**FORM 01: LETTER OF PRICE PROPOSAL**

Date: ……………………………………………………….

Name of the Project: ……………………………………..

Proposal Reference No: …………………………………

**To:** Housing Development Corporation Ltd.

 Ground Floor, HDC Building

 Hulhumalé, Maldives

We, the undersigned, declare that:

We have examined and have no reservations to the Expression of Interest (EOI) documents including all addenda issued in accordance with Section 1, Instruction to Proponents -11.

We have not been suspended nor declared ineligible by the Lessor.

We have no litigation history and non-performance of a contract in accordance with Section IV.

We, ……………………. (insert *busines name and business registry number)*, offer to ……………………. (insert name of the Project)

We undertake, to pay the proposed rent for 05 (five) years, where proposal is accepted. The proposed lease rent of our proposal is:

01st Year (per month): MVR 5,000 L 00 (*amount in numbers)*

(Rufiyaa Five Thousand) *(amount in words)*

02nd Year (per month): MVR ….……… L …………… *(amount in numbers)*

(Rufiyaa ……………………………Laari……………………………..) *(amount in words)*

03rd Year (per month): MVR ….……… L …………… *(amount in numbers)*

(Rufiyaa ……………………………Laari……………………………..) *(amount in words)*

04th Year (per month): MVR ….……… L …………… *(amount in numbers)*

(Rufiyaa ……………………………Laari……………………………..) *(amount in words)*

05th Year (per month): MVR ….……… L …………… *(amount in numbers)*

(Rufiyaa ……………………………Laari……………………………..) *(amount in words)*

Our proposal shall be valid for a period of One Hundred and Fifty (150) days from the date of proposal submission deadline in accordance with EOI document and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that this proposal, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and

We understand that Lessor is not bound to accept the highest evaluated proposal or any proposal that may receive.

**Proponents:**

Name: ……………………………………………………………..

Address: ………………………………………………………...

Name: ……………………………………………………………..

Signature: …………………………………………………….

Date: ……………………………………………………………….

**FORM 02 - DECLARATION OF IMMEDIATE FAMILY MEMBERS**

Date: ……………………………………….

Name of the Project: ………………………………………...

Proposal Reference Number: ……………………………….

Proponent Name: …………………………………...

Name of the Authorized Signatory: ……………………………………

We, ***[insert business name and business registry number],*** hereby confirm and declare that;

1. has a relation (Immediate family members employed at Urbanco) that puts in a position to influence the proposal of the proponent, or influence the decisions of the Lessor regarding the EOI process, (Yes/No)
2. If yes, specify the details relating to the information pursuant to Clause 1 above are as follows;

|  |  |  |  |
| --- | --- | --- | --- |
| NID No. | Family member / Relatives Name | Relationship | Position/Title |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. I hereby confirm the following;
	1. That the information above is true, accurate and if all or any part of them are found to be untrue, Urbanco shall have the right to disqualify and reject the bid/proposal/quotation or terminate the agreement/work order,
	2. I am also obliged to inform and disclose to Urbanco if there are any changes to the declaration herein, within ten (10) days from the occurrence of such changes.

Name: ………………………………………

Date: …………………………….

Signature

**FORM 03 – DECLARATION OF EXPERIENCE**

Date: ………………………………………………………………………………………….

Name of the EOI: ……………………………………………………………….

Proposal Reference No. …………………………………………………

**To:** Housing Development Corporation Ltd.

Ground Floor, HDC Building

Hulhumalé, Maldives

1. **Experience Details:**

|  |  |  |
| --- | --- | --- |
| Business Name | Registered Date | HPA Food Establishment Registration Date (If Applicable) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

We (insert business name and registration) hereby confirm and declare the above-mentioned details of the number of years in similar operation. We have submitted the documents mentioned in Section V. Business Proposal Requirement 6 as the proof for the declared number of years in a similar operation. We understand that if supporting documents mentioned in the Section V. Clause 6 are not submitted as the proof for the declared operational experience, we will not be given marks for the operational experience.

**Proponent:**

Name: ………………………………………………………….

Address: ………………………………………………………

………………………………………………………………………………..

*Signature and Stamp*

**FORM 04 - PROPOSAL CHECKLIST**

Proponents are required to submit Form 04 – Proposal Checklist outside the sealed envelope of the Proposal

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Proponent |  | For HDC use |  |  |
|  |  |  |  | 1. Letter of Proposal as in FORM 01
 |
|  |  |  |  |  |
|  |  |  |  | 1. Copy of Business Registration Certificate or Company profile info sheet
 |
|  |  |  |  |  |
|  |  |  |  | 1. Board Resolution as in SECTION IV 2.4
 |
|  |  |  |  |  |
|  |  |  |  | 1. Proposal Checklist in FORM 04 attached outside sealed proposal.
 |

 **Authorized Representative:**

Name: ………………………………………………………………………………….

Designation: ………………………………………………………………………...

ID Number: ………………………………………………………………………….

Contact Number: ………………………………………………………………….

Email Address: …………………………………………………………………….

**NOTE:**

* Proposals without the specified documents stated in the Form 04 - proposal checklist will be rejected at the time of proposal opening.