



**Ministry of Environment, Climate Change and Technology**  
Republic of Maldives

**TERMS OF REFERENCE**

**(IUL)438-ENV/438/2023/55**

**DETAILED DESIGN CONSULTANCY FOR HAZARDOUS WASTES AND  
CHEMICALS MANAGEMENT SYSTEM IN THE GREATER MALE' REGION**

**Issued on: 01 February 2023**

**Issued By: "Eliminating Persistent Organic Pollutants Through Sound Management of  
Chemicals Project" – Project Management Unit**

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## **i. SCHEDULE OF CRITICAL DATES**

<b>Activity</b>	<b>Action Date</b>
Advertised date	01 February 2023
Pre-bid meeting date	08 February 2023
Deadline for submission of queries	09 February 2023 12:00
Deadline for bid clarification	12 February 2023
Deadline for proposal submission	14 February 2023 11:00

## **ii. SUBMISSION REQUIREMENTS**

The following related documents shall be submitted for the bids to be considered sufficiently responsive, unless stated otherwise in the notes.

Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX B.

### **a. Technical Proposal – Standard Forms**

1. Completed Proposal submission form (**signed by owner of the entity**) – (Tech Form 1)
2. Approach, Methodology and Work Plan – (Tech Form 2)
3. A summary of the work plan must be presented in the format in Work Schedule (Tech Form 3) showing in the form of a bar chart, the timing proposed for each activity.
4. Curriculum Vitae (CV) of the identified **Team Leader and Civil Engineer** (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted) – (Tech Form 4)
5. Completed **Letters of Commitment (signed by the Team Leader and Civil Engineer)** – (Tech Form 5 & 6)
6. Copy of Business (Sole Proprietorship/company/partnerships/institutions/SMEs) registration certificate.
7. Copy of SME Registration - If registered
8. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
9. Tax payer registration Certificate / Notification Copy

### **b. Financial Proposal – Standard Forms**

1. FIN FORM 1 – Financial Proposal Submission Form (**signed by the owner of the entity or person with power of attorney to sign**)
2. Form FIN - 2 Financial Breakdown Form
3. Form FIN - 3: Details of Financial Situation

4. Financial statements of the business for the year 2021, 2020 and 2019
5. Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business's bank account. (Bank statement should be from the date of account opening to date of bid announcement)
6. FIN FORM - 4: Average Annual Turnover
7. FIN FORM - 5: Financial Resources
8. FIN FORM - 6: Line of Credit Letter (Applicable if company does not meet requirements in its revenue or financial resources)
9. FIN FORM - 7: Current Contract Commitments / Work in Progress

**Note 01: Businesses that have not completed one year (from date of business registration to date of bid announcement) do not have to submit FIN FORM 4, FIN FORM 5, FIN FORM 6 or financial statements for the year 2021, 2020 and 2019 and are only required to submit a bank statement from date of account opening to date of bid announcement.**

**Note 02: All bidders should clearly identify the Key experts (herein referred to as the 'Team Leader' and 'Civil Engineer') carrying out the task. For bids submitted by Company/Institution/Organization, the Key experts signed in Form 5 and 6 will be considered for the evaluation process.**

**Note 03: Copy of academic certificates and reference letters demonstrating experiences listed in this TOR must be submitted as a supporting document for the key expert's CV**

**Note 04: If bidder fails to submit any of the necessary documents, their proposal may not be considered for further evaluation.**

**Note 05: After the evaluation, highest scoring party will be notified to submit tax clearance report. Tender will be awarded upon submission of tax clearance report**

## **1. INTRODUCTION**

The Government of Maldives has received funding from the Global Environment Facility (GEF) for the project “Eliminating Persistent Organic Pollutants through the Sound Management of Chemicals”. The Government intends to apply part of the proceeds towards undertaking a detailed design for the proposed hazardous wastes and chemicals management system in the greater Male’ region.

## **2. PROJECT BACKGROUND**

The Republic of Maldives is a Small Island Developing State (SIDS) which faces sustainable development challenges such as small but growing populations, land scarcity, vulnerability to climate change impacts (and other natural disasters) as well as economic development problems due to high transportation costs, lack of adequate infrastructure and lack of industrial development incentives. The Maldives is an archipelago comprised of 1,190 coral islands in 26 atolls over an area of about 750 km on a North-south axis and 120 km on an east-west axis. The land area of the Maldives accounts for about 1% of the Country’s territory. The Maldives islands are low lying land areas with an average height above sea level of 1.8 meters (m).

The country’s population of approximately 400000 people dispersed across 187 inhabited islands. An additional more than 166 islands have tourist resorts. Waste generation is estimated to be 324,000 tons annually with consisting of approximately 0.5 to 11% of hazardous chemicals and of approximately 3-9% of plastics depending on location and size of the island. The fact that (chemical) waste is being generated on 278 island presents the country with an incredible challenge, as land is very scarce, low lying and transportation of chemicals and waste from island to island is costly and complicated. The inadequate storage options and current disposal practices of hazardous chemicals and waste, especially open burning of waste at dumpsites or disposal near the coastline, make it very likely that these toxic chemicals and waste will end up in the waters and oceans. In the Republic of Maldives, the tourism sector accounts for more than 28% percent of the Gross Domestic Product (GDP) of the economy. Tourists to the Maldives are seeking a pristine environment, not one with polluted waters, degraded coral reefs, waste dumps which are openly burning or waste floating in the ocean. Therefore, the Sound Management of Chemicals and waste, especially the environmentally sound management of Persistent Organic Pollutants (hereinafter referred to as POPs) and hazardous waste, is an important element to achieving environmental sustainability. Further, given the economic importance of tourism to the Maldives, implementing environmentally sound chemical and waste management systems would help decouple growth in the tourism sector from environmental degradation.

To tackle these environmental and human health risks, the Government of the Republic of Maldives through the Ministry of Environment, Climate Change and Technology (MECCT) has already taken some steps to try to manage its growing chemicals and waste management problems. Maldives has ratified the Stockholm Convention (SC) on 17 October, 2006 and in accordance to Article 7 of the Convention has submitted its National Implementation Plan (NIP) to the Stockholm Convention Secretariat (SCS) on 18 July, 2017, which covers the initial POPs as well as the new POPs added at the 4th and the 5th Conference of the Parties. According to this NIP the highest-ranking national Priorities are the following:

- a) First Priority: The Implementation of measures to strengthen the institutional and regulatory framework; which includes the (i) developing legislation for chemicals management; (ii) strengthening institutional capacity; (iii) improving data collection and management systems and (iv) conducting research on the effects of POPs;
- b) Second Priority: Developing an action plan to eliminate Polychlorinated Bi-Phenyls(PCB) -containing equipment and its wastes by 2025, which includes the (i) identification, labelling and mapping where PCBs and equipment potentially-containing PCBs are located in the country); (ii) putting in place labelling mechanism for all PCB-containing equipment; (iii) establishing adequate storage facilities for replaced equipment containing PCBs; (iv) formulating guidelines for disposal of equipment-containing PCBs; and (v) disposing safely of equipment containing PCBs.
- c) Reducing the incineration and open burning of wastes (including medical and hazardous waste), which is the source of 98.6% of U-POPs releases in the country-totalling 153.4 g-TEQ/year;
- d) Raising awareness through the development of education curricula and targeted awareness campaigns;
- e) Establishing a standard Chemical Management System, including chemical labelling in multiple languages.

In order to address the above-mentioned barriers the project will focus on addressing regulatory/policy barriers, technical and capacity and knowledge barriers so that the Maldives has a) a better foundation to establish a nationwide environmentally sound Management system to address POPs and highly hazardous chemicals, with b) the adequate coordination of key public, private and community stakeholders, regulatory departments, and centres of expertise, and c) the enhanced capacity of all involved, for the Environmentally Sound Management of Chemicals.

The project is implemented by UNDP as GEF's Implementing Agency and MECCT as national executing agency.

The project will also support implementation of the developmental targets and priorities of the Government set out in the Strategic Action Plan (SAP) for five-year period 2019-2023.

### **3. OBJECTIVES**

There is a complete lack of national infrastructure for both the collection, disposal and sound treatment of hazardous and chemical wastes. Although significant interventions are currently being supported in the area of municipal solid waste management, disposal and treatment of POPs wastes, POPs containing products/precursors and other hazardous wastes have not been addressed. According to the Waste Management Regulation, hazardous waste shall not be burned under any circumstances and should not be dumped on any area of the Maldives.

For this purpose, within the aforementioned GEF POPs Project under "Activity 2.2.1.6. In close coordination with Outcome 2.1 (interim storage of PCBs, a feasibility study has been conducted for establishment of hazardous wastes and chemicals management system in the Greater Male' Region. The feasibility study involved among others preparation of drawings and technical specifications. The main objective of this TOR is to prepare detailed design a detailed design for the proposed hazardous wastes and chemicals management system in the greater Male' region.

#### **4. SCOPE OF WORK**

1. Undertake literature review of existing information available. Including feasibility study conducted for establishment of hazardous wastes and chemicals management system in the Greater Male' region, background documents and published documents related to previous projects undertaken relevant to the assignment, existing survey maps and data from relevant Environmental Impact Assessment reports.
2. Develop detailed engineering design and drawing for the most feasible option based on the feasibility study conducted for establishing hazardous wastes and chemicals management facility in the Greater Male' Region. The detailed engineering design should include detailed accounting for the material required and estimate costing for material requirements and labor. A tentative schedule of civil works of the project needs to be proposed with the detailed engineering design. All drawings should include general arrangement drawings, sections, elevation, typical details and typical reinforcement details. In addition, detailed reinforcement drawings and bar schedules required for the bid documents, drawings for mechanical and electrical equipment should be included.
3. Preparation of Bill of Quantities with a detailed engineer's estimate.
4. Identify, prepare and submit the necessary permits and statutory approvals required for the engineering drawings.
5. Prepare tender documents for the construction phase procurement and support tender process by responding to questions and attend pre-bid meeting. Engage in tender evaluation. Preliminary layout design and site location is attached in Annex A.

***\* A ground slab has already been laid on site (refer to Annex A) this will need to be put into consideration during the detailed design of the facility and preparation of BOQ.***

***\* Site inspection prior to bid submission is the responsibility of the bidding party and the client will not bare any responsibility for discrepancies between site and the given drawing.***

## 5. DELIVERABLES AND PAYMENT SCHEDULE

Payments will be made based on the following breakdown, after acceptance of the invoices by the client and upon successful completion of the corresponding deliverables:

	Activities	Deliverables	Submission Date	Payment Schedule
1	Kick-off meeting and workplan finalizing	1. Submission of kickoff meeting minutes 2. Submission of work schedule	1 week upon signing of contract	15% upon approval of Deliverable 1
2	Site assessment report	1. Submission of site assessment. covering the following: <ul style="list-style-type: none"> <li>Literature review of existing information relevant to the facility.</li> <li>Survey reports relevant to the site</li> <li>Findings from Client consultations</li> </ul>	4 weeks from submission of deliverable 1	20% upon approval of Deliverable 2
3	Revise/draft conceptual engineering design	1. Submission and presentation of conceptual design for the facility	1 week upon submission of Deliverable 2	15% upon approval of Deliverable 4
4	Finalize detailed design and drawings, Bills of Quantities and Technical specifications	Submission of the following documents: <ol style="list-style-type: none"> <li><b>Detailed design and engineering drawings</b> <ul style="list-style-type: none"> <li>Technical Specification should be prepared for all items to be constructed, supplied or erected. Materials and work specifications should 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. should be used. Where feasible, the specification of materials (locally produced or imported) should be specified.</li> </ul> </li> <li><b>Priced BOQ</b> <ul style="list-style-type: none"> <li>Bills of Quantities for each structure and then by type of works (earth, concrete, mechanical, electrical). The unit costs as well as the percentage considered for miscellaneous and contingencies.</li> </ul> </li> </ol>	4 weeks from submission of Deliverable 3	40% upon approval of Deliverable 4



		<b>3. Approved permits for the design / authorizations from relevant government authorities</b>		
5	Tentative Schedule of civil works and Bid document	<ol style="list-style-type: none"> <li>1. Submission of the following documents: <ul style="list-style-type: none"> <li>• Tentative schedule for civil works as per the BOQ</li> <li>• Completed tender documents required for construction procurement</li> <li>• Responses to bidder queries and bid review committee</li> <li>• Construction phase Tender evaluation report</li> </ul> </li> </ol>	1 week from submission of Deliverable 4	10% upon approval of Deliverable 6

## 6. DURATION OF THE CONSULTANCY

Duration of the assignment is **11 weeks** from the date of signing of the contract. The proposed duration would not account for the period of delays brought by the client for review, and approval of reports, or any facility provided by the client.

## 7. FACILITIES TO BE PROVIDED BY MECCT

The PMU of MECCT will coordinate closely with the consultant during the assignment. The PMU may also join some field visits and review progress from time to time. The PMU will ensure that access to data and reports that are identified in the various tasks will be provided to the consultant in a timely manner. The PMU will facilitate meetings with various ministries and government agencies to enable productive field visits and consultations. The consultant shall ensure that experts are adequately supported and equipped and that the service is in accordance with the provisions of the national legislation. In particular, it shall ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. All expert expenditure for travelling to the project area in Thilafushi shall be covered by the consultant.

## 8. REPORTING OBLIGATIONS

All reports and documents need to be submitted to the Ministry of Environment Climate Change and Technology. All reports and documents need to be first submitted in draft format as an electronic copy. The client will review the reports and documents and provide comments to the contractor. The contractor will address the comments of Client and submit as Final Reports as per the deliverable schedule. Following approval of the drafts, all final reports and documents should be submitted in English in 2 (two) hard copies and an electronic copy.

## 9. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### KEY EXPERTS

The scope of work for this assignment requires a team of skilled professionals with previous experience in similar projects.

It is expected that the bidder shall provide a team of experts with experience in similar activities and work under similar conditions and constraints, with specific professional

certifications and authorizations for the services provided in the project, required by the legal framework.

### **9.1 Key Expert 1: Team Leader**

The roles and responsibilities of the Team Leader are as follows;

- Representing the project team against MECCT and managing the project expert team
- Monitoring the project schedule and being responsible for the quality of the outputs
- Coordinating the planning, implementation of the studies and ensuring that the work is conducted following the highest professional standards.
- Ensuring that the quality control and supervision mechanism in place for the consultancy is effective, manage the design team and ensure that each member performs his or her specific scope of work.

#### ***Qualifications and Skills***

- Minimum Master's Degree in the field of building and construction or project management or any other relevant field (Added advantage for PhD in a relevant field of study.)

#### ***General Professional Experience***

- At least 5 years' Experience working in complex environments and large infrastructure and/or civil works, particularly in the field of construction. (added advantage for each additional year, up to 5 years)

#### ***Specific Professional Experience***

- Completed minimum 2 design/construction assignments as a project manager or supervisor or another relevant position (added advantage for each additional project, up to 2 projects)
- Experience as a project manager or supervisor or another relevant position in design/construction of waste management facilities is a strong advantage.
- Knowledge of procurement, tendering and contracting processes and requirements will be an added advantage.

### **9.2 Key Expert 2: Civil/Structural Engineer**

The roles and responsibilities of the Civil Engineer are as follows;

- Conduct site visits and carry out all related field studies and data collection
- Develop detailed design and drawing
- Preparation of Bill of Quantities and tentative schedule for civil works
- Preparation of bid document for civil works hire

#### ***Qualifications and Skills***

- Minimum Bachelor's Degree in Civil Engineering (Added advantage for Master's Degree in Civil Engineering)

### ***General Professional Experience***

- At least 3 years of general professional experience in the construction sector. (Added advantage for each additional year up to 5 years)

### ***Specific Professional Experience***

- Experience as a civil engineer in an assignment related to design, construction and supervision of waste management facilities will be a strong advantage. (Added advantages for experience working on procurement, tendering and contracting processes)

## **10. BID EVALUATION**

Bids will be evaluated under the following criteria:

1. The minimum technical score (s) required to pass is: 45 Points. Proposal that does not qualify the minimum technical score will be disqualified from further evaluation. Technical evaluation and scoring is detailed in the table in section 10.1.
2. Bidder must pass the financial situation evaluation as detailed in section 10.2
3. The formula for determining the financial scores is the following:  
 $S_f = 100 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the proposal under consideration.
4. The weights given to the Technical and Financial Proposals are:
5.  $T = [0.6]$ , and  $F = [0.4]$

### **10.1 Criteria, sub-criteria, and point system for the evaluation of Technical Proposals**

<b>Details</b>	<b>Maximum points</b>
<b>1. Qualifications and experience the Key Expert 1: Team Leader</b>	<b>[55]</b>
<b>a) Academic Qualification</b> <ul style="list-style-type: none"><li>• [10] points for minimum Master's Degree in an area of study in the field of building and construction or project management or a relevant field. [05] additional points for PhD in a relevant field of study.</li></ul>	[15]
<b>b) General Professional Experience</b> <p>[10] Points for minimum 5 years (from 2010 to date) of general professional work experience in the construction sector or any other relevant field.</p> <p>[02] Points for each additional year up to 5 years.</p>	[20]

<p><b>c) Specific Professional Experience</b>  [05] points for minimum 5 years demonstrated experience working in complex environments and large infrastructure and/or civil works, particularly in the field of construction  [05] points for demonstrated experience as a project manager, supervisor in design/construction of waste management facilities (not a minimum requirement)</p>	[20]
<b>2. Qualifications and experience the Key Expert 2: Civil Engineering</b>	<b>[45]</b>
<p><b>a) Academic Qualification</b>  [10] points for minimum Bachelor’s Degree in Civil Engineering.  [05] additional points for Master’s Degree in Civil Engineering(not a minimum requirement )</p>	[15]
<p><b>b) General Professional Experience</b>  [10] points for minimum 3 years (from 2010 to date) of general professional work experience in the construction sector. [02] points for each additional year up to 5 years.</p>	[20]
<p><b>c) Specific Professional Experience</b>  [08] points for demonstrating experience as a civil engineer in an assignment related to design, construction and supervision of waste management facilities (not a minimum requirement)  [2] points for demonstrated experience working on procurement, tendering and contracting processes (not a minimum requirement)</p>	[10]
<b>MAXIMUM TECHNICAL SCORE</b>	<b>100</b>

## 10.2 Financial Situation evaluation

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 160,000.00, for the year 2021,2020 and 2019. (Submit Form FIN-1 Annual Turnover)  
(or)
- To be eligible the financial statements of the bidding party must show, Minimum value of MVR 160,000.00, for liquid asset, for the year 2021 ,2020 and 2019. – (Submit Form FIN -2: Financial Situation)  
(or)
- Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business’s bank account. (bank statement should be from the date of account opening to date of bid announcement). To be eligible the business’s bank statement must show a credit balance of minimum MVR 160,000.00  
(or)
- 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 4. Credit limit shall be no less than MVR 160,000.00 – (Submission Form Fin -4: Line of Credit Letter)

### **10.3 Selection Criteria of Regional Based Businesses and MSME Businesses**

- 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.

- 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.

- 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:

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.

- 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 checked and assessed accordingly.

The bidder with the highest ranking with the lowest proposed price will be awarded

- 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.

The bidder with the highest ranking with the lowest proposed price will be awarded

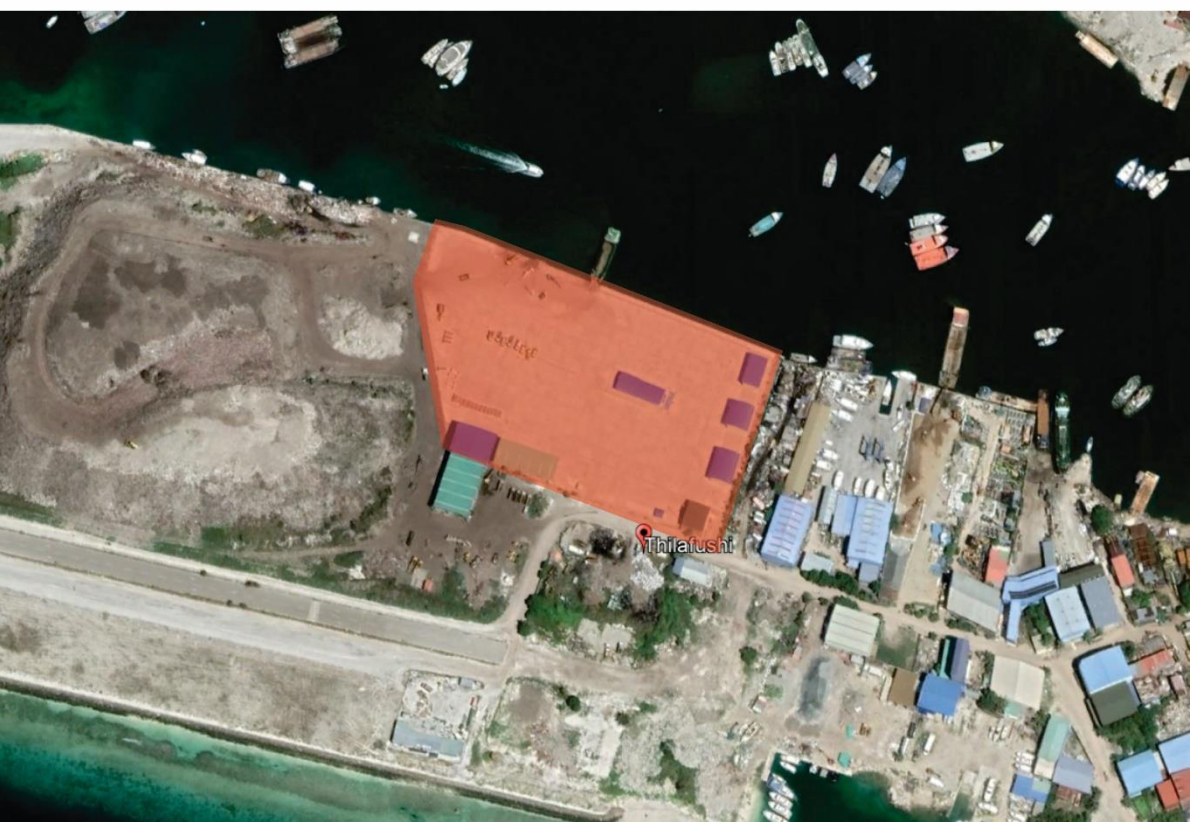
#### **Classifying regional based businesses**

- a) If the bidder is a sole proprietorship, the bidder's permanent address will be checked
- b) If the bidder is not a sole proprietorship, the island to which the business is registered will be checked.
- c) The bidder will be considered as a business working in one certain area, as per (a) and (b) accordingly:
6. 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  
(OR)
7. 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  
(OR)
- 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.

## 11. SUBMISSION

<b>Bid submission</b>	<b>On or before 14 February 2023 before 1100 hours local time</b>
Bid opening	14 February 2023 before 1100 hours local time.  Proposals will be opened in the presence of the proponents' representatives who choose to be present at the address below at the time of proposal opening.
Submission instruction	Proposals must be delivered in sealed envelopes titled  <b>“Do not Open Before 14 February 2023 before 1100 hours – Detailed Design Consultancy for Hazardous Wastes and Chemicals Management System in The Greater Male’ Region” and the submitting party’s name and address</b>  Electronic submission is not permitted. Late proposals will be rejected.
Submission address	Procurement Section Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu Male’, 20392, Republic of Maldives Email: <a href="mailto:procurement@environment.gov.mv">procurement@environment.gov.mv</a> Website: <a href="http://www.environment.gov.mv">www.environment.gov.mv</a> Project name: <a href="#">Eliminating Persistent Organic Pollutants Through the Sound Management of Chemicals</a>

12. ANNEX A: Site location and preliminary layout design







### 13. ANNEX B: Standard forms

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#### TECH FORM 1 – Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide **“Detailed Design Consultancy for Hazardous Wastes and Chemicals Management System in The Greater Male’ Region”** in accordance with your Request for Proposal dated (.....xxx.....). I hereby submit my Proposal, which includes all required documents as per Request for Proposal.

I 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, I undertake to negotiate on the basis of the proposed staff. my Proposal is binding upon myself and subject to the modifications resulting from Contract negotiations.

I undertake, if my Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnerships/institutions):

Address:

## **TECH FORM 2 – Approach, Methodology and Work Plan**

*[Technical approach, methodology and work plan are key components of this Proposal. the Consultant is suggested to submit Proposal with the following areas clearly described:*

- a) Methodology for each activity,*
- b) Work Plan*

### **a) Technical Approach and Methodology**

*[In this chapter the Consultant 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 the Consultant should highlight the main activities and sub-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.]*



## TECH FORM 4 – Curriculum Vitae

- 1. Name of Consultant:**
- 2. Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*
- 3. Membership of professional associations**
- 4. Other Training**
- 5. Countries of work experience** *[List countries where the Consultant has worked in the last ten years]:*
- 6. Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
- 7. Experience/ employment record** *[Starting with present position, list in reverse order every employment held the Consultant since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*
  - From [Month/Year] – To [Month/Year]:
  - Employer:
  - Positions held:
  - Job description:
- 8. Summary of relevant projects/assignments undertaken/ role**
  - Name of project/ assignment:
  - Experience classification: General / specific
  - Scope of project/ assignment:
  - From [Month/Year] – To [Month/Year]:
  - Positions held:
- 9. Past commitments in projects with the Ministry of Environment, Climate Change and Technology**
  - Name of the Contract/Project:
  - From [Month/Year] – To [Month/Year]:
  - Positions held:
  - Summary of role

**TECH FORM 5 – Letter of Commitment (Team Leader)**

[ Location, Date]

To: [Name and address of Client]

Ref no: \_\_\_\_\_

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the **Team Leader** for "**Detailed Design Consultancy for Hazardous Wastes and Chemicals Management System in The Greater Male' Region**"- for the Ministry of Environment, Climate Change and Technology.

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

I undertake, if this proposal is accepted upon receipt of the Ministry of Environment, Climate Change and Technology's notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

**TECH FORM 6 – Letter of Commitment (Civil Engineer)**

[ Location, Date]

To: [Name and address of Client]

Ref no: \_\_\_\_\_

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the **Civil Engineer** for "**Detailed Design Consultancy for Hazardous Wastes and Chemicals Management System in The Greater Male' Region**"- for the Ministry of Environment, Climate Change and Technology.

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

I undertake, if this proposal is accepted upon receipt of the Ministry of Environment, Climate Change and Technology's notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

**FIN FORM 1 – Financial Proposal Submission Form**

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide services for **“Detailed Design Consultancy for Hazardous Wastes and Chemicals Management System in The Greater Male’ Region”**- in accordance with your Request for Proposal dated [xxx] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures in MVR]. This amount is inclusive of the all local taxes.

My Financial Proposal shall be binding upon me subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnerships/institutions)

Address:

## FIN FORM 2 – Financial Breakdown Form

**Date:**

**Reference No:**

No.	Description	Price/Unit (MVR)	Total
1	Kick-off meeting and workplan finalizing		
2	Site assessment report		
3	Revise/draft conceptual engineering design		
4	Finalize detailed design and drawings, Bills of Quantities and Technical specifications		
5	Tentative Schedule of civil works and Bid Document		
	<b>Total:</b>		
	<b>GST</b>		
	<b>Total with GST</b>		

**The quotation is valid for 90 days from the date of bid opening.**

Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa (MVR).

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) or any applicable taxes as per the Tax Legislation and must be shown in the breakdown.

Authorized Signature and stamp



**FIN FORM 3 – Details of Financial Situation**

Financial Data for Previous Years [MVR Equivalent]			
	Year 2021	Year 2020	Year 2019

Information from Balance Sheet

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

Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			
<input type="checkbox"/> Attached are copies of financial statement (balance sheets including all related notes, and income statements), as indicated above, complying with the following conditions. <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>			

**FIN FORM 4 – Average Annual Turnover**

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2021		
2020		
2019		
Average Annual Turnover		

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.

**FIN FORM 5 – Financial Resources**

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Evaluation and Qualification Criteria section

<b>Financial Resources</b>		
<b>No.</b>	<b>Source of financing</b>	<b>Amount (MVR equivalent)</b>
1		
2		
3		

**FIN FORM 6 – Letter of Credit**

*[letterhead of the Bank/Financing Institution/Supplier]*

*[date]*

**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: \_\_\_\_\_

**FIN FORM 7 – Current commitments**

**Current Contract Commitments/Works in Progress**

Tenderers and each partner to a JV 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, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

No	Name of contract	Employer, contact address/tel/fax	Value of outstanding work (current MVR equiv)	Estimated completion date	Average monthly invoicing over last six months (MVR/month)
1.					
2.					
3.					
4.					
5.					