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

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Date: 25 June 2018

Designing and Printing of "Maldives as a Biosphere Reserve" Infographic poster and leaflets

Terms of Reference

1. Background

In June 2012, Maldives announced its pledge to make the entire nation a Biosphere Reserve by 2017 in the Rio+20 summit held at Rio de Janeiro. Following the pledge, extensive consultations were conducted with stakeholders to develop a Biosphere Reserve Implementation Plan, which was later adopted by the cabinet of Ministers in early 2013. Since the adoption of the plan, the ministry has continued working alongside several partners and stakeholders to realize this ambitious pledge and to raise resources. With generous support from contributing donor projects and due to the continued commitment from the government of Maldives, the ministry is now in the process of preparing the application for the Biosphere Reserve status during the course of 2017.

In this regard, Ministry of Environment and Energy is seeking a firm to provide designing and printing, service for publication of the "Maldives as a Biosphere Reserve" poster and leaflets

2. Scope of Works

The scope of works will include designing and printing, of 500 nos. infographic posters and 1,000 leaflets, according to the specifications provided by the Ministry and delivery.

3. Deliverables

Project name	Designing and Printing of "Maldives as a Biosphere Reserve" Infographic poster
Finished Size	A3 size
Paper type	Art paper gloss 120 gsm
Type	Multicolor, Offset Printing
Quantity	1,000 nos. posters

Project name	Designing and Printing of "Maldives as a Biosphere Reserve" leaflets
Finished Size	A4 Size
Paper type	Art paper gloss 100 gsm
Type	Multicolor, Offset Printing
Quantity	1,000 leaflets

The successful party should deliver 1,000nos. Infographic posters and 1,500 leaflets of high quality posters and leaflets, which comply with the specifications above

Green Building, Handhuvaree Hingun,
Maafannu, Male', 20392, Republic of Maldives.
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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
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. Sample of previous work
5. Past experience

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

Criterion	Weightage
Academic Qualification	30
Experience in similar assignments	15
Experience in Environmental awareness material preparation	15
Price	40

7. Submission of proposal and deadline

Sealed Proposals titled designing and printing, service for publication of the "Maldives as a Biosphere Reserve" infographic poster and leaflets, 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: 04 July 2018
Time: 1100 hours

Green Building, Handhuvaree Hingun,
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