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**Ministry of Finance and Treasury**

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. | | | | | |
|  |  | | | | | |
| **FINANCE DETAILS** | | | | | | |
| Source of Funds: | Choose a source | | | | | |
| Funding Agency: | Choose an agency or specify | | | | | |
| In case of co-financing, please specify: | | | | | | |
| |  |  |  | | --- | --- | --- | | Funding Agency | Funding percentage | Funding Amount | | Choose an agency | Click here to enter %. | Click here to enter amount | | Choose an agency | Click here to enter % | Click here to enter amount | | Choose an agency. | Click here to enter %. | Click here to enter amount | | | | | | | |
| 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: | 2018: | Enter Amount | 2019: | Enter Amount | 2020: | Enter Amount |
| Others (please specify): | Click here to enter text. | | | | | |
|  |  | | | | | |
| **PROCUREMENT DETAILS** | | | | | | |
| Procurement Category: | Choose a category | | | Procurement Type: | Choose a category or please specify | |
| Procurement Method: | Choose an item. | | | | | |
| Procurement Classification: | Choose an item or please specify | | | 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:** | | | |
| **Declaration:**  I hereby confirm that I have checked the content in this form and all the attached documents. I also confirm that the information provided 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: |  | 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 LetterClick here to enter text. |
|  | Documentation on budget availability |
|  | 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 and Treasury:** | |
| Tender Request received date: |  |
| Project Number: |  |
| Project Officer: |  |