



Ministry of Climate Change, Environment, and Energy
Republic of Maldives

TERMS OF REFERENCE

(IULAN No: (IUL)438-ENV/438/2024/134)

**To Hire an Event Management Company for Maldives
Sustainability Week 2024**

Issued on: 28th March 2024

Issued By: Environmental Management and Conservation Department

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1. Schedule of Critical Dates

Activity	Action Date
Advertised date	28 th March 2024
Pre-Bid Meeting	15 th April 2024
Bid queries submission timeline	18 th April 2024
Bid clarification deadline	23 rd April 2024
Proposal submission deadline	25 th April 2024

2. 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 all Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under Annex A.

a) Technical Proposal – Standard Forms

1. Event Proposal (**signed by the owner of the entity or person with power of attorney to sign**) – (Tech Form 1)
2. A summary of the work plan must be presented in the format in Work Schedule (Tech Form 2) showing in the form of a bar chart the timing proposed for each activity.
3. Curriculum Vitae (CV) of the Team Leader (Event Management Company). **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 3)
4. Completed **Letter of Commitment (signed by the Team Leader)** – (Tech Form 4)
5. Copy of _____ of _____ Business _____ (sole proprietorship/company/partnerships/institutions/Corporation/NGOs) _____ registration certificate.
6. Copy of SME Registration - If registered

7. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
8. Taxpayer registration Certificate / Notification Copy/Income Tax notification

b) Financial Proposal – Standard Forms

1. FIN FORM 1 – Financial Proposal Submission (**signed by the owner of the entity or person with power of attorney to sign**)
2. Form FIN 2 – Financial Breakdown
3. Form FIN 3 – Details Financial Situation
4. Financial statements for the business for the years 2022, 2021, and 2020
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

Note 01: All bidders should clearly identify the Team Leader carrying out the task. For bids submitted by Company/Institution, the Team Leader signed in Technical Form 4 will be considered for the evaluation process.

Note 02: If a bidder fails to submit any of the above listed documents, their proposal may not be considered for further evaluation.

Note 03: After the evaluation, the highest scoring party will be notified to submit a tax clearance report. Tender will be awarded upon submission of tax clearance report.

3. Introduction and Background

The Government of the Republic of Maldives through the Ministry of Climate Change, Environment, and Energy is mandated to carry out all activities to mark the World Environment Day. World Environment Day is celebrated each year on the 5th of June to create awareness and encourage action for protection of the environment. For the 51st World Environment Day this year, the ministry plans to extend the celebrations to a four-day-long event, ending with the celebrations of the World Ocean Day marked on 8th

June each year. The event is planned to encapsulate a comprehensive exploration of environmental conservation and sustainable practices across diverse fields and industries. The event aims to popularize Sustainability and act as a dynamic hub fostering collaboration and inspiring positive environmental change among all facets of our society. Our target audiences for the different events planned include the General Public, International Partners, Local Companies, the Tourism Industry, NGO/CSO, Students, and Government representatives from various sectors.

The event is planned to be hosted at Hulhumale Central Park with a layout and scale reminiscent of similar scale events such as the Maldives Marine Expo, Food Expo and Build Expo. The general event layout is planned to have one main stage surrounded by smaller tents with various stalls (4 modular tents, 170 stalls total). The main stage will host seminars, speeches (etc.) delivered by experts covering a set list of key themes, as well as entertainment sessions (music bands, school performances, etc.), while the surrounding tents will be allocated for general stalls of exhibitions, demonstrations, discussions, presentations, and games fitting the key themes as well as food and beverage stalls.

Key Themes:



1. Youth engagement for Sustainability
2. Energy efficiency
3. Sustainable Economy/Development
4. Sustainable Tourism
5. Green financing
6. Environmental justice
7. Pollution
8. Waste to Wealth
9. Sustainable water usage
10. Harmony with nature / Human-wildlife conflict
11. Sustainable coastal development

A detailed agenda for the event is being developed based on this event concept around the key themes and objectives.

Suggested Ideas:

Color theme and material designs to be in accordance with World Environment Day.

