



**Ministry of Environment, Climate Change and Technology**  
Republic of Maldives

**TERMS OF REFERENCE**  
**IULAAN NO: (IUL)438-WMPC/438/2023/26**

**Consultancy Service for Developing Regulations and Other Legislative Documents**  
**Related to the Waste Management Act (24/2022)**

**Issued on:** 26<sup>th</sup> January 2023  
**Issued By:** Waste Management and Pollution Control Department

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**i. SCHEDULE OF CRITICAL DATES**

<b>Activity</b>	<b>Action Date</b>
Advertised date	26 <sup>th</sup> January 2023
Pre-Bid Meeting date	2 <sup>nd</sup> February 2023, 10:00am
Bid queries submission timeline	26 <sup>th</sup> January 2023 to 5 <sup>th</sup> February 2023
Bid clarification deadline	5 <sup>th</sup> February 2023
Proposal submission deadline	8 <sup>th</sup> February 2023, 11:00am

**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. 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**

Waste is the most apparent and challenging issue currently being faced by the Maldives. The complex and multi-faceted nature of the issue itself has made it difficult to effectively bring about sustainable solutions within the waste management sector over the years. More than 16 years after the establishment of the first Waste Management Centers at islands, the Government of Maldives has now ratified the Waste Management Act on December 18<sup>th</sup>, 2022. The Act has come at a crucial moment within the sector, where major infrastructure works are being conducted and completed throughout the country. With the clear definition of roles and responsibilities of stakeholders at each aspect of the waste management processes, the act will pave the way for adequate enforcement of best practices in waste management, targeting to improve the livelihood of residents and visitors of the country, as well as protecting the environment on which they depend.

In order to complete the legislative framework of the waste management sector as required under the Waste Management Act, the Government of the Republic of Maldives is seeking the services of a Legal Consultant to develop regulations and legislative documents to be prepared under the Waste Management Act (24/2022).

## **2. Scope of Assignment**

The tasks to be undertaken by the Legal Consultant are to be conducted in close collaboration with the Waste Management and Pollution Control Department (hereinafter “Department”) of the Ministry of Environment, Climate Change and Technology (hereinafter “Ministry”), Utility Regulatory Authority (hereinafter “URA”), Environment Protection Agency (hereinafter “EPA”) and relevant stakeholders as necessary, and include but are not limited to, the following:

2.1 Conduct desktop review with any relevant stakeholders and identify existing legislative documents, enforcing policies and strategies across the relevant stakeholders (guidelines or regulations developed or drafted for the Waste Management Sector) and identify gaps/inconsistencies in the existing overall legal framework for waste management.

2.2 Conduct review meeting/s with the Ministry at policy level as well as Department, URA and EPA to identify the required inputs.

2.3 Draft the regulations and legislative documents to be prepared under the Waste Management Act (24/2022) in Dhivehi Language in draft regulation format included in but not limited to the list in Annex B.

2.4 Conduct review meeting/s with the Ministry at policy level as well as Department, URA and EPA at the technical level on the drafted regulations and legislative documents.

2.5 Conduct stakeholder workshop to review the draft regulations and legislative documents and finalize the draft with a validation final workshop.

2.6 Conduct public consultations to review the draft regulations and legislative documents.

2.7 The economic, environmental and social considerations included in the Waste Management Act (24/2022) should be applied in drafting the legal documents.

### **3. Indicative Tasks**

The following are indicative tasks to achieve the objectives of the consultancy, but are not necessarily limited to these activities.

#### **3.1 Draft Inception Report (2 weeks upon signing contract)**

- i. Conduct desktop review with relevant stakeholders, identifying the existing draft legislative documentations, enforcing policies and strategies across the relevant stakeholders (guidelines or regulations drafted or developed for the waste management sector).
- ii. The Inception report should address existing mandated functional overlaps and legislative overlaps, include the legal implications considering the aspects of social, economic and environmental dynamics and propose ways to solve the overlap issues.
- iii. Conduct required preliminary stakeholder consultations.
- iv. Detailed methodology for the consequent deliverables to be determined and pre-approved by the Ministry and Department.
- v. Conduct review meeting/s with the policy level of the Ministry as well as technical staff of the Ministry, Department, URA, EPA and other stakeholders as required to identify the inputs needed.
- vi. Outputs:
  - I. Draft Inception Soft Copy (editable and pdf version)
  - II. Approved Minutes and recommendations of Review meeting(s)

### III. Presentation of findings and Draft Inception Report

#### 3.2 Final Inception Report (1 week from Client Review Period of 2 weeks for Draft Inception Report)

- i. Make necessary amendments to the Draft Inception Report according to the comments received in the client review period.
- ii. Approve Inception Report.
- iii. Outputs:
  - I. Approved Soft copy (editable and pdf version) of Final Inception Report
  - II. Presentation of Final Inception Report

#### 3.3 Draft Regulations and Legislative Documents for Waste Management Sector (8 weeks after Submission of Final Inception Report)

- i. Conduct Workshop to Identify Gaps in the legal documents and obtain input in responding to these gaps.
- ii. Identify and address critical functional overlaps between the institutions and ministries.
- iii. Conduct required preliminary stakeholder consultations.
- iv. Review existing Regulations and Legislative Documents and drafts of the same.
- v. Revise the existing draft Regulations and Legislative Documents.
- vi. Draft the necessary new Regulations and Legislative Documents.
- vii. Conduct review meeting(s) with the Ministry, Department, URA and EPA to identify the required inputs to finalize the draft regulations.
- viii. Conduct Stakeholder Validation Workshop to obtain final input to the draft regulations.
- ix. Conduct public consultations to review the draft regulations and legislative documents and obtain input.
- x. Conduct review meeting(s) with the Ministry, Department, URA and EPA finalize the draft regulations.
- xi. Outputs:
  - I. Submission of Soft Copy (editable and pdf version) of Gap Analysis Workshop Report
  - II. Submission of Soft Copy (editable and pdf version) of the drafted Regulations and Legislative Documents proper format

- III. Approved Minutes and recommendations of Ministry Policy and Technical Level Review meeting(s)
- IV. Approved Final Stakeholder Consultation Workshop Report Soft Copy (editable and pdf version)
- V. Approved Final Public Consultation Report Soft Copy (editable and pdf version)
- VI. Presentation of Draft Regulations and Legislative Documents

3.4 Final Regulations and Legislative Documents for Waste Management Sector (3 weeks after Client Review Period of 3 weeks for Draft Regulations and Legislative Documents for Waste Management Sector)

- i. Approve Final Regulations and Sub-laws for the Waste Management Sector with Ministry
- ii. Outputs:
  - I. Submission of Soft Copy (editable and pdf version) of the Final Regulations and Sub-laws in Dhivehi in proper format.
  - II. Presentation of Final Regulations and Legislative Documents

**Note 04: Client will facilitate the arrangement of workshops (venue and catering) and assist in arranging meetings with government institutions.**

#### 4. Payment Schedule

Suggest any workable work plan that will enable to reach the outputs and the deliverables as per this assignment. The consultant may submit the work schedule as give in the “TECH FORM 2 – Work Schedule”.

Payment #	Deliverable	Percentage
1	Draft Inception Report	15%
	Approved Minutes and recommendations of Review meeting(s)	
	Presentation of findings and Draft Inception Report	
2	Approved Final Inception Report	15%
	Presentation of Final Inception Report	
3	Submission of Gap Analysis Workshop Report	25%
	Submission of the drafted Regulations and Legislative Documents	



	Presentation of Draft Regulations and Legislative Documents	
4	Approved Minutes and recommendations of Review meeting(s)	20%
	Approved Final Consultation Reports	
5	Submission of the Final Regulations and Sub-laws	25%
	Presentation of Final Regulations and Legislative Documents	
	<b>Total</b>	<b>100%</b>

### 5. Duration of the Consultancy

Duration of the assignment is 19 weeks from signing of the contract. The proposed duration would not account the period of delay brought by the client for setting up of meetings, review and approval of documents, facilitating of any relevant documents.

#	Deliverable	Duration for work	Week Number																	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	A Inception Report	2 weeks	■	■																
	B Client Review Period	2 weeks		■	■															
	C Final Inception Report	1 week					■													
2	A Draft Regulations and Legislative Documents	8 weeks						■	■	■	■	■	■	■						
	B Client Review Period	3 weeks													■	■	■			
	C Final Regulations and Legislative Documents	3 weeks																	■	■

### 6. Provision of Monitoring and Progress Controls

The Legal Consultant will report directly to the Focal Point within the Department defined upon commencement of the work.

The Legal Consultant is to coordinate with the Department, URA, EPA and any relevant government and non-government institutions during the consultation and formulation process of the Legal documents so that risks are identified, avoided, mitigated and managed throughout the assignment.

**Department:** Waste Management and Pollution Control Department  
 Ministry of Environment, Climate Change and Technology  
 Green Building, Handhuvaree Hingun, Maafannu, Male’, 20392  
 Republic of Maldives  
 Tel: +960 3018 300 Email: waste@environment.gov.mv

**Utility:** Utility Regulatory Authority

Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives.

Tel: +(960) 333 1683 E-mail: secretariat@ura.gov.mv

**Agency:** Environmental Protection Agency  
 Green Building, 3rd Floor  
 Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives  
 Tel: +960 333 5949 Email: secretariat@epa.gov.mv

**Duty Station of Legal Consultant:** Home or office based within the Republic of Maldives.

**7. Requirements for Experience and Qualifications**

(7.1) To be eligible for this assignment, the consultancy firm must demonstrate past experience in performing the services (description of similar assignments, Value of such assignments). The Firm shall have carried out a minimum of five (5) similar assignments with an average contract value of MVR fifty thousand (MVR 50,000) within the past three (3) years.

(7.2) In executing this TOR, the consultancy is expected to meet the following eligibility criteria and should provide CVs and commitment letters of team member(s) meeting the following requirements:

#	Post	Nos
1	Lead Legal Expert	1
2	Legal Support Staff	1

- Details of any other support persons and positions must be included in Technical Form 4,5 and 6.
- The consultancy team should include at least one local specialist (Maldivian) present in the team.
- A designated team leader should be proposed within the specialist team/or additional team leader can be added separately; who will be responsible for all the deliverables, who would also be the main focal point for all the communications.

**1) Lead Legal Expert**

*Minimum Qualifications:*

- Minimum post-graduate degree in the field of Law.
- Minimum 7 years of work experience in the field of Law.

*Other Qualifications:*

- Successful completion of similar assignments of drafting bills or regulations will be an added advantage.
- Proven ability to deal with a wide range of partners, including government offices and independent institutions through the completed projects.

**2) Legal Support Staff**

*Minimum Qualifications:*

- Minimum under-graduate degree in the field of Law.
- Minimum 2 years of work experience in the field of Law.

*Other Qualifications:*

- Successful completion of similar assignments of drafting bills or regulations will be an added advantage.
- Proven ability to deal with a wide range of partners, including government offices and independent institutions through the completed projects.

**8. Evaluation criteria**

Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:  
 The following criteria will be applied during the evaluation of the proposals and attention should be paid while preparing the proposals. Points will be awarded only for assignments with supporting documents.

Technical Score:

DETAILS	MAXIMUM POINTS
(A) Company Profile:	[100]
Company Profile	[10]
Organizational Structure of the firm/JV	[10]
No. of similar project / assignments <i>(16 marks per assignment, full marks will be achieved for those that have conducted 5 or more assignments in the past 03 years)</i>	[80]

Total A=	[ ]
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(B) Project team	[100]
Lead Legal Expert	[80]
Legal Support Staff	[20]
Total B=	[ ]

The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub criteria and relevant percentage weights for each position. Only Specialists who meet the minimum qualification requirements will be qualified for technical evaluation.

Specialist Team (per team member)	
Relevant education and qualifications <i>[40%] to be awarded for minimum education and work experience stated in 7.2</i>	[40%]
Experience in similar assignments <i>20% will be awarded for each previously completed similar assignments with proof of completion, up to a maximum of three assignments [60%].</i>	[60%]

(C) Approach, methodology and work plan	[100]
Approach and methodology <i>a) Demonstration of an understanding of the objective of the assignment in the context of the project - 30 points</i> <i>b) Proposal on methodology on carrying out the activities - 30 points</i>	[60]
Work plan of the assignment <i>a) Proposed 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 - 10 points</i> <i>b) Work plan being consistent with proposed Technical Approach and Methodology – 20 points</i> <i>c) Work schedule – 10 points</i>	[40]
Total C=	[ ]

$$\text{Technical score (St)} = A/100*[W1] + B/100*[W2] + C/100*[W3]$$

## Weight distribution

W1	Company profile with relevant to similar or related assignments	[10]
W2	Project team	[60]
W3	Approach and methodology	[30]

**Only the proposals that will obtain a minimum of 60% out of 100 obtainable points in the Technical Score will be qualified for the financial evaluation.**

**Financial Score:**

The formula for determining the financial scores is the following:

$S_f = 100 * F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  is the price of the proposal under consideration.

**Financial Situation evaluation**

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 50,000.00 (fifty thousand), 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 50,000.00 (fifty thousand), 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 50,000.00 (fifty thousand)

*(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 50,000.00 (fifty thousand) – **(Submission Form Fin -4: Line of Credit Letter)**

### **Additional Information**

Ministry of Environment, Climate Change and technology 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 and materials produced as part of this TOR shall be handed over to the Waste Management and Pollution Control Department at the end of the contract and will become the sole property of Ministry of Environment, Climate Change and Technology.

Obtaining any necessary visa and documents are the responsibility of the proponent. MECCT will only provide a visa facilitation letter if necessary.

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

## 9. Submission

<b>Bid submission</b>	<b>On or before 8<sup>th</sup> February 2023 at 1100 hours local time</b>
Bid opening	On 8 <sup>th</sup> February 2023 at 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  <b>“Do not Open Before 8<sup>th</sup> February 2023 at 1100 hours – Consultancy Service for Developing Regulations and Other Legislative Documents Related to the Waste Management Act (24/2022)” and the submitting party’s name and address</b>  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: <a href="mailto:procurement@environment.gov.mv">procurement@environment.gov.mv</a> Website: <a href="http://www.environment.gov.mv">www.environment.gov.mv</a> Project by: <a href="#">Waste Management and Pollution Control Department</a>

## Annex A

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### 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 Developing Regulations and Other Legislative Documents Related to the Waste Management Act (24/2022)**” 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**

<b>Consultancy Service for Developing Regulations and Other Legislative Documents Related to the Waste Management Act (24/2022)</b>																
<b>Deliverables</b>	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>	<b>Week 6</b>	<b>Week 7</b>	<b>Week 8</b>	<b>Week 9</b>	<b>Week 10</b>	<b>Week 11</b>	<b>Week 12</b>	<b>Week 13</b>	<b>Week 14</b>	<b>Week 15</b>	<b>..... Week 19</b>

## 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 (Lead Legal Consultant)**

[ 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 **Lead Legal Consultant to Consultancy Service for Developing Regulations and Other Legislative Documents Related to the Waste Management Act (24/2022)**”- 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 (Legal Support Staff)**

[ 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 **Legal Support Staff** to “**Consultancy Service for Developing Regulations and Other Legislative Documents Related to the Waste Management Act (24/2022)**”- 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 “**Consultancy Service for Developing Regulations and Other Legislative Documents Related to the Waste Management Act (24/2022)**”- 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	Total (MVR)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
	<b>Total:</b>	
	<b>GST</b>	
	<b>Total with GST</b>	

**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"> <li>• All such documents reflect the financial situation of the Bidder.</li> <li>• Historic financial statements must be complete, including all notes to the financial statements.</li> </ul> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> <li>• Historic financial statements must correspond to accounting periods</li> </ul> </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**

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

<b>1</b>	<b>Bid Awarding</b>	
	1.1	Bidder will be informed of the decision to award a bid via an official intent to award the bid.
	1.2	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.
	1.3	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.
<b>2</b>	<b>Arithmetic</b>	
	2.1	Provided that the Tender is substantially responsive, the Employer shall correct arithmetical errors on the following basis:
	2.1.1	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;
	2.1.2	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
	2.1.3	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.
	2.2	If the Tenderer that submitted the lowest evaluated Tender does not accept the correction of errors, its Tender shall be declared non-responsive.

**Annex B**

Note:

- The Regulations and Sub-laws to be developed under the consultancy may not be Limited to the list mentioned below.
- It is the duty of the Legal Consultant to consult all the necessary stakeholders and authorities as well as the public during the development of the Regulations and Legislative Documents.
- The names of the Regulations and Legislative Documents mentioned here are for reference purposes only, and may change. The Legal Consultant is expected to propose a coherent classification of these Regulations and propose ideal names for the Regulations and Legislative Documents.

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<p>ناسر ڈسٹریکٹ نامزدی زونڈھوڈی یوڈھوڈا ناسر ڈسٹریکٹ نامزدی ہارڈ یوڈھوڈا</p>	<p>6 ڈسٹریکٹ ڈسٹریکٹ: 18 ڈسٹریکٹ</p>	<p>ناسر ڈسٹریکٹ نامزدی زونڈھوڈا ڈسٹریکٹ نامزدی ہارڈ یوڈھوڈا</p>	<p>25 (س)</p>
<p>ناسر ڈسٹریکٹ نامزدی زونڈھوڈی یوڈھوڈا ناسر ڈسٹریکٹ نامزدی ہارڈ یوڈھوڈا</p>	<p>6 ڈسٹریکٹ ڈسٹریکٹ: 18 ڈسٹریکٹ</p>	<p>ناسر ڈسٹریکٹ نامزدی زونڈھوڈی یوڈھوڈا ڈسٹریکٹ نامزدی ہارڈ یوڈھوڈا</p>	<p>42 (س)</p>
<p>ناسر ڈسٹریکٹ نامزدی زونڈھوڈی یوڈھوڈا ناسر ڈسٹریکٹ نامزدی ہارڈ یوڈھوڈا</p>	<p>6 ڈسٹریکٹ ڈسٹریکٹ: 18 ڈسٹریکٹ</p>	<p>ناسر ڈسٹریکٹ نامزدی زونڈھوڈی یوڈھوڈا ڈسٹریکٹ نامزدی ہارڈ یوڈھوڈا</p>	<p>55</p>
<p>ناسر ڈسٹریکٹ نامزدی زونڈھوڈی یوڈھوڈا ناسر ڈسٹریکٹ نامزدی ہارڈ یوڈھوڈا</p>	<p>6 ڈسٹریکٹ ڈسٹریکٹ: 18 ڈسٹریکٹ</p>	<p>ڈسٹریکٹ نامزدی ہارڈ یوڈھوڈا، ڈسٹریکٹ نامزدی زونڈھوڈی یوڈھوڈا، ڈسٹریکٹ نامزدی ہارڈ یوڈھوڈا، ڈسٹریکٹ نامزدی زونڈھوڈی یوڈھوڈا</p>	<p>56 (س)</p>
<p>ناسر ڈسٹریکٹ نامزدی زونڈھوڈی یوڈھوڈا ناسر ڈسٹریکٹ نامزدی ہارڈ یوڈھوڈا</p>	<p>6 ڈسٹریکٹ ڈسٹریکٹ: 18 ڈسٹریکٹ</p>	<p>ناسر ڈسٹریکٹ نامزدی زونڈھوڈی یوڈھوڈا ڈسٹریکٹ نامزدی ہارڈ یوڈھوڈا ڈسٹریکٹ نامزدی زونڈھوڈی یوڈھوڈا ڈسٹریکٹ نامزدی ہارڈ یوڈھوڈا</p>	<p>59 (س)</p>
<p>ناسر ڈسٹریکٹ نامزدی زونڈھوڈی یوڈھوڈا ناسر ڈسٹریکٹ نامزدی ہارڈ یوڈھوڈا</p>	<p>6 ڈسٹریکٹ ڈسٹریکٹ: 18 ڈسٹریکٹ</p>	<p>ڈسٹریکٹ نامزدی ہارڈ یوڈھوڈا ڈسٹریکٹ نامزدی زونڈھوڈی یوڈھوڈا ڈسٹریکٹ نامزدی ہارڈ یوڈھوڈا ڈسٹریکٹ نامزدی زونڈھوڈی یوڈھوڈا</p>	<p>63 (س)</p>
<p>ڈسٹریکٹ 2</p>			
<p>ناسر ڈسٹریکٹ نامزدی زونڈھوڈی یوڈھوڈا ناسر ڈسٹریکٹ نامزدی ہارڈ یوڈھوڈا</p>	<p>6 ڈسٹریکٹ ڈسٹریکٹ: 18 ڈسٹریکٹ</p>	<p>ناسر ڈسٹریکٹ نامزدی زونڈھوڈی یوڈھوڈا ڈسٹریکٹ نامزدی ہارڈ یوڈھوڈا</p>	<p>40 (س)</p>

