



National Bureau of Statistics

Ministry of Finance and Treasury

Dhaarul-Emaan Building - 7, 8, 9th Floor, Majeedhee Magu, Male' 20345, Rep. of Maldives

REQUEST FOR PROPOSALS

NUMBER	(IUL)457-AIT/1/2017/5
PUBLICATION DATE	20 th June 2017
PRE-BID MEETING	None
BID SUBMISSION DATE & TIME	9 th July 2017, 11:30
BID SUBMISSION ADDRESS	National Bureau of Statistics, 9 th Floor, Dhār Al Eiman Building, Majeedhee Magu, Male', Republic of Maldives

Layout Designing and Printing of Child Equity Profiles

Terms of Reference

1. Background & Specifications.

Child Equity profile is developed initially based on the data collected from Census 2014. However with inclusion of administrative data with other survey information the profiles are being revised and developed to child age based on key thematic areas such as demography, education and child protection. Child Equity Profiles shall be designed and printed as **cards** (A5 size) and **sheets** (A3 size) which will have both sides printed with the given information and graphical illustrations from NBS.

2. Scope of works

The scope of work will include layout designing, and printing of the profiles according to the specifications provided by Bureau.

Project Name	Layout Designing and Printing of Child Equity Profiles
Finished Size	A5 size
Paper Type	200 Gsm coated paper
Design Layout	Layout design of full color profiles (4 Profiles, each containing 2 pages), With typesetting of all pages, placement and sizing of images and graphical illustrations.
Printing	Colour printing
No. of Pages	Each profile 2 pages printed both sides (Estimated total no. of pages: 8)
Quantity	750 no.s

Project Name	Layout Designing and Printing of Child Equity Profiles
Finished Size	A3 size
Paper Type	200 Gsm coated paper
Design Layout	Layout design of full color profiles (4 Profiles, each containing 1 page), With typesetting of all pages, placement and sizing of images and graphical illustrations.
Printing	Colour printing
No. of Pages	4 sheets (Each profile Per sheet)
Quantity	250 no.s

3. Deliverables

The Successful party should deliver 1000 nos. in total of high quality Child Equity profiles, which comply with the specifications above.

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 Proposals/ Quotation with maximum 15 days validity
2. Technical Specification
3. Details of the Firm (including Profile, copy of registration, Copy of GST registration, Contacts detail(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 a minimum three members in accordance with the evaluation criteria stated in the TOR. 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 deadline

Sealed Proposals titled "Child Equity Profile" 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.

Administrative and Human Resources Unit

National Bureau of Statistics

Ministry of Finance and Treasury

Dhaarul E-man Building, Majeedhee Magu

Male, Republic of Maldives

Date: 09th July 2017

Time: 1130 hours