Annex: Standard Forms

Form 1: **Financial Proposal Summary**

Summary of Costs: **Develop multimedia to facilitate the Ratification of the Minamata Convention on Mercury in Maldives**

**Reference no (of the service provider):**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Detail | Allocation | Cost (MVR) |
| *1* | Deliverable 1: Outline of work* Propose a detailed concept for:
* Communication strategies for the target audience
* Print media and social media content in both Dhivehi and English focusing on the two main objectives.
* - 1x info clip (minimum 15 seconds) in Dhivehi
 | *20%* |  |
| *2* | Deliverable 2: Draft materials* Draft content for approval
 | *40%* |  |
| *3* | Deliverable 3: Final Materials* High quality output, and files in original size, in printable formats and in social media format
 | *40%* |  |
| **GST:** |  |
| **Total with GST:** |  |

 **This financial proposal is Valid for 90 days from the date of bid opening**

Authorised Signatory

Stamp

Note

* This form highlights the major areas of the assignment. The proponent may provide a more detailed proposal elaborating the different components. However the elaboration must include only the items related to given deliverables.
* If the Sole proprietorship is subject to GST as per MIRA Regulations and Guidelines GST needs to be quote in the financial proposal.

## Form 2: Letter of Commitment

[ *Date*]

To: [Name and address of Client]

Re: To Develop multimedia to facilitate the Ratification of the Minamata Convention on Mercury in Maldives - (IUL)438-ENV/438/2021/192

Dear Sir/Madam,

I am writing to confirm my availability to provide services to ***Develop multimedia to facilitate the Ratification of the Minamata Convention on Mercury in Maldives*** for the Ministry of Environment, Climate Change and Technology in accordance with your Terms of Reference dated [*Insert Date*] and our Proposal

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:

Passport /ID card No:

Date:

Signatory: