



Printing “National Implementation Plan, 2017 Stockholm Convention on Persistent Organic Pollutants”

Terms of Reference

1. Background

As part of obligations under the Stockholm Convention, the Maldives developed its “**National Implementation Plan (NIP), 2017. Stockholm Convention on Persistent Organic Pollutants**”, through the project “Enabling Activities to Facilitate and Early Action on the Implementation of the Stockholm Convention on Persistent Organic Pollutants”. This project was funded by the Global Environment Facility (GEF), administered by the United Nations Industrial Development Organization (UNIDO), and executed by the Ministry of the Environment and Energy (MEE). The NIP was developed by a team of national consultants, with the guidance of international consultants and the implementing agency, through a participatory and consensus-building process.

The Ministry of Environment and Energy is seeking a party to provide printing, binding and the finishing services for the publication of the “National Implementation Plan, 2017 Stockholm Convention on Persistent Organic Pollutants” book.

2. Scope of Works

The scope of works will include printing, binding & finishing of 100 nos. booklets according to the specifications provided by the Ministry and delivery.

Project Name	National Implementation Plan, 2017 Stockholm Convention on Persistent Organic Pollutants
Finished Size	8.20 X 10.63 inches
Paper type	Art paper 120 Gsm Matte
Print type	Multicolor, Offset Printing
Cover	250 Gsm Matte Laminated Art Paper
Total Number of pages	88 (cover included)
Binding	Perfect binding
Quantity	100

3. Deliverables

The successful party should deliver 100 nos. of high quality booklets, which comply with the specifications below





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. A similar sample printed page/booklet for evaluation of the printing quality

5. Award of Contract

A party will be selected by the MEE Bid Committee in accordance with governing Maldivian Law (Procurement Procedures) 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 “**National Implementation Plan, 2017 Stockholm Convention on Persistent Organic Pollutants**” shall be submitted to the following address and will be opened in the presence of the bidder’s representatives. Late bids will be rejected. Electronic bidding is not permitted. Bid Opening date is on 20th August 2017 at 1130 hours.

Procurement Unit

Ministry of Environment and Energy,
 Green Building
 Maafannu, Male', 20392,
 Republic of Maldives
 Date: 13th August 2017
 Time: 1100 hours

