

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ وَبِالْحَمْدِ لِلَّهِ نَحْمَدُهُ وَبِالْحَمْدِ لِلَّهِ نَحْمَدُهُ

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BID SECURITY FORMAT

The Issuing Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.

_____ [Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ [Name and Address of Procuring Entity]

Date: _____

BID GUARANTEE No.: _____

We have been informed that [name of the Bidder] (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of [name of contract] under Invitation for Bids No. [Procurement Reference number] ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in figures] ([amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Procuring Entity during the period of bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s)]

PERFORMANCE GUARANTEE FORMAT

[The issuing bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: *[insert date (as day, month, and year)]*

Title of the procurement: *[Insert general title of the procurement]*

Procurement Reference No: *[insert reference]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

Beneficiary: *[insert complete name of Procuring Entity]*

PERFORMANCE GUARANTEE No.: *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)¹ in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*,² and any demand for payment under it must be received by us at this office on or before that date. We agree to a one-time extension of this Guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Procuring Entity's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

.....

[signatures of authorized representatives of the bank]

¹ The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Procuring Entity.

² Dates established in accordance with Clause 18.4 of the General Conditions of Contract ("GCC"), taking into account any warranty obligations of the Supplier under Clause 16.2 of the GCC intended to be secured by a partial Performance Guarantee.

BANK GUARANTEE FOR ADVANCE PAYMENT

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated.]

Date: *[insert date (as day, month, and year)]*

Title of the procurement: *[Insert general title of the procurement]*

Procurement Reference No: *[insert reference]*

[Issuing bank's letterhead]

Beneficiary: *[insert legal name and address of Procuring Entity]*

ADVANCE PAYMENT GUARANTEE No.: *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of bank]*, have been informed that *[insert complete name and address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert date of Agreement]* with you, for the supply of *[insert types of Goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance is to be made against an advance payment guarantee.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s)³ in figures and words]* upon receipt by us of your first demand in writing declaring that the Supplier is in breach of its obligation under the Contract because the Supplier used the advance payment for purposes other than toward delivery of the Goods.

It is a condition for any claim and payment under this Guarantee to be made that the advance payment referred to above must have been received by the Supplier on its account *[insert number and domicile of the account]*

This Guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[insert date⁴]*. We agree to a one-time extension of this Guarantee for a period not to exceed *[six months][one year]*, in response to the Procuring Entity's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

This Guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s) of authorized representative(s) of the bank]

³ The issuing bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Procuring Entity.

⁴ Insert the Delivery date stipulated in the Contract Delivery Schedule.

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The Maldives National University
Project Implementation Unit
Radhdhebahi Hin'gun,
Male' 2003,
Republic of Maldives
Phone: +(960) 3345190
Email: projects@mnu.edu.mv

Terms of Reference (TOR)

ENGINEERING CONSULTANCY SERVICES FOR G.DH THINADHOO 3 PROJECTS

The Maldives National University (MNU)

1. INTRODUCTION

The Maldives National University is seeking for Engineering Consultancy to provide engineering services, and Quality monitoring for the 3 Projects of G.Dh Thinadhoo.

2. OBJECTIVE

To provide specialized engineering and Site supervision knowledge required by The Maldives National University in checking, monitoring and inspecting construction of Gdh Thinadhoo extension block, Staff accommodation and Student Accommodation.

3. SCOPE OF WORKS

- 3.1. Propose respective shop Drawings following the job, wherever applicable & Checking and approval of shop drawings submitted by contractor upon request,
- 3.2. Inspect and review construction works and other construction or related issues, for compliance with the approved plans, the local laws, regulations, codes, standards and international and local best practices;
- 3.3. The Consultant will be required to do the relevant activities from the following:
 - 3.3.1 Inspect on site for compliance to approvals, laws, regulations, codes, standards and local and international best practices;
 - 3.3.2 Supervision of Construction works upon clients' request to ensure required quality and progress of the project;
 - 3.3.3 Document inspection results, including the collection and attachment of photographs, reports and documents relevant to the inspection and deliver the reports on a job basis.
 - 3.3.4 Investigate complaints; propose the urgent rectification procedure to the MNU and give onsite instructions upon direction of MNU where immediate action is necessary;
 - 3.3.5 Record and report to the MNU where instructions were given by the Consultant to contractors, architects and engineers where immediate action was needed;
 - 3.3.6 Determine the extent of damage/defects and identify the need for repairs, replacement or reconstruction and propose the methodology where applicable;
 - 3.3.7 Prepare detailed, accurate field reports according to a format approved by the MNU;
 - 3.3.8 Verify that materials and methods of construction meet acceptable standards and construction practices;
 - 3.3.9 Witness and evaluate Contractor's tests and commissioning;

