



Ministry of Tourism and Environment

REQUEST FOR QUOTATIONS

**Development of Visual Identity for Enhancing
Climate Resilience and Food Security project**

**Enhancing Climate Resilience and Food
Security Project**

29th October 2025

Package No.: NCS-03

Employer: Project Management Unit (PMU), Enhancing Climate Resilience and Food Security Project,
Ministry of Tourism and Environment (MOTE)

Country: Maldives

REQUEST FOR QUOTATION - SERVICES (RFQS)

Project Title : Enhancing Climate Resilience and Food Security Project

Source of Funding: Asian Development Bank (ADB)

Contract Ref : ADB, Project Nr. 57002-001

Date of Issue of Request: 29th October 2025

To : Ahmed Waheed, Director
5th Floor, Velaanaage, 20096, Ameeru Ahmed Magu, Male' Maldives

Sir/Madam:

1. The _____ (Client) hereby requests you to submit price quotation/(s) for the performance of the services described in the **Scope of Services** attached as **Appendix A** in these documents. If you, however, have been associated with the preparation of this **Scope of Services** that is the subject of this request, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose, in addition to the **Scope of Services**, the **Form of Quotation** and form of **Contract** are also attached.

2. If you/your firm, however, falls under any of the following conditions, your proposal shall not be considered:
 - (a) you/your firm are/is not a citizen/national of an ADB member country, or
 - (b) you/your firm have/has been associated with the firm that prepared the terms of reference or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified, or
 - (c) you/your firm are/is owned by the Client, or
 - (d) you/your firm are/is currently sanctioned or temporarily suspended by the Asian Development Bank for a violation of its [Anticorruption Policy](#) (1998, as amended to date) or
 - (e) the contracting of services from your country or any payment to persons or entities in your country is prohibited in compliance with a decision of the United Nations Security Council under Chapter VII of the Charter of the United Nations.
3. To be qualified, you must have experience as a Service Provider of the services covered by this **Request for Quotation**. As evidence, you must attach a document of your experience as Service Provider in at least one contract in the last 3 years of a size and nature similar to the requirements of this contract.
4. Your quotation/(s) should be submitted in accordance with the following instructions, procedures, and the terms and conditions of the **Contract**.

Preparation of Quotations

- (a) Your price quotation/(s) shall be for all the items as described in attached documents and submitted only in the attached Form of Quotation with the priced Supply, Delivery and Price Schedule. The currency of quoted prices and payment shall be Maldivian Rufiyaa (MVR).

- (b) The prices should be quoted for supply and delivery to The Ministry of Tourism and Environment and should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing after-sales service facilities in The Maldives.
- (c) You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.
- (d) You shall submit one original of the Form of Quotation, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail.
- (e) Your quotation(s) should be valid for a period of 30 days from the deadline for submission of the quotation/(s) as indicated below. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Suppliers for the project for two years

Submission and Opening

- (f) Your **Form of Quotation** with the priced **Supply and Delivery Schedule** should be submitted by 6th November 2025 , 14:00hrs with the required documents that should be submitted electronically by email.

E-mail: procurement.resilience@environment.gov.mv

Evaluation and Comparison

- (g) Quotations determined to be substantially responsive to this **Request for Quotation** will be evaluated by comparison of their offer prices and experience. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this **Request for Quotation**.

Selection Criteria:

Areas	Details	Points
Price	Lowest Offered Price/ Offered Price ×60 (The lower the price, the more points.)	60
Experience	Points will be awarded based on the document of completion of the works given by the contractor in respect of these types of works done during the last 2 years. 5 points will be awarded for each submission. The maximum score for this section is 40 points.	40

- (h) In evaluating the quotations, the Client will adjust for any arithmetical errors as follows:
 - (i) where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and
 - (ii) where there is a discrepancy between the unit rate (where applicable) and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and

If you refuse to accept the correction/(s), your quotation will be rejected.

