



# MINISTRY OF ENVIRONMENT, CLIMATE CHANGE AND TECHNOLOGY

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**MALE' REPUBLIC OF MALDIVES**

Announcement Reference No: (IUL)438-CCD/438/2023/190

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*National consultancy services (firm) to support  
collection of marine current data*

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*20th April 2023*

*Issued by:*  
**Climate Change Department**

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**i. Schedule of Critical Dates**

<b>Activity</b>	<b>Action Date</b>
Advertised date	03 <sup>rd</sup> May 2023
Deadline for submission of bid queries	14 <sup>th</sup> May 2023 12:00hrs
Deadline for publishing answers to bid queries	15 <sup>th</sup> April 2023
Proposal submission deadline	17 <sup>th</sup> May 2023 at 10:00hrs

**ii. Bid Clarification Instruction**

For any queries please email to [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv) and CC to [climate@environment.gov.mv](mailto:climate@environment.gov.mv) before 14<sup>th</sup> May 2023 12:00 hrs. 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](http://www.environment.gov.mv)) on 15<sup>th</sup> May 2023.

**iii. Bid Submission Instruction**

**Proposals must be delivered in sealed envelopes titled;**

“Do not Open Before 17<sup>th</sup> May 2023 at 10:05 hours – National consultancy services to support collection of marine current data 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](mailto:procurement@environment.gov.mv)  
Website: [www.environment.gov.mv](http://www.environment.gov.mv)  
Announcement no: (IUL)438-CCD/438/2023/190

**iv. Submission Requirements**

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

Standard forms are provided in Annex 1

1. Proposal submission form (**signed by the owner of the entity or person with power of attorney to sign**) – (TECH FORM – 1)
2. Completed financial breakdown form (TECH FORM – 2)
3. Description of approach and methodology (TECH FORM – 3)
4. Team composition and task assignment (TECH FORM – 4)
5. Signed Curriculum Vitae (CV) of the key experts in Section 11 of the TOR. The CV should clearly highlight required and relevant experiences to this TOR. The CV must also include reference contact details.

6. Copy of academic certificates of the key expert.
7. Reference letters demonstrating experiences listed in this TOR.
8. Signed Letter of Commitment for the key Expert(s) – (TECH FORM – 5)
9. Documents to determine financial capacity of bidder (minimum requirement given in section “10.1 Preliminary Examination”):
  - a. For Business entities that have completed one year or more
    - i. FIN FORM – 1- Annual Turnover
    - ii. FIN FORM – 2 – Financial Situation;
    - iii. Financial Statements for the year 2019,2020,2021
  - b. For Business entities that have not completed one year from the date of business registration to date of bid announcement
    - i. Bank Statement for of the business’s bank account from the date of account opening to date of bid announcement
  - c. If Business entity is unable to meet any of the above requirement they shall submit ‘Line of Credit Letter’
    - i. FIN FORM – 3 Line Credit Letter
10. Copy of Business (Sole Proprietorship/company/partnerships/institutions) registration certificate.
11. Copy of SME Registration issued by the Ministry of Economic Development of the Maldives (MED) – If registered
12. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
13. Tax payer registration Certificate / Notification Copy issued by MIRA (Maldives Inland Revenue Authority)

**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**

The Ministry has received assistance from Italian Ministry of Environment, Land and Sea towards implementing climate actions and intends to apply part of the proceeds to conduct “Ocean Energy Resource Assessment for Maldives”. The assessment will facilitate to perform a detailed assessment of the energy potential residing in the marine currents in the Maldives archipelago. It will also support to evaluate technological solutions to exploit it.

The study will be conducted in association with the Italian National Agency for New Technologies, Energy and Sustainable Economic Development (ENEA). To this end, the Ministry is seeking national consultants to support marine data collection and logistics related to the assessment.

## **2. Objective**

The main objective of this consultancy is provision of technical and logistical support to collect marine current data from selected sites in Male’, (Kaafu) Atoll.

## **3. Scope of Assignment**

The consultants are expected to perform the following works;

1. Provision of logical and technical support for deployment, retrieval and maintenance (e.g. change batteries) of instruments for measuring the currents in 4 selected sites in Kaafu Atoll (short-term ADCP deployments) and in 1 site representative of the seasonal cycle in the area (long-term ADCP deployment). The use of these instruments will also provide validation of the numerical simulations.
2. Support on provision of data from selected sites of the marine circulation in the Maldivian archipelago specifically sites to be selected in Kaafu Atoll.
3. Support on provision of data from selected sites to develop high resolution models to individuate potential sites for energy extraction.

#### 4. Indicative Tasks

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

Tasks
1. Assembling, deployment, retrieval and maintenance of the two ADCPs (long-term and short-term) at selected sites as detailed in the Deployment Schedule (see Paragraph 4 below).
2. Detailed methodology for data collection in consultation with the Ministry and ENEA
3. Raw data sheets and processed data reports

#### 5. Deployments Schedule

Two ADCPs will be deployed at a maximum water depth of 60 m:

- A “long-term ADCP”, able to record the seasonal current cycle (1-year deployment) at Kagi Kandu area. The instrument needs to be deployed for 12 months.

- A “short-term ADCP”, able to record the seasonal current cycle (2-month deployment) at 3 different sites in total, to cover the south-eastern and south-western sites of Kaafu Atoll and allow predictions based on different monsoon regimes. The instrument will be deployed at the beginning of the project and retrieved after 2 months to be moved to a different site. This action will be repeated to allow the exploration of 3 different sites and will be followed by the final retrieval. To summarise, within the duration of the contract the short-term ADCP will be subjected to 3 deployments, 3 monitoring trips, and 3 retrievals in 3 different places located in the south-eastern and south-western (between Malé and Hulhulé, and north of Hulhulé) regions of Kaafu Atoll.

All activities will be scheduled as reported in the following table:

<b>Months from contract signing</b>	<b>Days of use of the boat</b>	<b>Activity</b>	<b>Deployment/Retrieval/Monitoring site</b>
1	1	Long-term ADCP deployment trip at site #1 ENEA technical experts in visit	Kagi Kandu
1	1	Short-term ADCP deployment trip at site #2 ENEA technical experts in visit	Male'-Hulhule' channel
2	1	Short-term ADCP monitoring trip #1 at site #2 ENEA technical experts in visit	Male'-Hulhule' channel
3	1	Long-term ADCP monitoring trip #1 at site #1 ENEA technical experts in visit	Kagi Kandu
3	1	Short-term ADCP retrieval trip at site #2, download data, replace battery and link of the sound releaser, system moving to site #3 ENEA technical experts in visit	North-Hulhumale' channel
4	1	Short-term ADCP monitoring trip #1 at site #3 ENEA technical experts in visit	North-Hulhumale' channel
5	1	Short-term ADCP retrieval trip at site #3, download data, replace battery and link of the sound releaser, system moving to site #4 ENEA technical experts in visit	Thulusdhoo channel
6	1	Short-term ADCP monitoring trip #1 at site #4 ENEA technical experts in visit	Thulusdhoo channel
6	1	Long-term ADCP monitoring trip #2 at site #1 ENEA technical experts in visit	Kagi Kandu
7	1	Short-term ADCP recovery, and download data ENEA technical experts in visit	Thulusdhoo channel
9	1	Long-term ADCP monitoring trip #3 at site #1 ENEA technical experts in visit	Kagi Kandu
12	1	Long-term ADCP recovery, and download data ENEA technical experts in visit	Kagi Kandu
<b>Total number of days of use of the boat</b>	<b>12</b>		

## 6. Vessel Requirements

For deployment and retrieval of the systems at the target sites a vessel is required. The party should submit detailed information about the vessel to be used for the assessment, including the , complete specifications of the vessel. The vessel employed needs to be equipped with:

- An electrical winch or similar instrument able to lift at least 200 Kg of weight,
- A GPS and an Echo Sounder to identify the correct site for deployment,

- A dry and clean area to open the instrument cases for battery change and data download from ADCPs.

