



Ministry of Environment, Climate Change and Technology
Republic of Maldives

TERMS OF REFERENCE

(IUL)438-CCD/438/2022/520

**Recruitment of consultant for the Project Formulation of Maldives First Biennial
Transparency Report (BTR) to United Nations Framework Convention on Climate
Change**

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i. SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	5 December 2022
Bid queries submission timeline	5 December 2022– 08 December 2022
Bid clarification deadline	12 December 2022
Proposal submission deadline	15 December 2022

ii. SUBMISSION REQUIREMENTS

The following related documents shall be submitted for the bids to be considered sufficiently responsive.

Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX A.

a. Technical Proposal – Standard Forms

1. Proposal submission form (**signed by the owner of the entity or person with power of attorney to sign**) – (Tech Form 1)
2. Approach, Methodology 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 (Consultant). **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 - 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 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.

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 and Background

With the adoption of the Paris Agreement (PA), adopted at the 21st Conference of the Parties (COP) to the UNFCCC in December 2015, all countries agreed on an enhanced transparency framework (ETF) for action and support (Article 13), with built-in flexibility which takes into account Parties' different capacities and builds upon collective experience. The Paris Agreement, sets out a global action plan that puts the world on track to avoid dangerous climate change by limiting global warming to well below 2°C. It establishes that each individual Party should submit a Nationally Determined Contribution and revise it every five years in order to achieve the global goal of reducing greenhouse gas (GHG) emissions.

In the context of the ETF, countries are expected to track and report progress towards achieving their NDCs, and communicate adaptation actions, including good practices, priorities, needs and gaps, so as to inform the global stock take under Article 14 of the Agreement. Besides submitting their National Communications (NCs) every four years, signatory countries will be expected to submit Biennial Transparency Reports (BTRs) including a National Inventory Report every two years starting from December 2024, thus replacing the Biennial Update Reports (BURs).

Under this stand-alone BTR project, Maldives will receive support to prepare its First BTR and submit it to the UNFCCC by December 2024, in compliance with UNFCCC and PA reporting requirements and in alignment to national development goals, with built-in flexibility provided in light of its capacities. Moreover, the country will be supported to undertake a self-assessment and stocktaking exercise for the preparation of subsequent BTRs.

The Ministry of Environment, Climate Change and Technology is seeking a qualified short-term Consultant to develop detailed Project Implementation Plan for Maldives First Biennial Transparency Report (BTR) to the UNFCCC.

2. Objective

The primary objective of this task is to develop a comprehensive Project Implementation plan (PIP) to support Maldives prepare and submit its First Biennial Transparency Report (BTR) that complies with the United Nations Framework Convention on Climate Change (UNFCCC) and Paris Agreement reporting requirements while responding to national development goals.

The BTR shall allow for “built-in flexibility” if the country needs it in light of its capacities and national circumstances, priorities and needs, while bridging gaps identified. The content of the BTR must follow the Modalities, Procedures and Guidelines for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (FCCC/PA/CMA/2018/3/Add.2). Moreover, as adopted at COP 26 in Decision 5/CMA.3, the following will be observed: (i) outlines for the BTR & national inventory document (NIR); (ii) the common reporting tables and common tabular formats for reporting GHG Inventory, NDC progress, financial, technology development and transfer and capacity-building support provided and mobilized, as well as support needed and received (FCCC/PA/CMA/2021/10/Add.2). The BTR project will build on findings and

recommendations from previous NC and BUR as well as recommendations resulting from the International Consultation and Analysis (ICA) process.

3. Scope of Assignment

The objectives of the consultancy services are as follows:

- i. Undertake a national stocktaking exercise to review the work carried out under previous national communication (NC) and BUR processes, identify gaps in knowledge and scope and propose priority areas;
- ii. Conduct national consultations to identify a preliminary list of stakeholders and their potential role in the national communication process to help design an optimal institutional arrangement and coordination mechanisms for the BTR1 process; and
- iii. Prepare a Project Implementation Plan for the BTR1 project.

The scope of the assignment will include but will not be limited to the following:

1. Develop the comprehensive scope of work to be undertaken depending on the national circumstances/priorities/needs and gaps identified in the previous reports (NC, BUR, ICA process, other capacity needs assessments) on the following BTR chapters (output 1):
 - National Inventory report (NIR) of anthropogenic emissions by sources and removals by sinks of greenhouse gases;
 - Information necessary to track progress made in implementing and achieving nationally determined contributions under Article 4 of the Paris Agreement
 - Information related to climate change impacts and adaptation under Article 7 of the Paris Agreement.
 - Information on financial, technology development and transfer and capacity-building support needed and received under under Articles 9–11 of the Paris Agreement
2. Provide a detailed stakeholder engagement plan to allow the country to engage stakeholders in the BTR elaboration process, raise general awareness, build stakeholders capacities, and promote regional networking, peer-to-peer exchange and knowledge sharing; describe how stakeholder engagement activities, reviews and the publication and submission of the BTR report will be organized, including proposed budget, timeline (Annex A of the PIP) and ToRs required (Annex B of the PIP);
3. Develop the Terms of Reference for individual or organizational contracts required under the BTR project, e.g. project personnel, national experts, consultants, private companies and implementing partners where applicable (Annex B of the PIP);
4. Conduct a baseline institutional capacity assessment concerning UNFCCC reporting requirements;
5. Propose detailed project implementation arrangements for the BTR project;
6. Describe the methodology/mainstreaming plan for gender and women's empowerment in project implementation and monitoring, including related budget;
7. Develop a detailed budget and work plan (Annex A of the PIP) to accomplish the BTR.

8. Develop a scope of work to direct the self-assessment and stocktaking report for the preparation of subsequent BTRs (output 2), including budget, timeline (Annex A of the PIP) and ToRs (Annex B of the PIP);

4. Key Deliverables

The consultant shall prepare and submit the following deliverables to the Ministry of Environment, Climate Change and Technology:

D1. Summary Report on the stocktaking exercise to review the work carried out under previous national communication (NC) and BUR processes, identify gaps in knowledge and scope and propose priority areas.

D.2. Summary Report of outcomes of stakeholders' consultations; stakeholder engagement plan; baseline institutional capacity assessment concerning UNFCCC reporting requirements; methodology/mainstreaming plan for gender and women's empowerment in project implementation and monitoring; proposal on institutional arrangements for BTR1 project implementation.

D.3. A draft PIP for the preparation of the BTR1 for Maldives, detailing the scope of work to be undertaken under the project outputs and BTR chapters, including budget and work plan (Annex A) and TORs for all for individual or organizational contracts required under the BTR1 project (e.g. project personnel, national experts, consultants, private companies and implementing partners where applicable – Annex B), in line with Government priorities, UNEP, GEF and UNFCCC relevant guidelines.

D.4. A validated PIP for the preparation of the BTR1 for Maldives, detailing the scope of work to be undertaken under the project outputs and BTR chapters, including budget and work plan (Annex A) and TORs for all for individual or organizational contracts required under the BTR1 project (e.g. project personnel, national experts, consultants, private companies and implementing partners where applicable – Annex B), in line with Government priorities, UNEP, GEF and UNFCCC relevant guidelines.

5. Payment

Payments will be affected upon submission and acceptance of satisfactory quality deliverables as per the following schedule. The consultant may submit the work schedule as given in the "TECH FORM 3- Work Schedule":

- i. 25% upon the initial stockholding report and stakeholder's consultation report (D1 and D2);
- ii. 35% upon the draft PIP (D3); and
- iii. 40% upon the final PIP (D4).

6. Duration of the Consultancy

The contract duration will be **3 calendar months** from the commencement of the assignment.

7. Provision of Monitoring and Progress Controls

The consultant is expected to work closely with the Climate Change Department of the Ministry of Environment, Climate Change and Technology and will report directly to person designated to the task during the assignment.

8. Requirements for Experience and Qualifications

The Consultant(s) should have knowledge, skills and previous experience as follows:

1. Undergraduate degree in, Climate Change, Environmental Science, Environment Management or any other relevant field. The consultant shall also have a post graduate degree.
2. Minimum of 5 years of experience in national planning processes, country development plans and priorities, especially in the area of environment.
3. Well versed with current UN/GEF formalities and project development requirements;
4. Understanding and experience on climate change issues and UNFCCC guidelines; Previous experience in national communications and BURs would be an advantage.
5. Experience and skills in facilitation of multi-stakeholder workshops and broad-based consultative processes;
6. Sound knowledge of global environmental issues and preferably of key national environmental issues, particularly related to climate change;
7. Previous experience of working with International Organizations on the development of GEF environment projects will be distinct advantages;
8. Excellent analytical skills;
9. Excellent verbal and written communication skills in English;
10. Excellent inter-personal skills, good leadership in managing a team of experts and the ability to work with a multitude of stakeholders;
11. Sound understanding of existing development concerns in Maldives, the effect of climate change on development, and good understanding of climate change issues in Maldives;
12. Proven track record of project management experience working with government(s), NGOs, and other key stakeholders.