Award of Contract

- (i) The Client shall award the contract to the Service Provider whose quotation has been determined to be substantially responsive to this Request for Quotation and who has offered the lowest price quotation.
- (j) The Service Provider whose quotation has been accepted will be notified by the Client within 30 days from the date of submission of quotation through the return of a copy of the **Form of Quotation** with **Acceptance** signed by the authorized representative of the Client.
- (k) The successful Service Provider shall sign the **Contract** governed by the annexed **Contract Terms and Conditions**.

5. Further information can be obtained from:

Name : Abdulla Aiham Mohamed
Telephone : +(960) 3018342
E-mail : abdulla.aiham@mote.gov.mv

6. The Client intends to apply funds from the **Asian Development Bank (ADB)** for eligible payments under the **Contract** resulting from this **Request for Quotation**.
7. Under [ADB's Anticorruption Policy](#) (1998, as amended to date) Service Providers shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB may reject a proposal for award, and may impose sanctions or other remedial actions on parties involved, if it determines that the Service Provider recommended for award or any other party, directly or through an agent, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list. A firm/individual shall not be eligible to participate in any procurement activities under an ADB-financed, -administered, or -supported project while under temporary suspension or debarment by ADB pursuant to its Anticorruption Policy, whether such debarment was directly imposed by ADB, or enforced by ADB pursuant to the Agreement for Mutual Enforcement of Debarment Decisions.
8. You/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, are not, or have never been, temporarily suspended, debarred, declared ineligible, or blacklisted by the client's country, any international organization, and other donor agency.

If so debarred, declared ineligible, temporarily suspended, or blacklisted, please state details (as applicable to each joint venture partner, associate, parent company, affiliate, subsidiaries, subcontractors, and/or suppliers):¹

- (a) Name of Institution: _____
- (b) Period of debarment, ineligibility, or blacklisting (start and end date): _____
- (c) Reason for the debarment, ineligibility, or blacklisting: _____

9. You/your firm's, joint venture partners', associates', parent company's affiliates' or subsidiaries', including any subcontractors' or suppliers', key officers and directors have not been [charged or

¹ Any such disclosure shall be forwarded by the Client to ADB.

convicted] of any criminal offense (including felonies and misdemeanors) or infractions/violations of ordinance which carry the penalty of imprisonment.

If so charged or convicted, please state details:²

- (a) Nature of the offense/violation: _____
- (b) Court/Area of jurisdiction: _____
- (c) Resolution (i.e. dismissed; settled; convicted/duration of penalty): _____
- (d) Other relevant details: _____

- 10. You/your firm understands that it is your obligation to notify ADB should you/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any Subcontractors or Suppliers, be temporarily suspended, debarred or become ineligible to work with ADB or any other multilateral development banks, the client's country, international organizations, and other donor agencies, or any of your key officers and directors be charged or convicted of any criminal offense or infractions/violations of ordinance which carry the penalty of imprisonment.
- 11. Any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the quotation/bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015 as amended from time to time).
- 12. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified.
- 13. Please confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,

Mohamed Hamdhaan Zuhair
Project Manager
Ministry of Tourism and Environment

² Any such disclosure shall be forwarded by the Client to ADB.

FORM OF QUOTATION (Services)

_____ [date]

To: Ministry of Tourism and Environment
5th Floor, Velaanaage, 20096, Ameeru Ahmed Magu,
Male', Maldives

We offer to execute the _____ [name and number of Contract] in accordance with the **Contract Terms and Conditions** and the **Scope of Services** accompanying this Quotation for the Contract Price of _____ [amount in words and numbers] (_____) Maldivian Rufiyaa.

[Options for quotation: Client to select as appropriate:

We offer to execute the _____ [name and number of Contract] in accordance with the **Contract Terms and Conditions** and the **Scope of Services** accompanying this Quotation for the Contract Price of _____ [amount in words and numbers] (_____) Maldivian Rufiyaa per unit of output as described in the **Scope of Services**.

We propose to complete the performance of the services described in the **Contract** within the Completion Period indicated in the priced **Scope of Services**.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer condition imposed by the **Request for Quotation** document.

We: (a) are a national of an ADB member country; (b) have not been associated with the firm that prepared the terms of reference or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified; (c) are not owned by the Client; (d) are not currently sanctioned or temporarily suspended by the Asian Development Bank; and (e) to the best of our knowledge, is not prohibited from being contracted in compliance with a decision of the United Nations Security Council.

Name of Service Provider: Ministry of Tourism and Environment

Authorized Signature : _____

Name of Signatory : _____

Title of Signatory : _____

Address : _____

Telephone Number : _____

Fax Number, if any : _____

Email address (optional) : _____

ACCEPTANCE

The Client accepts the Service Provider's offer to provide the service.

Name of Client : _____

Authorized Signature : _____

Name of Signatory : _____

Title of Signatory : _____

Date : _____

CONTRACT

Name of Country: Maldives

Project Name: Enhancing Climate Resilience and Food Security Project

Name of Contract: Demarcation Survey in Maldives Meteorology Service (MMS) Radar Site, Gan Addu
Contract No.:

This Contract is entered into on _____[date]____ day of _[month]_, _[year]____, between _____[name of Client]_____ (hereinafter called "the Client") on the one part, and _____[name of Service Provider]_____ (hereinafter called "the Service Provider") on the other part.

Whereas the Client has requested a quotation for _____[description of services] to be performed by the Service Provider in accordance with the **Contract**, and has accepted the Quotation by the Service Provider in the amount of _____[amount in words]_____ [amount in figures] hereinafter called "the Contract Price".

The Client and the Service Provider agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Contract, viz:
 - a) **Form of Quotation**, with **Scope of Services** and **Appendix** [and **Price Schedule** under Option B form of quotation]; and
 - b) **Contract Terms and Conditions**;
2. Taking into account payments to be made by the Client to the Service Provider as hereinafter mentioned, the Service Provider hereby enters into this Agreement with the Client to execute and complete the performance of services under the Contract.
3. The Client hereby agrees to pay, in consideration of the successful performance of the services, the **Contract Price** as indicated and accepted in the **Form of Quotation**, under payment terms stipulated in the **Contract Terms and Conditions**.

IN WITNESS whereof the parties hereto have executed the **Contract** under the laws of _____[country of Client] on the date indicated above.

Signature and seal of the Client:
For and on behalf of

Signature and seal of the Service Provider:
For and on behalf of

Name of Authorized Representative

Name of Authorized Representative

CONTRACT TERMS AND CONDITIONS

Project Name: _____ Client: _____
Contract No. _____

1. Definitions

- (a) "Contract" means the agreement entered into between the Client and the Service Provider, together with the Contract Documents referred to therein, including all attachments, appendixes, and all documents incorporated by reference therein.
- (b) "Contract Documents" means the documents listed in the Contract, including any amendments thereto.
- (c) "Contract Price" means the price payable to the Service Provider as specified in the Contract, subject to such additions and adjustments thereto pursuant to the Contract.
- (d) "Completion" means the fulfilment of the committed services by the Service Provider in accordance with the terms and conditions set forth in the Contract.
- (e) "Client" means the entity purchasing the Services.
- (f) "Services" means the services the Service Provider will perform as specified in the Scope of Services in Appendix A.
- (g) "Service Provider" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Client and is named as such in the Contract.
- (h) "ADB" is the Asian Development Bank.

2. Applicable Law

The Contract shall be interpreted in accordance with the laws of the Client's country.

3. Language

All communications and documents related to the Contract shall be in English.

4. Assignment

Any assignment of this Contract or of any rights hereunder, in whole or in part without the prior written consent of the Client shall be void.

5. Fraud and Corruption

This Contract shall be covered by the provisions of [ADB's Anticorruption Policy](#) (1998, as amended to date) and [Integrity Principles and Guidelines](#) (2015, as amended from time to time) that requires Borrowers (including beneficiaries of ADB-financed activity), as well as Service Providers and Contractors under ADB-financed contracts, to observe the highest standard of ethics during the procurement and execution of such contracts.

6. Performance of the Services

The Service Provider shall carry out the Services with due diligence and efficiency and shall furnish to the Client such information related to the Services as the Client may from time to time reasonably request. The Service Provider shall at all times cooperate and coordinate with the Client with respect to the performance of the Services.

7. Required Performance Standards (with attachments as necessary to be prescribed by Client.)

- (a) General Description
- (b) Specific Standards
- (c) Performance Parameters

Service Provider confirms compliance with above standards and parameters.

8. Service Completion Schedule

The services should be completed as per schedule indicated in the **Scope of Services** but not exceeding _____ months from the date of signing of contract.

9. Fixed Contract Price

The prices indicated in the **Form of Quotation** are firm and fixed and not subject to any adjustment during contract performance, subject to Clause 11 [Payment] below.

10. Taxes and Duties

The Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until completion of the services to the Client.

11. Payment

Upon submission by Service Provider of claim and subsequent verification of the claim by Client, payment of the contract price shall be made in the following manner:

- (a) 100% upon certification by the Client of the completion of services.

12. Resolution of Disputes

The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of an unresolved dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Section 11 of Public Finance Regulation.

13. Independent Service Provider

Nothing contained in this Contract shall be construed as establishing or creating the relationship of master and servant, employer and employee or principal and agent between the Client and the Service Provider, or his employees or agents or other persons engaged by the Service Provider to perform any of the services.

14. Intellectual Property Rights

Intellectual Property Rights: (a) The Service Provider shall indemnify the Client from and against any and all claims, liabilities, obligations, losses, damages, penalties, actions, judgments, suits, proceedings, demands, costs, expenses and disbursements of whatsoever nature that may be imposed on, incurred by or asserted against, the Client during or in connection with the Services by reason of: (i) infringement or alleged infringement by the Service provider of any patent or other protected right, or (ii) plagiarism or alleged plagiarism by the Service provider.

15. Failure to Perform

The Client may terminate the Contract if the Service Provider fails to perform the services, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Client, without

incurring any liability to the Service Provider. In the event of such termination, the amount due under the Contract shall be subject to equitable adjustment.

16. Termination Due to Integrity Violation

The Client may terminate this Contract, in whole or in part, if the Service Provider, in the judgment of the Client has engaged in integrity violations in accordance with Clause 5 [Fraud and Corruption], in competing for or in executing this Contract.

17. Other Grounds for Termination

The Client may also terminate this Contract, in whole or in part, if the Service Provider becomes insolvent, bankrupt or gives the Client reasonable evidence of its inability to complete the Services as specified, or fails to correct any non-conformity in the Services or performs in bad faith by willfully not observing the terms and conditions of this Contract.

18. Force Majeure

The Service Provider shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- (a) For purposes of this Clause, "Force Majeure" means an events beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Client in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- (b) If a Force Majeure situation arises, the Service Provider shall promptly notify the Client in writing of such condition and the cause thereof. Unless otherwise directed by the Client in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

19. Accounts and Records

- (a) The Service Provider shall keep accurate and systematic accounts and records in respect of the Services in such form and detail as are customary in its profession and are sufficient to establish accurately that the costs have been duly incurred.
- (b) Notwithstanding anything to the contrary stated herein, the Service Provider shall maintain accounts and records, including original receipts, invoices and other supporting documents evidencing payments made by the Service Provider under this Contract, for the period of the Services and for a period no less than 3 years after the expiration or termination of this Contract.
- (c) The Service Provider shall permit ADB to inspect the accounts, records, and other documents relating to the submission of bids and contract performance of the Service Provider and to have them audited by auditors appointed by ADB.

20. Suspension of ADB Loan or Credit.

In the event that ADB suspends the Loan or Credit to the Client, from which part of the payments to the Service Provider are being made, the Client is obligated to notify the Service Provider, with copy to the Client's representative, of such suspension within 7 days of having received ADB's suspension notice.

21. Termination Notice Due to Non-payment

If the Service Provider has not received payments due within the 28 days as provided for in Clause 11 [Payment], the Service Provider may immediately issue a 14-day termination notice.

Appendix A

SCOPE OF SERVICES

Project Background

The Enhancing Climate Resilience and Food Security Project (**the Project**), financed by the Asian Development Bank (ADB, Project Nr. 57002-001), aims at building resilience in selected islands, including strengthening capacity and awareness to plan, adapt, and respond to climate change through improved early warning systems. One of the Project's subprojects is the improvement of the Maldives weather observation system and associated capacity development, with the aim to establish a new radar weather observatory system in Addu City covering the southern region of the country. It will be linked to the existing early warning, forecasting, and other relevant systems with due consideration of compatibility with the existing or planned other radar systems in Maldives.

Objective

The Ministry of Tourism and Environment (MoTE) is seeking an experienced Communications and Creative Consultant/Consultancy Firm to develop a visual identity for the ongoing project, "Enhancing Climate Resilience and Food Security." This visual identity will serve as the foundation for all creative materials supporting the implementation of Output 3.2 (training and capacity building for urban home gardeners and farmers) and Output 4 (matching grants for climate adaptation and farming projects). The developed identity will be applied consistently across project activities to strengthen visibility, create a unified outward presence, and enhance recognition of project achievements throughout the implementation period.

Scope of Works

The selected consultant/consultancy firm will be responsible for creating a **comprehensive visual identity package** that will be applied consistently across all project activities and outputs. The consultancy work should cover the following components:

1. Project Alias

- a. Develop an internal shorthand name or informal identifier in English and Dhivehi for the project.
- b. Provide a minimum of 5 shortlisted alias for review and selection.
- c. *Note: A logo or slogan is not required.*

2. Colour Palette

- a. Assign a suitable color palette for the project, ensuring compatibility with the Ministry's website and social media channels.
- b. Colors should enhance the project's visual identity and reflect its activities and anticipated outcomes.
- c. Provide a minimum of 2 options for selection of colour palette.

3. Typography

- a. Select clear, attractive, and professional fonts in both Dhivehi and English, which can be used for all project related communications.
- b. Provide a minimum of 2 options for selection of typography.

4. Art Direction

- a. Provide templates and samples for grids, layouts, and illustrations.
- b. Develop a selection of icons, banners, and graphic elements for use across creative materials.

5. Templates

- a. Design ready-to-use templates for:
 - i. Social media platforms
 - ii. Ministry's website
 - iii. Reports and presentations
 - iv. Training manuals and workshop materials
 - v. Posters, banners, and roll-up stand for events

6. End Slide

- a. Design a standard end slide featuring all necessary logos for use in video productions and animations.
- b. Provide a minimum of 2 options for selection of end slides.

7. Video Filter

- a. Create a simple video filter that can be personalized and easily applied to short video clips.

- b. Ensure that the filter enables quick and easy video spot creation.
- c. Provide a minimum of 2 options for selection of video filters.

8. Visual Guide

- a. Develop a user-friendly guide outlining the application of all visual identity elements listed above.

9. Training

- a. Provide a short training session for the Project Management Unit's Communications and Behaviour Change Specialist on the application and maintenance of visual identity.

Deliverables

1. List of proposed project names
2. Color Palette
3. Typography Set
4. Art Direction Samples
5. Templates Package
6. End Slide Design
7. Video Filter
8. Visual Identity Guide
9. Training Session

Expected Deliverable and Timeline:

All works and services in the scope must be developed within **6 weeks** from the contract signing.

Deliverable	Estimated Timeline					
	W1	W2	W3	W4	W5	W6
1. List of proposed project names						
2. Color Palette						
3. Typography Set						
4. Art Direction Samples						
5. Templates Package						
6. End Slide Design						
7. Video Filter						
8. Visual Identity Guide						
9. Training Session						

Qualification and Experience

- Demonstrated experience in branding, visual identity, and communications design.
- At least 3 years' experience working with development projects, government agencies, or international organizations.

Documents Required

- Company profile / CV
- Quotation with timeline
- Reference letters proving similar creative works