



**REQUEST FOR PROPOSAL**

**TEXTBOOK DESIGN AND LAYOUT, DIGITAL  
REPOSITORY DEVELOPMENT, AND PRODUCTION OF  
DIGITAL MATERIALS**

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(IUL)22-PU/22/2026/121

Procurement No:22PU-2026-CS-06  
2<sup>nd</sup> June 2026

MINISTRY OF EDUCATION, HIGHER EDUCATION  
AND SKILLS DEVELOPMENT  
Republic of Maldives

June 2, 2026

## 1. INTRODUCTION

The Ministry of Education, Higher Education, and Skills Development (hereinafter called “the Ministry”) is seeking an Institutional Consultancy for Textbook Design and Layout, Digital Repository Development, and Production of Digital Materials.

## 2. SCHEDULE OF CRITICAL DATES

Activity	Action Date
Issue date:	<b>2<sup>nd</sup> June 2026</b>
Registration deadline	<b>8<sup>th</sup> June 2026</b>
Clarification deadline:	<b>8<sup>th</sup> June 2026, 1300 hrs. Local Time</b>
Proposal submission deadline:	<b>11<sup>th</sup> June 2026, 1100 hrs. Local Time</b>

## 3. REGISTRATION

Interested parties shall register with the Ministry of Education by submitting the Bid Registration form using the link below before **June 8, 2026**.

**Bid Registration form link:** <https://forms.moe.gov.mv/>

## 4. CLARIFICATION

Any request for clarification shall be submitted in writing to the address below:

### **Procurement Section,**

Ministry of Education, Higher Education, and Skills Development

9th Floor, H.Velaanage, 20096

Ameer Ahmed Magu, Male’ City,

Republic of Maldives

Mob: :+( 960)304 1242/304 1249

Email: [procurement@moe.gov.mv](mailto:procurement@moe.gov.mv)

CC Email: [ali.naajih@moe.gov.mv](mailto:ali.naajih@moe.gov.mv)

## 5. AMENDMENTS OF RFP DOCUMENTS

Any clarification or amendment issued by the Ministry in writing shall form part of this request and shall prevail over any inconsistent provision in the original document.

## 6. LANGUAGE

The proposal shall be submitted in English. Supporting documents may be submitted in English or Dhivehi.

## 7. PROPOSAL STRUCTURE

The firm is requested to submit one complete proposal consisting of:

- Technical proposal, including understanding of the assignment, methodology, work plan, deliverables, team composition, and relevant experience;
- Financial proposal with a clear cost breakdown, inclusive of all applicable taxes and all administrative, travel, logistical, and related costs;
- All supporting forms and documentary evidence listed in Annex A.

## 8. PROPOSAL VALIDITY

The proposal shall be valid for 30 calendar days from the submission date.

## 9. SECURITIES

Bid Security	<p>The Bid Security must be submitted for the amount specified in the announcement or Request for Proposal.</p> <p>Bid Security Value: <b>MVR 49,000/- (Forty Nine Thousand Rufiyaa)</b></p> <p>Bid Security Validity: 60 (Sixty) days from the date of bid opening.</p> <p>The Bid Security must be presented in the form of a security or guarantee issued specifically for this project by a government-approved bank or a financial institution established in the Maldives.</p>
Performance Quarantine	<b>2% of the contract value (To be submitted by the successful bidder).</b>

## 10. CONFIDENTIALITY, ETHICS AND CONFLICT OF INTEREST

The selected party undertakes to comply with the Government rules with regard to corrupt and fraudulent practices, conflict of interest and confidentiality. The party shall maintain confidentiality on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without prior written consent by the Client.

## 11. SUBMISSION REQUIREMENTS

Proposal should contain the following documents and Standard forms in ANNEX A

- Document Checklist (Form 1)
- Technical Proposal Submission Form (Form 2)
- Proposer Information Sheet (Form 3)
- Description of approach, methodology and work plan for performing the assignment (Form 4)
- Copy of Business Registration Certificate (Valid) or National ID Card of Lead Member
- Business Profile – if applicable (Downloaded from Business Registration Portal)
- Copy of GST Registration – if applicable
- Bid Security (Original)
- Team members Information (Form 5)
- Curriculum Vitae (CV) of the Team (Form 6)
- Educational certificates and relevant professional certifications of proposed team members
- Work experience documents (Team)
- Specific experience of contracts of similar nature (Form 7)
- Demonstrations of required experiences listed in this TOR
- Financial Proposal (Form 8)

## 12. PROPOSAL SUBMISSION

Submission Instruction	<p>Proposal need to be submitted along with required documents mentioned in the request for proposal to:</p> <p>Ministry of Education, Higher Education and Skills Development Ameer Ahmed Magu, Male', 20079 Republic of Maldives Office: <b>Velaanage 9<sup>th</sup> Floor, Meeting Room 3</b> Date: <b>11<sup>th</sup> June 2026</b></p>
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	<b>Time: 11:00 hrs. (Local Time)</b> <b>Late submission will not be accepted.</b>
Submission Deadline	The deadline for the submission of Proposal is: Date: <b>11<sup>th</sup>June2026</b> Time: <b>11:00 hrs. (Local Time)</b> <b>Late submission will not be accepted.</b>

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## Terms of Reference

### 1. Background

The Ministry of Education, Higher Education and Skills Development is undertaking an initiative to advance curriculum reform, inclusive education, and digital learning access across the Maldives. As part of this process, curriculum content and learning materials are being developed in collaboration with Cambridge University Press and Assessment (CUPA).

To support this, the Ministry requires a qualified local firm to convert approved curriculum content into professionally designed, production-ready textbooks; develop and hand over a sustainable Digital Repository System for storing and managing curriculum resources; and produce accessible digital learning materials for use through the repository and across approved devices and school contexts.

### 2. Objective

- To design and layout high-quality, child-friendly, visually coherent textbooks and related curriculum materials for approved KS1 to KS3 titles, including final print-ready and digital-ready files.
- To design, develop or configure, test, train, and hand over a Digital Repository System through which approved curriculum and digital learning resources can be organized, searched, previewed, downloaded, updated, and managed by the Ministry.
- To produce approved digital learning materials, including interactive digital books for approved KS1 to KS3 student textbooks and KS1 supplementary digital assets, in formats suitable for repository access and long-term Ministry use.
- To ensure that all outputs are accessible, quality-assured, repository-ready, responsive across approved devices, and supportive of Ministry ownership and continuity.

### 3. Scope of Work

The scope comprises three interlinked components. Firms may propose a single integrated team or engage specialist subcontractors for defined components, provided that one legally registered local lead firm remains fully accountable for contractual performance, coordination, quality assurance, confidentiality, intellectual property, and delivery of all outputs.

#### Component 1. Textbook Design and Layout

- Review the textbook development pipeline, approved content handover process, file management protocols, approval workflow, and rolling production schedule provided by the Ministry, NIE, and CUPA.
- Develop and obtain approval for a visual design framework, including page architecture, typography hierarchy, colour palette, margin/grid system, icon system, illustration approach, and reusable templates for each approved title type.
- Undertake layout, typesetting, visual integration, pagination, proof preparation, revision management, and finalization of approved KS1 titles. For KS2 and KS3, the firm will produce interactive digital books and repository-ready packages based on final approved print/source files provided by the Ministry, NIE, and CUPA.
- Prepare final print-ready files, packaged source files, linked assets, organized handover folders, and digital PDF exports for approved titles.

### **Component 2. Digital Repository System (DRS)**

- Conduct requirements gathering and document the approved functional requirements, user groups, access levels, content workflows, metadata structure, search and browsing needs, and reporting expectations.
- Design the repository information architecture, taxonomy, file hierarchy, metadata standards, navigation logic, and user journeys for administrators, content managers/reviewers, and end users.
- Develop or configure the repository platform, including front-end user interface, administrative dashboard, role-based access, workflow management, preview and download features, permanent links, and version history.
- Support storage, hosting, security, backup, and delivery layers using Ministry-approved infrastructure. The preferred hosting arrangement shall be the Ministry /government-approved infrastructure or an the Ministry-authorized secure cloud/data-centre environment, subject to relevant government ICT and data-security requirements.
- Configure the DRS for day-to-day management by designated the Ministry/NIE administrators, including role-based access for administrators, content managers/reviewers, and end users; documented user-management procedures; and clear escalation arrangements for technical issues.
- Undertake testing, issue correction, pilot support where required, documentation, training, and final handover including source code or configuration files, deployment scripts where applicable, database/export structures, credentials, manuals, technical documentation, and a post-handover support and maintenance plan.

### **Component 3. Production of Digital Materials**

- Produce interactive digital books for approved student textbooks across KS1, KS2, and KS3 based on final approved print files and InDesign sources.
- Produce KS1-only supplementary digital materials comprising lesson videos, interactive end-of-chapter quizzes, presentation slide decks, and one set of classroom display resources.
- Apply accessibility, localization, metadata, thumbnail, file naming, folder structure, and repository packaging requirements to all outputs. Minimum accessibility requirements shall include readable/selectable text layers, logical structure and tagging where the format supports it, meaningful alt text for non-decorative images and diagrams, captions/subtitles and transcripts for videos, keyboard-operable interactive elements where applicable, screen-reader compatibility to the extent supported by the chosen format, and readable typography/contrast.
- Validate digital materials across approved devices, browsers, and screen sizes used by the Ministry, including desktop/laptop and tablet contexts where applicable, and document the test results, known limitations, and recommended user guidance.
- Ensure internal quality assurance, proofreading, technical checking, export validation, and version control across all digital deliverables.

### **4. Deliverables and Indicative Outputs**

<b>No.</b>	<b>Deliverable</b>	<b>Indicative Timing</b>	<b>Payment %</b>	<b>Key Outputs</b>
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1	Inception Report and Integrated Production Methodology	June 30, 2026	5%	Mobilization plan, workflow, production tracker, repository requirements plan, QA and risk arrangements
2	Repository Design and Functional Prototype	July 15, 2026	10%	Approved architecture, IA, metadata framework, wireframes/mockups, workflow design, prototype
3	Key Stage 1 Textbooks Layout Output (Term-1)	Sep 30, 2026	15%	Approved layout/typesetting outputs, print-ready files, packaged source files, digital exports, repository upload packages
4	Repository Development, Testing, Training and Launch Readiness	Nov 30, 2026	20%	Functional repository build, hosting/security and backup configuration, testing reports, manuals, training completion, bug resolution, launch-readiness sign-off, and handover set
5	Final Optimization and Close out of Digital Repository	January 31, 2027	5%	Final source/configuration files and assets, structured folders, credentials, technical documentation, backup/restore procedures, final digital materials, and

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				warranty/post-handover support plan
6	Key Stage 1 Interactive Digital Books (Term-1)	January 31, 2027	5%	Interactive digital book versions of approved KS1 Term-1 textbooks, including structured navigation, embedded multimedia where applicable, accessibility features (readable text layers, logical structure), export validation across approved formats, and repository-ready packages with metadata, thumbnails, and organized file sets.
7	Key Stage 1 Textbooks Layout Output (Term-2)	March 31, 2027	15%	Approved layout/typesetting outputs for KS1 Term-2 textbooks, including final print-ready files, packaged source files, linked assets, revision logs, digital PDF exports, and repository upload-ready file structures in accordance with approved templates and design framework.
8	Key Stage 1 Interactive Digital Books (Term-2)	May 31, 2027	5%	Interactive digital book versions of KS1 Term-2

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					textbooks, including structured navigation, embedded interactive elements where applicable, accessibility-compliant formatting, cross-device validation, and complete repository-ready packaging with metadata and file organization.
9	Key Stage 1 Digital Materials (Term-1)	July 31, 2027	10%		Complete set of KS1 supplementary digital materials for Term-1, including lesson videos, interactive end-of-chapter quizzes, presentation slide decks, and classroom display resources; all outputs quality-assured, formatted for repository use, and delivered with standardized metadata, thumbnails, and structured folder systems.
10	Key Stage 2 & 3 Interactive Digital Books (Term-1)	Dec 31, 2027	5%		Interactive digital book versions of KS2 and KS3 Term-1 textbooks, incorporating structured navigation, subject-appropriate interactive elements

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				where applicable, accessibility features, multi-device compatibility testing, and complete repository-ready packaging with metadata and version control.
11	Key Stage 2 & 3 Interactive Digital Books (Term-2)	Jun 30, 2028	5%	Interactive digital book versions of KS2 and KS3 Term-2 textbooks, incorporating structured navigation, subject-appropriate interactive elements where applicable, accessibility features, multi-device compatibility testing, and complete repository-ready packaging with metadata and version control.

The Ministry may refine deliverable names, milestone dates, and payment sequencing during final contract negotiations, provided the overall scope and deliverable logic remain unchanged.

Bidders shall provide item-wise unit rates for scalable outputs, including cost per interactive digital book, lesson video, end-of-chapter quiz, presentation slide deck, and any other repeatable digital resource. These unit rates will be used to adjust quantities within the permitted variation range and to confirm the financial impact of any approved scope adjustment.

Output Category	Indicative Quantity	Notes
KS1 textbook layout outputs	48 titles / file sets	Includes textbooks, workbooks, and teacher guides for Grades 1–3, as approved
Interactive digital books	24	Across KS1, KS2, and KS3

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		approved student textbooks
KS1 lesson videos	120	One per approved chapter
KS1 end-of-chapter quizzes	120	Interactive quiz outputs in HTML5 or other approved format
KS1 presentation slide decks	120	One per approved chapter
KS1 classroom display resources	1 set	Content scope and format range to be agreed during planning stage

Note: The quantities indicated above are estimates provided for bidding purposes. The Ministry reserves the right to vary the final quantities by up to 10%, depending on the final scope, approved content, and implementation needs, without altering the overall nature of the assignment.

## 5. Duration of Contract

The assignment is expected to run for approximately 24 months, under a rolling production model aligned with the delivery and approval schedule of curriculum content from the Ministry, NIE, and CUPA. Any warranty or post-handover support obligations for the Digital Repository System shall continue for the period specified in the contract and support plan, without affecting the overall deliverable schedule.

## 6. Qualifications or Specialized Knowledge and/or Experience Required.

### 6.1 Firm Qualification

- The bidder must be a legally registered local firm in the Maldives.
- The firm must have a minimum of 5 years of demonstrated experience in similar multi-disciplinary projects involving education-related, creative, and technical work.
- The Technical Proposal shall disclose the names, roles, scope of work, relevant experience, and key personnel of any proposed subcontractors or partners. Substitution of approved subcontractors or key personnel shall require prior written approval from the Ministry.

### 6.2 Team Composition and Expertise

Role	Min qty	Qualification
Project Lead	1	<ul style="list-style-type: none"> <li>• At least 10 years of professional experience in the academic sector</li> <li>• Experience in the design and development of educational resources</li> </ul>

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		<ul style="list-style-type: none"> <li>• Demonstrated experience in creative work and involvement in design and web development projects</li> </ul>
Content Development Lead	1	<ul style="list-style-type: none"> <li>• At least 10 years of professional experience in the academic sector</li> </ul>
Creative Lead	1	<ul style="list-style-type: none"> <li>• Minimum 10 years of experience in graphic design, visual communication, and creative production</li> </ul>
Software Development Lead	1	<ul style="list-style-type: none"> <li>• Minimum 10 years of experience in the design, development, or implementation of web-based systems, digital platforms, content portals, repositories, or comparable technical solutions</li> </ul>

The bidder may engage additional specialists, technical staff, or short-term personnel as required during the course of the assignment.

All lead personnel proposed under this assignment must hold at least a bachelor's degree in a field relevant to their assigned role.

### 6.3 Technical Skills

- Ability to work with existing curriculum content and adapt it into user-friendly digital formats.
- Strong understanding of school-based teaching and learning materials and how teachers use them in classrooms.
- Capacity to ensure clarity, readability, accessibility, and age-appropriateness of materials for KS1 to KS3 learners and teachers, including Grades 1-8 or other levels specified by the Ministry/NIE.

### 6.4. Relevant Experience

- The firm must have relevant experience in all of the following areas: textbook design, or instructional materials development; graphic design, illustration, videography, animation, or other creative production services; and software, web platform, repository, portal, or comparable system development.
- The firm shall demonstrate experience in delivering projects that combine creative production and technical implementation, including work involving structured workflows, review cycles, version control, and quality assurance.
- The firm shall provide a portfolio of relevant completed projects, which may include learning resources, educational materials, graphic design projects, videography or digital media projects, creative production assignments, web development projects, content platforms, or comparable work.

### 6.5 Collaboration and Adaptability

- Ability to work effectively with the Ministry policymakers, NIE staff, school leaders, teachers, and other stakeholders in a collaborative, consultative manner.
- Flexible and proactive approach to field-based work and multi-tasking under tight timelines.

### 6.6 Values and Commitments

- Commitment to principles of equity, inclusion, cultural relevance, and professional integrity.
- Strong appreciation of Islamic values and Maldivian social and educational contexts.

## 7. Application and Evaluation Process

### 7.1 Application Procedure:

Interested firms shall submit separate Technical and Financial Proposals. Financial information must not appear in the Technical Proposal.

#### 7.1.1 Technical Proposal

1. Executive summary showing understanding of the assignment and key delivery approach.
2. Company profile, registration details, and summary of relevant experience.
3. Portfolio and examples of similar digital content, and repository/platform work.
4. Methodology and work plan covering all three components, including review cycles, QA, accessibility, version control, and risk mitigation.
5. Detailed implementation schedule with milestones and dependencies.
6. CVs or profiles of the proposed team.
7. Statement of compliance with the RFP requirements.

#### 7.1.2 Financial Proposal

1. Lump-sum financial proposal in Maldivian Rufiyaa (MVR), excluding GST.
2. Detailed cost breakdown by deliverable and milestone, inclusive of all professional fees, software/services proposed, travel if any, logistics, training, handover requirements, and post-handover support.
3. Item-wise unit rates for repeatable outputs, including cost per interactive digital book, lesson video, end-of-chapter quiz, presentation slide deck, classroom display resource set, and any other scalable digital material.
4. Proposed payment schedule aligned to the deliverables.
5. Any assumptions regarding hosting, subscriptions, licences, third-party tools, maintenance, backups, security services, or recurring costs shall be clearly itemized, including whether such costs are one-off, annual, or optional.

### 7.2 Evaluation

Proposals will be evaluated using a combined technical and financial assessment. Only bidders meeting the minimum technical threshold will proceed to financial evaluation.

Criteria	Weight
Relevant experience of the lead firm and any proposed subcontractors/partners; portfolio	30%

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<p>Technical proposal and methodology</p> <p>The evaluation will consider, among others, the following aspects:</p> <ul style="list-style-type: none"> <li>• Understanding of the assignment, including the interlinkages and dependencies across the three components.</li> <li>• Soundness of the proposed methodology, workflow, implementation schedule, and coordination arrangements with the Ministry, NIE, CUPA, and other relevant stakeholders.</li> <li>• Clarity of the approach to managing dependencies, sequencing of activities, review processes, and timely delivery of outputs.</li> <li>• Quality assurance arrangements, including review cycles, version control, editorial and technical checks, risk management, issue escalation, and resolution mechanisms.</li> <li>• Adequacy of the staffing plan, including the roles of key experts, lead-firm accountability, subcontractor management, and mechanisms for coordination across teams.</li> <li>• Approach to knowledge transfer, capacity development, and ensuring that the Ministry/NIE teams are able to sustain, update, and use the outputs after completion of the assignment.</li> </ul>	40%	
<p>Financial proposal</p>	30%	

The Ministry may require shortlisted firms to make a presentation and respond to clarification questions.

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## ANNEX A - FORMS

### FORM 1 – DOCUMENT CHECKLIST

#	BID DOCUMENTS	
1	Technical Proposal Submission Form ( <b>Form 2</b> )	
2	Proposer Information Sheet ( <b>Form 3</b> )	
3	Description of approach, methodology and work plan for performing the assignment ( <b>Form 4</b> )	
4	Copy of Business Registration Certificate (Valid) or National ID Card of Lead Member	
5	Business Profile – if applicable (Downloaded from Business Registration Portal)	
6	Copy of GST Registration – if applicable	
7	Bid Security (Original)	
8	Team members Information ( <b>Form 5</b> )	
9	Curriculum Vitae (CV) of Technical Team ( <b>Form 6</b> )	
10	Educational Certificates and Relevant Professional Certifications of proposed Team	
11	Work completion documents of projects/assignments (Team)	
12	Specific experience of contracts of similar nature (Form 7)	
13	Demonstrations of required experiences listed in this TOR	
14	Financial Proposal ( <b>Form8</b> )	

### FORM 2 – TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer to provide the Consultancy service for“TEXTBOOK DESIGN AND LAYOUT, DIGITAL REPOSITORY DEVELOPMENT, AND PRODUCTION OF DIGITAL MATERIALS.” in accordance with your Request for Proposal dated [xxx].

I hereby submit 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 staff. Our 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.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

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**FORM 3 –PROPOSER INFORMATION SHEET**

[The Tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date:

Announcement No:

1. Name	
2. Registration number or ID Card Number	
3. Address	{insert Tenderer’s legal address in country of registration}
4. Tenderer’s Authorized Representative Information	
Name:	
Address:	
Telephone/Fax numbers:	
Email Address:	

**FORM 4: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR  
PERFORMING THE ASSIGNMENT**

*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (5-10 pages, inclusive of charts and diagrams) divided into the following two chapters:*

- a) Technical Approach and Methodology,*
- b) Work Plan, and*

*a) Technical Approach and Methodology. In this chapter you 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.*

*b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.*

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**FORM 5 –TEAM INFORMATION**

List all Members in the team as per TOR

(Team Members Curriculum Vitae and supporting documents should be submitted along with the proposal and this form should be signed and stamped by Tenderer).

Team member Name	ID/PP No

**FORM6– CURRICULUM VITAE (TEAM)**

- 1. Name:**
- 2. Education***[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*
- 3. Membership of professional associations**
- 4. Other Training**
- 5. Countries of work experience***[List countries where the consultant has worked in the last ten years]:*
- 6. Languages***[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
- 7. 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:

**FORM 7-SPECIFIC EXPERIENCE OF CONTRACTS OF SIMILAR NATURE**

List all contracts performed in the last 36 Months

(Reference letters of the completed Projects shall be submitted along with the proposal and this form should be signed and stamped by Tenderer).

Name of Client	Name of the work	Contract Duration	Contract Signed Date	Contract Completed Date	Contract Value (MVR)

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**FORM8– FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide Consultancy service for **Textbook Design and Layout, Digital Repository Development, and Production of Digital Materials**. In accordance with your Request for Proposal dated [.....] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*<sup>1</sup>]. This amount is inclusive of the all taxes.

Our Financial Proposal shall be binding upon us 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.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

**FINANCIAL PROPOSAL (Form8)**

<b>SUMMARY OF COSTS</b>		
<b>#</b>	<b>Description</b>	<b>Amount (in MVR)</b>
1		
2		
3		
4		
	<b>Subtotal :</b>	
	<b>All applicable taxes :</b>	
	<b>Total Amount of Financial Proposal:</b>	

**Note:**

- Bidder is liable to clarify and include all relevant tax for the assignment.
- The cost should be inclusive of all technical fees, fees for management staff, travel, food, accommodation, and all administrative and logistical costs related to the above assignment.

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## Form of Bid Security

WHEREAS, .....[*name of Bidder*] (hereinafter called “the Bidder”) has submitted his Bid for the Tender no.....issued by the Ministry of Education on .....for Supplying/Purchasing of .....[*name of Contract*] (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that We ..... [*name of Bank*] of ..... [*name of country*] having our registered office at ..... (hereinafter called “the Bank”) are bound unto .....[*name of Purchaser*] (hereinafter called “the Purchaser”) in the sum of \*..... for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents.

SEALED with the Common Seal of the said Bank this .....day of .....20.....

THE CONDITIONS of this obligation are:

- (1) If, after Bid opening, the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid;  
or
- (2) If the Bidder having been notified of the acceptance of his Bid by the Purchaser during the period of Bid validity:
  - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
  - (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders; or
  - (c) does not accept the correction of the Bid Price pursuant to Clause 27,

\* The Bidder should insert the amount of the Guarantee in words and figures denominated in Maldivian Rufiyaa. This figure should be the same as shown in Clause 16.1 of the Instructions to Bidders.

we undertake to pay to the Purchaser up to the above amount upon receipt of his first written demand, without the Purchaser’s having to substantiate his demand, provided that in his demand the Purchaser will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date ..... days after the deadline for submission of bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Purchaser, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE..... SIGNATURE OF THE BANK

WITNESS ..... SEAL

[*signature, name, and address*]