MALDIVES
PENSION OFFICE

REQUEST FOR PROPOSAL

Printing of 2027 Desk Calendar

REQUEST FOR PROPOSALS (RFP)

Printing of 2027 Desk Calendar

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1. Background & Objective

The Maldives Pension Administration Office (Pension Office) invites proposals from qualified, registered, and experienced commercial printing firms for the printing, fabrication, custom packaging, and delivery of the Pension Office Desk Calendar 2027.

The selected vendor shall manufacture and deliver premium-quality finished calendar sets strictly adhering to the technical specifications, structural dimensions, surface finishing standards, and packaging requirements detailed in this RFP.

2. Scope of Work & Deliverables

- **Project Title:** Pension Office Desk Calendar 2027.
- **Quantity Required:** 1,000 complete calendar sets
- **End-to-End Production Scope:** Pre-press preparation and color proofing, physical layout dummy/sample production for formal approval, full-color (CMYK) offset/digital printing, matte lamination, precision Spot UV coating, die-cutting, rigid board mounting, centered wire-o/spiral binding, rigid gift box fabrication, collating, boxing, protective sealing, and final delivery.
- **Mandatory Pre-Production Sample Approval:** The vendor must produce and submit a complete physical layout sample (covering calendar leaves, mounted stand, Spot UV finish, and rigid box) for written approval by the Pension Office prior to commencing mass production.
- **Delivery Location:** Maldives Pension Administration Office, Allied Building, 8th Floor, Chaandhanee Magu, Malé, 20156, Maldives.

3. Contract Duration & Delivery

The total contract duration is strictly 25 calendar days, commencing from the date of Contract signing and official handover of final print-ready artwork by the Pension Office. This 25 calendar-day window encompasses pre-press proofing, physical sample submission and approval, mass printing, finishing, box fabrication, sealing, and complete delivery of all 1,000 units to the Pension Office.

Note: To ensure project deadlines are met, the Maldives Pension Administration Office will review, provide feedback, or respond to any submitted, concepts or queries within two (2) working days of receipt.

4. Mandatory submission requirements & eligibility

Bidders must submit all required documentation listed below. Incomplete proposals or submissions lacking mandatory compliance documents will be disqualified without technical or financial evaluation.

1. Company Profile & Business Registration: Corporate profile detailing printing and production capacity. Copy of valid Business Registration Certificate and GST registration certificate (where applicable).

2. Prior Track Record (Minimum 3 Similar Projects): Bidders must submit official job completion documents which are evidence having successfully completed at least three (3) similar projects involving custom desk calendar printing within the past five (5) years.

3. Financial Proposal: Quotation clearly stating total price inclusive of GST in Maldivian Rufiyaa.

4. Production & Delivery Schedule: A realistic schedule demonstrating milestone dates for pre-press proofing, mandatory physical layout sample submission and approval, mass production, packaging/sealing, and final delivery within 25 calendar days of contract signing.

5. Maldives Pension Act Compliance: All participating vendors must be fully compliant with the Maldives Pension Act (Law No. 8/2009) regarding pension scheme registration and contribution payments. The Maldives Pension Administration Office reserves the right to verify compliance internally and reject or disqualify proposals from non-compliant vendors without further evaluation.

6. Company Profile Sheet: Vendors are required to submit the company profile sheet as per the attached template.

5. Proposal Evaluation Criteria

Evaluation Criteria	Assessment Scope & Scoring Methodology	Weighting
Past Experience & Track Record	Evaluation of at least 3 successfully completed similar custom desk calendar printing projects within the past 5 years, supported by verifiable client references and completion records.	20%
Financial Proposal (Price)	Price competitiveness of the total GST-inclusive bid amount.	80%

Payment Terms Note: Full payment will be disbursed strictly upon the successful delivery and acceptance of the complete quantity (1,000 sets). No advance payment will be made under any circumstances.

Quality Inspection & Acceptance Note: Delivered calendars will undergo a mandatory final quality inspection and will be compared directly against the formally approved physical sample. Any failure to meet the approved sample's standards or specifications during inspection may result in the rejection of the delivery.

