



Maldives Marketing and Public Relations Corporations
Republic of Maldives

Information Sheet
**To Hire a Party to Print Tales of Maldives
Story Book Set**

07th September 2021

Section 1 - Instruction to Tenderers		
1.	General	
1.1	Announcement Number:	(IUL)MMPRC-PRO/MMPRC/2021/38
1.2	Announcement Date:	7 th September 2021
1.3	Project:	To Hire a Party to Print Tales of Maldives Story Book Set
2.	Procedure of Tendering	
2.1	<p>Eligible Tenderers:</p> <p>A Tenderer may be a sole proprietor, private entity, 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</p>	
2.2	<p>Amendments to Tender Documents:</p> <p>(a) At any time prior to the deadline for submission of Tenders, the MMPRC may amend the Tendering Document by issuing addenda.</p> <p>(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 MMPRC</p> <p>(c) 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</p>	
2.3	<p>Registration of Tenderers: To register please email with the following information to procurement@visitmaldives.com by Tuesday, 14th September 2021 before 1500 hrs.</p> <p>Company name:</p> <p>Contact person name:</p> <p>Contact number:</p> <p>Email:</p>	
2.4	Pre-bid meeting: Not applicable	
2.5	Clarifications of Bidding document, Scope of work: Wednesday, 15 th September 2021 before 1200 hrs.	
2.6	<p>Submission of Tenders:</p> <p>Venue: Maldives Marketing & Public Relations Corporation, 2nd Floor, H. Zonaria, Male'</p> <p>Date: Thursday, 16th September 2021</p> <p>Time: 1000 hrs.</p>	

3.	Preparation of Tenders
3.1	<p>Cost of Tendering:</p> <p>The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and MMPRC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.</p>
3.2	<p>Language of Tender:</p> <p>The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and MMPRC, 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.</p>
3.3	<p>Documents Comprising the Tender:</p> <ul style="list-style-type: none"> (a) Signed cover letter expressing interest. This letter should include the contract price and a timeline to deliver the contents. (b) Copy of registration Certificate of Sole proprietorship / Partnership / Company / Corporative Society (c) Profile of the Tenderer (d) Copy of GST Registration Certificate (if applicable) (e) Tax Clearance Certificate issued by MIRA (f) Other documents, if required by this document
3.4	<p>Period of Validity of Tender:</p> <ul style="list-style-type: none"> (a) Tenders shall remain valid for 90 calendar days after the Tender submission deadline date prescribed by MMPRC. A Tender valid for a shorter period shall be rejected by MMPRC as nonresponsive. (b) In exceptional circumstances, prior to the expiration of the Tender validity period, MMPRC may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing.
3.5	Tender Security (If required): Not Applicable
3.6	<p>Format of Signing of Tender:</p> <p>The Tenderer shall prepare one original of the documents comprising the Tender as described in Clause 3.3, and clearly mark it “Original”. Alternative Tenders, if permitted in accordance with clause 3.8, shall be clearly marked “Alternative”.</p>
3.7	<p>GST:</p> <p>The prices shall be quoted inclusive of GST.</p>
3.8	Alternative Tenders:

	It is permitted to submit Alternative Tenders.
3.9	<p>Incomplete Tender: Any tender that does not include all information and documents stated in clause 3.3 shall be considered as Incomplete Tender.</p>
3.9	<p>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:</p> <ul style="list-style-type: none"> (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 MMPRC.
3.11	<p>Authorization: The original and the Alternative Tender shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature.</p>
4.	Submission and Opening of Tenders
4.1	Sealing of Tenders:
4.2	Deadline for Submission of Tenders:

	<p>(a) Tenders must be received by MMPRC at the address and no later than the date and time clause 2.6 of this document.</p> <p>(b) MMPRC 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 the MMPRC and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.</p>
4.3	<p>Late Tender:</p> <p>MMPRC shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with clause 4.2. Any Tender received by MMPRC after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.</p>
4.4	<p>Submission Documents:</p> <ul style="list-style-type: none"> • Signed cover letter expressing interest. This letter should include the contract price and a timeline to deliver the contents. • Company Profile along with Business Registration Certificate, Tax Registration (if applicable) and Tax Clearance should be submitted. • Reference letters of previous projects undertaken during the last 3 years stating the type of work undertaken. • Timeline
5.	Evaluation
5.1	<p>The tender evaluations will be carried out as per the evaluation criteria stated under Section 2 of this document. No other evaluation criteria or methodologies shall be permitted.</p>
6.	Tender Security and Performance Guaranty (Not applicable)
7.	Advance Payment and Advance Payment Guarantee (Not applicable)
8	Penalty & Contract Termination
8.1	<p>Penalty:</p> <p>MMPRC shall have the right to withhold any payment of the Contract Price, if the Selected party fails to deliver any Works in accordance with the terms of the Agreement.</p>
8.2	<p>Contract Termination:</p> <p>If the Select Party fails to carry out any obligation under the Agreement, MMPRC may by notice require the Contractor to make good the failure and to remedy it within a specified reasonable time.</p>

Section 2 - Evaluation Criteria

Area	Details	Marks
Contract Price	The party that proposes the lowest price shall get the highest marks. For others, marks will be awarded on pro rata basis	40
Profile	The company profile, registration certificate, tax registration certificate and tax clearance from MIRA should be submitted. Priority will be given to party's that does similar work.	10
Delivery Period	First batch 300 sets within 4 weeks of approval and second batch of 300 sets within 6 weeks of sample approval	35
Reference Letters	Reference letters of previous similar projects undertaken during the last 3 years. This letter should clearly state the work carried out by the party. Full marks will be awarded if a minimum of 3 letters is provided.	15
TOTAL		100

Section 3 -SCOPE OF WORK

Introduction

MMPRC is seeking for a Party to Print Tales of Maldives Story Book.

Tales of Maldives	
Tales of Maldives is a children's story book based on folklore tales of the Maldives.	
MMPRC shall provide the Tales of Maldives to the selected party.	
Item	Board Book Set (9 books per set)
Quantity	600 sets
Book Size	7.5 X 10 Inches
Cover	Art Paper, Gloss lamination, CYMK, 1.98mm thickness
Inside Pages	
Section 1	78 colour pages - Art paper, Gloss lamination, CYMK, 1.57mm thickness
Section 2	Black and White (Colouring pages) 18 pages with black and white line art standard printing paper, white, uncoated, 1.57mm thickness
Finishing	Rounded corners on all books
Box	3mm board, artwork printed on the outside of the box, CYMK, Gloss lamination
Box size	4.5 X 7.5 X 10 Inches (Each box set to be shrink wrapped)
Details of the individual books	
Book 1	8 pages
Book 2	8 pages
Book 3	10 pages
Book 4	10 pages
Book 5	12 pages
Book 6	12 pages
Book 7	14 pages
Book 8	18 pages
Book 9	22 pages
<ul style="list-style-type: none"> • Sample book set to be provided within 7 days from awarding the project • The concept mockup is attached with this info sheet for more details 	

Concept

Tales of Maldives is a book series containing nine individual stories. These stories are interwoven with the culture and heritage of the Maldives and are primarily intended for younger children.

The main objective of this is to incorporate the Maldivian way of life via real folktales. These stories will be told in an attractive and engaging manner, with the aid of colorful illustrations.

Each story will have its own book and altogether, they will be included inside a boxed set. For every book, nine different artists will illustrate in their own unique style so as to showcase the diversity of our archipelago.

