

- 7. Financial Proposal Submission Form (Form Fin 1)
- 8. Financial Proposal Summary Form (Form Fin 2)
- 9. Financial Proposal Summary Form (Form Fin 3, Fin 4 and Fin 5)

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

- 10. Company/ institution/ consultancy firm profile
- 11. Company/ Consultancy firm / Institution Registration certificate
- 12. Organization chart
- 13. Copy of the National Identity Card/Passport
- 14. Assignment completion letters
- 15. GST Registration Certificate
- 16. Commitment letter from key experts

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/ firm, 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.

Note 04: Assignment Completion letters of the company and Individuals must be submitted for evaluation. Marks will be given for each completion letter

2) Page 31, 8.1 Introduction

The Wordings for Introduction should be revised as below.

The atolls where training is planned to be conducted are as follow;

- Group 1: Ari Atoll – Aa. Bodufulhadhoo, Aa. Himandhoo, Aa. Mathiveri, Adh. Dhigurah, Adh. Kunburudhoo
- Group 2: Thaa Atoll - Th.Omadhoo, Th.Vandhoo, Th.Kinbidhoo, Th.Kandoodhoo, Th.Dhiyamigili, Th.Gaadhihfushi



- Group 3: Meemu Atoll – M.Veyvah, M.Raiymandhoo, M.Naalaafushi,
- Group 4: Dhaalu Atoll- Dh.Meedhoo, Dh.Hulhudheli, Dh.Bandidhoo

3) Pg 36, 8.9 Proposal

The Wordings for proposal should be revised as below.

The Consultancy firm/ Institution/ Company is expected to include a lump sum fee in the proposal for the proposed program. The proposal, containing clear documentation on the methodology recommended and the past experience, must be accompanied by detail breakdown of costs such as;

Other overhead costs associated with the assignment.

Consultancy firm/ Institution/Company should be equipped with the necessary computer hardware and software needed. Ministry will not provide computer hardware and software for completion of the works stated in the proposal and should not be included in the proposal budget for the program.