



Ministry of Climate Change, Environment and Energy
Republic of Maldives

TERMS OF REFERENCE

(IUL)438-ENV/438/2024/62

HAZARDOUS WASTE INVENTORY

“Implementing Sustainable Low and non-chemical Development in SIDS (ISLANDS)”

Issued on: 15 February 2024

Issued By: Implementing Sustainable Low and non-chemical Development in SIDS
(ISLANDS) – Project Management Unit

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SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	21 February 2024
Bid clarification deadline	21 February 2024 – 26 February 2024
Proposal submission deadline	04 March 2024

SUBMISSION REQUIREMENTS

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

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

Technical Proposal – Standard Forms

1. Proposal submission form. **Signed by the proposed 2 key experts** – (Tech Form 1)
2. Approach, Methodology and Work Plan – (Tech Form 2)
3. Work Schedule. *A summary of the work plan must be presented in the format) showing in the form of a bar chart the timing proposed for each activity* – (Tech Form 3)
4. Curriculum Vitae (CV) of the proposed 2 key experts. **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 **Letters of Commitment**. **Signed by the proposed 2 key experts** – (Tech Form 5&6)
6. Copy of business (company/partnerships/institutions/local JV) registration certificate.
7. If more than one party wishes to show interest as a JV, Joint Venture or Association Agreement between the parties needs to be provided
8. Copy of GST Registration certificate issued by Maldives Inland Revenue Authority

Financial Proposal – Standard Forms

1. Completed proposal submission form – (Fin Form 1)
2. Completed financial breakdown form – (Fin Form 2).
3. Financial Situation – (Fin Form 3)
4. Line of credit letter. *If applicable* – (Fin Form 4)
1. Financial Statement of the business for the year 2021, 2022 and 2023. *If applicable. 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)*

Note 01: All bidders should clearly identify 2 Key experts (herein referred to as the ‘Consultants’) carrying out the task. For bids submitted by Company/Institution/Organization, 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.

1. INTRODUCTION

The Government of Maldives has received funding from the Global Environment Facility (GEF) for the project “Implementing Sustainable Low and non-chemical Development in SIDS (ISLANDS)”. The Government intends to apply part of the proceeds towards procuring the services of a Consultant (company/partnerships/institutions/local JV/sole proprietorship) to conduct an inventory on hazardous chemical wastes.

2. PROJECT BACKGROUND

This project in Maldives is part of the “Indian Ocean Child Project” that will be implemented by UNDP in four Small Island Developing States (SIDS): Union of Comoros, Maldives, Mauritius and Seychelles. The objective of the Indian Ocean Regional Project is for each participating SIDS to prevent the future build-up of materials and chemicals entering SIDS that contain Persistent Organic Pollutants (POPs), mercury and other hazardous chemicals; to safely manage and dispose of existing harmful chemicals, products and materials currently present in those SIDS; and to ensure the safe management of products continuing to enter SIDS by closing the material and product loops. The ultimate objective of the project is to protect human health and the environment from the harmful effects of hazardous chemicals and wastes.

The Indian Ocean Child Project is one of five (5) child projects that is part of a GEF funded UN Environment led global programme titled “Implementing Sustainable Low And Non-Chemical Development in SIDS” (“the GEF ISLANDS Programme”), which will be implemented in 30 SIDS across 3 regions (Caribbean, Indian Ocean and Pacific).

In-line with the current legislative framework defining hazardous waste, this project seeks to develop an inventory of the hazardous waste generated in the country.

