validity of Tender: (a) Tenders shall remain valid for 90 calendar days after the Tender submission deadline date prescribed by VMC. A Tender valid for a shorter period shall be rejected by VMC as nonresponsive. (b) If validity is not stated on the quotation, it will be considered valid for 90 days. (c) In exceptional circumstances, prior to the expiration of the Tender validity period, VMC may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing.
3.8	Bid Security If the bid value is more than MVR 2,000,000.00 (Two Million), a bid security must be provided by the Bidder, when submitting the Tender. All bidders should submit a Bid Security of 15% of the proposed bid value. • Bid security shall be valid for period of 4 weeks beyond the validity period of the bid. • The Bid security shall be in the form of a Bank Guarantee, from a Bank or from an Insurance company based in Maldives. • The bid security will be returned to:

	Successful bidder - upon receipt of performance security Unsuccessful bidders - upon award of the contract to the successful bidder
3.9	Performance Security: If the project value is more than MVR 2,000,000.00 (Two Million), the successful bidder will be required to provide the performance security within twenty-one (21) days of receipt of the notification of award/letter of acceptance. Successful bidder should provide 15% of proposed bid value as a performance security. The performance security is to ensure that the supplier or contractor fulfils its obligations under the contract and is intended to protect the VMC against default on the part of the supplier or contractor. The performance security will be released once the project is completed as per the agreement.
3.10	Format of Signing of Tender: The Tenderer shall prepare one original of the documents comprising the Tender as described in Clause 3.5, and clearly mark it “Original”. Alternative Tenders, if permitted in accordance with clause 3.11, shall be clearly marked “Alternative”.
3.11	Alternative Tenders: It is not permitted to submit Alternative Tenders.
3.12	Conflict of Interest: A Tenderer shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest with one or more parties in this tendering process, if: (a) they have a controlling partner in common; or (b) they receive or have received any direct or indirect subsidy from any of them; or (c) they have the same legal representative for purposes of this Tender; or (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Tender of another Tenderer, or influence the decisions of the Employer regarding this tendering process; or

	(e) a Tenderer participates in more than one Tender in this tendering process. Participation by a Tenderer in more than one Tender will result in the disqualification of all Tenders in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one Tender; or (f) a Tenderer or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Tender; or (g) a Tenderer, or any of its affiliates has been hired (or is proposed to be hired) by VMC.
3.13	The Tenderer shall not engage in corrupt or fraudulent practices in the preparation or lodgment of a Bid.
3.14	Authorization: (a) The original shall be signed by a person duly authorized to sign on behalf of the Tenderer. The name and position held by each person signing the authorization must be typed or printed below the signature.
3.15	IP & Confidentiality of Artwork/Design All artwork, designs, and creative files shared by VMC with the Bidder remain the exclusive property of VMC and may be used only to fulfil this contract. The Bidder shall keep all such artwork and designs confidential and shall not disclose, publish, reuse, or share them with any third party including for promotional or portfolio purposes without VMC's prior written consent, both during and after the contract.
4.	Submission and Opening of Tenders
4.1	Deadline for Submission of Tenders: (a) Tenders must be received by VMC physically at the address and no later than the date and time in clause 1.5 of this document. (b) VMC may, at its discretion, extend the deadline for the submission of Tenders by amending the Tendering Document, in which case all rights and obligations of VMC and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

5.	Disqualification
	VMC shall have absolute discretion to disqualify any Proposal made by a Respondent on any one or more of the following grounds; a) The Proposal is not accompanied by documents required to be submitted (as detailed in clause 3.5) in accordance with this RFP; b) If the submitted proposal of the tenderer fails to meet the requirements as mentioned in the scope of work c) If the Respondent submits incorrect/ inaccurate/ misleading information or conceals/suppresses any relevant information d) Where the Respondent seeks to modify the Proposal after Proposal Due Date without the consent of VMC e) Any Proposal that is received after the Proposal Due Date f) Pending, active, or previous legal action by/ against a Tenderer /Respondent that may prevent its participation in the Tender Process or prevent it from fulfilling its respective obligations as specified and/ or as required in/under this RFP and the Agreement; and/ or g) If the Respondent is in breach of any of its material contractual obligations at any of its previous contracts with the Government of Maldives or VMC h) If Tenderer is found to be engaged in corrupt or fraudulent practices in the preparation or lodgment of a Bid.
6.	Evaluation
6.1	The tender evaluations will be carried out as per the evaluation criteria stated under Section 2 of this document. No other evaluation criteria shall be permitted.
6.2	To assist in the examination, evaluation, and comparison of Bids, VMC may, at its discretion, ask any Tenderer for clarification of its Bid. The request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by VMC in the evaluation of the Bids.
6.3	From the Bid Due Date until the issue of the Letter of Award, if any Tenderer wishes to contact VMC on any matter related to the Bid or the Bid Process, it should be done in writing.

6.4	Any effort on the part of the Tenderers to influence VMC in the examination, evaluation, ranking of Bids may result in the rejection of the respective Tenderer's Bid.
7.	Advance Payment and Advance Payment Guarantee (Not applicable)
8.	Award of Contract
8.1	VMC will issue the Letter of Award to the Respondent whose Proposal has been determined to be responsive and has the highest score (the "Selected Respondent").
8.2	The Letter of Award will be issued to the Selected Respondent or posted to the Selected Respondent's address, or a scanned version of the Letter of Award shall be sent via e-mail at the address given in the Proposal and such handing or posting or e-mail shall be deemed good service of such a notice.
8.3	If the Selected Respondent fails to sign the Letter of Award and the Agreement within the given period, VMC shall have the right at its absolute discretion to select the Proposal with the highest score among the remaining responsive Respondents or annul the Tender Process.
8.4	VMC reserves the right to annul the Tender Process and reject all Proposals, at any time prior to signing of the Agreement, without thereby incurring any liability to the Respondents, or any obligation to inform the Respondents of the grounds for VMC's action.
9.	Payment Terms
9.1	As consideration for the proposal for the project, the Selected Respondent/Bidder shall be compensated in the manner provided below. A) Payment will be made after delivery of each batch as per the scope of work within 30-45 Calendar days upon submission of the invoice. B) If the above payment terms are not acceptable, kindly indicate your proposed alternative payment terms in the quotation. The VMC Tender Evaluation Committee reserves the discretion to consider and accept alternative payment terms or proposals. Please note that VMC will not make full payment in advance.
10	Delay Damages & Contract Termination
10.1	Delay Damages: If the Service Provider fails to complete the works as per this agreement, VMC has the right to deduct liquidated damages for each hour passes. Termination: The contract will be terminated if the selected bidder fails to bring the sample for the given deadline and delivers all the items as per the scope of work stated in the agreement.

Section 2 - Evaluation Criteria		
Area	Details	Marks
Contract Price	The party that proposes the lowest contract price shall receive a maximum mark of Sixty (60), and for remaining proposals marks will be allocated on pro rata basis.	60
Company Profile	Marks will be given as follows; a. Nature of Work. Should include the services offered. b. Capacity (Number of years in service). c. The organizational structure.	10
Past Experience	A minimum of 3 reference letters of similar projects undertaken within the past 5 years will be required for full marks to be awarded. The reference letter should include the name of the project along with the contact details for reference. If the bidder has worked with VMC in the past five years, please indicate this in the proposal/Quotation. VMC will verify and give marks for each satisfactory project accordingly. a) 3 Projects: 30 marks b) 2 Projects: 20 marks c) 1 Project: 10 marks	30
	TOTAL	100

Section 1 - Scope of Work

Visit Maldives Corporation (VMC) is seeking to hire a party for printing, production and delivery of Maldives Destination Guide for the year 2027 and print ready files of Destination guides will be provided to the winning party. 2026 destination guide digital copy is available in the below link.

Link 1: <https://visitmaldives.s3.amazonaws.com/lwZazzoy/a6zgdtq.pdf>

Link 2: <https://visitmaldives.com/en/downloads?page=2>

Following are the production items and quantities required.

No.	Languages	Quantity
1	English	10,000
2	Chinese	800
3	Russian	500
4	German	500
5	Arabic	800
6	Italian	300
7	Japanese	300
8	French	300
9	Turkish	300
10	Spanish	500
Total	10 Languages	14,300 copies

Destination Guide 2027 Print Specifications

Finished Size (Trim Size): 210 mm (W) × 280 mm (H)

Page Count: 140 interior pages + cover

Binding: Perfect Binding

Interior Pages

Paper: 130 gsm silk/matt art paper

Printing: 4-colour printing (CMYK), double-sided

Cover

Paper: 350 gsm art card

Printing: 4-colour printing (CMYK), double-sided

Finish: Soft-touch lamination

Special Finish: Silver foil stamping on the title

Back Cover Extension

The back cover will include an additional 60 mm extension that folds inward to create a flap for holding the icon legend.

- Standard back cover: 210 × 280 mm
- Extended back cover: 270 × 280 mm before folding
- Folded flap: 60 × 280 mm
- A clear fold/crease line should be incorporated at the 60 mm mark.
- The folded extension should securely hold the icon legend while allowing it to be easily accessed.

Tear-Out Map

Include a fold-out, rip-able map within the book, proportioned to the book's finished height.

- Finished height: 280 mm
- Open size: approximately 396 × 280 mm
- The map should fold down to 210 × 280 mm to align with the book's finished page size.
- Paper: 100-120 gsm, subject to printer recommendation.
- Include perforation/tear-off finishing for easy removal.
- The map should be positioned and attached so it can be removed without damaging the binding or adjacent pages.

Margins / Safe Area

Top: 12.7 mm

Bottom: 12.7 mm

Inside: 20 mm

Outside: 20 mm

Bleed

Bleed: 3 mm on all sides

Standard document size with bleed: 216 mm (W) × 286 mm (H)

Special Finishing

- Soft-touch lamination on cover
- Silver foil stamping on cover title
- 60 mm folded extension on back cover for icon legend
- **Fold/crease on back-cover extension**
- **Fold-out A3-proportioned tear-out map**

Delivery: Successful bidder must submit a physical sample of Destination Guide English Language for VMC approval. Final production must be started after getting the sample approval in writing from VMC. The cost of shippings, air freights, customs clearances, and delivery to the Visit Maldives Corporation (VMC) office for both the samples and mass productions of each language must be included in the proposal.

VMC will not be liable for or reimburse any additional costs or expenses incurred beyond the total proposed cost stated in the submitted proposal.

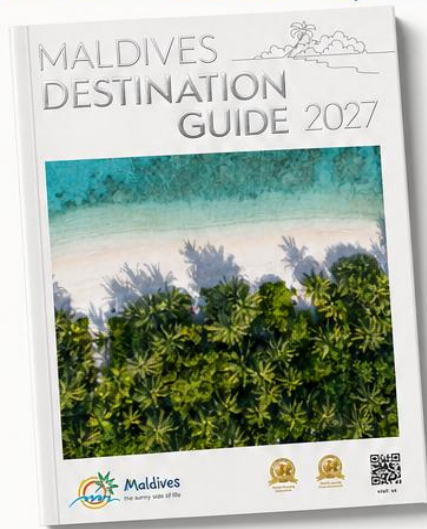
Sample Delivery: Successful bidders must submit a sample within 10-15 Calendar days of sharing the artwork by VMC. Artwork will be shared with the Successful bidder upon accepting the award of the project.

Mass Production delivery: Successful bidder must arrange the delivery of the Destination Guide (Each Language separately) to VMC within 30-35 Calendar days of the sample approval date.

Items details and Specifications follows (Refer Annex-A);

Destination Guide 2027

(MOCK UP REFERENCE)

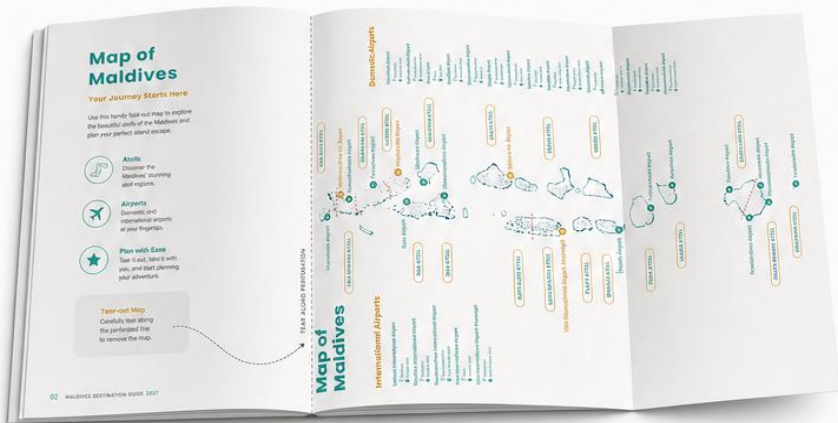


1. FRONT COVER

FINAL TRIM SIZE
210 x 280 mm

SPECIFICATIONS

- Portrait orientation
- Full colour
- Premium print finish
- Perfect bound
- Embossed title & logo
- Includes branding, awards & QR code



2. TEAR-OUT MAP

OPEN SIZE
396 x 280 mm

FOLDED SIZE
210 x 280 mm

SPECIFICATIONS

- Tear-out fold-out map (Perforated)
- Full colour
- Easy-to-follow layout
- Atolls & airports highlighted
- Travel planning guide



3. BACK COVER (FOLDED)

FINAL TRIM SIZE
210 x 280 mm

FLAP SIZE
60 mm (right side)

SPECIFICATIONS

- Full colour back cover
- 60 mm right-side flap (folds inward)
- Icon legend on flap
- Matte or gloss finish
- Perfect bound

*Please note that the visuals are subject to change and are intended solely as a visualisation to demonstrate the proposed mock-up. All measurements are provided in millimetres (mm).