



**MINISTRY OF NATIONAL PLANNING, HOUSING AND INFRASTRUCTURE
MALE', REPUBLIC OF MALDIVES**

REQUEST FOR PROPOSALS

Advertisement reference no: [\(IUL\)471-PIDS3/471/2023/42](#)

Consultancy Services for the Development of the Environmental Impact Assessment (EIA)/ Environmental Management Plan (EMP) for the Establishment of Island Resource Recovery Centers (IRRC's) in Zone 1 Islands, Maldives.

Issued By:
OFID Project Management Unit
Ministry of National Planning, Housing, and Infrastructure

27th February 2023

TABLE OF CONTENTS

1	SCHEDULE OF CRITICAL DATES	3
2	SUBMISSION REQUIREMENTS.....	3
3	LETTER OF INVITATION	5
4	INSTRUCTIONS TO CONSULTANTS.....	7
1.	Introduction.....	7
2.	Conflict of interest	7
3.	Fraud and Corruption.....	8
4.	Proposal Validity.....	9
5.	Language of Proposal	9
6.	Preparation of Proposals	9
7.	Technical Proposal Format and Content.....	9
8.	Financial Proposal Format and Content.....	10
9.	Clarification and Amendment of RFP Documents.....	10
10.	Communications.....	10
11.	Submission, Receipt, and Opening of Proposals	11
12.	Evaluation of proposals.....	11
5	DATA SHEET	14
6	TECHNICAL PROPOSAL - STANDARD FORMS.....	17
	TECH FORM -1: Technical Proposal Submission Form	17
	TECH FORM -2: Consultant’s Organization and Experience	18
	TECH FORM -3 – List of related projects completed.....	20
	TECH FORM -4: Work Schedule.....	21
	TECH FORM -5: Description of Approach, Methodology and Work plan for performing the Assignment.....	22
	TECH FORM -6: Team Composition and Task Assignment	23
	TECH FORM -7: Curriculum Vitae (CV) for proposed professional staff	24
	TECH FORM -8: Letter of Commitment (proposed professional staff).....	25
7	FINANCIAL PROPOSAL - STANDARD FORMS	26
	FIN FORM -1: Financial Proposal submission Form	26
	FIN FORM -2: Financial Breakdown Form.....	27
	FIN FORM-3: Financial Situation and Performance	28
	FIN FORM-4: Average Annual Turnover	29
	FIN FORM-5: Financial Resources.....	30
	FIN FORM-6: Line of Credit Letter.....	31
	FIN FORM-7: Current Contract Commitments/ Work in Progress	32
8	TERMS OF REFERENCE	33
A.	Introduction.....	33
B.	Background.....	33
C.	Objective Of The Assignment.....	33
D.	Scope Of Works	34
E.	Deliverables	35
F.	Duration Of The Assignment	35
G.	Eligibility And Qualification Of The Consultant	36
H.	Payment	37
I.	Standard Of Report	37
J.	Evaluation Criteria.....	38
K.	Reporting.....	40
L.	Submission Requirements.....	40

1 SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertisement date	27 th February 2023
Bid registration deadline	8 th March 2023 – 14:00 pm
Bid clarification deadline	7 th March 2023 – 12:00 pm
Last day to send answers to queries (by Client)	8 th March 2023 – 16:00 pm
Proposal submission deadline	9 th March 2023 – 14:00 pm
Proposal opening date and time	9 th March 2023 – 14:00 pm

2 SUBMISSION REQUIREMENTS

The following related documents shall be submitted for the bids to be considered sufficiently responsive.

Applicants shall submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under this RFP.

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

a) Technical Proposal

- TECH FORM -1: Technical Proposal Submission Form (signed by the owner of the entity or person with power of attorney to sign)
- TECH FORM -2: Consultant's Organization and Experience
- TECH FORM -3: List of related projects completed
- TECH FORM -4: Work Schedule
- TECH FORM-5: Description of Approach, Methodology and Work plan for performing the Assignment
- TECH FORM -6: Team Composition and Task Assignment
- TECH FORM -7: Curriculum Vitae (CV) for proposed Professional Staff. Copy of National Identity Card, academic certificates, and reference letters demonstrating experiences listed in this TOR (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted)
- TECH FORM -8: Completed Letter of Commitment (signed by the proposed professional staff)
- Copy of Business Registration Certificate (Company/ Partnership/ Institution)
- Copy of SME Registration
- Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
- Taxpayer registration Certificate / Notification Copy - if registered
- Company Profile

b) Financial Proposal

- FORM FIN-1: Financial Proposal submission Form (signed by the owner of the entity or person with power of attorney to sign)
- FORM FIN-2: Financial Breakdown Form
- FIN FORM-3: Financial Situation and Performance
- Financial statements of the business for the year 2021, 2020 and 2019
- 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)
- FIN FORM-4: Average Annual Turnover
- FIN FORM-5: Financial Resources
- FIN FORM-6: Line of Credit Letter – if applicable
- FIN FORM-7: Current Contract Commitments / Work in Progress

Note 01: All bidders should clearly identify the 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 6 will be considered for the evaluation process.

Note 02: If the 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.

3 LETTER OF INVITATION

Subject: Consultancy Services for The Development of the Environmental Impact Assessment (EIA)/ Environmental Management Plan (EMP) for the Establishment of Island Resource Recovery Centers (ICCR's) in Zone 1 Islands, Maldives.

The Government of the Republic of Maldives through the Ministry of National Planning, Housing and Infrastructure (MNPHI) is implementing the Solid Waste Management System in Zone 1 under the “Provision of Water Supply, Sanitation and Solid Waste Management Project” financed by OPEC Fund for International Development (OFID) intends to procure the services of a **consultancy firm** to develop an Environmental Impact Assessment or Environmental Management Plan for the Establishment of Island Resource Recovery Centers in Zone 1 Islands.

The tasks to be undertaken by the consultancy firm under this TOR are managed in close collaboration with Project Coordinator (Waste Management Component) of the Project Management Unit (PMU) for OPEC Fund for International Development (OFID) at MNPHI and include but are not necessarily limited to the following.

- Undertake the application process for the EIA/ EMP works of the assignment
- Undertake the scoping or screening wherever applicable for the assignment
- Undertake field data collection survey and develop the EIA/ EMP report as per the approved Terms of Reference by EPA after the scoping meeting
- Submit the draft EMP report to PMU/MNPHI
- Prepare the final report by considering the comments given by PMU/MNPHI
- Submit the final EIA/ EMP Report to Environmental Protection Agency (EPA)
- Undertake submission and provide any clarifications and amendments where necessary to the submitted EIA/EMP report
- Shall furnish any request by EPA for any additional information during the EMP reviewing stage until a final decision is made by the EPA.
- Accommodate any request by PMU/MNPHI for any additional information regarding the submitted EIA/ EMP report.
- Submit the decision statements and the approved EMP reports to PMU/MNPHI

3. The Government of Maldives, represented by Ministry of National Planning, Housing and Infrastructure (MNPHI), now invites interested eligible consultants to submit their proposals according to the Request for Proposals (RFP). Interested parties 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.

A firm will be selected under Quality and Cost Based Selection (QCBS) procedures and in a Full Technical Proposal (FTP) format as described in this RFP.

The RFP includes the following documents:

- Section 1- Schedule of Critical Dates
- Section 2- Submission Requirements
- Section 3- Letter of Invitation
- Section 4- Instructions to Consultants
- Section 5- Data Sheet
- Section 6- Technical Proposal - Standard Forms
- Section 7- Financial Proposal - Standard Forms
- Section 8- Terms of Reference

The RFP document, in the English language will be available on the National Gazette and the Ministry website.

The Bidder shall be registered to submit the proposal by registering via email address tenders@planning.gov.mv **on or before 1400 hours on 8th March 2023**. The email subject should include the advertisement reference number and project name. Only registered bidders will be qualified to submit a bid proposal.

Interested consultants may obtain further information on request by emailing to the address below no later than **7th March 2023 – 1200 hours**.

The proposals shall be submitted to the following address on specified local time in the advertisement **on or before 9th March 2023 – 1400 hours**.

The bids will be opened at **14:00 hours on 9th March 2023** in the presence of the bidders or their representatives, who wish to attend the bid opening.

OFID Project Management Unit,
Infrastructure Department,
Ministry of National Planning, Housing and Infrastructure,
Ameenee Magu,
Maafannu, Male',
Republic of Maldives.
Email: tenders@planning.gov.mv
www.planning.gov.mv

4 INSTRUCTIONS TO CONSULTANTS

1. Introduction

- a) The Client named in the **Data Sheet** will select a consultancy firm from those issued with the Letter of Invitation.
- b) 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.
- c) 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**.
- d) As a direct response to this document, interested parties must provide their detailed proposals for the "*Request for Proposals - Consultancy Services for The Development of the Environmental Impact Assessment (EIA)/ Environmental Management Plan (EMP) for the Establishment of Island Resource Recovery Centers (ICCR's) in Zone 1 Islands, 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.
- e) 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
- 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 the Terms of Reference.

2. Conflict 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 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.

3. 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:

- 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 Consultants 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. 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.

5. Language of Proposal

The proposal documents must be in written English.

6. Preparation of Proposals

- a) 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.
- b) 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.
- c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- d) The proposed professional staff must meet the education and experience requirement.

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 (6. Technical Proposal).

- a) 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 TECH FORM-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.

- 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 TECH FORM-5. The work plan should be consistent with the TECH FORM-4: Work Schedule 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 (TECH FORM-6)
- e) 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-7).
- f) List of similar Projects in completed in the last 10 years. (TECH FORM-3)
- g) The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

8. Financial Proposal Format and Content

The Financial Proposal shall provide the information in the attached Standard Forms (7. Financial Proposal). Financial Proposal (FIN FORM-1) submitted shall be inclusive of General Service Tax (GST) and provide breakdowns for all the components in FIN FORM-2.

Provide Financial statements for the last 3 years, showing information on Total Assets, Total liabilities, Current Assets and Current liabilities. (FIN FORM-3 and FIN FORM-4)

9. 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.

10. 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.

11. 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 Consultants themselves. The person who signed the proposal must initial such corrections.
- b) 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".
- c) 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.
- d) 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
- 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.

12. Evaluation of proposals

- a) 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.

- 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 in the evaluation criteria specified in the **Data Sheet**.
- c) To be eligible for this assignment the consultants must clearly show their capacity to accomplish the work in the required time frame with the proposed project team by showing the adequacy of staff selected and their current workload.
- d) 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.
- e) 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).
- f) 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.
- g) Arithmetic Errors:
 - 1. Provided that the Tender is substantially responsive, the Employer shall correct arithmetical errors on the following basis:
 - 1.1 Only for unit price contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the

unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;

1.2 If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

1.3 If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

2. If the Tenderer that submitted the lowest evaluated Tender does not accept the correction of errors, its Tender shall be declared non-responsive.

- h) 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.

13. Standstill period

The Contract shall be awarded not earlier than the expiry of the Standstill Period. The duration of the Standstill Period is 5 days. The Standstill Period commences the day after the date the Employer has transmitted to each Bidder (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract. Where only one Bid is submitted, the Standstill Period shall not apply.

5 DATA SHEET

<p>2.1.a</p>	<p>Name of the Client:</p> <p>Ministry of National Planning, Housing and Infrastructure Ameenee Magu, Maafannu, Male', 20392, Republic of Maldives www.planning.gov.mv</p>
<p>2.1.b</p>	<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 Consultancy assignment and indicate whether it is Financial Proposal or Technical Proposal on the envelopes.</i></p> <p>Name of the assignment is: “Consultancy Services for The Development of the Environmental Impact Assessment (EIA)/ Environmental Management Plan (EMP) for the Establishment of Island Resource Recovery Centers (IRRC's) in Zone 1 Islands, Maldives - (IUL)471-PIDS3/471/2023/42”</p>
<p>2.1.c</p>	<p>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, Republic of Maldives.</p>
<p>2.4 Validity</p>	<p>Proposals must remain valid up to 120 days after the submission date.</p>
<p>2.9 Clarifications and Amendments of RFP Documents</p>	<p>Interested consultants may obtain further information on request by writing to the address below no later than 7th March 2023 - 1200 hours.</p> <p>OFID Project Management Unit Infrastructure Department Ministry of National Planning, Housing and Infrastructure Ameenee Magu, Maafannu, Male', Republic of Maldives Email: tenders@planning.gov.mv Website: www.planning.gov.mv</p>
<p>2.11 Submission, Receipt, and</p>	<p>The proposals are expected to be submitted to the following address local time on or before 14:00 hours on 9th March 2023</p> <p>OFID Project Management Unit</p>

<p>Opening of Proposals</p>	<p>Infrastructure Department Ministry of National Planning, Housing and Infrastructure Ameenee Magu, Maafannu, Male', Republic of Maldives Email: tenders@planning.gov.mv Website: www.planning.gov.mv</p> <p>The bids will be opened at 14:00 hours on 9th March 2023 in the presence of the bidders or their representatives, who wish to attend the bid opening.</p>																								
<p>2.12 Evaluation of Proposals</p>	<p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <p><u>Points</u></p> <table data-bbox="475 835 1326 1541"> <tr> <td>(A) Company Profile:</td> <td style="text-align: right;">[100]</td> </tr> <tr> <td>Company Profile</td> <td style="text-align: right;">[10]</td> </tr> <tr> <td>Organisational structure</td> <td style="text-align: right;">[10]</td> </tr> <tr> <td>No. of similar project assignments <i>(16 marks per assignment, full marks will be achieved for those that have conducted 5 or more assignments in the past 05 years)</i></td> <td style="text-align: right;">[80]</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total A = []</td> </tr> <tr> <td>(B) Project Team</td> <td style="text-align: right;">[100]</td> </tr> <tr> <td>1. EIA Consultant</td> <td style="text-align: right;">[70]</td> </tr> <tr> <td>2. Surveyor</td> <td style="text-align: right;">[20]</td> </tr> <tr> <td>3. CAD Operator</td> <td style="text-align: right;">[10]</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total B = []</td> </tr> </table> <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> <table data-bbox="523 1756 1326 1944"> <tr> <td>1. Education and qualifications [40%] to be awarded for minimum education and work experience stated in Terms of Reference (G)</td> <td style="text-align: right;">[40%]</td> </tr> <tr> <td>2. Experience in similar assignments</td> <td style="text-align: right;">[60%]</td> </tr> </table>	(A) Company Profile:	[100]	Company Profile	[10]	Organisational structure	[10]	No. of similar project assignments <i>(16 marks per assignment, full marks will be achieved for those that have conducted 5 or more assignments in the past 05 years)</i>	[80]	Total A = []		(B) Project Team	[100]	1. EIA Consultant	[70]	2. Surveyor	[20]	3. CAD Operator	[10]	Total B = []		1. Education and qualifications [40%] to be awarded for minimum education and work experience stated in Terms of Reference (G)	[40%]	2. Experience in similar assignments	[60%]
(A) Company Profile:	[100]																								
Company Profile	[10]																								
Organisational structure	[10]																								
No. of similar project assignments <i>(16 marks per assignment, full marks will be achieved for those that have conducted 5 or more assignments in the past 05 years)</i>	[80]																								
Total A = []																									
(B) Project Team	[100]																								
1. EIA Consultant	[70]																								
2. Surveyor	[20]																								
3. CAD Operator	[10]																								
Total B = []																									
1. Education and qualifications [40%] to be awarded for minimum education and work experience stated in Terms of Reference (G)	[40%]																								
2. Experience in similar assignments	[60%]																								

	<p>[20%] will be awarded for each previously completed similar assignments with proof of completion, up to maximum of three assignments [60%]</p> <p>(C) Approach, Methodology & Work plan [100]</p> <p>1. Approach & Methodology [60]</p> <p>a) Demonstration of an understanding of the objective of the assignment [30]</p> <p>b) Proposal on methodology on carrying out the activities [30]</p> <p>2. Work plan of the Assignment [40]</p> <p>a) Proposed 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 [10]</p> <p>b) Work Plan being consistent with proposed technical approach and methodology [20]</p> <p>c) Work Schedule [10]</p> <p style="text-align: right;">Total C = []</p> <p>Technical Score (St) = $A/100*[W1] + B/100*[W2] + C/100*[W3]$</p> <p>Weights Distribution</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 10%;">W1</td> <td style="width: 80%;">Company Profile</td> <td style="width: 10%; text-align: right;">[20]</td> </tr> <tr> <td>W2</td> <td>Project Team</td> <td style="text-align: right;">[50]</td> </tr> <tr> <td>W3</td> <td>Approach & Methodology</td> <td style="text-align: right;">[30]</td> </tr> </table> <p>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.</p> <p>The formula for determining the financial scores is the following: $S_f = 100 \times F_m / F$, in where S_f is the financial score, F_m is the <u>lowest price</u> and F the price of the proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposals are: $T = [0.6]$, and $F = [0.4]$</p>	W1	Company Profile	[20]	W2	Project Team	[50]	W3	Approach & Methodology	[30]
W1	Company Profile	[20]								
W2	Project Team	[50]								
W3	Approach & Methodology	[30]								

6 TECHNICAL PROPOSAL - STANDARD FORMS

TECH FORM -1: Technical Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sir/ Madam:

I, the undersigned, offer to provide the consultancy service for “**Consultancy Services for The Development of the Environmental Impact Assessment (EIA)/ Environmental Management Plan (EMP) for the Establishment of Island Resource Recovery Centers in Zone 1 Islands, Maldives.**” in accordance with your Request for Proposal dated *[Insert Date]* 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, 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 Consultant (company/ partnership/ institutions):

Address:

TECH FORM -2: Consultant's Organization and Experience

A - Consultant's Organization

[Provide here a brief description/background, Organizational chart of your organization and for the team proposed 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: _____

TECH FORM -3 – List of related projects completed

Sr.No	Name of the Client	Name of the Project	Cost of Consultancy (MVR)	Date of Award	Date of Completion
1					
2					
3					
4					
5					
6					
7					
..					
..					
..					
..					

The EIA Decision Statements of the Projects need to be attached for proof and confirmation of the listed projects.

TECH FORM -4: Work Schedule

The consultant shall complete the assignment and deliverables as indicated in the Terms of Reference.

Deliverables													
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	...

TECH FORM -5: 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 areas clearly described:

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing,*
- d) 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. Indication of lease need to be made if the equipment is borrowed from another party. A confirmation letter by the bidder needs to be submitted to confirm the availability and security of the equipment's proposed to be utilized.

TECH FORM -6: Team Composition and Task Assignment

Professional Staff				
Name of Staff	Organisation	Area of Expertise	Position Assigned	Task Assigned
EIA Consultant				
Surveyor				
CAD Operator				

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

TECH FORM -7: 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 proposed consultant:** *[Insert full name]*
- 4. Education:** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]*
- 5. Membership of professional associations:**
- 6. Other Training:**
- 7. Countries of work experience:** *[List countries where staff has worked in the last ten years]*
- 8. Languages:** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]*
- 9. Experience/ employment record:** *[Starting with present position, list in reverse order every employment held by the proposed 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:

10. Summary of projects/ assignments undertaken/role:

Name of project /assignment:

Experience classification: General/ Specific

Scope of project/assignment:

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

Positions held:

11. Past commitments in projects with the Ministry of National Planning, Housing and Infrastructure:

Name of the contract /project:

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

Positions held:

Summary of role:

A copy of the National Identity Card, academic certificates and reference letters demonstrating experiences listed above needs to be attached.

TECH FORM -8: Letter of Commitment (proposed professional staff)

[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 _____ to “Consultancy Services for The Development of the Environmental Impact Assessment (EIA)/ Environmental Management Plan (EMP) for the Establishment of Island Resource Recovery Centers in Zone 1 Islands, Maldives” for the Ministry of National Planning, Housing and Infrastructure.

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 National Planning, Housing and Infrastructure’s notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

7 FINANCIAL PROPOSAL - STANDARD FORMS

FIN FORM -1: Financial Proposal submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sir/Madam,

I, the undersigned, offer to provide consultancy services for **“Consultancy Services for The Development of the Environmental Impact Assessment (EIA)/ Environmental Management Plan (EMP) for the Establishment of Island Resource Recovery Centers in Zone 1 Islands, 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 figures¹]* which is inclusive of the 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.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnership/institution):

Address:

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

FIN FORM-3: Financial Situation and Performance

Each Applicant must fill in this form

Financial Data for Previous 3 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			

Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of the Bidder.
- Historic financial statements must be complete, including all notes to the financial statements.
- Historic financial statements must correspond to accounting periods

FIN FORM-4: Average Annual Turnover

Each Applicant must fill in this form

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 cash flow demands of the subject contract.

Financial Resources		
No.	Source of Financing	Amount (MVR Equivalent)
1		
2		
3		

FIN FORM-6: Line of Credit Letter

[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}* 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 Contract Commitments/ Work in Progress

Bidders and each member 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's Contact Address, Tel, Fax	Value of Outstanding Work [Current MVR Equivalent]	Estimated Completi on Date	Average Monthly Invoicing Over Last Six Months (MVR/month)
1					
2					
3					
4					
5					

8 TERMS OF REFERENCE

Consultancy Services for The Development of the Environmental Impact Assessment (EIA)/ Environmental Management Plan (EMP) for the Establishment of Island Resource Recovery Centers (IRRC's) in Zone 1 Islands, Maldives.

A. INTRODUCTION

Ministry of National Planning, Housing and Infrastructure (MNPFI) on behalf of the Government of Maldives is seeking the assistance of a qualified and competent consulting firm for the Development of the Environmental Impact Assessment (EIA)/ Environmental Management Plan (EMP) for the Establishment of Island Resource Recovery Centers (IRRC's) in Zone 1 Islands, Maldives.

B. BACKGROUND

The Government of the Maldives has received a loan funding from the OPEC Fund for International Development (OFID) towards the improvement of sanitation in selected islands in the Maldives. Hence, the Government has decided to utilize a part of this funding to improve waste management sector targeting Zone One that includes the atolls of North Thiladhunmathi (Haa Alifu), South Thiladhunmathi (Haa Dhaalu) and North Miladhunmadulu (Shaviyani). Consequently, an environmentally sound, economically viable and locally appropriate regional solid waste management system is expected to be established under the component.

A portion of the funds of the project funds is allocated for Consultancy Services for carrying out environmental and social assessment studies.

C. OBJECTIVE OF THE ASSIGNMENT

The primary objective of undertaking this assignment is to ensure that all environmental and social monitoring that have been further detailed in sections below are in compliance with the existing relevant laws and regulations of the Maldives.

The main objective of the OPEC Fund for International Development (OFID) through this project component is to improve solid waste management practices in the selected regions, namely Zone 1 including the atolls North Thiladhunmathi (Haa Alifu), South Thiladhunmathi (Haa Dhaalu) and North Miladhunmadulu (Shaviyani) under phase 2 of the "Provision of Water Supply, Sanitation and Solid Waste Management Project".

D. SCOPE OF WORKS

The consultant is expected to produce EIA/EMP report through consultative process. The assignment includes the preparation of the EIA/EMP reports for the establishment of Island Resource Recovery Centers in the following 20 islands: in Lot 1.

- | | |
|--------------------|----------------------|
| 1. Ha. Maarandhoo | 11. Hdh.Finey |
| 2. Ha. Uligamu | 12. Hdh.Hirimaradhoo |
| 3. Ha. Molhadhoo | 13. Hdh.Neykurendhoo |
| 4. Ha.Thakandhoo | 14. Hdh.Kurinbi |
| 5. Ha.Muraidhoo | 15. Sh. Bilehfahi |
| 6. Ha.Dhidhdhoo | 16. Sh. Feevah |
| 7. Hdh.Nolhivaran | 17. Sh. Feydhoo |
| 8. Hdh.Kumundhoo | 18. Sh. Kanditheemu |
| 9. Hdh.Vaikaradhoo | 19. Sh. Lhaimagu |
| 10. Hdh.Makunudhoo | 20. Sh. Noomaraa |

The tasks to be undertaken includes but are not necessarily limited to the following.

- Undertake the application process for the EIA/ EMP works of the assignment
- Undertake the scoping or screening wherever applicable for the assignment
- Undertake field data collection survey and develop the EIA/ EMP report as per the approved Terms of Reference by EPA after the scoping meeting
- Submit the draft EMP report to PMU/MNPFI
- Prepare the final report by considering the comments given by PMU/MNPFI
- Submit the final EIA/ EMP Report to Environmental Protection Agency (EPA)
- Undertake submission and provide any clarifications and amendments where necessary to the submitted EIA/EMP report
- Shall furnish any request by EPA for any additional information during the EMP reviewing stage until a final decision is made by the EPA.
- Accommodate any request by PMU/MNPFI for any additional information regarding the submitted EIA/ EMP report.
- Submit the decision statements and the approved EMP reports to PMU/MNPFI

- The individual consultant shall produce EIA/EMP reports through consultative process in accordance with Environmental Impact Assessment Regulations (2012) enforced by EPA of the Republic of Maldives. Consultation shall be made with but not necessarily limited to; Ministry of National Planning, Housing and Infrastructure, Island Councils of the above islands and where necessary community consultation shall also be undertaken.

E. DELIVERABLES

Environment Impact Assessment/Environmental Management Plan

- **Draft EIA/EMP Reports:** The draft EIA/EMP report shall be submitted to the client in accordance with the TOR and in the general format and content of the EIA/EMP study given in Schedule E3 of the Environmental Impact Assessment Regulations (2012).
- **Final EIA/EMP Reports:** The consultant / firm shall produce the final EIA/EMP report by considering the comments made, if any, by the Client. The final EIA/EMP report shall be submitted to MNPHI. The reports will be submitted to EPA by the Consultant. Submission fee will be borne by the consultant.
- **Additional Information:** The consultant shall provide any additional information requested by EPA and submit to EPA within **5 calendar days** of receiving the request for additional information.

F. DURATION OF THE ASSIGNMENT

Duration of the assignment is **10 weeks** from signing of the contract. The proposed duration would not account the period of delay brought by the client for setting up of meetings, review and approval of documents, facilitating of any relevant documents.

- The duration does not include the query/clarification period and EIA document review period.
- The consultant shall adhere to the overall timeline given below.
- Detailed work schedule should be given which demonstrates the commencement and completion date within 3 days of contract signing.

Project Timeline												
#	Deliverables	Duration for work	Week Number									
			1	2	3	4	5	6	7	8	9	10
1	Draft EIA/EMP Report	5 weeks										
2	Client Review Period	1 week										
3	Final EIA/EMP Report	1 week										
4	Submission to EPA	3 weeks										

G. ELIGIBILITY AND QUALIFICATION OF THE CONSULTANT

To be eligible for this assignment,

- The consultation firm should demonstrate past experience in performing the services (Description of similar assignments, value of such assignments). The Firm shall have carried out a minimum of five (5) similar assignments with an average contract value of Maldivian Rufiyaa Three Hundred and Fifty Thousand (MVR 350,000) within the past five (5) years.
- In executing this TOR, the consultancy firm is expected to meet the following eligibility criteria and should provide CV and commitment letter meeting the following requirements:

Professional Staff	Eligibility Criteria	Quantity
EIA Consultant	<ul style="list-style-type: none"> – Bachelor’s degree in Environmental Science/ Civil/Environmental Engineering/ or related field and having minimum 5 years working experience in Environmental Impact Assessment (EIA) after graduation. – 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. – Previous relevant experience working in the Maldives. – Knowledge of issues around environmental sustainability and climate change adaptation in Maldives will be an advantage. 	1
Surveyor	<ul style="list-style-type: none"> – Bachelor’s degree in Surveying and having minimum 5 years working experience in land surveys or related field to the assignment after graduation. 	1
CAD Operator	<ul style="list-style-type: none"> – Diploma in AutoCAD and having minimum 5 years working experience in a related field to the assignment after graduation. 	1

Notes:

- Details of any other support persons and positions must be included in Technical Proposal Standard forms 6, 7 and 8.
- The team leader can be the above professional staff /or additional team leader can be added separately, who will be responsible for all the deliverables, who would also be the main focal point for all the communications.
- 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.

H. PAYMENT

- The consultant shall submit their cost proposal for the given work as per the attached financial template. The cost submitted by consultancy firms shall be inclusive of GST.
- Payments due to the consultant shall be paid promptly within 28 days from the date of receipt of the invoice.
- The currency of payment is Maldivian Rufiyaa
- Payment will be in accordance with the schedule specified below.

DESCRIPTION	ALLOCATION	REQUIREMENT
Completion of EIA/EMP Report	50%	Submission of EIA/ EMP Report to EPA as per EIA Regulations
Approval of EIA/EMP Report	50%	Release of EIA/ EMP Decision Statement from EPA.

I. STANDARD OF REPORT

The EIA/EMP reports must be developed through consultative process in accordance with Environmental Impact Assessment Regulations (2012) and amendments and report writing guidelines provided by EPA of the Republic of Maldives. Consultation shall be made with but not necessarily limited to; Ministry of National Planning, Housing and Infrastructure, Island Councils of the above islands and where necessary community consultation shall also be undertaken.

J. EVALUATION CRITERIA

The following criteria will be applied during the evaluation of the proposals and attention should be paid while preparing the proposals. Points will be awarded only for assignments with supporting documents.

- Price –40%
- Technical Capacity – 60%

The minimum technical score required to pass is – 70 points

If the same consultant is evaluated to be the best bidder for more than one bid at the same time, with consideration to the proposed team, scope and/or overlap of the work duration, the client reserves the right to restrict the number of projects awarded to the bidder.

If the potential best bidder for a bid is actively engaged with other work(s) of the client, with consideration to the proposed team, scope and/or overlap of the work duration, the client reserves the right to restrict the number of new projects awarded to the bidder.

Financial Situation Evaluation

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 1,000,000.00 for the year 2021, 2020 and 2019. **(Submit FIN FORM-4 Annual Turnover)**

(OR)

- To be eligible the financial statements of the bidding party must show, Minimum value of MVR 1,000,000.00 for liquid asset, for the year 2021, 2020 and 2019. **(Submit FIN FORM -3: Financial Situation and Performance)**

(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 1,000,000.00

(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-6. Credit limit shall be no less than MVR 1,000,000.00 – **(FIN FORM -6: Line of Credit Letter)**

Selection Criteria of Regional Based business and MSME business

Between MVR 2,500,000 – MVR 5,000,000

- a) Among bidders who pass the technical and financial evaluation, those 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.

- 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 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.

- c) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), all Maldivian bidders will be checked and assessed accordingly.

The bidder with the highest ranking with the lowest proposed price 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 bidders will be assessed accordingly.

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

Below MVR 2,500,000

- 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.

Criteria on classifying regional based business

- a) Check the bidders permanent address if the bidder is a sole proprietorship
- b) Check the island to which the business is registered, if the bidder is not a sole proprietorship
- c) The bidder will be considered as a business working in one certain area, as per (a) and (b) accordingly:
 - 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
 - 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.

K. REPORTING

The successful consultancy firm will report to the Ministry of National Planning, Housing and Infrastructure.

Upon completion of the final EIA/EMP reports a digital copy (preferably PDF format) of the report shall be submitted to EPA. The decision statements issued by EPA and the approved reports shall be submitted the Ministry.

L. SUBMISSION REQUIREMENTS

Consultants shall submit all the documents listed under Section 2 (Submission requirements).