

**mitdc**

**MALDIVES INTEGRATED  
TOURISM DEVELOPMENT  
CORPORATION**

5<sup>th</sup> Floor  
Velaanaage  
Ameeru Ahmed Magu  
Male, Maldives



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**TERMS OF REFERENCE;**

**DESIGN CONSULTANCY SERVICES FOR DEVELOPMENT PROJECTS**

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Subject: TOR Design Consultancy Services 2020  
Ref: MITDC-TOR/2020/0001  
Date: 27.01.2020

MALDIVES INTEGRATED TOURISM DEVELOPMENT CORPORATION LTD.  
08th FLOOR, M. DHOONIFUSHI  
ORCHID MAGU MALE',  
MALDIVES

## 1. BACKGROUND

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The Maldives Integrated Tourism Development Corporation Ltd. (MITDC or the “Employer”), a 100% Maldivian Government owned corporation has been established in 2016, and has been mandated with the development of integrated tourism in the Maldives. As part of the assigned mandate, MITDC has been allocated uninhabited islands, land areas from inhabited islands for the development of tourism related Projects.

In order to diversify the ever-growing tourism and hospitality industry in the Maldives, the Maldivian Government has been looking into exploring the possibility of tapping into the mid-range tourism market. And under this initiative, the Maldivian Government has embarked on developing the concept of integrated tourism in the Maldives.

These Projects require the engagement of qualified consultants to develop but not limit their services to; detailed Master plan / Concept plans for each individual project in order to be able to move into the next step of undertaking the physical developments as required.

## 2. OBJECTIVES

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The overall objective of the Design consultancy is to engage a qualified external firm (the “Consultant”), to carry out the development of the detailed Master plan / Concept plans for the assigned areas along with the required supplementary material in support of the output.

## 3. CONTRACT MANAGEMENT FRAMEWORK

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The Consultancy shall be undertaken under an agreement summarized as follows:

- 3.1. MITDC shall engage the Consultant as the assigned Design Consultant for the allocated Projects. The consultant shall be required to analyze the allocated Project location and provide the best possible way forward while meeting the Employers overall requirements.
- 3.2. The Consultant shall be engaged for a minimum period of 12 months on a fixed retainer payment term, with fixed scope and deliverables assigned to the Consultant.
- 3.3. Any additional work under the agreement shall be quoted by the Consultant on a case by case basis and the Consultant agrees that the quoted amount for any project shall not exceed the market rate for the same or similar work at the time of execution of such work.

## 4. SCOPE OF WORKS

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The Consultant’s key responsibilities will comprise of the following:

- 4.1. An analysis of the allocated project location to carry out an assessment of the feasibility of the proposed location for tourism related developments.
- 4.2. Development of Master plan / Concept plans for the proposed location covering the development of a land use plan, sustainability plans (comprising of wind corridors, view corridors, building orientations, landscaping... etc.), height control plans, road networks plan, utility services plan ... etc.
- 4.3. Computer generated images and plans covering overall perspectives of key focal areas of the Projects.

- 4.4. Key technical data covering the development details, usage and other relevant technical details as required for the development of feasibilities for the Master plan / Concept plans.
- 4.5. Any other relevant planning / design details / review and comments of any external related material as may be required to supplement the finalization of a Master plan / Concept plan for the Projects.
- 4.6. The Concept plans will be developed for existing uninhabited islands, and parts of inhabited island.
- 4.7. Details of each individual land plot detailed in the Concept plan should be given, covering the land area and other planning and development guidelines relevant for working out the development costs.

## 5. DELIVERABLES

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The following covers a broad list of key deliverables required from the Consultant:

- 5.1. Location Feasibility Study.
- 5.2. Final comprehensive Concept plan for each development Project.
- 5.3. Any working files and relevant source files in editable formats.
- 5.4. Power Point, video files or other relevant formats as can be used for presentations.

## 6. CONSULTANTS MINIMUM CRITERIA

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The consultant represented either through local or foreign firms should conform to the following criteria and propose a minimum of the following as part of the resident consultancy team to be available during the project period:

- 6.1. The proposed Consultant should have undertaken the detailed designs for similar Projects for a total development value not less than USD 1 million within the last 5 years.
- 6.2. The proposed Consultant should currently be registered with the relevant authorities in the Maldives and be approved to undertake similar design works.
- 6.3. The Consultant should provide a minimum of the following to be engaged for the project and made available to be resident with the Employer as the Employers dedicated Consultancy team:
  - 6.3.1. One Registered architect with a minimum Bachelor's degree in Architecture or similar field with 5 relevant years' experience as part of the Consultants in-house team.
  - 6.3.2. One Surveyor with a valid Maldives Land Survey Authority License with 2 years' experience in related field as part of the Consultants in-house team.
  - 6.3.3. One Engineer with a valid license with 5 years' experience in related field as part of the Consultants in-house team.
  - 6.3.4. One Registered Architectural Checker.

## 7. SCHEDULE OF RATES AND PAYMENT TERMS

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The consultant is expected to provide their proposed price as per the given schedule of rates in compliance with MITDC's proposed payment terms as follows:

#	Monthly fee	Proposed pricing (in Maldivian Rufiyaa)	Pricing method
1	Monthly Retainer Fee	(to be proposed by the consultant as monthly retainer fee for the consultancy services)	Monthly payments paid at the end of each active month
2	Additional Work	(to be proposed by the Consultant on a case by case basis and the Consultant agrees that the quoted amount for any project shall not exceed the market rate for the same or similar work at the time of execution of such work.)	

The detailed terms and conditions of the Consultancy including penalties, deductions and payments terms will also be clearly defined in the Consultancy Agreement.

## 8. EVALUATION CRITERIA

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8.1 The evaluation of the consultant will be weighted both in terms of the price and experience, where the scoring will be distributed as follows:

40% for contract price, who offers the lowest price

35% for the experience judged on consultant's company profile inclusive of past work done of related nature, experience.

25% for submitted proposal, to be judged on based the technical team and their experience in related nature.

## 9. DOCUMENTS REQUIRED TO BE SUBMITTED

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9.1. Each party may submit only one bid either singly or jointly (party shall be defined per active business registration number).

9.2. Bids should be submitted in **2 envelopes.**

9.2.1. Envelope 1

- Business Registration Certificate
- GST Registration Copy
- MIRA Tax Clearance Copy
- Latest Company Profile Sheet
- *If a Company*, Board Resolution on participating in the Bid
- Previous project details (such as award letters or contracts) verifying the works
- The proponent should submit details of sample projects in support of the

proponent's capacity to be engaged in the capacity as required by the Employer. Such samples can be a brief documentation.

- The details of the assigned project team and should be verified through submission of the CV's, licenses, certificates and portfolio of works for the proposed Project Team.

9.2.2. Envelope 2

- Bid Submission Letter.

9.3. Bids should be submitted to MITDC, on 13<sup>th</sup> February 2020 at 10:00.

Maldives Integrated Tourism Development Corporation Ltd.

8th Floor, M. Dhoonifushi

Orchid Magu, Male', Maldives

## 10. QUERIES

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10.1. Any queries or requests for clarification should be sent in writing to the below email on or before the 12<sup>th</sup> February 2020:

Email: [procurement@mitdc.com.mv](mailto:procurement@mitdc.com.mv)

Subject Header: Query on Design Consultancy Services.

10.2. Unless notified by announcements or direct written communication, no changes will be allowed in the Bid Submission details or deadline.

**Format of Bid Submission (to be completed by Each Bidder and included in the bid submission)**

To:  
The Maldives Integrated Tourism Development Corporation Ltd.  
08<sup>th</sup> Floor, M. Dhoonifushi  
Orchid Magu, Male',  
Maldives

Project: Design Consultancy Services for Development Projects

Having examined the documents and all relevant Amendments / Addendums for the execution of the Project, we the undersigned, offer to execute and complete the works wherein in conformity with the Bid Documents for the prices quoted as follows:

#	Monthly fee	Proposed pricing (in Maldivian Rufiyaa)
1	Monthly Retainer Fee	
2	Additional Work	(to be proposed by the Consultant on a case by case basis and the Consultant agrees that the quoted amount for any project shall not exceed the market rate for the same or similar work at the time of execution of such work.)

We understand and agree that if our Bid is accepted that we shall be available to commence works within seven days of receipt of the Letter of Award and to execute the works in accordance with the Service Agreement until completion of the Project or until termination of the contract by the Employer.

We agree to abide by this Bid and to remain available for execution of the Service Agreement for a Bid Validity of 30 days from the date of Bid Submission and that the price submitted shall remain binding until completion of this validity period regardless of whether the Employer has issued an acceptance to another party.

We accept that once the Letter of Award is issued to us, that this Bid, together with the Letter of Acceptance and Notification of Award shall constitute a binding contract between us and the Employer until a formal Service Agreement is signed.

We understand that MITDC is not bound to accept the lowest or any Bid you may receive and that we will not hold MITDC liable for any costs incurred by us in association with the preparation, submission and your final decision regarding this Bid.

Date this ..... day of ..... 2020

Signed by .....

In the capacity of.....having the authority to sign and submit bids

for and on behalf of .....

Name and Address of Signatory ...