9. Evaluation criteria

The consultants will be selected based on the following criteria.

Rating Criteria	
Criterion	Points
1. Academic qualifications	20
- Master's Degree and above in Climate Change, Environmental Science, Environment Management or any other relevant sector = 20 Points	
- Undergraduate Degree in Climate Change, Environmental Science, Environment Management or any other relevant sector = 10 Points	
2. Professional Experience	40
1. Experience in development of UN/GEF project documents (5 Points for each documented assignment, up to a maximum of 4) = 20 Points	
2. Experience in working with UNFCCC guidelines (specifically BTR/NC guidelines) - 5 Years – 10 points, 5 years and above – 20 points	
Financial Proposal - <i>The proposal with the Lowest Financial Quote (Fq) will get the maximum Financial Score (Sf) of 40 points. The Financial Scores (Sf) of the other Financial Proposals will be computed according to the following formula: $Sf = 30 \times Fq / F$, in which Sf is the financial score, Fq is the Lowest Financial Quote received and F is the price of the proposal under consideration.</i>	40
Total	100

The evaluation will be conducted from the documents submitted. Only the candidates who meet the minimum qualification and work experience will be qualified for further evaluation. The highest scoring consultant that will obtain a minimum of 60% out of 100 obtainable points will be selected for further evaluation.

Financial Situation evaluation

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 27,756.00 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 27,756.00 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 27,756.00

(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 27,756.00– **(Submission Form Fin -4: Line of Credit Letter)**

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
- 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.

Additional Information

The Climate Change department of MECCT 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, data and materials produced as part of this TOR shall be handed over to the Climate Change Department at the end of the contract and will become the sole property of MECCT.

Queries

For any queries please email to climate@environment.gov.mv and CC to procurement@environment.gov.mv before **1100hrs on 08th December 2022**. Answers will be provided to all the queries received before the deadline.

10. Submission

Bid submission	On or before 15th December 2022 1100 hours local time
Bid opening	15th December 2022 1100 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 <i>“Do not Open Before 15th December 2022 1100 hours – Recruitment of consultant for the Project Formulation of Maldives First Biennial Transparency Report (BTR) to United Nations Framework Convention on Climate Change”</i> and the submitting party's name and address Electronic submission is not permitted. 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 Cc: climate@environment.gov.mv Website: www.environment.gov.mv Project name: <u>Maldives First Biennial Transparency Report (BTR)</u>

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 “**Recruitment of consultant for the Project Formulation of Maldives First Biennial Transparency Report (BTR) to United Nations Framework Convention on Climate Change**” 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 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 Recruitment of consultant for the Project Formulation of Maldives First Biennial Transparency Report (BTR) to United Nations Framework Convention on Climate Change																
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 104

TECH FORM 4 – Curriculum Vitae

- 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

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 “***Recruitment of consultant for the Project Formulation of Maldives First Biennial Transparency Report (BTR) to United Nations Framework Convention on Climate Change***”- 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 “**Recruitment of consultant for the Project Formulation of Maldives First Biennial Transparency Report (BTR) to United Nations Framework Convention on Climate Change**”- 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 “***Recruitment of consultant for the Project Formulation of Maldives First Biennial Transparency Report (BTR) to United Nations Framework Convention on Climate Change***”- 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 Consultant (company/partnerships/institutions)

Address:

FIN FORM 2 – Financial Breakdown Form

Date:

Reference No: (generated by the proponent)

No.	Description	Price/Unit (MVR)	Total
	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			
<p><input type="checkbox"/> 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.</p> <ul style="list-style-type: none"> • All such documents reflect the financial situation of the Bidder. • Historic financial statements must be complete, including all notes to the financial statements. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> • Historic financial statements must correspond to accounting periods </div>			

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

1	Bid Awarding	
	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 MVR 500,000 the bidder will be required to submit a performance guarantee of (... %) 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. (Excluding Consultancy Service)
	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.
2	Liquidated Damages (Excluding Consultancy Service)	
	2.1	The Contractor shall pay liquidated damages to the Employer at the rate per day stated in the Public Procurement Regulation 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 defined in the Public Procurement Regulation . The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.
3	Securities (Excluding Consultancy Service)	
	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.
4	Advance Payment (Excluding Consultancy Service)	

	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)
5	Arithmetic	
	5.1	Provided that the Tender is substantially responsive, the Employer 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.