

TERMS OF REFERENCE

Printing of Maldivian Red Crescent Merchandise

Background

The Maldivian Red Crescent is an independent, voluntary, humanitarian organization, established on the basis of the Maldivian Red Crescent Law [Law 7/2009]. Its primary objective is to provide humanitarian aid, prevent and alleviate human suffering. It is the 187th member of the world's largest humanitarian movement — the International Red Cross and Red Crescent Movement – which every year helps millions of people whose lives have been devastated by crises or conflict.

The Maldivian Red Crescent aims to be the nation's leading humanitarian organization, with branches and units spanned all over Maldives. It recruits members and volunteers, implements programmes and delivers services in adherence to the Fundamental Principles of the International Red Cross and Red Crescent Movement – Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality – making no discrimination as to nationality, race, sex, religious beliefs, language, class or political opinions.

We are looking to print a large number of a variety of merchandize and therefore would like to invite for bids as per below specifications.

Objective

- Printing of Maldivian Red Crescent merchandize as per designs provided by MRC

Deliverables:

Printing with suitable packaging of 1000 pcs of 6 merchandize items (Fridge magnets, tote bags, notebooks, water bottles, stickers and card pendrive) as per order detail. (For order details please email info@redcrescent.org.mv)

Mass printing and fabrication should only commence upon approval of an initial sample by the MRC.

Schedule of events

Release of RFP: 13 February 2018

Date, Venue and Time for Information Session: 18 February 2018, MRC Male' Branch (G.Orchid Vaadhee) , 1300hrs

Deadline for proposal submission: 22 February 2018

Duration of consultancy: 6 weeks from date of signing the contract

***Disclaimer:** MRC holds the right to change/edit the RFP as it sees fit without prior warning, in case changes need to be made. This could be a date after the information session/before the deadline, as details may need to be changed after the information session.*

Inquiries and Communication reading the RFP

Inquiries: info@redcrescent.org.mv

All correspondence to be emailed and to abide by the schedule of events (deadline for inquiries to be considered).

Submitting the proposal

- Proposal must be submitted as a hard copy in a sealed envelope.
- Proposal must be submitted with a portfolio/CV (qualification, experiences, composition of the team)
- Proposal must contain a technical (work quality, timeline) and a financial proposal with a detailed budget (breakdown, item description, unit price, technical specification, etc..)
- Submission address: Maldivian Red Crescent Headquarters, 2nd Floor, Plot number 11493, Hithigasmagu, HulhuMale', Maldives , Phone: +960 3341009

The deadline to submit the price quotation is 22 February 2018 at 1400hrs.

Minimum criteria

At least 2 years of experience in a similar field of work with proven experiences

Selection Criteria

- Experience in the field
- Quality of past work
- Feasibility and quality of technical proposal
- Feasibility of financial proposal

Code of conduct

During the term of consultancy, MRC Code of Conduct has to be signed and thoroughly followed by the consultant.

Reporting line

The contractor will report to the Manager – Communications and Partnerships.

Evaluation of quotations

Individual consultants will be evaluated based on lowest price and technically compliant offer.