Annex: Standard Forms

Form 1: **Financial Proposal Summary**

Summary of Costs: **Develop multimedia to facilitate the Ratification of the Minamata Convention on Mercury in Maldives**

 **Reference no (of the service provider):**

|  |  |  |
| --- | --- | --- |
| No. | Detail | Cost (MVR) |
| *1* | Develop communication strategies for the target audience |  |
| *2* | Develop 5 print media for poster & banner in both Dhivehi and English focusing on the two main objectives – (In High quality output, and files in original size, in printable formats) |  |
| *3* | Develop 10 social media content in both Dhivehi and English focusing on the two main objectives – (In high quality output, and files in original size, in social media format) |  |
| *4* | 1x info clip (minimum 15 seconds) in Dhivehi |  |
| **GST:** |  |
| **Total with GST:** |  |

**This financial proposal is valid for 90 days from the date of bid opening**

Authorized signatory

Stamp

* If the entity is subject to GST as per MIRA Regulations and Guidelines GST needs to be quote in the financial proposal

## Form 2: Letter of Commitment

[ *Date*]

To: [Name and address of client]

Re: To Develop multimedia to facilitate the Ratification of the Minamata Convention on Mercury in Maldives

**Ref No:**

Dear Sir/Madam,

I am writing to confirm my availability to provide services to ***develop multimedia to facilitate the Ratification of the Minamata Convention on Mercury in Maldives*** for the for the Ministry of Environment, Climate Change and Technology in accordance with your Teams of Reference dated [*insert date*] and our proposal.

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:

Passport /ID card No:

Date:

Signatory:

**FORM - 3: PROPOSAL SUBMISSION FORM**

[Date]

To: [Name and address of Client]

Dear Sir/Madam:

I/We, the undersigned, offer to provide the consultancy services to **“**Develop multimedia to facilitate the Ratification of the Minamata Convention on Mercury in Maldives”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 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: