



Ministry of Environment, Climate Change and Technology
Republic of Maldives

TERMS OF REFERENCE
(IUL)438-ENV/438/2022/454

**Consultancy Service for Marketing and Awareness Campaign for
3R Small Grant Program**

Issued on: (26th October 2022)
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	26 October 2022
Bid queries submission deadline	02 November 2022
Bid clarification deadline	06 November 2022
Proposal submission deadline	10 November 2022 10:00am

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. Company portfolio or individual portfolio
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 – (Tech Form 2)
4. Curriculum Vitae (CV) of the **Team Leader and Design Expert**. **Copy of academic certificates and reference letters** demonstrating experiences listed in this TOR must be submitted for them to be considered during evaluation (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 Design Expert)** – (Tech Form 5 & 6)
6. Copy of Business (Sole Proprietorship/company/partnerships/institutions/SMEs) 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: 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
9. FIN FORM -7 Current Contract Commitments / Work in Progress

Note 01: All bidders should clearly identify the Team Leader (as stated in section 7: Requirements and Qualifications) carrying out the task. The Team Leader who has signed Form 5 will be considered during the evaluation process.

Note 02: If bidder fails to submit any of the above applicable listed documents, their proposal may not be considered for further evaluation.

Note 03: After the evaluation, highest scoring party will be notified to submit tax clearance report. Tender will be awarded upon submission of tax clearance report

1. INTRODUCTION

The republic of Maldives is a Small Island Developing State (SIDS) geographically spread over 297.8km². Environmentally sound management of waste is identified as one of the most pressing environmental challenge due to the rapid population growth, economic expansion, and increase in tourism establishments, changes in consumption patterns and diseconomies of scales linked with providing sustainable waste management for dispersed islands. Maldives generated approximately 433,000 t¹ of solid waste in 2019. The amount of waste generated in the Male' region has increased by 155% over the last decade, and in the atolls a 57.6%² increase over the same period. Operating a waste management center in each island has proven ineffective when it comes to managing large quantities of mixed waste. Islands that practice proper segregation is also unable to dispose of the waste due to unavailability of machinery or a mechanism to transfer the waste to regional facilities

The global perspective on waste has changed from considering it a nuisance to a reclaimable resource. Circular economy promotes decoupling resource use and production efficiency.

The 3R strategy recognizes waste as a resource and promotes reduction, re-use, and recycling which is most effective when waste is segregated at the source. 3R strategy is consistent with Sustainable Development Goals (SDG) and contributes towards achieving (SDGs) targets not only in environmental sustainability and resource conservation, but also increases resilience of economic and social development. Addressing pollution, contributes to achieving the following SDG targets of 2030 Agenda:

SDG 3: Good Health and Well-Being: Preventing health concerns that arise from current waste disposal sites and open burning

Target 3.9: By 2030, substantially reduce the number of deaths and illnesses from hazardous chemicals and air, water and soil pollution and contamination.

SDG 6: Clean Water and Sanitation: Through reduction of groundwater contamination from improper disposal of waste and through sustainable use of groundwater.

Target 6.3: By 2030, improve water quality by reducing pollution, eliminating dumping, and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater and substantially increasing recycling and safe reuse globally.

SDG 8: Decent Work and Economic Growth: Through community support, sustainable usage of resources, and enhancing small scale sustainable businesses.

Target 8.4: Improve progressively, through 2030, global resource efficiency in consumption and production and endeavor to decouple economic growth from environmental degradation, in accordance with the 10-Year Framework of programs on Sustainable Consumption and Production, with developed countries taking the lead

SDG 11: Sustainable Cities and Communities: Creating cleaner cities and sustainable usage of resources.

¹ Maldives National Waste Accounts 2018 & 2019 Final Report (2021)

² State of the Environment Report (2016)

Target 11.6: By 2030, reduce the adverse per capita environmental impact of cities, including by paying special attention to air quality and municipal and other waste management

SDG 12: Responsible Consumption and Production: By promoting a circular economy.

Target 12.4: By 2020, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment

Target 12.5: By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse

SDG 13: Climate Action: Through reduction of pollution and destruction of habitats caused due to improper disposal of waste and reduction of emissions caused from burning of waste landfills and incinerators

Target 13.b: Promote mechanisms for raising capacity for effective climate change-related planning and management in least developed countries and small island developing States, including focusing on women, youth and local and marginalized communities

2. BACKGROUND

Maldives has ratified the Stockholm Convention, which aims to protect human health and the environment from the effects of persistent organic pollutants, 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 on 18 July, 2017.

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

1. 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;
2. Second Priority: Developing an action plan to eliminate PCB-containing equipment and its waste 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.
3. 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- totaling 153.4 g-TEQ/year;
4. Raising awareness through the development of education curricula and targeted awareness campaigns;

5. Establishing a standard Chemical Management System, including chemical labelling in multiple languages.

In order to address the above-mentioned barriers, the Ministry of Environment, Climate Change and Technology is executing the “Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals” under funding by Global Environment Facility. The project focuses on addressing regulatory/policy barriers, technical and capacity and knowledge barriers so that the Maldives has a better foundation to establish a nationwide environmentally sound Management system to address POPs and highly hazardous chemicals, with the adequate coordination of key public, private and community stakeholders, regulatory departments, and centers of expertise, and the enhanced capacity of all involved, for the Environmentally Sound Management of Chemicals.

Under component 2 of the project, to establish systems for the sound collection, labelling, storage and disposal of hazardous chemicals, the project aims to introduce Best Environmental Practices and Best Available Techniques to reduce POPs releases from waste management. Hence, this initiative aims to prevent and minimize waste pollution on land and in the ocean through promotion of 3R (Reduce, Reuse and Recycle) framework.

3. OBJECTIVE OF CONSULTANCY

The objective of this consultancy is to formulate and carry out a marketing campaign to increase the reach of the 3R small grant program and to create awareness on sustainability and circular economy.

4. SCOPE OF ASSIGNMENT

Under the supervision and in close cooperation with the Project Management Unit (PMU), the consultant is responsible for the implementation of the following tasks:
to catch customers’ fleeting attention

1. Propose an attractive name for the small grant program that catch public attention. The name must relate to 3R strategy or circular economy and must be in Dhivehi. It can be an acronym in Dhivehi which can be expanded into an English statement relating to theme.
2. Identify available communication resources, techniques, and tools that can be utilized most effectively under a government project to disseminate information specifically relevant to management of chemicals and hazardous waste
3. Develop a logo for the small grant program.
4. Develop a style guide/theme for all media to be produced under the campaign.
5. Develop marketing materials in both Dhivehi and English.
6. Documentation of important events under the program
7. Production of videos (script writing, interviews, videography, editing, audio balancing, sub-titling, format exporting, archiving raw and edited work etc) for both promotion of the grant, and for the projects that receive the grants to bring project updates to the public.
8. Develop a social media campaign strategy and social media posts throughout the program, including updates on the grant winning projects.

5. DELIVERABLES AND PAYMENT SCHEDULE

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

	Deliverables	Details	End Product	Target Date	Payment Schedule
1	Inception meeting	Inception meeting to discuss and finalize an attractive name for the program and determine the best conceptual approaches to reach a larger audience. To finalizes the work plan and a schedule to push out the marketing and awareness materials.	1. Inception report, including minutes of meeting and finalized name for grant scheme 2. Finalized work plan	7 calendar days upon signing of contract	5% upon approval of Deliverable 1
2	Design an official logo and layout a style guide/theme to be used throughout the campaign Create a visual unique identity for the 3R campaign including logo, typography, colors and creative design, a style guide theme to be used through the campaign	Media produced under the campaign must have a distinct theme so that target audiences are able to identify social media posts and such as one under the program.	Finalized logo image in PNG and JPEG format and animation video in a suitable multimedia format. Final design and layout template for social media posts, both images and videos.	14 days from the notice to proceed	30% upon submission and approval of content
3	Create high quality promotional video, social media posts, and posters for the launching of the program	To ensure the news of the program reaches a large audience, a good media presence must be made in the days reaching up to the launch date.	1. A promotional/ introductory video (60-120 seconds in length) 2. 15 second shortened version of promotional video suitable for social media	21 days from the notice to proceed	30% upon submission and approval of content

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			<ol style="list-style-type: none"> 3. 10 image posts suitable for social media 4. 2 poster designs 		
4	Capture high quality photo and production of video documentation of program progress, and introduction of grant winning projects	<p>This deliverable will depend on the progress of the small grant program.</p> <p>Images and videos suitable for social media in line with the theme of the whole program, to bring updates of the program including winning parties and their stories and proposed projects</p>	<ol style="list-style-type: none"> 1. Video of proposal presentation event (60 second) suitable for social media 2. 10 image posts introducing each grant winning project and their aims 3. 10 short interview videos (15 seconds) of grant winning projects 	<p>Image posts to be submitted within 3 days from the notice to proceed</p> <p>Video posts to be submitted within 7 days after the completion of the events</p>	35% upon submission and approval of content

*All social media posts and posters should be developed in both Dhivehi and English and all videos must be subtitled in Dhivehi and English.

6. DURATION OF THE CONSULTANCY

Duration of the assignment is 5 months upon signing the contract with given consideration to the dependency of the consultancy on the progress of the Small Grant Program.

