



MINISTRY OF ENVIRONMENT, CLIMATE CHANGE AND TECHNOLOGY

Male' Republic of Maldives

REQUEST FOR PROPOSALS

*Consultancy Services of a Consultant (Local) to provide
engineering technical assistance to the project works.*

[23 October 2022]

Prepared by

GCF Project Management Unit
Water and Sanitation Department
Ministry of Environment, Climate Change and Technology

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1 LETTER OF INVITATION

Dear Proponent,

1. Ministry of Environment, Climate Change and Technology (MECT) intends procuring the RFP **Consultancy Services of a Consultant (Local) to provide engineering technical assistance to the project works**
2. A detailed Terms of Reference (TOR) and Request for Proposal (RFP) for the consulting services will be attached to the gazette advertisement. Interested Consultancy Firm/ Sole properator may obtain further information via mail to proc.gcfws@environment.gov.mv .
3. Any clarifications to the bid may be sent to the email addresses proc.gcfws@environment.gov.mv **on or before 1400 hours on 27th October 2022.**
4. Proposals shall be delivered in a sealed envelope, bearing the name of the project “**Consultancy Services of a Consultant (Local) to provide engineering technical assistance to the project works**” bid opening time and date, the address the bid is submitted to (as in the RFP), and the bidders company name, to the Ministry of Environment, Climate Change and Technology at the address specified in the RFP. Proposals shall be valid for a period of 90 days from the date of Opening. Electronic submissions are not allowed.
5. Bids should be submitted **on 1100 hours, Maldivian time on 02nd November 2022** (Only bids submitted at this time will be eligible to proceed to evaluation. The bids will be opened at **1100 hours, Maldivian time on 02nd November 2022.** Any late bids will be rejected.

**GCF Project Management Unit
Water and Sanitation Department
Ministry of Environment, Climate Change and Technology
Green Building, Handhuvaree Hingun,
Maafannu, Male’, 20392,
Republic of Maldives
Tel. (960)-3018-390 /393
Email: proc.gcfws@environment.gov.mv**

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2 SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertised	23 rd October 2022
Bid Registration	27 th October 2022 before 1400hrs
Bid Clarification	27 th October 2022 before 1400hrs
Deadline to submit proposals	02 nd November 2022 on 1100hrs

3 SUBMISSION REQUIREMENTS

Interested parties **shall submit** all the Forms listed under **TECHNICAL PROPOSAL - STANDARD FORMS**) and (**FINANCIAL PROPOSAL - STANDARD FORMS**).

Please CHECK in the BOXES to confirm the submission of the required Forms.

1. Proposal Form (Form Tech-1)
2. Methodology and Work Plan (Form Tech 2)
3. Curriculum Vitae (CV) for proposed team members (Form Tech 3) copy of academic certificates and reference letters (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted)
4. Assignment Completion Letters (Form Tech 5)
5. Copy of Business (Sole Proprietorship/company/partnerships/institutions) registration certificate 7
6. Copy of SME Registration
7. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
8. Financial Proposal Submission Form (Form Fin 1)
9. Financial Proposal Summary Form (Form Fin 2)
10. Financial Proposal Summary Form (Form Fin 3, Fin 4 and Fin 5)
11. Current Contract Commitments / Work in Progress

Please CHECK in the BOXES to confirm the submission of the required related documents.

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.

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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

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TERMS OF REFERENCE

1. PURPOSE

The Government of Maldives represented by Ministry of Environment, Climate Change and Technology has received funding from the Green Climate Fund (GCF) for the project “Supporting Vulnerable Communities in Maldives to Manage Climate Change-Induced Water Shortages”. The Government intends to apply part of the proceeds towards procuring the consultancy services of a Consultant (Local) to provide engineering technical assistance to the project works.

2. BACKGROUND

- 1) The outer islands of the Maldives experiences drinking water shortages during the dry season. These shortages have had significant adverse human, environmental and social impacts on the outer island communities. Based on this climate change induced problem, in 2016, the Government of the Maldives, with the support of the UNDP received financing from the Green Climate Fund (GCF) to undertake the “Supporting Vulnerable Communities in Maldives to Manage Climate Change-Induced Water Shortages” Project.
- 2) The project is one of the first projects to be funded through the Green Climate Fund and is implemented by joint partnership between the Ministry of Environment, Climate Change and Technology and UNDP from 2016 through to 2023.
- 3) The objective of the project is to deliver safe and secure freshwater to 105,000 people in the islands of Maldives in the face of climate change risks. This will be achieved through the following Outputs of the project:
 - a. Scaling up an integrated water supply system to provide safe water to vulnerable households; the proposed adaptation solution is to maximize water production and scale up the use of an integrated water supply system that will bring three primary sources of water (rainwater, groundwater and desalinated water) into a least cost delivery system that is able to maintain service levels in the face of climate change related pressures;
 - b. Introduction of decentralized and cost-effective dry season water supply systems; The proposed solution is to create additional, atoll level water hubs

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to improve timeliness and efficiency of water delivery during the periods of water shortages; and

- c. Groundwater quality improved to secure freshwater reserves for long term resilience. The proposed solution is improving groundwater quality through better protection policies, including controlled recharge and extraction methods.

3. SCOPE OF WORK

The overall responsibilities of the Engineer include, but are not limited to the following:

1. Provide advice to the Project Manager and Project Coordinator(s) on all technical aspects of the Rainwater Harvesting system implemented under the Project.
2. Carryout scheduled inspection trips to project sites to monitor works and ensure compliance with general requirements of Engineering Standards/practices.
3. Work in close collaboration with the Water and Sanitation department to provide the engineering guidance on ongoing Flood Management projects and Sewerage treatment Plant.
4. The Engineer shall carry out the work in accordance with the terms of reference and key deliverables outlined in this document and shall report to the Project Manager/Water and Sanitation Department accordingly.
5. Provide technical input for the MAR (Managed Aquifer Recharge) documents and provide technical guidance in implementing of Piezo meter.

4. KEY DELIVERABLES

Deliverable	Input Days
1. Testing and Commissioning and inspection of Rainwater Harvesting Systems Package 4 islands (Th.Vandhoo, Th.Gaadhifushi, Th.Omadhoo, Th.Naalaafushi, Th.Raiymandhoo)	24
2. Testing and Commissioning and inspection of Rainwater Harvesting Systems 3 islands (Aa.Bodufulhadhoo, Aa.Himandhoo, Aa.Mathiveri, Adh.Dhigurah, Adh.Kunburudhoo, Dh.Bandidhoo, Dh.Hulhudheli, Dh.Meedhoo)	30
3. Piezo meter Testing and inspection Works.	6

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4. Reviewing and approval of MAR (Managed Aquifer Recharge) system Detail Design and Tender Documents	22
5. Inspection of IWRM Water systems in four (4) islands. (Hdh.Nolhivaramfaru, Sh.Foakaidhoo, R.Maduvvari, B.Dharavandhoo)	15
6. Assist in technical review meeting for the Water and Sanitation department	7
7. Inspection of flood management system and technical input required.	16
8. Provide technical input and support to PMU technical meetings (steering committee meeting and terminal evaluation of GCF Project)	11
9. Technical input for the department on STP feasibility studies and inspection of Water and Sewerage systems under operation.	9

5. Duration

Total duration for this assignment is 140 input Days upon signing the contract. The closing period of the contract is set as to 23rd June 2023.

6. Qualification and Experience

- University Degree in Civil Engineering or related field with minimum general experience of 7 years with specific experience of 5 years in the field of Water and Sewerage.
- 3 years Experience in donor assisted Water and sewerage development projects.
- Experience in IWRM system design and operation.
- Experience in Rainwater treatment system design and operation.
- Knowledge in the civil structure and Water related Electro - mechanical will be an added advantage.
- Work experience in Water and sewerage related project supervision and management would be an added advantage.
- Should have strong leadership, management and communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with project team under the guidance of Project manager.

7. Selection Criteria

Preliminary evaluation will be conducted to confirm the applicants qualification and experience and the short-listed candidate will be requested to participate in personal RFP | Consultancy Services of a Consultant (Local) to provide engineering technical assistance to the project works

interview, submit names, and contact details of personal referees who can attest to their ability.

The successful candidate must understand the objectives and delivery mechanisms of the project portfolio. He/she must be willing to work in team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

8. Evaluation Criteria

PRELIMINARY EXAMINATION

- The Client will examine the proposals to determine whether they are complete, whether the documents have been properly signed and whether the proposals are generally in order and all the documents stated in Section 9 (Documents to be submitted with the proposal) has been included in the proposal.
- Prior to the detailed evaluation, the Client will determine the substantial responsiveness of each proposal to the Terms of Reference (TOR). For purpose this primary examination, a substantially responsive proposal is one which conforms to all the terms and conditions of the TOR without any deviation.
- If a proposal is determined as incomplete or as not substantially responsive Client has authority to reject the proposal. Criteria for determining completeness is given in Annex 2

Evaluation Criteria	Weightage (%)	Documents Evaluated
1. Qualification and 7 years general work experience	30 Points	
2. Work experience of more than 5 years in related field (water and sewerage)	10 points	
3. 3 years Experience in Donor funded project related to water and sewerage development sector	10 points	
4. Experience in IWRM system design and Operation	10 points	
5. Experience in Rainwater treatment system design and operation	10 points	

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6. Knowledge in the civil structure and Water related Electro - mechanical	5 points	
7. Work experience in Water and sewerage related project supervision and management	5 points	
8. Interview	20 points	
TOTAL	100 points	

Note: Those parties who meet the minimum qualifications will be selected for the interview.

Performance Review (Based on referral information received) following areas will be looked into;

- Task Completion
- Meeting Deadlines
- Leadership/Intuitiveness

Interpersonal Skills will be assessed during personal interview

9. Payment

Payments will be made accordance with input days mentioned in Section 4 (Key Deliverables) of this Terms of Reference.

Note: The logistical arrangements (DSA and travelling) for the consultant will be arranged by the Ministry.

