



**Ministry of Environment, Climate Change and Technology**  
Republic of Maldives

**TERMS OF REFERENCE**

**(IUL)438-ENV/438/2023/223**

**Consultancy Service to upgrade Makudi Portal**

**Issued on: (07 May 2023)**

**Issued By:** Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals  
Project – Project Management Unit

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## I. SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	07 May 2023
Bid queries submission deadline	11 May 2023
Bid clarification deadline	14 May 2023
Proposal submission deadline	18 May 2023 12:00pm

## 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, Team Organization (members and their roles) (refer to section 8 and 9) – (Tech Form 2)
3. A summary of the work plan must be presented in the form of a Gantt chart with the timing proposed for each activity (Tech Form-3)
4. Curriculum Vitae (CV) of the **Key Experts** and additional team members (if any). **Copy of academic certificates and reference letters** demonstrating experiences listed in this TOR must be submitted for them to be considered during evaluation of the Key Experts (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted) – (Tech Form 4)
5. Completed **Letters of Commitment (signed by the Key Experts)** – (Tech Form 5)
6. Copy of Business (Sole Proprietorship/company/partnerships/institutions) registration certificate.
7. Copy of SME Registration - if registered
8. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
9. 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: Detail of Financial Situation
4. Financial statements of the business for the year 2021, 2020 and 2019
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: Businesses that have not completed one year (from date of business registration to date of bid announcement) do not have to submit FIN FORM 4, FIN FORM 5, FIN FORM 6 or financial statements for the year 2021, 2020 and 2019 and are only required to submit a bank statement from date of account opening to date of bid announcement.

Note 02: All bidders should clearly identify the Key Experts (as stated in section 10: Technical Requirements).

Note 03: Copy of academic certificates and reference must be submitted as supporting document for the Key Expert's CVs.

Note 04: If bidder fails to submit any of the necessary documents, their proposal may not be considered for further evaluation.

Note 05: 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

The Government of Maldives has received funding from the Global Environment Facility (GEF) for the project “Eliminating Persistent Organic Pollutants through the Sound Management of Chemicals”. The Government intends to apply part of the proceeds towards upgrading the chemicals register system ‘MAKUDI’ as per changes in the legal requirements of chemical producers/importers.

## 2 PROJECT BACKGROUND

The Republic of Maldives is a Small Island Developing State (SIDS) which faces sustainable development challenges such as small but growing populations, land scarcity, vulnerability to climate change impacts (and other natural disasters) as well as economic development problems due to high transportation costs, lack of adequate infrastructure and lack of industrial development incentives. The Maldives is an archipelago comprised of 1,190 coral islands in 26 atolls over an area of about 750 km on a North-south axis and 120 km on an east-west axis. The land area of the Maldives accounts for about 1% of the Country’s territory. The Maldives islands are low lying land areas with an average height above sea level of 1.8 meters (m).

The country’s population of approximately 400000 people dispersed across 187 inhabited islands. An additional more than 166 islands have tourist resorts. Waste generation is estimated to be 324,000 tons annually with consisting of approximately 0.5 to 11% of hazardous chemicals and of approximately 3-9% of plastics depending on location and size of the island. The fact that (chemical) waste is being generated on 278 island presents the country with an incredible challenge, as land is very scarce, low lying and transportation of chemicals and waste from island to island is costly and complicated. The inadequate storage options and current disposal practices of hazardous chemicals and waste, especially open burning of waste at dumpsites or disposal near the coastline, make it very likely that these toxic chemicals and waste will end up in the waters and oceans. In the Republic of Maldives, the tourism sector accounts for more than 28% percent of the Gross Domestic Product (GDP) of the economy. Tourists to the Maldives are seeking a pristine environment, not one with polluted waters, degraded coral reefs, waste dumps which are openly burning or waste floating in the ocean. Therefore, the Sound Management of Chemicals and waste, especially the environmentally sound management of Persistent Organic Pollutants (hereinafter referred to as POPs) and hazardous waste, is an important element to achieving environmental sustainability. Further, given the economic importance of tourism to the Maldives, implementing environmentally sound chemical and waste management systems would help decouple growth in the tourism sector from environmental degradation.

To tackle these environmental and human health risks, the Government of the Republic of Maldives through the Ministry of Environment, Climate Change and Technology (MECCT) has already taken some steps to try to manage its growing chemicals and waste management problems. Maldives has ratified the Stockholm Convention (SC) on 17 October, 2006 and in accordance to Article 7 of the Convention has submitted its National Implementation Plan (NIP) to the Stockholm Convention Secretariat (SCS) on 18 July, 2017, which covers the initial POPs as well as the new POPs added at the 4th and the 5th Conference of the Parties.

