بسم الله الرحمن الرحيم

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

ފެންވަރުބަންދު ތަރައްގީ ތަންކަން ބަލައިގަންނަން ދިވެހިރާއްޖެ
މާލެ، ދިވެހިރާއްޖެ.

Date: 26th February 2017

Printing State of the Environment 2016 booklets

Terms of Reference

1. Background

State of Environment (SoE) report is published every three years by the Ministry of Environment and Energy to address the objective of providing analytical overview of the state of environment of Maldives, focusing on the current and emerging environment issues.

In this regard, Ministry of Environment and Energy is seeking a firm to provide printing, binding & finishing service of the State of the State of the Environment 2016 booklet.

2. Scope of Works

The scope of works will include printing, binding & finishing of 200 nos. booklets according to the specifications provided by the Ministry and delivery.

Project name	State of the Environment 2016 (Booklet)
Finished Size	Width 21cm x Height 26.5cm (Trimmed Edges)
Paper type	128 Gsm coated paper
Printing	Full colour printing on both sides
Cover	250 Gsm Matte Laminated Art Paper with spot varnish
No. of pages	216 Pages (Including Cover)
Binding	Perfect binding
Quantity	200 nos. Booklets

3. Deliverables

The successful party should deliver 200 nos. of high quality State of the Environment 2016 booklets, which comply with the specifications above.

Green Building, Handhuvaree Hingun,
Maafannu, Male', 20392, Republic of Maldives.
+(960) 301 8300
+(960) 301 8301
www.environment.gov.mv

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secretariat@environment.gov.mv
www.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
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. Experience letter (if any)
5. Duration

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	40 points
3. Duration	20 points
TOTAL	**100 points**

7. Submission of proposal and deadline

Sealed Proposals titled **'State of the Environment 2016'** 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: 08th March 2017
Time: 1130 hours

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