- 3.3.10 Convening and conducting site and periodic coordination meetings with stakeholders whenever required;
- 3.3.11 Preparing, maintaining and monitoring project Master Schedule upon request;
- 3.3.12 Preparation and follow-up of deficiency lists for Contractors;
- 3.3.13 Assessment of Contractor's claims and approve claims upon request;
- 3.3.14 If required, the Consultant shall take part in meetings or inspections held with the stakeholders if requested and in the presence of the MNU staff for works checked;
- 3.3.15 Review of project progress and preparation of quarterly progress reports upon request;
- 3.3.16 Preparation of Final Project Completion Report at completion of job.

4. PAYMENT TERMS

All payments under this consultancy shall be made on a per-job basis. Each deliverable or service task listed in the Scope of Works constitutes a separate job, and payment shall be made only upon the satisfactory completion and submission of that specific job/deliverable, as verified and approved by MNU. The Consultant shall not be entitled to any advance payment or retainer unless expressly agreed in writing by MNU.

Clearly Defined Scope per Job: Prior to commencement of each job, the Consultant and MNU shall agree in writing on the specific scope of works, expected deliverables, timeline, and the corresponding fee for that particular job. No payment shall be processed without a clearly defined and mutually agreed scope of works for that job. A job-completion certificate or written confirmation from the MNU Project Implementation Unit shall be required before any invoice is submitted for payment.

Dispute Resolution: In the event of a dispute regarding the completion or quality of a job, MNU shall notify the Consultant in writing within five (5) working days of submission. The Consultant shall rectify any identified deficiencies within a mutually agreed timeframe before payment is released for that job.

5. EXPERIENCE AND TECHNICAL CAPABILITY

5.1. Each bidder must have at least one individual fulfilling one of the following criteria in order for firms/ individuals to be eligible for consideration.

5.1.1. Should have a Master's Degree in Engineering with one year related experience Or,

5.1.2. Should have a Bachelor's Degree in Engineering with a minimum of two years related

experience,

- 5.2. The Consultant shall demonstrate past experience in performing the services (description of similar assignments along with reference letters).
- 5.3. The Individual or Key Personnel shall submit proof of professionally recognized practicing certificates/ relevant degrees.

6. INFORMATION TO BE PROVIDED WITH BID

- 6.1. The following documents shall be submitted for the bids to be considered sufficiently responsive.
 - 6.1.1. Complete details of qualifications and professional experience, of the Key Staff / Individual to provide the intended services.
 - 6.1.2. List of relevant works with proof of experience of the key staff/ individual.
 - 6.1.3. Certified, copies of qualifications of Key Personnel, for which accredited and attested certificates or National Designer Registration Certificate or Checker Certificate are attached.
 - 6.1.4. ID Copy and any other pertinent information the Bidder may wish to submit.
- 6.2. For companies, the following additional information will be required
 - 6.2.1. Profile of the company, agency or individual, giving account of previous works.
 - 6.2.2. Company registration certificate at Ministry of Economic Development.
 - 6.2.3. Proof of employment of Key Personnel proposed for the work
- 6.3. For individuals, the following additional information will be required National Identity Card copy and MNPFI Permits..

7. EVALUATION CRITERIA:

7.1. The evaluation criteria are as follows:

	Summary Evaluation Criteria	Available Points
1	Experience (Conditions under number 5 should be met) Below Two Years Two years or more	20 10 20
2	Technical qualification Bachelor's Degree Master's Degree	15 10 15
3	Proposed price (a cumulative total of the prices submitted for both tables will be used for evaluation) (lowest value/ submitted value) x 50	65
	Total available points	100

8. SELECTION

- 8.1. For Key Personnel representing a company, the work experience and technical capability of the individual will be used for evaluation purposes.
- 8.2. All Consultancy firms/Consultants that meet the eligibility criteria will be shortlisted
- 8.3. MNU reserves the right to reject any bid if the submitted documents fail to show the relevant qualification and experience.

