



MINISTRY OF CLIMATE CHANGE, ENVIRONMENT, AND ENERGY

MALE' REPUBLIC OF MALDIVES

Announcement Reference No: (IUL)438-CCD/438/2024/128

Consultancy for the preparation of the Climate Change Adaptation information to be reported under the first Biennial Transparency Report (BTR1) to the UNFCCC

25 March 2024

Issued by:

**Maldives: Enabling Activities for the Preparation of Initial Biennial Transparency Report to the UNFCCC
(Maldives BTR 1 Project)**

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i. Schedule of Critical Dates

| Activity | Action Date |
|--|-------------------------|
| Advertised date | 25 March 2024 |
| Deadline for submission of bid queries | 28th March 2024 1200hrs |
| Deadline for publishing answers to bid queries | 28th March 2024 |
| Proposal submission deadline | 18th April 2024 1100hrs |

ii. Bid Clarification Instruction

For any queries please email to procurement@environment.gov.mv and CC to btr@environment.gov.mv before the 28th March 2024 1200hrs. Answers will be provided to all the queries received before the deadline and will be made available via the Ministry website (www.environment.gov.mv) on 28th March 2024 .

iii. Bid Submission Instruction

Proposals must be delivered in sealed envelopes titled;

“Do not Open Before 18th April 2024 at 1105 hours – Consultancy for the preparation of the Climate Change Adaptation information to be reported under the first Biennial Transparency Report (BTR1) to the UNFCCC and the submitting party’s name and address

Electronic submission is not permitted. 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
 Announcement no: (IUL)438-CCD/438/2024/128
 Project name: [Maldives: Enabling Activities for the Preparation of Initial Biennial Transparency Report to the UNFCCC \(Maldives BTR 1 Project\)](#)

iv. Submission Requirements

The following documents shall be submitted for the bids to be considered sufficiently responsive. Standard forms are provided in Annex 1

1. Proposal submission form (**signed by the owner of the entity or person with power of attorney to sign**) – (TECH FORM – 1)
2. Completed financial breakdown form (TECH FORM – 2)
3. Description of approach and methodology (TECH FORM – 3)
4. Team composition and task assignment (TECH FORM – 4)
5. Signed Letter of Commitment for the identified key Expert(s) – (TECH FORM – 5)
6. Signed Curriculum Vitae (CV) of the identified key expert in Section 7 of the TOR. The CV should clearly highlight required and relevant experiences to this TOR. The CV must also include reference contact details.
7. Copy of academic certificates and trainings of the key expert.
8. Reference letters demonstrating experiences listed in this TOR.
9. Documents to determine financial capacity of bidder (minimum requirement given in section “9.1 Preliminary Examination”):
 - a. For Business entities that have completed one year or more
 - i. FIN FORM – 1- Annual Turnover OR FIN FORM – 2 – Financial Situation;
 - ii. Financial Statements for the year 2020,2021,2022
 - b. For Business entities that have not completed one year from the date of business registration to date of bid announcement
 - i. Bank Statement for of the business’s bank account from the date of account opening to date of bid announcement
 - c. If Business entity is unable to meet any of the above requirement they shall submit ‘Line of Credit Letter’
 - i. FIN FORM – 3 Line Credit Letter
10. Copy of Business (Sole Proprietorship/company/partnerships/institutions) registration certificate.

11. Copy of SME Registration issued by the Ministry of Economic Development of the Maldives (MED) – If registered
12. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
13. Tax payer registration Certificate / Notification Copy issued by MIRA (Maldives Inland Revenue Authority)

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 TECH FORM 4 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: The winning bidder will be notified to submit tax clearance report issued from Maldives Inland Revenue Authority (MIRA). Tender will be awarded upon submission of tax clearance report.

Note 04: Registered entities under Maldives Inland Revenue Authority (MIRA) can apply for this consultancy.

1. Introduction & Background

The Maldives is preparing its first Biennial Transparency Report (BTR) with funding support received from the Global Environmental Facility (GEF), and with technical support from United Nations Environment Program (UN Environment) to meet the reporting requirements of the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement while responding to national development goals.

The Maldives' NDC includes adaptation in which the contributions have been organized under 9 thematic areas namely: enhancing agriculture and food security, infrastructure resilience, public health, enhancing water security, safeguarding coral reef and bio diversity, tourism, fisheries, and early warnings and systematic observation.

In this regard, MCCEE is seeking a qualified national consultancy services for the preparation of Adaptation assessments and reports that will be included as part of the of the BTR1 report of the Maldives.

The deliverables of the consultants are expected to be developed as per the guidance and guidelines issues under the transparency framework and its reporting requirements and also best practices adhered to prepare the BTRs.

2. Objective

The primary objective of this task is to prepare the Adaptation Assessments and Reports that could contain adaptation chapter of the BTR

3. Scope of Assignment

The scope of the exercise will include the following:

Compiling, analysing and updating the Adaptation Chapter of the BTR, using the available information and inputs from stakeholders. The assessments and reports should include at a minimum:

- A Report on national circumstances
- A Report on key vulnerabilities and risks based on the existing reports and field works if necessary and in consultation with stakeholders

- A set of indicators that will constitute the adaptation tracking framework for the Maldives NDC and its implementation
- A set of infographics and other graphic contents, maps of the report

4. Indicative Tasks

The indicative tasks are expected to provide information on climate change impacts and adaptation to the adverse impacts of climate change as outlined in the Article 7 of the Paris Agreement. The information to be gathered under the tasks need to provide an avenue for recognition of the adaptation efforts of the Maldives. These tasks are particularly significant due to immense vulnerability of the Maldives to adverse impacts of climate change.

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

1. Preparation of National circumstances, institutional arrangements and legal frameworks related to adaptation and resilience building.
2. Provide information and on impacts, risks, and vulnerabilities, as appropriate based on available resources and as per the guidance to be provided by CCD
3. Describe adaptation priorities and barriers of the Maldives based on available resources and key informant interviews and workshops.
4. Provide information on adaptation strategies, policies, plans, goals, and actions including available information on how the adaptation has been integrated into national policies, plans and strategies
5. Review and provide information on the progress on implementation of adaptation actions and interventions
6. Assesses how monitoring and evaluation of adaptation actions and processes has been included in the existing processes
7. Describe and provide an account on information related to averting, minimizing, and addressing loss and damage associated with climate change impacts. This could be prepared based on available data, literature, key informant interviews and stakeholder meetings.
8. Information on cooperation, good practices, experience, and lessons learned with regard to implementing adaptation actions.

9. Provide any other information related to climate change impacts and adaptation under Article 7 of the Paris Agreement.
10. Prepare a draft climate change impacts and adaptation report based on the information provided above.
11. Conduct workshops and stakeholder consultation meetings (3 is expected) to prepare, validate and share the findings of the reports. (Invitations and workshop arrangements will be made by the Ministry)
12. Prepare maps and infographics to demonstrate the impacts, projections and other information relevant to the sections of the Report.
13. Prepare a set of indicators to monitor progress of adaptation actions based on Maldives NDC.
14. Provide final Report on adaptation chapter of the BTR based on the draft and validation workshop(s).
15. Hold knowledge sharing workshop under the guidance of CCD to share the main findings of the adaptation report once it is completed and endorsed by CCD.
16. Indicative chapter outline:
 - i. National circumstances, institutional arrangements and legal frameworks
 - ii. Impacts risks and vulnerabilities in the context of the following areas:
 - enhancing agriculture and food security, infrastructure resilience (including Land loss, Beach erosion, human settlements), public health, enhancing water security, safeguarding coral reef and bio-diversity, tourism, fisheries, and early warnings and systematic observation.
 - iii. Adaptation priorities and barriers
 - iv. Adaptation strategies, polices, plans, goals and actions to integrate adaptation into national policies and strategies
 - v. Progress on implementation of adaptation
 - vi. Monitoring and evaluation of adaptation actions and processes
 - vii. Information related to averting, minimizing loss and damage associated with climate change impacts
 - viii. Cooperation, good practices, experiences and lessons learned.

5. Deliverables, timelines & Payment schedule

Payments will be based on the following payment schedule (upon submission and acceptance of respective deliverable):

| # | Deliverables | Payment Percentage | Project Deliverable Code |
|----|---|--------------------|--------------------------|
| D1 | A section national circumstances, institutional arrangements and legal frameworks related to adaptation | 15% | 1.3.1 |
| D2 | A section on impacts, risks and vulnerabilities; adaptation priorities and barriers, adaptation strategies, policies, plans, goals and actions to integrate adaptation into national policies and strategies | 15% | 1.3.2 |
| D3 | A section on progress on implementation of adaptation actions; M&E of adaptation actions and processes; information related to averting, minimizing and addressing loss and damage associated with climate change impacts; cooperation, good practice, experience and lessons learned | 15% | 1.3.3 |
| D4 | Draft report on Climate Change impacts and adaptation | 15% | 1.3.4 |
| D5 | Final Report on Climate Change impacts and adaptation | 20% | 1.3.4 |
| D6 | Report on Adaptation tracking indicators for tracking progress of Maldives NDC's adaptation and cross cutting sectors | 20% | - |

Timeline

| OUTPUTS/DELIVERABLES (d) | | 2024 | | | | | | | |
|--------------------------|---|------|----|----|----|----|----|----|----|
| | | M1 | M2 | M3 | M4 | M5 | M6 | M7 | M8 |
| | Biennial Transparency Report Preparation | | | | | | | | |
| Project output # | Adaptation Report | | | | | | | | |
| D1 | A section national circumstances, institutional arrangements and legal frameworks related to adaptation | | | | | | | | |
| D2 | A section on impacts, risks and vulnerabilities; adaptation priorities and barriers, adaptation strategies, policies, plans, goals and actions to integrate adaptation into national policies and strategies | | | | | | | | |
| D3 | A section on progress on implementation of adaptation actions; M&E of adaptation actions and processes; information related to averting, minimizing and addressing loss and damage associated with climate change impacts; cooperation, good practice, experience and lessons learned | | | | | | | | |
| D4 | Draft report on Climate Change impacts and adaptation | | | | | | | | |
| D5 | Final Report on Climate Change impacts and adaptation | | | | | | | | |
| D6 | Report on Adaptation tracking indicators for tracking progress of Maldives NDC's adaptation and cross cutting sectors | | | | | | | | |
| | Support for finalization of the overall report | | | | | | | | |
| | Dissemination /Knowledge management | | | | | | | | |

6. Duration of the Consultancy and target price

The duration of the consultancy is 8 calendar months upon signing of the contract. Target price of the consultancy is MVR 700,000.00 (Seven Hundred Thousand Maldivian Rufiyaa)

7. Requirements for Experience and Qualifications

In executing this TOR, the consultant is expected to meet the following eligibility criteria and requirements:

| # | Post | Nos |
|---|---|-----|
| 1 | Climate Change Adaptation/Resilience Expert | 1 |

1) Company requirements

- Experience in compiling and developing climate change related assessments, reports/analysis, climate change adaptation programs, projects or policy level and/or technical assistance for climate change adaptation and resilience building assessments

2) Expert requirements - Adaptation/Resilience Expert

a) Academic qualification

- a. Minimum Qualifications: Master's degree in Climate Change, Science, Oceanography, Environmental Economics, Environmental Management, Developmental Studies, Sustainable development, Urban Planning, Disaster Management, Meteorology or in any relevant area to this assignment.

b) Requirements of Knowledge and Experience

- a. Minimum 8 years of work experience in sustainable environment management/climate change/environment sector
- b. Demonstrated knowledge and experience in analyzing environmental/climate change sector of the Maldives
- c. Demonstrated experience in compiling adaptation or other similar climate change reports as per the UNFCCC and similar guidelines or other national reports submitted to international conventions in the area of sustainable development.
- d. Previous experience and familiarity with national communications and similar reports will be an added advantage
- e. Demonstrated English Language Skills
- f. Excellent interpersonal skills and demonstrated ability to communicate with stakeholders essential.

8. Provision of Monitoring and Progress Controls

- a) MCCEE has overall responsibility for the management of the contract.
- b) Consultant is expected to work closely with the BTR Project Management Unit (PMU), established under the Climate Change Department. The consultants will report directly to BTR Project Coordinator. The consultants shall attend progress meetings once every 3 weeks with the PMU and provide minutes of the meeting within 5 days.
- c) 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.
- d) All outputs and materials produced as part of this Consultancy shall be handed over to the BTR PMU at the end of the contract and will become the sole property of MCCEE.

9. Evaluation and comparison of proposals

9.1 Preliminary Examination

- a) The Client will examine the proposals to determine whether they are complete, the documents have been properly signed and the proposals are generally in order. It will be based on the following;
 1. Proposal is received on or before the date and time specified
 2. Proposal is properly sealed / un-tampered
 3. Proposal bears the (i) name of the submitting entity and (ii) title of the Contract outside the envelope
 4. All forms and documents stated in Section iv (Submission Requirements) are provided in the proposal
- b) The Client will determine if the Bidder has the financial capacity to undertake this consultancy. It will be determined as follows;

To be eligible the financial statements of the bidding party must show, average annual turnover of **MVR 40,000** for the last 3 years. (Submit [FORM FIN-1 Annual Turnover](#))

(OR)

To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 40,000** 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 40,000**

(OR)

If bidding party is unable to meet any of the above requirements they shall submit 'Line of Credit Letter' As per the template provided. Credit limit shall be no less than **MVR 40,000** – (Submit [FORM Fin - 3: Line of Credit Letter](#))

- c) The Client will determine if the Expert identified by the Bidder for this consultancy meets the minimum requirements as per section 7 (requirements for experience and qualification) of this TOR. If the minimum set qualification and skills, general and specific professional experience is not met, then the party will be disqualified.
- d) If a proposal is determined as incomplete or as not substantially responsive based on the above criteria, Client has authority to reject the proposal.

9.2 Evaluation of Proposals

- A. The criteria below will be applied during the evaluation of the proposals. Attention should be given that Points will be awarded only for assignments with supporting documents.
- B. Technical scoring will first be carried out.
 - Details of technical scores are given in the tables below
 - Maximum total technical score: 450 points.
 - The minimum technical score required to pass is: 290 points
 - Proposal that does not qualify the minimum technical score will be disqualified from further evaluation.
- C. Financial Score Calculation will be carried out after the technical scoring:
 - Financial score calculation will be conducted for proposals meeting the minimum technical score.
 - The formula for determining the financial scores is the following:
$$F = 100 \times [Fq/Fn]$$
in which F is the financial score of the proposal under consideration, Fq is the lowest financial quote and Fn the price of the proposal under consideration.
- D. Final Score Calculation will be conducted after the Financial Score Calculation:
 - Final score calculation will be conducted for the proposals meeting the minimum technical score.

- Final Score is calculated by summing the weighed scores. The score weights are given in the table below.
- E. The winning bidder will be determined by ranking the highest scoring bidders according to the Priority Selection Criteria of Regional Based business and MSMEs outlined in Annex 2.

| Technical Scoring – Expertise of Firm/Organization | | Maximum Points obtainable |
|---|--|----------------------------------|
| 1. | Experience in compiling and developing climate change related assessments, reports/analysis, climate change/energy adaptation programs, projects or policy level and/or technical assistance for energy and climate change management services climate change adaptation and resilience building assessments – marks will be given for proof of satisfactory completion of relevant works | 100 |
| Total | | 100 |

| Technical Scoring - Proposed Methodology, Approach and Work Plan | | Maximum Points obtainable |
|---|---|----------------------------------|
| 1. | To what degree does the proponent understand the task mentioned in this TOR? | 50 |
| 2. | Are the different components of this TOR planned to be implemented in a timely and cohesive manner? | 50 |
| Total | | 100 |

| Breakdown of technical scoring for Proposed Methodology, Approach and Work Plan | Score |
|---|--------------|
| Excellent - Exceeds the requirement. Exceptional demonstration by the bidder of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the services. Response | 50 |

| Breakdown of technical scoring for Proposed Methodology, Approach and Work Plan | Score |
|--|--------------|
| <p>identifies factors that will offer potential added value, with supporting evidence.</p> | |
| <p>Good - Satisfies the requirement with minor additional benefits. Above average demonstration by the bidder of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the services. Response identifies factors that will offer potential added value.</p> | <p>40</p> |
| <p>Acceptable - Satisfies the requirement. Demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the services.</p> | <p>30</p> |
| <p>Acceptable with minor Reservations - Satisfies the requirement with minor reservations. Some minor reservations of the bidder's relevant ability, understanding, experience, skills, resource and quality measures required to provide the services.</p> | <p>20</p> |
| <p>Satisfies the requirement with major reservations. Considerable reservations of the bidder's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services.</p> | <p>10</p> |
| <p>Unacceptable - Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the bidder has the ability, understanding, experience, skills, resource and quality measures required to provide the services.</p> | <p>0</p> |

| | Technical Scoring – Personnel (Adaptation/Resilience Expert) | Maximum Points Obtainable |
|---|--|----------------------------------|
| 1 | Minimum academic qualifications – Master’s Degree (details in section 7 under academic qualification requirements of expert <ul style="list-style-type: none"> • Master’s Degree and above in relevant field: 50 points | 50 points |
| 2 | Minimum 8 years of work experience in sustainable environment management/climate change/environment sector <ul style="list-style-type: none"> • 8 years: 30 points, 8 years and above:50 points | 50 points |
| 3 | Demonstrated knowledge and experience in preparing reviewed reports/articles on environmental/climate change related sector of the Maldives <ul style="list-style-type: none"> • 25 points per proof of assignment or publication completed | 50 points |
| 4 | Demonstrated experience in compiling adaptation or other similar climate change reports as per the UNFCCC and similar guidelines or other national reports submitted to international conventions in the area of sustainable development <ul style="list-style-type: none"> • 25 points per proof of assignment completed | 50 points |
| 5 | Previous experience and familiarity with national communications and similar reports will be an added advantage <ul style="list-style-type: none"> • 25 points per proof of assignments completed | 50 points |
| | Total | 250 |

| Final Score calculation | | | | Score Weight |
|--------------------------------|-----------------|--|-----|---------------------|
| 1. | Technical Score | Firm/Organization | 10% | 70% |
| | | Proposed Methodology, Approach and Work Plan | 15% | |
| | | Personnel | 45% | |
| 2. | Financial Score | | | 30% |
| | TOTAL | | | 100% |

ANNEX 1: STANDARD FORMS

1. STANDARD FORMS

TECH FORM-1: PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide “**Consultancy for the preparation of the Climate Change Adaptation information to be reported under the first Biennial Transparency Report (BTR1) to the UNFCCC**” in accordance with your Request for Proposal dated (.....). I hereby submit my Proposal, which includes all required documents as per Request for Proposal.

Our financial offer is for the sum of [.....(Insert the final total amount(s) in Form 2 in words and figures in Maldivian Rufiyaa)] which is inclusive of the all-applicable taxes.

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.

Proposal validity is for a period of **90 days** from the date of bid opening. If negotiations are held during the period of validity of the Proposal, I undertake to negotiate on the basis of the proposal. 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 Company: _____

Address: _____

TECH FORM-2: FINANCIAL BREAKDOWN

Date:

Reference No: (generated by the proponent)

| | Description | MVR |
|--|---------------------------------------|-----|
| | | |
| | | |
| | | |
| | | |
| | Total : | |
| | GST/Applicable tax : | |
| | Total with GST/Applicable tax: | |

Note 1: The total contract price should be quoted inclusive of Goods and Services Tax (GST) or any applicable Maldivian taxes as per the Tax Legislation and must be shown in the breakdown.

Note 2: Travel costs for this consultancy will be borne by the project and should **NOT** be included in the bidder's price

Note 3: Workshop venue and catering cost will be borne by the project and should **NOT** be included in the bidder's price.

Authorized Signature and stamp

TECH FORM-3: DESCRIPTION OF APPROACH AND METHODOLOGY

In this chapter the Bidder should explain your understanding of the objective, scope and tasks of the assignment.

Bidder should highlight the important aspects of the assignment and explain the approach that would be adopted to ensure timely completion of the assignment.

TECH FORM-4: TEAM COMPOSITION AND TASK ASSIGNMENT

| Name of Staff | Position Assigned | Task Assigned |
|---------------|-------------------|---------------|
| | | |
| | | |
| | | |
| | | |

TECH FORM-5: LETTER OF COMMITMENT

[*Date*]

[Company Name]

[Road Name]

Male'

Maldives

Re: Consultancy for the preparation of the Climate Change Adaptation information to be reported under the first Biennial Transparency Report (BTR1) to the UNFCCC , Ref no:

Dear Sir/Madam,

I am writing to confirm my availability to provide services as _____
to the **Consultancy for the preparation of the Climate Change Adaptation information to be reported under the first Biennial Transparency Report (BTR1) to the UNFCCC** 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: _____

Passport /ID card No: _____

Date: _____

Signatory:

FIN FORM – 1: 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 – 2: Financial Situation

Each Bidder 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 – 3: 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: _____

ANNEX 2: PRIORITY FOR REGIONAL BASED BUSINESS AND MSMEs

Selection Criteria of Regional Based business and MSME business

Above MVR 2,500,000 – MVR 5,000,000

- a) Among bidders who pass the technical and financial evaluation, those bidders who belong to the same island as the project is carried out will be assessed accordingly:
- b) 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), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:
- d) 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.
- e) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), all Maldivian bidders will be checked and assessed accordingly.
- f) The bidder with the highest ranking with the lowest proposed price will be awarded.
- g) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all bidders will be assessed accordingly.

The bidder with the highest ranking with the lowest proposed price will be awarded.

Below MVR 2,500,000

- a) Among bidders who pass the technical and financial evaluation, Micro, Small and Medium Enterprises (MSME's) will be assessed accordingly:
- b) 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.
- c) 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:
- d) 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.
- e) 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:

- f) 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.
- g) 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.
- h) The bidder with the highest ranking with the lowest proposed price will be awarded
- i) 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.
- j) The bidder with the highest ranking with the lowest proposed price will be awarded

Criteria on classifying regional based business

- a) Check the bidders permanent address, if the bidder is a sole proprietorship
 - b) Check the island to which the business is registered, if the bidder is not a sole proprietorship
 - c) The bidder will be considered as a business working in one certain area, as per (a) and (b) accordingly:
 - If the bidder is a sole proprietorship, the bidder's registered permanent address as of 1st January of the year the invitation for bid was issued will be considered
- OR
- If the business had been registered before the year in which the invitation for bid was issued, the island to which the business was registered as of 1st January of the year the invitation for bid was issued will be considered

OR

If the business had been registered within the year in which the invitation for bid was issued, the island to which