VISIT MALDIVES CORPORATION

Republic of Maldives

RFP No: (IUL)VMC-PROC/1/2026/39

Information Sheet

Printing, Production and Delivery of Calendar 2027

15th November 2026

Section 1 – Instruction to Tenderers		
1.	**General**	
1.1	Announcement Number:	(IUL)VMC-PROC/1/2026/39
1.2	Announcement Date:	15th November 2026
1.3	Project:	**Printing, Production and Delivery of Calendar 2027**
1.4	Registration Deadline	19th November 2026 at 1500 hours
1.5	Submission Deadline (Date & Time)	23rd November 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: **15:00 hours on 19th November 2026. (Design details will only be shared with the registered bidders after the registration deadline)**	
2.3	**Clarifications of Bidding document, Scope of work:** All clarifications must be addressed on or before **12:00 hours on 22nd November 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:** 23rd November 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 19th November 2026 (Maldives Local Time) **International Bidders:** (Registered outside of Maldives): tender202@visitmaldives.com before 1100 hours on 19th November 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 Printing, Production and Delivery of Calendar 2027** (The prices shall be quoted inclusive of GST and all if applicable Taxes.). 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 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 **will be disqualified** 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 **will be disqualified** if the registration document is not submitted. **3. Profile of the Tenderer** Must include the following; 3.1 A brief about the tenderer 3.2 List of similar services provided by the company 3.3 Capacity (Number of years in service). 3.4 Tender proposal **will be disqualified** if the document is not submitted. **Marks will be deducted** 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 that 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 **will be disqualified** 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 **will be disqualified** 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 b) Sample Delivery: Within 07 days upon signing the agreement. c) Final product delivery: Maximum 20 days upon written approval of the sample.
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 for local vendors and via email to international vendors at the address 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 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.	55
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 maximum of 5 (Five) reference letters of similar projects will be considered for evaluation. Each letter will be given 5 marks. Full marks will be given only for similar contracts completed within the past 5 years. VMC Reserves the right to determine whether the supply contract stated in the experience letters are related to the bid being solicited. 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.	25
Delivery Period	A Maximum of 10 Marks will be awarded to the party who propose the shortest delivery period of the final product.	10
	TOTAL	100

SECTION 1 – SCOPE OF WORK

Printing Requirements & Specifications: Visit Maldives Official Calendar 2027

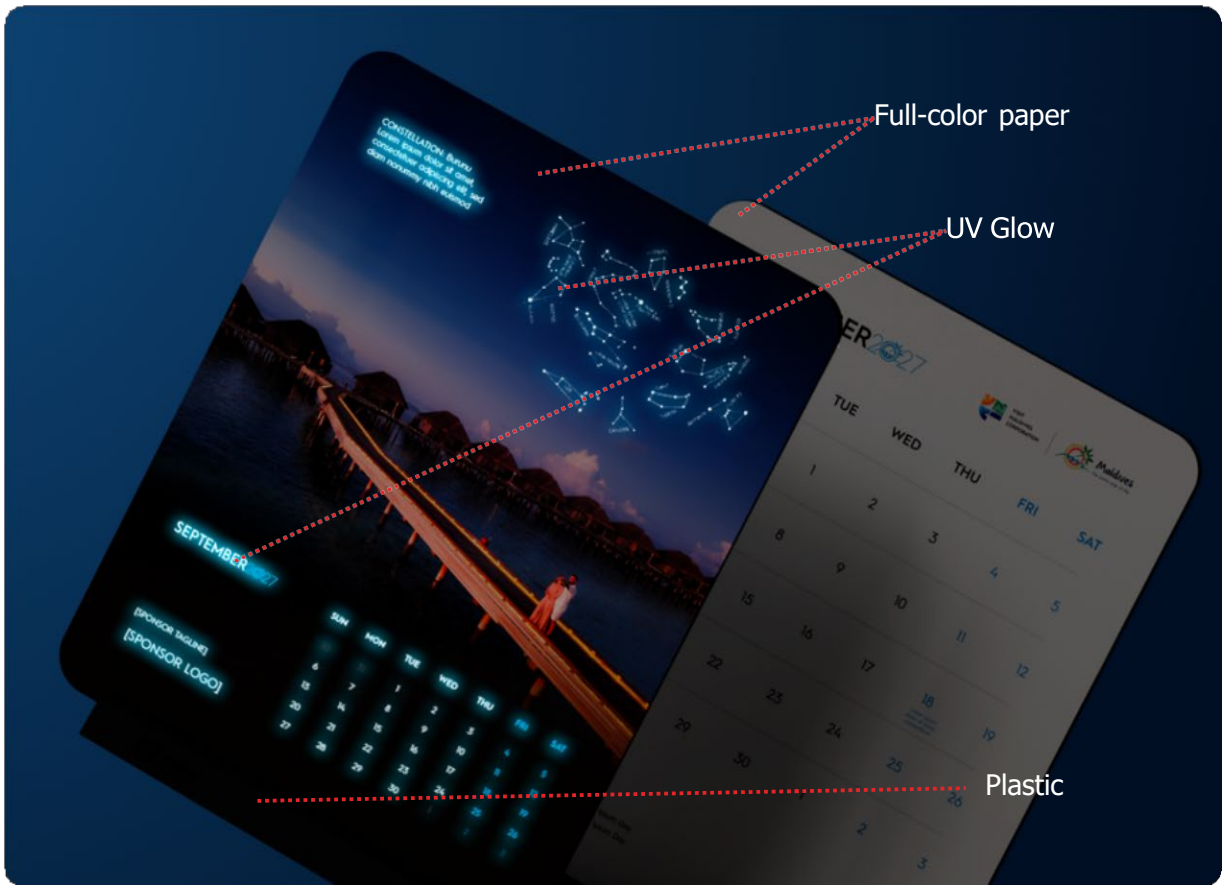
Project: Visit Maldives Official Calendar 2027 – Guiding Stars
Quantity: 600
Format: Premium collectible desk calendar, double-sided monthly cards/pages

1. PROJECT OVERVIEW

Visit Maldives Corporation intends to produce the Official Visit Maldives Calendar 2027, themed "Guiding Stars", as a premium collectible desktop calendar celebrating the Maldives' maritime heritage, traditional navigation practices and the beauty of the Maldivian night sky. The calendar will combine premium photographic printing with constellation-themed graphics and an interactive UV-reactive feature. The completed product shall function as both a collectible promotional item and a practical desktop calendar.
The finished calendar set shall comprise:

1. Printed double-sided calendar cards
2. Black plastic desktop calendar base
3. UV light
4. Printed thick-paper protective packaging

All components shall be supplied as a complete, assembled set.


Full-color paper
UV Glow
Plastic
SEPTEMBER
[SPONSOR LOGO]
TUE
WED
THU
FRI
SAT

2. Calendar Cards

- Quantity: 12 monthly cards.
- Finished size: 20 × 15 cm, landscape.
- Printing: Full-colour, high-resolution, double-sided printing.
- Material: Premium 300–350 GSM coated art card, suitable for desktop calendars andhigh-quality photographic reproduction.
- Finish: Matte or silk/matte finish preferred to minimise glare and maintain the quality ofnight photography.
- Card stock must be sufficiently rigid for repeated handling and stable display in thedesktop base.
- Front side to feature the approved night photography, constellation/star-map graphics, monthly information and sponsor branding.
- Reverse side to feature the functional monthly calendar with adequate writing space.
- Printing must provide accurate colour reproduction, sharp photographic detail and clear reproduction of fine constellation lines and typography.

3. UV-Reactive / Glow-in-the-Dark Feature

- A special UV-reactive/glow-in-the-dark printing layer shall be incorporated intodesignated areas of the artwork.
- The effect shall be selectively applied to stars, celestial elements and specified calendardates.
- Under normal lighting, the special-effect layer should remain subtle and not compromisethe primary artwork.
- When activated with UV light, the designated stars and dates must produce a clearlyvisible luminous effect.
- UV-reactive elements must be accurately registered to the approved artwork.
- The supplier shall recommend a suitable commercial-grade UV-reactive printing process compatible with the selected card stock.

4. UV Light

- 1 compact UV light per calendar set.
- Must be suitable for activating the UV-reactive/glow elements printed on the
- cards.Must be supplied with the required batteries and be ready for use.
- Compact and lightweight enough to be incorporated into the packaging.
- UV output must be sufficient to clearly activate the designated stars and
- dates. The UV light and printed UV-reactive layer must be tested together prior to massproduction.

5. Black Plastic Calendar Base

- Material: Durable, rigid black plastic with a clean, professional
- finish. Approximate dimensions:
- 12 cm (L) × 4–5 cm (W) × 2 cm (H)

- Base shall include a suitable slot/groove to securely hold the 20 × 15 cm calendar cards. The slot must accommodate the specified card thickness without excessive looseness or difficulty in inserting/removing cards.
- The base must have sufficient weight, depth and stability to prevent the assembledcalendar from toppling during normal desktop use.
- The base shall remain stable with both individual cards and the complete set of cards installed.
- A physical base sample shall be provided for approval before mass production.

6. Printed Packaging

- Material: Thick, rigid paper/paperboard packaging suitable for protecting the calendar set during handling, transportation and distribution.
- Packaging artwork and design will be provided by Visit Maldives Corporation.
- Full-colour printing with accurate colour reproduction and sharp detailing.
- Packaging shall be properly die-cut, folded and assembled with clean edges and a professional finish.
- Packaging must securely accommodate:
  - Complete set of 12 calendar cards
  - Black plastic calendar base
  - 1 UV light with batteries
  - The UV light must be securely positioned within the packaging to prevent movement or damage to the calendar cards.
- Final packaging dimensions and construction shall be based on the approved calendar components and supplied artwork/dieline.

7. Proofing & Approval

Before mass production, the supplier shall provide physical samples for approval, including

- Calendar card: print quality, colour, material, finish and dimensions.
- UV effect: demonstration under normal lighting and UV
- illumination.Black plastic base: dimensions, card fit, finish and stability.
- Packaging: printed artwork, dimensions, construction and fit of all components.

Mass production shall only commence following approval of the required physical proofs byVisit Maldives Corporation.

8. Quality Requirements

The completed calendar must have a consistent premium finish suitable for official Visit Maldives distribution. The supplier shall ensure:

- Consistent colour and print quality throughout the production run.
- Accurate dimensions and trimming.
- Sharp photographic and graphic reproduction.
- Precise registration of UV-reactive elements.
- Functional and clearly visible UV effect.
- Stable and properly finished calendar base.

- Secure and professionally finished packaging.
- No visible printing defects, scratches, misalignment, warping, excessive glue marks or manufacturing defects.

Final calendar set:

12 × 20 × 15 cm double-sided printed cards + 1 × black plastic desktop base + 1 × UV light + 1 × printed thick-paper packaging.