



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

ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރި ގޮތުގައި
ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރި ގޮތުގައި.

Date: December 04, 2016

Reference No: (IUL)438-GGRS/[438/2016/276](#)

Printing of Maldives Second National Communication Report

Terms of Reference

1. Background

Ministry of Environment and Energy is seeking a firm to provide printing, binding & finishing service for publication of the Maldives Second National Communications Report.

2. Scope of Works

The scope of works will include printing, binding & finishing of 150 nos. according to the specifications provided by the Ministry and delivery.

3. Deliverables

The successful party should deliver 150 nos. of high quality Maldives Second National Communications Reports, which comply with the specifications below

Project name	Second National Communications Reports
Finished Size	Letter size (trimmed to edge)
Paper type	Art paper gloss 100 gsm
Type	Multicolor, Offset Printing
Cover	250 gsm Artcard / Gloss lamination
No. of pages	~160 pages
Binding	Perfect binding
Quantity	150 nos. Booklets



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ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރި ގޮތުގައި.

secretariat@environment.gov.mv
[www.twitter.com/ENVgovMV](https://twitter.com/ENVgovMV)
www.facebook.com/environment.gov.mv

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, quoting GST and rate per page
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)

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	30 points
3. Duration	30 points
TOTAL	100 points

7. Submission of proposal and deadline

Sealed Proposals titled '**Maldives Second National Communications Report**' 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: December 14, 2016

Time: 1000 hours