- 1. Main stage:**

	
<ul style="list-style-type: none"> - Seminar/Panel Discussions 	<ul style="list-style-type: none"> - LED Screen presentations/videos - Seating options available
<ul style="list-style-type: none"> - Additional: shade over the stage, and if possible, the seating area - 150-200 audience seating 	

Agenda:

5th June 2024	
16:00 – 16:30	Opening ceremony
16:30 – 16:45	Entertainment
16:45 – 17:45	Awareness Session(s) 1
17:45 – 18:00	Entertainment
18:00 – 20:00	BREAK
20:00 – 21:30	Awareness Session(s) 2
21:30 – 21:50	Entertainment
21:50 – 22:00	[DAY 1 CLOSING]
6th June 2024	
16:00 – 16:45	Awareness Session(s) 3
16:45 – 17:00	Entertainment
17:00 – 18:00	Awareness Session(s) 4
18:00 – 20:00	BREAK
20:00 – 21:30	Awareness Session(s) 5
21:30 – 21:50	Entertainment
21:50 – 22:00	[DAY 2 CLOSING]
7th June 2024	
16:00 – 16:45	Awareness Session(s) 6
16:45 – 17:00	Entertainment
17:00 – 18:00	Awareness Session(s) 7
18:00 – 20:00	BREAK
20:00 – 21:30	Awareness Session(s) 8
21:30 – 21:50	Entertainment
21:50 – 22:00	[DAY 3 CLOSING]
8th June 2024	

16:00 – 17:30	Awareness Session(s) 9
17:30 – 18:00	Entertainment
18:00 – 20:00	BREAK
20:00 – 21:00	Awareness Session(s) 10
21:00 – 22:00	Closing ceremony

2. Stalls:



- 4 modular tents with total 170 stalls
- Stalls with spacious discussion areas with mixed stall styles - each tent a different layout
- At least one catering stall per tent

4. Objective

The main objectives of the event are:

1. Facilitating Networking and Partnership
2. Dissemination of Knowledge
3. Innovation Showcase
4. Encourage Community Action
5. Promotion of Best Practices

6. Scope of Work

The event management company is responsible for guaranteeing that all components identified in the scope of work are delivered. The Ministry of Climate Change, Environment, and Energy will be providing the

concept and design for the event. The event management company shall be responsible for executing the concept.

1. Planning and designing a mockup of event location layout as well venue set up including making all arrangements for display, decoration, lighting, sound and promotional material (designing of display banners at the tents, stage backdrop, communication packs, etc. will be further finalized in collaboration with the Ministry of Climate Change, Environment, and Energy team).

Note: The mockup design should be in accordance with the description in section 3 (Introduction and Background) of the ToR. The final set up should be presented to the Ministry 20 hours before the event time.

2. Management, coordination and logistical support for all main and sub events planned by the Ministry of Climate Change, Environment, and Energy's team leading up to and during the Event period ensuring that all activities run smoothly.
 - a. A dedicated IT technician should be always present for sessions at the main stage, to minimize and resolve technical issues easily. Additionally, all technical testing (mic, lighting, etc.) should be conducted 2 hours prior to the event's start time.
 - b. An appropriate number of the event management team staff should be at the event always.
3. All arrangements for photography, videography and media coverage of the event, during and after the event (e.g. partnerships with social media projects). Raw footage and images must be provided of:
 - a. Preparation of event such as setting up stall
 - b. Invited and general guests engaging in event activities
 - c. An interview style video of each stall and a walk through of each stall activity
 - d. A full video of each session on the main stage

Note: Ministry of Climate Change, Environment, and Energy holds exclusive rights to all products (images and footages) of photography, videography and media coverage of the event.

4. All procurement of equipment and services, as determined by the Ministry, should be done by the event management company. The Ministry will not bear any additional costs.
5. Coordinate with the Ministry of Climate Change, Environment, and Energy's team in finalizing the concept, timeline and designs for the event.
6. Closely supervise all activities ongoing during the event period to manage risk. The Ministry of Climate Change, Environment, and Energy will not be responsible for any damage cost due to negligence by the event management company in this regard.

7. Maintaining the venue clean for each day of the week-long event and clearance of the venue upon completion of the event
8. Collecting key event metrics developed with the Ministry of Climate Change, Environment, and Energy for post-event analysis
9. Branding and marketing of the event including but not limited to:
 - a. Create event logo – a graphic designer to be engaged with the Ministry’s team early on
 - b. Reaching out to sponsors as needed
 - c. Advertising to target audience well in advance promoting the event agenda, speakers, stalls, etc.
10. Arrangement for Entertainment on main stage in between the awareness activities
11. All event arrangements must be environmentally friendly, aligning with environmentally sustainable ideals as much as possible.

7. Duration of the Consultancy

The duration of the assignment is four calendar months (including holidays) upon signing the contract.

8. Monitoring and Progress Controls

The consultant will report to and closely coordinate with the focal point from Ministry of Climate Change, Environment, and Energy for the contract's duration.

Late commencement

Late commencement fine will be calculated and charged using the formula: $CP \times 0.005 \times LD$

Given that:

CP: Total “Contract Price”

LD: “Late Duration” is the time difference between informed and agreed commencement time and the actual commencement time.

Under quality deliverance

Any costs related to resolving the quality assurance to meet the requirements and scope of this ToR should be the responsibility of the event management company and not reimbursed.

9. Requirements for Experience and Qualifications

To be eligible for this assignment, the event management company should demonstrate experience in performing the services per the scope of work. The company should provide a portfolio showcasing minimum 5 assignments with similar scope undertaken by the company within the past 10 years from the date of this assignment, with reference letters, to demonstrate the capability for event management, event coverage, and capability to mobilize resources and deliver in short notice. The company should have done at least 2 similar assignments.

Team leader (Overall Event Manager) with minimum 2 years of experience should be the designated main focal point for all communications in coordinating with the Ministry of Climate Change, Environment and Energy, and will be responsible for implementing all activities within the scope of work. A CV and commitment letter should be provided by the team leader: **Overall Event Manager (Team Leader)**

In addition to the team leader, focal points should be assigned for the following activities (CV and contact details should be provided):

- 1. Event Coordinator (Logistics)**
- 2. Event Coverage and Outreach**
- 3. Budget Control**
- 4. Graphic Designer**
- 5. IT Technician**

The Team Leader as well as the other focal points should have proven experience in minimum 3 similar projects in their respective field of work (Logistics, Coverage and Outreach, Budget Control, Graphic Design, and IT), to carry out the event according to the scope of work outlined.

Details of other support staff and positions must be included in Technical Form 4 and 5.

10. 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.

Technical Score:

DETAILS	MAXIMUM POINTS
(A) Company Profile:	[100]
Company Profile	[20]
Organizational Structure of the firm/JV	[20]
No. of similar project / assignments within the last 10 years <i>20 points for each documented assignment, up to a maximum of 3.</i>	[60]
Total A=	[]
(B) Project team:	[100]
Overall Event Manager (Team Leader)	[50]
Event Coordinator (Logistics)	[10]
Budget Control	[10]
Event Coverage and Outreach	[10]
Graphic Designer	[10]
IT Technician	[10]
Total B=	[]
(C) Event Proposal:	[100]
Attractiveness of the overall concept	[60]
Uniqueness and creativity of the overall concept	[40]
Total C=	[]

$$\text{Technical score (St)} = A/100*[W1] + B/100*[W2] + C/100*[W3]$$

Weight distribution:

W1	(A) Company profile with relevance to similar or related assignments	[20]
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W2	(B) Project team	[60]
W3	(C) Event proposal	[20]

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.

Total Evaluation Score

Total evaluation score will be determined as follows:

Total Evaluation Score = [Technical Score * 0.60] + [Financial Score * 0.40]

Financial Situation Evaluation:

To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 1,200,000.00, for the year 2022, 2021, 2020. (**Submit FIN FORM 2 Annual Turnover**)

(OR)

To be eligible the financial statements of the bidding party must show, Minimum value of MVR 1,200,000.00 for liquid asset, for the year 2022, 2021, 2020. – **(Submit FIN FORM 3: 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 1,200,000.00

(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 Financial Form 4. Credit limit shall be no less than MVR 1,200,000.00 – **(Submit FIN FORM 4: Line of Credit Letter)**

Selection Criteria of Regional Based business and MSME business

Above MVR 2,500,000 – MVR 5,000,000

- a) 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
- b) 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.
- c) 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.
- d) 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

- a) 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.
- b) 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.

10. Intellectual Property

All works submitted by the event management company shall be original creations. Any infringement of Intellectual Property, plagiarism or misuse of another work by the event management company, will result in immediate termination of the contract. In case of any illegal or abuse of copyrighted material by the event management company, the Ministry will not bear any responsibility and the event management company shall bear full responsibility and consequences of such actions.

All products of photography, videography and all related material as part of this event shall be handed over to the Ministry of Climate Change, Environment and Energy, and will become the sole property of the Ministry.

11. Bid Submission & Opening

Bid submission	On or before 25th April 2024 11:00 hours local time
Submission instruction	Proposal must be delivered in sealed envelopes titled “DO NOT OPENBEFORE 25th April 2024 11:05 HOURS” and the submitting party’s Name and Address Late proposals will be rejected. Additionally, provide a soft copy of the proposal as well.
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
Bid opening	On 25 th April 2024 11:05 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.
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Additional Information:

The Ministry of Climate Change, Environment, and Energy is responsible for managing the contract.

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

12. Pre-Bid Meeting

A Pre-Bid meeting will be held on 15th April 2024 at Green Building, Ministry of Climate Change, Environment, and Energy.

13. Queries

For any queries and clarifications, you may call 3018357 or sent in writing to the below email on or before 18th April 2024.

Email: procurement@environment.gov.mv and copied to rayya.hussain@environment.gov.mv

Subject: [Query] Maldives Sustainability Week 2024

ANNEX A

TECH FORM 1 – Proposal Submission

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide the Event Management service for “**Maldives Sustainability Week 2024**” in accordance with your Terms of Reference dated 28th March 2024. I hereby submit my Proposal, which includes all required documents as per Terms of Reference.

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 – Work Schedule

Event Management Service for “Maldives Sustainability Week 2024”						
Deliverables	Week 1	Week 2	Week 3	Week 4	Week 5	Week 17
Finalization of event concept						
Planning and designing a mockup of event location layout						
Create event logo and branding						
Designing of banners and promotional material						
Promotion and marketing of the event						
Procurement of equipment: audiovisual, exhibition stands, chairs, tables, cables, lighting etc.						
Arrangement for entertainment						
Developing and collecting key event metrics						
Final set up of the event should be completed 20 hours before the event time						
Interview style videos of each stall and a walk through of each stall activity						
Full video of each session on the main stage						

TECH FORM 3 – Curriculum Vitae (Team Leader and All Focal Points)

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

7. **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:

8. **Past commitments in projects with the Ministry of Climate Change, Environment, and Energy**

Name of the Contract/Project:
From [Month/Year] – To [Month/Year]:
Positions held:
Summary of role

TECH FORM 4: 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** of the Event Management Company for the “Maldives Sustainable Week, 2024” - for the Ministry of Climate Change, Environment, and Energy.

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of work.

I undertake, if this proposal is accepted upon receipt of the Ministry of Climate Change, Environment, and Energy’s notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

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

FIN FORM 1 – Financial Proposal Submission

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide event management services for the “Maldives Sustainability Week 2024” - in accordance with your Terms of Reference dated 28th March 2024 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 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

Date:

Reference No:

No	Description	Price/Unit (MVR)	Total
1	Tent Setup: Main stage and supportive tents (5), layout design		
2	Main stage setup with shade over seating area		
3	Event Promotion: logo, marketing materials, advertisement		
4	Equipment Rental: audiovisual, exhibition stands, chairs, tables, cables, lighting etc.		
5	Printing and Stationary: event programs, banners, badges, any promotional material, etc.		
6	Entertainment: band rental, event mc etc.		
7	Photography, videography and media coverage (e.g. partnership with social media projects) and final products (interview style videos of stalls, full length video of main stage activities)		
8	Miscellaneous		
	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 taxes as per the Tax Legislation and must be shown in the breakdown.

Authorized Signature and stamp

FIN FORM 3 – Average Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2022		
2021		
2020		

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 4 – Financial Situation

Each Applicant must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2022:	Year 2021:	Year 2020:

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 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		

[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: