

Terms of Reference for Consultancy Service for Development of Applications, Tools, KPIs, etc., for Knowledge Management and Common Payment Platform



Ministry of Climate Change, Environment and Energy

Republic of Maldives

REQUEST FOR PROPOSAL

(IUL)438-ENV/438/2024/36

Consultancy Service for the development of Applications, Tools, KPIs, etc., for Knowledge Management and Common Payment Platform

“Integrated, Sustainable and Low Emission Transport in the Maldives” Project

Issued on: 31st January 2024

Issued By: Integrated, Sustainable and Low Emission Transport in the Maldives – Project Management Unit

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SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertisement for proposals	31st January 2024
Last day to submit queries	1200hrs 05 th February 2024
Deadline to submit proposals	1000hrs 12 th February 2024

SUBMISSION REQUIREMENTS

1. The following related documents shall be submitted for the bids to be considered sufficiently responsive.
2. Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX A.

Technical Proposal – Standard Forms

1. Completed Proposal submission form – (Tech Form 1)
2. A summary of the work plan for the deliverables in chapter 7 of this TOR, must be presented in the format in Work Schedule (Tech Form 2) showing in the form of a Gant chart, the timing proposed for each activity.
3. Agency Profile (Tech Form 3.1)
4. Curriculum Vitae (CV) of the Consultant (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted in the format given) – (Tech Form 3.2)
5. Letter of commitment to undertake the project (Tech Form 4 and 5) (signed by the Team Leader and team members)
6. Copies of academic certificates and work references letters of Consultant.
7. Copy of Business (sole proprietorship/company/partnerships/institutions/joint venture) registration certificate
8. Tax Registration documentation
9. SME Registration documentation
10. Joint Venture Partner Information form if applicable – (Tech Form 6)
11. If more than one party wishes to show interest as a JV, Joint Venture or Association Agreement between the parties needs to be provided
12. Copy of GST Registration certificate issued by Maldives Inland Revenue Authority

Financial Proposal – Standard Forms

1. Completed proposal submission form (Fin Form 1)
2. Completed financial breakdown form (Fin Form 2)
3. Financial Situation (Fin Form 3) – (If applicable)
4. Average Annual Turnover (Fin Form 4) – (If applicable)
5. Financial Resources (Fin Form 5) – (If applicable)
6. Line of Credit Letter (Fin Form 6) – (If Applicable)
7. Financial Statement of the business for the year 2021,2022 – (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)

8. FIN FORM -7 Current Contract Commitments / Work in Progress

Note

1. All bidders should clearly identify a Key person (herein referred to as the ‘Consultant’) for carrying out the task. For bids submitted by joint venture/company/partnerships/institutions, the Key person signed in Tech Form 4 will be considered for the evaluation process.
2. If a Sole Proprietorship is interested in submitting proposal for this assignment the proposed Key person should be the owner of the Sole Proprietorship.
3. If bidder fails to submit any of the above listed document, their proposal will not be considered for further evaluation.

1. INTRODUCTION

The Government of Maldives has received funding from the Global Environment Facility (GEF) for the project “Integrated Sustainable and Low Emission Transport in the Maldives”. The Government intends to apply part of the proceeds towards Hiring an Agency for Development of Applications, Tools, KPIs (Knowledge Performance indicator) , Common Payment Platform etc. for Knowledge Management of the Project.

The objective of the project is to promote an integrated, sustainable and low-emission transport system and reduce GHG emissions and air pollution from the transport sector as well as address energy security by reducing fossil fuel imports. The project will result in an integrated urban and transport plan that leads to enhanced coordination among various government stakeholders and development of projects to enhance mobility for the residents with public and low emission transport infrastructure. The visibility of demonstration of the projects for e-buses and e-bike sharing schemes backed with the campaigns to create awareness of users, the benefits for sustainable low-emission transport options is expected to create a buy-in among policy makers and stakeholders to scale of investments in sustainable low emission transport options. The project will support development of measurable, reportable, and verifiable (MRV) system to measure emissions and reduction. This system will track and assess the benefits/ impacts of sustainable low-emissions transport options. This increased information and its tracking on use of sustainable low-emission transport will create greater awareness of benefits in policy makers and users to continuously integrate new and emerging sustainable and low-emission transport options. Information from demonstration projects and tracking of information on use of sustainable low-emission transport will create greater awareness of benefits in policy makers and users

The proposed project is structured across three components, which are necessary to address the barriers and facilitate the successful implementation of the baseline efforts to achieve an integrated, sustainable, and low-emission transport system:

- Component 1: Institutionalization of integrated sustainable low-carbon transport and development of regulatory framework and policies

- Component 2: Short-term barrier removal and scaling-up investments through low-emission sustainable transport demonstrations
- Component 3: Preparing for scale-up, monitoring, awareness creation and replication of integrated sustainable low-emission transport.

2. OBJECTIVE OF THE CONSULTANCY

The main objective of this consultancy service is to develop an application to operationalize Bike Sharing systems and its integration with Public Bus or other public transport system, development of a e-platform for project knowledge management and further aspects to operationalize the demonstration projects and scaling up of it.

The outcome of the consultancy will lead to an efficient, updated e-platform that will enable easy an adaptable system to all users of the of public transport. The Agency will recommend appropriate actions to strengthen and upscale this objective and its outcome to achieve the key components of the project.

3. SCOPE OF WORK

The scope of work of this consultancy include the following;

1. Study the existing situation and identify all key players (institutions, corporations etc.) in this task and prepare an activity plan to carry out the deliverables and tasks as required.
2. Conduct a detailed meeting with identified stakeholders/the key players, to develop the required e-platform and find out ways in integration of any such software or platforms in the transport sector.
3. Identify potential measures and actions for the development of Applications, Tools, Websites, KPIs, Common Payment Platform, etc. for Knowledge Management and recommend appropriate actions for the required consultancy.
4. Coordinate with stakeholders/the key players and PMU and develop all requirements under this TOR.
5. Work with the Experts hired for the project to bring out the best outcome of the project.

4. EXPECTED DELIVERABLES

1. Development of Application(s), Tools, for payments and to operationalize Bike Sharing systems, and a feasibility study for of a Common Payment Platform for integration with Public Bus system and any other public transport system Common Payment Platform etc. The Application for e-bike should be adaptable as a Mobile App.
2. Development of an e-platform for Project Knowledge Management Repository with all the required and relevant KPIs, Impact Assessment of EV deployment and Measurement, Reporting, and Verification (MRV) etc., for such a project.
3. Give training/transfer of knowledge to the identified (ICT) personals of the Client and relevant counterparts of the Project.

4. Give input and recommendation on further aspects to operationalize and upscale the Pilot Project Efficiently in the Deliverables 1, 2 and 3.
5. Recommend appropriate actions to strengthen and upscale this objective and its outcome to achieve the key components of the project.

5. QUALIFICATION AND EXPERIENCE

The Agency interested for the said Consultancy work should satisfy the following minimum requirements.

1. The agency should have previous similar experience and have demonstrated similar kind of work done in comparable geographies.
2. The Agency must have more than 5 years of experience in the field of information technology, software application programming and information management, including experience in similar works
3. The Agency should have adequate technical support staff to carry this work and must be available to complete the work on time. This must be supported with necessary documents.
4. The Agency must submit the original CV with photograph for all the team members for this assignment indication when and how long will work with the team. If any foreign nationals are proposed as team member, then the necessary approvals (work permits, etc) sorting is the responsibility of the Agency.

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:

#	Position	Nos
1.	Team Leader	1
2.	Application(s) and Platform Developer/programmer (Key Software Developer)	1
3.	Knowledge Management Specialist to Develop KPI's	1

- Details of any other support persons and positions must be included in Technical Form 3.2,4 and 5.
- 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.
- The individual serving as the team leader and Key Software Developer can be the same; however, please note that this person will undergo separate evaluations for each respective role.

The Team Leader and the Key Software Developer who are proposed in the team should possess the following minimum criteria

- o A minimum Bachelor's degree in a IT and software development and science related field with at least 2 years of experience working in the related field.
- o A minimum of 2 years professional/practical experience in developing such software and

related applications.

- o Ability to work on field to conduct survey and acquire knowledge and data for the requirement of the assignment.
- o Proven expertise in qualitative research techniques, including interviewing stakeholders, facilitating focus groups.
- o Strong communication skills, and ability to liaise with various stakeholders, including government officials.

Knowledge Management Specialist to Develop KPI's of the team should possess the following minimum criteria

- o A minimum bachelor's degree in a related field like statistics, computer science, data analysis and developing KPI, etc.,
- o Minimum 2 years' experience in a related field of survey related data analysis, visual of data and presentation.
- o Ability to work on field to conduct survey and acquire knowledge and data for the requirement of the assignment.
- o Strong communication skills, and ability to liaise with various stakeholders, including government officials.

Other skills:

1. The ability to control the consultation process and create synergy of the group/subgroups to complete the consultation effectively and efficiently.
2. The ability to work with international experts, to meet strict deadlines and plan the work according to priorities.

1. The Warranty period for all Software, Applications, Tools, , KPIs, Payment Platform, etc designed under the contract is 12 Months/Years
2. The Agency shall use fully warrantied software for the assignment and will not infringe any Intellectual Property Rights held by any third party and that it has all necessary rights, secured in writing. If any licenses and other transfers of Intellectual Property Rights required it has to be acquired without any additional cost to the client.
3. The Agency shall provide warranty to the works delivered under this assignment, this should include the Web-based software, Applications, Tools , KPIs, Payment Platform, etc designed under the contract.
4. All software must be fully tested for running of the applications etc, and defect arising from the design or workmanship under normal use of the supplied software must be immediately rectified.
5. No claims shall be arising from any third party regarding the any software, Applications, Tools KPIs, etc designed under the contract.
6. During the warranty period if any defaults, failure etc., arises consultant shall with all reasonable speed, repair or replace the defective systems, without costs to the client.
7. During the Warranty period, the consultant shall provide all updates, patches/fixes, version upgrades and new versions if any within 7 days of their availability and should carry out installation and operationalization of the same at no additional cost to the client.
8. The system proposed to be developed and maintained by the consultant represents a complete,

end-to-end integrated solution meeting all the requirements and will provide the functionality and performance, as per the terms and conditions of this agreement formed between both parties.

9. All Software and hardware required for the operation of the proposed platform, applications, tools. KPIs, Payment Platform, etc., must be compatible and upgradable for the technology updates and upscaling of the project.

10. Thus, a software development firm needs to establish and encourage knowledge-sharing sessions between team members within a project.

EXPECTED DELIVERABLES (TENTATIVE SCHEDULE):

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

Item	D. #	Key Item	Details	Duration	End Product	Payment Schedule
1		Inception Meeting	Inception meeting to ensure that the work is aligned with the scope of this TOR and finalisation of the work Plan.	Week 1	<ul style="list-style-type: none"> Inception Meeting Report Final Workplan with schedules of meetings and interactions with PMU staff 	5%
	1	Development of Application(s), Tools, Websites, for payments and to operationalize Bike Sharing systems, and a feasibility study for of a Common Payment Platform for integration with Public Bus system and any other public transport system Common Payment Platform etc. The Application for e-bike should be adaptable as a Mobile App.				
2	1.1	Technical Meeting with Key players and Stakeholders	Assess the situation and identify the key players and stakeholders and conduct bilateral meetings with them		<ul style="list-style-type: none"> Detailed Meeting Minutes in English 	15%
3	1.2	<i>Please breakdown tasks as appropriate by the Constancy Agency</i>			<ul style="list-style-type: none"> 	
4	1.3				<ul style="list-style-type: none"> 	
5	1.4				<ul style="list-style-type: none"> 	
6	1.5	Development of Application(s), Tools, Websites, for payments and to operationalize Bike Sharing systems, and a feasibility study for of a Common Payment Platform for integration with Public	Final Submittal		<ul style="list-style-type: none"> 	

		Bus system and any other public transport system Common Payment Platform etc. The Application for e-bike should be adaptable as a Mobile App.				
	2	Development of an e-platform for Project Knowledge Management Repository with all the required and relevant KPIs, Impact Assessment of EV deployment and Measurement, Reporting, and Verification (MRV) etc., for such a project.				
7	2.1	Technical Meeting with Stakeholders			<ul style="list-style-type: none"> Detailed Meeting Minutes in English 	15%
8	2.2	<i>(Please breakdown tasks as appropriate by the Consultancy Agency)</i>			<ul style="list-style-type: none"> 	
9	2.3				<ul style="list-style-type: none"> 	
10	2.4				<ul style="list-style-type: none"> 	
11	2.5	Submission of an e-platform for Project Knowledge Management Repository with all the required and			<ul style="list-style-type: none"> 	

		relevant KPIs, Impact Assessment of EV deployment and Measurement, Reporting, and Verification (MRV) etc., for such a project.				
	3	Give training/transfer of knowledge to the identified ICT personals of the Client and relevant counterparts of the Project.				
12	3.1	<i>(Please breakdown tasks as appropriate by the Consultancy Agency)</i>		Week 12 – Week 15	<ul style="list-style-type: none"> Detailed Meeting Minutes in English 	15%
13	3.2			Week 16 (Week after the completion of Deliverable 3.1)		
14	3.3					
15	3.4	Final Report on the training and provide relevant manuals and SOP's as required.	Final Documents as required	Week 18	<ul style="list-style-type: none"> 	
16	3.5			Week 19		

	4	Give input and recommendation on further aspects to operationalize and upscale the Pilot Project Efficiently in the Deliverables 1, 2 and 3.				
17	4.1	<i>(Please breakdown tasks as appropriate by the Consultancy Agency)</i>				15%
	5	Recommend appropriate actions to strengthen and upscale this objective and its outcome to achieve the key components of the project.				
20	5.2	<i>(Please breakdown tasks as appropriate by the Consultancy Agency)</i>			•	15%
21	5.3					
22	5.4				•	
23	5.5					
29	6.5				•	
32		Wrap up	Finalizing and submission of detailed final report with all deliverables under this TOR	Week 48 – Week 52	• Submission of Detailed final report of the assignment in English	10%
	6	Warranty Period and Payment after end of Warranty Period				

Consultancy Service for development of Applications, Tools, KPIs, etc., for Knowledge Management and Common Payment Platform

	6.1	Regular performance audit as recommended and agreed				5%
	6.2	Final Joint report and recommendations.				5%

6. WORKING ARRANGEMENT

The work of the Agency will be coordinated by the National Technical Coordinator and supervised by a nominated expert in the field and will work closely with designated officials from the Project Management Team (PMU).

The Agency should carry his/her task with the Project Management Unit and MCCEE to update on the progress of consultancy works and the works should be carried out in accordance with the rules and procedures of the Government of Maldives.

All meetings should be held with the related authorities/agencies and stakeholders physically or virtually.

7. DURATION OF THE CONSULTANCY

The Agency must be available to commence the services from the date of contract signing and will be hired for a period of Eighteen (18) calendar months from the date of contract signing. If required, the contract can be extended for a period agreed between both the client and the consultant.

8. DUTY STATION

The Agency is expected work in their own work setup but meet and report to the Experts and officials of the project as scheduled the Project Management Team (PMU) for the “Integrated, Sustainable and Low Emission Transport in the Maldives” project under the Ministry of Climate Change Environment and Energy (MCCEE)

9. QUERIES

For any queries, please email to procurement@environment.gov.mv copied to islet@environment.gov.mv before 12:00hrs of 5th February 2024

10. 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	[20]
Tentative Work Schedule	[20]
The Agency must have more than 5 years of experience in the field of information technology, software application programming and information management, including experience in similar works	[20]
The Agency should have previous similar experience and have demonstrated similar kind of work done in comparable geographies	[20]
The Agency should have adequate technical support staff to carry this work and must be available to complete the work on time. This must be supported with necessary documents.	[10]
The Agency must submit the original CV with photograph for all the team members for this assignment indication when and how long will work with the team. If any foreign nationals are proposed as team member, then the necessary approvals (work permits, etc) sorting is the responsibility of the Agency.	[10]
Total A=	[]

(B) Project team	[100]
Team Leader	[40]
Application(s) and Platform Developer/programmer (Key Software Developer)	[40]
Knowledge Management Specialist to Develop KPI's	[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 5</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%]

Technical score (St) = A/100*[W1] + B/100*[W2]

Weight distribution

W1	Company profile with relevant to similar or related assignments	[40]
W2	Project team	[60]

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 2022,2021 and 2020. **(Submit Form FIN-4 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 2022,2021 and 2020. – **(Submit Form FIN -3: 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 -6: Line of Credit Letter)**

11. SUBMISSION

ACTIVITY	ACTION DATE
Advertisement for proposals	31 st January 2024
Last day to submit queries	1200hrs 05 th February 2024
Deadline to submit proposals	1000hrs 12 th February 2024

Bid Submission	On or Before 12th February 2024– 10:00hrs local time
Bid Opening	On or Before 12 th February 2024– 10:05 hrs local time Proposals will be opened in the presence of the proponents’ representatives who choose to be present at the address below at the time of proposal opening.
Submission Instruction	Proposals must be delivered in sealed envelopes titled “Do not Open Before 12th February 2024 at 10:05 hours – ‘Agency for Development of Applications, Tools, KPIs, Payment Platform etc. for Knowledge Management for the Integrated, Sustainable and Low Emission Transport in the Maldives’ Project and the submitting party’s name and address” Late proposals will be rejected.
Submission address	Procurement Section Ministry of Climate Change, Environment and Energy Green Building, Handhuvaree Hingun, Maafannu Male’, 20392, Republic of Maldives Email: procurement@environment.gov.mv

	Website: www.environment.gov.mv Project Name: Integrated, Sustainable and Low Emission Transport in the Maldives
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ANNEX A

TECH FORM 1 – Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, would like to express our Interest on behalf of our Company for a **‘Consultancy Service for the development of Applications, Tools, KPIs, etc., for Knowledge Management and Common Payment Platform** in accordance with your Request for Proposal dated [xxx]. I am hereby submitting my Proposal, which includes all required documents as per Request for Proposal.

We are hereby submitting my Proposal, which includes all required documents as per Request for Proposal.

We 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, we undertake to negotiate on the basis of the proposed fees. The Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of joint venture/company/partnerships/institutions/sole proprietor:

Address

TECH FORM 2 – Work Schedule

Work Schedule for Consultancy Service for the development of Applications, Tools, KPIs, etc., for Knowledge Management and Common Payment Platform												
Description	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11 Week 43
Activity												

TECH FORM 3.1 – Agency Profile

- 1. Name of Agency (Company Name):**
- 2. Correspondence Address**
- 3. Name of Representative**
 - 3.1 Designation of Representative**
 - 3.2 Contact No:**
 - 3.3 Email Address:**
- 4. Registered Address:**
- 5. No. of Employees:**
- 6. Completed Projects / Works / Previous Experience of Similar Nature (please write the most recent works first)**

- 7. COMPANY INFORMATION**
 - 7.1 Company Registration Certificate
 - 7.2 Documents showing experience in field (i.e. project completion certificate, reference letter or any other relevant documents proving the experience in the field or similar works.)
- 8. FINANCIAL DOCUMENTS**

Submit Audited Financial Statement of most recent 3 years for Companies and management account of the current year. (authorized by a certified audit firm / individual)
- 9. LEGAL DOCUMENTS**
 - 9.1 Company Board Resolution of the Company confirming Board of Director’s approval for proposed work.
 - 9.2 Power of Attorney to sign on behalf of the Party.
- 10. JV ARRANGEMENTS**

In case Proposal is submitted by a Joint Venture (JV), the JV agreement or letter of intent to enter into JV including but not limited to scope of works to be executed by respective partners and equity share percentage of the respective partners

TECH FORM 3.2 – Curriculum Vitae (CV) of each Expert/Professional Proposed

- 1. Name:** *[Insert full name]:*
- 2. Date of birth:**
- 3. Education** *[Indicate college/university and other specialized education, giving names of institutions, degrees obtained, and dates of obtainment]:*
- 4. Membership of professional associations**
- 5. Other Training**
- 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 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:

8. Summary of projects/assignments undertaken/ role

Name of project/ assignment:

Experience classification: General / specific

Scope of project/ assignment:

Role/ Position undertaken:

Period of Consultation:

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 4 – Letter of Commitment (Team Leader and Key Software Developer)

[Location, date]

To: [Name and address of Client]

Ref no: _____

Dear Sir/Madam,

We are writing to confirm on behalf of our firm/company our availability to provide services as an **Consultancy Service for the development of Applications, Tools, KPIs, etc., for Knowledge Management and Common Payment Platform** “Integrated, Sustainable and Low Emission Transport in the Maldives Project” for the Integrated, Sustainable and Low Emission Transport in the Maldives’ Project – Ref: (IUL)438-ENV/438/2024/36, dated 31st January 2024... for the Ministry of Climate Change, Environment and Energy.

We 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 Climate Change, Environment and Energy’s notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Authorized Signature [In full and initials]:

Company Registration Details:

Date:

Signatory:

TECH FORM 5: Letter of Commitment (Knowledge Management Specialist to Develop KPI's)

[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 Knowledge Management Specialist to Develop KPI's to **“Consultancy Service for the development of Applications, Tools, KPIs, etc., for Knowledge Management and Common Payment Platform”**- for the Ministry of Climate Change, Environment and Energy.

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 Climate Change, Environment and Energy's notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

TECH FORM 6 – Joint Venture Partner Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below].

Date: [insert date (as day, month and year) of Bid Submission]

Procurement Reference No.: [insert reference]

Page ___ of ___ pages

1. Bidder's Legal Name:	<i>{insert Bidder's legal name}</i>
2. JV's Party legal name:	<i>{insert JV's Party legal name}</i>
3. JV's Party Country of Registration:	<i>{insert JV's Party country of registration}</i>
4. JV's Party Year of Registration:	<i>{insert JV's Party year of registration}</i>
5. JV's Party Legal Address in Country of Registration:	<i>{insert JV's Party legal address in country of registration}</i>
6. JV's Party Authorized Representative Information	
Name:	<i>{insert name of JV's Party authorized representative}</i>
Address:	<i>{insert address of JV's Party authorized representative}</i>
Telephone/Fax numbers:	<i>{insert telephone/fax numbers of JV's Party authorized representative}</i>
Email Address:	<i>{insert email address of JV's Party authorized representative}</i>
7. Attached are copies of original documents of: <i>{check the box(es) of the attached original documents}</i>	
<ul style="list-style-type: none"> - Articles of Incorporation or Registration of firm named in 2, above. - In case of government owned entity from the Republic of Maldives, documents establishing legal and financial autonomy and compliance with commercial law. 	

FIN FORM 1 – Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We offer the Express of Interest on behalf of our Company/Firm as an **‘Consultancy Service for the development of Applications, Tools, KPIs, etc., for Knowledge Management and Common Payment Platform’** - Ref: (IUL)438-ENV/438/2024/36 dated 31st January 2024, in accordance with your Request for Proposal dated [xxx] and Technical Proposal. The 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.

The Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We undertake, if our Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Address:

FIN FORM 2 – Financial Breakdown Form

No.	Description	MVR
1	Inception meeting to ensure that the work is aligned with the scope of this TOR	
2	Development of Application(s), Tools, for payments and to operationalize Bike Sharing systems, and a feasibility study for of a Common Payment Platform for integration with Public Bus system and any other public transport system Common Payment Platform etc. The Application for e-bike should be adaptable as a Mobile App.	
3	Development of an e-platform for Project Knowledge Management Repository with all the required and relevant KPIs, Impact Assessment of EV deployment and Measurement, Reporting, and Verification (MRV) etc., for such a project	
4	Give training/transfer of knowledge to the identified (ICT) personals of the Client and relevant counterparts of the Project.	
5	Give input and recommendation on further aspects to operationalize and upscale the Pilot Project Efficiently in the Deliverables 1, 2 and 3.	
6	Recommend appropriate actions to strengthen and upscale this objective and its outcome to achieve the key components of the project.	
7	Finalizing and submission of detailed final report with all deliverables under this TOR	
	Total	
	Tax	
	Total with Tax	

The quotation is valid for 90 days from the date of bid opening.

Note: Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa (MVR).

Note: The total contract price should be quoted inclusive of all taxes as per the GST Legislation and Circulars where applicable.

Signature

FIN FORM 3 – 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/supplier issuing the letter) 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 equity)	Estimated completion date	Average monthly invoicing over last six months (MVR/month)
1.					
2.					
3.					
4.					
5.					