**Annex III**

## FORM: PROPOSAL SUBMISSION FORM

[*Location, Date*]

To: [*Name and address of Client*]

Dear Sirs:

 I, the undersigned, offer to provide the **“consultancy services to conduct ecological surveys of sites in Ari Atoll”** in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. I are hereby submitting our Proposal; our financial offer is for the sum of **[*Insert amount(s) in words and figures (Should quote the amount in Maldivian Rufiyaa)*]** which is inclusive of the local 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 my disqualification.

If negotiations are held during the period of validity of the Proposal, I undertake to negotiate within reasonable limits. My Proposal is binding upon me and subject to the modifications resulting from Contract negotiations.

I undertake, if my Proposal is accepted, to initiate the services and fulfil the requirements of the terms of reference.

If we are selected for the assignment, on behalf of the team, I agree explicitly that any intellectual property infringement, misuse of plagiarism of another’s work in any form or state will result in immediate termination of the contract.

I agree that all outputs and materials produced as part of this consultancy will be handed over to the Environment Department at the end of the contract and will become the Ministry of Environment’s sole property.

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 Firm:

Address:

**Annex IV**

## : WORK SCHEDULE

|  |  |
| --- | --- |
|  | ***[1st, 2nd, etc. are weeks from the start of assignment.]*** |
|  | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th | 9th | 10th | 11th | 12th | … |
| Activity (Work) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |