# **Annex 1: Standard Forms**

## 

## **Form 1: Proposal Submission Form**

[*Location, Date*]

To: [*Name and address of Client*]

Dear Sirs:

We, the undersigned, offer to provide the consultancy service for “**Development of certification and licensing system for refrigeration and air-conditioning servicing technicians** in accordance with your Request for Proposal dated [9 February 2020] and our Proposal. We are hereby submitting our Proposal, which includes all required documents as per Request for Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

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

We undertake, if our Proposal is accepted, to initiate the services and fulfill the terms and conditions related this contract.

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

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm: Address:

## **Form 2: Consultants’ organization and Experience**

### **Form 2a: Organization**

[*Provide here a brief (two pages) description of the background and organization of your firm.*]

### **Form 2b: Experience**

*[Using the format below, provide information on each contract/assignment for which your Organisation, individually as a corporate entity or as one of the major companies within an association, for carrying out* ***similar consultancy programmes.*** *Use 5 pages.] Each project should be accompanied by reference letters from the client to be counted as a valid experience.*

|  |  |
| --- | --- |
| Contract/Activity Name: | value of the contract (in MVR): |
| Country:  Location within country: | Duration of assignment/activity (months): |
| Name of Client: | Total NO of staff-months of the assignment: |
| Address: | Approx. value of the services provided by your firm under the contract (in MVR): |
| Start date (month/year):  Completion date (month/year): | NO of professional staff-months provided by associated Proponents: |
| Name of associated Parties, if any: | Name of senior professional staff of your firm involved and functions performed: |
| Narrative description of Activities/Project: | |
| Description of actual services provided by your staff within the Activities: | |
| Description of institutions dealt with and nature and frequency of interaction: | |

Firm’s Name:

## **Form 3: Methodology and Work plan**

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

1. *Methodology for each activity,*
2. *Work Plan*

*a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities 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 you 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.*

## **Form 4: Team Composition and Task Assignment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Professional Staff | | | | |
| Name of Staff | Organisation | Area of Expertise | Position Assigned | Task Assigned |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## **Form 5: Curriculum Vitae (CV) of proposed team**

**1. Proposed Position** [*only one candidate shall be nominated for each position*]:

**2. Name of Firm** [*Insert name of firm proposing the staff*]:

**3. Name of Staff** [*Insert full name*]:

**4. Date of Birth**: **Nationality**:

**5. Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]:

**6. Membership of Professional Associations**:

**7. Other Training** [*Indicate significant trainings since degrees under 5 - Education were obtained*]:

**8. Countries of Work Experience**: [*List countries where staff has worked in the last ten years*]:

**9. Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

(Continued..)

**10. Experience/ Employment Record** (pertaining to general experience clause in the evaluation criteria set in the TOR, [*Starting with present position, list in reverse order every employment held by staff member 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:

Summary of Projects Undertaken/Role:

**11. Specific Experience (Part A)** Successfully completed at least 3 similar assignments relevant to this assignment *Starting with latest assignment, list in reverse order (see format here below):*:

From [Month/*Year*]: To [Month/*Year*]:

Assignment Title:

Client:

Positions held:

Summary of assignment/Role by the professional:

## **Form 6: Work Schedule**

## Please indicate the work schedule with the major and sub activities to achieve the deliverables.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***[1st, 2nd, etc. are days from the start of assignment.]*** | | | | | | | | | | | | |
|  | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th | 9th | 10th | 11th | 12th | … |
| Activity (Work) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |

## **Form 7: Financial Proposal**

|  |  |  |
| --- | --- | --- |
|  | **Description** | **MVR** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total :** |  |
|  | **GST/Applicable tax :** |  |
|  | **Total with GST/Applicable tax:** |  |

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

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

\*For the dissemination workshop: invitations, catering and venue will be financed directly by the project. This cost should NOT be included in the price quotation.