



Ministry of Environment, Climate Change and Technology
Republic of Maldives

TERMS OF REFERENCE
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**CONSULTANCY SERVICES TO CONDUCT TRAINING AND DEVELOP MANUAL
RELATED TO PERSISTENT ORGANIC POLLUTANTS AND HAZARDOUS WASTES
FOR ENFORCEMENT OFFICERS IN MALDIVES**

Issued on: 14 September 2022

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

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i. SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	14 th September 2022
Bid queries submission timeline	20 th September 2022 12:00hrs
Bid clarification deadline	20 th September 2022 12:00hrs
Proposal submission deadline	25 th September 2022 11:00hrs

ii. SUBMISSION REQUIREMENTS

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

Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX A.

a. Technical Proposal – Standard Forms

1. Proposal submission form (**signed by the owner of the entity or person with power of attorney to sign**) – (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 Experts (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 Team Leader)** – (Tech Form 5)
6. Copy of Business (Sole Proprietorship/company/partnerships/institutions) registration certificate.
7. Copy of SME Registration - If registered
8. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
9. Tax payer registration Certificate / Notification Copy

b. Financial Proposal – Standard Forms

1. FIN FORM 1 – Financial Proposal Submission Form (**signed by the owner of the entity or person with power of attorney to sign**)
2. Form FIN – 2 Financial Breakdown Form
3. Form FIN - 3: Details Financial Situation
4. Financial statements of the business for the year 2021,2020 and 2019
5. Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business's bank account. (Bank statement should be from the date of account opening to date of bid announcement)
6. FIN FORM – 4: Average Annual Turnover
7. FIN FORM -5: Financial Resources
8. FIN FORM -6: Line of Credit Letter

9. FIN FORM -7 Current Contract Commitments / Work in Progress

Note 01: All bidders should clearly identify Key Experts (herein referred to as the ‘Consultant’) carrying out the task. For bids submitted by Company/Institution, the Key Experts 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

Note 04: Foreign parties are not allowed to bid for this tender individually or as a joint venture with a Maldivian business entity.

1. INTRODUCTION AND BACKGROUND

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 consultancy services to conduct training and develop manual related to hazardous chemicals and wastes for law enforcement officers in the Maldives.

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 400000 people dispersed across 187 inhabited islands. An additional more than 166 islands have tourist resorts. Waste generation is estimated to be 324,000 tons annually with consisting of approximately 0.5 to 11% of hazardous chemicals and of approximately 3-9% of plastics depending on location and size of the island. The fact that (chemical) waste is being generated on 278 island presents the country with an incredible challenge, as land is very scarce, low lying and transportation of chemicals and waste from island to island is costly and complicated. The inadequate storage options and current disposal practices of hazardous chemicals and waste, especially open burning of waste at dumpsites or disposal near the coastline, make it very likely that these toxic chemicals and waste will end up in the waters and oceans. In the Republic of Maldives, the tourism sector accounts for more than 28% percent of the Gross Domestic Product (GDP) of the economy. Tourists to the Maldives are seeking a pristine environment, not one with polluted waters, degraded coral reefs, waste dumps which are openly burning or waste floating in the ocean. Therefore, the Sound Management of Chemicals and waste, especially the environmentally sound management of Persistent Organic Pollutants (hereinafter referred to as POPs) and hazardous waste, is an important element to achieving environmental sustainability. Further, given the economic importance of tourism to the Maldives, implementing environmentally sound chemical and waste management systems would help decouple growth in the tourism sector from environmental degradation.

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

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

- a) First Priority: The Implementation of measures to strengthen the institutional and regulatory framework; which includes the (i) developing legislation for chemicals

- management; (ii) strengthening institutional capacity; (iii) improving data collection and management systems and (iv) conducting research on the effects of POPs;
- b) Second Priority: Developing an action plan to eliminate Polychlorinated Bi-Phenyls(PCB)-containing equipment and its wastes by 2025, which includes the (i) identification, labelling 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- totalling 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 labelling 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 centres 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 will also 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. OBJECTIVES AND SCOPE OF WORK

The main objective of the assignment is to design and deliver a training for law enforcement officers on hazardous chemicals and wastes under the Basel, Rotterdam and Stockholm Conventions.

4. DUTIES AND RESPONSIBILITIES

The tasks to be undertaken by the Institute/ Firm / Company are to be undertaken in close collaboration with the Environment Department, Eliminating POPs PMU and relevant stakeholders are expected to perform the following tasks;

- a) With regard to the **task 1**, the Consultant shall conceptualize, develop and draft the appropriate manual aimed at identification, prevention of illegal import of POPs and hazardous wastes and safe handling.

The following topics should be covered in the manual:

- Types of industrial chemicals and pesticides (with focus on POPs);
- International legal obligations under the multilateral environmental agreements governing trade of such commodities;
- Waste identification;

- Risk profiling;
- Inspection of suspicious shipments;
- Safety aspects on handling and inspection of hazardous waste and chemicals;
- Repatriation of suspicious shipments;
- Intelligence exchange;
- Classification of e-waste and other ‘problematic waste streams’;
- Safety aspects relevant to the Stockholm, Rotterdam, and the Basel Convention;
- EU and international best practices concerning POPs (SC Guidelines- Guidance for the control of the import and export of POPs under the Stockholm Convention, UNEP 2017; ECHA Manual-Guidance for Implementation of Regulation and others).

Furthermore, the manual has to consider a particular legal setting in the Maldives and responsibilities defined by law.

- b) With respect to the **task 2**, the Consultants shall develop and deliver a specialized training regarding the content of the manual and its practical application to law enforcement officers concerning all relevant topics addressed in the manual. The training will be organized **as two face to face trainings in three islands (Male’ City, Kulhudhuffushi City and Addu city)**. The training will be delivered **to at least 100 customs officers**.

5. DELIVERABLES AND PAYMENT SCHEDULE

Payments will be based on the following breakdown, after acceptance the invoices submitted by the consultant and upon successful achievement of the corresponding deliverables:

	Deliverables	Details and submission requirement	Submission Date	Payment Schedule
1	Work plan and training methodology including draft on table of content of manual and training topics	1. Submission of Kickoff Meeting minutes 2. Submission of work plan and training methodology including draft on table of content of manual and training topics	1 week upon signing of contract	10% upon approval of Deliverable 1
2	Manual focusing on identification, prevention of illegal import of POPs, and hazardous wastes and safe handling primarily intended for law enforcement officers in Maldives	Submission and approval of training manual. The manual must include, but is not limited to the following key areas: <ul style="list-style-type: none"> • types of industrial chemicals and pesticides (with focus on POPs); • international legal obligations under the multilateral environmental agreements governing trade of such commodities; • waste identification; • risk profiling; • inspection of suspicious shipments; • safety aspects on handling and inspection of hazardous waste and chemicals; • repatriation of suspicious shipments; • intelligence exchange; 	8 weeks from submission of deliverable 1	60% upon approval of Deliverable 2

		<ul style="list-style-type: none"> • classification of e-waste and other 'problematic waste streams; • safety aspects relevant to the Stockholm, Rotterdam, and the Basel Convention; • EU and international best practices concerning POPs (SC Guidelines-Guidance for the control of the import and export of POPs under the Stockholm Convention, UNEP 2017; ECHA Manual-Guidance for Implementation of Regulation and others). <p>Furthermore, the manual has to consider a particular legal setting in the Maldives and responsibilities defined by law.</p>		
3	Conduct training based on the content of manual and its practical application to law enforcement officers designed and delivered with training handouts.	Deliver a specialized training regarding the content of the manual and its practical application to law enforcement officers concerning all relevant topics addressed in the manual for enforcement officers in Male' City .	1 weeks upon submission of Deliverable 2	10% upon completion and approval of Deliverable 3
4	The training will be organized as two, face to face trainings in three islands (Male' City, Kuldhufushi City and Addu city). The training will be delivered to at least 100 customs officers	Deliver a specialized training regarding the content of the manual and its practical application to law enforcement officers concerning all relevant topics addressed in the manual for enforcement officers in Kuldhuffushi City .	1 weeks upon submission of Deliverable 3	10% upon completion and approval of Deliverable 4
5		Deliver a specialized training regarding the content of the manual and its practical application to law enforcement officers concerning all relevant topics addressed in the manual for enforcement officers in Addu city .	1 weeks upon submission of Deliverable 4	10% upon completion and approval of Deliverable 5

6. DURATION OF THE CONSULTANCY

Duration of the assignment is **4 months** from the date of signing of the contract. The proposed duration would not account for the period of delay brought by the client for review, and approval of reports, or any facility provided by the client.

7. FACILITIES TO BE PROVIDED BY MECCT AND PROVISION OF MONITORING AND PROGRESS CONTROLS

The PMU of MECCT will coordinate closely with the Consultant during the assignment. The PMU may also join some field visits and review progress from time to time. The PMU will ensure that access to data and reports that are identified in the various tasks will be provided to the consultant in a timely manner. The PMU will facilitate meetings with various ministries and government agencies to enable productive field visits and consultations. All expert expenses for travelling to training locations will be covered by the project. For meetings held under this consultancy, the Minutes of Meeting must be provided to the PMU within 5 days of the meeting.

8. REPORTING OBLIGATIONS

All reports and documents need to be submitted to the Ministry of Environment Climate Change and Technology. All reports and documents need to be first submitted in draft format as an electronic copy. The client will review the reports and documents and provide comments to the Consultant. The Consultant will address the comments of Client make submissions as per the deliverable schedule.

9. DUTY STATION

The consultant will work home based with travel to training locations within Maldives (Male' City, Kulhudhuffushi City and Addu city).

10. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

10.1. Academic qualification:

- Minimum Bachelor's Degree in the fields of environmental management, environmental law, engineering, economics or any other relevant field.

10.2. General profession Experience:

- Minimum 5 years (from 2010 to date) of general professional work experience in the fields of prevention and enforcement of hazardous wastes/ trade of chemicals and pesticides or any other relevant field.

10.3. Specific Professional Experience:

- Experience in developing and conducting training to law enforcement officers on subject regrading trade of industrial chemicals and pesticides/enforcement of hazardous wastes
- Previous experience in developing training materials targeted for law enforcement officers on Basel, Rotterdam Stockholm Convention implementation
- Previous experience with UN agencies, World customs organization or working in SIDS is preferred

11. EVALUATION CRITERIA

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

The following criteria will be applied during the evaluation of the proposals and attention should be paid while preparing the proposals. Points will be awarded only for assignments with supporting documents.

DETAILS	MAXIMUM POINTS
1. Qualifications and experience of the Consultant	[100]

<p>a) Academic Qualification</p> <ul style="list-style-type: none"> • <i>[15] points for minimum Bachelor’s Degree in the fields of environmental management, environmental law, engineering, economics or any other relevant field, [05] additional points for each additional qualification up to PhD.</i> 	[25]
<p>b) General Professional Experience</p> <ul style="list-style-type: none"> • <i>[20] points for minimum 5 years (from 2010 to date) of general professional work experience in the fields of prevention and enforcement of hazardous wastes/ trade of chemicals and pesticides or any other relevant field.</i> • <i>[02] points for each additional year up to 5 years.</i> 	[30]
<p>c) Specific Professional Experience</p> <ul style="list-style-type: none"> • <i>[25] points for demonstrated specific experience in developing training materials targeted for law enforcement officers on Basel, Rotterdam and Stockholm Convention implementation and conducting minimum 2 trainings for law enforcement officers on subjects regarding trade of industrial chemicals and pesticides/enforcement of hazardous wastes any other similar training, [5] point for each additional trainings conducted or training materials developed, up to 2 assignments.</i> • <i>[10] points for demonstrating prior work experience with UN Agencies, world customs organization or SIDS (not a minimum requirement)</i> 	[45]

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.

Financial Score:

The formula for determining the financial scores is the following:

$S_f = 100 * F_m / F$, in which S_f is the financial score, F_m is the lowest price and F is the price of the proposal under consideration.

Financial Situation evaluation

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 100,000** for the year 2021,2020 and 2019. (**Submit Form FIN-1 Annual Turnover**)

(OR)

- To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 100,000** for liquid asset, for the year 2021 ,2020 and 2019. – (**Submit Form FIN -2: Financial Situation**)

(OR)

- Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business's bank account. (bank statement should be from the date of account opening to date of bid announcement). To be eligible the business's bank statement must show a credit balance of minimum **MVR 100,000**
(OR)
- If bidding party is unable to meet any of the above requirement they shall submit 'Line of Credit Letter' As per the template in fin form 4. Credit limit shall be no less **than MVR 100,000 – (Submission Form Fin -4: Line of Credit Letter)**

Selection Criteria of Regional Based business and MSME business

Above MVR 2,500,000 – MVR 5,000,000

- Among bidders who pass the technical and financial evaluation, those bidders who belong to the same island as the project is carried out will be assessed accordingly:
The bidder with the highest ranking with a proposed price that doesn't exceed 10% of the price of the bidder with the overall highest ranking will be awarded
- Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:
The bidder with the highest ranking with a proposed price that doesn't exceed 5% of the price of the bidder with the overall highest ranking will be awarded.
- Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), all Maldivian bidders will be checked and assessed accordingly.
The bidder with the highest ranking with the lowest proposed price will be awarded.
- Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all bidders will be assessed accordingly.
The bidder with the highest ranking with the lowest proposed price will be awarded.

Below MVR 2,500,000

- Among bidders who pass the technical and financial evaluation, Micro, Small and Medium Enterprises (MSME's) will be assessed accordingly:
The bidder with the highest ranking with a proposed price that doesn't exceed 15% of the price of the bidder with the overall highest ranking will be awarded.
- Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same island as the project is carried out will be assessed accordingly:

The bidder with the highest ranking with a proposed price that doesn't exceed 10% of the price of the bidder with the overall highest ranking will be awarded.

- c) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:

The bidder with the highest ranking with a proposed price that doesn't exceed 5% of the price of the bidder with the overall highest ranking will be awarded.

- d) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all Maldivian bidders will be checked and assessed accordingly.

The bidder with the highest ranking with the lowest proposed price will be awarded

- e) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b), (c) and (d) all bidders will be assessed accordingly.

The bidder with the highest ranking with the lowest proposed price will be awarded

Criteria on classifying regional based business

- a) Check the bidders permanent address, if the bidder is a sole proprietorship
- b) Check the island to which the business is registered, if the bidder is not a sole proprietorship
- c) The bidder will be considered as a business working in one certain area, as per (a) and (b) accordingly:
 - If the bidder is a sole proprietorship, the bidder's registered permanent address as of 1st January of the year the invitation for bid was issued will be considered OR
 - If the business had been registered before the year in which the invitation for bid was issued, the island to which the business was registered as of 1st January of the year the invitation for bid was issued will be considered

OR

 - If the business had been registered within the year in which the invitation for bid was issued, the island to which the business was first registered will be considered.

Additional Information

Ministry of Environment, Climate Change and technology has overall responsibility for the management of the contract and contractual reporting obligations.

Documents and data provided by the government for the purpose of this assessment which is not of public nature shall be considered confidential and should not be disclosed to any other party.

All outputs and materials produced as part of this TOR shall be handed over to the POPS project PMU at the end of the contract and will become the sole property of Ministry of Environment, Climate Change and Technology.

For the workshop and trainings: invitations, catering and venue will be financed directly by the project. This cost should NOT be included in the price quotation.

For domestic travel: land and sea travel (as per the schedule provided and agreed upon) will be directly financed by the project. This does not include the DSA.

12. SUBMISSION

Bid submission	On or before 25 September 2022 before 1100 hours local time
Bid opening	25 September 2022 before 1100 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 25 September 2022 before 1100 hours – Consultancy services to conduct training and develop manual related to persistent organic pollutants and hazardous wastes for enforcement officers in Maldives” 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 **“Consultancy Services to Conduct Training And Develop Manual Related To Persistent Organic Pollutants And Hazardous Wastes For Enforcement Officers In Maldives”** in accordance with your Request for Proposal dated (.....). 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):

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 TRAINING AND DEVELOP MANUAL RELATED TO PERSISTENT ORGANIC POLLUTANTS AND HAZARDOUS WASTES FOR ENFORCEMENT OFFICERS IN MALDIVES

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
Work plan and training methodology including draft on table of content of manual and training topics																
Manual focusing on identification, prevention of illegal import of POPs, and hazardous wastes and safe handling primarily intended for law enforcement officers in Maldives																
Conduct training based on the content of manual and its practical application to law enforcement officers designed and delivered with training handouts (Male’ City)																
Conduct training based on the content of manual and its practical application to law enforcement officers designed and delivered with training handouts (Kulhudhuffushi City)																
Conduct training based on the content of manual and its practical application to law enforcement officers designed and delivered with training handouts (Addu City)																

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

Note: CV should be submitted along with the supporting documents of the Team Leader (CV without the supporting documents will be rejected)

TECH FORM 5: Letter of Commitment (Team Leader)

[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 Team Leader for "**Consultancy Services to Conduct Training and Develop Manual Related to Persistent Organic Pollutants and Hazardous Wastes for Enforcement Officers in Maldives**"- 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:

FIN FORM 1 – Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide services for **“Consultancy Services to Conduct Training and Develop Manual Related to Persistent Organic Pollutants and Hazardous Wastes for Enforcement Officers in Maldives”**- 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)

Address:

FIN FORM 2 – Financial Breakdown Form**Date:****Reference No:** (generated by the proponent)

No.	Description	Price/Unit (MVR)	Total
1	Work plan and training methodology including draft on table of content of manual and training topics		
2	Manual focusing on identification, prevention of illegal import of POPs, and hazardous wastes and safe handling primarily intended for law enforcement officers in Maldives		
3	Conduct training based on the content of manual and its practical application to law enforcement officers designed and delivered with training handouts (Male' City)		
4	Conduct training based on the content of manual and its practical application to law enforcement officers designed and delivered with training handouts (Kulhudhuffushi City)		
5	Conduct training based on the content of manual and its practical application to law enforcement officers designed and delivered with training handouts (Addu City)		
	Total:		
	GST		
	Total with GST		

The quotation is valid for 90 days from the date of bid opening.

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.

Authorized Signature and stamp

FIN FORM 3 – Details of Financial Situation

Each Applicant must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2021:	Year 2020:	Year 2019:

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
2021		
2020		
2019		
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) 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: _____

FIN FORM 7 – Current Contract Commitments / Work in Progress

Current Contract Commitments/Works in Progress

Tenderers and each partner to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

No	Name of contract	Employer, contact address/tel/fax	Value of outstanding work (current MVR equiv)	Estimated completion date	Average monthly invoicing over last six months (MVR/month)
1.					
2.					
3.					
4.					
5.					

General Information

1	Bid Awarding	
	1.1	Bidder will be informed of the decision to award a bid via an official intent to award the bid.
	1.2	If the value of the bid exceeds MVR 500,000 the bidder will be required to submit a performance guarantee of (... %) of the total contract value prior to signing the contract. The performance guarantee must be issued by a Bank or a Financial Institution located in any eligible country. If the institution issuing the guarantee is located outside the Republic of Maldives, it shall have a correspondent financial institution located in the Republic of Maldives to make it enforceable. (Excluding Consultancy Service)
	1.3	Failure of the successful bidding party to submit the aforementioned performance guarantee, or sign the Contract, shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Ministry may award the contract to the next lowest evaluated bidder, provided the bidder is capable of performing the contract satisfactorily.
	1.4	Standstill period
		The Contract shall be awarded not earlier than the expiry of the Standstill Period. The duration of the Standstill Period is 5 days. The Standstill Period commences the day after the date the Employer has transmitted to each Bidder (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract. Where only one Bid is submitted, the Standstill Period shall not apply.
2	Liquidated Damages (Excluding Consultancy Service)	
	2.1	The Contractor shall pay liquidated damages to the Employer at the rate per day stated in the Public Procurement Regulation for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the Public Procurement Regulation . The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.
3	Securities (Excluding Consultancy Service)	
	3.1	If the price quoted by a bidding party exceeds MVR 500,000 in value, the bidding party will be required to submit a bid security of MVR....., with validity of no less than 90 days. Bid Security must be a bank guarantee letter or security issued by a Bank or a Financial Institution located in any eligible country. Bank Cheques, Bonds and Cash will not be accepted as bid security.

4	Advance Payment (Excluding Consultancy Service)	
	4.1	Vendor has to request for Advance payment within 45 days from the contract date start.
	4.2	Vendor has to submit Advance payment guarantee with the Invoice (15% of Contract price Maximum)
5	Arithmetic	
	5.1	Provided that the Tender is substantially responsive, the Employer shall correct arithmetical errors on the following basis:
	5.1.1	only for unit price contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
	5.1.2	if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
	5.1.3	if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
	5.2	If the Tenderer that submitted the lowest evaluated Tender does not accept the correction of errors, its Tender shall be declared non-responsive.