



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

**TERMS OF REFERENCE**

(IUL)438-ENV/438/2023/260

**Development of Public Awareness Videos on  
Environmental Sustainability**

**“Enhancing National Development through Environmentally Resilient Islands (ENDhERI) Project”**

**Issued on: 01st June 2023**

**Issued By: Enhancing National Development through Environmentally Resilient Islands (ENDhERI)**

**Project – Project Management Unit**

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**SCHEDULE OF CRITICAL DATES**

<b>Activity</b>	<b>Action Date</b>
Advertised date	1 <sup>st</sup> June 2023
Bid queries submission timeline	1 <sup>st</sup> May 2023 to 8 <sup>th</sup> June 2023 at 1200hrs
Bid clarification deadline	11 <sup>th</sup> June 2023 at 1200hrs
Proposal submission deadline	13 <sup>th</sup> June 2023 at 1000hrs

**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 Experts (Specialist). **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. Completed **Letter of Commitment (signed by the Team Leader and Team members)** – (Tech Form 5 & 6)
6. Copy of Business (Sole Proprietorship/company/partnerships/institutions) registration certificate.
7. Copy of SME Registration
8. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
9. Tax payer registration Certificate / Notification Copy - if registered

**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 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 – if applicable
9. FIN FORM -7 Current Contract Commitments / Work in Progress

**Note 01: All bidders should clearly identify Specialists carrying out the tasks.**

**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. BACKGROUND**

The Government of the Republic of Maldives through the Ministry of Environment, Climate Change and Technology is implementing Enhancing National Development through Environmentally Resilient Islands (ENDhERI) project financed by Global Environment Facility (GEF) and assisted by United Nations Environment Program (UNEP) with the objective of enhancing reef protection, resilience and ecosystem recovery by reducing development impacts in a selected project site the Maldives, enabled for replication nationally through public awareness and integrating the values of marine biodiversity and other natural capital in national.

This project aims to assist the government of the Maldives in its implementation of new environmental policies and transition towards national adoption of Green Growth atoll development that will sustain marine Natural Capital (NC) and strengthen the resilience and recovery of reef ecosystems. This will be informed by learning from atoll-wide integrated coastal zone management within a Managed Marine Area / Biosphere Reserve framework, and the application of innovative sustainability practices and standards in agriculture, fisheries, tourism and construction sectors as the basis for transforming the human ecological footprint in Laamu Atoll, and taking this up to national level through sector transformation, spatial planning and improved governance based on NC accounting. The intermediate objective of this transformation is to minimize the flows of pollutants from land-based activities into the adjacent marine environment, and reduce marine-based drivers of reef degradation including baitfish and reef fisheries. Overall, the project seeks to enhance reef ecosystem integrity and resilience through sustainable management, reducing development impacts and integrating NC accounting into national planning.

Communication is an integral part of this project as capacity and social capital development is the focus of all the subcomponents. Guided by the project workplan, numerous communication tactics have been outlined by the project's communication and outreach strategy to achieve the project objectives. Engaging with the public via the use of the most commonly used mediums of television and social media is one of the tactics.

## **2. SCOPE OF ASSIGNMENT:**

### **Objective:**

The Ministry of Environment, Climate Change & Technology (MECCT) is seeking a company or agency to design and produce six short videos that raise awareness on sustainability issues and educate

target audiences on alternative development pathways. The videos should target key audiences based on occupation and industry, primarily in Laamu atoll, but also relevant to a national audience relevant to the specific topics as indicated below.

### Key Audience:

Target audiences for these videos include but are not limited to:

1. Fishers
2. Farmers
3. Local government
4. Local businesses
5. Head of households
6. Women's Development Committees and Civil Society Organizations
7. Students

### General Provisions:

The table below summarizes the scope of assignment and main themes to be covered in the video in order to achieve the aforementioned objective.

Main Themes	Target group	Points / shots to be covered	Output
Values and dependencies on natural capital and biodiversity	General public Local government Students	<ol style="list-style-type: none"> <li>1. Definition and summary of Natural Capital</li> <li>2. Natural Capital resources identified in Laamu atoll</li> <li>3. Community linkages to natural capital and biodiversity</li> <li>4. Expert interviews (x2)</li> </ol>	2 minutes video
Coastal erosion	General public Local government	<ol style="list-style-type: none"> <li>1. Shots of erosion in islands of Laamu</li> <li>2. Evidence of sand mining activities (collected sand bags)</li> <li>3. Interviews from community</li> </ol>	2 minutes video

Development of Public Awareness Videos

		<ol style="list-style-type: none"> <li>4. Interviews from local authorities</li> <li>5. Interview from environmental scientist</li> <li>6. Aerial footage</li> </ol>	
Turtle poaching	<p>Fishers General public</p>	<ol style="list-style-type: none"> <li>1. Turtle footage</li> <li>2. Turtle poaching file footage or evidence of such - (dug up nests, turtle remains)</li> <li>3. Community interviews</li> <li>4. NGO or environmental research group interviews</li> <li>5. Turtle protection history (current instruments for protection and management of turtles)</li> </ol>	3 minutes video
Sustainable food production	<p>Farmers Local government General public</p>	<ol style="list-style-type: none"> <li>1. Agricultural work in Laamu</li> <li>2. Facts and figures from Agricultural Baseline Report (ENDhERI)</li> <li>3. Agricultural practices that negatively impact the environment</li> <li>4. Interview with a farmer on farming challenges, and environment friendly practices.</li> <li>5. Innovative food production technologies</li> </ol>	3 minutes video
Natural capital accounting	<p>Local government General public</p>	<ol style="list-style-type: none"> <li>1. Natural capital accounting definition</li> <li>2. Need for NCA</li> <li>3. Significance or importance of NCA</li> <li>4. Expert interview</li> </ol>	2 minutes (animation)
Towards sustainable reef fisheries	<p>Fishers</p>	<ol style="list-style-type: none"> <li>1. Fisheries sector in Laamu overview</li> </ol>	3 minutes video

		<ol style="list-style-type: none"> <li>2. Important facts and figures from Laamu Fisheries sector</li> <li>3. Environmentally concerning activities and habits in fisheries</li> <li>4. Sustainable fisheries methods</li> <li>5. Interviews from a fishers (environmental sustainability)</li> <li>6. Interview from island / atoll council</li> <li>7. Interview from fisheries science expert</li> </ol>	
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The narration during the videos will be done in Dhivehi with options to include subtitles (in both Dhivehi and English).

All raw footage and rough cuts taken throughout the consultancy must be provided to MECCT.

**Indicative Tasks:**

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

1. Develop six public awareness video spots on environmental sustainability and alternative development pathways in the Maldives.
  - a. Review relevant documents surrounding environmental sustainability and alternative development pathways (which will be provided by MECCT) and develop a concept that is relevant to the local situation.
  - b. Based on approved concept, develop storyboards / scripts that indicates all scenes to be recorded or animated and propose a script for MECCT approval.
  - c. Update work plan for filming/shooting scenes at various sites as listed above in Section 4.
  - d. Recording and/or procuring of musical scores and video footage, including the securing and maintaining of copyrights.
  - e. Sound mixing, editing and other necessary post-production operations.



- f. Acquiring film permits and drone permits for shootings to be taken on required locations.
- g. Inserting subtitles, logos, Ministry’s details or any messages, as instructed by MECCT
- h. Facilitating any voice-overs needed for the videos, as per the agreed upon concept
- i. Providing rough cuts and drafts to MECCT and revising as instructed by MECCT
- j. Produce final video for MECCT’s approval

**Logistical assistance:**

MECCT will provide:

- 1. Briefing and guidance on the themes, including access to relevant experts and institution.
- 2. Travel and accommodation to the videography team, subject to the following:
  - o Maximum crew of 3.
  - o Food and accommodation: 10 days (as per government DSA rate)
  - o Air and sea travel as required will be provided to any 4 inhabited islands of Laamu atoll.

**3. Deliverables**

Deliverable		Delivery Date*
<b>Concept, Storyboarding and Script</b>		
1	Storyboard / Script for all six videos	By 15 <sup>th</sup> day of contract signing
2	Revised storyboard / script	By 20 <sup>th</sup> day of contract signing
(60 days for footage acquisition / media consolidation)		
3	Video 1 - Rough Cut	By 100 <sup>th</sup> day of contract signing
4	Video 1 - Final Cut	By 110 <sup>th</sup> day of contract signing
5	Video 2 - Rough Cut	By 120 <sup>th</sup> day of contract signing
6	Video 2 - Final Cut	By 130 <sup>th</sup> day of contract signing
7	Video 3 - Rough Cut	By 140 <sup>th</sup> day of contract signing
8	Video 3 - Final Cut	By 150 <sup>th</sup> day of contract signing
9	Video 4 - Rough Cut	By 160 <sup>th</sup> day of contract signing
10	Video 4 - Final Cut	By 170 <sup>th</sup> day of contract signing

11	Video 5 - Rough Cut	By 180 <sup>th</sup> day of contract signing
12	Video 5 - Final Cut	By 190 <sup>th</sup> day of contract signing
13	Video 6 - Rough Cut	By 200 <sup>th</sup> day of contract signing
14	Video 6 - Final Cut	By 210 <sup>th</sup> day of contract signing

**Note:** Videos should be provided in the highest available quality (minimum requirement UHD resolution) in a common delivery format. All raw footage captured and selected for inclusion in the final video should be provided in a mastering or intermediary format.

#### 4. Duration of the Consultancy

Duration of the assignment is 210 days upon signing the contract.

The interested party is required to submit a work schedule for the duration of 210 calendar days, which will start from the day the contract is signed.

#### 5. Payment (Tentative Schedule)

Suggest any workable workplan that will enable to reach the outputs and the deliverables as per this assignment. The proponent may submit the work schedule as give in the “TECH FORM 2 – Work Schedule”

REQUIREMENT	ALLOCATION
1. Completion of deliverable 1 & 2	10%
2. Completion of deliverable 3 & 4	15%
3. Completion of deliverable 5 & 6	15%
4. Completion of deliverable 7 & 8	15%
5. Completion of deliverable 9 & 10	15%
6. Completion of deliverable 11 & 12	15%
7. Completion of deliverable 13 & 14	15%
<b>Total</b>	<b>100%</b>

## 6. Provision of Monitoring and Progress Controls

Production team is expected to work closely with the PMU of ENDhERI project of Ministry of Environment, Climate Change and Technology.

The Team Leader shall attend and update progress once every month with the ENDhERI team members and is required to be present in person for the following:

- Progress meetings
- Presentation of Videos

## 7. Requirements for Experience and Qualifications

In executing this TOR, the proponent is expected to meet the following eligibility criteria and should provide CVs and commitment letters of the following requirements:

#	Post	Nos
1	Director (Team leader)	1
2	Screenwriter	1

- Details of any other support persons and positions must be included in Technical Form 4,5 and 6.
- The team leader will be the Director; who will be responsible for all the deliverables, who would also be the main focal point for all the communications.

### 1) Director (Team leader)

*Minimum qualification:*

- Must have a diploma in a relevant field e.g. Video production, Film,
- Minimum of three (3) similar assignments in any form of media, more experience will score higher points

### 2) Screenwriter

*Minimum qualification:*

- Must have a diploma qualification in a screenwriting, copywriting and / or literary field
- Minimum of three (3) similar assignments in screenwriting, more experience will score higher points

## 8. Evaluation criteria

Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:

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.

### Technical Score:

Weight distribution

W1	Company profile with relevant to similar or related assignments	[40]
W2	Project team	[60]

DETAILS	MAXIMUM POINTS
<b>(A) Company Profile: 40%</b>	
Company Profile with Organizational Structure of the firm/JV <i>Company general information and background (Max 10 points)</i> <i>Organization structure (Max 10 points)</i>	[20]
No. of similar project / assignments <i>20 points for each documented assignment, up to a maximum of 4.</i>	[80]
Total A=	[100]

<b>(B) project team: 60%</b>	
Director (Team leader)	[60]
Screenwriter	[40]
Total B=	[100]

The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following two sub criteria and relevant percentage weights for each position. Only Specialists who meet the minimum qualification requirements will be qualified for technical evaluation.

<b>Specialist Team (for each member)</b>	
Relevant education and qualifications <i>[40%] to be awarded for minimum education stated in clause 7</i>	[40%]
Experience in similar assignments <i>10% will be awarded for each previously completed similar assignments with proof of completion, up to a maximum of six assignments [60%].</i>	[60%]

Technical score (St) =  $A/100*[W1] + B/100*[W2]$

*\*Only the proposals that will obtain a minimum of 60% out of 100 obtainable points will be qualified for the financial evaluation.*

#### **Financial Score:**

The formula for determining the financial scores is the following:

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

The weights given the technical and financial score are:

$T= \{0.6\} * St$ , and

$P= [0.4] * Sf$

Final score (FS) is =  $T + P$

Total technical score (s): 100

- The minimum technical score (s) required to pass is: 60 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:

$Sf = 100 \times Fm / F$ , in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

- 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 92,000.00 or the year 2021,2020 and 2019. **(Submit Form FIN-1 Annual Turnover)**

(OR)

- To be eligible the financial statements of the bidding party must show, Minimum value of MVR 92,000.00 for liquid asset, for the year 2021 ,2020 and 2019. – **(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 92,000.00

(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 92,000.00– **(Submission Form Fin -4: Line of Credit Letter)**

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

Between 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:  
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
- 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 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.
- c) 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.  
The bidder with the highest ranking with the lowest proposed price 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 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:

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

**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 1<sup>st</sup> 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 1<sup>st</sup> 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.

## 9. Additional Information

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.

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

## 10. SUBMISSION

<b>Bid submission</b>	<b>On or before 13<sup>th</sup> June 2023 at 1000 hours local time</b>
Bid opening	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. <b>Proposals must be delivered in both soft and hard copies. Hard copy of the proposal should be in a sealed envelope titled below.</b>
Submission instruction	<b>"Do not Open Before 13th June 2023 at 1000 - Development of Public Awareness Videos" and the submitting party's name and address</b>
Submission address	Late proposals will be rejected. 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: Enhancing National Development through Environmentally Resilient Islands (ENDhERI)



## Annex A

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### TECH FORM 1 – Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide the Service for **“Development of Public Awareness Videos”** 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 Proponent (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 Proponent 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 proponent 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 proponent 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

Development of Public Awareness Videos																
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 40

## TECH FORM 4 – Curriculum Vitae

1. **Name of Specialist:**
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 Specialist 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 Specialist 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 Development of Public Awareness Videos**" - 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 “**Development of Public Awareness Videos**” 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)*

**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 “**Development of Public Awareness Videos**” 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 Proponent (company/partnerships/institutions)

Address:

**FIN FORM 2 – Financial Breakdown Form****Date:****Reference No:** (generated by the proponent)

<b>No.</b>	<b>Description</b>	<b>Price/Unit</b>	<b>Total</b>
1	Completion of deliverable 1 & 2		
2	Completion of deliverable 3 & 4		
3	Completion of deliverable 5 & 6		
4	Completion of deliverable 7 & 8		
5	Completion of deliverable 9 & 10		
6	Completion of deliverable 11 & 12		
7	Completion of deliverable 13 & 14		
	<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.

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 Bidder must fill in this form

Financial Data for Previous 01 Years [MVR Equivalent]	
	Year 2021

Information from Balance Sheet

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

Information from Income Statement

Total Revenues	
Profits Before Taxes	
Profits After Taxes	
<input type="checkbox"/> Attached are copies of financial statement (balance sheets including all related notes, and income statements), as indicated above, complying with the following conditions. <ul style="list-style-type: none"> <li>• All such documents reflect the financial situation of the Bidder.</li> <li>• Historic financial statement must be complete, including all notes to the financial statements.</li> </ul>	
<ul style="list-style-type: none"> <li>• Historic financial statements must correspond to accounting periods</li> </ul>	

**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) 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

<b>1</b>	<b>Bid Awarding</b>	
	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 <b>MVR 500,000</b> the bidder will be required to submit a performance guarantee of <b>(20 %)</b> 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 guarantee is located outside the Republic of Maldives, it shall have a correspondent financial institution located in the Republic of Maldives to make it enforceable.  <b>(Excluding Consultancy Service)</b>
	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.
<b>2</b>	<b>Liquidated Damages (Excluding Consultancy Service)</b>	
	2.1	The Contractor shall pay liquidated damages to the Employer at the rate per day <b>stated in the Public Procurement Regulation</b> 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 <b>defined in the Public Procurement Regulation</b> . The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.
<b>3</b>	<b>Securities (Excluding Consultancy Service)</b>	
	3.1	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. Bid Security must be a bank guarantee letter or security issued by a Bank or a Financial Institution located in any eligible country.  Bank Cheques, Bonds and Cash will not be accepted as bid security.
<b>4</b>	<b>Advance Payment (Excluding Consultancy Service)</b>	

	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)
<b>5</b>	<b>Arithmetic</b>	
	5.1	Provided that the Tender is substantially responsive, the <i>Employer</i> 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.