# ANNEX B

## **TECH FORM 1 – Proposal Submission Form**

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer to provide the consultancy service for the “**Development of Communication Strategy and Awareness Campaign on Sound Management of Chemicals**” in accordance with your Request for Proposal dated [xxx. We are hereby submitting our Proposal, which includes all required documents as per Request for Proposal.

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

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed fees. The Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of company:

Address:

## **TECH FORM 2 – Work Schedule**

|  |
| --- |
| **Development of Communication Strategy and Awareness Campaign on Sound Management of Chemicals** |
| Description | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 | Week 12 | … |
| Activity  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |

## **TECH FORM 3 – Letter of Commitment**

[Location, Date]

To: [Name and address of Client]

Re: **Development of Communication Strategy and Awareness Campaign on Sound Management of Chemicals,**

**Ref no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear Sir/Madam,

We are writing to confirm my availability to provide services as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the “**Development of Communication Strategy and Awareness Campaign on Sound Management of Chemicals**” for the Ministry of Environment.

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

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

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Address:

## **FIN FORM 1 – Financial Proposal Submission Form**

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer “**Development of Communication Strategy and Awareness Campaign on Sound Management of Chemicals**” in accordance with your Request for Proposal dated [xxx] and Technical Proposal. The 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.

The Financial Proposal shall be binding upon myself subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Address:

**FIN FORM 2 – Financial Breakdown Form**

|  |  |  |
| --- | --- | --- |
| **No.** | **Description**  | **MVR** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total:** |  |
|  | **GST/Applicable tax:** |  |
|  | **Total with GST/Applicable tax:** |  |

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.

Proposals must remain valid up to 90 days after the submission date.