



MINISTRY OF ENVIRONMENT, CLIMATE CHANGE AND TECHNOLOGY

MALE' REPUBLIC OF MALDIVES

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Development of Online Portal for the Hakathari Labelling Programme

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Strengthening Low Carbon Energy
Island Strategies (LCEI) Project



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1. Introduction & Background

The Government of Maldives (GoM) has launched an Energy Efficiency (EE) Labelling programme for high energy consuming electrical appliances by the name of “Hakathari” under the Strengthening Low Carbon Energy Island Strategies (LCEI) Project. This programme is carried out under 4.4; Jazeera Dhiriulhun, Clean energy of the Strategic Action Plan 2019 – 2023 of the government of Maldives. It is also in line with Maldives commitments to the UNFCCC on reduction of GHG emissions and to the Montreal Protocol on Substances that Deplete the Ozone layer.

The Hakathari programme is expected to help consumers identify and base their purchase decisions on lifetime appliances costs as opposed to only upfront costs. Therefore, there is the need to develop a portal for energy efficiency labelling program which will allow easy access for businesses to register and request for labelling services. It also should allow relevant government authorities to manage and share information and updates related to the functions of the portal among themselves.

The LCEI project is funded by the Global Environment Facility and administered by the United Nations Environment Programme and is designed with the goal of market transformation to energy efficient technologies and investment in emerging low carbon technologies in buildings and the built environment in the Maldives.

The LCEI project is seeking a qualified vendor to develop an online portal for the implementation of the Hakathari programme.

2. Objective

The objective of the assignment is to develop an online portal for the Hakathari program.

3. Scope of Assignment

The scope of work involves the development of an online portal enabling importers to register for the program, check energy efficiency levels of potential Hakathari products, apply for approval of Hakathari labelling, and for the Ministry to add new appliances into the program, process the applications, verify the Hakathari level of products and issue approvals.

The indicative tasks section below includes the details of features that must be available within the portal.

4. Indicative Tasks

The following are indicative tasks to achieve the objectives of the consultancy, but are not necessarily limited to these activities:

Note: Form 1, 2 and 3 referred to in this section can be viewed from “How to get the Hakathari Label” at the link <https://www.environment.gov.mv/v2/en/hakathari-program>

1. System Dashboard (Landing/Homepage)
 - a. Summary dashboard for importers (based on specific access)
 - i. Summary of activities – Models registered, their energy efficiency levels, Models submitted for approvals/pending approval
 - ii. Data management features:
 1. Report generation – exporting to pdf and/or printing information gathered via the work flow processed in a specific format to capture important information related to the specific importer.
 2. Filter (based on required details for eg. Date, duration, appliance type details)
 3. Data import and export features
 - b. Summary dashboard for Ministry users
 - i. Applications received and products approved
 1. Applications received for registration of importers – form 1s;
 2. Applications received for product registration and related test results details with test report attachment - form 2 and 3
 3. Approvals given – these will be registered products and approvals given to importers
 - ii. Data management features:
 1. Report generation - exporting to pdf and/or printing information gathered via the work flow processed in a specific format to capture important information related to the specific importers, specific appliances, and the Hakathari program.
 2. Filter (based on details such as appliance types, type of request, date, duration, approval status, energy efficiency level, etc)
 3. Data import and export features
2. Access Management – role based access to users – Ministry users, Importers, Customs users. Access to importers must be integrated with eFaas logins

3. Management of Registered Importers

- a. Registering in the Hakathari program as an importing company/business must contain the following information:
 - i. Details of importer (collected via form 1) – importers must be able to view form 1, enter data and save them online
 - ii. Ministry users must be able to validate importer information (registration number and name) from MED’s database
 - iii. Scan of Business Registration form

4. Registered products management

- a. Adding a product/Doing the set up for a new product into the Hakathari program by the Ministry users. Users of the Ministry should be able to enter the following
 - i. Name of the appliance
 - ii. Add Appliance Types
 - iii. Add the performance parameters of the appliance
 - iv. Set the performance ranges for each parameter of the appliance
 - v. Add the “Minimum Efficiency Performance” (MEPs) criteria of the appliance (there will be differences in criteria for different Products)
 - vi. Set up the forms (form 2 and 3). Importers who want to register the models of products to import will register their models in the Hakathari program using these forms.
- b. Registering a product/model in the Hakathari program – by importers
 - i. Importers must be able to register models of appliances - importers must be able to view form 2 and 3, enter data and save them online
 - ii. Importers must be able to submit scans of test results
- c. Evaluating a product/Importers – by Ministry users
 - i. Ministry users must be able to run evaluation of the minimum criteria and performance parameters of the product submitted to the Ministry against the criteria set up for the product. Result of the evaluation should be shown in terms of meeting minimum criteria and energy efficiency level of the product.
 - ii. If the product passes evaluation, Ministry user will send notification to importer to make payment. After making payment, importer must be able to send the scan/soft copy of receipt to the Ministry

- iii. If the product passes evaluation, Ministry users must be able to generate the label that will be issued to the product
 - iv. If the product passes evaluation, Ministry users must be able to generate the Certificate of Approval and
 - v. When payment receipt is received from the importer, Ministry must be able to issue to Certificate of Approval to the importer
 - vi. If the product does not pass the evaluation, the information submitted by the importers must still be stored and have the status “rejected”
 - vii. If the product does not pass evaluation, Ministry users must be able to generate a notification to the importer that their submission did not pass the evaluation and the reason (eg. not meeting minimum criteria/does not fall into the efficiency level requested)
5. Information sharing between organizations - Information must be shared between Ministry and Customs on Approved models/products via API
- a. GET List of permit holders. (input: Date range (optional))
 - b. GET Permits issued to an importer. (input:Importer/Exporter Number)
 - c. GET Permit details by permit number. (input:Permit Number)
 - d. GET permit details in PDF format (input:Permit Number)
 - e. POST API to submit details of shipments cleared. This API will send details of shipments cleared to environment
6. Notification Features
- a. Auto email and/or SMS notification for receipt of importer registration and product registration requests
 - b. Email notification to Ministry users when a product is approved – optional
 - c. Auto-generated email and/or screen message of acknowledgement from Ministry to Importer when Importer submits registration form to participate in the program
 - d. Auto generated email and/or screen message of acknowledgement from Ministry to Importer when product registration has been submitted by the importer
7. Integration with website
- a. The list of approved products must be displayed on the Hakathari page of the Ministry’s website

- b. Search function for users to find approved products by appliance type and by energy efficiency level.
8. Flow diagram, overall design submission and details of data to be captured
Selected party must provide flow diagram, overall design and details of data to be captured, UI mock-ups and get approval before starting the project
9. User specific user manuals describing the modules, features, the actions available in these features and the resulting exceptions/output actions must be developed. The respective user manuals must instruct the respective users on how to use the portal to complete the actions required on their part as a registered user of the Hakathari program
10. Training must be conducted to Ministry users, importers and Customs users. Training arrangements (venue/catering/laptops etc) will be made by the Ministry. Developers will be required to prepare the training materials and conduct the training.
11. Support tasks related to system hosting must be provided post deployment. Hosting for the system must be provided for one year.
12. The fully documented source code shall be shared with MECCT

5. Technology

- a. Application stack
PHP (Laravel) and MySQL for backend. JavaScript (including JS frameworks), CSS and standard HTML for frontend.
- b. Authentication
Authentication should allow token-based authentication to allow mobile apps to authenticate for the system. (Mobile app will not be developed in the current assignment, it will be developed in a future assignment)
- c. Security
Work over a secure communication channel. Enforce strong passwords.
- d. API
API must be built with API first approach having an extensive Rest-API to communicate with other online systems
- e. UI/UX
Must follow latest standards
- f. Web standards
Built on top of the most modern stable version of web standard and technologies
- g. Test driven development must be followed in the portal development process.

6. Deliverables

Deliverable	Timeline (from start date)
1. Work flow diagram. This must be approved by MECCT before proceeding with the remaining deliverables.	2 weeks
2. Task 3 and 4	6 weeks
3. Task 1, 2, 5, 6 and 7	10 weeks
4. Successful User Acceptance Testing and deployment	16 weeks
5. User specific user manuals developed for portal as detailed under task 9, Section 3: indicative tasks - for ministry users, importers and customs users	16 weeks
6. Training of staff and training support shall be provided post deployment of the system	16 weeks/ Support period
7. Fully documented system source codes developed shall be shared with and handed to MECCT at the end of the consultancy period.	Support period
8. Support tasks related to system hosting. Systems hosting for 1 year	16 weeks/support period

7. Duration of the Consultancy

The development period is 04 calendar months upon signing the contract.

After the deployment of the portal, the assignment includes a period of 12 months to fix bugs and minor alterations (field additions) and support for hosting as and when needed after deployment. Thereafter, MECCT will undertake the responsibility of making any changes to the system and can choose to enter into a maintenance contract with the vendor or a third party.

8. Provision of Monitoring and Progress Controls

Consultants are expected to work closely with the LCEI Project Management Unit (LCEI-PMU). The consultants will report directly to LCEI Project Manager. The consultants shall attend progress meetings once every 3 weeks with the LCEI-PMU. Team members in post(s) under section 9 (Requirements for Experience and Qualification) must participate in the progress meetings. Team members who are not in Maldives at the time of the meeting shall participate via Online meeting platform. Team members are required to be present in person for the following:

- Trainings

For meetings held under this consultancy, the Minutes of Meeting must be provided to the LCEI-PMU within 2 days of the meeting.

9. Requirements for Experience and Qualifications

In executing this TOR, the consultancy is expected to meet the following eligibility criteria and should provide CVs and commitment letters of team member(s) meeting the following requirements:

#	Post	Nos
1	Lead Developer (Team leader)	1
2	Developers	2

Details of any other support persons and positions must be included in Standard Forms 3 and 4.

1) Lead Developer (Team leader)

- Academic qualification
 - Must have Bachelor’s degree in Information Technology, Information Systems, Software Development or related field
- Professional experience
 - Minimum five (5) years of practical work experience in developing similar systems
 - Must have demonstrated experience in developing systems with technical requirements defined in section 5
 - Must have demonstrated ability to write precise reports

- Must have demonstrated experience and abilities to pro-actively lead and coordinate a team, including strong interpersonal skills with ability to multi-task and maintain effective work relationships with diverse range of institutional partners and undertake complex assignments.
- Must have excellent speaking, reading, report writing and presentation skills in English and Dhivehi

2) Developers

- Academic qualification
 - Must have Bachelor's degree in Information Technology, Information Systems, Software Development or related field
- Professional experience
 - Minimum three (3) years' work experience in developing similar systems
 - Must have demonstrated experience in developing systems with technical requirements defined in section 5
 - Must have demonstrated experience and abilities to work well in a team, including strong interpersonal skills with ability to multi-task and maintain effective work relationships with diverse range of institutional partners and undertake complex assignments.
 - Must have excellent speaking, reading, report writing and presentation skills in English and Dhivehi

10. Evaluation and comparison of proposals

10.1 Preliminary Examination

- a) Pre-Evaluation determines if bidder is substantially responsive to the terms of this ToR as specified below;
 - Bidder meets all requirements identified under Section 13. Applications.
 - Bidder has the financial capacity to undertake the works required in the TOR. Refer to Annex 3 for details.
- b) Substantially non-responsive bids at this pre-evaluation stage will be rejected from further stages of evaluation. Criteria for determining completeness and substantial responsiveness is given in Annex 2.
- c) Substantially responsive bids at this pre-evaluation stage shall be qualified for technical evaluation.

10.2 Evaluation of Proposals

A two-stage procedure is utilized in evaluating the proposals.

The Technical Evaluation will be completed at the First Stage of the evaluation. The proposals which pass the minimum technical score of **60%** of the obtainable score of 1000 points in the technical evaluation will be considered in the Second Stage of the evaluation.

Financial Proposal will be evaluated in the Second Stage. The proposal with the Lowest Financial Quote (Fq) will get the maximum Financial Score (Sf) of 100 points. The Financial Scores (Sf) of the other Financial Proposals will be computed according to the following formula:

$Sf = 100 \times Fq / F$, in which Sf is the financial score, Fq is the Lowest Financial Quote received and F is the price of the proposal under consideration.

Proposals will be ranked according to the combined Technical Score (St) and Financial Score (Sf) using the weights (T = the weight given to the Technical Proposal; P = the Weight given to the Financial Proposal; T+P = 1) and will be computed according to the following formulae.

$S = St \times T\% + Sf \times P\%$, in which S is the combined score,

Where T% = 70% and P% is 30%

ME reserves the right to undertake a post-qualification exercise aimed at determining to its satisfaction, the validity of the information provided in the proposal. Such post-

qualification shall be fully documented and, among those that may be listed in the Annex 2, may include, but need not be limited to, all or any combination of the following:

- a) Verification of accuracy, correctness and authenticity of information provided by the proponent on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the TOR requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and cross-checking with other previous clients on the quality of performance on ongoing or previous contracts completed;

11. Payment

Payments will be made as specified below:

- a. For the development till the deployment, the payment schedule will be as specified below. The percentage allocation column specifies the payment percentage of the development and deployment total.

REQUIREMENT	ALLOCATION
1. Submission and acceptance of finalized work flow diagram	10%
2. Submission and acceptance of task 2 and 3	15%
3. Submission and acceptance of task 1, 2, 5, 6 and 7	15%
4. Submission and acceptance of user manuals	20%
5. Submission and acceptance of training material and report on trainings conducted	40%
6. Submission and acceptance of fully documented source code	
Total	100%

- b. For assisting MECCT for a period of 12 months to fix bugs and minor alterations (field additions) and support for hosting as and when needed after deployment of the portal, the payment shall be made monthly upon submission of invoice.

12. Additional Information

The LCEI-PMU of MECCT has overall responsibility for the management of the contract and contractual reporting obligations.

Documents and data provided by the government for the purpose of this assessment which is not of public nature shall be considered confidential and should not be disclosed to any other party.

All outputs and materials produced as part of this TOR shall be handed over to the LCEI-PMU at the end of the contract and will become the sole property of MECCT.

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.

13. Application

Registered entities under Maldives Inland Revenue Authority (MIRA) can apply for this consultancy

Proponent should submit their proposals containing the following (Standard forms, where required, are provided in Annex 1):

- Completed proposal submission form ([FORM-1](#))
- Completed financial breakdown form ([FORM-2](#)).
- Brief description of the proponent and an outline of recent similar consultancy services provided, with references. This section must include an introduction of the proposed experts with a description of their experiences relevant to the required tasks, justifying their ability to complete the assignment.
- A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section is provided in [FORM-3](#).
- The list of the proposed professional staff team, the positions they would be assigned, and their tasks ([FORM-4](#)).
- A summary of the work plan must be presented in the format in Work Schedule ([FORM -6](#)) showing in the form of a bar chart the timing proposed for each activity.
- Detailed CVs of the experts signed by the expert themselves (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted in their respective CVs.)
- Demonstrations of required experiences listed in this TOR – reference letters and pictures of previous works
- Letter of commitment from each member to undertake the project ([FORM -5](#)).
- Copy of Company/Institution Registration
- Copy of SME registration certificate
- Copy of GST Registration certificate issued from Maldives Inland Revenue Authority
- Tax Clearance Report issued from Maldives Inland Revenue Authority
- Documentation to determine financial capabilities as per Annex 3.

14. Queries

For any queries please email to procurement@environment.gov.mv and CC to low.carbon@environment.gov.mv before **1200hrs on 3rd November 2021**. Answers will be provided to all the queries received before the deadline and will be made available via the Ministry website (www.environment.gov.mv) on **8th November 2021**.

15. Submission

Bid submission	Before 17th November 2021 at 1100 hours local time
Bid opening	17th November 2021 at 1100 hours' local time. Proposals will be opened in the presence of the proponents' representatives who choose to be present at the address below at the time of proposal opening.
Submission instruction	Proposals must be delivered in sealed envelopes titled <i>“Do not Open Before 17th November 2021 at 1100 hours - Development of Online Portal for the Hakathari Labelling Programme”</i> and the submitting party's name and address Electronic submission is not permitted. Late proposals will be rejected.
Submission address	Procurement Section Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu Male', 20392, Republic of Maldives Email: procurement@environment.gov.mv Website: www.environment.gov.mv Project name: Strengthening Low Carbon Energy Island Strategies (LCEI) Announcement number: (IUL)438-CCD/438/2021/307

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:

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) 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

	<i>[1st, 2nd, etc. are days from the start of assignment.]</i>						
	1st	2nd	3rd	4th	5th	6th	...
Activity (Work)							

ANNEX 2: EVALUATION OF PROPOSALS

<p>Criteria for Preliminary Examination of Proposals</p>	<p><u>Document pre check</u></p> <ol style="list-style-type: none"> 1. Proposal is received on or before the date and time specified 2. Proposal is properly sealed / un-tampered 3. Proposal bears the (i) name of the submitting entity and (ii) title of the Contract outside the envelope 4. Completed Form-1: Proposal Submission is included in the proposal 5. Completed Form-2: Financial Breakdown is included in the proposal 6. Completed Form-3: Description of Approach, Methodology and Work Plan for Performing the Assignment is included in the proposal 7. Completed Form-4: Team Composition and Task Assignment is included in the proposal 8. Completed Form-5: Letter of commitment for all the experts as described in section 8 of the TOR is included in the proposal 9. Completed Form-6: Work Schedule is included in the proposal 10. Signed CVs of the key staff is included in the proposal 11. Minimum 60 days’ proposal validity provided 12. All the standard forms are included (i.e. no standard contents deleted, no reservations added) 13. Proponent’s Profile (not more than 15 pages) including the profile of the proposed experts 14. Copy of Company/Institution Registration 15. Copy of GST Registration certificate issued from Maldives Inland Revenue Authority 16. Tax Clearance Report issued from Maldives Inland Revenue Authority 17. Documents to assess financial capability as per Annex 3 <p><u>Financial Capability</u></p> <ol style="list-style-type: none"> 1. Does the proponent’s has the financial capacity to undertake the works required in the TOR. <p><u>Technical pre check</u></p> <ol style="list-style-type: none"> 1. Is the proponent’s understanding of the objective of the assignment explained? 2. Is the proponent’s understanding of the objective consistent with the objective of the assignment? 3. Does the proposed team members’ qualification and experience meet the minimum requirements? 4. Proposal is strictly for the full scope of requirements (i.e. partial offer is not allowed) 5. There are no exceptional conditions stated that are unacceptable to ME
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Criteria for Essential Eligibility/Qualification of key personnel	Refer to Section 9 of this TOR
<p>Note:</p> <p>1. If proponents do not meet any of the above listed criteria, their proposal may not be considered for further evaluation.</p> <p>2. Proponents meeting above listed criteria are required to submit evidences (details / documents) in support – otherwise proposal may be disqualified.</p>	

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Proposed Methodology, Approach and Work Plan	50%	600
2.	Personnel	50%	400
Total			1000
Technical Proposal Evaluation Form 1			Points Obtainable
Proposed Methodology, Approach and Work Plan			
1.1	To what degree does the proponent understand the task mentioned in this TOR?		100
1.2	Did the proposal address in sufficient detail the important aspects of tasks listed?		120
1.3	Are the different components of this TOR planned to be implemented in a cohesive manner?		100
1.4	Is the conceptual framework adopted appropriate for the task?		90
1.5	Is the scope of task well defined and does it correspond to the TOR?		90
1.6	Is the responsibilities of the key personnel addressed clearly in line with the methodology described		100

	Total	600
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Technical Proposal Evaluation			Points Obtainable
Form 2			
Personnel			
2.1	Lead Developer (Team Leader)		150
	- Academic qualification	50	
	- Professional Experience	100	
2.2	Developer 1		125
	- Academic qualification	40	
	- Professional Experience	85	
2.3	Developer 2		125
	- Academic qualification	40	
	- Professional Experience	85	
	Total		400

ANNEX 3 – ASSESSMENT OF FINANCIAL CAPABILITY OF BIDDER

Evaluation criteria

- a. To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 90,000.00**, for the year 2020 – **Submit Form FIN - 1: Annual Turnover**
(OR)
- b. To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 90,000.00**, for liquid asset, for the year 2020 – Submit **Form FIN - 2: Financial Situation**
(OR)
- c. Business entities that have not completed one year (from the date of business registration to date of bid announcement), to be eligible the business's bank statement must show a credit balance of minimum **MVR 90,000.00**
(OR)
- d. If bidding party is unable to meet any of the above requirement they shall submit "Line of Credit Letter" as per the template in fin form 3. (credit limit shall be no less than **MVR 90,000.00** – **Submit Form FIN – 3: Line of Credit Letter**

FORM – FIN – 1: Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data		
Year	Amount Currency	MVR Equivalent
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	
<input type="checkbox"/> Attached are copies of financial statement (balance sheets including all related notes, and income statements), as indicated above, complying with the following conditions. <ul style="list-style-type: none"> • All such documents reflect the financial situation of the Bidder. • Historic financial statement must be complete, including all notes to the financial statements. 	
<ul style="list-style-type: none"> • 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: _____