10. REPORTING

The Consultant will report directly to the Project Manager of GCF and /or her designated authority. He/she will be expected to work closely with the GCF Project Management Unit and Water and Sanitation Department of Ministry of Environment, Climate Change and Technology.

Financial Situation Evaluation

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- a) To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 24,000.00 or the year 2021. (or)
- b) To be eligible the financial statements of the bidding party must show, Minimum value of MVR 50,000.00, for liquid asset, for the year 2021. (or)
- c) For 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 24,000.00
- d) 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 5. (credit limit shall be no less than MVR 24,000.00)

Selection Criteria of Regional Based Business and MSME business 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

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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 the business was first registered will be considered.

REGISTRATION AND CLARIFICATIONS

1. The Bidder shall be registered to submit a bid upon submission of a written application to the email address proc.gcfws@environment.gov.mv not later than 1200 hours on 27th October, 2022. Unregistered parties will not be able to participate in the bid.
2. Any clarifications to the bid may be sent to the email addresses proc.gcfws@environment.gov.mv on or before 1400 hours on 27th October, 2022.

SUBMISSION

Interested parties may submit their proposals on or before **1100hrs 02nd November, 2022**, to the following address in a sealed envelope. Proposals will be opened at **1100hrs 02nd November, 2022 in a meeting room of the Ministry of Environment in front of bidders.**

GCF PMU
Water and Sanitation Department
Ministry of Environment
Green Building, Handhuvaree Hingun, Maafannu
Male', 20392, Republic of Maldives

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PART I - STANDARD FORMS

4 Technical Proposal - Standard Forms

FORM TECH-1: TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consultancy service for “**Consultancy Services of a Consultant (Local) to provide engineering technical assistance to the project works**” in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope¹.

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 Consultant (Company/partnership/institution / sole proprietorship) with a team: _____

Address: _____

**FORM TECH-2: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN
FOR PERFORMING THE ASSIGNMENT**

(For small or very simple assignments the Client should omit the following text in Italic)

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to divided into the following two chapters:

- a) Technical Approach and Methodology,*
- b) Work Plan, and*

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 propose the main 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: LETTER OF COMMITMENT (PROJECT ENGINEER)

[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 **“Consultancy Services of a Consultant (Local) to provide engineering technical assistance to the project works”**- 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:

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FORM TECH-4: CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

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

2. **Name of NGO / Consultancy Firm/ Individual with a team** [*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*]: _____

10. **Employment Record** [*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 [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

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11. Specific Experience (for Successfully completed similar assignments as in TOR) *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:

5 Financial Proposal - Standard Forms

FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide consultancy services for “**Consultancy Services of a Consultant (Local) to provide engineering technical assistance to the project works** in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is exclusive of the local taxes, which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us 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.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of the Company/ Organization _____

Address: _____

1 Amounts must coincide with the ones indicated under financial proposal in Form FIN-2.

FORM FIN-2: FINANCIAL PROPOSALS

	Description	Time required	Per Day rate in MVR	Total (MVR)
1	Testing and Commissioning and inspection of Rainwater Harvesting Systems Package 4 islands (Th.Vandhoo, Th.Gaadhifushi, Th.Omadhoo, Th.Naalaafushi, Th.Raiymandhoo)	24		
2	Testing and Commissioning and inspection of Rainwater Harvesting Systems Package 3 islands (Aa.Bodufulhadhoo, Aa.Himandhoo, Aa.Mathiveri, Adh.Dhigurah, Adh.Kunburudhoo, Dh.Bandidhoo, Dh.Hulhudheli, Dh.Meedhoo)	30		
3	Piezo meter Testing and inspection Works.	6		
4	Reviewing and approval of MAR (Managed Aquifer Recharge) system Design and Tender Documents	22		
5	Inspection of IWRM Water systems in four (4) islands. (Hdh.Nolhivaramfaru, Sh.Foakaidhoo, R.Maduvvari, B.Dharavandhoo)	15		
6	Assist in technical review meeting for the department	7		
7	Inspection of flood management system and technical input	16		
8	Provision of technical input and support to PMU technical meetings (steering committee meeting , terminal evaluation of GCF Project)	11		
9	Technical input for the department on STP feasibility studies and inspection of Water and Sewerage systems under operation.	9		
			Sub-Total :	
			GST :	
			Grand Total:	

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

- *The consultancy firm/ organization/ Sole proprietor as a team is to submit copy of the GST registration certificate along with the financial proposal.*
- *All Consultancy firms / organization / Sole proprietor shall express the price of their services in Maldivian currency*
- *Bidder is liable to clarify (and present necessary documentary evidence) and include all relevant tax for the assignment.*
- *If the firm / organization/ Sole proprietor is subject to GST/BPT as per MIRA Regulations and Guidelines the GST/BPT Registration Certificate and GST quote in the financial proposal need to be included*

- **Company/ Organization / sole proprietorship is to submit copy of the GST registration certificate along with the financial proposal.**

FIN FORM 3 – 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 Applicant 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 – 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: