# **APPENDIX 1**

**BID SUBMISSION FORM**

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**Announcement No.:**

**Procurement:**

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**1. Business Type**

|  |  |  |  |
| --- | --- | --- | --- |
| Company X | Partnership X | Sole Proprietor X | Other X |

**2. General Information**

|  |  |
| --- | --- |
| Name: | Email: |
| Reg No. / NID: | Phone: |

**3. Proposed price** with item level breakdown (prices must be **inclusive** of GST and quoted in MVR)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Item / Description | Quantity | Unit Price (MVR) | Total (MVR) |
| 1 |   |   |   |   |
| 2 |   |   |   |   |
|   |   |   |   |   |
| TOTAL |  |

**4. Experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Registered Entities** | **X** |  | **Individuals** | **X** |
|  |  |  |  |  |
| Method 1 |   |  | Method 6 |   |
| Method 2 |   |  | Method 7 |   |
| Method 3 |   |  | Method 8 |   |
| Method 4 |   |  |  |  |
| Method 5 |   |  |  |  |

**5. Declaration**

I certify that the information I have provided above is true and complete to the best of my knowledge. I am aware that this self-declaration is subject to review and verification and if such information has been falsified I may be disqualified from the bid.

|  |  |
| --- | --- |
| Name: |  |
| Date:  |  |
| Signature: |  |

# **APPENDIX 2**

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**Announcement No.:**

**Procurement:**

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**CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **#**  | **Document**  | **Requirement** | **(✓/ X)** |
| 01 | Bid Submission Form | Mandatory |  |
| 02 | Curriculum Vitae – Team Leader | Mandatory |  |
| 03 | Curriculum Vitae – Member Two | Mandatory |  |
| 04 | National Identity Card – Team Leader | Mandatory |  |
| 05 | National Identity Card – Team Leader | Mandatory |  |
| 06 | Entity Registration Copy (for registered entities) | Mandatory |  |
| 07 | Document(s) to evidence educational qualification – Team Leader | Mandatory |  |
| 08 | Document(s) to evidence educational qualification – Member Two | Mandatory |  |
| 09 | Self-declaration | Mandatory (Where necessary) |  |
| 10 | Employment Letter(s) | Optional |  |
| 11 | Reference Letter(s) | Mandatory (Where necessary) |  |

Please note that the mandatory documents listed in the above are only mandatory for the purpose of bid acceptance. Without these documents, the bids will be considered invalid.