



**MINISTRY OF ENVIRONMENT  
MALE' REPUBLIC OF MALDIVES**

**ADVERTISEMENT NUMBER: (IUL) 438-ENV/438/2019/298**


**TERMS OF REFERENCE**


*[13 October 2019]*

**Printing of Protected Birds Poster Series**



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


 +(960) 301 8300


 [www.environment.gov.mv](http://www.environment.gov.mv)

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ބަޔާންކުރެވިފައިވާ ގޮތުން، 20392، ޖުމްހޫރިއްޔާ، ދިވެހިސަރުކާރުގެ ގެޒެޓް

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## 1. Background

The Ministry of Environment is seeking consultancy to print 5,000 high quality posters of 103 birds that are legally protected under the “Environmental Protection and Preservation Act” (No.4/93). The purpose of this consultancy is to create and make available “Posters of protected birds” that can be used in identifying and understanding the protected birds of the Maldives, their features and characteristics for everyone who is interested and have a need for it.

In this regard, Ministry of Environment is seeking a firm to provide printing of Protected Birds Poster.

## 2. Scope of Works

The scope of works will include printing of 5,000 nos. posters according to the specifications provided by the Ministry and deliver.

Project name	Printing of Protected Birds Poster Series (Poster)
Finished Size	<b>24 x 36 in</b>
Paper type	Art paper gloss
Type	Multicolor, Offset Printing
Quantity	5 posters, 1,000 of each poster

## 3. 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 poster
- (2) Details of the proponent
  - Proponent's profile
  - Valid reference letters from the clients for the relevant assignments carried out in the past
  - Provide links or copies of the samples of relevant works
- (3) For companies copy of registration, copy of GST/BPT registration, contacts details (name, designation & contact number) of a liaising official
- (4) For individuals copy of national identity card, contacts details and Sole proprietorship registration certificate
- (5) Sample of the printing quality that is going to be provided for this assignment. *(Annex 1)*

## 4. 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.





## 5. Evaluation Criteria

Category		Total Marks
1. Technical Proposal	Full marks for 4 or more Valid reference letters from the clients for the relevant assignments carried out in the past	20 points
	The party with shortest delivery period in compliance with other requirement of this document will get 20%. Other parties will be scored by [(lowest delivery time/proposed time) x 20]	20 points
	Sample proof of the printing as per the quality given in section 2 (Print Quality)	20 points
2. Financial proposal	The party with lowest financial proposal will get 40%. Other parties will be scored by [(lowest price/proposed price) x 40]	40 points
<b>TOTAL</b>		<b>100 points</b>

## 6. Submission of proposal and deadline

The proposals must be submitted to the address below no later than 1100 hours on 23rd October 2019. Proposal must be submitted in a sealed envelope titled as below to the below address. The bids will be opened on 1100 hrs on 23rd October 2019, in the presence of bidders who wish to attend.

**“Do not open before 23<sup>rd</sup> September at 11:00 –“Printing of Protected Birds Poster Series”**

Procurement Section

Ministry of Environment

Green Building, Handhuvaree Hingun, Maafannu

Male', 20392

procurement@environment.gov.mv

Republic of Maldives

## 7. For additional information

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