7. MONITORING AND PROGRESS CONTROLS

- The contract shall be managed by PMU and MECCT and the beneficiary is MECCT.
- The consultant will report to the Project Manager of the PMU
- No other facilities or equipment shall be provided by MECCT.
- All materials developed under the consultancy shall be approved by the MECCT and will be sole property of the Ministry.
- All materials developed under the consultancy shall contain the project logo, MECCT logo, GEF logo, and UNDP logo according to the regulations stipulated for the use of said logos or unless stated otherwise by PMU.

8. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

DETAILS	MAXIMUM POINTS
<p>Qualification and skills of Team Leader</p> <ul style="list-style-type: none"> • [05] points for minimum MNQF Level 5 diploma in Communications, Marketing, Advertising, Journalism, or a relevant field, [02] points for each additional level above level 5 up till level 10. • [05] points for creative skills and command over a range of design software (not a minimum requirement) 	20 points
<p>General Professional Experience of Team Leader</p> <ul style="list-style-type: none"> • [05] points for minimum 02 years general professional working experience. [05] point for each additional year up to 2 years 	15 points
<p>Specific Professional Experience of the Team Leader</p> <ul style="list-style-type: none"> • [10] points for minimum 02 years working experience in marketing, communication, media, event management or related field. [2.5] points for each additional year up to 2 years. • [05] points for familiarity in working with environmental sector or waste management sector (Not a minimum requirement) • [05] points for experience in the development and implementation of a marketing campaign for a donor funded project (Not a minimum requirement) 	25 points
<p>Qualification and skills of Design Expert</p> <ul style="list-style-type: none"> • [02] points for minimum completion of secondary education • [03] points for MNQF Level 5 diploma in Graphics Design, Animation, Digital Arts, Photography, Studio Art or a relevant field. [02] points for each additional level up to level 10. 	20 points

<ul style="list-style-type: none"> [05] points for creative skills and command over a range of design software (not a minimum requirement) 	
<p>General Professional Experience of Design Expert</p> <ul style="list-style-type: none"> [05] points for minimum 02 years general professional working experience. [2.5] point for each additional year up to 2 years 	10 points
<p>Specific Professional Experience of the Design Expert</p> <ul style="list-style-type: none"> [05] points for minimum 01 assignment working in concept design, development of graphic templates and /or multimedia products. [01] points for each additional assignment up to 5 assignment. 	10 points

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): 100 points

- The minimum technical score (s) required to pass is: 32 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]

9. FINANCIAL SITUATION EVALUATION

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 80,000.00, for 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 80,000.00, 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 80,000.00

(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 80,000.00 – (Submission Form Fin -4: Line of Credit Letter)

10. 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.

11. SUBMISSION

Bid submission	On or before 10 November 2022 1000 hours local time
Bid opening	10 November 2022 1000 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 “Do not Open Before 10 November 2022 1000 hours – Consultancy Service for Marketing and Awareness Campaign for 3R Small Grant Program” and the submitting party’s name and address Late proposals will be rejected.
Submission address	Procurement Section Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu Male’, 20392, Republic of Maldives Email: procurement@environment.gov.mv Website: www.environment.gov.mv 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 for Marketing and Awareness Campaign for 3R Small Grant Program by Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals Project”** in accordance with your Request for Proposal dated (25 October 2022). 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 Consultant (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 Consultant 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 Consultant 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 Consultant 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

Consultancy Service for Marketing and Awareness Campaign for 3R Small Grant Program																
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 20
Inception meeting and workplan																
Design an official logo and a style guide/theme for the program																
Promotional/introductory video (full length)																
Promotional/introductory video (short)																
Promotional social media image posts																
Poster designs																
Proposal presentation event video																
Grant winning project social media image posts																
Grant winning project interview videos																

TECH FORM 4 – Curriculum Vitae (Team Leader/Design Expert)

- 1. Name of Consultant:**
- 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 Consultant 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 Consultant 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)

[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 for Marketing and Awareness Campaign for 3R SGP by Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals Project**”- 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:

TECH FORM 6: Letter of Commitment (Design 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 **Design Expert** to “**Consultancy Service for Marketing and Awareness Campaign for 3R SGP by Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals Project**”- 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 for Marketing and Awareness Campaign for 3R SGP by Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals Project**”- 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 Consultant (company/partnerships/institutions)

Address:

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

No.	Description	Price/Unit (MVR)	Total
1	Inception meeting, program name, and workplan		
2	Logo and style guide/theme		
3	Promotion/introductory video		
4	Promotion/introductory image posts for social media		
5	Poster design		
6	Event coverage short video for social media		
7	Grant winning project introduction images		
8	Grant winning project short interview videos		
	Total:		
	GST		
	Total with GST		

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 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 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 – 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.					