**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 **“Consultancy Services To Conduct a Knowledge, Attitude and Practices (KAP) Survey on environment in all inhabited islands of Laamu Atoll - (IUL)438-ENV/438/2021/220,”** 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: **“Consultancy Services To Conduct a Knowledge, Attitude and Practices (KAP) Survey on environment in all inhabited islands of Laamu Atoll - (IUL)438-ENV/438/2021/220,”**

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the Social Scientist to the project **Consultancy Services To Conduct a Knowledge, Attitude and Practices (KAP) Survey on environment in all inhabited islands of Laamu Atoll** 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: Letter of Commitment**

[Date]

[Entity Name]

[Road Name]

Male’

Maldives

Re: **“Consultancy Services To Conduct a Knowledge, Attitude and Practices (KAP) Survey on environment in all inhabited islands of Laamu Atoll - (IUL)438-ENV/438/2021/220,”**

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the Environmental Scientist to the project **Consultancy Services To Conduct a Knowledge, Attitude and Practices (KAP) Survey on environment in all inhabited islands of Laamu Atoll** 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-4: TEAM COMPOSITION AND TASK ASSIGNMENT**

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

**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 in to the following three chapters:*

1. *Technical Approach and Methodology*
2. *Work Plan, and*
3. *Organization and staffing.*
4. *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.*
5. *Work Plan. In this chapter you should proposed 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 reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them in to a feasible working plan.*
6. *Organization and Staffing. In this chapter you should proposed the structure and composition of your team. You should list the main disciplines of the assignment, the proposed professional staff responsibility.*

**FORM TECH-6: 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) |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**FORM-7: Financial Breakdown**

**Service provider’s Reference No:**

|  |  |  |
| --- | --- | --- |
|  | Description | MVR |
| 1 | Proposed methodology and work plan |  |
| 2 | Finalized survey questionnaire |  |
| 3 | Draft report |  |
| 4 | Final Report |  |
| 5 | Raw data and analysis including reports from any training / workshops conducted. |  |
|  | Total : |  |
|  | GST : |  |
|  | Total with GST: |  |

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

Authorized Signature:

Stamp: