



Ministry of Environment, Climate Change and Technology
Republic of Maldives

TERMS OF REFERENCE
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**Consultancy Service for the Compilation of Maldives Greenhouse Gas
(GHG) Inventory to be reported under the Third National
Communication (TNC) to the UNFCCC**

Issued on: 03 March 2022

Issued By: Preparation of Maldives Third National Communication to the UNFCCC, Climate
Change Directorate

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i. SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	03 March 2022
Bid queries submission timeline	09 March 2022 – 12:00 am (Local Time)
Bid clarification deadline	10 March 2022 – 12:00 am (Local Time)
Proposal submission deadline	15 March 2022 – 11:00 am (Local Time)

ii. SUBMISSION REQUIREMENTS

The following related documents shall be submitted for the bids to be considered sufficiently responsive.

Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX A.

a. Technical Proposal – Standard Forms

1. Proposal submission form (**signed by the owner of the entity or person with power of attorney to sign**) – (Tech Form 1)
2. Approach, Methodology and Work Plan – (Tech Form 2)
3. A summary of the work plan must be presented in the format in Work Schedule (Tech Form 3) showing in the form of a bar chart the timing proposed for each activity.
4. Curriculum Vitae (CV) of the identified key Expert/s (Consultant). **Copy of academic certificates and reference letters** demonstrating experiences listed in this TOR (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted) – (Tech Form 4)
5. Demonstrations of required experiences listed in this TOR – reference letters, training completion certificates, samples of writings (reports/chapters completed) and proof of previous inventories completed
6. Completed **Letter of Commitment (signed by the Team Leader and Team members as required)** – (Tech Form 5 & 6)
7. Copy of Business (company/partnerships/institutions) registration certificate.
8. Copy of SME Registration
9. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
10. Tax payer registration Certificate / Notification Copy

b. Financial Proposal – Standard Forms

1. FIN FORM 1 – Financial Proposal Submission Form (**signed by the owner of the entity or person with power of attorney to sign**)
2. Form FIN – 2 Financial Breakdown Form
3. Form FIN - 3: Details Financial Situation
4. Financial statements of the business for the year 2020

5. Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business's bank account. (Bank statement should be from the date of account opening to date of bid announcement)
6. FIN FORM – 4: Average Annual Turnover
7. FIN FORM -5: Financial Resources
8. FIN FORM -6: Line of Credit Letter
9. FIN FORM -7 Current Contract Commitments / Work in Progress

Note 01: All bidders should clearly identify Key Experts (herein referred to as the 'Consultant') carrying out the task. For bids submitted by Company/Institution, the Key Experts signed in Form 5 will be considered for the evaluation process.

Note 02: If bidder fails to submit any of the above listed document, their proposal may not be considered for further evaluation.

Note 03: After the evaluation, highest scoring party will be notified to submit tax clearance report. Tender will be awarded upon submission of tax clearance report

1. Introduction and Background

Ministry of Environment, Climate Change and Technology (MECCT) in partnership with the United Nations Environment Programme (UNEP) is currently implementing a project titled, Preparation of Third National Communication (TNC) under United Nations Framework Convention on Climate Change (UNFCCC) for the Republic of Maldives.

TNC follows previous work carried out by Republic of Maldives including First National Communication, (FNC), Second National Communication, (SNC), Maldives' Nationally Determined Contribution (NDC) and the Maldives First Biennial Update Report (BUR), sets a number of priority areas, and allocates adequate resources in the most cost-effective manner. Project components include: national circumstances; national greenhouse gas (GHG) inventory of anthropogenic emissions by sources and removal by sinks of all GHGs not controlled by the Montreal Protocol; programmes to mitigate climate change; measures to facilitate adequate adaptation; constraints and gaps, and related financial, technical and capacity needs, any other relevant information and preparation of the Third National Communication of the Republic of Maldives and submission.

In this regard, MECCT is seeking a qualified consultancy firm to conduct the GHG inventory analysis and assessments required under the TNC project.

2. Objective

The primary objective of this task is to prepare the GHG inventory in accordance with the IPCC 2006 Guidelines using the IPCC inventory software (*supported by the IPCC Good Practice Guidance for Land Use, Land-Use Change and Forestry and the Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories*). The consultants will be required to update the inventory which was reported in the Maldives First Biennial Update Report (BUR) up until 2019, using the information available and inputs from stakeholders. The consultants would work closely with the TNC project team established in the climate change department of MECCT to achieve these objectives.

3. Scope of Assignment

Under the guidance of the respective coordinators, the scope of the exercise will include but will not be limited to the following:

1. Identify, collect and update the inventory data from available sources, in conformity with 2006 IPCC guidelines
2. Document the methodologies adopted for GHG inventory, including a brief explanation of the sources of emission factors and activity data.
3. Undertake uncertainty assessment and provide information on the level of uncertainty associated with inventory data and their underlying assumptions, and describe the methodologies used, if any, for estimating these uncertainties.
4. Analyse the information generated to ensure quality and consistency of the data provided
5. Assist and provide necessary support for external verification of the GHG inventory
6. Compile the draft GHG inventory based on collected data

7. Revise the latest GHG inventory based on the above compilation and prepare the TNC Chapter on Greenhouse Gas Inventory
8. Archive data and capture inventory data, including but not limited to all inputs, sources, analyses and IPCC inventory software files.
9. Describe the procedures and arrangements undertaken to archive data for the preparation of the national GHG inventory, as well as the role of institutions concerned.
10. Ensure that the inventory and the content of the report delivered is in line with the reporting requirements under UNFCCC.
11. In line with the guidance provided by the TNC team, archive and provide the data to the ministry
12. Provide any other required assistance in the compilation of the GHG inventory chapter

4. Key Deliverables

The following shall be the key deliverables;

Deliverable	Delivery Date*
1. Draft technical report on methodologies, data sources and assumptions to be used in the GHG inventory compilation	20 days
2. Final report on methodologies, data sources and assumptions to be used in the GHG inventory compilation	30 days
3. First draft GHG inventory report in line with the 2006 IPCC guidelines and IPCC good practice guidance	60 days
4. Final GHG Inventory report	180 days

* From the date of contract signing.

5. Payment Schedule

Payments will be made as specified below:

Deliverable	Allocation
Submission and Approval of technical report on the methodologies, data sources and assumptions to be used in the GHG inventory compilation	20%

First draft GHG inventory report in line with the 2006 IPCC guidelines and IPCC good practice guidance	20%
Submission and Acceptance of Final GHG inventory report for Maldives	60%

6. Duration of the Consultancy

The contract duration will be a maximum of **6 calendar months** from the commencement of the assignment.

7. Provision of Monitoring and Progress Controls

Consultants are expected to work closely with the TNC Project Management Unit, established under the Climate Change Department. The consultants will report directly to TNC Project Coordinator. The consultants shall attend progress meetings once every 3 weeks with the TNC PMU.

8. 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	GHG inventory Expert	1

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

1. GHG Inventory Expert

- Academic Qualification
 - Must have a Master's degree relevant to thematic area in Climate Change, Climatology or Energy
- Professional Experience
 - Atleast 10 years of work experience in climate change/environmental sector
 - Sound knowledge and understanding of environment and climate change subject area, especially in climate change mitigation
 - Demonstrated knowledge and experience in collecting and analysis of environmental data
 - Demonstrated experience in compiling GHG inventories
 - Experience and familiarity with 2006 IPCC software for GHG compilation and IPCC good practice guidance
 - Knowledge of reporting requirements for developing countries under the UNFCCC
 - Previous experience and familiarity with national communications and biennial update reports will be an added advantage
 - Demonstrated English Language Skills
 - Excellent interpersonal skills and demonstrated ability to communicate with

stakeholders essential.

9. Evaluation criteria

The following criteria will be applied during the evaluation of the proposals and attention should be paid while preparing the proposals. Points will be awarded only for assignments with supporting documents.

Summary of Technical Proposal Evaluation Forms (Weight Distribution)		Score Weight	Points Obtainable
1.	Expertise of Firm/Organization	5%	300
2.	Proposed Methodology, Approach and Work Plan	45%	400
3.	Personnel	50%	300
Total			1000

Technical Proposal Evaluation Form 1		Maximum Points obtainable
Expertise of Firm / Organization		
1.1	The bidder's experience in climate change/energy programs, projects or policy level and/or technical assistance for energy and climate change management services	300
Total		300

Technical Proposal Evaluation Form 2		Maximum Points obtainable
Proposed Methodology, Approach and Work Plan		
To what degree does the proponent understand the task mentioned in this TOR?		100
Did the proposal address in sufficient detail the important aspects of tasks listed?		100
Are the different components of this TOR planned to be implemented in a cohesive manner?		100
Is the responsibilities of the key personnel addressed clearly in line with the methodology described		100
Total		400

Personnel Form 3		Maximum Points Obtainable
GHG Inventory Expert		300 points
1	Academic Qualifications, <ul style="list-style-type: none"> Master's Degree and above in relevant field = 100 points 	100 points
2	Professional Experience in prescribed sector <ul style="list-style-type: none"> 10 years– 50 points, 10 years and above =60 points 	60 points

3	Trainings completed on the use of IPCC 2006 GHG inventory software and Good Practice Guidance <ul style="list-style-type: none"> • 20 points per training completed 	40 points
4	Application of IPCC guidance on compilation of GHG inventories for reporting to the UNFCCC <ul style="list-style-type: none"> • 20 points per proof of assignments completed 	60 points
6	Demonstrated English language skills <ul style="list-style-type: none"> • 20 points per proof of writing sample 	40 points

Only the proposals that will obtain a minimum of 60% out of 1000 obtainable points will be qualified for the financial evaluation.

Financial Score:

The formula for determining the financial scores is the following:

$S_f = 100 * F_m / F$, in which S_f is the financial score, F_m is the lowest price and F is the price of the proposal under consideration.

The weights given the technical and financial score are:

$T = [0.6] * S_t$, and

$P = [0.4] * S_f$

Final score (FS) is $T + P$

Total technical score (s): 1000

The minimum technical score (s) required to pass is: 600 Points, proposal that does not qualify the minimum technical score will be disqualified from further evaluation.

The formula for determining the financial scores is the following:

$S_f = 100 * F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.

The weights given to the Technical and Financial Proposals are:

$T = [0.6]$, and $F = [0.4]$

Financial Situation evaluation

To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 50,000.00**, for the year 2020, 2019 and 2018. (**Submit Form FIN-1 Annual Turnover**)

(OR)

To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 50,000.00**, for liquid asset, for the year 2020, 2019 and 2018.. – (**Submit Form FIN - 2: Financial Situation**)

(OR)

Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business's bank account. (bank statement should be from the date of account opening to date of bid announcement). To be eligible the business's bank statement must show a credit balance of minimum **MVR 50,000.00**

(OR)

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 4. Credit limit shall be no less than **MVR 50,000.00 – (Submission Form Fin -4: Line of Credit Letter)**

10. Additional Information

The TNC 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, data and materials produced as part of this TOR shall be handed over to the TNC-PMU at the end of the contract and will become the sole property of MECCT.

An assigned staff from the PMU/department will liaise with the respective data providers to obtain the data sets required for the GHG inventory, under the guidance of the consultants.

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.

11. Submission

Bid submission	On or before 15 March 2022, 1100 hours local time
Bid opening	15 March 2022, 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 “Do not Open Before 15 March 2022, 1100 hours – Consultancy Service for the Compilation of Maldives Greenhouse Gas (GHG) Inventory to be reported under the Third National Communication (TNC) to the UNFCCC” and the submitting party’s name and address 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: Preparation of Maldives Third National Communication (TNC) to the UNFCCC

Annex A

TECH FORM 1 – Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide the consultancy service for “**Consultancy Service for the Compilation of Maldives Greenhouse Gas (GHG) Inventory to be reported under the Third National Communication (TNC) to the UNFCCC**” in accordance with your Request for Proposal dated (.....xxx.....). I hereby submit my Proposal, which includes all required documents as per Request for Proposal.

I 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.

If negotiations are held during the period of validity of the Proposal, I undertake to negotiate on the basis of the proposed staff. my Proposal is binding upon myself and subject to the modifications resulting from Contract negotiations.

I undertake, if my Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

I 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 Consultant (company/partnerships/institutions):

Address:

TECH FORM 2 – Approach, Methodology and Work Plan

[Technical approach, methodology and work plan are key components of this Proposal. the Consultant is suggested to submit Proposal with the following areas clearly described:

- a) Methodology for each activity,*
- b) Work Plan*

a) Technical Approach and Methodology

[In this chapter the Consultant 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.]

b) Work Plan

[In this chapter the Consultant should highlight the main activities and sub-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.]

TECH FORM 3 – Work Schedule

Consultancy Service for																
Deliverables	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15 Week 104

TECH FORM 4 – Curriculum Vitae

- 1. Name of Consultant:**
- 2. Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*
- 3. Membership of professional associations**
- 4. Other Training**
- 5. Countries of work experience** *[List countries where the Consultant has worked in the last ten years]:*
- 6. Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
- 7. Experience/ employment record** *[Starting with present position, list in reverse order every employment held the Consultant since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*
 - From [Month/Year] – To [Month/Year]:
 - Employer:
 - Positions held:
 - Job description:
- 8. Summary of projects/assignments undertaken/ role**
 - Name of project/ assignment:
 - Experience classification: General / specific
 - Scope of project/ assignment:
 - From [Month/Year] – To [Month/Year]:
 - Positions held:
- 9. Past commitments in projects with the Ministry of Environment, Climate Change and Technology**
 - Name of the Contract/Project:
 - From [Month/Year] – To [Month/Year]:
 - Positions held:
 - Summary of role

TECH FORM 5: Letter of Commitment (Team Leader)

[Location, Date]

To: [Name and address of Client]

Ref no: _____

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the **/Team Leader to Consultancy Service for the Compilation of Maldives Greenhouse Gas (GHG) Inventory to be reported under the Third National Communication (TNC) to the UNFCCC**”- 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:

Note: CV should be submitted along with the supporting documents of the Team Leader (CV without the supporting documents will be rejected)

TECH FORM 6: Letter of Commitment (Specialists)

[Location, Date]

To: [Name and address of Client]

Ref no: _____

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the **Specialist** (Specify) to **“Consultancy Service for the Compilation of Maldives Greenhouse Gas (GHG) Inventory to be reported under the Third National Communication (TNC) to the UNFCCC”**- 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:

Note: CV should be submitted along with the supporting documents of the Specialist (CV without the supporting documents will be rejected)

Annex B

FIN FORM 1 – Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide services for “**Consultancy Service for the Compilation of Maldives Greenhouse Gas (GHG) Inventory to be reported under the Third National Communication (TNC) to the UNFCCC**”- in accordance with your Request for Proposal dated [xxx] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures in MVR]. This amount is inclusive of the all local taxes.

My Financial Proposal shall be binding upon me subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

I 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 Consultant (company/partnerships/institutions)

Address:

FIN FORM 2 – Financial Breakdown Form

Date:

Reference No: (generated by the proponent)

No.	Description	Price/Unit (MVR)	Total
1	Submission and Approval of technical report on the methodologies, data sources and assumptions to be used in the GHG inventory compilation		
2	First draft GHG inventory report in line with the 2006 IPCC guidelines and IPCC good practice guidance		
3	Submission and Acceptance of Final GHG inventory report for Maldives		
	Total:		
	GST		
	Total with GST		

The quotation is valid for 90 days from the date of bid opening.

Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa (MVR).

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) or any applicable taxes as per the Tax Legislation and must be shown in the breakdown.

Authorized Signature and stamp

FIN FORM 3 – Details of Financial Situation

Each Applicant must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2020:	Year 2019:	Year 2018:

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			
<p><input type="checkbox"/> Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.</p> <ul style="list-style-type: none"> • All such documents reflect the financial situation of the Bidder. • Historic financial statements must be complete, including all notes to the financial statements. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> • Historic financial statements must correspond to accounting periods </div>			

FIN FORM 4 – Average Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2020		
2019		
2018		
Average Annual Turnover		

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.

FIN FORM 5 – Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section 3 (Evaluation and Qualification Criteria)

Financial Resources		
No.	Source of financing	Amount (MVR equivalent)
1		
2		
3		

FIN FORM 6 – 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} 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: _____

FIN FORM 7 – Current Contract Commitments / Work in Progress

Current Contract Commitments/Works in Progress

Tenderers and each partner to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

No	Name of contract	Employer, contact address/tel/fax	Value of outstanding work (current MVR equiv)	Estimated completion date	Average monthly invoicing over last six months (MVR/month)
1.					
2.					
3.					
4.					
5.					

General Information

1	Bid Awarding	
	1.1	Bidder will be informed of the decision to award a bid via an official intent to award the bid.
	1.2	If the value of the bid exceeds MVR 500,000 the bidder will be required to submit a performance guarantee of (... %) of the total contract value prior to signing the contract. The performance guarantee must be issued by a Bank or a Financial Institution located in any eligible country. If the institution issuing the gurantee is located outside the Republic of Maldives, it shall have a correspondent financial institution located in the Republic of Maldives to make it enforceable. (Excluding Consultancy Service)
	1.3	Failure of the successful bidding party to submit the aforementioned performance guarantee, or sign the Contract, shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Ministry may award the contract to the next lowest evaluated bidder, provided the bidder is capable of performing the contract satisfactorily.
	1.4	Standstill period
		The Contract shall be awarded not earlier than the expiry of the Standstill Period. The duration of the Standstill Period is 5 days. The Standstill Period commences the day after the date the Employer has transmitted to each Bidder (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract. Where only one Bid is submitted, the Standstill Period shall not apply.
2	Liquidated Damages (Excluding Consultancy Service)	
	2.1	The Contractor shall pay liquidated damages to the Employer at the rate per day stated in the Public Procurement Regulation for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the Public Procurement Regulation . The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.
3	Securities (Excluding Consultancy Service)	

	3.1	<p>If the price quoted by a bidding party exceeds MVR 500,000 in value, the bidding party will be required to submit a bid security of MVR....., with validity of no less than 90 days.</p> <p>Bid Security must be a bank guarantee letter or security issued by a Bank or a Financial Institution located in any eligible country.</p> <p>Bank Cheques, Bonds and Cash will not be accepted as bid security.</p>
4	Advance Payment (Excluding Consultancy Service)	
	4.1	Vendor has to request for Advance payment within 45 days from the contract date start.
	4.2	Vendor has to submit Advance payment guarantee with the Invoice (15% of Contract price Maximum)
5	Arithmetic	
	5.1	Provided that the Tender is substantially responsive, the Employer shall correct arithmetical errors on the following basis:
	5.1.1	only for unit price contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
	5.1.2	if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
	5.1.3	if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
	5.2	If the Tenderer that submitted the lowest evaluated Tender does not accept the correction of errors, its Tender shall be declared non-responsive.