Main artwork concept

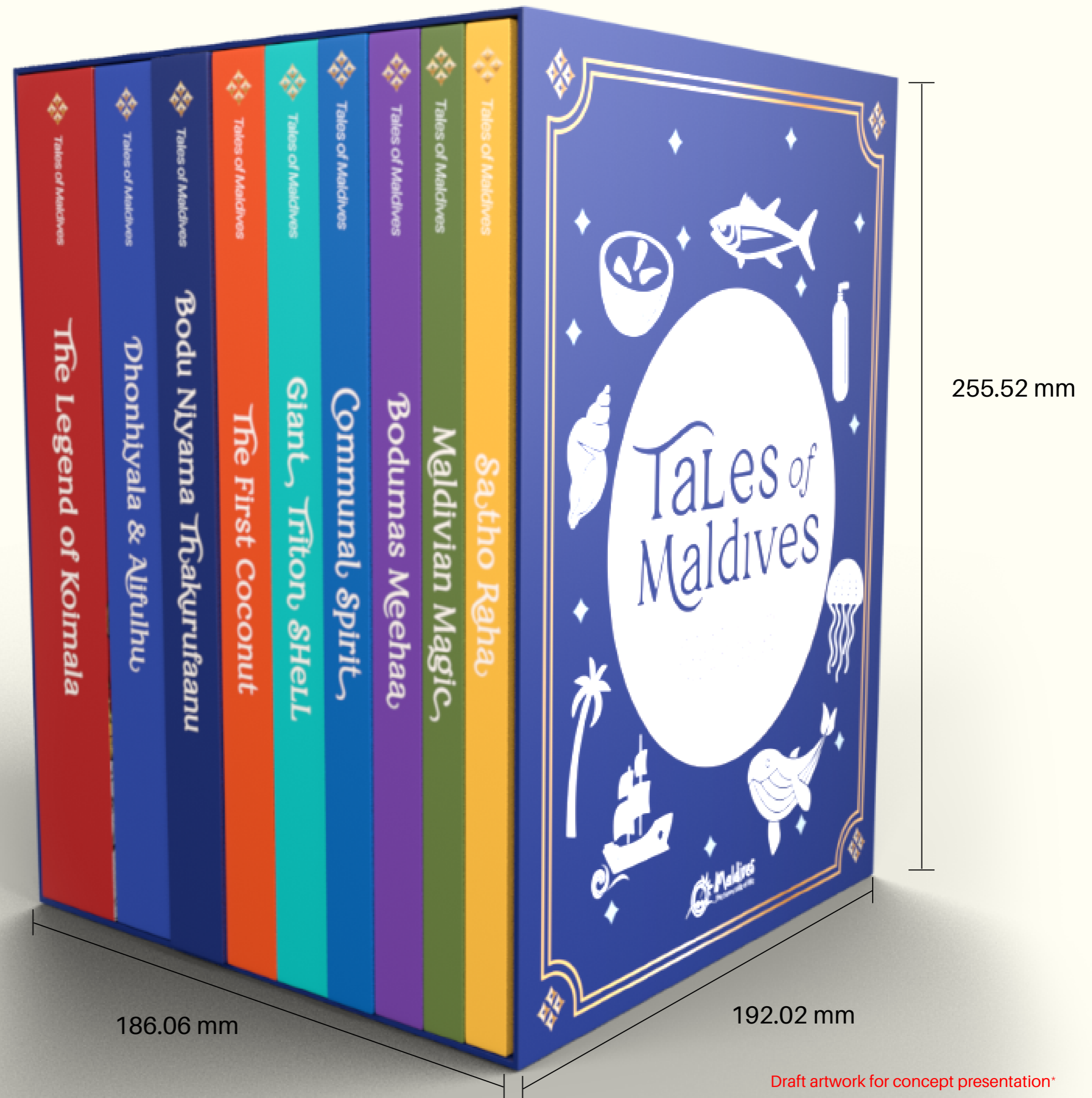
A combination of design elements from each story developed into an illustration/artwork.

Estimated size of the box

Length : 186.06 mm

Width: 192.02 mm

Height: 255.52 mm



Printing Specifications

Item: Board book box set

9 books per set

Book size: 7.5 × 10 inches

Cover: Art paper, Gloss lamination, CMYK, 1.98 mm thickness

Inside pages :

Section 1 : 78 color pages - Art Paper: Gloss lamination, CMYK, 1.57 mm thickness

Section 2: black and white (colouring pages) 18 pages with black and white line art

Standard printing paper, white, uncoated, 1.57 mm thickness

Finishing: Rounded corners on all books

Box: 3mm board, artwork printed on the outside of box, CMYK, Gloss lamination

Box size: 4.5 × 7.5 × 10 inches

Each box set to be shrink wrapped.

Book 1: 8 pages

Book 2: 8 pages

Book 3: 10 pages

Book 4: 10 pages

Book 5: 12 pages

Book 6: 12 pages

Book 7: 14 pages

Book 8: 18 pages

Book 9: 22 pages

