Annex 1: Standard Forms

**1. STANDARD FORMS**

## FORM -1: PROPOSAL SUBMISSION FORM

[*Location, Date*]

To: [*Name and address of Client*]

Dear Sir/Madam:

 We, the undersigned, offer to provide the **“Development of Online Portal for the Hakathari Labelling Programme”** in accordance with your Terms of Reference dated **[*Insert Date*]** and our Proposal. We are hereby submitting our Proposal; our financial offer is for the sum of **[*Insert the final total amount(s) in Form 2 in words and figures in Maldivian Rufiyaa)*]** which is inclusive of the all applicable taxes.

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, 60 days minimum]*** days. If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the methodology and proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

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

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Company:

Address:

## FORM-2: FINANCIAL BREAKDOWN

|  |  |  |
| --- | --- | --- |
| **#** | **Description**  | **MVR** |
| For the development and deployment of the system: |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  | Sub-total : |  |
|  | GST/Applicable tax : |  |
|  | Total (with taxes) for the development and deployment of the system**:** |  |
| For maintenance duration |
| 1 | Payment at monthly rate of [insert monthly rate in MVR] for 12 months |  |
|  | Sub-total : |  |
|  | GST/Applicable tax : |  |
|  | Total for 12 months (with taxes) for the maintenance duration: |  |
| **Total Quotation amount in MVR (including development, deployment, maintenance duration and applicable taxes)** |  |

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) or any applicable Maldivian taxes as per the Tax Legislation and must be shown in the breakdown. **\*For the workshop and trainings: invitations, catering and venue will be financed directly by the project. This cost should NOT be included in the price quotation.**

## FORM-3: 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,*
2. *Work Plan, and*
3. *Organization and Staffing,*

*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 (development process) and obtaining the expected output, and the degree of detail of such output, the work quality – usability and testing. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them (including details of any instruments, software, technical formulae, information files, and file formats where applicable). You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach and highlight on the maintenance and support - any important technology information and specifications used in your solution – languages, platform etc.*

*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 reports. 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.*

*c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the proposed professional staff responsibility.*

## FORM-4: TEAM COMPOSITION AND TASK ASSIGNMENT

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

## FORM-5: Letter of Commitment

[ *Date*]

[Company Name]

[Road Name]

Male’

Maldives

Re: **Development of Online Portal for the Hakathari Labelling Programme , Ref no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear Sir/Madam,

I am writing to confirm my availability to provide services as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the **Development of Online Portal for the Hakathari Labelling Programme** 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:

Passport /ID card No:

Date:

Signatory:

## FORM-6: WORK SCHEDULE

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

Annex 3 – Assessment of Financial

## FORM – FIN – 1: Annual Turnover

Each Bidder must fill in this form

|  |
| --- |
| Annual Turnover Data |
| Year | Amount Currency | MVREquivalent |
| 2020 |  |  |

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.

## FORM – FIN – 2: Financial Situation

Each Bidder must fill in this form

|  |
| --- |
| Financial Data for Previous Years [MVR Equivalent] |
|  | Year 2020 |

Information from Balance Sheet

|  |  |
| --- | --- |
| Total Assets |  |
| Total Liabilities |  |
| Net Worth |  |
| Current Assets |  |
| Current Liabilities |  |
| Working Capital |  |

Information from Income Statement

|  |  |
| --- | --- |
| Total Revenues  |  |
| Profits Before Taxes |  |
| Profits After Taxes |  |
| * Attached are copies of financial statement (balance sheets including all related notes, and income statements), as indicated above, complying with the following conditions.
* All such documents reflect the financial situation of the Bidder.
* Historic financial statement must be complete, including all notes to the financial statements.
* Historic financial statements must correspond to accounting periods
 |

## FORM – FIN – 3: Line of Credit Letter

*[letterhead of the Bank/Financing Institution/Supplier]*

*[date]*

**To:***[Name and address of the Contractor]*

Dear,

You have requested {name of the bank/financing institution/supplier issuing the letter) to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder.

This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature:

Name and Title of Signatory:

Name of Agency: