

SABAH Project – Supply and Delivery of Packaging Materials

Terms of Reference/Bidder Information Sheet

1. General Information

The Ministry of Economic Development invites local parties to supply packaging materials for SABAH Maldives to operationalize the Trade Facilitation Center established in Male' and Community Facilitation Centers in outer islands. SABAH Maldives is a for profit co-operative society registered in the Maldives by the Ministry of Economic development that works for the empowerment of Home based workers in the country. The scope of work includes supply and delivery of the materials to the specified locations.

The Ministry therefore invites interested eligible Maldivian parties to submit proposal as per the information provided in this TOR/information sheet. The forms to be submitted as part of this proposal are downloadable from the Ministry of Economic Development website www.trade.gov.mv. Interested parties must demonstrate that they are qualified to provide the service as per the requirements in the TOR.

This TOR/information note provides the scope of work, deliverables and the eligibility criteria to bid under this call for proposal. The successful bidder will be selected based on the evaluation criteria outlined in this document.

2. Eligible Bidders

The invitation is open to all interested local parties with a formal intent to enter into an agreement. Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will result in disqualification of the bid proposals submitted by the bidder.

Both Individuals and registered local business entities (companies, partnerships and co-operative societies) will qualify for the bid provided all documents listed under section 7 of this TOR are presented at the bid submission date and time.

3. Language of the Bid

The language of the bid shall be submitted in English.

4. Specifications of the Materials

Packaging is required for handicraft products sold by Sabah Maldives such as paper box packaging and cellophane bags with adhesive seal. The successful bidder is required to supply and deliver the materials to locations specified by SABAH. Additional information on specifications of the materials and packaging designs will be given in the Bid information Session.

5. Project Delivery Duration

The winning bidder will be expected to complete the project within 45 days of signing the contract. Application should be submitted in a sealed envelope with all the documents listed under section 7. Bid proposal should have a minimum validity of 35 days and all prices should be quoted with a final offer price, inclusive of GST and there should not be any hidden or omitted costs.