According to this NIP the highest-ranking national Priorities are the following:

- a) First Priority: The Implementation of measures to strengthen the institutional and regulatory framework; which includes the (i) developing legislation for chemicals management; (ii) strengthening institutional capacity; (iii) improving data collection and management systems and (iv) conducting research on the effects of POPs;
- b) Second Priority: Developing an action plan to eliminate Polychlorinated Biphenyls(PCB) -containing equipment and its wastes by 2025, which includes the (i)

- identification, labelling and mapping where PCBs and equipment potentially-containing PCBs are located in the country); (ii) putting in place labelling mechanism for all PCB-containing equipment; (iii) establishing adequate storage facilities for replaced equipment containing PCBs; (iv) formulating guidelines for disposal of equipment-containing PCBs; and (v) disposing safely of equipment containing PCBs.
- c) Reducing the incineration and open burning of wastes (including medical and hazardous waste), which is the source of 98.6% of U-POPs releases in the country-totalling 153.4 g-TEQ/year;
  - d) Raising awareness through the development of education curricula and targeted awareness campaigns;
  - e) Establishing a standard Chemical Management System, including chemical labelling in multiple languages.

In order to address the above-mentioned barriers the project will focus on addressing regulatory/policy barriers, technical and capacity and knowledge barriers so that the Maldives has a) a better foundation to establish a nationwide environmentally sound Management system to address POPs and highly hazardous chemicals, with b) the adequate coordination of key public, private and community stakeholders, regulatory departments, and centers of expertise, and c) the enhanced capacity of all involved, for the Environmentally Sound Management of Chemicals.

The project is implemented by UNDP as GEF's Implementing Agency and MECCT as national executing agency.

The project will also support implementation of the developmental targets and priorities of the Government set out in the Strategic Action Plan (SAP) for five-year period 2019-2023.

### **3 OBJECTIVE OF CONSULTANCY**

To strengthen permit procedures and data collection related to chemical imports, the Ministry of Defence (MoD) with the financial support of the Ministry of Environment, Climate Change and Technology launched web-based chemicals import permit application 'MAKUDI' portal in 2016. The portal is expected to improve the management of hazardous chemicals. The objective of this consultancy is to improve and upgrade the MAKUDI portal.

### **4 SCOPE OF ASSIGNMENT**

Based on the above-described general scope of work for this assignment, under the direct supervision and in close coordination/communication with PMU and the Ministry of Environment, Climate Change and Technology (MECCT), the company/firm shall be responsible for carrying out the following tasks. The deliverables produced by the firm should comply with national technical standards, regulations and laws. Follow international best practices and principles to achieve the consultancy objectives. Innovation, in the software design process and training. The firm should commit to build capacity and facilitate knowledge transfer between experts and government staffs.

## 5 DELIVERABLES AND PAYMENT SCHEDULE

Payments to the firm will be based on the following breakdown, after acceptance the invoices submitted by the firm and upon successful achievement of the corresponding deliverables:

<b>Deliverables</b>	<b>Description of task</b>	<b>End Products</b>	<b>Target Duration</b>	<b>Payment Schedule</b>
1. Inception Report	<p>The aim of the inception report is to guide software upgrade works, the scope and length of the assessment should be tailored accordingly. The report will include the following:</p> <ul style="list-style-type: none"> <li>- Sector and stakeholder assessment. This will summarize the (a) status of monitoring and management of hazardous chemicals in Maldives; (b) key agencies mandated to monitor and report on the use of hazardous chemicals, including roles and responsibilities, technical capacity, tasks of relevant staff positions, and existing resources (e.g. hardware, software); (c) current institutional procedures for data entry, collection, and reporting by these agencies for the monitoring of hazardous chemicals, including existing databases; (d) staffing and training needs for the monitoring of hazardous chemicals</li> </ul>	<ol style="list-style-type: none"> <li>1. Inception Report including meeting minutes and conceptual outline for a knowledge product</li> <li>2. Finalized workplan</li> </ol>	7 calendar days upon signing of contract	20% upon approval of Deliverable 1
2. Conceptual design and detailed methodology	<p>The conceptual design and detailed methodology should cover the following;</p> <ul style="list-style-type: none"> <li>- Key technical features and functions of the upgraded MAKUDI portal and mobile application, the mobile application should not include unnecessary design features which are “data heavy” and have little functionality)</li> <li>- Software required to design and establish upgraded MAKUDI portal and mobile application, including technical specifications and information technology standards, spatial recording and mapping of data (geographic information system), and to ensure full functionality for data entry, use, storage, and/or migration, access control, web-based access,</li> </ul>	<ol style="list-style-type: none"> <li>3. Draft conceptual design and detailed methodology document for the portal and mobile application</li> <li>4. Final conceptual design and detailed methodology document for the portal and mobile application</li> </ol>	21 calendar days upon completion of deliverable 1	25% upon approval of deliverable 2



	<p>backup, external storage, data recovery, use of artificial intelligence concepts such as chatbots</p> <ul style="list-style-type: none"> <li>- Hardware required to support and operate the upgraded MAKUDI portal. This may include, but not be limited to, computers, servers, external storage devices, and global positioning systems; as well as the availability and capacity of existing network infrastructure</li> <li>- Preliminary longlist of commercially available software and hardware suitable for the MAKUDI portal upgrade; and, a short-list of recommended brands and/or models which are most suitable to achieve the tasks. The short-list will be based on clear selection criteria (e.g., functionality, user-friendliness, data security, compatibility with existing software and hardware systems and other key stakeholders, extent of installation support and/or after-purchase service by the supplier, and cost) and tabulated ranking of the brands and models, in consideration of the specific design objectives. These recommendations will form the basis of the software and hardware procured for the MAKUDI portal upgrade.</li> <li>- Compatibility and potential links with other relevant global chemicals databases such as the Association of Southeast Asian Nations-Japan Chemical Safety Database and European Database Export Import of Dangerous Chemicals, to ensure the MAKUDI portal remains updated with global terminology and classifications for chemicals; and to support the preparation of monitoring reports to support national and international reporting obligations.</li> <li>- Warrant period for the upgraded software and hardware</li> <li>- Pilot-testing, troubleshooting work that will be required</li> <li>- Follow-up support required once the upgrade work is completed and fully operational</li> </ul>			
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3. Upgrade Makudi portal	<p>Key new features of MAKUDI portal will include;</p> <ul style="list-style-type: none"> <li>- An interactive system for data entry, storage, use, and retrieval; recording of spatial data (e.g. locations, transport routes, and work sites where hazardous chemicals are used)</li> <li>- Notification system for relevant institution responsible for specific group of chemicals when they have a pending permit review or approval</li> <li>- Automated “red-flag” warnings for banned/restricted chemicals, volumes, and/or protocols (e.g. to alert customs officials on the sensitivity of a shipment under inspection)</li> <li>- User-friendly functions, forms, and web pages, including drop-down menus to standardize data entry; automated queries and generation of summary statistics and reports</li> <li>- Information and maps for public viewing</li> <li>- A mobile application that will enable users to access the MAKUDI portal</li> <li>- Data to be stored will include an inventory of chemical used in Maldives</li> <li>- Import quotas and documented import volumes for hazardous chemicals; chemical licensing details for companies, including permitted import volumes and conditions for use; and real-time monitoring data, entered by customs officials during site inspections, company personnel (to comply with license conditions), and the general public (e.g., to report disposal of hazardous chemicals /material)</li> </ul>	<p>5. Design, development and delivery of a fully tested and functional updated functionalities specified, deployed online in coordination with MECCT and MoD</p> <p>6. Full technical documentation (system code and system design)</p>	42 calendar days upon completion of deliverable 2	30% upon approval of deliverable 2
4. Capacity building for monitoring of hazardous chemicals	<ul style="list-style-type: none"> <li>- Description of the training program that will be conducted for agencies tasked with operating and/or maintaining MAKUDI portal. The program will be designed to address key capacity requirements identified in the sector and stakeholder assessment. It will include: a list of the key agencies and staff positions to be trained; training topics; outline of the training modules; training schedule; and feedback survey form. It is</li> </ul>	<p>5. Final training plan</p> <p>6. Final training presentation</p> <p>7. Project handover document</p>	14 calendar days upon completion of deliverable 3	25% upon approval of deliverable 4

	<p>anticipated the training modules may include, but not be limited operation and maintenance of the MAKUDI portal; identification and monitoring of hazardous chemicals; procedures for inspection and reporting; and relevant laws and policies.</p> <p>(ii) Conceptual outline for a knowledge product. This will include:                  (a) recommendation for the type of knowledge product most applicable for the consultancy (e.g. non-technical summary for policy makers; technical report); and (b) proposed scope and content for the knowledge product. The scope of the knowledge product will be discussed and agreed with MECCT during the inception phase</p> <p>(iii) Updated work schedule for the remainder of the consultancy. This will include adequate time for design, pilot-testing, and handover of upgraded MAKUDI portal and mobile application, and 6 months of technical guidance and follow-up by the firm after handover.</p>			
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## **6 DURATION OF THE CONSULTANCY**

Duration of the consultancy is 12 weeks upon signing the contract.

## **7 INTELLECTUAL PROPERTY**

All outputs and intellectual property created during this assignment, including but not limited to system code, system design, data, findings, results, solutions, recommendations and any other documents and designs developed throughout the project shall be owned by MECCT. Documents provided to MECCT shall be considered “draft” until MECCT provides feedback and comments which the service provider shall incorporate, as appropriate; at that point, the document will be considered “final” by the Service Provider.

## **8 GOVERNANCE AND ACCOUNTABILITY**

The contract shall be managed by PMU and MECCT and the beneficiary is MECCT and MoD. The contractor shall ensure that staff assigned for this project are adequately supported and equipped and shall ensure that the service is in accordance with the provisions of the national legislation. It shall also transfer funds as necessary to support its activities under this contract and ensure that its employees are paid regularly and in a timely manner. Throughout the consultancy the firm is expected to work closely with key stakeholders, as relevant to achieve the objective of the consultancy. This may include Ministry of Environment Climate Change and Technology, National Center for Information Technology, Ministry of Defence (MoD), Maldives Customs (responsible for inspection of goods at border) and Environmental Protection Agency (EPA).

## **9 COUNTERPART SUPPORT**

Counterpart support to the firm will be provided by MECCT. Counterpart support will include: (i) assignment of a key MECCT focal point for the firm to work with on a regular basis; (ii) government participation in stakeholder consultations and workshops; (iii) provision of relevant regulatory documents; (iv) facilitation of introductions and key meetings with local stakeholders, as needed; (v) sharing of other data, as feasible and needed, to achieve the objectives of the consultancy.

## **10 TECHNICAL REQUIREMENTS**

### **10.1 Key Expert 1: Team leader**

#### **10.1.1 Qualifications, skills and experience of the Team Leader**

11. Minimum bachelor’s degree in business management, projects management, computer science or a related field (added points for post graduate degree in business management, projects management, computer science or a related field)
12. Demonstrated experience in at least 3 projects of similar scale and scope as a team leader (added points for each additional assignment, up to 2 assignments)
13. Familiarity in leading and/or working in donor funded projects is preferred but not a must.

### **10.1.2 Responsibilities of the Team leader will include the following:**

- Be responsible for team coordination, scheduling of the deliverables.
- Lead and ensure clear, timely, and effective communication with MECCT, other Key Experts, and other key stakeholders, including agencies involved in chemicals management /monitoring.
- Ensure that government and other stakeholders are kept well informed of project progress;
- Apply best practice and principles to achieve the deliverables
- Lead the technical design and delivery of the project outputs;
- Identify with MECCT, and other agencies, as needed, the domestic procedures required to ensure compliance of the deliverables with national standards;
- Ensure the technical deliverables comply with relevant local standards and certifications. Support MECCT to obtain relevant domestic approvals and certifications; and
- Ensure technical quality of all deliverables.

## **13.1 Key Expert 2: Lead Software Developer**

### **10.2.1 Qualifications, skills and experience of the Lead Software Developer**

- Minimum Bachelor's degree in computer science or related field (added points for post graduate degree in computer science or a related field)
- Demonstrated experience in at least 3 web, software or mobile applications design and development projects (added points for each additional assignment, up to 2 assignments)
- Demonstrated team leadership experience, including demonstrated ability to lead a team, prepare reports, and work with the government, private sector, and other stakeholders is preferred but not a must.
- Familiarity in leading and/or working in donor funded projects, and chemicals management is preferred but not a must.

### **10.2.2 Responsibilities of the Lead Software Developer will include the following:**

- Technical design and delivery of the tasks, focusing especially on the MAKUDI software upgrade works and mobile application;
- Support the team leader for project coordination, preparation of project deliverables, quality control of team member deliverables, and communications with MECCT for project administration, as needed; and
- Provide written and technical inputs to the technical reports
- Review existing MAKUDI portal and similar mobile applications that are being implemented and/or are under preparation in the country; and identify lessons learned and strengths and weaknesses, in order to strengthen the deliverables
- Lead the detailed design of upgrading MAKUDI portal, mobile application, and installation and compatibility of the software and hardware;

## **13.2 Key Expert 3: Chemical Engineer/Expert**

### **10.3.1 Qualifications, skills and experience of the Chemical Engineer/Expert**

- Minimum Bachelor's degree in chemical engineering, environment, science, chemistry, or in a related field (added points for post graduate degree in chemical engineering, environment, science, chemistry, or in a related field)
- Minimum 05 years of experience in management of chemicals, chemicals database management or development, or in a related field (added points for each additional year, up to 2 years)
- Familiarity in leading and/or working in donor funded projects is preferred but not a must.

### **10.3.2 Responsibilities of the Chemical Engineer/Expert will include the following:**

- Lead the identification of the scope of chemicals to be covered in the MAKUDI software. This should consider the need for, as far as possible, a complete inventory of (a) all chemicals known to be used in Maldives; (b) all hazardous chemicals known to be used in Maldives, and, which may be used in the future;
- Lead the selection and design of the chemicals terminology and classifications to be used in the MAKUDI software, ensuring consistency with global standards and chemicals conventions, those to which Maldives is a party
- Review international chemical information management system used for the monitoring of chemicals, and apply the expert's own experience, to help identify the most suitable designs and approaches for the MAKUDI software upgrade.
- Identify global databases for chemicals management that could benefit from being linked with MAKUDI portal
- Coordinate with development partners, donors, and international agencies involved in chemicals monitoring to facilitate the linking of the MAKUDI portal with such global databases; and assist the other team members to establish such links; and
- Conduct other tasks, as needed, to ensure delivery of the tasks.

**11 TECHNICAL EVALUATION**

<b>DETAILS</b>	<b>MAXIMUM POINTS</b>
<b>Key Expert 1: Team Leader</b>	50
<p><b>Qualifications, skills and experience of the Team Leader</b></p> <ul style="list-style-type: none"> <li>• [15] points for minimum Bachelor's degree in business management, projects management, computer science or a related field.</li> <li>• [05] additional points for post graduate degree in business management, projects management, computer science or a related field (not a minimum requirement)</li> </ul>	50 points
<ul style="list-style-type: none"> <li>• [20] points for experience in at least 3 projects/assignments of similar scale and scope as a team leader.</li> <li>• [2.5] points for each additional assignment, up to 2 assignments.</li> </ul>	
<ul style="list-style-type: none"> <li>• [05] points for demonstrating familiarity in leading and/or working in donor funded projects (not a minimum requirement)</li> </ul>	
<b>Key Expert 2: Lead Software Developer</b>	
<p><b>Qualifications, skills and experience of the Lead Software Developer</b></p> <ul style="list-style-type: none"> <li>• [15] points for minimum Bachelor's degree in computer science or a related field.</li> <li>• [05] additional points for post graduate degree in computer science or a related field (not a minimum requirement)</li> </ul>	50 points
<ul style="list-style-type: none"> <li>• [15] points for experience in at least 3 web, software or mobile applications design and development projects.</li> <li>• [2.5] points for each additional assignment, up to 2 assignments.</li> </ul>	
<ul style="list-style-type: none"> <li>• [05] points for demonstrating team leadership experience, including demonstrated ability to lead a team, prepare reports, and work with the government, private sector, and other stakeholders (not a minimum requirement)</li> <li>• [05] points for demonstrating familiarity in leading and/or working in donor funded projects, and chemicals management (not a minimum requirement)</li> </ul>	
<b>Key Expert 3: Chemical Engineer/Expert</b>	
<p><b>Qualifications, skills and experience of the Chemical Engineer/Expert</b></p> <ul style="list-style-type: none"> <li>• [15] points for Minimum Bachelor's degree in chemical engineering, environment, science, chemistry, or in a related field.</li> </ul>	50 points

<ul style="list-style-type: none"> <li>• [05] additional points for post graduate degree in chemical engineering, environment, science, chemistry, or in a related field (not a minimum requirement)</li> </ul>	
<ul style="list-style-type: none"> <li>• [20] points for Minimum 05 years of experience in chemicals management, chemicals database management/development, or in a related field</li> <li>• [2.5] points for each additional year, up to 2 years</li> </ul>	
<ul style="list-style-type: none"> <li>• [05] points for demonstrating familiarity in leading and/or working in donor funded projects (not a minimum requirement)</li> </ul>	

If the minimum set qualification and skills, general and specific professional experience is not met, then the party will be disqualified.

**Maximum total technical score (s): 150 points**

- The minimum technical score (s) required to pass is: **100** points
- Proposal that does not qualify the minimum technical score will be disqualified from further evaluation.

**Financial Score Calculation:**

- The formula for determining the financial scores is the following:  

$$Sf = 100 \times \left[ \frac{Fm}{F} \right]$$
 in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

**Total Score Calculation:**

- The weights given to the Technical and Financial Proposals are:  
 T = [0.6], and F = [0.4]



## 51 FINANCIAL SITUATION EVALUATION

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 100,000.00, for the year 2021, 2020 and 2019. (Submit FIN FORM 4: Average Annual Turnover)  
(OR)
- To be eligible the financial statements of the bidding party must show, Minimum value of MVR 100,000.00, for liquid asset, for the year 2021, 2020 and 2019. (Submit FIN FORM 2: Details of Financial Situation; and FIN FORM 5: Financial Resources)  
(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 100,000.00  
(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 6. Credit limit shall be no less than MVR 100,000.00 – (Submit FIN FORM 6: Line of Credit Letter)

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

- a) Among bidders who pass the technical and financial evaluation, Micro, Small and Medium Enterprises (MSME's) will be assessed accordingly:  
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.
- b) 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:  
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) and (b), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:  
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.
- d) 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.  
The bidder with the highest ranking with the lowest proposed price will be awarded

- e) 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.

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

### Classifying regional based businesses

- a) If the bidder is a sole proprietorship, the bidder’s permanent address will be checked
- b) If the bidder is not a sole proprietorship, the island to which the business is registered will be checked.
- 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 the business was first registered will be considered.

## 14 SUBMISSION

<b>Bid submission</b>	<b>On or before 18 May 2023 1200 hours local time</b>
Bid opening	18 May 2023 1200 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 <b>“Do not Open Before 18 May 2023 1200 hours – Consultancy Service to upgrade Makudi Portal” and the submitting party’s name and address</b>  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: <a href="mailto:procurement@environment.gov.mv">procurement@environment.gov.mv</a> Website: <a href="http://www.environment.gov.mv">www.environment.gov.mv</a> Project name: Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals

**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 to upgrade Makudi Portal**” in accordance with your Request for Proposal dated (DATE). 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 firm (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 firm 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 firm 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 Firm 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.]*

### **c) Team**

*[In this chapter the Firm should list down the team members available along with their qualifications, and what role each personnel will be assuming in this assignment]*

**TECH FORM 3 – Work Schedule**

<b>Consultancy Service to upgrade Makudi Portal</b>												
<b>Deliverables</b>	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>	<b>Week 6</b>	<b>Week 7</b>	<b>Week 8</b>	<b>Week 9</b>	<b>Week 10</b>	<b>Week 11</b>	<b>Week 12</b>
Inception Report												
Conceptual design and detailed methodology												
Upgrade Makudi portal												
Capacity building for monitoring of hazardous chemicals												

**TECH FORM 4 – Curriculum Vitae (Team Leader / Lead Software Developer /  
Chemical Engineer/Expert)**

- 1. Name of Key Expert:**
- 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 expert 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 by the expert 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

*Note: CV should be submitted along with the supporting documents (reference letters, education certificates etc) to be considered valid.*

TECH FORM 5: Letter of Commitment (**Team Leader / Lead Software Developer / Chemical Engineer/Expert**)

[ 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 to upgrade Makudi Portal**”- 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:

**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 to upgrade Makudi Portal**”- in accordance with your Request for Proposal dated [insert date of advertisement] and our Technical proposal. We hereby submit our Financial Proposal 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.

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

Sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm (company/partnerships/institutions)

Address:



**FIN FORM 2 – Financial Breakdown Form****Date:****Reference No:**

<b>No.</b>	<b>Description</b>	<b>Price/Unit (MVR)</b>	<b>Total</b>
1	Inception Report		
2	Conceptual design and detailed methodology		
3	Upgrade Makudi portal		
4	Capacity building for monitoring of hazardous chemicals		
	<b>Total:</b>		
	<b>GST</b>		
	<b>Total with GST</b>		

**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 axes 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 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 4 – Average 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 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/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:

**FIN FORM 7 – Current Contract Commitments / Work 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.					