## **7. Workshop Requirements**

The preparation of tripods requires the use of a mechanical workshop to make:

- Some drill holes to adapt the 27 kg lead ballasts to the feet of the tripods,
- To prepare a steel bracket to connect the pop-up buoy to a leg of the tripod and making it stay in the upright position,
- To adapt the 4.5 kg lead ballast to the bottom side of the ADCPs.

## **8. Transportation Requirements**

The availability of a pick-up or a van is required for moving the tripods between the workshop, the ship and the working room.

## **9. Duration of the Consultancy**

The duration of the consultancy is 18 calendar months upon signing of the contract.

## **10. Reporting Requirements**

The assignment shall be supervised through the Project Director to be appointed by the head of the climate change department with technical staff of the same department and other departments such as Energy whose duties will be amongst others, provide and advise on technical inputs into the work of the consultant, quality checks on compliance with consultancy terms of reference (ToR) and make recommendations

- The technical staffs lead by Project Director will provide guidance and all related approvals of deliverables of the consultancy.
- The consultant shall be responsible for their own office and technical equipment (except current meters) unless agreed otherwise.



## 11. Requirements for Experience and Qualifications

In executing this TOR, the consultant is expected to meet the following eligibility criteria and should provide CVs and commitment letter meeting the following requirements:

#	Post	Nos
1	Surveyor	1
2	Environment Data Analyst	1
3	Scuba Diver	1

### I. Surveyor (Team Leader)

The surveyor is expected to lead the team, and to collect bathymetric information through ocean floor mapping surveys at each working site.

#### a. Academic Qualification:

- (a) Minimum qualifications: Bachelor's Degree in surveying or spatial sciences or related areas relevant to the assignment.

#### b. Experience

- (a) At least 5 years of demonstrated experience in marine surveying and resource assessments or in similar assignments
- (b) Have demonstrated experience and hands on training on measuring ocean currents by utilizing advanced technologies;
- (c) Have proven experience and record in environmental data management would be an added advantage.
- (d) Having a scuba diving certification (PADI Advance Open Water Diver and above or an equivalent certification) would be an added advantage.
- (e) Possess knowledge of specialized technical software and GIS (Geographical Information Systems) to manage the integration, processing and presentation of data.
- (f) Have the ability to be detail oriented and organized.
- (g) Have the ability to make mature, objective decisions and identify areas of potential problems and demonstrate solving skills.

- (h) Have the ability to work efficiently independently or on a team with international experts.
- (i) Be willing to work in the field.
- (j) Possess have good speaking, reading, report writing and presentation skills in Dhivehi and English.
- (k) Possess strong interpersonal and facilitation skills
- (l) Proven ability to work well under pressure and meet strict deadlines.

## **II. Environment Data Analyst**

Environment Data Analyst is expected to facilitate data collection and analysis.

The analyst is required to meet the following criteria and skills:

### **a. Academic Qualification:**

- (a) Minimum qualifications: Bachelor's degree in environmental science or data management or related areas relevant to the assignment.

### **b. Experience**

- (a) At least 3 years of demonstrated experience in data analysis and environmental surveying and assessments
- (b) Have the ability to understand data management using excellent computer skills to create spreadsheets and databases.
- (c) Have the ability to be detail oriented and organized with expert problem-solving skills.
- (d) Have the ability to work efficiently independently or on a team with international experts.
- (e) Possess knowledge of GIS (Geographic Information System) and other statistical software.
- (f) Be able to collect significant amount of data pertaining to environmental topics; both quantitative data and qualitative data are often required.
- (g) Be able to write reports and articles, including graphs, maps and drawings
- (h) Be able to apply testing via models and statistical analysis to the environmental data to produce results.
- (i) Be able to make predictions and recommendations based on information collected.
- (j) Be willing to work in the field.

(k) Possess have good speaking, reading, report writing and presentation skills in Dhivehi and English.

(l) Proven ability to work well under pressure and meet strict deadlines.

### III. Scuba Diver

The diver is expected to perform all duties associated with deployment and retrieval of the equipment (current meter and related facilities). The diver is required to meet the following criteria and skills:

#### a. Academic Qualification:

a) Minimum qualifications: Scuba diving certification of PADI Advance Open Water Diver or equivalent.

#### b. Experience:

(a) Have a minimum scuba diving certification of PADI Advance Open Water Diver or equivalent.

(b) At least 5 years of experience in diving

(c) Have a good physical fitness in diving and carrying equipment.

(d) Have the ability to work efficiently on a team with international experts.

(e) Possess good communication skills.

(f) Proven ability to work well under pressure and meet strict deadlines.

(g) Have the ability to be detail oriented and organized.

## 12. Payment Schedule

Payments will be made in accordance with the schedule specified below:

No.	Description	Payment Percentage
1	Long-term station deployment: <u>Site 1 (Kagi Kandu)</u>	10%
2	Long-term station: Submission of data sets and sheets after each monitoring (3 monitoring visits are expected)	20%
3	Long-term station retrieval: <u>Site 1 (Kagi Kandu)</u>	10%
4	Short-term station deployment: <u>Site 2 (Male'-Hulhule' channel)</u>	10%
5	Short-term station retrieval: <u>Site 2 (Male'-Hulhule' channel)</u> , deployment at <u>Site 3 (North-Hulhumale' channel)</u>	10%

6	Short-term station retrieval: <u>Site 3 (North-Hulhumale' channel)</u> , deployment at <u>Site 4 (Thulusdhoo channel)</u>	10%
7	Short-term station retrieval: <u>Site 4 (Thulusdhoo channel)</u>	10%
8	Short-term station: Submission of data sets and sheets after each monitoring (4 monitoring visits are expected)	15%
9	<u>Final Report</u> : completion report	5%
<b>Total</b>		<b>100%</b>

### 13. Duration of the Consultancy

Total time to undertake the assignment shall be a period of 18 calendar months after signing of the contract agreement.

### 14. Provision of Monitoring and Progress Controls

- a) Ministry of Environment, Climate Change and technology has overall responsibility for the management of the contract.
- b) 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.
- c) All outputs and materials produced as part of this Consultancy shall be handed over to the Climate Change Department at the end of the contract and will become the sole property of Ministry of Environment, Climate Change and Technology.
- d) Consultants are expected to work closely with the Project Director or focal point from the Climate Change Department of the Ministry, and will report directly to Project Director or any other person designated by the Department.

### 15. Evaluation and comparison of proposals

#### 15.1 Preliminary Examination

- a) The Client will examine the proposals to determine whether they are complete, the documents have been properly signed and the proposals are generally in order. It will be based on the following;
  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. All forms and documents stated in Section iv (Submission Requirements) are provided in the proposal
- b) The Client will determine if the Bidder has the financial capacity to undertake this consultancy. It will be determined as follows;

To be eligible the financial statements of the bidding party must show, average annual turnover of **MVR 40,000** for the last 3 years. (Submit [FORM FIN-1 Annual Turnover](#))

(OR)

To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 40,000** for liquid asset, for the year 2021 ,2020 and 2019. – (Submit [FORM FIN -2: Financial Situation](#))

(OR)

Business entities that have not completed one years (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 40,000**

(OR)

If bidding party is unable to meet any of the above requirement they shall submit 'Line of Credit Letter' As per the template provided. Credit limit shall be no less than **MVR 40,000** – (Submit [FORM Fin - 3: Line of Credit Letter](#))

- c) The Client will determine if the Experts identified by the Bidder for this consultancy meets the minimum requirements as per section 11 (requirements for experience and qualification) of this TOR. If the minimum set qualification and skills, general and specific professional experience is not met, then the party will be disqualified.
- d) If a proposal is determined as incomplete or as not substantially responsive based on the above criteria, Client has authority to reject the proposal.

