



MINISTRY OF ENVIRONMENT, CLIMATE CHANGE AND TECHNOLOGY

MALE' REPUBLIC OF MALDIVES

Announcement Reference No: (IUL)438-CCD/438/2023/480

Consultancy Service to Track Support for NDC Implementation

18th October 2023

Issued by:

CBIT MALDIVES

**Capacity Building for Improved Transparency of Climate Change Mitigation and Adaptation Actions in
the Maldives Project**



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i. Schedule of Critical Dates

Activity	Action Date
Advertised date	18th October 2023
Deadline for submission of bid queries	24th October 2023 12:00hrs
Deadline for publishing answers to bid queries	24th October 2023
Proposal submission deadline	31st October 2023 at 1130

ii. Bid Clarification Instruction

For any queries please email to procurement@environment.gov.mv and CC to cbit@environment.gov.mv before the 24th October 2023 12:00hrs. Answers will be provided to all the queries received before the deadline and will be made available via the Ministry website (www.environment.gov.mv) on 24th October 2023 .

iii. Bid Submission Instruction

Proposals must be delivered in sealed envelopes titled;

“Do not Open Before 31st October 2023 at 1130 hours – Consultancy Service to Track Support for NDC Implementation and the submitting party’s name and address

Electronic submission is not permitted. Late proposals will be rejected.

Submission address;

Procurement Section
 Ministry of Environment, Climate Change and Technology
 Green Building, Handhuvaree Hingun, Maafannu
 Male’, 20392, Republic of Maldives
 Email: procurement@environment.gov.mv
 Website: www.environment.gov.mv
 Announcement no: (IUL)438-CCD/438/2023/480
 Project name: [Capacity Building for Improved Transparency of Climate Change Mitigation and Adaptation Actions in the Maldives \(CBIT Maldives\)](#)

iv. Submission Requirements

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

Standard forms are provided in Annex 1

1. Proposal submission form (**signed by the owner of the entity or person with power of attorney to sign**) – (TECH FORM – 1)
2. Completed financial breakdown form (TECH FORM – 2)
3. Description of approach and methodology (TECH FORM – 3)
4. Team composition and task assignment (TECH FORM – 4)
5. Signed Curriculum Vitae (CV) of the identified key experts. The CV should clearly highlight required and relevant experiences to this TOR.
6. Copy of academic certificates of the key experts.
7. Reference letters demonstrating experiences listed in this TOR.
8. Signed Letter of Commitment for the identified key Expert(s) – (TECH FORM – 5)
9. Documents to determine financial capacity of bidder (minimum requirement given in section “10.1 Preliminary Examination”):
 - a. For Business entities that have completed one year or more
 - i. FIN FORM – 1- Annual Turnover
 - ii. FIN FORM – 2 – Financial Situation;
 - iii. Financial Statements for the year 2022 ,2021 and 2020.
 - b. For Business entities that have not completed one year from the date of business registration to date of bid announcement
 - i. Bank Statement for of the business’s bank account from the date of account opening to date of bid announcement
 - c. If Business entity is unable to meet any of the above requirement they shall submit ‘Line of Credit Letter’
 - i. FIN FORM – 3 Line Credit Letter
10. Copy of Business (Sole Proprietorship/company/partnerships/institutions) registration certificate.

11. Copy of SME Registration issued by the Ministry of Economic Development of the Maldives (MED) – If registered
12. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
13. Tax payer registration Certificate / Notification Copy issued by MIRA (Maldives Inland Revenue Authority)

Note 01: All bidders should clearly identify Key Experts (herein referred to as the ‘Consultant’) carrying out the task. For bids submitted by Company/Institution, the Key Experts signed in TECH FORM 4 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: The winning bidder will be notified to submit tax clearance report issued from Maldives Inland Revenue Authority (MIRA). Tender will be awarded upon submission of tax clearance report.

Note 04: Registered entities under Maldives Inland Revenue Authority (MIRA) can apply for this consultancy. Interested foreign companies who are not registered at MIRA may apply to this consultancy in association with local consultancy firms.

1. Introduction & Background

The Government of Maldives represented by the Ministry of Environment, Climate Change and Technology (MECCT) has received funding from the Global Environment Facility (GEF) towards the implementation of the project “Capacity Strengthening for Improved Transparency of Climate Change Mitigation and Adaptation Actions in the Maldives (CBIT Maldives)” and intends to apply part of the proceeds for “**Consultancy Service to Track Support for NDC Implementation**”.

The CBIT Maldives project is implemented by MECCT with assistance from the United Nations Environment Program (UN Environment). The objective of the project is to strengthening institutional capacity for tracking mitigation and adaptation actions and establishing climate finance tracking system in the Maldives.

This CBIT Maldives project is aimed to establish and enhance the Maldives’ transparency system, in line with Enhanced Transparency Framework (ETF) of the Paris Agreement (PA). To achieve this objective, efforts are needed to strengthen and formalize long term institutional arrangements, systemize data collection and processing, and to develop indicators and advancing methodologies, as well as improve the overall data quality and management procedures for preparing GHG inventories, tracking mitigation and adaptation actions and climate finance in an integrated manner. The final goal is to inform the national decision-making process as well as regularly report to the UNFCCC process.

The project includes two components:

- Component 1: The Maldives’ National Greenhouse Gas (GHG) Inventory System improved.
- Component 2: The Maldives’ Transparency Framework for mitigation and adaptation actions and resilience building, including tracking support for implementation.

Component 1 is designed to enable Maldives to meet the GHG inventory reporting requirements under the Modalities, Procedures and Guidelines (MPGs) outlined under the ETF of PA. Particularly, Chapter II of the MPGs contained in the annex of decision 18/CMA.1.

Component 2 is designed to meet the NDC tracking requirements of MPGs and both components are aimed to enable Maldives to submit the Biennial Transparency Reports (BTRs) in a timely and regular manner.

2. Objective

The objective of this consultancy is tracking support for NDC Implementation including institutional arrangements, methodology and tools for monitoring and reporting of support by state and non-state actors.

Stakeholder consultations should be carried out throughout the assessment to achieve the deliverables.

3. Scope of work

The scope of work involves the following activities of the project to achieve the above objective;

- a) Activity 2.4.1: Take stock of present institutional arrangements to track supports received in the Maldives particularly gap analysis of the current tagging initiatives at the Ministry of Finance including procedures and processes of involved agencies and ministries and capacity gaps in implementing the current tagging initiative.
 - This activity shall refer to work done in Maldives' first BUR, including the tracking of climate support received guidance as a basis, and review how climate finance is defined in the Maldives context, along with the taxonomy (inclusions, exclusions, etc.).
- b) Activity 2.4.2: Carry out a gap analysis, especially with regard to the flow of financial information and inter-ministerial communication.
 - This shall build on the work done under MRV and climate support tracking for Maldives' first BUR.
- c) Activity 2.4.3: Formalize and strengthen the institutional arrangement, outlining the responsibilities of ministries and agencies to deliver the necessary data and information to track progress and developing required mandates for data sharing procedures and outlining reporting responsibilities.
- d) Activity 2.4.4: Enhancement of existing methodology and system for identifying the proportion of Government budget that can be tagged as 'climate finance', for example by using OECD Rio Markers, and integrate into the national budgeting process.
- e) Activity 2.4.5: Integrate climate finance tagging methodologies into the processes of the proposed climate change mitigation and adaptation action tracking system and ensure project finance data availability between Ministries.

- f) Activity 2.4.6: Develop framework for reporting by non-state actors e.g., NGOs and private sector on climate finance received and invested in actions for climate change or related actions, in consultation with the stakeholders including the updating of existing reporting templates.
- g) Activity 2.4.7: Organize and implement one training activity for relevant staffs for reporting mechanism, report on support received for climate change actions from international donors and investments made by private sector. The trainings should be targeted to both Government sector and Non-state actors.
- h) Development of Draft Regulation and MOU Framework for MRV of Climate Finance and Support
 - Develop a draft regulation and MOU framework that outlines the necessary procedures, guidelines, and responsibilities for the MRV of climate finance and support and it should be aligned to the Climate Emergency Act.
 - The regulation and MOU framework should be developed in Dhivehi and after finalization, translated to English language.
 - Incorporate feedback and inputs from stakeholders into the draft regulation and MOU framework.
 - Present the draft regulation and MOU framework to key stakeholders for further review and discussion.
 - Revise the draft based on the feedback received and finalize the regulation and MOU framework document in both Dhivehi and English languages.
- i) Knowledge Management and Document Quality Assurance
 - Provide a summary write-up for all reports to be published on the Ministry's website. The write-up should be in both Dhivehi and English and include graphs, diagrams, and infographics.
 - Perform proofreading, layout, and design of all documents developed under this consultancy to ensure high quality.
 - Ensure that the documents are visually appealing and engaging, incorporating photographs and graphics with snippets of key findings.
 - Prepare the layout and design of the documents in a format compatible for online upload and provide high-resolution print-ready files with a 3mm bleed (crop mark).

4. Deliverables & Payment schedule

The table below list the deliverables of this assignment and links it to the project deliverables. Payments will be made on **submission and acceptance** of the deliverables. The timeline for the deliverables is provide in Section 6. The timeline may be updated at inception of this assignment.

#	Deliverables	Project Deliverable Code	Payment Percentage
D1	Draft Stock take and gap analysis report with regard to institutional arrangements for climate finance and support, the flow of financial information and inter-ministerial communication	2.4.1	10%
D2	Draft Recommendations report on Institutional Arrangements outlining the responsibilities of ministries and agencies to deliver the necessary data and information to track progress and developing required mandates for data sharing procedures and outlining reporting responsibilities.	2.4.2	10%
D3	Draft Regulation and MOU framework to formalize institutional arrangement for Measurement, Reporting, and Verification (MRV) of climate finance and support received and needed.	2.4.3	10%
D4	Draft Framework for reporting by non-state actors e.g. NGOs and private sector on climate finance received and invested in actions for climate change or related actions, in consultation with the stakeholders.	2.4.4	10%
D5	Draft Guidelines for tagging climate finance and system development and operationalization of system for tagging and generating reports on climate finance.	2.4.5	10%

D6	<p>Finalized reports after incorporating stakeholder feedback;</p> <ol style="list-style-type: none"> 1. Regulation and MOU framework to formalize institutional arrangement for Measurement, Reporting, and Verification (MRV) of climate finance and support received and needed. 2. Stock take and gap analysis report with regard to institutional arrangements for climate finance and support, the flow of financial information and inter-ministerial communication 3. Recommendations report on Institutional Arrangements outlining the responsibilities of ministries and agencies to deliver the necessary data and information to track progress and developing required mandates for data sharing procedures and outlining reporting responsibilities. 4. Framework for reporting by non-state actors e.g. NGOs and private sector on climate finance received and invested in actions for climate change or related actions, in consultation with the stakeholders. 5. Guidelines for tagging climate finance and system development and operationalization of system for tagging and generating reports on climate finance. 		10%
D7	<p>One (1) training report on climate finance tagging and reporting system and framework for reporting climate finance by non-state actors.</p> <p>One (1) training report on climate finance tagging and reporting system and framework for reporting climate finance by Government sector.</p>	2.4.6	10%
D8	<p>b) Summary Write-ups in Dhivehi and English for the deliverable D1 to D5.</p>		30%

	<p>c) Editable high-resolution print ready electronic copy of the following reports with 3mm bleed (crop marked) and editable high-resolution electronic copy that is compatible to upload online.</p> <ol style="list-style-type: none"> 1. Stock take and gap analysis report with regard to institutional arrangements for climate finance and support, the flow of financial information and inter-ministerial communication 2. Recommendations report on Institutional Arrangements outlining the responsibilities of ministries and agencies to deliver the necessary data and information to track progress and developing required mandates for data sharing procedures and outlining reporting responsibilities. 3. Framework for reporting by non-state actors e.g. NGOs and private sector on climate finance received and invested in actions for climate change or related actions, in consultation with the stakeholders. 4. Guidelines for tagging climate finance and system development and operationalization of system for tagging and generating reports on climate finance. 		
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5. Timeline for Deliverables

Project Deliverables		YEAR 2023						YEAR 2024												
		Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2.4.1	Stock take and gap analysis report with regard to institutional arrangements for climate finance and support, the flow of financial information and inter-ministerial communication.																			
2.4.2	Recommendations report on Institutional Arrangements outlining the responsibilities of ministries and agencies to deliver the necessary data and information to track progress and developing required mandates for data sharing procedures and outlining reporting responsibilities.																			
2.4.3	Regulation and MOU framework to formalize institutional arrangement for MRV of climate finance and support received and needed.																			
2.4.4	Framework for reporting by non-state actors e.g. NGOs and private sector on climate finance received and invested in actions for climate change or related actions, in consultation with the stakeholders.																			
2.4.5	Guidelines for tagging climate finance and system development and operationalization of system for tagging and generating reports on climate finance.																			
2.4.6	Two (2) training report on climate finance tagging and reporting system and framework for reporting climate finance.																			

6. Duration of the Consultancy

The duration of the consultancy is 9 calendar months upon signing of the contract.

7. Requirements for Experience and Qualifications

In executing this Terms of Reference (TOR), the consultant is expected to propose a team of at least three experts to meet the following eligibility criteria. The consultant should provide CVs and documents demonstrating experience for the following requirements:

1) Academic qualification

All proposed experts should meet the minimum criteria: Master's Degree in a relevant field such as Climate Change, Energy Studies, Environmental Science, Public Policy, Finance, Law, Science, or Management or related fields to this assignment.

2) Experience

- a) All experiences must be met by the combined team of experts.
- b) At least one of the proposed experts should meet one of the criteria specified below (Number of years of experience of multiple experts cannot be combined to achieve the minimum number of years specified in a single criterion):
 - At least 10 years of experience in supporting countries to track climate finance and support received from Multilateral or Bilateral Donor agencies; and in external resource mobilization and working with climate finance tracking
 - At least 7 years professional experience in public finance/Donor funds/Multilateral or bilateral funds in the Maldives
 - At least 5 years professional experience in drafting legal texts in the public sector of the Maldives.
 - Good understanding of public finance and multilateral donor agencies' procedures
 - Experience in working with government agencies, international donors, and non-state actors.
 - Experience of the Maldives financial landscape, including government procedures and regulations.
 - Demonstrated experience in Maldives climate and energy policies
 - Familiarity with climate finance concepts and frameworks.
 - Experience in working with government institutions and financial stakeholders in the Maldives.
 - Must have excellent speaking, reading, report writing and presentation skills in English and Dhivehi
 - Demonstrated experience in drafting legal texts in the area of climate change, environment or energy (Submit weblinks of samples).

8. Provision of Monitoring and Progress Controls

- a) Ministry of Environment, Climate Change and technology has overall responsibility for the management of the contract.
- b) 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.
- c) All outputs and materials produced as part of this Consultancy shall be handed over to the CBIT project PMU at the end of the contract and will become the sole property of Ministry of Environment, Climate Change and Technology.
- d) Consultant is expected to work closely with the PMU of CBIT project of Ministry of Environment, Climate Change and Technology and other stakeholders of the project.
- e) The consultants shall attend progress meetings once every month with the CBIT team members in post(s) under section 7 (Requirements for Experience and Qualification) must participate in the progress meetings. The proposed team of experts who are not in Maldives at the time of the meeting shall participate via an online platform. The proposed team of experts are required to be present in person for the following:
 - a. All consultancy workshops
 - b. Trainings
- f) For meetings held under this consultancy, the Minutes of Meeting must be provided to the PMU within 5 days of the meeting.

9. Evaluation and comparison of proposals

9.1 Preliminary Examination

- a) The Client will examine the proposals to determine whether they are complete, the documents have been properly signed and the proposals are generally in order. It will be based on the following;

1. Proposal is received on or before the date and time specified
 2. Proposal is properly sealed / un-tampered
 3. Proposal bears the (i) name of the submitting entity and (ii) title of the Contract outside the envelope
 4. All forms and documents stated in Section iv (Submission Requirements) are provided in the proposal
- b) The Client will determine if the Bidder has the financial capacity to undertake this consultancy. It will be determined as follows;

To be eligible the financial statements of the bidding party must show, average annual turnover of **MVR 40,000** for the last 3 years. (Submit [FORM FIN-1 Annual Turnover](#))

(OR)

To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 40,000** for liquid asset, for the year 2022 ,2021 and 2020. – (Submit [FORM FIN -2: Financial Situation](#))

(OR)

Business entities that have not completed one years (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 40,000**

(OR)

If bidding party is unable to meet any of the above requirement they shall submit 'Line of Credit Letter' As per the template provided. Credit limit shall be no less than **MVR 40,000** – (Submit [FORM Fin - 3: Line of Credit Letter](#))

- c) The Client will determine if the Expert identified by the Bidder for this consultancy meets the minimum requirements as per section 7 (requirements for experience and qualification) of this TOR. If the minimum set qualification and skills, general and specific professional experience is not met, then the party will be disqualified.
- d) If a proposal is determined as incomplete or as not substantially responsive based on the above criteria, Client has authority to reject the proposal.

9.2 Evaluation of Proposals

- A. The criteria below will be applied during the evaluation of the proposals. Attention should be given that Points will be awarded only for assignments with supporting documents.
- B. Maximum total technical score (s): 100 points.
- The minimum technical score (s) required to pass is: 60 points
 - Proposal that does not qualify the minimum technical score will be disqualified from further evaluation. Scoring details are given in the tables below.
- C. Financial Score Calculation:
- Financial score calculation will be conducted for proposals meeting the minimum technical score.
 - The formula for determining the financial scores is the following:
 $Sf = 100 \times [Fm/F]$, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.
- D. Total Score Calculation:
- Total score calculation will be conducted for the proposals meeting the minimum technical score.
 - The weights given to the Technical and Financial Scores are:
 T = [0.6], and F = [0.4]
- E. The winning bidder will be determined by ranking the highest scoring bidders according to the Priority Selection Criteria of Regional Based business and MSMEs outlined in Annex 2.

Summary of Technical Proposal Evaluation	Technical Score
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1.	Proposed Methodology, Approach and Work Plan (score details in table below)	50
2.	Personnel (score details in table below)	50
Total Technical Score		100

1. Details of: Proposed Methodology, Approach and Work Plan		Points Obtainable
1.1	To what degree does the proponent understand the assignment?	100
1.2	Did the proposal address in sufficient detail the important aspects of assignment?	120
1.3	Are the different components of this TOR planned to be implemented in a cohesive manner?	100
1.4	Is the conceptual framework adopted appropriate for the assignment?	90
1.5	Is the scope of assignment well defined and does it correspond to the TOR?	90
1.6	Is the responsibilities of the key personnel addressed clearly in line with the methodology described	100
	Total	600
<p>Total Technical Score for Proposed Methodology, Approach and Work Plan</p> $= \frac{50 \times [\text{points attained by bidder}]}{600}$		

2. Details of: Personnel	Maximum Points Obtainable
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1	Academic qualification of the proposed team of experts	100
2	Experience of the proposed team of experts	500
Total Technical Score for Personnel = $\frac{50 \times [\text{points attained by bidder}]}{600}$		

ANNEX 1: STANDARD FORMS

1. STANDARD FORMS

TECH FORM-1: PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide “**Consultancy Service to Track Support for NDC Implementation**” in accordance with your Request for Proposal dated (.....). I hereby submit my Proposal, which includes all required documents as per Request for Proposal. Our financial offer is for the sum of [.....(Insert the final total amount(s) in Form 2 in words and figures in Maldivian Rufiyaa)] which is inclusive of the all-applicable taxes.

