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# MINISTRY OF ENVIRONMENT, CLIMATE CHANGE AND TECHNOLOGY

Male' Republic of Maldives

## **REQUEST FOR PROPOSALS**

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*Consultancy for Training of Water Quality Testing(GCF  
project)*

(16<sup>th</sup> January 2023)

**Prepared by**

GCF Project Management Unit  
Water and Sanitation Department  
Ministry of Environment, Climate Change and Technology

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# 1 LETTER OF INVITATION

Dear Proponent,

1. Ministry of Environment, Climate Change and Technology (MECT) intends procuring the services of Consultancy service for Training of Water Quality testing
2. A detailed Terms of Reference (TOR) and Request for Proposal (RFP) for the consulting services will be attached to the gazette advertisement. Interested consultation Firms/ institutions/ companies may obtain further information via mail to [proc.gcfws@environment.gov.mv](mailto:proc.gcfws@environment.gov.mv) .
3. The Bidder shall be registered to submit the proposal by submitting ‘Bidders’ Registration Form’ to the email address [proc.gcfws@environment.gov.mv](mailto:proc.gcfws@environment.gov.mv) **on or before 0900 hours on 26 January, 2023**. Only registered bidders will be qualified to submit a bid proposal. The form will be attached to this gazette advertisement.
4. Any clarifications to the bid may be sent to the email addresses [proc.gcfws@environment.gov.mv](mailto:proc.gcfws@environment.gov.mv) **on or before 1400 hours on 25 January, 2023**.
5. Proposals shall be delivered in a sealed envelope, bearing the name of the project “Training of Water Quality Testing (GCF project)”, bid opening time and date, the address the bid is submitted to (as in the RFP), and the bidders company name, to the Ministry of Environment at the address specified in the RFP. Proposals shall be valid for a period of 90 days from the date of Opening. Electronic submissions are not allowed.
6. Bids should be submitted **on 1100 hours, Maldivian time on 26 January 2023** (Only bids submitted at this time will be eligible to proceed to evaluation. The bids will be opened at **1100 hours, Maldivian time on 26 January 2023** . Any late bids will be rejected.

**GCF Project Management Unit  
Water and Sanitation Department  
Ministry of Environment, Climate Change and Technology  
Green Building, Handhuvaree Hingun,  
Maafannu, Male’, 20392,  
Republic of Maldives  
Tel. (960)-3018-390/393  
Email: [proc.gcfws@environment.gov.mv](mailto:proc.gcfws@environment.gov.mv)**

## 2 SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertised	16 <sup>th</sup> January 2023
Pre-bid meeting	19 <sup>th</sup> January 2023 0900hrs
Bid Clarification	25 <sup>th</sup> January 2023 before 1400hrs
Deadline to submit proposals	26 <sup>th</sup> January 2023 on 1100hrs

## 3 SUBMISSION REQUIREMENTS

Interested parties **shall submit** all the Forms listed under **Sections 6 (TECHNICAL PROPOSAL - STANDARD FORMS)** and **Section 7 (FINANCIAL PROPOSAL - STANDARD FORMS)**.

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

- 1. Proposal Form (Form Tech-1)
- 2. Consultant's Organisation & Experience (Form Tech -2A&2B)
- 3. Methodology and Work Plan (Form Tech -4)
- 4. Team Composition & Task Assignments (Form Tech -5)
- 5. Curriculum Vitae (CV) for proposed team members (Form Tech -6)
- 6. Work Schedule (Form Tech -7)
- 7. Financial Proposal Submission Form (Form Fin 1)
- 8. Financial Proposal Summary Form (Form Fin 2)
- 9. Financial Proposal Summary Form (Form Fin 3, Fin 4 and Fin 5)

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

- 10. Company/ institution/ consultancy firm profile
- 11. Company/ Consultancy firm / Institution Registration certificate
- 12. Organization chart
- 13. Copy of the National Identity Card/Passport
- 14. Assignment completion letters
- 15. GST Registration Certificate
- 16. Commitment letter from key experts

**Note 01: All bidders should clearly identify Key Experts (herein referred to as the ‘Consultant’) carrying out the task. For bids submitted by Company/Institution/ firm, the Key Experts signed in Form 5 will be considered for the evaluation process.**

**Note 02: If bidder fails to submit any of the above listed document, their proposal may not be considered for further evaluation.**

**Note 03: After the evaluation, highest scoring party will be notified to submit tax clearance report. Tender will be awarded upon submission of tax clearance report.**

**Note 04: Assignment Completion letters of the company and Individuals must be submitted for evaluation. Marks will be given for each completion letter**

# **PART I INSTRUCTIONS TO PROPONENTS**

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## 4 INSTRUCTIONS TO PROPONENTS

### 4.1 Introduction

- a) The Client named in the Data Sheet will select an Educational Institute from those issued with the Letter of Invitation.
- b) The Proponents are invited to submit a Technical Proposal and a Financial Proposal as specified in the Data Sheet, 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.
- c) The Client will select an Educational institute from those issued with the Letter of Invitation, in accordance with the method of selection specified in the data sheet.
- d) As a direct response to this document, interested parties must provide their detailed proposals for the “**Consultancy for Training of Water Quality Testin**”. 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.
- e) The proponents 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 Proponents
- f) 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 Section 6. Terms of Reference.

### 4.2 Conflicting of interest

- a) 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.
- b) The Proponents 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 Proponent or the termination of its Contract.

### **4.3 Fraud and Corruption**

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

- a) defines, for the purposes of this provision, the terms set forth below as follows:
  - i. “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - ii. “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;
  - iii. “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;
  - iv. “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.
  - v. “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.
- b) 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;
- c) 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 Proponent having taken timely and appropriate action satisfactory to the Client to address such practices when they occur; and
- d) 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.

### **4.4 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 Proponents



could submit new staff in replacement, who would be considered in the final evaluation for contract award. Proponents who do not agree have the right to refuse to extend the validity of their Proposals.

#### **4.5 Language of Proposal**

The proposal documents must be in written English.

#### **4.6 Preparation of Proposals**

- a) The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Proponents and the Client, shall be written in the language (s) specified in the RFP.
- b) In preparing their Proposal, Proponents 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.
- c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

#### **4.7 Technical Proposal Format and Content**

The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 4). Paragraph (c) (ii) indicates the recommended number of pages for the description of the approach, methodology and work plan. A page is considered to be one printed side of A4 or letter size paper.

- a) A brief description of the Proponents' organization and an outline of recent experience of the Proponents and, in the case of joint venture, for each partner, on assignments of a similar nature are required in Form TECH-2 of Section 4. For each assignment, the outline should indicate the names of Sub-Proponents/ Professional staff who participated, duration of the assignment, contract amount, and Proponent's involvement. Information should be provided only for those assignments for which the Proponent was legally contracted by the client as a corporation or as one of the major firms/Organisations within a joint venture. Assignments completed by individual Professional staff working privately or through other organisations cannot be claimed as the experience of the Proponent, or that of the Proponent's associates, but can be claimed by the Professional staff themselves in their CVs. Proponents should be prepared to substantiate the claimed experience if so requested by the Client.
- b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/effectiveness of the assignment.
- c) 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-4 of Section 4. The work plan should be consistent with the Work Schedule (Form TECH-7 of Section 4) which will show in the form of a bar chart the timing proposed for each activity.
- d) 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-5 of Section 4).
- e) CVs of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (Form TECH-6 of Section 4).

- f) The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

#### **4.8 Clarification and Amendment of RFP Documents**

- a) 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**.
- b) 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.

#### **4.9 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.

#### **4.10 Submission, Receipt, and Opening of Proposals**

- a) The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Proponents themselves. The person who signed the proposal must initial such corrections.
- b) An authorized representative of the Proponent 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".
- c) Proponents shall submit a "Compliance Statement" stating that the offer is made in accordance with the Request for Proposal. Proponents who offer additional or alternative conditions shall clearly state those in their proposals.
- d) The technical proposal and financial proposal must be submitted in two separate sealed envelopes with one (1) printed copy of each and one electronic version in a CD-ROM 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
- e) 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.

- f) 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.

#### 4.11 Evaluation of proposals

- a) From the time the Proposals are opened to the time the Contract is awarded, the Proponents should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Proponents to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Proponents' Proposal.
- b) 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 evaluation criteria specified in the Data Sheet.
- c) After the technical evaluation is completed, the Client shall inform the Proponents who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Proponents 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 Proponents that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date should allow Proponents sufficient time to make arrangements for attending the opening. Proponents' attendance at the opening of Financial Proposals is optional.
- d) Financial Proposals shall be opened publicly in the presence of the Proponents' representatives who choose to attend. The name of the Proponents and the technical scores of the Proponents shall be read aloud. The Financial Proposal of the Proponents 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 Proponents.
- e) 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.
- f) The **highest** evaluated Financial Proposal (Fm) 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 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:  $S = St \times T\% + Sf \times P\%$ . The Party achieving the highest combined technical and financial score will be invited for negotiations.

## 5 DATA SHEET

4.1.a	<p>Name of the Client:</p> <p><b>Ministry of Environment, Climate Change and Technology</b> Green Building, Handhuvaree hingun, Maafannu, Male', 20392, Republic of Maldives</p>
4.1.a	<p>Financial Proposal to be submitted together with Technical Proposal in two different envelopes on the same day and time specified.</p> <p><i>Please write name of the Training Programme and indicate whether it is Financial Proposal or Technical Proposal on the envelopes.</i></p> <p>Name of the assignment is: <b>"Consultancy for Training of Water Quality Testing"</b></p>
4.4 Validity	Proposals must remain valid up to 90 days after the submission date.
4.8 Clarifications and Amendments of RFP Documents	<p>Interested consultants may obtain further information/clarifications on request by writing an email to the address below no later <b>25 January 2023 before 1400hrs.</b></p> <p>Email: <a href="mailto:proc.gcfws@environment.gov.mv">proc.gcfws@environment.gov.mv</a></p>
4.10 Submission, Receipt, Opening and of Proposals	<p>The Proposal submission address is:</p> <p>GCF Project Management Unit Water and Sanitation Department Ministry of Environment, Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives.</p> <p>The proposals are expected to be submitted to the address on <b>1100hours</b> local time on <b>26 January 2023</b> (Only bids submitted at this time will be eligible to proceed to evaluation). <b>Late bids will be rejected.</b></p> <p><b>Proposal of additional or alternative conditions to RFP is not allowable</b></p>
4.11 Evaluation of Proposals	<p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <p style="text-align: right;"><u>Points</u></p>

	<p><b>(A) Project Team</b> [60]</p> <p>1. Technical Trainer [40]</p> <p>2. Support Trainer [20]</p> <p style="text-align: right;">Total A= [ ]</p> <p>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:</p> <p>1. Education and qualifications (refer to TOR for minimum requirements) [6%]</p> <p>2. General Experience [10%]</p> <p>3. Specific Experience [4%]</p> <p><b>(B) Approach &amp; Methodology</b> [20]</p> <p>1. Approach &amp; Methodology [10]</p> <p>2. Work Plan [10]</p> <p style="text-align: right;">Total B = [ ]</p> <p>Technical Score (St) = <math>A/60*[W1] + B/20*[W2]</math></p> <p>Weights Distribution</p> <p>W1 Project Team [70]</p> <p>W2 Approach &amp; Methodology [30]</p> <p>The minimum technical score (s) required to pass is: <b>65</b> Points</p>
	<p>The formula for determining the financial scores is the following:  <math>S_f = 100 \times F_m / F</math>, in which <math>S_f</math> is the financial score, <math>F_m</math> is the lowest price and <math>F</math> the price of the proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposals are:  <math>T = [0.6]</math>, and  <math>P = [0.4]</math></p> <p>Assessment of Financial Capability of Bidder</p> <p>Evaluation criteria</p> <p>a. To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 25,000.00, for the year 2021 – Submit Form FIN - 1: Annual Turnover</p>

	<p>(OR)</p> <p>b. To be eligible the financial statements of the bidding party must show, Minimum value of MVR 25,000.00, for liquid asset, for the year 2021 – Submit Form FIN - 2: Financial Situation</p> <p>(OR)</p> <p>c. Business entities that have not completed one year (from the date of business registration to date of bid announcement), to be eligible the business’s bank statement must show a credit balance of minimum MVR 25,000.00</p> <p>(OR)</p> <p>d. If bidding party is unable to meet any of the above requirement they shall submit “Line of Credit Letter” as per the template in FIN form 3. (Credit limit shall be no less than MVR 25,000.00– Submit Form FIN – 3: Line of Credit Letter</p> <p>Selection Criteria of Regional Based Business and MSME business Below MVR 2,500,000</p> <p>a) Among bidders who pass the technical and financial evaluation, Micro, Small and Medium Enterprises (MSME’s) will be assessed accordingly: The bidder with the highest ranking with a proposed price that doesn’t exceed 15% of the price of the bidder with the overall highest ranking will be awarded.</p> <p>b) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same island as the project is carried out will be assessed accordingly: The bidder with the highest ranking with a proposed price that doesn’t exceed 10% of the price of the bidder with the overall highest ranking will be awarded.</p> <p>c) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:</p> <p>The bidder with the highest ranking with a proposed price that doesn’t exceed 5% of the price of the bidder with the overall highest ranking will be awarded.</p> <p>d) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all Maldivian bidders will be</p>
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	<p>checked and assessed accordingly. The bidder with the highest ranking with the lowest proposed price will be awarded</p> <p>e) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b), (c) and (d) all bidders will be assessed accordingly.</p> <p>The bidder with the highest ranking with the lowest proposed price will be awarded</p> <p>Criteria on classifying regional based business</p> <p>a) Check the bidders permanent address, if the bidder is a sole proprietorship</p> <p>b) Check the island to which the business is registered, if the bidder is not a sole proprietorship</p> <p>c) The bidder will be considered as a business working in one certain area, as per (a) and (b) accordingly:</p> <p><input type="checkbox"/> If the bidder is a sole proprietorship, the bidder's registered permanent address as of 1st January of the year the invitation for bid was issued will be considered</p> <p>OR</p> <p><input type="checkbox"/> If the business had been registered before the year in which the invitation for bid was issued, the island to which the business was registered as of 1st January of the year the invitation for bid was issued will be considered</p> <p>OR</p> <p><input type="checkbox"/> If the business had been registered within the year in which the invitation for bid was issued, the island to which the business was first registered will be considered.</p>
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## **PART II - STANDARD FORMS**

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## 6 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 for “**Consultancy for Training of Water Quality Testing**” in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope<sup>1</sup>.

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: Proponent's Organization and Experience**

**A - Proponent's Organization**

*[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]*

**B - Proponent'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 **training programmes**] Each project/assignment should be accompanied by reference letters from the client to be counted as a valid experience.*

Contract/Activity Name:	Approx. If a contract, value of the contract (in MVR):
Country: Location within country:	Duration of assignment/activity (months):
Name of Client:	Total NO of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in currency US\$ or Euro):
Start date (month/year): Completion date (month/year):	NO of professional staff-months provided by associated Proponents:
Name of associated Parties, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Activities/Project:	
Description of actual services provided by your staff within the Activities:	

Firm's Name: \_\_\_\_\_

**6.1.1 2B – Summary of contract commitments of the firm**

*[All Bidder should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.]*

<b>Name (&amp; description) of Contract</b>	<b>Value of outstanding work</b>	<b>Estimated completion date</b>
1		
2		
3		
4		
5		
6		
7		

Note: Please include the works form Firm/ institution.

## **FORM TECH-4: Description of Approach, Methodology and Work plan for performing the Assignment**

(For small or very simple assignments the Client should omit the following text in Italic)

*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (10-15 pages, inclusive of charts and diagrams) divided into the following three chapters:*

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

*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.*

*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.]*

**FORM TECH-5: Team Composition and Task Assignment**

	<i>Professional Staff</i>				
Designation	Name of Staff	Organisation	Area of Expertise	Position Assigned	Task Assigned
Technical Trainer					
Support Trainer					

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**Note: Evaluation will be conducted to the teams proposed and indicated in the table above.**

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**FORM TECH-6: 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: \_\_\_\_\_

**11. General Experience** Any specific requirement (Assignments/projects) mentioned in TOR  
*Starting with latest assignment, list in reverse order (see format here below) ::*

From [Month/Year]: To [Month/Year]: \_\_\_\_

Assignment Title: \_\_\_\_\_

Client: \_\_\_\_\_

Positions held: \_\_\_\_\_

Summary of assignment/Role by the professional: \_

**12. Specific Experience (for Successfully completed similar assignments as in TOR)** *Starting with latest assignment, list in reverse order (see format here below)::*

From [Month/Year]: To [Month/Year]: \_\_\_\_

Assignment Title: \_\_\_\_\_

Client: \_\_\_\_\_

Positions held: \_\_\_\_\_

Summary of assignment/Role by the professional: \_

**13. Current commitments in Ongoing Projects with the Ministry of Environment**

Name of the Contract/Project: \_\_\_\_\_

From [Month/Year]: \_\_\_\_\_ To [Month/Year]: \_\_\_\_\_

Positions held: \_\_\_\_\_

Summary of Role: \_\_\_\_\_

*A copy of the National Identity Card/Passport and Academic Certificate needs to be attached for each individual*



**FORM TECH-7: Work Schedule**

	<i>[1st, 2nd, etc. are weeks from the start of assignment]</i>			
	Deadline	1st	2nd	3rd
Activity (Work)	05 working days from contract signature, upon client review and approval			
Deliverable 1 Detailed methodology or action plan along with the detailed work plan				
Deliverable 2 Onsite Training and Completion Certificate	30 working days from contract signature, upon client review and approval			

## 7 Financial Proposal - Standard Forms

### FORM FIN-1: Financial Proposal submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide consultancy services for “**Consultancy for Training of Water Quality Testing**” 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<sup>1</sup>]. This amount is exclusive of the local taxes, which shall be identified during negotiations and shall be added to the above amount.

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 the Institute \_\_\_\_\_

Address: \_\_\_\_\_

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

**FORM FIN-2: Financial Proposals**

	<b>Description</b>	<b>Cost ( Maldivian Rufiyaa )</b>
1		
2		
3		
	<b>Sub Total :</b>	
		<b>GST :</b>
	<b>Total with GST:</b>	

*Note:*

- *The consultancy firm/ institution/Company is to submit copy of the GST registration certificate along with the financial proposal.*
- *All Consultancy firms shall express the price of their services in Maldivian currency*
- *Bidder is liable to clarify (and present necessary documentary evidence) and include all relevant tax for the assignment.*
- *If the firm/ consultant/ institution is subject to GST/BPT as per MIRA Regulations and Guidelines the GST/BPT Registration Certificate and GST quote in the financial proposal need to be included*
- *The total contract price should be quoted inclusive of Goods and Services Tax (GST) as per the GST Legislation and Circulars.*

**FORM – Fin 3: Annual Turnover**

Each bidder must fill in this form

Annual Turnover Data		
Year	Amount Currency	MVR Equivalent
2021		

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.

**FORM – Fin 4: Financial Situation**

Each Bidder must fill in this form

Financial Data for Previous Tears (MVR Equivalent)	
	Year 2021

Information from balance sheet

Total Assets	
Total Liabilities	
Net Worth	
Current Assets	
Current liabilities	
Working Capital	

Information from Income Statement

Total revenue	
Profit Before taxes	
Profit After Tax	
<p>θ Attached are copies of financial statement (balance sheets including all related notes, and income statements), as indicated above, complying with the following conditions.</p> <ul style="list-style-type: none"> <li>• All such documents reflect the financial situation of the Bidder.</li> <li>• Historic financial statement must be complete, including all notes to the financial statements.</li> <li>• Historic financial statements must correspond to accounting periods</li> </ul>	

**FORM – FIN – 5: Line of Credit Letter**

[letterhead of the Bank /Financing Institution /Supplier]

To: [Name and address of the Contractor]

Dear,

You have requested { name of the bank/financing institution/supplier issuing the letter) to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder.

This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature: .....

Name and Title of Signatory: .....

Name of Agency: .....

## 8 TERMS OF REFERENCE

### 8.1 Introduction

The Maldives consists of 26 natural atolls, comprising of 1,192 small, low-lying coral islands, stretching north to south over a total area of 90,000sq.km. The population of Maldives is 407,660 (Census: 2014) dispersed over 188 islands. These islands do not have surface freshwater. Freshwater resources in Maldives are very scarce and the scarcity is both temporal and spatial. The main natural freshwater resources available in the country are groundwater aquifers that occur in the porous coral sands and rainfall.

Traditionally drinking water was abstracted from these shallow aquifers using hand-dug open wells. However, in many inhabited islands of Maldives, fresh groundwater has been depleted as a result of salt-water intrusion due to over-extraction of fresh groundwater. The shallow depth of the groundwater lenses of the islands makes this freshwater resource vulnerable and susceptible to contamination from land-based human activities. Hence, people are reluctant to use groundwater for drinking or cooking as the quality has deteriorated. Most of the people in the atoll rely on rooftop harvested rainwater for potable purposes. These rainwater harvesting systems are a combination of household and community collection and storage systems.

The Government of the Maldives received financing from Green Climate Fund (GCF) and is undertaking a project “Supporting Vulnerable Communities in the Maldives to Manage Climate change-induced Water Shortages.” The objective of the project is to deliver safe and secure freshwater to 105,000 people in the islands of the Maldives in the face of climate change risks. Under this project, the Ministry of Environment, Climate change, and Technology is implementing Rainwater Harvesting systems (RWH) in 25 islands and require the services of a consultant to carry out training on Water Quality Testing for the operators.

Water quality testing training should be carried out for RWH system operators of the following islands. The islands are divided according to atolls as given here and training shall be conducted on **one island of the respective atolls / group** for all participants in the group. Selected participants from the remaining islands of the atoll will be brought to that island where training is conducted.

The atolls where training is planned to be conducted are as follow;

- Group 1: Ari Atoll – Aa. Bodufulhadhoo, Aa. Himandhoo, Aa. Mathiveri, Adh. Dhigurah, Adh. Kunburudhoo
- Group 2: Thaa Atoll - Th.Omadhoo, Th.Vandhoo, Th.Kinbidhoo, Th.Kandoodhoo, Th.Dhiyamigili, Th.Gaadhihfushi
- Group 3: Meemu Atoll – M.Veyvah, M.Raiymandhoo, M.Naalaafushi,
- Group 4: Dhaalu Atoll - Dh.Meedhoo, Dh.Hulhudheli, Dh.Bandidhoo

Note:

- a) **The logistical arrangements for the participants from the islands will be arranged by the Ministry and hence, the budgeting should not include participants travel and lodging related costs.**

## 8.2 Tasks of the Consultant

The tasks to be undertaken by the Consultant under this outlined term of reference are to be undertaken in close collaboration with the Water and Sanitation Department, of Ministry of Environment and relevant stakeholders as necessary, and include, but are not necessarily limited to, the following:

- Provide water quality training for rainwater harvesting system for the aforementioned list. (Consultant to select the island for each Atoll).
- Provide training documents and certification upon completion.
- Provide training for both Operator (Fenaka) and Council focal point of the respective island.

## 8.3 Training shall be conducted for the following equipment

1. THERMOFISHER SCIENTIFIC/EUTECH – PC 450 (ECPCWP45003K) Meter Combi kit (multi-parameter Eutech PC 450 measures pH / mV / Conductivity / Total Dissolved Solids / Temperature) with the buffer solutions (ECBU4BTC, ECBU7BTC, ECBU10BTC) and Calibration solution - ECCON1413BT.
2. DELAGUA – DWT 10098 Single Incubator (thermotolerant (fecal) coliforms, turbidity, free and total chlorine, pH and temperature)
3. THERMOFISHER SCIENTIFIC/EUTECH – AQUAfast AQ 3170 (Colorimeter)
4. THERMOFISHER SCIENTIFIC/EUTECH – AQUAfast CLKS100 (standard Chlorine kit)
5. THERMOFISHER SCIENTIFIC/EUTECH – AQUAfast AC4P71 (Chlorine Powder pack)
6. SAMPLING BAGS – 250ml (5x7inch)
7. BIOBASE – BPR-5V50(G) – Laboratory refrigerator (50 liter)

## 8.4 Required Tests

The required tests for RWH system include

- pH
- Temperature
- Electric Conductivity
- Salinity
- Turbidity
- Total dissolved Solids
- Free Chlorine and Coliform (fecal).



## 8.5 Qualifications

The Consultant should submit full CV's for each of the proposed staff members as per the provided format, highlighting the criteria given below.

	Technical Trainer		Sub- Category		Total Score	Sub-Score
<b>Education &amp; Qualification</b>	Bachelors Degree in Civil / Environmental or Management or related field				<b>6.0</b>	<b>4</b>
	Masters Degree in Civil / Environmental or Management or related field					<b>2</b>
<b>General Experience</b>	Experience in community training skills, and in working with teams	(a)	Experience of 03 Projects / Assessments	3	<b>10.0</b>	<b>10.0</b>
		(b)	Experience of 02 Projects / Assessments	2		<b>6.0</b>
		(c)	Experience of 01 Projects / Assessments	1		<b>2.0</b>
<b>Specific Experience</b>	Experience in water Quality testing trainings	(a)	Experience of 03 Projects / Assessments	3	<b>4.0</b>	<b>4.0</b>
		(b)	Experience of 02 Projects / Assessments	2		<b>2.0</b>
		(c)	Experience of 01 Projects / Assessments	1		<b>1.0</b>

	Support Trainer		Sub- Category		Total Score	Sub-Score
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<b>Education &amp; Qualification</b>	Diploma in Civil / Environmental or Management or related field				<b>6.0</b>	<b>4</b>
	Degree in Civil / Environmental or Management or related field					<b>2</b>
<b>General Experience</b>	Experience in community training skills, and in working with teams	(a)	Experience of 03 Projects / Assessments	3	<b>10.0</b>	<b>10.0</b>
		(b)	Experience of 02 Projects / Assessments	2		<b>6.0</b>
		(c)	Experience of 01 Projects / Assessments	1		<b>2.0</b>
<b>Specific Experience</b>	Experience in water Quality testing trainings	(a)	Experience of 03 Projects / Assessments	3	<b>4.0</b>	<b>4.0</b>
		(b)	Experience of 02 Projects / Assessments	2		<b>2.0</b>
		(c)	Experience of 01 Projects / Assessments	1		<b>1.0</b>

Note: Similar Assignment/ projects/ trainings must be above MVR 15,000

- Must submit completion Letters

## 8.6 Deliverables and Payment Schedule

The payment will be released as follows

- (a) 10% upon submission and approval of methodology, work plan
- (b) 90% upon conduction of successful on-site training to the participants and completion letters

	<b>Deliverables/ Outputs</b>	<b>Due Date and Remarks</b>	<b>Instalment for Payment upon client acceptance and approval of deliverable</b>

1	Detailed methodology or action plan along with the detailed work plan	05 Calendar days from contract signature, upon client review and approval	10% of contract amount
2	Successful on site training and completion certificates	30 Calendar days from contract signature, upon client review and approval	90% of contract amount

Expected deliverables from the task will include:

1. Detailed methodology or action plan along with the detailed work plan
2. Training provided to at least 02 participants from each island in each group.
3. Completion letters

	Deliverables/ Outputs	Targets	Deadline	Training Fee (MVR)
1	Detailed methodology or action plan along with the detailed work plan	Detailed methodology or action plan along with the detailed work plan	05 working days from contract signature, upon client review and approval	
2	Successful on site training and completion certificates	at least 02 participants from each island in each group	30 working days from contract signature, upon client review and approval	

## 8.7 Reporting Requirements

The Consultancy Firm/ Institution is expected to work closely with the Green Climate Fund PMU and will report directly to Project Manager, or his/her designate during the assignment.

## 8.8 Contract Duration

The successful institute/ firm/ consultant is expected to be available to deliver the training programme in **February 2023**. The estimated contract duration will be 30 working Days from the commencement of the assignment.

## **8.9 Proposal**

The Consultancy firm/ Institution/ Company is expected to include a lump sum fee in the proposal for the proposed program. The proposal, containing clear documentation on the methodology recommended and the past experience, must be accompanied by detail breakdown of costs such as;

Other overhead costs associated with the assignment.

Consultancy firm/ Institution/Company should be equipped with the necessary computer hardware and software needed. Ministry will not provide computer hardware and software for completion of the works stated in the proposal and should not be included in the proposal budget for the program.

## **8.10 INTELLECTUAL PROPERTY**

All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc.) belonging to the client, which the Consultancy firm/ Institution/ Company may come into contact with in the performance of his/her, duties under this consultancy shall remain the property of the client who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever manner without written permission of the Client in line with the national and International Copyright Laws applicable. All the material used in the project should be provided to the client with copyrights cleared.