## 15.2 Evaluation of Proposals

- A. The criteria below will be applied during the evaluation of the proposals. Attention should be given that Points will be awarded only for assignments with supporting documents.
- B. Maximum total technical score (s): 100 points.
- The minimum technical score (s) required to pass is: 70 points

Proposal that does not qualify the minimum technical score will be disqualified from further evaluation. Scoring details are given in the tables below.

C. Financial Score Calculation:

- Financial score calculation will be conducted for proposals meeting the minimum technical score.
- The formula for determining the financial scores is the following:  
 $Sf = 100 \times [Fm/F]$ , in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

D. Total Score Calculation:

- Total score calculation will be conducted for the proposals meeting the minimum technical score.
- The weights given to the Technical and Financial Scores are:  
T = [0.7], and F = [0.3]

The winning bidder will be determined by ranking the highest scoring bidders according to the Priority Selection Criteria of Regional Based business and MSMEs outlined in Annex 2.

Award criteria	Maximum points	Weighting
<b>Project Team</b>		
A) <u>Surveyor</u>		
- Educational qualification ( <i>attested copies need to be submitted</i> )	5	10%
- Experience ( <i>to be assessed based on references/completion certificates of similar assignments during last 5 years</i> )	5	
B) <u>Environment Data Analyst</u>		
- Educational qualification ( <i>attested copies need to be submitted</i> )	5	10%
- Experience ( <i>to be assessed based on references/completion certificates of similar assignments during last 3-4 years</i> )	5	
C) <u>Diver</u>		
- Educational qualification ( <i>attested copies need to be submitted</i> )	5	10%
- Experience ( <i>to be assessed based on references/completion certificates of similar assignments during last 5 years</i> )	5	
<b>Total for this component</b>	30	30%
<b>Firm's experience</b>		
A) <u>Experience in marine data collection</u> (to be assessed based on completed assignments within last 4-5 years and each assignment will be given 5 marks per assignment)	10	10%
B) <u>Experience in environmental monitoring</u>	10	10%

(to be assessed based on completed assignments within last 4-5 years, each assignment will be given 5 marks per assignment)		
<b>Total for this component</b>	20	20%
<b>Methodology</b>		
A) <u>Assignment methodology</u> (risk assessment and management plan, quality assurance, data management plan, and site monitoring plan)	7	7%
B) <u>Project plan and work schedule</u>	3	3%
<b>Total for this component</b>	10	10%
<b>Marine vessel and facilities</b>		
A) <u>detailed specification of the marine vessel</u> for deployment, retrieval and monitoring of ADCP works (commitment letter indicating the availability of the vessel with detailed specifications as per the ToR)	30	30%
B) <u>Availability of GPS and Echo sounder</u> (water depths at least 70 meters)	10	10%
<b>Total for this component</b>	40	40%
<b>TOTAL FOR THE CRITERIA</b>	<b>100</b>	<b>100%</b>

## 16. Additional Information

The Climate Change Department of Ministry of Environment, Climate Change and technology 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.

The exact GPS positions of the deployment sites are expected to be finalized at a later stage.

The Ministry will provide Aquatic Doppler Current Profilers (ADCPs) required for the assignment.

All outputs and materials produced as part of this TOR shall be handed over to the Climate Change Department at the end of the contract and will become the sole property of Ministry of Environment, Climate Change and Technology.

Obtaining any necessary visa and documents are the responsibility of the proponent. MECCT will only provide a visa facilitation letter if necessary.

# ANNEX 1: STANDARD FORMS



**1. STANDARD FORMS**

**TECH FORM-1: PROPOSAL SUBMISSION FORM**

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide “**National consultancy services (firm) to support collection of marine current data**” in accordance with your Request for Proposal dated (.....). I hereby submit my Proposal, which includes all required documents as per Request for 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.

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.

Proposal validity is for a period of **90 days** from the date of bid opening. If negotiations are held during the period of validity of the Proposal, I undertake to negotiate on the basis of the proposal. 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 Company: \_\_\_\_\_

Address: \_\_\_\_\_

## TECH FORM-2: FINANCIAL BREAKDOWN

**Date:**

**Reference No:** (generated by the proponent)

	<b>Description</b>	<b>MVR</b>
	<b>Total :</b>	
	<b>GST/Applicable tax :</b>	
	<b>Total with GST/Applicable tax:</b>	

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.

Authorized Signature and stamp

### **TECH FORM-3: DESCRIPTION OF APPROACH AND METHODOLOGY**

*In this chapter the Bidder 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.*

**TECH FORM-4: TEAM COMPOSITION AND TASK ASSIGNMENT**

Name of Staff	Position Assigned	Task Assigned

**TECH FORM-5: LETTER OF COMMITMENT**

[ *Date*]

[Company Name]  
[Road Name]  
Male'  
Maldives

**Re: National consultancy services (firm) to support collection of marine current data ,  
Ref no: \_\_\_\_\_**

Dear Sir/Madam,

I am writing to confirm my availability to provide services as \_\_\_\_\_  
to the **National consultancy services (firm) to support collection of marine current data**  
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:

**FIN FORM – 1: Annual Turnover**

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2021		
2020		
2019		
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 – 2: Financial Situation

Each Bidder must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2021:	Year 2020:	Year 2019:

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 statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of the Bidder.
- Historic financial statements must be complete, including all notes to the financial statements.

- Historic financial statements must correspond to accounting periods

**FIN FORM – 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) 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:

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Name and Title of Signatory:

---

Name of Agency:

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## ANNEX 2: PRIORITY FOR REGIONAL BASED BUSINESS AND MSMEs

### **Selection Criteria of Regional Based business and MSME business**

#### **Above MVR 2,500,000 – MVR 5,000,000**

- a) Among bidders who pass the technical and financial evaluation, those bidders who belong to the same island as the project is carried out will be assessed accordingly:
- b) The bidder with the highest ranking with a proposed price that doesn't exceed 10% of the price of the bidder with the overall highest ranking will be awarded
- c) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:
- d) The bidder with the highest ranking with a proposed price that doesn't exceed 5% of the price of the bidder with the overall highest ranking will be awarded.
- e) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), all Maldivian bidders will be checked and assessed accordingly.
- f) The bidder with the highest ranking with the lowest proposed price will be awarded.
- g) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all bidders will be assessed accordingly.

The bidder with the highest ranking with the lowest proposed price will be awarded.

#### **Below MVR 2,500,000**

- a) Among bidders who pass the technical and financial evaluation, Micro, Small and Medium Enterprises (MSME's) will be assessed accordingly:
- b) The bidder with the highest ranking with a proposed price that doesn't exceed 15% of the price of the bidder with the overall highest ranking will be awarded.
- c) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same island as the project is carried out will be assessed accordingly:
- d) The bidder with the highest ranking with a proposed price that doesn't exceed 10% of the price of the bidder with the overall highest ranking will be awarded.

- e) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:
- f) The bidder with the highest ranking with a proposed price that doesn't exceed 5% of the price of the bidder with the overall highest ranking will be awarded.
- g) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all Maldivian bidders will be checked and assessed accordingly.
- h) The bidder with the highest ranking with the lowest proposed price will be awarded
- i) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b), (c) and (d) all bidders will be assessed accordingly.
- j) The bidder with the highest ranking with the lowest proposed price will be awarded

#### **Criteria on classifying regional based business**

- a) Check the bidders permanent address, if the bidder is a sole proprietorship
  - b) Check the island to which the business is registered, if the bidder is not a sole proprietorship
  - c) The bidder will be considered as a business working in one certain area, as per (a) and (b) accordingly:
    - If the bidder is a sole proprietorship, the bidder's registered permanent address as of 1st January of the year the invitation for bid was issued will be considered
- OR
- If the business had been registered before the year in which the invitation for bid was issued, the island to which the business was registered as of 1st January of the year the invitation for bid was issued will be considered

OR

If the business had been registered within the year in which the invitation for bid was issued, the island to which.