



Ministry of Environment and Energy
Male', Republic of Maldives.

ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރި ގޮތުގައި
ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރި ގޮތުގައި

Date: 08th September 2016

(IUL)438-ECAS/438/2016/238

Printing "An Environment Club Guideline" Book *Terms of Reference*

1. Background

"An Environment Club Guideline" aims to assist on the setting up, and the conduct of a School Environment Club, with the aim of fostering environmental awareness throughout the nation.

In this regard, the Ministry of Environment and Energy is seeking a party to provide printing, binding and the finishing services for the publication of the "An Environment Guideline".

2. Scope of Works

The scope of works will include printing, binding & finishing of 1,000 nos. booklets according to the specifications provided by the Ministry and delivery.

3. Deliverables

The successful party should deliver 1,000nos of high quality guideline booklets, which comply with the specifications

Project name	An Environment Club Guideline Book
Finished Size	200 X 255 mm
Paper type	Art paper 120 Gsm Matte
Print type	Multicolour UV printing
Cover	250 Gsm Matte Laminated Art Paper
Binding	Saddle stitched
Quantity	1,000 nos. Booklets

4. 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.

1. Financial Proposal / Quotation with minimum 45 days validity
2. Technical Specification



Green Building, Handhuvaree Hingun,
Maafannu, Male', 20392, Republic of Maldives.

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3. Details of the Firm (including Profile, copy of registration, copy of GST registration, contacts details (name, designation & contact number) of a liaising official)
4. A similar sample printed page/booklet for evaluation of the printing quality

5. Award of Contract

A party will be selected by a committee of minimum three members in accordance with the evaluation criteria stated in the Terms of Reference. The Technical Proposal will be given 60% of the Marks and the Financial Proposal will be given 40% marks.

6. Evaluation Criteria

Category	Total Marks
1. Financial Proposal	40 points
2. Experience <ul style="list-style-type: none">• Previous works: 10 points• Sample booklet: 20• Portfolio: 10 points	40 points
3. Duration	20 points
TOTAL	100 points

7. Submission of proposal and deadline

Sealed Proposals titled **"Printing of 'An Environment Club Guideline'"** shall be submitted to the following address in person and opened in the presence of the representatives of proponents on the date and time indicated below

Procurement Unit
Ministry of Environment and Energy,
Green Building
Maafannu, Male', 20392,
Republic of Maldives
Date: 25th September 2016
Time: 10:00 hours



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