# ANNEX A

## **TECH FORM 1 – Proposal Submission Form**

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer to provide the consultancy service for the “**Designing an Interim Storage Facility for Hazardous Wastes in Addu City**” in accordance with your Request for Proposal dated [xxx. We are hereby submitting our 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 company/ individual /JV:

Address:

## **TECH FORM 2 – Letter of Commitment**

[Location, Date]

To: [Name and address of Client]

Re: **Designing an Interim Storage Facility for Hazardous Wastes in Addu City,**

**Ref no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear Sir/Madam,

We are writing to confirm my availability to provide services as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the “**Designing an Interim Storage Facility for Hazardous Wastes in Addu City**” for the Ministry of Environment, Climate Change and Technology.

We undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

We 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.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of company/ individual /JV:

Address:

## **TECH FORM 3 – Curriculum Vitae (CV) for Team Leader**

1. **Proposed position for this assignment** *[only one candidate shall be nominated for the position]:*
2. **Name of Company/Firm/Institution:** *[Insert name of company proposing the staff]:*
3. **Name of staff** *[Insert full name]:*
4. **Date of birth**
5. **Education** *[Indicate college/university and other specialized education, giving names of institutions, degrees obtained, and dates of obtainment]:*
6. **Membership of professional associations**
7. **Other Training**
8. **Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
9. **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:

1. **Summary of projects/assignments undertaken/ role**

Name of project/ assignment:

Experience classification: General / specific
Scope of project/ assignment:
Role/ Position undertaken:
Period of Consultation:

1. **Past commitments in projects with the Ministry of Environment**

Name of the Contract/Project:
From [Month/Year] – To [Month/Year]:
Positions held:
Summary of role:

## **FIN FORM 1 – Financial Proposal Submission Form**

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer “**Designing an Interim Storage Facility for Hazardous Wastes in Addu City**” 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 myself subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

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 company/ individual /JV:

Address:

**FIN FORM 2 – Financial Breakdown Form**

|  |  |  |
| --- | --- | --- |
| **No.** | **Description**  | **MVR** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total:** |  |
|  | **GST/Applicable tax:** |  |
|  | **Total with GST/Applicable tax:** |  |

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.

Proposals must remain valid up to 90 days after the submission date.

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*]

Advertisement no: ***[No.]***

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|  |  |
| --- | --- |
| 1. Bidder’s Legal Name:  | *{insert Bidder’s legal name}* |
| 2. JV’s Party legal name:  | *{insert JV’s Party legal name}* |
| 3. JV’s Party Country of Registration:  | *{insert JV’s Party country of registration}* |
| 4. JV’s Party Year of Registration:  | *{insert JV’s Part year of registration}* |
| 5. JV’s Party Legal Address in Country of Registration:  | *{insert JV’s Party legal address in country of registration}* |
| 6. JV’s Party Authorized Representative Information |
| Name:  | *{insert name of JV’s Party authorized representative}* |
| Address:  | *{insert address of JV’s Party authorized representative}* |
| Telephone/Fax numbers:  | *{insert telephone/fax numbers of JV’s Party authorized representative}* |
| Email Address:  | *{insert email address of JV’s Party authorized representative}* |
| 7. Attached are copies of original documents of: {*check the box(es) of the attached original documents}* |