|  |  |
| --- | --- |
|  |  |

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 services for the project **“Preparation of adaptation assessments required for the preparation of 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: **Preparation of adaptation assessments required for the preparation of Technology Needs Assessment (TNA) to the United Nations Framework Convention on Climate Change,**

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

Dear Sir/Madam,

I am writing to confirm my availability to provide services as Adaptation Expert to the project “**Preparation of adaptation assessments required for the preparation of 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:

**FORM-3: Financial Breakdown**

**Service provider’s Reference No:**

|  |  |  |
| --- | --- | --- |
|  | Description | MVR |
| 1 | Proposed methodology and work plan |  |
| 2 | Portfolio of technologies for the sector (long list and short list of technologies) |  |
| 3 | TNA report, containing prioritized list of technologies and describing the process followed, for the sectors |  |
| 4 | Report on Barrier Analysis and Enabling Frameworks for development, deployment and diffusion of priority technologies in the sectors; |  |
| 5 | Technology Action Plan based on format agreed for the project |  |
|  | Total : |  |
|  | GST : |  |
|  | Total with GST: |  |

**This Quotation is Valid for 90 days from the date of bid opening**

Authorised Signature:

Stamp:

Note:

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.