9. DELIVERABLES

Report/Document	Frequency	Deliverable
Meeting Minutes	Within 5 working days from each progress meeting	Convening and conducting site and periodic coordination meetings with stakeholders

Report/Document	Frequency	Deliverable
Work Completion Certificates	Mandatory per each Job	Work Completion Certificates to Ensure compliance with quality

10. Duration:

- 10.1.** The Maldives National University Requires Engineering Consultancy services for the period of 1 year on Per Job basis.

FORM 1

PROJECT TEAM

Bidders should provide the names of team members detailed below. The data on their qualification and experience should be supplied using the Form 2 and From 3 respectively for each candidate.

1.	Project Manager
	Name & Address:
	ID No:
	Qualification and Experience (Years) :
2.	Civil Engineer
	Name & Address:
	ID No:
	Qualification and Experience (Years) :
3.	Site Supervisor
	Name & Address:
	ID No:
	Qualification and Experience (Years) :
4.	Other Members
	Name & Address:
	ID No:
	Qualification and Experience (Years) :

FORM 2

TECHNICAL QUALIFICATION OF CONSULTANT

Curriculum Vitae (maximum 2 pages per person) for the Individual or Key Personnel including details of:

Name	
Date of birth	
Nationality	
Location	
Registration number(s) at MNPHI	
Education (provide names of institution(s), degree(s) obtained and year(s) obtained)	
Membership of professional associations/ institutions	
Other relevant training	
Language	
Employment record	

FORM 3

EXPERIENCE OF CONSULTANT

Please provide details of the Individual/ key staff's experience in the form provided below for a maximum of 5 projects that have been completed within the last three years. (Maximum 10 pages)

Name of individual/ staff	
Name of Project	
Brief description -Development type -Size	
Location of Project	
Scope of services provided	
Date of completion or status	
Contact person and details including email address	
Supporting details (relevance to this Consultancy)	

The information provided above should be supported with recommendation letters from previous clients where relevant.

**ENGINEERING CONSULTANCY SERVICES FOR G.DH THINADHOO 3 PROJECTS
BILL OF QUANTITIES**

THE MALDIVES NATIONAL UNIVERSITY

THE MALDIVES NATIONAL UNIVERSITY
BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT (MVR)
BILL No: 01 PRELIMINARIES					
1.1	GENERAL NOTES For the avoidance of doubt, all Bidders and appointed Consultants are hereby informed that payments under this Consultancy Contract shall NOT be made on a monthly or periodic retainer basis. The following payment structure applies: 1. Per-Job / Per-Task Payment: Payments will only be triggered upon the completion of a specific, defined job or task as outlined in the Scope of Works. Each inspection, report, certificate, or deliverable listed constitutes an individual job. Payment for each job will be processed only after MNU verifies and approves the completed deliverable. 2. Inspection-Based Payment: Where the scope item involves a site inspection, payment shall be made per inspection carried out and documented. A valid inspection report, signed and accepted by the MNU Project Implementation Unit, is a prerequisite for invoicing against that inspection. 3. Report-Based Payment: Where the scope item involves preparation and submission of a report (e.g. Bi-Weekly Reports, Quarterly Progress Reports, Meeting Minutes, Final Project Completion Report), payment shall be made per report submitted and accepted. Incomplete or non-compliant reports will not qualify for payment until corrections are made and approved. 4. No Entitlement to Monthly Payment: The Consultant shall have no entitlement to any fixed monthly fee, standing charge, or retainer payment. Compensation is strictly tied to actual work performed, delivered, and accepted by MNU. Idle periods, delays attributable to the Consultant, or periods without approved deliverables will not attract payment. Preamble Notes: Note: Payments under this contract are made on a per-job basis only — triggered by completed inspections and accepted reports as defined in the Scope of Works — and no monthly or periodic payments shall apply. Rates shall be all-inclusive. No additional claims for travel, food, accommodation, or out-of-pocket expenses will be entertained outside of the rates quoted above.				
1.2	ENGINEERING CONSULTANSY CHARGES				
1.2.1	Site inspection visit — including travel, accommodation, and subsistence	item	1.00		
1.2.2	Preparation and submission of inspection/site report	item	1.00		
1.2.3	Miscellaneous expenses (Travel expenses, communication, printing, documentation)	item	1.00		
BILL No: 01 - PRELIMINARIES TOTAL OF BILL No: 01 - Carried over to summary					

