

Number: 60-ADM/2024/32

Registration Number: C-186/2001

Date: 7th February 2024

INVITATION FOR TENDER

HIRING A PRINTING AND PRODUCTION PARTNER FOR 01 YEAR

State Trading Organization Plc. (STO) is pleased to offer the opportunity to submit proposals to be our printing and production partner.

1. Scope of work

- 1.1. Offset and digital press for cards, flyers, brochures, booklets, posters, and danglers; up to A2 size.
- 1.2. Large format printing and production including banners, standees, and POS displays.
- 1.3. Production and application of stickers and wallpapers.
- 1.4. Production and application of branding and ads on vehicles, vessels, buildings & interiors.
- 1.5. Garment printing and production including all-over printing of shirts.
- 1.6. Production and installation of large banners, backdrops, and product displays.
- 1.7. Production and installation of billboards, tactical boards, and signboards.
- 1.8. Production and installation work for stages, exhibitions, roadshows, and promotions.
- 1.9. Production and installation of other material related to marketing and events.

2. The Eligible Tenderers are limited to:

- 2.1 Parties that have been in printing and production business for at least 18 months and equipped to provide above services.
- 2.2 Parties must have their own facilities for large format printing production (canvas, stickers, sunboard) and installation (metal and woodwork facilities).
- 2.3 Parties must have their own facilities for digital print production upto A3 size.
- 2.4 Party must have broad access to facilities that provide the rest of the services via own facilities or business partnership.

3. Experience of the proponent will be validated by:

- 3.1 Reference letter/completion certificates or any documentation in the name of the Companies/Government Entities/Institutions/Commission etc. (any legal or government entity) of projects successfully completed which fits the above-mentioned eligibility criteria.
 - To assist in the assessment and eligibility of the bidder, STO may, at STO's discretion, ask any proponent to submit any documents (including and not limited to some mandatory documents) for clarification and verification.
- 3.2 STO will visit the worksite to verify that the parties have the above-mentioned equipment.
- 3.3 If a bidder is in partnership with a party that owns the above-mentioned equipment, the bidder shall provide relevant documents for verification.

4. Required documents for registration.

- Reference letter/completion certificate
- Verification document of partnership (If bidder is in partnership with party that owns the equipment)
- Company certificates
- Company shareholder ID cards

5. Tendering Process.

Registration and Bid Document:

Tenderers can register via email to tenders@sto.mv along with the company certificate and documents required to verify the eligibility criteria.

Deadline for Registration is **14th February 2024, 1100hrs.**

ONLY Eligible Tenderers can participate in the tender.

A complete set of Bidding Document in English shall be sent via email on, **18th February 2024**, only to the parties who have successfully registered and are eligible under the tender.

Pre-bid meeting / site visit

Mandatory information session will be held on **19th February 2024, 1100hrs** at STO Trade Centre

Tender Submission:

Documents shall be emailed to tenders@sto.mv [NOT LATER than **25th February 2024 at 1100:00hrs.**]

Submissions received after deadline shall be rejected.

STATE TRADING ORGANIZATION PLC.

Address: Boduthakurufaanu Magu, Maafannu, Male' 20345, Republic of Maldives
Telephone: 3344167
Contact person: Ms. Aishath Hanan Hussain
E-mail Address: tenders@sto.mv

For further information, please contact STO Plc. on the above address.

Note: All timings mentioned are Maldivian timings (GMT+05:00)