



# **REQUEST FOR PROPOSAL**

**Consultancy Services for the Supervision of Construction of Six-Storey Office Building**

**12 May 2022**

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## **Section 1. Letter of Invitation**

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Dear Proponent,

The Auditor General's Office invites interested eligible consultants to submit their proposals for the consultancy services for the supervision of construction of a six-storey office building in Hulhumale'.

Consultants interested in submitting a Proposal in response to this RFP, please prepare the Proposal in accordance with the requirements and procedure as set out in this RFP and submit it on the Deadline for Submission of Proposals set out in Data Sheet.

A detailed Terms of Reference (TOR) with the gazette advertisement and also made downloadable on the Auditor General's Office website [www.audit.gov.mv](http://www.audit.gov.mv).

Interested consultation parties may obtain further information via mail to [info@audit.gov.mv](mailto:info@audit.gov.mv).

This RFP includes the following documents:

Section 1: This Letter of Invitation

Section 2: Instruction to Proponents

Section 3: Data Sheet

Section 4: Terms of Reference

Section 5: Evaluation Criteria

Section 6: Standard Forms

Proposals shall be delivered in a sealed envelope, bearing the name of the project "Consultancy Services for the Supervision of Construction of Six-Storey Office Building", proposal opening time and date, the address the proposal is submitted to (as in the RFP), and the proponents company name, to the Auditor General's Office at the address specified in the Data Sheet.

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Proposals shall be valid for a period of 90 days from the date of Opening. Electronic submissions are not allowed.

Proposals should be submitted at a meeting held at the Auditor General's Office on 26<sup>th</sup> May 2022 11:00hrs (Only proposals submitted at this time will be eligible to proceed to evaluation). The proposals will be opened at 26<sup>th</sup> May 2022 11:00hrs (at the same meeting). Any late proposals will be rejected.

Thank you for your interest in this Request for Proposal.

Procurement and Maintenance Unit  
Auditor General's Office  
Ameer Ahmed Magu Magu, Male'  
Republic of Maldives  
Tel: (960)332939, (960)3348200  
E-mail: [info@audit.gov.mv](mailto:info@audit.gov.mv)

## Section 2. Instruction to Proponents

<b>2.1 Introduction</b>	<p>a) The Proponents are invited to submit Technical Proposal and a Financial Proposal for the contract named in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Proponent.</p> <p>b) The Client named in the BDS will select a consultancy firm (the Proponent) from those that have submitted proposals, in accordance with the method of selection specified in the Data Sheet.</p> <p>c) As a direct response to this document, interested parties must provide their detailed proposals for the “Consultancy Services for the Supervision of Construction of Six-Storey Office Building”. The standards and other statements on such provision and legislative compliance made by the parties as part of their proposals will form a binding part of the final contract document.</p> <p>d) The proponents shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Proponents.</p> <p>e) The Client reserves the right to accept or reject any Proposal and to terminate the tendering process without awarding a contract. The parties should be aware that it is unlikely that the Client will be in a position to go forward with any proposals that fails to meet the statutory and essential requirements, set out in Section 6, Terms of Reference.</p>
<b>2.2 Conflict of interest</b>	<p>a) A Proponent (including its Personnel) that has a business or family relationship with a member of the Client’s staff who is directly or indirectly involved in any part of (i) the preparation of the Schedule of requirements, (ii) the selection process, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.</p> <p>b) The Proponents have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Proponent or the termination of its Contract.</p>
<b>2.3 Fraud &amp; Corruption</b>	<p>The Client requires that all parties including Proponents and their agents (whether declared or not), personnel, sub-contractors, sub-proponents, service providers and suppliers, observe the highest</p>

standard of ethics during the selection and execution its contracts. In pursuance of this policy, the Client:

- a) defines, for the purposes of this provision, the terms set forth below as follows:
  - i. “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - ii. “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
  - iii. “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - iv. “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
  - v. “obstructive practice” is
    - deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
    - acts intended to materially impede the exercise of the relevant government authorities’ inspection and audit rights.
- b) will reject a proposal for award if it determines that Proponent recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- c) will cancel the portion of the contract if it determines at any time that representatives of the Client or of a beneficiary were engaged in corrupt, fraudulent, collusive, or coercive practices during the selection process or the execution of that contract, without the Proponent having taken timely and appropriate action satisfactory to the Client to address such practices when they occur; and
- d) will take action against any Party or an individual at any time, in accordance with rules and regulations including by publicly declaring such Parties or individual ineligible, either indefinitely or for a stated period of time.

<b>2.4 Proposal Validity</b>	<p>The Data Sheet indicates how long the Proposals must remain valid after the submission date. The Client will make its best effort to complete negotiations within this period. Should the need arise; however, the Client may request to extend the validity period of proposals. The Parties who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, The Proponents could submit new staff in replacement, who would be considered in the final evaluation for contract award. Proponents who do not agree have the right to refuse to extend the validity of their Proposals.</p>
<b>2.5 Language of Proposal</b>	<p>The proposal documents must be in written English.</p>
<b>2.6 Preparation of Proposals</b>	<ul style="list-style-type: none"> <li>a) The Proposal as well as all related correspondence exchanged by the Proponents and the Client, shall be written in the language (s) specified in the RFP.</li> <li>b) In preparing their Proposal, Proponents are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.</li> <li>c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.</li> </ul>
<b>2.7 Technical Proposal Format and Content</b>	<p>The Technical Proposal shall provide the information indicated in the following paras from (a) to (f) using the attached Standard Forms (Section 6).</p> <ul style="list-style-type: none"> <li>a) A brief description of the Proponents' organization and an outline of recent experience of the Proponents and, in the case of joint venture, for each partner, on assignments of a similar nature are required in Form TECH-2 of Section 6. For each assignment, the outline should indicate the names of Sub-Proponents/ Professional staff who participated, duration of the assignment, contract amount, and Proponent's involvement. Information should be provided only for those assignments for which the Proponent was legally contracted by the client as a corporation or as one of the major consultancy firm/organisation within a joint venture. Assignments completed by individual Professional staff working privately or through other organisations cannot be claimed as the experience of the Proponent, or that of the Proponent's associates, but can be claimed by the Professional staff themselves in their CVs. Proponents should be prepared to substantiate the claimed experience if so requested by the Client.</li> </ul>

	<p>b) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-3 of Section 6. The work plan should be consistent with the Work Schedule (Form TECH-6 of Section 6) which will show in the form of a bar chart the timing proposed for each activity.</p> <p>c) The list of the proposed professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-4 of Section 6).</p> <p>d) CVs of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (Form TECH-5 of Section 6).</p> <p>e) The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.</p>
<b>2.8 Financial Proposal Format and Content</b>	<p>a) Financial Proposal submitted shall include the total cost for the consultancy (Form FIN-1 of Section 6), breakdown of the cost (Form FIN-2 of Section 6) and the financial situation of the firm (Form FIN-3 of Section 6). The total amount of financial proposal shall be inclusive of GST.</p> <p>c) Failure to submit the Form FIN-1, Form FIN-2 will lead to the disqualification of the proposal submitted by the Proponent.</p>
<b>2.9 Clarification and Amendment of RFP Documents</b>	<p>a) During the RFP process, questions or clarifications regarding this RFP document must be requested in writing to the person and address stated in the Data Sheet.</p> <p>b) Any additional documentation issued by the Client during the tender process shall be deemed to form part of this RFP and shall supersede any part of the RFP where indicated. The Client may also exercise the option to extend the tendering period and/or postpone the proposal submission date in the event that subsequent documentation is issued.</p> <p>Responses to queries will be published on the Client website. Please check the following page of the website for updates regarding this RFP. Link to page: <a href="https://bit.ly/306y0jP">https://bit.ly/306y0jP</a></p>
<b>2.10 Communications</b>	<p>Except as provided in the preceding section relating to questions about this RFP, No parties shall contact any officers, employees, or team members of Client with respect to this RFP. Any oral communication with a Client employee concerning this RFP is not binding on the Client and shall in no way alter any specifications, term or condition of this</p>

	RFP or any contract documents.
<b>2.11 Submission, Receipt, and Opening of Proposals</b>	<p>a) The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Proponents themselves. The person who signed the proposal must initial such corrections.</p> <p>b) An authorized representative of the Proponent shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.</p> <p>c) Proponents shall submit a “Compliance Statement” stating that the offer is made in accordance with the Request for Proposal.</p> <p>d) The Technical Proposal and Financial Proposal must be submitted in a sealed envelope to the address indicated in the Data Sheet. The Technical Proposal shall be placed in a sealed envelope clearly marked “Technical Proposal” followed by the name of the assignment and the Financial Proposal shall be placed in a sealed envelope clearly marked “Financial Proposal” followed by the name of the assignment.</p> <p>e) The Proposals must be delivered to the address indicated in the Data Sheet and received by the Client no later than the date and time specified in the Data Sheet, or any extension to this date. Any proposal received by the Client after the deadline for submission shall be returned unopened.</p> <p>f) The Client shall open the Technical and Financial Proposal immediately after the deadline for their submission. The Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Proponents.</p>
<b>2.12 Evaluation of proposals</b>	<p>a) From the time the Proposals are opened to the time the Contract is awarded, the Proponents should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Proponents to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Proponents’ Proposal.</p> <p>b) The Evaluation Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Technical Requirements, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet and detailed in Section 5, Evaluation Criteria. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Technical Requirements or if it fails to achieve the minimum technical score indicated evaluation criteria specified in the Data Sheet.</p> <p>c) To be eligible for this assignment the proponents must clearly show</p>

	<p>their capacity to accomplish the work in the required time frame with the proposed project team by showing the adequacy of staff selected and their current workload.</p> <p>d) After the technical evaluation is completed, the Client shall inform the Proponents who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Proponents whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and Schedule of Requirements. The Client shall simultaneously notify in writing Proponents that have secured the minimum qualifying mark as well.</p> <p>e) The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail.</p> <p>f) The highest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Evaluation Criteria: <math>S = St \times T\% + Sf \times P\%</math>. The Party achieving the highest combined technical and financial score will be invited for negotiations.</p>
<b>2.13 Damages</b>	<p>a) The Client may claim damages in respect of any direct loss that can be reasonably attributed to delays, defects or other breaches of contract on the part of the Consultant, unless the Consultant demonstrates that the Consultant did not cause the breach of contract or the reason for the breach of contract.</p> <p>b) Liquidated damages shall be deducted from any other damages in respect of the same delay.</p> <p>c) If the agreed delivery date or other time limit in the delivery schedule in respect of which the parties have stipulated is not complied with, and this is not caused by force majeure or circumstances related to the Client, there is a delay on the part of the Consultant that triggers liquidated damages.</p> <p>d) The liquidated damages shall accumulate automatically. The liquidated damages amount to 0.05 percent of the total consideration payable for the deliverables (the contract price), excluding relevant Taxes, for each calendar day of delay, but albeit limited to a maximum of one hundred (100) calendar days.</p> <p>e) The Client shall not have the right to terminate the Agreement for breach for as long as the liquidated damages continue to accumulate. However, this time restriction shall not apply in the case of willful misconduct or gross negligence on the part of the Consultant or anyone for whom it is responsible.</p>

	<p>f) If only parts of the agreed deliverables are delayed, the Consultant may request a reduction in the liquidated damages proportional to the ability of the Client to utilise the part of the deliverables that has been delivered.</p>
<b>2.14 Limitation of Damages</b>	<p>a) No damages may be claimed in respect of indirect loss. Loss of data is classified as indirect loss, unless such loss is caused by data handling that is the responsibility of the Consultant under the Agreement.</p> <p>b) Overall damages over the term of the Agreement are limited to an amount corresponding to the contract price, excluding relevant Taxes, or an agreed estimate for the Assignment.</p> <p>c) The said limitations shall not apply in the case of gross negligence or wilful misconduct on the part of the Consultant or anyone for whom it is responsible.</p>

### **Section 3. Data Sheet**

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The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Proponents, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

<b>Data</b>	<b>Specific Instructions / Requirements</b>
3.1 Name of Client	Auditor General's Office
3.2 Language of the Proposal	English
3.3 Submitting Proposals for Parts or sub-parts of the TOR (partial proposals)	Not Allowed
3.4 Alternative Proposals	Shall not be considered
3.5 Pre-proposal meeting	19 <sup>th</sup> May 2022, 11:00 am
3.6 Proposal Validity Period	90 Days
3.7 Bid Security	Not Required
3.8 Advanced Payment upon signing of contract	No Advance Payment for this contract
3.9 Performance Security	Not Required
3.10 Currency of Proposal	Maldivian Rufiyaa
3.11 Deadline for submitting requests for clarifications/questions	23 <sup>rd</sup> May 2022, 04:00pm
3.12 Contact Details for submitting clarifications/questions	Mohamed Zabeen E-mail address: <a href="mailto:info@audit.gov.mv">info@audit.gov.mv</a> CC: <a href="mailto:zabeen@audit.gov.mv">zabeen@audit.gov.mv</a> Subject: Regarding Construction Supervision Consultancy Proposal

3.13 Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Direct communication to proponents by email and posting on the website: <a href="http://www.audit.gov.mv">http://www.audit.gov.mv</a></p> <p>Link to page: <a href="https://audit.gov.mv/webpage.aspx?pageID=23">https://audit.gov.mv/webpage.aspx?pageID=23</a></p> <p>Shortened URL for the page: <a href="https://bit.ly/306y0jP">https://bit.ly/306y0jP</a></p> <p>Email: <a href="mailto:info@audit.gov.mv">info@audit.gov.mv</a> for clarifications</p>
3.14 Deadline for Submission of Proposals	26 <sup>th</sup> May 2022, 11:00 am
3.15 Allowable Manner of Submitting Proposals	<p>Financial Proposal to be submitted together with Technical Proposal in two different envelopes on the same day and time specified.</p> <p>Please write name of the Consultancy Assignment and indicate whether it is Financial Proposal or Technical Proposal on the envelopes.</p> <p>Name of the assignment is: Consultancy Services for the Supervision of Construction of Six-Storey Office Building</p> <p>Electronic submission by email is not allowed.</p>
3.16 Proposal Submission Address	<p><b>Auditor General's Office</b>  <b>Ghaazee Building, 1<sup>st</sup> Floor</b>  <b>Ameer Ahmed Magu</b>  <b>Male', 20125,</b>  <b>Republic of Maldives.</b></p>
3.17 Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals respectively.</p> <p>The minimum technical score required to pass is 60%.</p>
3.18 Expected date for commencement of Contract	Before the end of June 2022
3.19 Maximum expected duration of contract	37 Months
3.20 Client will award the contract to:	One Proponent only

3.21 Building details	<p>The building will have 6 floors with a height of 23.1 metres. The gross floor area of the building is 7,220.25 square metres (77,718.10 SQFT). The building will be constructed in Hulhumale’.</p> <p>Additional information such as floor plans will be shown to interested proponents at the pre-proposal information session.</p>																															
3.22 Evaluation of Proposals	<p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <p><b>(A) COMPANY PROFILE:</b> [100]</p> <table> <tr> <td>1. No. of similar projects</td> <td>[40]</td> </tr> <tr> <td>2. Value of Similar Assignments</td> <td>[30]</td> </tr> <tr> <td>3. Additional Similar Assignment</td> <td>[10]</td> </tr> <tr> <td>4. Organisational Structure</td> <td>[20]</td> </tr> </table> <p style="text-align: right;">Total A = [ 100 ]</p> <p><b>(B) TEAM</b> [100]</p> <table> <tr> <td>1. Project Manager ( Team Leader)</td> <td>[40]</td> </tr> <tr> <td>2. Resident Engineer</td> <td>[30]</td> </tr> <tr> <td>3. Architect</td> <td>[10]</td> </tr> <tr> <td>4. Quantity Surveyor</td> <td>[10]</td> </tr> <tr> <td>5. Services Engineer</td> <td>[10]</td> </tr> </table> <p style="text-align: right;">Total B = [ 100 ]</p> <p><b>(C) APPROACH, WORK PLAN</b> [100]</p> <table> <tr> <td>1. Approach &amp; Methodology</td> <td>[50]</td> </tr> <tr> <td>2. Work plan of the Assignment</td> <td>[50 ]</td> </tr> </table> <p style="text-align: right;">Total C = [ 100 ]</p> <p>Technical Score (St) = A/100*[W1] + B/100*[W2] + C/100*[W3]</p> <p>Weights Distribution</p> <table border="1"> <tr> <td>W1</td> <td>Company Profile</td> <td>[30%]</td> </tr> <tr> <td>W2</td> <td>Supervision Team</td> <td>[40%]</td> </tr> <tr> <td>W3</td> <td>Approach, Work Plan</td> <td>[30%]</td> </tr> </table> <p>The minimum technical score (St) required to pass is: <b>60</b> Points</p> <p>The formula for determining the financial scores is the following: <math>S_f = 100 \times F_m / F</math>, in which <math>S_f</math> is the financial score, <math>F_m</math> is the <u>lowest price</u> and <math>F</math> the price of the proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposals are:</p>	1. No. of similar projects	[40]	2. Value of Similar Assignments	[30]	3. Additional Similar Assignment	[10]	4. Organisational Structure	[20]	1. Project Manager ( Team Leader)	[40]	2. Resident Engineer	[30]	3. Architect	[10]	4. Quantity Surveyor	[10]	5. Services Engineer	[10]	1. Approach & Methodology	[50]	2. Work plan of the Assignment	[50 ]	W1	Company Profile	[30%]	W2	Supervision Team	[40%]	W3	Approach, Work Plan	[30%]
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W1	Company Profile	[30%]																														
W2	Supervision Team	[40%]																														
W3	Approach, Work Plan	[30%]																														

T = [0.6], and  
P = [0.4]

If the price of the financial proposal is equal or above 10 % maximum or 10% minimum of the estimated priced for the assignment ,the respective proposal will not be considered for further consideration for award and the following next highest score ( technical and financial ) proposal will be taken as recommendation for awarding process.

## **Section 4. Terms of Reference**

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### **Consultancy Services for the Supervision of Construction of Six-Storey Office Building**

#### **1. Background**

The Auditor General's Office (hereinafter called "the Client") is an office established for the purpose of enabling the Auditor General to discharge his legal mandate. The Auditor General (AG) is a constitutional post created pursuant to the Constitution of the Republic of Maldives (2008) and the Audit Act 04/2007. Responsibilities and powers of the Auditor General are laid down in the Constitution and the Audit Act. The AG reports directly to the Parliament, the President and to the Public. As the external auditor of the state, the AG's main objective is to serve the people of the Republic of Maldives by holding public officials and institutions to account for their use of public resources through the conduct of independent audits of all the offices, departments and institutions operating under the legislative, executive and judicial powers of the State.

At present the Auditor General's Office has about 160 staff employed and is looking to provide a good work environment to accommodate these staff and also to cater for an increase of staff capacity and other resources. The Client's planned six-storey office building in Hulhumale' will provide an adequate and more conducive working environment for the Client's staff and enable the Client to increase capacity in terms of staff numbers and resources. This new building will provide parking space for the Client's staff, a day care centre, a library and a large conference hall for training and events.

#### **2. Objectives**

The objective of this consultancy is to ensure the smooth implementation of the construction and delivery of the Client's six-storey office building at Hulhumale' according to the schedule and that the completed Project will deliver the maximum quality, capacity, performance, reliability and economic life.

#### **3. Scope of Works**

The Consultant shall be fully responsible for the supervision of construction works and day-to-day contract administration of the contract related to the construction of the new building. As such, the Consultant shall provide the following services:

The key responsibilities of the consultant will include the following:

1. Assist in reviewing of the contract.
2. Review and approval of design drawings/modifications.
3. Supervise the construction works on site, including quality assurance and on-site supervision.
4. Ensure contractors compliance with contract, legal and regulatory requirements and environmental safety measures.
5. Ensure proper commissioning and handover of as-built documentation, facilities and equipment.
6. Preparation and approval of Interim Payment Certificates with supporting documents.
7. Evaluate and advise the Client regarding Cost variations and Time Extensions requested by the Contractor.
8. Submit weekly and monthly progress reports.
9. Preparation and submission of Final Inspection Report (FIR) to be submitted to Client.
10. Preparation and submission of Defects Liability Report.
11. Preparation and submission of Project Completion Report (PCR) to be submitted to the Client.
12. Assist the Client in arriving at an amicable settlement in cases of dispute.

## **Part I: Construction Supervision**

- a. **Review of Designs:** The Consultant shall review the detail designs submitted by the Contractor to ensure that it provides the product required and to verify that correct engineering practices are used in the design and to ensure that the design meets the needs and the standards of the Client.
- b. **Material Approval:** Approval of all the materials required for the works shall be checked, compared with specifications given in the proposals and design requirements and approved in a predefined clear process and records must be maintained in a professional manner and shared with the Client accordingly. Material forms must be signed by the Client before sharing them with the Contractor. Approvals shall be organized in a way that does not cause any delays to the Contractors works.
- c. **Day to Day supervision:** The Consultant shall monitor day to day work progress of the Contractor and keep a log of activities for each day. During supervision, if the Consultant finds any defective work, or work that does not conform to contract drawings and specification, the Contractor shall be instructed to rectify immediately. The Consultant should check if all the necessary approvals and permits to carry out the works are obtained and kept updated by the Contractor.

- d. **Coordination of works:** The Consultant shall organize and direct execution of the works, by defining compliance with programmes and relations between stakeholders (the Client, Contractors, HDC, Suppliers and other required third parties). Coordination shall be ensured mainly by holding regular site meetings and general monthly meetings, with managers of the Contractors and the Client.
- e. **Daily records:** The Consultant shall keep daily records of weather, Contractor's staff on site, equipment available on site, material available on site and material brought to site.
- f. **Identifying further technical Studies:** During the course of implementation of the project, if the Consultant arrives to a conclusion that further technical studies would be required to assist the Client in specific problems that were unforeseeable, Consultant shall inform the Client immediately and early enough to allow the Client to arrange for such expertise.
- g. **A Quality Control and Quality Assurance Plan** shall be developed by the Consultant to ensure that the structure is built and the equipment are installed in compliance with the Contractual Specifications, approved drawings, standards and best engineering practices.
- h. **Safety and security management plan** shall be prepared by the Contractor and approved by the Consultant. The consultant shall ensure that the plan is established and maintained by the Contractor. Any safety and security incident occurs at site shall be reported promptly to the Client.
- i. **Plan for Project Cost Control** shall be developed on the basis of the field survey control and quantity survey required for determination of actual quantities of work accomplished by the Contractor(s) and Supplier(s) under direct guidance of the Client, the Consultant shall approve or reject the quantities of materials delivered, equipment erected, and works performed by the Contractor(s) and Manufacturer(s). The Consultant shall ascertain that the work measurements and payment claims by the Contractor and certify these to the Client as being correct and within the terms of contract.
- j. **Plan for Project Progress Control:** using the same basic data as those established for project cost control, a progress chart shall be maintained and updated in the Consultant. The work progress shall be monitored by the Consultant especially during the on-site

weekly progress meetings. Minutes of meeting for these weekly meetings shall be submitted by the Consultant.

- k. **Representing the CLIENT:** the Consultant shall be the Client's representative on site and shall perform all duties delegated by the Client in writing in accordance with the Contract.
- l. **General Reporting to Government:** The Consultant shall assist the Client in supplying information related to the works progress to Government.
- m. **Building commissioning:** The Consultant Shall implement Building commissioning that includes:
  - Undertaking the Final Inspection and issue the Taking over Certificate.
  - Preparing the Final Inspection Report which shall be based on the record maintained during the Final inspection.
  - Review the 'As-Built Drawings'.

#### **Output of Part I:**

1. Contractor is appropriately supervised and that the project is coordinated.
2. Quality Control and Quality Assurance Plans are issued.
3. Various authorizations and instructions to the Contractor and/or Manufacturer(s) being issued regularly.
4. Plan for Project Cost Control update delivered monthly.
5. Interim Payment Certificates.
6. Plan for Project Progress Control update delivered monthly.
7. As Built Drawings reviewed and approved.
8. Weekly and monthly progress reports.
9. Final Inspection Report.
10. Project Completion Report.
11. Issuance of Taking Over Certificates.
12. Any other additional outputs required in the capacity of the Engineer as required by D&B Contract.

## **Part II: Performance Control over Defect Liability Period**

### **Supervision during the Defects Liability Period of the contract**

The Consultant shall carry out quarterly inspections during the one-year defects liability period and instruct the Contractor accordingly with regard to any outstanding works and/or defects. Any additional consultancy needed for corrective actions that may occur for reaching the objectives shall be under the responsibility of the Consultant (unless these measures could not be identified at the detailed design stage or are not under the responsibility of the Consultant). The Consultant shall inspect the rectification works to confirm the compliance as per Contract and specifications.

Upon the completion of the Defect Liability Period and confirmation of the rectification works, the Consultant shall issue the Performance Certificate.

### **Outputs of Part II:**

1. Defects or any other issues shall be identified and addressed before the completion of Defect Liability period.
2. Quarterly site inspection during defects liability period and Final Project Completion Report (PCR) to be submitted.

### **Building Details**

The building will have 6 floors with a height of 23.1 metres. The gross floor area of the building is 7,220.25 square metres (77,718.10 SQFT).

## **5. Project Team and required Man months**

The following staff shall be employed in the Consultants team as detailed below;

<b><u>Position</u></b>	<b><u>Man Months</u></b>
Project Manager	Project Duration
Resident Engineer	Project Duration
Architect	3 Months
Quantity Surveyor	3 Months
Services Engineer	6 Months

## **6. Evaluation and Qualification**

If the Consultant is a foreign entity, the firm shall have an association with a local partner to facilitate all local requirements and logistics. The details of this party shall be provided with the proposal and association agreement.

The Consultant should not be involved as a lead partner or sub-consultant in the design consultancy of the specified projects in the packages. If such a case arises, it would lead to disqualification of the consultant from this consultancy.

Details of evaluation and qualification criteria are explained in the Data Sheet and Section 5 of this RFP.

## **7. Similar Assignments**

To be eligible for this assignment, the Consultant must demonstrate past experience in performing the services (description of similar assignments, Value of such assignments). The consultant shall have carried out a minimum of Four (4) similar with a combined value of MVR **1,000,000.00** within last 5 years period.

## **8. Required Qualification of Project Team**

The Consultant should submit full CV's for each of the proposed staff members. The table below includes the minimum requirement to be met by the proposed members of the consultancy team.

<b><u>Position</u></b>	<b><u>Qualification</u></b>	<b><u>General Experience</u></b>	<b><u>Specific Experience</u></b>
Project Manager	Bachelor's degree in Project Management or Civil Engineering or in a related field	7 Years	5 Years
Resident Engineer	Bachelor's Degree in Civil Engineering	5 Years	3 Years
Architect	Bachelor's Degree in Architecture or in a related field	5 Years	3 Years

Quantity Surveyor	Bachelor's Degree in Quantity surveying or in a related field	5 Years	3 Years
Services Engineer	Bachelor's Degree in Electrical/Mechanical Engineering or in a related Field	5 Years	3 Years

## 9. Equipment, Logistics and Facilities

The Consultants shall ensure that experts are adequately supported and equipped. In particular, he/she shall ensure that there are sufficient administrative, computing and secretarial provisions to enable experts to concentrate on their primary responsibilities. The Consultant shall meet the full costs for the supply of the teams including all travels, remuneration, insurance, emergency medical aid, facilities and all else necessary for the competent operation of the teams. The Consultants shall provide their own office space for the Project team.

## 10. Reporting Requirements

Reports	Deadline
Weekly Progress Reports	As agreed with the Client
Monthly Report	Within 10 working days of the preceding month
Final Inspection Report	Shall be submitted along with the Taking Over Certificate and Final Interim Payment Certificate
Quarterly inspection reports during Defects liability Report	Shall be submitted within 10 days of preceding quarter
Project Completion Report	Shall be submitted within 30 days the after the end of defects liability period

## **11. Payment Schedule**

Payment schedule will be in accordance with the schedule specified below:

<b>DESCRIPTION</b>	<b>ALLOCATION</b>	<b>REQUIREMENT</b>
For Construction Phase – Monthly Payments	As per Invoice	<ul style="list-style-type: none"><li>- Submission of Monthly Report</li><li>- Submission of supporting documents (time sheet, receipts of reimbursable expenditure, etc.) in the specified format.</li></ul>
For Post Construction Phase – Quarterly Payments	As per Invoice	<ul style="list-style-type: none"><li>- Upon submission of quarterly inspections reports.</li></ul>

## **12. Duration of the Assignment**

The period of total engagement will be 37 months upon the signing of the Contract Agreement. Commencement of Consultancy work will start soon after the mobilization of selected Contractor to the site.

If the works are stopped for any reasons, the Client has the right to terminate the Contract after notifying the Consultant and the Client will not be liable for any damages due to termination of the Contract.

If the Consultancy firm is a foreign entity, a JV with a local consultancy firm is required and the JV agreement or letter of association shall be submitted.

The period of total engagement will be for upon the signing of the contract agreement with the selected Consultant for the Consultancy.

The breakdown of this duration is as follows.

1. **Construction supervision – 25 months or for the duration of Construction**
2. **Defects Liability Period – 12 months**

## Section 5. Evaluation Criteria

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### 5.1 Company Profile

#	Scoring Element	Instruction	Maximum Score
1	Number of similar consultancy assignments for construction projects	Details of activities or projects for clients for similar services as those required by Client from the TOR, indicating client name, description of contract scope, contract duration, contract value, contact references etc. Please refer to Form Tech-2-part B (Proponent's Experience). For each project, 10 points will be awarded for up to 4 projects. Maximum points for this element is 40.	40
2	Value of similar assignments	The formula for determining the scores is the following: $Sv = 20 \times V / Vh$ , in which $Sv$ is the score, $Vh$ is the highest combined value from among the proposals received and $V$ the value of the proposal under consideration.	20
3	Additional similar assignments	For each additional project, 5 points will be awarded for up to 2 additional projects. Maximum points for this element is 20.	20
4	Organisational structure	Propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff. Maximum points for this element is 20.	20
Total maximum score for Company Profile			100

***The consultant shall have carried out a minimum of Four (4) similar assignments for construction projects with a combined value of MVR 1,000,000.00 within last 5-year period to qualify.***

## 5.2 Team

	<b>Project Manager</b>		<b>Sub- Category</b>	<b>Sub-Score</b>	<b>Maximum Score</b>
<b>Education &amp; Qualification</b>	Bachelor's degree in Project Management or Civil Engineering or in a related field	-	N/A	5	5
<b>General Experience</b>	Experience in the field of building construction or project management.	(a)	Min. experience of 07 Years	10	15
		(b)	Additional 1 point for each additional year up to 5 years	5	
<b>Specific Experience</b>	Experience as a project manager or equivalent position in managing a building construction project, other infrastructure works, etc.	(a)	Min. experience of 05 Years	15	20
		(b)	Additional 1 point for each additional year up to 5 years	5	
<b>Total maximum score for Project Manager</b>					40

	<b>Resident Engineer</b>		<b>Sub- Category</b>	<b>Sub-Score</b>	<b>Maximum Score</b>
<b>Education &amp; Qualification</b>	Bachelor's Degree in Civil Engineering	-	N/A	5	5
<b>General Experience</b>	Experience in the field of building construction or construction site management.	(a)	Min. experience of 05 Years	5	10
		(b)	Additional 1 point for each additional year up to 5 years	5	
<b>Specific Experience</b>	Experience as a resident engineer or equivalent position in construction site management, monitoring and quality check of materials brought to site, monitoring and quality check of on all sorts of building works, pipe jointing works, concrete quality test works and other works carried out on site.	(a)	Min. experience of 03 Years	10	15
		(b)	Additional 1 point for each additional year up to 5 years	5	
<b>Total maximum score for Resident Engineer</b>					30

	<b>Architect</b>		<b>Sub- Category</b>	<b>Sub-Score</b>	<b>Maximum Score</b>
<b>Education &amp; Qualification</b>	Bachelor's Degree in Architecture or in a related field	-	N/A	2	2
<b>General Experience</b>	Experience in the area of architecture.	(a)	Min. experience of 05 Years	2	4
		(b)	Additional 0.5 point for each additional year up to 4 years	2	
<b>Specific Experience</b>	Experience in design projects for building construction or related fields. Familiarity with government standards and drawing standards for working drawings and detail drawings.	(a)	Min. experience of 03 Years	2	4
		(b)	Additional 0.5 point for each additional year up to 4 years	2	
<b>Total maximum score for Architect</b>					10

	<b>Quantity Surveyor</b>		<b>Sub- Category</b>	<b>Sub-Score</b>	<b>Maximum Score</b>
<b>Education &amp; Qualification</b>	Bachelor's Degree in Quantity surveying or in a related field	-	N/A	2	2
<b>General Experience</b>	Experience in the field of quantity surveying related to building construction.	(a)	Min. experience of 05 Years	2	4
		(b)	Additional 0.5 point for each additional year up to 4 years	2	
<b>Specific Experience</b>	Experience in quantity surveying, construction cost estimation and specification preparation for in building construction projects or related fields.	(a)	Min. experience of 03 Years	2	4
		(b)	Additional 0.5 point for each additional year up to 4 years	2	
<b>Total maximum score for Quantity Surveyor</b>					10

	<b>Services Engineer</b>		<b>Sub- Category</b>	<b>Sub-Score</b>	<b>Maximum Score</b>
<b>Education &amp; Qualification</b>	Bachelor's Degree in Electrical/Mechanical Engineering or in a related Field	-	N/A	2	2
<b>General Experience</b>	Experience in designing of electrical / mechanical components.	(a)	Min. experience of 05 Years	2	4
		(b)	Additional 0.5 point for each additional year up to 4 years	2	

<b>Specific Experience</b>	Experience in design of electrical / mechanical components in building construction projects or related fields.	(a)	Min. experience of 03 Years	2	4
		(b)	Additional 0.5 point for each additional year up to 4 years	2	
<b>Total maximum score for Services Engineer</b>					10

## 5.1 Approach and Work plan

#	Scoring Element	Instruction	Maximum Score
1	Approach & Methodology	Proponents 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.	50
2	Work plan of the Assignment	Proponents should propose the main 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.	50
<b>Total maximum score for Approach and work plan</b>			100

## **Section 6. Standard Forms / Checklist**

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This form serves as a checklist for preparation of the Proposal. Please complete the Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted unless otherwise specified in the form and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Instruction to Proponents (Section 2) and Data Sheet (Section 3).

### **Technical Proposal Envelope:**

<b>Have you duly completed all the Forms?</b>	
▪ FORM TECH-1: Technical Proposal Submission Form	<input type="checkbox"/>
▪ FORM TECH-2: Proponent's Organisation and Experience	<input type="checkbox"/>
▪ FORM TECH-3: Description of Approach, Methodology and Work plan for performing the Assignment	<input type="checkbox"/>
▪ FORM TECH-4: Team Composition and Task Assignment	<input type="checkbox"/>
▪ FORM TECH-5: Curriculum Vitae (CV) for proposed Professional Staff	<input type="checkbox"/>
▪ FORM TECH-6: Work Schedule	<input type="checkbox"/>
▪ National ID Cards	<input type="checkbox"/>
▪ Attested Copies of Academic Certificates and relevant reference letters	<input type="checkbox"/>
▪ Copy of Business (company/sole proprietorship/partnership etc) Registration Certificate	<input type="checkbox"/>
▪ GST Registration Certificate (If applicable)	<input type="checkbox"/>
▪ SME Registration Certificate (If applicable)	<input type="checkbox"/>
▪ Stamped/signed project completion letters.	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the Evaluation Criteria in Section 5?</b>	<input type="checkbox"/>

### **Financial Proposal Envelope**

(Must be submitted in a separate sealed envelope)

▪ FORM FIN-1: Financial Proposal submission Form	<input type="checkbox"/>
▪ FORM FIN-2: Financial Proposal Breakdown Form	<input type="checkbox"/>
▪ FORM FIN-3: Financial Situation Form	<input type="checkbox"/>

## **TECHNICAL PROPOSAL - STANDARD FORMS**

**FORM TECH-1:**  
**1A Technical Proposal Submission Form**

[Location, Date]

To: [Name and address of Client]

Dear Sir/Madam:

We, the undersigned, offer to provide the consultancy service for "**Consultancy Services for the Supervision of Construction of Six-Storey Office Building**" in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope<sup>1</sup>.

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 staff. Our 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 Firm: \_\_\_\_\_ Address: \_\_\_\_\_

## 1B Proponents Information Form

[The Proponent shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: [insert date (as day, month and year) of Proposal Submission]

Procurement Reference No.: [insert reference number]

Page \_\_\_\_\_ of \_\_\_\_\_ page

1. Proponent's Legal Name	<i>{insert Proponent's legal name}</i>
2. In case of JV, legal name of each party:	<i>{insert legal name of each party in JV}</i>
3. Proponent's actual or intended Country of Registration:	<i>{insert actual or intended Country of Registration}</i>
4. Proponent's Year of Registration:	<i>{insert Proponent's year of registration}</i>
5. Proponent's Legal Address in Country of Registration:	<i>{insert Proponent's legal address in country of registration}</i>
6. Proponent's Authorized Representative Information	
Name	<i>{insert Authorized Representative's name}</i>
Address	<i>{insert Authorized Representative's Address}</i>
Telephone/Fax numbers:	<i>{insert Authorized Representative's telephone/fax numbers}</i>
Email Address:	<i>{insert Authorized Representative's email address}</i>
Attached are copies of original documents of: {check the box(es) of the attached original documents}	
<input type="checkbox"/> Articles of Incorporation or Registration of sole proprietorship as a team/ educational institute/ company named in 1, above.	
<input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement.	

## **FORM TECH-2: Proponent's Organization and Experience**

### **2A - Proponent's Organization**

*[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]*

## 2B - Proponent's Experience

*[Using the format below, provide information on each contract/assignment for which your Organisation, individually as a corporate entity or as one of the major companies within an association, for carrying out similar consultancy programmes.]*

Contract/Activity Name:	If a contract, value of the contract (in MVR):
Country: Location within country:	Duration of assignment/activity (months):
Name of Client:	Total NO of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in MVR):
Start date (month/year): Completion date (month/year):	NO of professional staff-months provided by associated Proponents:
Name of associated Parties, if any:	Name of senior professional staff of your firm involved and functions performed:
Narrative description of Activities/Project:	
Description of actual services provided by your staff within the Activities:	

Firm: \_\_\_\_\_

## **FORM TECH-3: Description of Approach, Methodology and Work plan for performing the Assignment**

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (inclusive of charts and diagrams) divided into the following three chapters:

a) *Technical Approach and Methodology,*

b) *Work Plan, and*

c) *Organization and Staffing,*

a) Technical Approach and Methodology. In this chapter you 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 you should propose the main 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.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

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## **FORM TECH-4: Team Composition and Task Assignment**

<i>Professional Staff</i>				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

## **FORM TECH-5: Curriculum Vitae (CV) for proposed Professional Staff**

- 1. Proposed Position** [only one candidate shall be nominated for each position]: \_\_\_\_\_
  - 2. Name of Firm** [Insert name of firm proposing the staff]: \_\_\_\_\_  
\_\_\_\_\_
  - 3. Name of Staff** [Insert full name]: \_\_\_\_\_
  - 4. Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_
  - 5. Education** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]: \_\_\_\_\_  
\_\_\_\_\_
  - 6. Membership of Professional Associations:** \_\_\_\_\_  
\_\_\_\_\_
  - 7. Other Training** [Indicate significant trainings since degrees under 5 - Education were obtained]:  
\_\_\_\_\_  
\_\_\_\_\_
  - 8. Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]: \_\_\_\_\_  
\_\_\_\_\_
  - 9. Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:  
  
From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Positions held: \_\_\_\_\_
- 10. Summary of projects/assignments undertaken/ role**  
Name of project/ assignment:  
  
Experience classification: General / specific  
  
Scope of project/ assignment:  
  
Role/ Position undertaken:  
  
Period of Consultation:
- Letter of commitment shall be submitted by all the key staff of the proposed team of the consultant firm with their CV.***

## FORM TECH-6: Work Schedule

The Proponent shall submit the anticipated Programme for the Works reflecting all activities of the project. Failure will lead to be disqualified.

#	Activity / Description	Dates (Example)		Duration in Weeks from Contract Award							
		Start	Complete	1	2	3	4	5	6	7	n
1.	Contract Signature	xx/xx/2022									
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
14.											
n											
Comments:											

1      *Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals*

2      *Duration of activities shall be indicated in the form of a bar chart.*

## **FINANCIAL PROPOSAL - STANDARD FORMS**

## FORM FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sir/Madam:

We, the undersigned, offer to provide consultancy service for "**Consultancy Services for the Supervision of Construction of Six-Storey Office Building**" in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>]. This amount is exclusive of the local taxes, which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us 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 Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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1 Amounts must coincide with the ones indicated under financial proposal in Form FIN-2.

## FORM FIN-2: Financial Proposal Breakdown Form

### Breakdown of Price per Activity

#	Price Component	Amount (MVR)
1	Remuneration	
2	Reimbursables	
3		
4		
<b>Total</b>		

### Breakdown of Remuneration

#	Position	Name	Man Months	Rate per Month	Amount
1					
2					
3					
4					
5					
<b>Total</b>					

### Breakdown of Reimbursables

#	Description	Unit	Quantity	Rate	Amount
1	Miscellaneous travel expenses/ Transportation costs	Trip			
	Subsistence allowance	Day			
2	Office rent/ Accommodation/ Clerical assistance				
3	Drafting, Printing and reproduction of reports				
4	Equipment: vehicles, computers, etc.				
5	Software				
<b>Total</b>					

*The consultancy firm is to submit copy of the GST registration certificate along with the financial proposal if applicable.*

*All Consultancy firms shall express the price of their services in Maldivian currency.*

## **FORM FIN-3 Financial Situation Form**

### Information on Balance Sheet

	Year 2021	Year 2020	Year 2019
Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Working Capital			

### Information on Income Statement

	Year 2021	Year 2020	Year 2019
Total Revenues			
Profits before Taxes			
Profits after Taxes			

When requested, proponents should submit 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 Proponent.
- Historic financial statements must be complete, including all notes to the financial statements.
- Historic financial statements must correspond to accounting periods