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**Ministry of Finance**

 Male’, Republic of Maldives

**TENDER REQUEST FORM**

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| **PROJECT DETAILS** |
| Project Name: | Project or Assignment Title |
| Project Code: | Enter Project Code |
| Client: | Requesting Agency Title |
| Estimated Cost: | Engineer’s Estimate: This estimate shall be a recently reviewed estimate | Estimated Duration: | Estimated duration the project/assignment might take to complete |
| Consultant: | Design /Project Management Consultants hired, if any. |
| Project Scope: | Brief description of the project/ assignment including but not limited to the size of the plot, floor area, number of floors or other design and services requirements. |
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| **FINANCE DETAILS** |
| Source of Funds: |  Choose a source  |
| Funding Agency: | Choose an agency or specify | Other: | If “other” please specify |
| In case of co-financing, please specify: |
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| Funding Agency | Funding percentage |  Funding Amount |
| Specify a funding agency | Click here to enter %. | Click here to enter amount |
| Specify a funding agency | Click here to enter % | Click here to enter amount |
| Specify a funding agency | Click here to enter %. | Click here to enter amount |

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| Loan/Grant/TF Number: | Loan/Grant/TF Number | Loan/ Grant/TF Amount: | Full Loan/Grant/TF Amount |
| Loan/ Grant/TF Opening Date: | Click here to enter a date. | Loan/Grant/TF Closing Date: | Click here to enter a date. |
| GL/Budget Code: | Budget/ Project Code. | Allocated Amount: | Allocations of funds for the specific project/assignment. |
| Budget Allocation: | 2021: | Enter Amount | 2022: | Enter Amount | 2023: | Enter Amount |
| Others (please specify): | Click here to enter text. |
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| **PROCUREMENT DETAILS** |
| Procurement Category: | Choose a category  | Procurement Type: | Choose a category or please specify |
| Procurement Method: | Choose an item. | Other: | If “other” please specify |
| Procurement Classification: | Choose an item or please specify | Other: | If “other” please specify |

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| **FOCAL POINT** |
| Name: | Name of the focal person | Designation: | Click here to enter text. |
| Phone: | Click here to enter number | Mobile: | Click here to enter number. |
| Email: | Click here to enter text. |

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| **PREPARED BY:** |
| I have attached all the necessary documents with this form. |
| Name: | Click here to enter text. | Designation: | Click here to enter text. |
| Signature: |  | Date: | Click here to enter a date. |

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| **CHECKED BY:** |
| I hereby confirm that I have checked the contents in this form and its attachments. I also confirm that the information given are true and accurate at the time of checking this form and are in compliance with the Public Finance Regulation and its related documents. |
| Name: | Click here to enter text. | Designation: | Click here to enter text. |
| Signature: |  | Date: | Click here to enter a date. |

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| **TENDER REQUEST AUTHORISED BY:** |
| I hereby confirm that the information given are true and accurate at the time of submitting this form and are in compliance with the Public Finance Regulation and its related documents. I also confirm that I am authorized to sign in this form on behalf of the applicant agency. Hence I request to tender this project. |
| Name: | Click here to enter text. | Designation: | Click here to enter text. |
| Signature: |  | Official Stamp: |  |
| Date: | Click here to enter a date. |

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| **DOCUMENTS REQUIRED** |
|[ ]  Tender Request Letter |
|[ ]  Documentation on budget availability and Project Approval documentation from President’s Office (in case estimated cost exceeds MVR 5 million) |
|[ ]  Bill of Quantities (BOQ) / Bill of Materials (BOM) /Drawings / Technical Specification or requirement/ Terms of Reference |
|[ ]  Drawings (if required) |
|[ ]  Technical Specifications/Requirement |
|[ ]  Other (please specify) |

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| **For use of Ministry of Finance :** |
| Tender Request Received date: |  |
| Project Number: |  |
| Project Assigned Officer:  |  |