



Ministry of Finance and Public Enterprises

REQUEST FOR PROPOSAL

Project Name: InDesign and Printing Services for the National Budget 2027

Tender Reference No.: PC-13/2026/W-09

Bid Opening Date: 27th September 2026, 13:30

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Terms of Reference

InDesign and Printing Services for the National Budget 2027

Project Number: PC-13/2026/W-09

Introduction:

The Ministry of Finance and Public Enterprises is committed to presenting the National Budget in a clear, accurate and accessible format for the general public, policymakers, and other stakeholders. The Government Budget 2027 Book is an official publication containing the proposed budget framework for the year 2027 including detailed budget statements and tables as mandated by the Public Finance Act (Law Number 3/2006) and the Fiscal Responsibility Act (Law Number 30/2024). The Proposed Budget 2027 is to be submitted to Majlis by the 31st of October 2026. These Terms of Reference outline the responsibilities and expectations for the party selected to undertake the InDesign composition and printing of the Government Budget Book 2027 in Dhivehi as well as the printing of the National Budget Infographic Booklet.

Objectives:

The objectives of the project InDesign and Printing Services for the National Budget 2027 are as follows:

- a. Prepare a professionally typeset and publication ready Budget Book 2027 using Adobe InDesign, based on the approved visual identity, content and instructions provided by the Ministry.
- b. Ensure accurate and consistent presentation of Dhivehi right-to-left content, including tables, charts, headings, footnotes.
- c. Complete all pre-press checks and produce print-ready files that meet professional production standards.
- d. Print, bind, finish, package and deliver the required number of Proposed Budget Books within the approved timeline and technical specifications.
- e. Provide the Ministry with complete, editable source files and final digital outputs for archiving and future official use.
- f. Print, bind, finish, package and deliver the required number of Budget 2027 Infographic booklets within the approved timeline and technical specifications.
- g. Print, bind, finish, package and deliver the required number Approved Budget 2027 Books within the approved timeline and technical specifications.

Scope of Work:

The scope of work includes the following activities:



- a. InDesign Composition and Page Layout for the Proposed Budget 2027 Book:
 - Populate an InDesign document for the Proposed Budget Book 2027 in the Dhivehi text orientation.
 - Utilise the Budget 2027 artwork, cover design, colour palette, typography and chapter layout as directed by the Ministry.
 - Apply master pages, margins, paragraph styles, character styles, table styles, object styles, page numbering rules, headers, footers and chapter openers for consistent use throughout the publication as directed by the Ministry.
 - Flow, format and typeset all Ministry provided text, tables, charts, figures, notes and annexes as directed by the Ministry.
- b. Proofing, Corrections and Quality Control for the Proposed Budget 2027 Book:
 - Submit low resolution PDF proofs at agreed milestones for review by the Ministry and incorporate all corrections and revisions provided by the Ministry. All revisions must be traceable with version history as to ensure changes are reflected and not missed out.
 - Provide 1 complete edition of the Proposed Budget Book as a test copy before mass production and commence bulk printing only after receiving approval from the Ministry.
- c. Pre-press, print production, delivery and handover:
 - Package all linked files and fonts and prepare press-ready PDF files using the printer's approved PDF standard for the Proposed Budget 2027 Book.
 - Ensure consistent colour reproduction, registration, trimming, folding binding, lamination and finishing across all copies. Replace at no additional cost if any copies are affected by material defects, missing or duplicated pages, poor binding, incorrect trimming, colour inconsistency, marking, damage or any deviation from the approved test copy.
 - Pack the books and booklets securely and deliver the complete quantity as directed by the Ministry alongside submission of the editable InDesign files and related digital files for the Proposed Budget 2027 Book.

Technical Specifications:

The following are the minimum requirements for the printing of the Proposed Budget 2027 Books, the Approved Budget 2027 Book and the Budget 2027 Infographic Booklet.

Requirement for Proposed Budget 2027 book

Quantity	160 books
No. of pages	250 - 300 pages (including cover)



Size	300mm x 215 mm
Paper	Cover in 250gsm glossy art card and inside in 130gsm glossy art paper
Printing	In multi colors on all pages
Finishing	Cover with gloss/matt lamination on one side and glue bond
Binding	Thread sewn with adhesive binding
Delivery	Must be delivered within 24 hours on approval

Requirement for Approved Budget 2027 book

Quantity	160 books
No. of pages	250 - 300 pages (including cover)
Size	300mm x 215 mm
Paper	Cover in 250gsm glossy art card and inside in 130gsm glossy art paper
Printing	In multi colors on all pages
Finishing	Cover with gloss/matt lamination on one side and glue bond
Binding	Thread sewn with adhesive binding
Delivery	Must be delivered within 24 hours on approval

Requirement for Budget Infographics Booklet

Quantity	160 books
No. of pages	32 – 36 pages (including cover)
Size	240 mm x 180 mm
Paper	130gsm glossy art paper
Printing	In multi colors on all pages
Binding	Stapled
Delivery	Must be delivered within 24 hours on approval

Timeline

The following timeline is proposed for the completion of the project InDesign and Printing Services for the National Budget 2027:

Deadline	Deliverables
05 October 2026	Kick-off meeting
12 October 2026	Provide draft working file using the sample artworks, layouts and visual identity as provided by the Ministry
22 – 28 October 2026	Provide draft chapters for review
30 October 2026	Provide test copy of Proposed Budget Book 2027 for approval
31 October 2026	Delivery of Proposed Budget 2027 Book and digital files handover, along with the Budget 2027 Infographic Booklet
31 December 2026	Delivery of Approved Budget 2027 Book

Note:

1. Deadlines outlined in this TOR are subject to change. Any discussions regarding new timelines or adjustments to existing deadlines must be mutually agreed upon by both parties.

Payment:

Payment shall be made in 2 instalments as per the delivery timeline.

Payment	Percent	Deliverables
Payment 1	80%	Completion of deliverables till 31 October 2026
Payment 2	20%	Completion of deliverables till 31 December 2026

Reporting and Coordination:

The team responsible for the InDesign and Printing Services for the National Budget 2027 will report to the head of Fiscal Affairs Department (FAD) of Ministry of Finance and Public Enterprises, who will oversee the overall progress and ensure adherence to timelines. Regular progress updates and coordination meetings as well as ad hoc meetings on a need basis will be conducted to address any issues, discuss feedback, and make necessary revisions. Staff of FAD will provide guidance and assistance at all times during the project.

Expected Output and Deliverables:

The following deliverables are expected to be produced as part of the InDesign and Printing of the Proposed Government Budget Book 2027 project:

- a. Test Book copy for the Proposed Budget 2027 Book
- b. Complete revised and final PDF proof of the Proposed Budget 2027 Book
- c. The full quantity of printed, bound, finished, quality checked and packaged Proposed Budget 2027 Books delivered to the Ministry
- d. Print-ready PDFs and optimised digital PDFs of the Proposed Budget 2027 book.
- e. Complete editable source file handover comprising of INDD and IDML files, packaged linked assets and a file inventory
- f. The full quantity of printed, bound, finished, quality checked and packaged Budget 2027 Infographic Booklets delivered to the Ministry
- g. The full quantity of printed, bound, finished, quality checked and packaged Approved Budget 2027 Books delivered to the Ministry

Confidentiality:

All personnel engaged in this project are required to strictly observe confidentiality protocols. Any privileged or sensitive information acquired throughout the project must be handled with the highest level of discretion and shall not be divulged to any unauthorized parties, either during the project's duration or following its completion.

Bidding Process

The bidding process of the project will be a single stage bidding process. The bidder must submit all the documents detailed in section 12 with the price proposal (including GST).

Evaluation Criteria

This evaluation will be based on the criteria below.

Criteria	Marks Awarded	
Price	50%	
Experience	20%	
		Familiarity with InDesign 15%
Technical Capacity	30%	Experience in similar level of publication and printing services 15%

Note:

- 1- The party with the highest marks shall be awarded the project.
- 2- Experience will be evaluated based on relevant experience of team members.

Required Documents

The firm shall submit a proposal for the project. The proposal shall include the following documents: (Bidder should be a registered entity as per Law No. 18/2014).

- a. Company profile or Portfolio
- b. Registration copy of the Business entity
- c. GST registration copy (if registered)
- d. CVs of the team members (include team members that will directly be involved in the project; include team members specializing in InDesign, publications, and printing services)
- e. Related projects or works undertaken in the past 3 (three) years and the portfolio
- f. Sample print of at least 1 (one) project of professionally designed and printed Dhivehi publication delivered by the party.
- g. Reference letters from past clients
- h. Companies, Partnership and Sole proprietorship should submit financial statement of 2024 or 2025 submitted to MIRA. Companies, Partnership and Sole proprietorship that need not submit Financial Statements to MIRA can submit bank statement copy of last 3 months or income - expenditure report for the year 2024 or 2025.

Amendments:

Any amendments or modifications to this Terms of Reference must be agreed upon by the relevant stakeholders and documented in writing.

Please note that this Terms of Reference serves as a guiding document for the InDesign and Printing of the Proposed Government Budget Book 2027.

Annex 1 – Resources

Relevant information regarding the National Budget can be accessed as listed below:

- a. Past Budget Books and information regarding the National Budget and its processes:
<https://www.finance.gov.mv/public-finance/national-budget>
- b. Budget Website: <https://www.budget.gov.mv>

Delivery: 1 day from the time of approval

NOTE: Please mention price per page if there will be a price change due to the increase/decrease of page numbers than the given range. [FOR ALL BOOKS]

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3. حَسْبُكَ مَا تَقُولُ اِنَّكَ مُرْسَلٌ رَحِمَ رَحْمَتِ رَبِّكَ

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4. **ذُرِّعُوا**

- $\frac{6}{7} \times \frac{8}{9}$ ----- $\frac{6}{7} \times \frac{8}{9} = \frac{48}{63} = \frac{16}{21}$

5. دَسَرِ رَامِ بِرَوُو مُنَا بِرِ مَوْرِدِ:

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6. دسویں سالو سرسرو برقوقو دسویں سالو سرسرو:

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7. دَسَوَرَاوَنَ کُتِرَتُو مَوْنَم رِیْم جُرِنَ رَقْرِم:

- (1) $\frac{d}{dt} \left(\frac{1}{2} m \dot{x}^2 + \frac{1}{2} m \dot{y}^2 + \frac{1}{2} m \dot{z}^2 \right) = \frac{d}{dt} \left(\frac{1}{2} m \dot{x}^2 + \frac{1}{2} m \dot{y}^2 + \frac{1}{2} m \dot{z}^2 \right)$

8. **ہرچھوئے کا گرسو:**

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