6. Technical details

DESK CALENDAR

CALENDAR PAGES

Page Size:
155 mm (W) × 180 mm (H)

Total Pages: 28 pages (14 sheets, double-sided printing)

Paper Type:
310 gsm Artboard

Printing: Full color (CMYK) on both sides

Finishing: Matte lamination + Spot UV highlights (on artworks and Pension logo)

Corner Style: Rounded (9 mm radius)

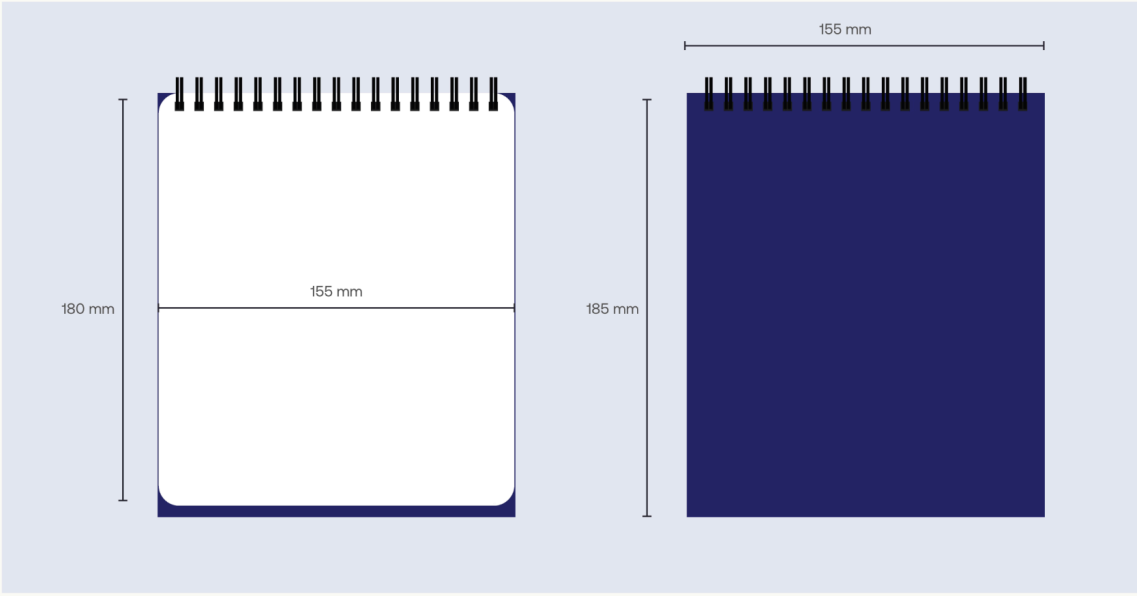
CALENDAR STAND

Size:
155 mm (W) × 185 mm (H)

Paper: Art board stand 2mm book binding board covered on 150gsm matt art paper with matt lamination

Binding: Spiral binding (140 mm)

Binding Spacing: Centered alignment on top edge (equal distance from both sides)



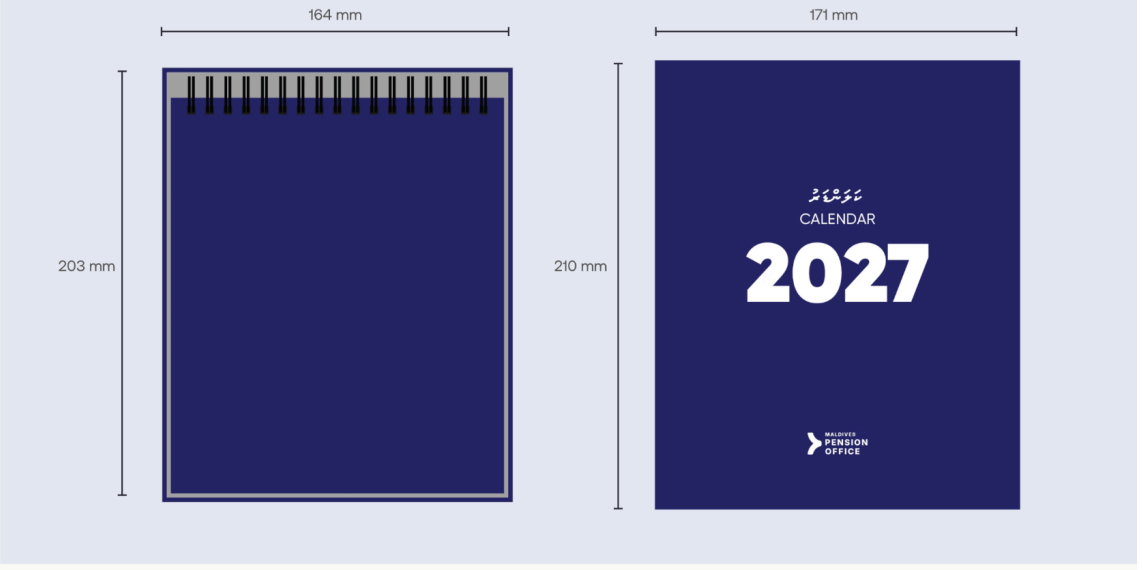
CALENDAR BOX

PACKAGING

Base on its own:
164 × 203 × 26 mm

Lid on its own:
171 × 210 × 28 mm

Paper type:
Artboard stand 2mm binding board covered on 150gsm matte art paper + Spot UV highlights (Pension logo and Writings)

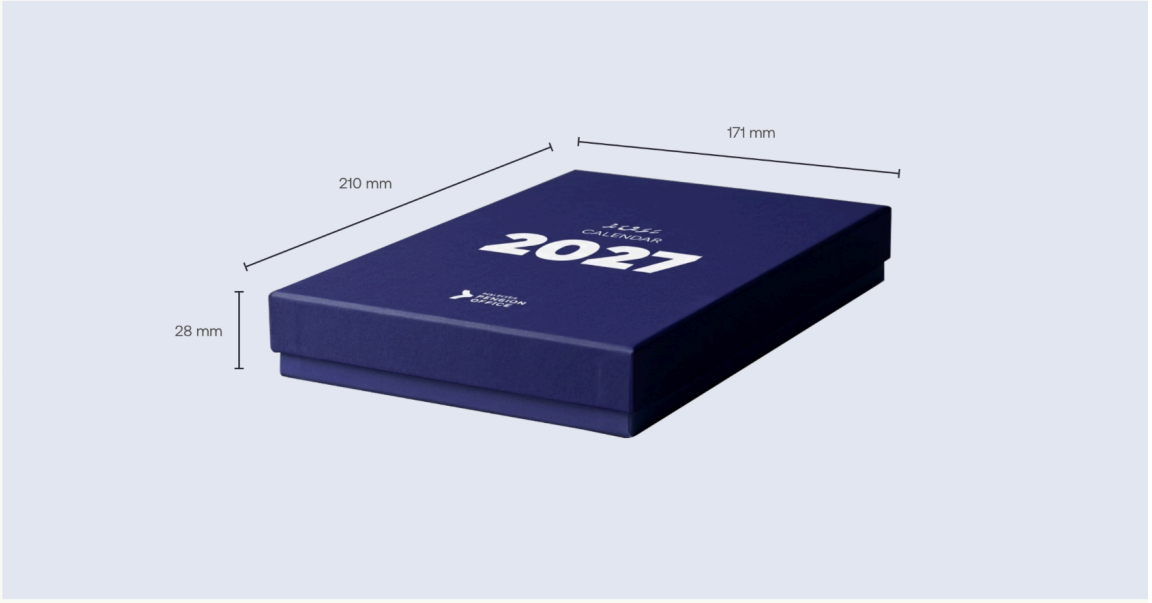


CALENDAR BOX

PACKAGING

Closed box:
171 × 210 × 28 mm

Finishing:
Off lid rigid box



Mandatory Packaging Note: Each finished desk calendar must be inserted into its custom rigid gift box, and every closed box must be individually sealed prior to delivery.

7. Proposal Submission

- ***Enquiry Submission Deadline:*** **November 22, 2026 @ 11:00 AM** (via admin@pension.gov.mv)
- ***Bid Submission:*** Proposals must be submitted electronically no later than **November 23, 2026, at 09:00 AM** to proposals@pension.gov.mv, with the subject line "Printing of 2027 Desk Calendar".
  - Proposals shall be submitted in a single password-protected PDF or ZIP file.
- ***Bid Opening:*** **November 23, 2026 @ 11:00 AM** at Maldives Pension Administration Office, Allied Building, 9th floor, Chaandhanee Magu, Malé, Maldives

1. Vendor Profile Sheet

Vendor Information		
1.1	Company Name:	
1.2	Registered Address:	
1.3	Business Address:	
1.4	Registration Number:	
1.5	Taxpayer Identification No. (TIN):	
1.6	Phone:	
1.7	Email:	
1.8	No. of Staff:	
1.9	No. of Maldivian Staff:	
1.10	Contact Person Name:	
1.11	Contact Person Mobile:	
1.12	Contact Person Email:	