# ANNEX A

## **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 Gender Action Plan for Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals Project**” - Ref: (IUL)438-ENV/438/2021/227, 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 local joint venture/company/partnerships/institutions/sole proprietor:

Address

## **TECH FORM 2 – Work Schedule**

|  |
| --- |
| **Development of Gender Action Plan for Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals Project** |
| 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 | … |
| 1. Activity 1 1.1. Sub activity 1 1.2. Sub activity 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |

## **TECH FORM 3 – Curriculum Vitae (CV) of Consultant**

**(Strictly follow the format given below**)

1. **Name of Company:** *[Insert name of company proposing the staff (if applicable)]:*
2. **Name of staff:** *[Insert full name]:*
3. **Date of birth:**
4. **Education** *[Indicate college/university and other specialized education, giving names of institutions, degrees obtained, and dates of obtainment]:*
5. **Membership of professional associations**
6. **Other Training**
7. **Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
8. **Experience/ employment record** *[Starting with present position, list in reverse order every employment held 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:

1. **Summary of projects/assignments undertaken/ role**

Name of project/ assignment:

Experience classification: General / specific
Scope of project/ assignment:
Role/ Position undertaken:
Period of Consultation:

1. **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 4 – Letter of Commitment**

[ 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 person to **Development of Gender Action Plan for Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals Project** – Ref: (IUL)438-ENV/438/2021/227, 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.

We remain,

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

Joint Venture Partner Information Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated below].*

Date: *[insert date (as day, month and year) of Bid Submission*]

Procurement Reference No.: *[insert reference]*

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|  |  |
| --- | --- |
| 1.Bidder’s Legal Name:  | *{insert Bidder’s legal name}* |
| 2.JV’s Party legal name:  | *{insert JV’s Party legal name}* |
| 3.JV’s Party Country of Registration:  | *{insert JV’s Party country of registration}* |
| 4.JV’s Party Year of Registration:  | *{insert JV’s Part year of registration}* |
| 5.JV’s Party Legal Address in Country of Registration:  | *{insert JV’s Party legal address in country of registration}* |
| 6. JV’s Party Authorized Representative Information |
| Name:  | *{insert name of JV’s Party authorized representative}* |
| Address:  | *{insert address of JV’s Party authorized representative}* |
| Telephone/Fax numbers:  | *{insert telephone/fax numbers of JV’s Party authorized representative}* |
| Email Address:  | *{insert email address of JV’s Party authorized representative}* |
| 7.Attached are copies of original documents of: {*check the box(es) of the attached original documents}*- Articles of Incorporation or Registration of firm named in 2, above.- In case of government owned entity from the Republic of Maldives, documents establishing legal and financial autonomy and compliance with commercial law. |

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

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer “**Development of Gender Action Plan for Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals Project**” - Ref: (IUL)438-ENV/438/2021/227, 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 local joint venture/company/partnerships/institutions/sole proprietor:

Address:

**FIN FORM 2 – Financial Breakdown Form**

**Reference No:**

|  |  |  |
| --- | --- | --- |
| **No.** | **Description**  | **MVR** |
| 1 | Conducting of Stakeholder Meeting and deliverable of Inception report with proposed methodology and detailed plan of implementation of the consultancy in line with objectives and planned deliverables. |  |
| 2 | Conducting of Validation Workshop & Presentation of Gender Action Plan clearly highlighting the gender mainstreaming strategies, activities and practical implementation plan. |  |
| 3 | Review inputs and updated monitoring indicators framework and targets to ensure the gender is aligned and integrated in project implementation, monitoring and reporting.  |  |
| 4 | Report of targeted capacity building and training workshops in line with consultancy specific objective including Training activity program with tools and materials  |  |
| 5 | Final consultancy report with annexes of final validated deliverables taking into account review inputs from the Ministry, UNDP and validation workshop in general. These includes the i) Final updated Gender Action Plan, ii) Updated monitoring and Indicator framework to mainstream gender in project implementation and iii) report on targeted capacity building. |  |
|  | **Total:** |  |
|  | **GST:** |  |
|  | **Total with GST** |  |

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

Note: 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) as per the GST Legislation and Circulars where applicable.

Authorized signature and stamp: