



Ministry of Environment, Climate Change and Technology
Republic of Maldives

TERMS OF REFERENCE
(IUL)438-ENV/438/2023/499

**Consultancy Service to Develop Baseline Assessment for Environmentally Significant Areas at
Laamu**

**“Enhancing National Development through Environmentally Resilient Islands (ENDhERI)
Project”**

Issued on: 30th October 2023

Issued By: Enhancing National Development through Environmentally Resilient Islands
(ENDhERI)

Project – Project Management Unit

TABLE OF CONTENTS

- i. SCHEDULE OF CRITICAL DATES2
- ii. SUBMISSION REQUIREMENTS2
- Note 03: After the evaluation, highest scoring party will be notified to sub.....**Error! Bookmark not defined.**
- 1. BACKGROUND4
- 2. MAIN OBJECTIVES:.....4
- 3. SCOPE OF ASSIGNMENT:5
- 4. DELIVERABLES.....6
- 6. DURATION OF THE CONSULTANCY:7
- 7. PROVISION OF MONITORING AND PROGRESS CONTROLS7
- 8. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS8
- 9. Evaluation criteria.....9

i. SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	30 th October 2023
Bid queries submission timeline	30 th October to 8 th November 2023 at 1200hrs
Bid clarification deadline	9 th November 2023 at 1200hrs
Proposal submission deadline	15 th November 2023 at 1000hrs

ii. SUBMISSION REQUIREMENTS

The following related documents shall be submitted for the bids to be considered sufficiently responsive, unless stated otherwise in the notes.

Applicants should submit their proposals (**1 stamped hard copy and 1 scanned soft copy**) containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms in ANNEX B.

a.	Technical Proposal – Standard Forms
	Proposal submission form (signed by the owner of the entity or person with power of attorney to sign) – Tech Form 1
	Approach, Methodology and Work Plan – Tech Form 2
	A summary of the work plan must be presented as a Gantt chart indicating the proposed time and duration for each activity, as shown in Work Schedule – Tech Form 3
	Curriculum Vitae (CV) of Lead Expert and other relevant technical team members (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted)– Tech Form 4
	Attested copy of academic certificates of all Lead Experts.
	Reference letters and/or published document copy/links to documents demonstrating experiences listed in this TOR for both Lead Experts. Reference letters should contain active contact details such as email and mobile number to contact for verification.
	Completed Letter of Commitment (signed by the Team Leader and Team members) – (Tech Form 5 & 6)
	Copy of Business (company/partnerships/institutions/sole proprietorship) registration certificate.
	Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered.
	Tax payer registration Certificate / Notification Copy – if registered.

	SME Registration Certificate (If any).
b.	Financial Proposal – Standard Forms
	Financial Proposal Submission Form (signed by the owner of the entity or person with power of attorney to sign) – <i>Fin Form 1</i>
	Financial Breakdown Form – <i>Fin Form 2</i>
	Details of Financial Situation (if applicable) – <i>Fin Form 3</i>
	Financial statements of the business for the year 2022, 2021 and 2020 (if applicable).
	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).
	Average Annual Turnover – <i>Fin Form 4</i>
	Financial Resources – <i>Fin Form 5</i>
	Line of Credit Letter (If applicable) <i>Fin Form 6</i>
	Current Contract Commitments / Work in Progress – <i>Fin Form 7</i>

Note 01: All bidders should clearly identify the Lead experts (herein referred to as the ‘Team Leader’) carrying out the task.

Note 02: If bidder fails to submit any of the necessary 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. BACKGROUND

Enhancing National Development through Environmentally Resilient Islands (ENDhERI) project financed by Global Environment Facility (GEF) and assisted by United Nations Environment Program (UNEP) with the objective of enhancing reef protection, resilience and ecosystem recovery by reducing development impacts in Laamu Atoll in Maldives. This project aims to assist the government of the Maldives in its implementation of new environmental policies and transition towards national adoption of Green Growth atoll development that will sustain marine Natural Capital (NC) and strengthen the resilience and recovery of reef ecosystems. This will be informed by learning from atoll-wide integrated coastal zone management within a Managed Marine Area / Biosphere Reserve framework, and the application of innovative sustainability practices and standards in agriculture, fisheries, tourism and construction sectors as the basis for transforming the human ecological footprint in Laamu Atoll, and taking this up to national level through sector transformation, spatial planning and improved governance based on NC accounting. The intermediate objective of this transformation is to minimize the flows of pollutants from land-based activities into the adjacent marine environment, and reduce marine-based drivers of reef degradation including baitfish and reef fisheries.

In an effort to strengthen the database and knowledge of key biodiversity habitats of Laamu Atoll for supporting development for better management and decision making, ENDhERI Project has initiated a process of conducting baseline assessment of selected sites. In this regard, Ministry of Environment is seeking consultancy services to conduct detailed baseline assessments of 5 selected sites in Laamu Atoll of the Maldives.

2. MAIN OBJECTIVES:

The main objective of the assignment is to develop Baseline Assessment for Environmentally Significant Areas of Laamu Atoll in line with IUCN “Guidelines for coral reef and small island vegetation surveys in the Maldives”. The assignment must be conducted in collaboration with Environment Department of Ministry of Environment, Climate Change and Technology (MECCT) and Environmental Protection Agency (EPA) and relevant island council and Laamu Atoll Council.

The Five ESA Laamu are;

#	Name	vertex_index	Easting	Northing
1	Fonadhoo Diving Point	1	331261.061	200270.498
		2	331182.901	200521.426
		3	332248.257	200882.931
		4	332377.75	200631.973
2	Isdhoo Muli	1	342249.446	235548.777
		2	342525.625	235817.149
		3	313469.326	198328.803
		4	314983.993	198374.875

3	Mathigulhi Sarahadhu	1	314591.391	197202.445
		2	313225.348	197616.56
		3	336126.636	223186.773
		4	336123.321	223394.223
4	Mundoo Channel	1	337397.03	223538.135
		2	337415.765	223141.693
		3	321454.762	207055.546
		4	323237.423	206994.791
5	Reethi Haa and Hudhafaru	1	323281.035	203582.875
		2	319319.124	203703.711
		3	321455.218	202080.401
		4	331261.061	200270.498
		5	331182.901	200521.426

3. SCOPE OF ASSIGNMENT:

- Provide a workplan, including a methodology/ protocol of the surveys to be approved by the Ministry of Environment, Climate Change and Technology.
- Undertake literature review of existing information available, including background documents and published documents related to previous projects undertaken relevant to the assignment and data from relevant Environmental Impact Assessment reports.
- Conduct consultations with relevant stakeholders to better understand the local knowledge and their vision and needs for the project.
- Produce detailed individual and a combined report on the ecological surveys and assessment including a consolidation of important findings.
- Produce detailed, geographically reference maps of the survey sites, submitted in original (including shape files), pdf and photo format
- Assess and analyze socio-economic settings for each selected sites.
- Assess and analyze historical changes to the area including geomorphology, development, and vegetation using Google Earth satellite information/images, aerial images.
- Assessment of indicators of stress and threats on the area(natural and human induced stresses), derived/infer sediment movement pattern and its associated impacts.
- Assess the ecosystem services.
- Produce Ecological Baseline report including significant finding and conclusions to be approved by MoECCT.
- Produce Socio-Economic baseline and resource use reports including significant finding and conclusions to be approved by MoECCT.

** Site inspection prior to bid submission is the responsibility of the bidding party and the client will not bare any responsibility for discrepancies between site and the given drawing*

4. DELIVERABLES

The consultant is expected to deliver the following deliverables. The deliverables will be approved once the drafts are reviewed by ENDhERI Project and MECCT, and once noted observations are addressed.

- i. **Inception Report:** describing the detailed work plan, a methodology for data collection and analysis, outline of the report and anticipated activities and their timeline in word and PDF format in English.
- ii. **Literature Review:** A report on existing information available, which includes information from background documents and published documents related to previous projects undertaken relevant to the assignment and data from relevant Environmental Impact Assessment reports.
- iii. **Ecological Baseline Reports:** Produce detailed individual (one for each site) reports and a combined report of the ecological surveys, including a summary of significant findings. The survey reports should also include references to, and findings of, similar ecological surveys carried out in the project location, a discussion on existing data, new information, and comparison of sites surveyed and existing protected areas.
- iv. **Socio-Economic baseline report including resource use:** Produce detailed individual (one for each site) reports and a combined report on socio-economic settings of selected sites, current resource use, historical changes to the area including geomorphology, development, and vegetation; indicators of stress and threats on the area (natural and human induced stresses); ecosystem services. The report should include, geographically reference maps for resource use of five sites and submitted in original (including but not limited to shape files), pdf and photo format in Dhivehi and English.
- v. **Maps:** Produce detailed individual (one for each site) reports and a combined report for resource use, and geo-referenced maps (resource use) of the survey sites and submit in original (including shape files), pdf and photo format (all information should be geo-referenced including transect locations, photographs and videos collected) from the survey. photographs and videos of the assignment including pics/videos demonstrating ecological significance.
- vi. **Stakeholder Engagement & Consultation Reports:** describing all the relevant stakeholders, the minutes of each stakeholder meeting, and report for overall stakeholder engagement in the process of formulation of report on resource use as word and PDF format in Dhivehi and English.
- vii. **Presentation:** The survey report including key findings and recommendations.

- viii. Enter the collected survey data into the coral database established and maintained by Maldives Marine Research Institute, <https://sites.google.com/view/coraldatabase/> .

5. PAYMENT SCHEDULE

Suggest any workable workplan 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 3 – Work Schedule”

ID	Deliverable	Payment Schedule
1	Inception Report Submission	10%
2	Literature Review Draft Ecological Baseline Report Draft Socio-Economic baseline report including resource use	20%
3	Final Ecological Baseline Report Final Socio-Economic baseline with resource use Stakeholder Consultation Reports	30%
4	Maps and Primary Data	20%
5	Final Presentation - Baseline reports and findings	20%

*All payments will be made upon acceptance of the output and production of an invoice.

6. DURATION OF THE CONSULTANCY:

The duration of the Consultation is **6** calendar months upon signing the contract .

7. PROVISION OF MONITORING AND PROGRESS CONTROLS

Consultant is expected to work closely with the PMU of ENDhERI project of Ministry of Environment, Climate Change and Technology and other stakeholders of the project.

The consultant shall attend progress meetings once every MONTH with the ENDhERI team members in post(s) under section 8 (Requirements for Experience and Qualification) must participate in the progress meetings. Team members in post(s) under section 8 are required to be present in person for the following:

- Trainings
- Presentation of Reports

For meetings held under this consultancy, the Minutes of Meeting must be provided to the PMU within 5 days of the meeting.

8. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

To be eligible for this assignment, the Consultant must demonstrate (through reference letters and/ or submit evidence via publications) past experience in performing the services (description of similar assignments, Value of such assignments)

In executing this TOR, the consultancy is expected to meet the following eligibility criteria and should provide CVs and commitment letters of the following requirements:

#	Post	Nos
1	Lead Surveyor	1
2	Environmental Science Expert	1
3	GIS Specialist	1

- Details of any other support persons and positions must be included in Technical Form 4,5 and 6.

1. Lead Surveyor (Team Leader)

- *Minimum qualification:*
 - Minimum Bachelor's degree in surveying/geometric engineering and/or related field OR a Licenced Surveyor Registered at Maldives Land and Survey Authority
 - Minimum 3 years of experience and/ or 3 assignments in environmental surveying (marine and terrestrial) (reference letters and/ or submit evidence via publications)

2. Environmental Science Expert

- *Minimum qualification:*
 - Minimum Bachelor's degree Environmental Science, Environmental Management or related field to carry out the works as included in the scope of the work (education certificate is required)
 - Minimum 3 years of experience and/ or 3 assignments in conducting environmental assessments (marine and terrestrial) (reference letters and/ or submit evidence via publications)

3. GIS Specialist

- *Minimum qualification:*
 - Minimum Bachelor’s degree in GIS, remote sensing, mapping, landscape ecology, habitat studies, or in a relevant field (education certificate is required)
 - Minimum 3 years of experience and/ or 3 assignments in conducting environmental assessments in similar capacity (marine and terrestrial)

9. 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.

Details	Maximum points
1. Qualifications and experience of the Lead Surveyor (Team Leader)	[40]
a) Academic Qualification <ul style="list-style-type: none"> • [15] Points for Minimum Bachelor’s degree in surveying/geometric engineering and/or related field OR a Licenced Surveyor Registered at Maldives Land and Survey Authority 	[15]
b) Professional Experience <ul style="list-style-type: none"> • [15] Points for Minimum 3 years of experience and/ or 3 assignments in environmental surveying (marine and terrestrial) • [02] Points for each additional year/assignment up to 5 years/assingments. 	[25]
2. Qualifications and experience of the Environmental Science Expert	[30]
a) Academic Qualification <ul style="list-style-type: none"> • [15] Points for Minimum Bachelor’s degree Environmental Science, Environmental Management or related field to carry out the works as included in the scope of the work. 	[15]
b) Professional Experience <ul style="list-style-type: none"> • [10] Points for minimum 3 years of experience and/ or 3 assignments in conducting environmental assessments (marine and terrestrial) • [01] Points for each additional year/assignment up to 5 years/assingments. 	[15]

3. Qualifications and experience of the GIS Specialist	[30]
a) Academic Qualification <ul style="list-style-type: none"> [15] Points for Minimum Bachelor's degree in GIS, remote sensing, mapping, landscape ecology, habitat studies, or in a relevant field. 	[15]
b) Professional Experience <ul style="list-style-type: none"> [10] Points for minimum 3 years of experience and/ or 3 assignments in conducting environmental assessments in similar capacity [01] Points for each additional year/assignment up to 5 years/assignments. 	[15]
MAXIMUM TECHNICAL SCORE	100

Only the proposals that will obtain a minimum of 75% out of 100 obtainable points will be qualified for the financial evaluation.

10. 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.

The weights given the technical and financial score are:

$T = \{0.6\} * S_t$, and

$P = \{0.4\} * S_f$

Final score (FS) is $T + P$

Total technical score (s): 100

- The minimum technical score (s) required to pass is: 75 Points, proposal that does not qualify the minimum technical score will be disqualified from further evaluation.
- 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 the price of the proposal under consideration.

- The weights given to the Technical and Financial Proposals are:
- $T = \{0.6\}$, and $F = \{0.4\}$

11. Financial Situation evaluation

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 240,000.00 or the year 2022,2021 and 2020. (**Submit Form FIN-1 Annual Turnover**)

(OR)

- To be eligible the financial statements of the bidding party must show, Minimum value of MVR 240,000.00 for liquid asset, for the year 2022 ,2021 and 2020. – (**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 240,000.00

(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 240,000.00– (**Submission Form Fin -4: Line of Credit Letter**)

12. 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

13. 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.

14. 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 ENDhERI project at the end of the contract and will become the sole property of Ministry of Environment, Climate Change and Technology.

15. Submission

Bid submission	On or before 15th November 2023 at 1000 hours local time.
Bid opening	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	<p>Proposals must be delivered in both soft and hard copies. Hard copy of the proposal should be in a sealed envelope titled below.</p> <p>“Do not Open Before 15th November 2023 at 1005 – Develop Ecological Baseline Assessment for Environmentally Significant Areas at Laamu “and the submitting party’s name and address</p> <p>Late proposals will be rejected.</p>
Submission address	<p>Procurement Section Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu Male’, 20392, Republic of Maldives</p>

	Email: Website: www.environment.gov.mv Project name: Enhancing National Development through Environmentally Resilient Islands (ENDhERI)
--	---

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 “Develop Ecological Baseline Assessment for Environmentally Significant Areas at Laamu” 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

Develop Ecological Baseline Assessment for Environmentally Significant Areas at Laamu																
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	

- 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 ““Develop Ecological Baseline Assessment for Environmentally Significant Areas at Laamu”- 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 (**Specify**) to ““Develop Ecological Baseline Assessment for Environmentally Significant Areas at Laamu”” 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 “Develop Ecological Baseline Assessment for Environmentally Significant Areas at Laamu” 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 120 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 2022:	Year 2021:	Year 2020:

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
2022		
2021		
2020		
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 **(20%)** 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 **20%** with validity of no less than 120 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;
- if there is an error in a total corresponding to the addition or subtraction of subtotals, the
- 5.1.2 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.