

MINISTRY OF ENVIRONMENT AND ENERGY

Male’ Republic of Maldives

REQUEST FOR PROPOSALS

***Consultancy Services for Survey, Design and EIA works of Water Supply Facilities in Ga. Dhaandhoo, Maldives***

**March 2018**

**Issued By:**

Procurement Section

Ministry of Environment and Energy

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# SCHEDULE OF CRITICAL DATES

|  |  |
| --- | --- |
| **ACTIVITY** | **ACTION DATE** |
| Advertise | 15th March 2018 |
| Release of Request for Proposal | 15th March 2018 |
| Last day to submit queries (by Proponents)  | 27th March 2018 |
| Last day to send answers to queries (by Client) | 28th March 2018 |
| Deadline to submit proposals  | 29th March 2018 |

# SUBMISSION REQUIREMENTS

Consultants shall submit all the documents listed under Sections 6 (TECHNICAL PROPOSAL - STANDARD FORMS), Section 7 (FINANCIAL PROPOSAL - STANDARD FORMS). Furthermore, the following documents shall be submitted for the bids to be considered sufficiently responsive.

Please CHECK in the BOXES to confirm the submission of the required documents.

a) If a company is showing interest;

1. Company Profile
2. Business Registration Certificate
3. Tax Registration Certificate
4. Tax Clearance Certificate
5. List of staff of company and staff / organization chart of the team proposed for this assignment.
6. CVs of the Individual Personnel’s (Inclusive of a copy of the National Identity Card )
7. List of Sewerage System related Works completed by the Company in the last 10 years.
8. List of Proposed Equipment for Project for this Assignment
9. Proposed Approach and Methodology of Works
10. List of similar works in-hand and staff deployed respectively
11. Financial Audited Balances Sheets for the last 5 years to determine financial soundness of the firm.

# **LETTER OF INVITATION**

**Subjects: Consultancy Services for Survey, Design and EIA works of Water Supply Facilities in Ga. Dhaandhoo, Maldives**

1. The Government of Republic of Maldives has allocated funds in the PSIP Budget 2018 towards the cost of water supply infrastructure development on Ga. Dhaandhoo and intends to apply part of the proceeds towards procuring the services of Survey and Design consultancy of these projects.

2. The services include Survey Work, Preparation of Preliminary/Concept Design and Detailed Design and Tender Documents and Environment Impact Assessment and Impact Monitoring for the Provision of Water Supply Facilities in Ga. Dhaandhoo, Maldives.

3. The Government of Maldives, represented by Ministry of Environment and Energy (MEE), now invites interested eligible consultants to submit their proposals according to the Request for Proposals (RFP). Interested firmes must provide information indicating that they are qualified to perform the services (brochures, description of similar assignment, experience in similar conditions, availability of appropriate skills among staff, etc.). Parties may associate to enhance their qualifications.

4. The RFP document, in the English language will be available on National Gazette and the Ministry website www.environment.gov.mv.

5. Interested firms may obtain further information on request by writing to the address below no later than **27th March 2017 – before 12:00 PM**

6. The proposals are expected to be submitted to the following address on specified local time in the advertisement on **29th March 2018 at 11:00 AM**

The Procurement Unit

Ministry of Environment and Energy

Green Building, Handhuvaree Hingun,

Maafannu, Male’, 20392,

 Republic of Maldives

 Fax: +960-3018-301

 Email: procurement@environment.gov.mv

# **INSTRUCTIONS TO CONSULTANTS**

## Introduction

1. The Client named in the **Data Sheet** will select a consultancy firm from those issued with the Letter of Invitation.
2. The Consultants are invited to submit Technical Proposal and a Financial Proposal for the contract named in the **Data Sheet**. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Party.
3. The Client will select a consultancy firm (the Consultants) from those who show interest to this call for proposals, in accordance with the method of selection specified in the **Data Sheet**.
4. As a direct response to this document, interested parties must provide their detailed proposals for the **“*Consultancy Services for Survey, Design and EIA works of Water Supply Facilities in Ga. Dhaandhoo, Maldives ".*** The standards and other statements on such provision and legislative compliance made by the parties as part of their proposals will form a binding part of the final contract document.
5. The Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants
6. The Client reserves the right to accept or reject any Proposal and to terminate the tendering process without awarding a contract. The parties should be aware that it is unlikely that the Client will be in a position to go forward with any proposals that fails to meet the statutory and essential requirements, set out in the Terms of Reference.

## Conflict of interest

1. A Party (including its Personnel) that has a business or family relationship with a member of the Client’s staff who is directly or indirectly involved in any part of (i) the preparation of the Schedule of requirements, (ii) the selection process, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Government throughout the selection process and the execution of the Contract.
2. The Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultants or the termination of its Contract.

## Fraud and Corruption

The Client requires that all parties including Consultants and their agents (whether declared or not), personnel, sub-contractors, sub-Consultants, service providers and suppliers, observe the highest standard of ethics during the selection and execution its contracts. In pursuance of this policy, the Client:

1. defines, for the purposes of this provision, the terms set forth below as follows:
2. “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
3. “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
4. “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
5. “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
6. “obstructive practice” is
* deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
* acts intended to materially impede the exercise of the relevant government authorities’ inspection and audit rights.
1. will reject a proposal for award if it determines that the recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
2. will cancel the portion of the contract if it determines at any time that representatives of the Client or of a beneficiary were engaged in corrupt, fraudulent, collusive, or coercive practices during the selection process or the execution of that contract, without the Consultants having taken timely and appropriate action satisfactory to the Client to address such practices when they occur; and
3. will take action against any Party or an individual at any time, in accordance with rules and regulations including by publicly declaring such Parties or individual ineligible, either indefinitely or for a stated period of time.

## Proposal Validity

The Data Sheet indicates how long the Proposals must remain valid after the submission date. The Client will make its best effort to complete negotiations within this period. Should the need arise; however, the Client may request to extend the validity period of proposals. The Parties who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, The Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

## Language of Proposal

The proposal documents must be in written English.

## Preparation of Proposals

1. The Proposal, as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language (s) specified in the RFP.
2. In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
3. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

## Technical Proposal Format and Content

The Technical Proposal shall provide the information indicated in the following paras from (a) to (f) using the attached Standard Forms (4. Technical Proposal).

1. A brief description of the Consultants’ organization and an outline of recent experience of the Consultants and, in the case of joint venture, for each partner, on assignments of a similar nature are required in Form TECH-2. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant’s involvement. Information should be provided only for those assignments for which the Consultants was legally contracted by the client as a corporation or as one of the major consultancy firm/organization within a joint venture. Assignments completed by individual Professional staff working privately or through other organisations cannot be claimed as the experience of the Consultants, or that of the Consultant’s associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.
2. Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/effectiveness of the assignment.
3. A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-3. The work plan should be consistent with the Work Schedule (Form TECH-6) which will show in the form of a bar chart the timing proposed for each activity.
4. The list of the proposed professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-4).
5. List of staff and CV’s of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (Form TECH-5).
6. List of similar Projects in completed in the last 10 years.
7. List of Consultancy Works In-Hand with Current Status (Form TECH-6).
8. List of staff deployed on existing consultancy projects in hand. (Form TECH-7).
9. Financial audited balance sheets for the last 5 years, showing information on total Assets, total liabilities, current Assets and Current liabilities
10. The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

## Clarification and Amendment of RFP Documents

1. During the RFP process, questions or clarifications regarding this RFP document must be requested in writing to the person and address stated in the **Data Sheet.**
2. Any additional documentation issued by the Client during the tender process shall be deemed to form part of this RFP and shall supersede any part of the RFP where indicated. The Client may also exercise the option to extend the tendering period and/or postpone the proposal submission date in the event that subsequent documentation is issued.

## Communications

Except as provided in the preceding section relating to questions about this RFP, No parties shall contact any officers, employees, or team members of Client with respect to this RFP. Any oral communication with a Client employee concerning this RFP is not binding on the Client and shall in no way alter any specifications, term or condition of this RFP or any contract documents.

## Submission, Receipt, and Opening of Proposals

1. The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections.
2. An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked “Original”.
3. Consultants shall submit a “Compliance Statement” stating that the offer is made in accordance with the Request for Proposal. Consultants who offer additional or alternative conditions shall clearly state those in their proposals.
4. The technical proposal and financial proposal must be submitted in two separate sealed envelopes to the address indicated in the **Data Sheet**. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “Technical Proposal” Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked “Financial Proposal” followed by the name of the assignment, and with a warning “Do Not Open With The Technical Proposal.” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and be clearly marked “Do Not Open, except in the Presence of the Official Appointed”. The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive
5. The Proposals must be sent to the address indicated in the **Data Sheet** and received by the Client no later than the date specified in the **Data Sheet**, or any extension to this date. Any proposal received by the Client after the deadline for submission shall be returned unopened.
6. The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

## Evaluation of proposals

1. From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants’ Proposal.
2. The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Technical Requirements, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Technical Requirements or if it fails to achieve the minimum technical score indicated in the evaluation criteria specified in the **Data Sheet**.
3. After the technical evaluation is completed, the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and Schedule of Requirements, that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date should allow Consultants sufficient time to make arrangements for attending the opening. Consultants’ attendance at the opening of Financial Proposals is optional.
4. Financial Proposals shall be opened publicly in the presence of the Consultants’ representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Client shall prepare a record of the opening of Price Proposals that shall include, as a minimum: the name of the Bidder, the Price Proposal, any discounts, and alternative offers. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants.
5. The consultant is **REQUIRED** to submit Financial Proposal, using for this purpose the Financial Proposal Submission Forms in FIN-1 (One financial proposal submitted with all the FIN-1 Forms).
6. The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail.
7. The **highest** evaluated Financial Proposal (Fm) for each LOT will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the **Data Sheet**. Proposals will be ranked for each LOT according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Evaluation Criteria: S = St x T% + Sf x P%. The Party achieving the highest combined technical and financial score for each LOT will be invited for negotiations.

# **DATA SHEET**

|  |  |
| --- | --- |
| **2.1.a** | Name of the Client: Ministry of Environment and Energy Green Building, Handhuvaree Hingun, Maafannu, Male’, 20392, Republic of Maldives[www.environment.gov.mv](http://www.environment.gov.mv) |
| **2.1.b** | Financial Proposal to be submitted together with Technical Proposal in two different envelopes on the same day and time specified.*Please write name of the Consultancy assignment and indicate whether it is Financial Proposal or Technical Proposal on the envelopes.*Name of the assignment is: **“Consultancy Services for Survey, Design and EIA works of Water Supply Facilities in Ga. Dhaandhoo, Maldives”** |
| **2.1.c** | The method of selection would be in accordance to the procedures set out in the National Procurement Regulations issued by the Ministry of Finance and Treasury |
| **2.4****Validity** | Proposals must remain valid up to 91 days after the submission date. |
| **3.8****Clarifications and Amendments of RFP Documents** | Interested consultants may obtain further information on request by writing to the address below no later than **27th March 2018 – before 12:00 PM** Procurement UnitMinistry of Environment and Energy Green Building, Handhuvaree Hingun, Maafannu, Male’, 20392, Republic of MaldivesFax: +960-3018-301Email: procurement@environment.gov.mv |
| **3.10****Submission, Receipt, and Opening of Proposals** | The proposals are expected to be submitted to the following address local time on **29th March 2017 – at 11:00 AM**Procurement UnitMinistry of Environment and Energy Green Building, Handhuvaree Hingun, Maafannu, Male’, 20392,  Republic of Maldives Fax: +960-3018-301 Email: procurement@environment.gov.mv |
| **3.11****Evaluation of Proposals** | Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:Points

|  |  |
| --- | --- |
| **(A) Company Profile:** | **[100]** |
| 1. No. of Water Supply and Sewerage Design Works assignments conducted by the firm in the last 10 years ( 1 Assignment = 5 Points )
 | [40] |
| 1. Water and Sewerage Design Assignment (four (4) similar assignments with an average contract value of MVR 1,000,000.00 each = 30 marks & Additional 1 Assignment = 05 Points )
 | [40] |
| 1. Organisational structure of the firm ( It should indicate Board of Directors and Project Management Plan / Structure )
 | [20] |

Total A = [ ]

|  |  |
| --- | --- |
| **(B) Project Team** | **[100]** |
| 1. Project Manager
 | [25] |
| 1. Water Engineer Civil Engineer
 | [15] |
| 1. Electro-Mechanical Engineer
 | [10] |
| 1. Structural Engineer
 | [10] |
| 1. Surveyor – 1
 | [05] |
| 1. Surveyor - 2
 | [05] |
| 1. EIA Specialist
 | [10] |
| 1. Procurement Specialist
 | [10] |
| 1. Quantity Surveyor
 | [10] |

Total B = [ ]The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:

|  |  |
| --- | --- |
| 1. Education and qualifications
 | [*40*%] |
| 1. General Experience
2. Specific Experience
 | [*25*%][35%] |

|  |  |
| --- | --- |
| **(C) Approach, Methodology &Work plan** | **[100]** |
| 1. **Approach & Methodology**
2. Demonstration of an understanding of the objective of the assignment
3. Proposal on methodology ton carrying out the activities
4. **Work plan of the Assignment**
5. Work Schedule / Plan
6. Work Plan consistent with proposed Technical Approach and Methodology
 | **[50]**[25][25]**[50]**[25][25] |

 Total C = [ ]

|  |  |
| --- | --- |
| **(D) Financial Soundness** | **[100]** |
| Current Assets – Current Liabilities = Cost of Consultancy which shall be reduced proportionately on pro rata basis | [100] |

Total D = [ ]Technical Score (St) = A/100\*[W1] + B/100\*[W2] + C/100\*[W3] + D/100\*[W4]Weights Distribution

|  |  |  |
| --- | --- | --- |
| W1 | Company Profile | **[15]** |
| W2 | Project Team | **[50]** |
| W3 | Approach & Methodology | **[15]** |
| W4 | Financial Soundness | **[20]** |

The minimum technical score (St) required to pass is: **[70]** Points. Any Technical Proposal not succeeding the minimum set technical score will not be subject to further evaluation and their financial proposal will be returned.The formula for determining the financial scores is the following:Sf = 100 x Fm / F, in where Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.The weights given to the Technical and Financial Proposals are:T = [0.6], andF = [0.4] |

#

# **Technical Proposal - Standard Forms**

## FORM TECH-1: Technical Proposal Submission Form

[*Location, Date*]

To: [*Name and address of Client*]

Dear Sirs:

We, the undersigned, offer to provide the consultancy service for **“*Consultancy Services for Survey, Design and EIA works of Water Supply Facilities in Ga. Dhaandhoo, Maldives*”** in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. We hereby submit our Proposal, which includes this Technical Proposal, and our Financial Proposal sealed under a separate envelope.

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 fulfill the terms and conditions related this contract.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

## FORM TECH-2: Consultant’s Organization and Experience

#### A - Consultant’s Organization

[*Provide here a brief description/background (Include Organizational chart) of your organization and each associate for this assignment.*]

#### B - Consultant’s Experience

*[Using the format below, provide information on each contract/assignment for which your Organisation, individually as a corporate entity or as one of the major companies within an association, for carrying out* ***similar consultancy Services****.]*

|  |  |
| --- | --- |
| Contract/Activity Name: | Contract Value (in MVR): |
| Country:Location within country: | Duration of assignment/activity (months): |
| Name of Client: | Total no. of staff-months of the assignment: |
| Address: | Start date (month/year):Completion date (month/year): |
| Name of associated Parties, if any: | NO of professional staff-months provided by associated Consultants: |
| Narrative description of Activities/Project: |
| Description of actual services provided by your staff within the Activities: |

Firm’s Name:

## FORM TECH-3: 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 divided into the following three chapters:*

1. *Technical Approach and Methodology,*
2. *Work Plan, and*
3. *Organization and Staffing,*
4. *Proposed Equipment for the Assignment.*

*a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to carry out the design services for the two islands and obtaining the expected 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.*

*c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.*]

*d) Proposed Equipment for the Assignment. In this chapter you should propose the equipment to be utilized for the assignment work. You should list the equipment and indicate whether it is on rent / owned by you.*]

## FORM TECH-4: Team Composition and Task Assignment

|  |
| --- |
| Professional Staff |
| Name of Staff | Organisation | Area of Expertise | Position Assigned | Task Assigned |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## FORM TECH-5: Curriculum Vitae (CV) for proposed Professional Staff

**1. Proposed Position** [*only one candidate shall be nominated for each position*]:

**2. Name of Firm** [*Insert name of firm proposing the staff*]:

**3. Name of Staff** [*Insert full name*]:

**4. Date of Birth**: **Nationality**:

**5. Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]:

**6. Membership of Professional Associations**:

**7. Other Training** [*Indicate significant trainings since degrees under 5 - Education were obtained*]:

**8. Countries of Work Experience**: [*List countries where staff has worked in the last ten years*]:

**9. Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

**10. Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [*Year*]: To [*Year*]:

Employer:

Positions held:

## FORM TECH 6 – List of Consultancy Works In-Hand with Current Status

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.No** | **Name of Consultancy with Country Name** | **Cost of Consultancy (MVR)** | **Date of Award** | **Date of Completion** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| .. |  |  |  |  |
| .. |  |  |  |  |
| .. |  |  |  |  |
| .. |  |  |  |  |

## TECH FORM 7 – List of Staff Deployed on each of Consultancy Assignments In-Hand

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Name of Consultancy** | **Name of Staff’s Deployed** | **Date of Initial Deployment to the Assignment** | **Date of Final Release from Assignment** |
| 1 |  | *[ Please list down the name of the technical personnel with position in the consultancy]* |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| ... |  |  |  |  |
| ... |  |  |  |  |
| ... |  |  |  |  |
| ... |  |  |  |  |

## PART B – FINANCIAL FORM – FINANCIAL DATA OF FIRM

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Total Assets** | **2017-16** | **2016-15** | **2015-14** | **2014-13** | **2013-12** |
| Total Liabilities |  |  |  |  |  |
| Net Worth |  |  |  |  |  |
| Current Assets |  |  |  |  |  |
| Current Liability |  |  |  |  |  |

## LINE OF CREDIT

|  |  |  |
| --- | --- | --- |
| **Name of Institution** | **Credit line Available (MVR/USD)** | **Supporting document of Institution to be attached** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## FORM TECH-8: Work Schedule

|  |  |
| --- | --- |
|  |  |
|  | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th | 9th | 10th | 11th | 12th | … |
| Activity (Work) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |

Financial Proposal - Standard Forms

## FORM FIN-1: Financial Proposal Submission Form

### *Consultancy Services for Survey, Design and EIA works of Water Supply Facilities in Ga. Dhaandhoo* [*Location, Date*]

To: [*Name and address of Client*]

Dear Sirs,

We, the undersigned, offer to provide consultancy services for **“*Consultancy Services for Survey, Design and EIA works of Water Supply Facilities in Ga. Dhaandhoo, Maldives* "** in accordance with your Request for Proposal dated [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*1] which is inclusive of the local 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.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

1 Amounts must coincide with the ones indicated under financial proposal in Form FIN-2.

## FORM FIN-2: Financial Proposal

|  |  |  |
| --- | --- | --- |
| Sr.No | Description  | Cost ( Maldivian Rufiyaa ) |
| 1 | Surveys and Investigations* Carryout Topographic Survey and development of Island Maps and submission of Survey Report
* Carrying out Bathymetry survey and Marine Investigation including Dispersion and Dilution Modelling ( for Outfall Location- Literature Based Analysis for Dispersion Factor of Marine Outfalls and Analyse Current Patters of the Area, of Brine Outfall sites for the water supply system design works and submission of Surveys/Investigation Reports
* Carryout Geo-technical Investigation at Water treatment plant facility (WTP) and submission of Geo-technical Investigation Report.
 |  |
| 2 | Development of Environment Impact Assessment and Conduct Monitoring as per EPA Guidelines and Rules/Regulations and submission of all requisite reports* + Conduct Environmental Monitoring and Reporting as per approved EIA Report by EPA for the Construction Phase Only
	+ Develop Environmental Monitoring and Reporting Formats for Post Construction Phase.

( The Review Fee should be included at MVR 20,000 ) |  |
| 3 | Prepare/submit Sewerage System Planning/Preliminary/Concept Design Report Concept Report |  |
| 4 | Preparation of Sewerage System Detailed Design, Detailed Drawings for Civil, Electrical and Mechanical Works of Water Supply System and submission of Detailed Design Report and Detailed Drawings |  |
| 5 | Develop Labor Contract Tender Document * Prepare BoQ for all labor works to be carried out.
* Develop Technical Specifications for Civil Works
 |  |
| 6 | Develop Detailed Material and Equipment List with Technical Specifications indicating its standards related details for each individual item. |  |
| 7 | Prepare Detail Cost Estimates (Labor Contracting Works and Material and Equipment separately) |  |
| 8 | Assist in the Tendering Works of the Labor Component* Attend to Queries and Develop relevant Addendums to the Tender
* Conduct Both Technical and Financial Evaluation Works and Compile Evaluation Report
 |  |
| 9 | Develop Contract Document and Conduct Contract Negotiations for the Labor Contracting Works |  |
| 10 | Develop Material Approval Forms and Labor Construction Work Monitoring Works Forms |  |
|  | Sub Total : |  |
|  | GST : |  |
|  | Total with GST: |  |

* *This form highlights the major areas of the assignment. The consultancy firm may provide a more detailed proposal elaborating the different components.*
* *The consultancy firm is to submit copy of the GST registration certificate along with the financial proposal.*
* *All Payment to this assignment will be made in Maldivian Rufiyaa.(MVR)*
* *Advance Payment is subject to submission of Advance Bank Guarantee i.e. not more than 15% of the total contract value.*

# **TERMS OF REFERENCE**

***Consultancy Services for Survey, Design and EIA works of Water Supply Facilities in Ga.Dhaandhoo, Maldives***

**INTRODUCTION**

Ministry of Environment and Energy (MEE) on behalf of the Government of Republic of Maldives has allocated funds in the PSIP Budget 2018 towards the cost of water infrastructure development on Ga. Dhaandhoo intends to apply part of the proceeds towards procuring the services of Survey, EIA Works and Design Consultancy of these projects.

 **BACKGROUND**

The Maldives consist of 1190 low-lying coral islands spread over an area of 90,000km2 in the Indian Ocean. Nearly 200 islands are inhabited, around 90 islands are resorts, and the rest are uninhabited. There are 26 geographical atolls which are grouped into 20 administrative atolls.

A large part of the population in the Republic of Maldives lacks the access to safe drinking water and improved sanitation facilities. Rainwater is the main source of potable water in the inhabited islands but it is available only during rainy months of the year. This causes the island population to rely on groundwater for drinking and cooking during dry period, mainly through domestic wells.

Island selected for integrated water supply system installation is Ga. Dhaandhoo

Source of Potable water for these islands are through rainwater harvesting methods and in some islands the storage capacity is not sufficient.

Under such conditions, it is essential to develop proper Water supply system to facilitate safe drinking water to accommodate the population of the island.

**SCOPE OF WORKS**

**Phase A1: Data collection – Complementary Diagnosis**

* Establishment of Permanent Survey Marks (PSM) as per Maldives Land Survey Authority (MLSA) Guidelines, and registering the PSMs with MLSA.
* Performing topographic surveys of the island. The survey should include plot level maps with, public buildings, significant trees, electrical distribution boxes and any vegetation areas clearly marked. The survey should be aligned to any existing land use plans indicating any plots given for future development. Elevation of roads are to be taken at every 10m interval from center of the road. General indication of road levels and household levels (inside the plot) should be provided in the map. Details of ground levels at proposed facilities (Desalinated Water Storage and Rainwater Catchment Storage) for primary and secondary locations should be taken.
* Performing marine investigation and bathymetry survey for the siting of the brine outfall structures in the proposed primary location and secondary location such that the final location is acceptable in environmental terms.
* Carrying out the geotechnical investigations at Water Treatment Plant facilities. Geotechnical investigation should be limited to soil test pits excavated to a depth of 1 m. Soil profile, soil condition should be provided, and recommendations for any ground improvements if necessary should be proposed
* Carrying out community consultation, stakeholder consultations (Island Council, Utility Service Providers, NGOs, Telecommunication service providers)
* Consolidate available information on existing buried utilities and provide indicative maps.
* Collection of demographic date related to the project. This should include existing population data as per both island council register and published census records, household data,etc.
* Collection of data related to power supply system of the island including the power generation capacity, transformers, available loads from distribution boxes etc.
* Collecting Data of the current status of the roof catchment area, water storage capacity of both private and community buildings.

The Consultants will collect existing data and carry out the necessary investigations to ensure that sufficient information is available to clarify uncertainty regarding the technical choices to be made. In his methodology, the consultant will precise his data acquisition methods:

* area covered by the investigations;
* duration and degree of accuracy of the measurements to be carried out;
* Members of staff in charge of interpreting the data collected.

**Requirements for Preliminary/Concept Design Report**

The report shall address the following, but not limited to:

1. A description of the island

It should include physical and geographical attribute of the area, Numbers of registered households and future projections, size and distribution of population, potential population growth indicators, projections etc:

1. Consultation with the Community

Description of the consultation with the island council, utility company and the community (meeting minutes shall be attached with the report);

1. Description of the existing systems,

A brief description of the existing water supply facilities ( household and community level) in the island, general ground water quality, island topography and geotechnical investigations carried

1. Description of the proposed systems (Water Supply System )
* A brief description of the proposed systems (minimum three) including a flow chart
* Discuss all possible options of developing an integrated water supply system in a way that each component can be constructed separately with integration of the whole system at the final stage, i.e. Community Rainwater Harvesting System, Reverse Osmosis Plant and Water Supply Network including Household Connections. The water supply network should be design in light of EPA Water Supply Guidelines. Design Consultants shall establish the overall footprint of the reverse osmosis facility and community rainwater collection and distribution system.
* Cost benefit analysis for proposed system in terms of capital cost and operational cost.
* A brief description on the type of water treatment facility proposed including land area requirement the systems. .
* Recommended system for the island.
1. Land Allocation
* Land requirement for administrative building, Desalination Storage Facility and Community Rainwater Storage Facility, Desalination Treatment plant and any other facilities in the recommended systems including brine outfall should be identified and reported in design documents/drawings.
* Special/protected areas declared under the council or any written law (if any).
1. Technology and other system Requirements of the Recommended system
* For the type of technology proposed, the region of the technology should be outlined ( Preference should be given for technology from the Asia region)
* Establish the electrical energy requirements of the project.
* Power requirements of the system any upgrades required based on the preliminary estimates for the proposed system
* Preliminary hydraulic design of sewer network, Wet well of Sewage Pumping Stations, STP Structures, structural design, design of mechanical items like pumps/motors, diesel generating set with piping system, electrical design of all electrical works and process control and instrumentation/SCADA system for Sewage Pumping Stations and Sewage Treatment Plant.
* Concept Drawings
* Overall sustainability of the system
* Spare parts and operation and maintenance requirements for the system.
1. Risk and Mitigation Measures
* Possible risk that could arise from the project
* Possible risk to other infrastructure of the island including any planned developments especially the road infrastructures.
* Actions to be taken by relevant stakeholders in mitigating the risks.

Note: Depending on the contractual arrangements, any additional contents requested by the client shall be included in the Preliminary design report.

|  |
| --- |
| **Outputs of Phase A1**1. **Part 1 of Phase A1 – Surveys and Investigations**

Report 1 will include: Topographic Survey, Bathymetry survey and Marine Investigation including Dispersion and Dilution Modelling ( for Outfall Location- Literature Based Analysis for Dispersion Factor of Marine Outfalls and Analyse Current Patters of the Area, of Brine Outfall sites for the water supply system design works and submission of Surveys/Investigation Reports1. **Part 2 of Phase A1 – Preliminary/Concept Design Report**

Report 2 will include at least but not limited to the information provided above listed requirements. |

**Phase A2: Environmental Impact Assessment**

**This shall include carrying out of Environmental Impact Assessment** of Water Supply System in the light of EPA Standard Guidelines, rules and regulations. The assignment includes but not necessarily limited to the following tasks;

* Undertake the application process for the EIA works of the assignment
* Undertake the scoping or screening wherever applicable for the assignment
* Undertake field data collection survey and develop the EIA report as per the approved Terms of Reference by EPA after the scoping meeting
* Submit the final EIA Report to EPA and get approval/decision statement
* Undertake submission and provide any clarifications where as necessary to the submitted EIA
* Accommodate any request by EPA for any additional information regarding the submitted EIA report.
* Conduct Environmental Monitoring and Reporting as per approved EIA Report by EPA for the Construction Phase Only
* Develop Environmental Monitoring and Reporting Formats for Post Construction Phase.

It is the responsibility of the consultancy firm to expedite the process of EIA application submission, follow up on scoping meeting, draft TOR submission, and follow up on TOR approval, obtain and address the queries made by the EIA reviewers and follow up on the EIA review and approval process.

|  |
| --- |
| **Output of Phase A2** All requisite documents/Reports and conduction of meetings/interaction with Island People etc as recommend by EPA Guidelines |

**Phase A2: Detailed Design**

The third stage will concern detailed design of the sewerage system

The Report A3 i.e. Detailed Design Report shall contain two parts:

**Part 1 (Main report)** will include: The detail design report should be in accordance with EPA guidelines. (Design criteria and technical specification for Water treatment and Supply system.)

**Part 2 (Bill of Quantities and Engineer’s Cost Estimate)** will include a Bill of Quantities for General & Preliminaries, contingencies, civil, mechanical, electrical/instrumentation works, commissioning of water supply system, operation and maintenance up to Defects Liability Period and EIA Mitigation Works of water supply system including other miscellaneous works and Daywork Schedules etc.. The Consultants will also provide rate analysis of each of the unit costs of all items as well as the percentage considered for miscellaneous and contingencies. Finally, cost estimation is to be carried out based on quantities and unit costs. The Consultants will keep this cost estimate confidential.

The capital costs shall be derived from the Bill of Quantities and unit rates developed. The capital cost including unit cost of each item. To establish realistic unit rates of the items for civil, electrical and mechanical works, through quotations from internationally recognized manufacturers and suppliers. The cost estimates will allow for transportation and erection on site, all out-site costs and off-site overheads.

Bill of Quantities will be established separately for Labor Works and Material/Equipment Works Separately.

|  |
| --- |
| **Outputs of Phase A3:**Report will include the detailed design of the ‘selected solution for each island including:* the Main Report including detailed hydraulic/structural design for civil, mechanical, electrical and Process control and Instrumentation works of sewerage system
* the Bill of Quantities and Engineer’s Cost Estimate;
* Detailed Engineering Drawings for Civil, Mechanical, electrical and Process control & Instrumentation works of Sewerage system on A3 size
 |

Final version of the Detailed Design will support preparation of the Tender Documents for the selection of contractors**Phase A3: Tender Documents & Selection of Contractors**

Final version of the Detailed Design will support preparation of the Tender Documents for the selection of contractors.

**Phase A4: Tender Documents & Selection of Contractors**

**Part 1: Development of Tender Documents**

The Consultants will identify with MEE how many contractors are needed for works construction and will prepare tender documents accordingly including:

**Volume 1: Tender and Administrative Documents**

**Volume 2: Technical Specifications and Schedules**

**Volume 3: Detailed Drawings and Layouts**

**Volume 1** will include but not limited to the following contents:

* Invitation to Tender;
* Description of the Works and Quantities;
* Instructions to Bidders;
* Conditions of Contract, Form of Tender (and Appendix);
* Bill of Quantities and Schedules;
* Form of Contract Agreement, Form of Tender Security, Form of Performance Security, Form of Guarantee for advance payment

**Conditions of Contract** will be incorporated as the final legal agreement to be drawn up between the Contractor and the Client. The Conditions of Contract would be drawn up in close co-operation with the Client and would incorporate such special clauses as may be required.

The **Bill of Quantities and Schedules** will be prepared for all the tender packages as a basis for tendering and for payment under the Contract. Civil Engineering Standard method of measurement shall be recommended wherever possible.

**Volume 2** will include Technical Specifications and Schedules. Technical Specification will be prepared for all civil, electrical, mechanical and instrumentation works items to be constructed, supplied or erected. Materials and work specifications will cover all aspects of materials and equipment to be provided.

The Consultants will use local or national standards where possible. Where no suitable local or national standards exist then international standards such as BS, ASTM, ISO etc. will be used.

Where possible, the specification of materials (locally produced or imported) will be specified. Construction Schedules will be issued in details.

**Volume 3** will be based on part 3 of the detailed design. All drawings will show clearly defined contract limits relating to the various divisions of works. Drawings will include general arrangement drawings, sections, elevation, typical details and typical reinforcement detailed. In addition, detailed reinforcement drawings and bar schedules will be included in the tender documents. Drawings for mechanical and electrical equipment will show main outlines and leading dimensions in sufficient details for the manufacturers to design the adequate equipment.

Note: The Tender Document has to be separated into two individual documents i.e. Material Supply & Delivery and Labor Construction Contract Model.

**Part 2: Selection of Contractors**

The Consultants will assist the MEE (acting as the “Employer” in FIDIC terminology) in the selection of the Contractors. This assistance will be effective during the three principal stages of the Contract Procurement process. These stages are:

a) The site visit and the pre-bid meeting

The site visit for Contractors shall be organized not later than two to three weeks after the invitation to tender is issued, in order to speed up the tendering process, and to involve rapidly the Contractors interested in the preparation of tenders.

A pre-bid meeting shall be organized immediately after or before the site visit. Questions raised by the bidders could be then answered either immediately or later through additional documentation. The Consultants will assist in the preparation of pre-bid meeting and in the preparation of replies to questions.

b) The evaluation of tenders:

The evaluation of bids will be based on the tender documents and on predetermined criteria and will be conducted jointly by the MEE’s Engineer (acting as Engineer in FIDIC terminology) and the Consultants (acting as “Engineer’s Representative” in FIDIC terminology). After verification of conformity of the Bids to the tender documents, these Bids will be the subject to a technical and economic analysis, enabling them to be evaluated and ranked.

The Consultants will then compile all findings of the analysis in an evaluation report

c) The award of contracts

The objective is to assist the MEE in the award of the contracts, preparation of confirmed copies of contracts and determination of contracts' effective dates.

|  |
| --- |
| **Outputs of Phase A4:****Part 1 of Phase A4** The Tender Document should include but not limited to:* Volume 1: Administrative and tender documents;
* Volume 2: Technical specifications and schedule;
* Volume 3: Drawings and layouts

**Part 2 of Phase A4** * Assist in the Tendering Works of the Labor and Material Works
* Attend to Queries and Develop relevant Addendums to the Tender where as necessary
* Conduct both Technical and Financial Evaluation Works and Compile Evaluation Report
* Develop Contract Document and Conduct Contract Negotiations for the Labor as well as the Material Supply Contracting Works
* Develop Material Approval Forms and Labor Construction Work Monitoring Works Forms
 |

**Phase A5: Construction Drawings**

Report 5 shall include preparation/submission of Construction Drawings of all Civil, Electrical/Mechanical and Instrumentation works items

**STAFFING AND LOCATION**

A total of 6 staff will be required and situated in the locations specified below;

|  |  |
| --- | --- |
| **Post** | **No** |
| Project Manager (Team leader) with Civil Engineering  | 1 |
| Water System Engineer with Civil Engineering | 1 |
| Electro-Mechanical Engineer | 1 |
| Structural Engineer with Civil engineering | 1 |
| Surveyor | 2 |
| EIA Specialist | 1 |
| Procurement Specialist | 1 |
| Quantity Surveyor | 1 |

 **QUALIFICATIONS OF THE DESIGN AND CONSULTANCY TEAM**

**Similar Assignments**

To be eligible for this assignment, the consultancy firm must demonstrate past experience in performing the services (description of similar assignments, Value of such assignments). The Firm shall have carried out a minimum of four (4) similar assignments with an average contract value of MVR 1,000,000.00 each.

## QUALIFICATIONS OF THE DESIGN AND CONSULTANCY TEAM

The Consultant should submit full CV’s for each of the proposed staff members highlighting the criteria given below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | PROJECT MANAGER |   | **Sub- Category** |  | **Total Score** | **Sub-Score** |
| **Education & Qualification** | Bachelor’s degree in Project Management or Civil Engineering or Environmental Engineering  |  |  |  | **10.0** |  |
| **General Experience** | Experience in Project management, along with specific experience in the field of Water Supply projects.  |  | Experience of 05 Years | 5 | **6.3** | **6.3** |
|  | Experience of 03 Years | 3 | **3.8** |
|  | Experience of 01 Years | 1 | **1.3** |
| **Specific Experience** | Experience in Design Works such as buildings, resorts, water supply and sewerage works, coastal works, road projects etc. In addition should be able to monitor and check of materials and equipment’s as per approval or acceptable specifications and standards. |  | Experience of 05 Years | 5 | **8.8** | **8.8** |
|  | Experience of 04 Years | 4 | **7.0** |
|  | Experience of 03 Years | 3 | **5.3** |
|  |  |  |  |  |  |  |
|  | WATER SYSTEM CIVIL ENGINEER |  | **Sub- Category** |  | **Total Score** | **Sub-Score** |
| **Education & Qualification** | Bachelor’s degree in Civil/Environmental Engineering |  |  |  | **6.0** |  |
| **General Experience** | Experience in designing of Design Works |  | Experience of 05 Years | 5 | **3.8** | **3.8** |
|  | Experience of 03 Years | 3 | **2.3** |
|  | Experience of 01 Years | 1 | **0.8** |
| **Specific Experience** | Experience in design works in resorts, buildings, water supply and sewerage projects. In addition should be familiar with pumps and its operations under different applications. |  | Experience of 05 Years | 5 | **5.3** | **5.3** |
|  | Experience of 04 Years | 4 | **4.2** |
|  | Experience of 03 Years | 3 | **3.2** |
|  |  |  |  |  |  |  |
|  | ELECTRO – MECHANICAL ENGINEER |  | **Sub- Category** |  | **Total Score** | **Sub-Score** |
| **Education & Qualification** | Bachelor’s Degree in Electrical/Mechanical Engineering  |  |  |  | **4.0** |  |
| **General Experience** | Experience in designing of Electrical / Mechanical components. |  | Experience of 05 Years | 5 | **2.5** | **2.5** |
|  | Experience of 03 Years | 3 | **1.5** |
|  | Experience of 01 Years | 1 | **0.5** |
| **Specific Experience** | Experience in design of electrical / mechanical components in resorts, buildings, water supply and sewerage projects. In addition should be familiar with pumps and its operations under different applications. |  | Experience of 05 Years | 5 | **3.5** | **3.5** |
|  | Experience of 04 Years | 4 | **2.8** |
|  | Experience of 03 Years | 3 | **2.1** |
|  |  |  |  |  |  |  |
|  | STRUCTURAL ENGINEER |  | **Sub- Category** |  | **Total Score** | **Sub-Score** |
| **Education & Qualification** | Bachelor’s Degree in Civil Engineering  |  |  |  | **4.0** |  |
| **General Experience** | Experience in Designing of Civil Structures |  | Experience of 05 Years | 5 | **2.5** | **2.5** |
|  | Experience of 03 Years | 3 | **1.5** |
|  | Experience of 01 Years | 1 | **0.5** |
| **Specific Experience** | Experience in design of structural works in resorts, buildings, water supply and sewerage projects. In addition should be familiar with pumps and its operations under different applications. |  | Experience of 05 Years | 5 | **3.5** | **3.5** |
|  | Experience of 04 Years | 4 | **2.8** |
|  | Experience of 03 Years | 3 | **2.1** |
|  |  |  |  |  |  |  |
|  | PROCUREMENT EXPERT |  | **Sub- Category** |  | **Total Score** | **Sub-Score** |
| **Education & Qualification** | Undergraduate degree in procurement/ commerce / finance/ business/ management/Economics |  |  |  | **6.0** |  |
| **General Experience** | Experience in procurement related works, procurement of consultants, works and goods; and have had substantial management/Supervisory responsibilities pertaining to procurement.  |  | Experience of 05 Years | 5 | **3.8** | **3.8** |
|  | Experience of 03 Years | 3 | **2.3** |
|  | Experience of 01 Years | 1 | **0.8** |
| **Specific Experience** | Experience in procurement related works, procurement of consultants, works and goods; and have had substantial management/Supervisory responsibilities pertaining to procurement of in resorts, buildings, water supply and sewerage projects. |  | Experience of 05 Years | 5 | **5.3** | **5.3** |
|  | Experience of 04 Years | 4 | **4.2** |
|  | Experience of 03 Years | 3 | **3.2** |
|  |  |  |  |  |  |  |
|  | EIA SPECIAILIST |  | **Sub- Category** |  | **Total Score** | **Sub-Score** |
| **Education & Qualification** | Bachelor’s Degree in Environmental Engineering/Environmental Science/Environmental Management |  |  |  | **6.0** |  |
| **General Experience** | Experience in Environmental Impact Assessment (EIA) |  | Experience of 05 Years | 5 | **3.8** | **3.8** |
|  | Experience of 03 Years | 3 | **2.3** |
|  | Experience of 01 Years | 1 | **0.8** |
| **Specific Experience** | Experience in conducting EIA for Sewerage Systems will be given preference. Tertiary certification will be an added advantage. The consultant should hold a permanent EIA license and his/her EIA license copy shall be submitted along with a dated letter stating his/her association with the bidding party. |  | Experience of 05 Years | 5 | **5.3** | **5.3** |
|  | Experience of 04 Years | 4 | **4.2** |
|  | Experience of 03 Years | 3 | **3.2** |
|  |  |  |  |  |  |  |
|  | ENGINEERING / QUANTITY SURVEYOR |  | **Sub- Category** |  | **Total Score** | **Sub-Score** |
| **Education & Qualification** | Diploma in Civil Engineering |  |  |  | **6.0** |  |
| **General Experience** | Experience in checking payment invoices/Variation Orders of civil/ Time Extension cases, of electrical and mechanical works of Building and other miscellaneous works |  | Experience of 05 Years | 5 | **3.8** | **3.8** |
|  | Experience of 03 Years | 3 | **2.3** |
|  | Experience of 01 Years | 1 | **0.8** |
| **Specific Experience** | Experience in checking payment invoices/Variation Orders/Time extension cases of water supply and sewerage works  |  | Experience of 05 Years | 5 | **5.3** | **5.3** |
|  | Experience of 04 Years | 4 | **4.2** |
|  | Experience of 03 Years | 3 | **3.2** |
|  |  |  |  |  |  |  |
|  | SURVEYOR |  | **Sub- Category** |  | **Total Score** | **Sub-Score** |
| **Education & Qualification** | Diploma in Civil Engineering |  |  |  | **2.0** |  |
| **General Experience** | Experience in checking payment invoices/Variation Orders of civil/ Time Extension cases, of electrical and mechanical works of Building and other miscellaneous works |  | Experience of 05 Years | 5 | **1.3** | **1.3** |
|  | Experience of 03 Years | 3 | **0.8** |
|  | Experience of 01 Years | 1 | **0.3** |
| **Specific Experience** | Experience in checking payment invoices/Variation Orders/Time extension cases of water supply and sewerage works  |  | Experience of 05 Years | 5 | **1.8** | **1.8** |
|  | Experience of 04 Years | 4 | **1.4** |
|  | Experience of 03 Years | 3 | **1.1** |

NOTE: The proposed TEAM should NOT be performing works in more the TWO Project assignments under the Ministry. If observed during evaluation, the CV would be requested to be replaced with an equivalent CV. If the CV is not replaced the PROPOSAL will be rejected from further evaluation.

## PAYMENT

Payment will be in accordance with the schedule specified below;

|  |  |  |
| --- | --- | --- |
| **DESCRIPTION** | **ALLOCATION** | **REQUIREMENT** |
| Advance Payment | 10% | Advance Payment Bank Guarantee - submitted within 30 days of receiving the Letter of Acceptance (15% of the value of the agreed Contract Price). |
| **Phase A1** |  |  |
| **Part 1 of Phase A1** | 5% | Surveys and Investigation Reports Completion/Submission/Approval |
| **Part 2 of Phase A1** | 10% | Preliminary/Concept Design Report Completion/Submission/Approval |
| **Phase A2** | 15% | EIA and Other Relevant Reports/Documentation as EPA Guidelines, rules and Regulations Completion/Submission/Approval |
| **Phase A3** | 30% | Detailed Design Report Completion/Submission/Approval |
| **Phase A4** | 20% | Tender Documents completion/submission/approval.Float and Assist in the Tender for the Labour Works, Review and Finalize the Bids and Compile the Evaluation Report.Award and Sign of the Labour Works and Material Works Contract Document. |
| **Phase A5** | 10% | Construction Drawings completion/submission/approval |

## DELIVERABLES

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity No.** | **Details** | **Time of Completion** | **No. of Copies** |
| 1 | Surveys and Investigations as per Phase A1 | 1 Month after award of contract | 2 Hard Copies + 1 Soft Copy |
| 2 | Preliminary Design Report as per Phase A1 | 2 Hard Copies + 1 Soft copy |
| 3 | EIA and other Reports as per EPA Guidelines  | 1.5 Months from completion of Activity 1 and 2 | 3 Hard Copies + 1 Soft Copy |
| 4 | Detailed Design Report as per Design guidelines of EPA  | 3 Hard Copies + 1 Soft Copy |
| 5 | Tender Documents (All Volumes) and Assist in the Float of Tender Works for both Labor and Material Works | 1 Month from completion of Activity 4 and 5  | 1 Hard Copy + 1 Soft Copy |
| 6 | Assist in the Tendering Process, Review Bids and Compile and Finalize Evaluation Report | 1 Month from completion of Activity 6 | 1 Hard Copy + 1 Soft Copy |
| 7 | Draft and Compile Contract Document for both Labor and Material Works | 2 weeks from completion of Activity 6 | 1 Hard Copy + 1 Soft Copy |
| 8 | Construction Drawings | 2 weeks from completion of Activity 6 | 1 Hard Copy + 1 Soft Copy |

## TECHNOLOGY TRANSFER

The Consultant shall consider the technology transfer as an important aspect of this project. The Consultant shall provide the opportunity to the staffs of the client to be involved in the working team of Consultants during the design phase of the project for their capacity development wherever possible. If requested by Clients staff, the Consultant shall brief and demonstrate the survey and design procedures.

## DURATION OF THE ASSIGNMENT

All surveying, preparation and submission of design documents should be completed within 04 months. Tender assistance should be given to Client and NTB during tender, evaluation and award stage.