3. OBJECTIVE OF THE CONSULTANCY

The overall objective of this consultancy is to develop a comprehensive hazardous waste inventory of the Maldives.. The inventory will focus on determining the quantities and types of hazardous waste generated on an annual basis. Furthermore, the inventory will collect information on current existing stockpiles, obsolete chemical stockpiles, chemical waste sites and contaminated sites (as per SAICM recommendations) as well as conduct an in-depth assessment of the management methods currently used/applied in the Maldives to manage

priority hazardous waste streams. The inventory will focus on, but not limited to the following listed hazardous waste;

Waste streams with potential hazardous substances

Waste stream	Waste	Potential hazardous substances
Household	<ul style="list-style-type: none"> • Aerosol cans • Batteries • Cleaning products • Expired medicines • Fluorescent light bulbs • Furniture polish • Medicine/drugs • Paint • Insecticides • Fertilizers • Plastic waste 	Releases persistent organic pollutants, potentially carcinogenic substances such as mercuries and asbestos and other polluting toxic chemicals at landfills and upon open burning
Laboratory chemicals	Includes chemicals and waste of hazardous nature used in educational/research and medical facilities.	
E-Waste	<ul style="list-style-type: none"> • Consumer electronics (mobile phone, earphones/headphones, smart watches, cameras, vapes) • Household appliances (TVs, computers, fridges, LED bulbs etc) • Batteries 	Harmful chemicals such as lead, mercury, arsenic, cadmium, selenium, hexavalent, chromium, and flame retardants
Automotive/ end-of-life vehicle	<ul style="list-style-type: none"> • Oils/filters/ used oils • Pneumatic tyres • Batteries • Cleaning solvents • Plastics and scrap metals • Contaminated clothes and rags • Wax and polish 	Harmful acids, benzenes, and lead
Industrial/agricultural	<ul style="list-style-type: none"> • Used lube oils/ used oils/ hydraulic fluids • Herbicide and pesticide containers • Batteries 	Carcinogens such as heavy metals, benzene, toluene, ethylbenzene, and xylene

	<ul style="list-style-type: none"> • Electrical switches, relays, control boards • Hazardous glass based fibrous waste 	
Construction and Demolition	<ul style="list-style-type: none"> • Asphalt • Chemical treated wood • Gypsum • Asbestos • Metals 	Carcinogenic substances such as asbestos, arsenic, mercury, and POPs, metals, and lead

The Consultant will work in close collaboration with the PMU, MCCEE and UNDP Country Office, under an overall technical guidance from the UNDP-GEF Unit, including UNDP-GEF Regional Technical Advisor (RTA) for the Chemicals and Wastes at the UNDP's Istanbul Regional Hub.

4. TASKS AND RESPONSIBILITIES

Under the overall supervision and guidance of the Project Management Unit, the Consultant will be responsible for;

1. Inception meeting to demonstrate the Consultant's understanding of the assignment in accordance with the TOR and to present brief overall work plan and methodology that will be followed by the Consultant to conduct the assessment.
2. Submit inception report and work plan (with detailed timeline, draft framework for survey instruments, methodology, outputs, and description of quality assurance measures). The study design and methodology which includes sample size will be discussed and agreed with the project team and relevant stakeholders at the beginning of the consultancy. The inception report will include, but not limited to the following;
 - Clear definition of Hazardous Waste as considered in the consultancy
 - Categories of inventory
 - Methods for rating of hazardous level of the type of hazardous waste based on the physical, health, and environmental health hazards
 - Methodology for rating of the storage standard based on container type, labelling, protective measures, storage area, potential for contamination/leakage
 - Methods to determine if a location is contaminated with hazardous waste including parameters to test (with methodology) and characteristics to assess (as a checklist)
 - Methods for rating of sites contaminated with hazardous waste based on the physical, health, and environmental health hazards.
3. Conduct a literature review on pertinent legislative and policy documents, as well as international conventions relevant to the scope of the consultancy.

4. Prepare inventory of hazardous waste (a standard methodology shall be followed or a method approved by the PMU) including but not limited to the following key information:
 - Hazardous waste identification
 - Quantity
 - Chemical composition
 - Physical properties
 - Generation date (if available)
 - Source (if available)
 - Storage location
 - Storage Condition
 - Regulatory Compliance
5. The inventory will compile information on current existing stockpiles, obsolete chemical stockpiles, chemical waste sites and contaminated sites (as per SAICM recommendations)
6. Conduct an in-depth assessment of the management methods currently used/applied in the Maldives to manage priority hazardous waste streams.
7. Identify major sector and streams of hazardous waste.
8. Conduct briefing and de-briefing with all stakeholders to share the initial findings of the assessment
9. Prepare and submit the draft hazardous waste inventory report for review and feedback
10. Share and validate findings with relevant stakeholders, MCCEE and PMU.
11. Submit the final Hazardous waste inventory report for publishing.

5. QUALIFICATIONS AND EXPERIENCE OF KEY EXPERTS

- The scope of work for this assignment requires a team of minimum 2 skilled professionals with specific qualifications and previous experience in similar projects.
- The core team shall consist of these 2 key-experts and if required be supported by a subsidiary team.

5.1 KEY EXPERT 1: Waste Management EXPERT

5.1.1 Qualification and skills

- Master's degree in Environment Management or Pollution Control or Waste Management or Chemical Management or Environmental Economics or other related fields.

5.1.2 General Professional Experience

- At least 5 years of relevant experience at the national or international level in undertaking assessments on environmental aspects with focus on the waste management or chemical management sector.

5.1.3 Specific Professional Experience

- Demonstrated experience in the field environment/waste audit/assignments relevant to the project context.
- Must have demonstrated experience and abilities work well in a team, including strong interpersonal skills with ability to multi-task and maintain effective work relationships with diverse range of institutional partners and undertake complex assignments.
- Must have excellent speaking, reading, report writing and presentation skills in English and Dhivehi.

5.2 KEY EXPERT 2: Statistician

5.2.1 Qualification and skills

- Bachelor's Degree in Statistics or Economics or Mathematics or other related field.

5.2.2 General Professional Experience

- 3 years experience in a related field.

5.2.3 Specific Professional Experience

- Demonstrated experience in using statistical software and other methods to gather, analyze and interpret environment/waste audit data and analysis.
- Must have demonstrated experience and abilities to work well in a team, including strong interpersonal skills with ability to multi-task and maintain effective work relationships with diverse range of institutional partners and undertake complex assignments.
- Must have excellent written and oral communication skills in both Dhivehi and English.

6 DELIVERABLES AND PAYMENT SCHEDULE

	DELIVERABLE <i>*should be inline with the the responsibilities outlined in section '4. Tasks and Responsibilities'</i>	INDICATIVE DURATION	END PRODUCT / OUTPUT	PAYMENT SCHEDULE
1	<p>Inception meeting to demonstrate the Consultant's understanding of the assignment in accordance with the TOR.</p> <p>Presentation of the detailed work plan outlining the technical approach and methodology of the assignment. The report shall be furnished comprising the following sections or similar as agreed with the project team:</p> <ul style="list-style-type: none"> • Introduction • Workplan <ul style="list-style-type: none"> ○ Timeline (Present a detailed timeline for the entire consultancy which includes breakdown of the timeline into specific milestones) ○ Activities ○ Resources (Use of scientific resources if any) • Literature Review • Methodology <ul style="list-style-type: none"> ○ Research design (State and justify the research design and case was opted) ○ Data Collection (Provide details on the methods of data collection and instruments used if any) ○ Procedure (explanation of the research/study process) 	30 days upon contract signature	<ul style="list-style-type: none"> ▪ Approved detailed Work plan and Methodology 	10% of the contract value

Consultancy Service for Hazardous Waste Inventory

	<ul style="list-style-type: none"> ○ Approved detailed workplan and methodology ○ Validity and reliability ○ Ethical Considerations o Limitations ● Concluding section 			
2	<p>Data Collection and reporting</p> <ul style="list-style-type: none"> ● Monthly reporting on data collection and work progress (as outlined in the approved workplan as indicated in deliverable 1) ● Provide raw data sets collected from the survey 	245 days upon the completion of deliverable 1	Data collection and progress reports as outlined in the approved workplan and timeline	15% of the contract value
3	<ul style="list-style-type: none"> ● Draft report, 'Hazardous Waste Inventory'. 	45 days upon the completion of deliverable 2	Draft hazardous waste inventory report.	20% of the contract value
4	Validation workshop/meeting	15 days upon the completion deliverable 3		10% of the contract value
5	Final Hazardous Waste Inventory report	30 day upon the completion of deliverable 4	Approved hazardous waste inventory report	45% of the contract value
	Total days	365 days		

7 REPORTING OBLIGATIONS

The work of the Consultant will be coordinated by the National Hazardous Waste Expert and Chief Technical Advisor (CTA) and will work closely with officials from the Project Management Team (PMU).

The Consultant should carry their task with the Project Management Unit and MECCT to update on the progress of consultancy works. The Consultant should carry out their tasks in accordance with the rules and procedures of the Government of Maldives.

All meetings should be held with the related authorities/agencies and stakeholders physically or virtually.

Report to the Project Management Unit:

Implementing Sustainable Low and non-chemical Development in SIDS (ISLANDS)
Project Management Unit
Environmental Management and Conservation Department
Ministry of Climate Change, Environment and Energy
Green Building, Handhuvaree Hingun
Maafannu, Male', 20392
Republic of Maldives

8 SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **365 Days** from the date of signing of the contract. The proposed duration would not account the period of delay brought by the client of setting up of meetings, review and approval of documents, facilitating of any relevant documents.

9 DUTY STATION

The Consultant is expected work in their own work setup but meet and report to the Experts and officials of the project as scheduled by the Project Management Team (PMU) for the “Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS) project under the Ministry of Climate Change, Environment and Energy.

10 QUERIES

For any queries, please email to procurement@environment.gov.mv copied to islands@environment.gov.mv before 1000hrs on 26 February 2024.

11 EVALUATION CRITERIA

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

DETAILS	MAXIMUM POINTS
Key expert 1: Waste Management Expert	[50]
a) Qualification and skills <ul style="list-style-type: none"> • <i>Master's degree in Environment Management, Pollution Control and Waste Management, Chemical Management, Environmental Economics or other related fields</i> 	[15]
b) General Professional Experience <ul style="list-style-type: none"> • <i>At least 5 years of relevant experience at the national or international level in undertaking assessments on environmental aspects with focus on the waste management or chemical management sector</i> 	[15]
c) Specific Professional Experience <ul style="list-style-type: none"> • <i>Demonstrated experience in the field environmental/waste audit (15 points)</i> • <i>Must have excellent speaking, reading, report writing and presentation skills in English (5 points)</i> 	[20]
Key expert 2: Statistician	[50]
a) Qualification and skills <ul style="list-style-type: none"> • <i>A minimum of Bachelor's Degree in Statistics or economics or mathematics or other related fields higher qualification will score higher points</i> 	[15]
b) General Professional Experience <ul style="list-style-type: none"> • <i>Minimum five (5) years work experience in relevant area</i> 	[15]
d) Specific Professional Experience <ul style="list-style-type: none"> • <i>Demonstrated experience in using statistical software and other methods to gather, analyze and interpret environment/waste audit data and analysis (15 points)</i> • <i>Must have excellent written and oral communication skills in both Dhivehi and English (5 points)</i> 	[20]

Total technical score (s): 100

- The minimum technical score (s) required to pass is: 50 Points, proposal that does not qualify the minimum technical score will be disqualified from further evaluation.
- The formula for determining the financial scores is the following:

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

- The weights given to the Technical and Financial Proposals are:

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

Financial Situation evaluation

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 10,000.00**, for the year 2021, 2022 and 2023.
(or)
- To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 10,000.00**, for liquid asset, for the year 2021, 2022 and 2023.
(or)
- For business mentioned in the section (ii) B no 5, to be eligible the business's bank statement must show a credit balance of minimum **MVR 10,000.00**
(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 3. (credit limit shall be no less than **MVR 10,000.00**)

12 SUBMISSION

Bid submission	On or before 04 March 2024 – 10:05 hours local time
Bid opening	04 March 2024 – 10:05 hours local time. Proposals will be opened in the presence of the bidder's representatives who choose to be present at the address below at the time of bid opening.
Submission instruction	Proposals must be delivered in sealed envelopes titled "Do not Open Before 04 March 2024 – 10:05 hours – Consultancy Service for Hazardous Waste Inventory" and the submitting party's name and address Electronic submission is not permitted. Late proposals will be rejected.
Submission address	Procurement Section Ministry of Climate Change, Environment and Energy Green Building, Handhuvaree Hingun, Maafannu Male', 20392, Republic of Maldives Email: procurement@environment.gov.mv Website: www.environment.gov.mv Project name: Implementing Sustainable Low and Non-Chemical Development in SIDS (ISLANDS)

Additional Information

Ministry of Climate Change, Environment and Energy 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 ISLANDS project at the end of the contract and will become the sole property of Ministry of Climate Change, Environment and Energy.

Obtaining any necessary visa and documents are the responsibility of the proponent. MECCT will only provide a visa facilitation letter if necessary.

For domestic travel and Accommodation: Domestic travel and Accommodation as per the government rate (as per the schedule provided and agreed upon) will be directly financed by the project. This cost should NOT be included in the price quotation.

Annex A

TECH FORM 1 – Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide the consultancy service for “**Hazardous Waste Inventory**” in accordance with your Request for Proposal dated [xxx]. I hereby submit my Proposal, which includes all required documents as per Request for Proposal.

I hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, I undertake to negotiate on the basis of the proposed staff. my Proposal is binding upon myself and subject to the modifications resulting from Contract negotiations.

I undertake, if my Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnerships/institutions):

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

Hazardous Waste Inventory																
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

TECH FORM 4 – Curriculum Vitae

1. Name of Consultant:

2. Education *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*

3. Membership of professional associations

4. Other Training

5. Countries of work experience *[List countries where the Consultant has worked in the last ten years]:*

6. Languages *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*

7. Experience/ employment record *[Starting with present position, list in reverse order every employment held the Consultant since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*

From [Month/Year] – To [Month/Year]:

Employer:

Positions held:

Job description:

8. Summary of projects/assignments undertaken/ role

Name of project/ assignment:

Experience classification: General / specific

Scope of project/ assignment:

From [Month/Year] – To [Month/Year]:

Positions held:

9. Past commitments in projects with the Ministry of Environment, Climate Change and Technology

Name of the Contract/Project:

From [Month/Year] – To [Month/Year]:

Positions held:

Summary of role

TECH FORM 5: Letter of Commitment (Key Expert 1: Waste Management Expert)

[Location, Date]

To: [Name and address of Client]

Ref no: _____

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the **Key Expert 1: Waste management Expert** to **Hazardous Waste Inventory Consultancy** - 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:

TECH FORM 6: Letter of Commitment (Key Expert 2: Statistician)

[Location, Date]

To: [Name and address of Client]

Ref no: _____

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the **Key Expert 2: Statistician** to **Hazardous Waste Inventory Consultancy-** 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 Training service for “**Hazardous Waste Inventory**” 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

Reference No: (generated by the proponent)
Quotation validity: 90 days

No.	Description	Price/Unit (MVR)	Total
1			
2			
3			
4			
5			
6			
7			
8			
9			
	Total:		
	GST		
	Total with GST		

Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa (MVR).

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) or any applicable axes as per the Tax Legislation and must be shown in the breakdown.

Authorized Signature and stamp

FIN FORM 3 – Details of Financial Situation

Each Bidder must fill in this form

Financial Data for Previous Years [MVR Equivalent]	
	Year 2021, 2022, 2023

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	
<input type="checkbox"/> Attached are copies of financial statement (balance sheets including all related notes, and income statements), as indicated above, complying with the following conditions. <ul style="list-style-type: none"> • All such documents reflect the financial situation of the Bidder. • Historic financial statement must be complete, including all notes to the financial statements. 	
<ul style="list-style-type: none"> • Historic financial statements must correspond to accounting periods 	

FIN FORM 4 – Line of Credit Letter

[letterhead of the Bank/Financing Institution/Supplier]

[date]

To: *[Name and address of the Contractor]*

Dear,

You have requested {name of the bank/financing institution/supplier issuing the letter) to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder.

This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____