



Ministry of Environment, Climate Change and Technology
Republic of Maldives

TERMS OF REFERENCE
(IUL)438-ENV/438/2022/10

**CONSULTANCY SERVICES TO CONDUCT A BASELINE ASSESSMENT ON NATIONAL
USE OF CHEMICALS AND ASSOCIATED RISKS**

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

Issued on: 18th January 2022

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	18 th January 2022
Bid clarification deadline	25 th January 2022 before 1200hrs
Proposal submission deadline	30 th January 2022 before 1100hrs

SUBMISSION REQUIREMENTS

The documents listed under ‘**Technical Proposal – Standard Forms**’ and ‘**Financial Proposal – Standard Forms**’ 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 B.

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 identified key person (Consultant). **Copy of academic certificates and reference letters** demonstrating experiences listed in this TOR (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. Completed Joint Venture Form (if applicable)

Additional documents

1. Copy of Business (sole proprietorship/company/partnerships/institutions/ joint venture) registration certificate.
2. If more than one party wishes to show interest as a JV, Joint Venture or Association Agreement between the parties needs to be provided
3. 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 (if applicable) – (Fin Form 4)
5. Financial Resources (if applicable)– (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: 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 (sole proprietorship/company/partnerships/institutions/joint venture) to conduct a baseline assessment on national use of chemicals and associated risks.

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 islands 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.

The project is implemented by UNDP as GEF's Implementing Agency and MECCT as national executing agency.

The 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.

3. OBJECTIVE OF THE CONSULTANCY

The main objective of this consultancy is to conduct a national baseline assessment on the use of chemicals and its associated risks. This assessment will act as a referential source to analyze the trends in the usage of chemicals and associated risks in all major industries in the Maldives as a result of the project activities interventions.

4. SCOPE OF WORK

The Consultant is responsible for conducting a comprehensive baseline assessment which will include (but is not limited to) the following aspects:

- a. Identify all major industries/ sectors and major stakeholders based on usage of chemicals
- b. Systematically assess the identified industries/ sectors and major stakeholders based on usage of chemicals
- c. Comprehensive desk review of all relevant documents i.e. related literature, related Government Policy documents, import and export data of chemicals and all other related policies, plans and practices regarding chemicals usage in various sectors in the country.

- d. Identify potential environmental and health risks associated with specific uses of chemicals
- e. Proposed monitoring mechanism to monitor the usage of chemicals in major sectors i.e. households, industries, businesses,

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 demonstrate the Consultant's understanding of the assignment in accordance with the TOR and to present brief overall work plan and methodology that will be followed by the Consultant to conduct the assessment.
2. Submit inception report and work plan (with detailed timeline draft framework for survey instruments and methodology and outputs and description of quality assurance measures;). The study design and methodology will be discussed and agreed with the project team and all relevant stakeholders at the beginning of the consultancy
3. Conduct desktop review with any relevant stakeholder consultations. The desktop review will include, but is not limited, to the following
 - a) Current import and export data for chemicals in the Maldives (The import data must be considered at least for the duration from 2017 - 2021)
 - b) Major sectors that utilize chemicals for various purposes in the country (eg: tourism, agriculture, industrial processes, construction, household usage etc.)
 - c) Identified risks and hazards associated with usage of chemicals (including past chemical related public health incidents caused due to improper management of chemicals in the Maldives)
4. Bilateral meetings with relevant stakeholders and chemical importers to identify chemicals usage within the various sectors of Maldives and to gain technical expertise on chemical management across the sectors from major stakeholders.
5. Collect, triangulate and summarize the primary and secondary data for quantitative and qualitative analysis and study
6. Conduct briefing and de-briefing with all stakeholders to share the initial findings of the assessment
7. Share and validate findings with relevant stakeholders, MECCT and PMU
8. Prepare and submit draft baseline report for review and feedback
9. Submit final baseline report for publishing.

The Consultant must submit all data collected throughout consultancy with the Ministry of Environment, Climate Change and Technology and provide monthly progress details to the Project Management Unit.

5. QUALIFICATIONS AND EXPERIENCE

The roles and responsibilities of the Consultant are as follows;

- Monitoring the project schedule and being responsible for the quality of the outputs
- Coordinating the planning, implementation of the necessary studies and ensuring that the work is conducted following the highest professional standards.
- Ensuring that the quality control and supervision mechanism in place for the assignment is effective, manage the data collection team and ensure that each member performs his or her specific scope of work.

5.1 Qualification and skills of the Consultant

- Minimum Master's Degree in the field of chemicals management, disaster management, environmental management, social sciences, development studies, surveying or any other relevant field.

5.2 General Professional Experience of the Consultant

- Minimum 3 years of work experience in conducting and developing surveys, or in the field of chemicals management, disaster management, environment management, social sciences, development studies or any other relevant field.

5.3 Specific Professional Experience of the Consultant

- Demonstrated experience in minimum 1 similar assignment related to conducting surveys and/or in the field of research and reporting
- Previous experience with government or international agencies will be an added advantage.
- Demonstrated experience of working in donor funded projects will be an added advantage.
- Proven ability to work with a wide range of partners, including government offices and independent institutions.

6. DELIVERABLES AND PAYMENT SCHEDULE

	DELIVERABLE	DETAILS	DURATION	END PRODUCT	PAYMENT SCHEDULE
1	Inception report and work plan	<p>Inception meeting to demonstrate the Consultant’s understanding of the assignment in accordance with the TOR and to present brief overall work plan and methodology that will be followed by the Consultant to conduct the assessment.</p> <p>Detailed work plan and technical approach and methodology for the assignment. The study design and methodology will be discussed and agreed with the project team and all relevant stakeholders at the beginning of the consultancy</p> <p>Workplan should consider the period of delays brought by the client of setting up of meetings, review and approval of documents, facilitating of any relevant documents</p>	Five days after signing the contract	<ul style="list-style-type: none"> ▪ Inception Report ▪ Final Workplan ▪ Approved approach and methodology 	15%
2	Desktop Review Report in English	<p>Conduct desktop review with any relevant stakeholder consultations. The desktop review will include, but is not limited, to the following:</p> <ul style="list-style-type: none"> • Current import and export data for chemicals in the Maldives (suggested duration for data collection is 2017-2021 (5 years)) • Major sectors that utilize chemicals for various purposes in the country (eg: tourism, agriculture, industrial processes, construction, household usage etc.) • Identified risks and hazards associated with usage of chemicals (including past chemical related public health incidents caused due to improper management of chemicals in the Maldives) 	2 Weeks upon submitting the workplan	<ul style="list-style-type: none"> ▪ Desktop Review Report with inputs from relevant stakeholders 	20% upon completion and approval of deliverables 2 and 3

3	Technical bilateral meetings with stakeholders	Bilateral meetings with relevant stakeholders and chemical importers to identify chemicals usage within the various sectors of Maldives and to gain technical expertise from major stakeholders.	Within 2 weeks of submitting desktop review (deliverable 2)	<ul style="list-style-type: none"> ▪ Detailed meeting minutes in English ▪ An executive summary/report summarizing findings and propose recommendations from all the meetings highlighting key points made by stakeholders in English 	
4	Conduct the survey and data collection as per the finalized workplan and methodology	Collect, triangulate and summarize the primary and secondary data for quantitative and qualitative analysis and study	7 weeks upon completion of deliverable 3	<ul style="list-style-type: none"> ▪ Completed qualitative and quantitative data ▪ Data entered and final datasheets prepared 	20% upon completion and approval of deliverables 4 and 5
5	Data analysis and findings of data for the baseline assessment	Conduct briefing and de-briefing with all stakeholders to share the initial findings of the assessment and to get feedback from relevant stakeholders and the PMU for the confirmation of validity of the data collected.	2 weeks upon completion of deliverable 4	<ul style="list-style-type: none"> ▪ Detailed meeting minutes in English ▪ An executive summary/report summarizing findings and propose recommendations from all the meetings highlighting key points made by stakeholders in English 	

6	Prepare and submit draft baseline report for review and feedback	<p>Develop and prepare the final baseline assessment based on the data collected and analyzed with the assessment report consisting of, but not limited to, the following general sections with all relevant annexes</p> <ul style="list-style-type: none"> • Introduction (background) • Objective of the assessment • Methodology • Findings • Limitations • Recommendations • Conclusion 	7 weeks upon completion of deliverable 4 and 5	<ul style="list-style-type: none"> ▪ Submission of draft copies of the baseline assessment report 	25% upon completion and approval of deliverable 6
7	Submit final baseline report for publishing.	Submission of final baseline assessment report updated based on feedback and comments received from all relevant stakeholders.	5 weeks from the completion of deliverable 6	<ul style="list-style-type: none"> ▪ Final baseline assessment report in English 	20% upon completion and approval of deliverable 7

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 baselines assessment report so that risks are identified, avoided, mitigated and managed throughout the assignment. 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.

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

Project:

“Eliminating Persistent Organic Pollutant through the Sound Management of Chemicals”

Duty Station:

Home-based in Maldives

8. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **6 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 copied to thuhufa.abudulla@environment.gov.mv before 1200hrs on 25th January 2022.

10. EVALUATION CRITERIA

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

DETAILS	MAXIMUM POINTS
Qualifications and experience of Team Leader	[100]
a) Qualification and skills of the Consultant <i>[25] points for minimum Master's Degree in the field of chemicals management, disaster management, environment management, social sciences, development studies, surveying or any other relevant field, [05] additional points for PhD</i>	[30]
b) General Professional Experience of the Consultant <ul style="list-style-type: none"> <i>[20] points for minimum 3 years (from 2010 to date) of work experience in conducting and developing surveys, or in the field of chemicals management, disaster management, environment management, social sciences, development studies or any other relevant field., [04] point for each additional year up to 5 years</i> 	[40]
c) Specific Professional Experience of the Consultant <ul style="list-style-type: none"> <i>[15] points for demonstrated experience in minimum 1 similar assignment related to conducting surveys and/ or in the field of research and reporting, [05] points for each additional assignment up to 2 assignments.</i> <i>[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)</i> 	[30]

If the minimum set educational qualification, general and specific experience is not met, then Consultant (company/partnerships/institutions/ JV/sole proprietorship) will be disqualified.

Total technical score (s): 100

- The minimum technical score (s) required to pass is: 60 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:
 $T = [0.6]$, 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 last 1 (one) year ending 30th November, 2021 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 MVR 50,000 only calculated as total certified payments received for contracts in progress or completed, within the last 3 (Three) years ending 31st December, 2021.	must meet requirement	Form FIN – 4

11. SUBMISSION

Bid submission	On or before 30th January 2022 – 11:00 hours local time
Bid opening	30th January 2022 – 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 “Do not Open Before 30th January 2022 – 11:00 hours - Consultancy Services to Conduct A Baseline Assessment on National Use of Chemicals and Associated Risks” and the submitting party’s name and address 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: procurement@environment.gov.mv Website: www.environment.gov.mv 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 Conduct A Baseline Assessment on National Use of Chemicals and Associated Risks**” 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/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

CONSULTANCY SERVICES TO CONDUCT A BASELINE ASSESSMENT ON NATIONAL USE OF CHEMICALS AND ASSOCIATED RISKS																								
Deliverables	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24
Inception report and work plan																								
Desktop Review Report in English																								
Technical bilateral meetings with stakeholders																								
Conduct the survey and data collection as per the finalized workplan and methodology																								
Data analysis and findings of data for the baseline assessment																								
Prepare and submit draft baseline report for review and feedback																								
Submit final baseline report for publishing.																								

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 Conduct A Baseline Assessment on National Use of Chemicals and Associated Risks** - 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 Part 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>
6. JV's Party Authorized Representative Information	
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"> - Articles of Incorporation or Registration of firm named in 2, above. - In case of government owned entity from the Republic of Maldives, documents establishing legal and financial autonomy and compliance with commercial law. 	

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 Conduct A Baseline Assessment on National Use of Chemicals and Associated Risks**” 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:

No.	Description	MVR
1	Inception report and work plan	
2	Desktop Review Report in English	
3	Technical bilateral meetings with stakeholders	
4	Conduct the survey and data collection as per the finalized workplan and methodology	
5	Data analysis and findings of data for the baseline assessment	
6	Prepare and submit draft baseline report for review and feedback	
7	Submit final baseline report for publishing.	
	Total:	
	GST	
	Total with GST	

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:
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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)

Financial Resources		
No.	Source of financing	Amount (MVR equivalent)
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: _____