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ANNEX 1: Standard Forms

**FORM -1: PROPOSAL SUBMISSION FORM**

[Date]

To: [Name and address of Client]

Dear Sir/Madam:

I/We, the undersigned, offer to provide the **“Recruitment of an Adaptation Expert for Preparation for Technology Needs Assessment (TNA) to the United Nations Framework Convention on Climate Change”** in accordance with your Terms of Reference dated [*Insert Date*] and our Proposal. I/We are hereby submitting our Proposal; the financial offer is for the sum of **[*Insert amount(s) in words and figures (Should quote the amount in MVR)*]** which is inclusive of the all applicable taxes.

I/We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Proposal validity is for a period of ***[Insert number of days, 90 days minimum]*** days.

I/We undertake, if our Proposal is accepted, to initiate the services and fulfill the requirements of the terms of reference.

I/We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Entity:

Address:

**FORM-2: Letter of Commitment**

[ Date]

[Entity Name]

[Road Name]

Male’

Maldives

Re: **Adaptation Expert for Preparation for Technology Needs Assessment (TNA),**

**Ref no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear Sir/Madam,

I am writing to confirm my availability to provide services as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the **Recruitment of an Adaptation Expert for Preparation for Technology Needs Assessment (TNA) to the United Nations Framework Convention on Climate Change** for the Ministry of Environment, Climate Change and Technology.

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, Climate Change and Technology’s notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

ID card No:

Date:

Signatory: