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## Ministry of Environment and Energy

Male', Republic of Maldives.

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Date: 20<sup>th</sup> July 2017

Announcement Reference No: (IUL)438-CCD/438/2017/145

### Printing of Energy Efficiency Badges

The Ministry of Environment and Energy has received financial assistance from Global Environment Facility (GEF) administered by the United Nations Environment Programme (UNEP) to reduce greenhouse gas (GHG) emissions through energy efficiency in the building sector under the project Strengthening Low Carbon Energy Island Strategies (LCEI).

Under the aforementioned project, Ministry of Environment and Energy intends to procure services for printing of Energy Efficiency badges to be used by Maldives Girl Guides Association (MGGA) and the Scout Association of Maldives (SAM). Ministry invites eligible parties to submit proposals according to the TOR. The detail term of reference is available to download from the ministry's website (<http://www.environment.gov.mv> ). And also can be directly downloaded from this announcement.

An information session will be held on 1st August 2017 at 1100 hours local time at the Ministry of Environment and Energy. Only the bidders present in the information session will be eligible for bid opening on 09th August 2017.

Proposals must be delivered in sealed envelopes to the address below on 09<sup>th</sup> August 2017 at 1100 hours local time. Electronic bidding will not be permitted. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives, who choose to attend in person at the address below on 09<sup>th</sup> August 2017 at 1100 hours.

### Procurement Section

Ministry of Environment and Energy

[procurement@environment.gov.mv](mailto:procurement@environment.gov.mv)

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# MINISTRY OF ENVIRONMENT AND ENERGY

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Male' Republic of Maldives

ADVERTISEMENT NUMBER: (IUL) 438-CCD/438/2017/145

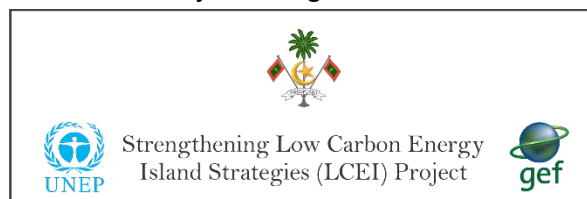
## TERMS OF REFERENCE

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### Printing of Energy Efficiency Badges

[20<sup>th</sup> July 2017]

Prepared by:  
**Project Management Unit**



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## 1. Introduction & Background

The Government of Republic of Maldives represented by the Ministry of Environment and Energy (MEE) has allocated funds under the project Strengthening Low Carbon Energy Island Strategies (LCEI) and intends to procure services for “**Printing of Energy Efficiency Badges**” to be used by Maldives Girl Guides Association (MGGA) and the Scout Association of Maldives (SAM).

The Project “Strengthening Low Carbon Energy Island Strategies Project (LCEI)”, implemented by Ministry of Environment and Energy (MEE) with support from UNEP and funded by the Government of Maldives and the Global Environmental Facility (GEF) aims to reduce greenhouse gas (GHG) emissions through energy efficiency in the building sector. The project will focus on increasing energy efficiency in the building sector by developing appropriate policies, guidelines and standards and through public education and advocacy.

## 2. Scope of Works

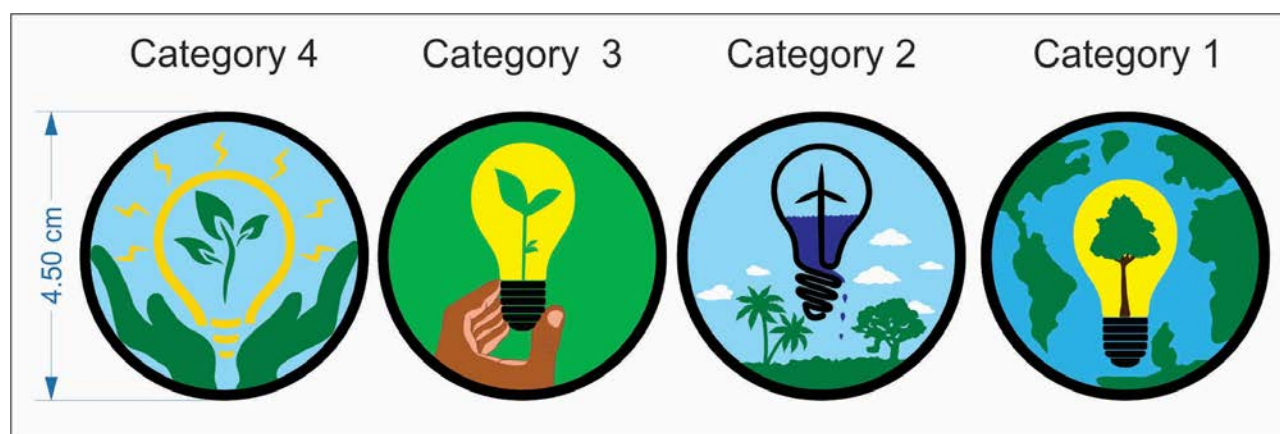
The purpose of this consultancy is to print 20,000 nos. (Twenty Thousand) badges according to the specifications provided by the Ministry and delivery.

## 3. Deliverables

Should provide sample of all the badges for quality assurance within 15 days after the contract sign.

The successful party should deliver total 20,000 nos. of high quality badges, which comply with the specifications below;

Sample of Badges:



**The detail number of badges to be printed for each category will be provided in the information session.**

### Dimensions

Badge Size: 4.5 cm diameter (including boarder).

Badge thickness: 0.05 cm to 0.10 cm.

Marrow boarder width: 0.20 cm to 0.30 cm.

Marrow boarder thickness: 0.10 cm to 0.15 cm.






**Print type**

Badge boarder: Embroidery

Other areas: Woven

**Color Codes**

The following color codes should be used;

Category 01	Color	Color Code							
		R	G	B	C	M	Y	K	Hex
	Green	20	125	74	93	26	100	17	#147D4A
Category 01	Color	Color Code							
	Green	20	125	74	93	26	100	17	#147D4A
	Blue	65	179	230	67	11	0	0	#41B3E6
	Yellow	255	242	18	0	0	100	0	#FFF212
	Black	32	30	30	100	100	100	100	#201E1E
Category 02	Color	Color Code							
	Ice Blue	145	216	247	40	0	0	0	#91D8F7
	Navy Blue	62	64	149	100	100	0	0	#3E4095
	White	254	254	254	0	0	0	0	#FEFEFE
	Green	20	125	74	93	26	100	17	#147D4A
	Black	32	30	30	100	100	100	100	#201E1E
Category 03	Color	Color Code							
	Green	0	168	89	100	0	100	0	#00A859
	Yellow	255	242	18	0	0	100	0	#FFF212
	Brown	174	97	56	24	72	100	14	#AE6138
	Cream	249	174	144	0	39	42	0	#F9AE90
	Black	32	30	30	100	100	100	100	#201E1E
Category 04	Color	Color Code							
	Ice Blue	145	216	247	40	0	0	0	#91D8F7
	Green	20	125	74	93	26	100	17	#147D4A
	Yellow	251	211	39	2	15	100	0	#FBD327
	Black	32	30	30	100	100	100	100	#201E1E

	Navy Blue	62	64	149	100	100	0	0	#3E4095
	White	254	254	254	0	0	0	0	#FEFEFE
	Green	20	125	74	93	26	100	17	#147D4A
	Black	32	30	30	100	100	100	100	#201E1E
<b>Category 03</b>	<b>Color</b>	<b>Color Code</b>							
		<b>R</b>	<b>G</b>	<b>B</b>	<b>C</b>	<b>M</b>	<b>Y</b>	<b>K</b>	<b>Hex</b>
	Green	0	168	89	100	0	100	0	#00A859
	Yellow	255	242	18	0	0	100	0	#FFF212
	Brown	174	97	56	24	72	100	14	#AE6138
	Cream	249	174	144	0	39	42	0	#F9AE90
	Black	32	30	30	100	100	100	100	#201E1E
<b>Category 04</b>	<b>Color</b>	<b>Color Code</b>							
		<b>R</b>	<b>G</b>	<b>B</b>	<b>C</b>	<b>M</b>	<b>Y</b>	<b>K</b>	<b>Hex</b>
	Ice Blue	145	216	247	40	0	0	0	#91D8F7
	Green	20	125	74	93	26	100	17	#147D4A
	Yellow	251	211	39	2	15	100	0	#FBD327
	Black	32	30	30	100	100	100	100	#201E1E

#### 4. Duration

Duration of the assignment is 50 calendar days upon signing the contract.

#### 5. Documents to be submitted with the proposal

Parties shall submit the following documents required to demonstrate their capacity and experience to carry out the services stated in the TOR.

- Completed proposal submission form (Form-1)
- Financial Proposal / Quotation with minimum 45 days validity, quoting GST and rate per badge.
- Technical Specification
- Details of the proponent
  - Proponent's profile
    - Summary on similar works (experiences) performed in the past
    - Provide links or copies of the samples of relevant works
  - For companies copy of registration, copy of GST registration, contacts details (name, designation & contact number) of a liaising official)
  - For individuals copy of national identity card and contacts details.
- Sample badges of the printing quality that is going to be provided for this assignment.



## 6. Evaluation Criteria

Criteria	Total Marks
1. Financial Proposal	40 points
2. Proponents profile	40 points
3. Quality of the sample provided	20 points
TOTAL	100 points

## 7. Information Session

An information session will be held on **1<sup>st</sup> August 2017 at 1100 hours** local time at the Ministry of Environment and Energy. Only the bidders present in the information session will be eligible for bid opening on 09<sup>th</sup> August 2017.

## 8. Submission

Proposals must be delivered in sealed envelopes titled **“Printing of Energy Efficiency Badges”** to the address below on 09<sup>th</sup> August 2017 at 1100 hours local time. Electronic bidding will not be permitted. Late bids will be rejected. Bids will be opened in the presence of the bidders’ representatives, who choose to attend in person at the address below on 09<sup>th</sup> August 2017 at 1100.

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# **ANNEX 1: STANDARD FORMS**

**1. STANDARD FORMS**

**9. FORM -1: PROPOSAL SUBMISSION FORM**

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

I, the undersigned, offer to provide the service for **“Printing of Energy Efficiency Badges”** in accordance with your Request for Proposal dated [Insert Date] and our Proposal. I am hereby submitting my Proposal; my financial offer is for the sum of [Insert amount(s) in words and figures (Amount should be quoted in Maldivian Currency)] which is inclusive of the local taxes.

I hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to my disqualification.

I undertake, if my Proposal is accepted, to initiate the services and fulfill the requirements of the terms of reference.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Address: \_\_\_\_\_

