## FORM-1: FINANCIAL BREAKDOWN

|  |  |  |
| --- | --- | --- |
|  | **Description**  | **MVR** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total :** |  |
|  | **GST :** |  |
|  | **Total with GST:** |  |

Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa.

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) as per the GST Legislation and Circulars where applicable.

Authorised Signatory:

##

## FORM-2: TEAM COMPOSITION AND TASK ASSIGNMENT

|  |  |  |
| --- | --- | --- |
| Name of Staff | Position Assigned | Task Assigned |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 Please identify the key person of the team.

##

## FORM-3: LETTER OF COMMITMENT

[ *Date*]

[Company/Partnership/Institute Name]

[Road Name]

Male’

Maldives

Re: **Data Collection for the Cold Chain Database Model**

**Ref No:**

Dear Sir/Madam,

I am writing to confirm my availability to provide services for the for the Ministry of Environment (*insert date*)

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

I undertake, if this proposal is accepted upon receipt of the Ministry of Environment’s notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

Passport /ID card No:

Date:

Signatory:

## FORM-4: WORK SCHEDULE

|  |  |
| --- | --- |
|  | ***[1st, 2nd, etc. are days from the start of assignment.]*** |
|  | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th | 9th | 10th | 11th | 12th | … |
| Activity (Work) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |

#

## FORM-5: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

*Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:*

1. *Technical Approach and Methodology, and*
2. *Work Plan*

*a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

*b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the data. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.*