



**Ministry of Environment, Climate Change and Technology**  
Republic of Maldives

**TERMS OF REFERENCE**  
(IUL)438-ENV/438/2021/305

**CONSULTANCY SERVICES TO DEVELOP GUIDELINES AND STANDARDS FOR  
HANDLING OF HAZARDOUS CHEMICALS ALONG THEIR LIFE CYCLE**

**“Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals  
Project”**

**Issued on:** 25<sup>th</sup> October 2021  
**Issued By:** Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals Project –  
Project Management Unit

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## SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	25 <sup>th</sup> October 2021
Bid clarification deadline	02 <sup>nd</sup> November 2021 before 1200hrs
Proposal submission deadline	08 <sup>th</sup> November 2021 before 1200hrs

## SUBMISSION REQUIREMENTS

The following related documents shall be submitted for the bids to be considered sufficiently responsive.

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. Proposal submission form (**signed by the owner of the entity**) – (Tech Form 1)
2. Approach, Methodology and Work Plan – (Tech Form 2)
3. A summary of the work plan must be presented in the format in Work Schedule (Tech Form 3) showing in the form of a bar chart the timing proposed for each activity.
4. Curriculum Vitae (CV) of the proposed key person. **Copy of academic certificates and reference letters** demonstrating experiences listed in this TOR must be submitted (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted) – (Tech Form 4)
5. Completed **Letter of Commitment (signed by the proposed key person)** – (Tech Form 5)
6. Copy of Business (sole proprietorship/company/partnerships/institutions/local joint venture) registration certificate.
7. If more than one party wishes to show interest as a JV, Joint Venture or Association Agreement between the parties needs to be provided
8. Completed JV Form (if applicable)
9. Copy of GST Registration certificate issued by Maldives Inland Revenue Authority – if applicable

### 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)
4. Average Annual Turnover – (Fin Form 4)
5. Financial Resources – (Fin Form 5)
6. Line of credit letter. If Fin Form 3, 4 & 5 are not applicable, you are only required to submit the line of credit letter – (Fin Form 6)
7. Financial Statement

**Note 01: All bidders should clearly identify a Key person (herein referred to as the ‘Consultant’) carrying out the task. For bids submitted by Company/Institution/Organization, the Key person signed in Form 5 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: Foreign parties are not allowed to bid for this tender individually or as a joint venture with a Maldivian business entity.**

**Note 04: After the evaluation, highest scoring party will be notified to submit tax clearance report. Tender will be awarded upon submission of tax clearance report**

## 1. INTRODUCTION

The Government of Maldives has received funding from the Global Environment Facility (GEF) for the project “Eliminating Persistent Organic Pollutants Through the Sound Management of Chemicals”. The Government intends to apply part of the proceeds towards procuring the services of a Consultant (company/partnerships/institutions/JV/sole proprietorship) to develop guidelines and standards for handling of hazardous chemicals along their life cycle (import, storage, use, and disposal), with focus on Best Available Techniques/Best Environmental Practices (BAT/BEP) for Poly Chlorinated Bi-Phenyls (PCBs) and unintentional Persistent Organic Pollutants (u-POPs) developed.

## 2. PROJECT BACKGROUND

The Republic of Maldives is a Small Island Developing State (SIDS) which faces sustainable development challenges such as small but growing populations, land scarcity, vulnerability to climate change impacts (and other natural disasters) as well as economic development problems due to high transportation costs, lack of adequate infrastructure and lack of industrial development incentives. The Maldives is an archipelago comprised of 1,190 coral islands in 26 atolls over an area of about 750 km on a North-south axis and 120 km on an east-west axis. The land area of the Maldives accounts for about 1% of the country’s territory. The Maldives islands are low lying land areas with an average height above sea level of 1.8 meters (m).

The country’s population of approximately 400,000 people dispersed across 187 inhabited islands. An additional more than 166 islands have tourist resorts. Waste generation is estimated to be 324,000 tons annually with consisting of approximately 0.5 to 11% of hazardous chemicals and of approximately 3-9% of plastics depending on location and size of the island. The fact that (chemical) waste is being generated on 278 island presents the country with an incredible challenge, as land is very scarce, low lying and transportation of chemicals and waste from island to island is costly and complicated. The inadequate storage options and current disposal practices of hazardous chemicals and waste, especially open burning of waste at dumpsites or disposal near the coastline, make it very likely that these toxic chemicals and waste will end up in the waters and oceans. In the Republic of Maldives, the tourism sector accounts for more than 28% percent of the Gross Domestic Product (GDP) of the economy. Tourists to the Maldives are seeking a pristine environment, not one with polluted waters, degraded coral reefs, waste dumps which are openly burning or waste floating in the ocean. Therefore, the Sound Management of Chemicals and waste, especially the environmentally sound management of Persistent Organic Pollutants (hereinafter referred to as POPs) and hazardous waste, is an important element to achieving environmental sustainability. Further, given the economic importance of tourism to the Maldives, implementing environmentally sound chemical and waste management systems would help decouple growth in the tourism sector from environmental degradation.

To tackle these environmental and human health risks, the Government of the Republic of Maldives through the Ministry of Environment, Climate Change and Technology (MECCT) has already taken some steps to try to manage its growing chemicals and waste management problems. Maldives has ratified the Stockholm Convention (SC) on 17 October, 2006 and in accordance to Article 7 of the Convention has submitted its National Implementation Plan (NIP) to the Stockholm Convention Secretariat (SCS) on 18 July, 2017, which covers the initial POPs as well as the new POPs added at the 4th and the 5th Conference of the Parties.

According to this NIP the highest-ranking national Priorities are the following:

- a) First Priority: The Implementation of measures to strengthen the institutional and regulatory framework; which includes the (i) developing legislation for chemicals management; (ii) strengthening institutional capacity; (iii) improving data collection and management systems and (iv) conducting research on the effects of POPs;
- b) Second Priority: Developing an action plan to eliminate PCB-containing equipment and its waste by 2025, which includes the (i) identification, labeling and mapping where PCBs and equipment potentially-containing PCBs are located in the country); (ii) putting in place labelling mechanism for all PCB-containing equipment; (iii) establishing adequate storage facilities for replaced equipment containing PCBs; (iv) formulating guidelines for disposal of equipment-containing PCBs; and (v) disposing safely of equipment containing PCBs.
- c) Reducing the incineration and open burning of wastes (including medical and hazardous waste), which is the source of 98.6% of U-POPs releases in the country- totaling 153.4 g-TEQ/year;
- d) Raising awareness through the development of education curricula and targeted awareness campaigns;
- e) Establishing a standard Chemical Management System, including chemical labeling in multiple languages.

In order to address the above-mentioned barriers, the project will focus on addressing regulatory/policy barriers, technical and capacity and knowledge barriers so that the Maldives has (a) a better foundation to establish a nationwide environmentally sound Management system to address POPs and highly hazardous chemicals, with (b) the adequate coordination of key public, private and community stakeholders, regulatory departments, and centers of expertise, and (c) the enhanced capacity of all involved, for the Environmentally Sound Management of Chemicals.

This project is expected to support implementation of the developmental targets and priorities of the Government set out in the Strategic Action Plan (SAP) for five-year period 2019-2023, and is implemented by UNDP as GEF's Implementing Agency and MECCT as national executing agency.

### **3. OBJECTIVE OF THE CONSULTANCY**

The main objective of this consultancy is to develop guidelines and standards for handling of hazardous chemicals along the life cycle (import, storage, use, and disposal), with focus on Best Available Techniques/Best Environmental Practices (BAT/BEP) for Poly Chlorinated Bi-Phenyls (PCBs) and unintentional Persistent Organic Pollutants (u-POPs) developed.

### **4. SCOPE OF WORK**

The consultant will:

- a) develop guidelines for handling of hazardous chemicals along the life cycle (import, storage, use, and disposal), with guidance on (BAT/BEP) for U-POPs. In line with the relevant international conventions on chemicals management for meeting its objective to minimize or eliminate releases of unintentionally produced chemicals listed in Annex C of the Stockholm convention (PCDD, PCDF, HCB and PCB).
- b) formulate a National Chemicals Disposal Guideline focusing on the import, storage, use, and disposal of chemical wastes, hazardous wastes including waste tyres, used oils, e-wastes and;

- c) develop a Media/Awareness Strategy with the support of media unit of the Ministry.

The Consultant will be supported by Project Management Unit. The tasks to be undertaken by the Consultant is outlined in this Terms of Reference (TOR) and are to be undertaken in close collaboration with the Ministry of Environment, Climate Change and Technology and relevant stakeholders as necessary, and include but are not necessarily limited to, the following:

1. Inception meeting to finalize proposed workplan and methodology in line with the scope of this TOR.
2. Action Plan Report to address the most important sources and loads of U-POPs and the implementation of BAT & BEP which will cover:
  - important sources and loads of U-POPs in Maldives and the implementation of BAT & BEP, Strategies/guidelines for meeting Stockholm convention obligations to reduce or eliminate releases of unintentionally produced chemicals listed in Annex C of the Stockholm Convention (PCDD, PCDF, HCB and PCB)
  - BAT & BEP to each source category relevant to Maldives (Source categories are listed in Part II and Part III of Annex C of the Stockholm Convention, relevant sources to Maldives include waste incineration, open burning of waste)
  - Analysis of social, economic, and environmental implications for the strategies applied to each source category
  - Schedule of execution for each strategy
3. National Chemical Disposal Guideline for handling of hazardous chemicals along the life cycle (import, use, handling and data management, storage, transport and disposal of chemicals) in a nationally relevant context
4. Awareness/ Media Strategy that outlines public information dissemination approach of the Disposal Guidelines.
5. Implementation Plan for the National Chemical Disposal Guideline

## **5. QUALIFICATIONS AND EXPERIENCE**

### **5.1 Qualification and skills of the Consultant**

- Minimum Bachelor's Degree in the field of chemical/environmental engineering, science, environmental management, environmental sciences, or any other relevant field.

### **5.2 General Professional Experience of the Consultant**

- Minimum 3 years of general work experience in the field of chemical/environmental engineering, science, environmental management, environmental sciences, or any other relevant field.

### **5.3 Specific Professional Experience of the Consultant**

- Demonstrated experience in minimum 1 similar assignment relating to developing guidelines and standards related to wastes/chemicals management
- Proven ability to work with a wide range of partners, including government offices and independent institutions.
- Previous experience with government or international agencies will be an added advantage.
- Previous work experience related to POPs or waste management will be an added advantage.

## 6. DELIVERABLES AND PAYMENT SCHEDULE

	DELIVERABLE	DETAILS	DURATION	END PRODUCT	PAYMENT SCHEDULE
1	Inception meeting	Inception meeting to finalize proposed workplan and methodology in line with the scope of this TOR.	05 days after signing the contract	<ul style="list-style-type: none"> <li>▪ Inception meeting report and minutes</li> <li>▪ Final Workplan</li> <li>▪ Approved approach and methodology</li> </ul>	10% upon completion and submission of documents
2	Action Plan Report	<p>Action Plan Report should cover:</p> <ul style="list-style-type: none"> <li>• Important sources and loads of U-POPs in Maldives and the implementation of BAT &amp; BEP, Strategies/guidelines for meeting obligations of Stockholm Convention to reduce or eliminate releases of unintentionally produced chemicals listed in Annex C of the Stockholm Convention (PCDD, PCDF, HCB and PCB)</li> <li>• BAT &amp; BEP to each source category relevant to Maldives (Source categories are listed in Part II and Part III of Annex C of the Stockholm Convention, relevant sources to Maldives include waste incineration, open burning of wastes)</li> <li>• Analysis of social, economic, and environmental implications for the strategies applied to each source category</li> <li>• Schedule of execution for each strategy</li> </ul>	4 weeks upon submitting the workplan	<ul style="list-style-type: none"> <li>▪ Submission of soft copies of the Action Plan Report</li> </ul>	30% upon completion and approval of deliverable 2
3	Final draft of the National Chemical Disposal Guideline	Final National Chemical Disposal Guideline for handling of hazardous chemicals along the life cycle (import, use, handling and data management, storage, transport and disposal of chemicals) in a nationally relevant context to be submitted.	Within 3 weeks of completion of deliverable 4	<ul style="list-style-type: none"> <li>▪ Workshop reports and minutes of meetings for both meetings</li> </ul>	30% upon completion and approval of deliverable 3
4	Awareness/ Media Strategy	Awareness/ Media Strategy that outlines public information dissemination approach of the Disposal Guidelines	Within 1 week of completion of deliverable 3	<ul style="list-style-type: none"> <li>▪ Submission of contents for proposed awareness materials and overall awareness and media strategy</li> </ul>	20% upon completion and approval of deliverable 4



5	Implementation Plan for the National Chemical Disposal Guideline	Implementation Plan for the National Chemical Disposal Guideline with key stakeholder and their roles and responsibilities in the various stages of the chemicals life cycle (import, use, handling and data management, storage, transport and disposal of chemicals).	Within 1 week of completion of deliverable 4	<ul style="list-style-type: none"> <li>▪ Submission of the final document “Guidelines and Standards for Handling of Hazardous Chemicals Along the Life Cycle.”</li> </ul>	10% upon completion and approval of deliverable 5
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## 7. REPORTING OBLIGATIONS

The Consultant is to coordinate with the PMU, relevant government and non-government institutions during the consultation and formulation process of the guideline and standards for the handling of hazardous chemicals so that risks are identified, avoided, mitigated and managed throughout the consultancy. The Consultant will report directly to the Project Manager.

PMU will facilitate the Consultant in setting up and obtaining relevant documents, arranging meeting rooms at MECCT, logistical and venue arrangements for stakeholder workshops if required.

**Unit:**

Eliminating Persistent Organic Pollutants Through the Sound Management of Chemicals Project  
Management Unit  
Environmental Management and Conservation Department  
Ministry of Environment, Climate Change and Technology  
Green Building, Handhuvaree Hingun  
Maafannu, Male', 20392  
Republic of Maldives

## 8. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **3 months** from the date of signing of the contract. The proposed duration would not account the period of delay brought by the client of setting up of meetings, review and approval of documents, facilitating of any relevant documents.

## 9. QUERIES

For any queries, please email to [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv) copied to [thuhufa.abdulla@environment.gov.mv](mailto:thuhufa.abdulla@environment.gov.mv) before 1200hrs on 02<sup>nd</sup> November 2021.

## 10. EVALUATION CRITERIA

Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:

DETAILS	MAXIMUM POINTS
<b>Qualifications and experience of the Consultant</b>	<b>[100]</b>
<b>a) Qualification and skills of the Consultant</b> <ul style="list-style-type: none"> <li>[20] points for minimum Bachelor's Degree in the field of chemical/environmental engineering, science, environmental management, environmental sciences, or any other relevant field, [05] additional points each for any qualification above Bachelor's, up to PhD.</li> </ul>	[30]
<b>b) General Professional Experience of the Consultant</b> <ul style="list-style-type: none"> <li>[20] points for minimum 3 years (from 2010 to date) of general professional experience in the field of chemical/environmental engineering, science, environmental management, environmental sciences, or any other relevant field, [04] points for each additional year up to 5 years.</li> </ul>	[40]
<b>c) Specific Professional Experience of the Consultant</b> <ul style="list-style-type: none"> <li>[10] points for demonstrated experience in minimum 1 similar assignment relating to developing guidelines and standards chemical/environmental engineering, science, environmental management, environmental sciences, or any other relevant field., [05] points for each additional assignment up to 2 assignments</li> <li>[05] points for proven ability to work with a wide range of partners, including government offices and independent institutions demonstrated as work experience (not a minimum requirement)</li> <li>[05] points for previous work experience related to POPs or waste management. (not a minimum requirement)</li> </ul>	[30]

### Total technical score (s): 100

- The minimum technical score (s) required to pass is: 50 Points, proposal that does not qualify the minimum technical score will be disqualified from further evaluation.
- The formula for determining the financial scores is the following:  
 $S_f = 100 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the proposal under consideration.
- The weights given to the Technical and Financial Proposals are:

$$T = [0.6], \text{ and } F = [0.4]$$

## Historical financial performance

Criteria	Compliance Requirements	Submission Requirements
Historical Financial Performance		
Submission of balance sheets and income statements or, for the <b>last 1 (one) year ending 30<sup>th</sup> September, 2021</b> to demonstrate the current soundness of the Bidders financial position and its prospective long-term profitability. As a minimum, an Applicant's net worth calculated as the difference between total assets and total liabilities should be positive.	must meet requirement	Form FIN - 3 with attachments
Average Annual Turnover		
Minimum average annual turnover of <b>MVR 100,000 only</b> calculated as total certified payments received for contracts in progress or completed, within the last <b>3 (Three) years ending 31<sup>st</sup> December, 2020</b> .	must meet requirement	Form FIN – 4

## 11. SUBMISSION

<b>Bid submission</b>	<b>On or before 07th November 2021 – 11:00 hours local time</b>
Bid opening	07th November 2021 – 11:00 hours 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  " <b>Do not Open Before 07th November 2021 – 11:00 hours – "Guidelines And Standards For Handling Of Hazardous Chemicals Along Their Life Cycle" and the submitting party's name and address</b> "  Electronic submission is not permitted. Late proposals will be rejected.
Submission address	Procurement Section Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu Male', 20392, Republic of Maldives Email: <a href="mailto:procurement@environment.gov.mv">procurement@environment.gov.mv</a> Website: <a href="http://www.environment.gov.mv">www.environment.gov.mv</a> Project name: Eliminating Persistent Organic Pollutants Through the Sound Management of Chemicals

**ANNEX A**

**TECH FORM 1 – Proposal Submission Form**

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide the consultancy service for “

**Consultancy Services to Develop Guidelines and Standards for Handling of Hazardous Chemicals Along Their Life Cycle**” in accordance with your Request for Proposal dated [xxx]. I hereby submit my Proposal, which includes all required documents as per Request for Proposal.

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.

If negotiations are held during the period of validity of the Proposal, I undertake to negotiate on the basis of the proposed staff. 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 Consultant (company/partnerships/institutions/local JV/sole proprietorship):

Address:

## **TECH FORM 2 – Approach, Methodology and Work Plan**

*[Technical approach, methodology and work plan are key components of this Proposal. the Consultant is suggested to submit Proposal with the following areas clearly described:*

- a) Methodology for each activity,*
- b) Work Plan*

### **a) Technical Approach and Methodology**

*[In this chapter the Consultant should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.]*

### **b) Work Plan**

*[In this chapter the Consultant should highlight the main activities and sub-activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.]*

**TECH FORM 3 – Work Schedule**

<b>CONSULTANCY SERVICES TO DEVELOP GUIDELINES AND STANDARDS FOR HANDLING OF HAZARDOUS CHEMICALS ALONG THEIR LIFE CYCLE</b>												
<b>Deliverables</b>	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Inception meeting												
Action Plan Report												
Final draft of the National Chemical Disposal Guideline												
Awareness/ Media Strategy												
Implementation Plan for the National Chemical Disposal Guideline												

## TECH FORM 4 – Curriculum Vitae

- 1. Name of Consultant:**
- 2. Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*
- 3. Membership of professional associations**
- 4. Other Training**
- 5. Countries of work experience** *[List countries where the Consultant has worked in the last ten years]:*
- 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 the Consultant 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:
  - Job description:
- 8. Summary of projects/assignments undertaken/ role**
  - Name of project/ assignment:
  - Experience classification: General / specific
  - Scope of project/ assignment:
  - From [Month/Year] – To [Month/Year]:
  - Positions held:
- 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 5: Letter of Commitment**

[ 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 key person to **Consultancy Services to Develop Guidelines and Standards for Handling of Hazardous Chemicals Along Their Life Cycle- (IUL)438-ENV/438/2021/305**, for the Ministry of Environment, Climate Change and Technology.

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

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

## 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>
<b>6. JV's Party Authorized Representative Information</b>	
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>
<p>7. Attached are copies of original documents of: <i>{check the box(es) of the attached original documents}</i></p> <ul style="list-style-type: none"> <li>- Articles of Incorporation or Registration of firm named in 2, above.</li> <li>- In case of government owned entity from the Republic of Maldives, documents establishing legal and financial autonomy and compliance with commercial law.</li> </ul>	

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

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide Training service for “**Consultancy Services to Develop Guidelines and Standards for Handling of Hazardous Chemicals Along Their Life Cycle**” in accordance with your Request for Proposal dated [xxx] and our Technical Proposal. Our 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.

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

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 Consultant (company/partnerships/institutions/JV/sole proprietorship)

Address:

**FIN FORM 2 – Financial Breakdown Form**

**Reference No:**

<b>No.</b>	<b>Description</b>	<b>MVR</b>
1	Inception meeting	
2	Action Plan Report	
3	Final draft of the National Chemical Disposal Guideline	
4	Awareness/ Media Strategy	
5	Implementation Plan for the National Chemical Disposal Guideline	
	<b>Total:</b>	
	<b>GST</b>	
	<b>Total with GST</b>	

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 axes as per the Tax Legislation and must be shown in the breakdown.

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

Authorized Signature and stamp

**FIN FORM 3 – Financial Situation**

Each Bidder must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2020:	Year 2019:	Year 2018:

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
2020		
2019		
2018		
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)

<b>Financial Resources</b>		
<b>No.</b>	<b>Source of financing</b>	<b>Amount (MVR equivalent)</b>
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: \_\_\_\_\_