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.

Proposal validity is for a period of **90 days** from the date of bid opening. If negotiations are held during the period of validity of the Proposal, I undertake to negotiate on the basis of the proposal. 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 Company: _____

Address: _____

TECH FORM-2: FINANCIAL BREAKDOWN

Date:

Reference No: (generated by the proponent)

	Description	MVR
	Total :	
	GST/Applicable tax :	
	Total with GST/Applicable tax:	

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

Authorized Signature and stamp

TECH FORM-3: DESCRIPTION OF APPROACH AND METHODOLOGY

In this chapter the Bidder 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.

TECH FORM-4: TEAM COMPOSITION AND TASK ASSIGNMENT

	Criteria / Expert Information	Expert 1	*Insert column for additional experts as required
	Name	{insert name}	
	Position assigned	{insert position}	
Academic qualification			
All proposed experts should meet the academic criteria			
A.	Minimum Criteria: Master's Degree	{insert Degree Name, Year of completion, University, Country}	
Experience			
<ul style="list-style-type: none"> • All experiences must be met by the combined team of experts. • At least one of the proposed experts should meet one of the criteria specified below. • Number of years of experience of multiple experts cannot be combined to achieve the minimum number of years specified in a single criterion. 			
A.	At least 10 years of experience in supporting countries to track climate finance and support received from Multilateral or Bilateral Donor agencies; and in external resource mobilization and working with climate finance tracking	{insert experiences}	
B.	At least 7 years professional experience in public finance/Donor funds/Multilateral or bilateral funds in the Maldives	{insert experiences}	
C.	At least 5 years professional experience in drafting legal texts in the public sector of the Maldives.	{insert experiences}	
D.	Good understanding of public finance and multilateral donor agencies' procedures	{insert experiences}	
E.	Experience in working with government agencies, international donors, and non-state actors.	{insert experiences}	
F.	Experience of the Maldives financial landscape, including government procedures and regulations.	{insert experiences}	
G.	Demonstrated experience in Maldives climate and energy policies	{insert experiences}	
H.	Familiarity with climate finance concepts and frameworks.	{insert experiences}	

I.	Experience in working with government institutions and financial stakeholders in the Maldives.	{insert experiences}	
J.	Must have excellent speaking, reading, report writing and presentation skills in English and Dhivehi	{insert experiences}	
K.	Demonstrated experience in drafting legal texts in the area of climate change, environment or energy (Submit weblinks of samples).	{insert experiences}	

TECH FORM-5: LETTER OF COMMITMENT

[*Date*]

[Company Name]
[Road Name]
Male'
Maldives

Re: **Consultancy Service to Track Support for NDC Implementation , Ref no:**

Dear Sir/Madam,

I am writing to confirm my availability to provide services as _____
_____ to the **Consultancy Service to Track Support for NDC
Implementation** 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: _____

Passport /ID card No: _____

Date: _____

Signatory:

FIN FORM – 1: 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 – 2: Financial Situation

Each Bidder 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 – 3: 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} 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: _____

ANNEX 2: PRIORITY FOR REGIONAL BASED BUSINESS AND MSMEs

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:
- b) 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), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:
- d) 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.
- e) 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.
- f) The bidder with the highest ranking with the lowest proposed price will be awarded.
- g) 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:
- b) 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.
- c) 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:
- d) 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.
- e) 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:

- f) 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.
- g) 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.
- h) The bidder with the highest ranking with the lowest proposed price will be awarded
- i) 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.
- j) 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