

Terms of Reference

Survey, Design & EIA for Water and Sewer Network Extension Project

1. Introduction

FENAKA Corporation Limited intends to appoint qualified engineering firms to undertake survey and preparation of detailed engineering design for water and sewer network extension projects at M. Kolhufushi and Th. Vilufushi under one contract.

2. Background

M. Kolhufushi includes Topographic Survey, Environmental Impact Assessment (EIA), and detailed engineering design of water supply and sewerage network extensions. Th. Vilufushi requires only the detailed engineering design of the water supply network extension. The Employer will provide the approved conceptual design, existing network layouts, survey information and other available technical data. The sewerage network design at Th. Vilufushi has already been completed and is excluded from this assignment

3. Objectives

The objective of this assignment is to safely, sustainably, and efficiently design the extension of the water supply and sewerage network on both Island

The selected consultant shall provide a complete, regulatory-approved, and construction-ready design package by fulfilling three key components:

- Comprehensive topographic and boundary mapping.
- Detailed hydraulic, structural, and electro-mechanical engineering for the extension, fully integrated with the island's existing infrastructure.
- Conducting an Environmental Impact Assessment (EIA) and securing an approved EIA Decision Statement from the Environmental Regulatory Authority (ERA) of the Maldives.

4. Requirements

- The consultant must map out the existing topography including roads, infrastructure, and extension zones.
- Topographic survey shall be conducted with reference to established Permanent Benchmarks at M.Kolhufushi.
- The consultant shall conduct a detailed block-level topographic survey to map all existing and planned site features of the extension zones.
- Survey all new extension areas, unpaved/paved roads, corridors, and plot boundaries.
- Capture spot levels at maximum 10 m intervals
- Map all existing surface utilities (power distribution boxes, existing water/sewer mains, telecom lines) within and proximity to the extension zones.
- Survey Report including raw data, processing logs, benchmarks descriptions, and AutoCAD drawing files.

- h) The extension design must seamlessly tap into M. Kolhufushi's/Th.Vilusfushi operating networks without disrupting existing baseline capacities.
- i) Detailed design of the water network extension as per URA specifications
- j) Detailed design of the sewerage network extension as per URA specifications
- k) Standard construction-grade drawings (Plan and Profile views), structural details for pump stations/valve chambers, electrical drawings, comprehensive Bill of Quantities (BOQ), and Technical Specifications.
- l) Drawings must be submitted using URA's preferred layer and format standards.
- m) EIA must be carried out in strict accordance with the Maldives Environmental Protection and Preservation Act (Law No. 4/93) and EIA Regulations.
- n) Prepare and submit the EIA application with allied documents to Environmental Regulatory Authority (ERA) followed by attending the scoping meeting to formalize the EIA Terms of Reference.
- o) Undertake baseline environmental data collection, conduct and document all mandatory stakeholder consultations, and prepare the Environmental Impact Assessment (EIA) Report in accordance with the approved EIA Terms of Reference (ToR) and applicable regulatory requirements.
- p) The draft EIA Report shall be submitted to the Employer (FENAKA) for review, and all comments provided by the Employer shall be addressed and incorporated into the final report.
- q) The consultant shall be fully responsible for submitting the EIA Report to the Environmental Regulatory Authority (ERA), including payment of the applicable Category 3 review fee, responding to all review comments and requests for additional information, and obtaining the EIA Decision Statement.

5. Consultant Team and Qualification

Minimum Key Professional Personnel Requirements

The Consultant shall assign suitably qualified and experienced key professional personnel for the execution of the Services. All proposed personnel shall hold at minimum bachelor's degree (BSc) in the relevant field.

- a) Curriculum Vitae (CV) shall be submitted for each proposed key professional.
- b) Copies of academic qualifications and professional registration certificates
- c) Evidence of relevant project experience shall be submitted.

Position	Minimum Qualification	Minimum Experience
Project Manager / Team Leader	Bachelor's Degree (BSc) in Civil Engineering, Water Engineering or related field.	Minimum 8 years of relevant experience, including at least 5 similar water and/or sewerage network design projects.
Civil/Structural Engineer	Bachelor's Degree (BSc) in Civil or Structural Engineering.	Minimum 5 years of relevant experience, including at least 3 similar infrastructure design projects.

Environmental (EIA) Specialist	Bachelor's Degree (BSc) in Environmental Science, Environmental Engineering Registered	Minimum 5 years of EIA experience, including at least 3 infrastructure EIA assignments.
Quantity Surveyor	Bachelor's Degree (BSc) in Quantity Surveying or Construction Management.	Minimum 2 years of experience in BOQ preparation, cost estimation and contract documentation.
Licensed Surveyor	Bachelor's Degree (BSc) in Surveying, Geomatics, Geospatial Engineering or related discipline.	Minimum 2 years of experience in topographic and engineering surveys for similar infrastructure projects.

6. Consultant Qualifications and Responsibilities

The consultant shall deploy a suitably qualified and experienced team with proven expertise in water and sewerage projects in island environments, including surveyors and engineers registered in the Maldives and environmental consultants licensed by the relevant regulatory authority.

The consultant shall be responsible for providing all surveying equipment, software, transportation, logistics, and accommodation required for the fieldwork. All raw data, drawings, models, GIS files (e.g., .dwg, .shp), and related project deliverables shall remain the property of FENAKA.

7. Employer Responsibilities

Provide available data for the existing water/sewer network, facilitate site access, review submissions and provide approved survey information for Th. Vilufushi.

8. Scope of Services

Service	Project A – M. Kolhufushi	Project B – Th. Vilufushi
Topographic Survey	✓ Required	✗ Excluded (Existing survey data provided by FENAKA)
Water Supply Network Extension Design	✓ Detailed Design	✓ Detailed Design
Sewerage Network Extension Design	✓ Detailed Design	✗ Excluded
Hydraulic Calculations & Network Modelling	✓ Required	✓ Required
Environmental Impact Assessment (EIA)	✓ Required	✗ Excluded
BOQ	✓ Required	✓ Required
Cost Estimate	✓ Required	✗ Excluded
Design Drawings	✓ Required	✓ Required
Technical Specifications	✓ Required	✓ Required
Design Report	✓ Required	✓ Required
URA/ERA Approvals	✓ Obtain all required approvals	✓ Obtain all required approvals

9. Design Criteria and Standards

The consultant must ensure all outputs comply with the latest versions of:

- Maldives Water and Sewerage Act.
- URA Maldives Design Criteria and Technical Specifications for Water and Sewerage Systems.
- Environmental Protection and Preservation Act of Maldives (Law No. 4/93).

10. Timeline

Week	Activity
1	Mobilization, site visit and data collection
2	Survey and preliminary design
3	Detailed design and hydraulic modelling
4	BOQ, specifications and draft submission
5	Final submission

The consultant shall complete the work within **35 days**.

11. Reporting & Supervision

The consultant shall report progress to FENAKA Corporation's project management team on a weekly basis.

12. Risk and Cost Allocation

Variation Claims: Any design modifications, revisions, additional information demanded by the URA and ERA to achieve regulatory compliance shall **not** constitute a Variation under the Contract. These adjustments are considered part of the consultant's inherent scope of securing a functional, compliant, and buildable design and regulatory compliance.

Delays: Failure by the consultant to submit deliverables, or undue delays in responding to URA /ERA comments, will not entitle the consultant to an Extension of Time (EOT). Liquidated damages or performance penalties may apply if delays impact on the overarching project timelines due to negligence in adhering to URA /ERA standards.

13. Proposal Requirements

- Company Profile/ Relevant Experience
- Work Schedule/Methodology
- Key Personnel CVs
- Lump Sum Price
- Cost Breakdown
- Payment Schedule
- Proposal Validity (30 Days)

Proposed payment schedule aligned with the detailed cost breakdown. Each payment milestone shall correspond to specific deliverables and shall not exceed the value of the associated cost components.

14. Evaluation Criteria

Evaluation Criteria	Maximum Marks
Lowest price	50
Relevant (Experience (Number of similar projects completed) each project with contract value of MVR 50,000 or above, 5 marks per project)	20
Work Schedule	10
Proposed Methodology	10
Key Personnel (Minimum BSc in the relevant field – 5 marks and minimum 2 years of relevant experience – 5 Marks Each professional meeting the minimum qualification and experience requirements shall receive 1 mark for each category)	10
Total	100

15. Final Completion Requirements

The consultancy shall be completed within five (5) weeks (35 calendar days). Weekly progress reports shall be submitted to FENAKA. All deliverables shall become the property of FENAKA Corporation Limited.

16. Instructions to Bidders

Fenaka Corporation Limited requests proposals for Consultancy Services to Survey, Design & EIA for Water and Sewerage Network Extension Project as per TOR.

Fenaka Corporation Limited reserves the right to cancel this bid invitation, at any stage prior to award, if deemed to be in the best interest of the Company. In such an event, bidders will be formally notified in writing.

16.1. Eligible Participants

Local bidders must be legally registered in the Maldives and shall provide a valid company registration certificate, GST registration certificate, and a current tax clearance certificate.

Foreign bidders must be legally registered in their country of origin and shall provide official company registration documents issued by the relevant government authority. All company registration documents submitted by foreign bidders must be notarized by a licensed Public Notary in the country of origin.

16.2. Preparation of the Bids

- The unit price of each item and the total price shall be clearly indicated in the quotation
- All items shall be quoted in the bid
- Quotation shall separately indicate all the charges such as GST for mentioned charges should be omitted in grand total.
- Quotation shall remain valid for minimum sixty (60) days from the date of bid opening.
- Local bidders shall quote prices entirely in Maldivian Rufiyaa (MVR).
- Foreign bidders shall quote their prices entirely in United States Dollars (USD). For evaluation purposes, all foreign currency quotations shall be converted into Maldivian Rufiyaa (MVR) at the official exchange rate published by the Maldives Monetary Authority (MMA) on the date of bid submission.

16.3. Documents Comprising the Bid

- Quotation (inclusive of the delivery period and payment terms)
- Documents Required:
 - Details of the company:
 - Company profile/background
 - Company registration certificate
 - GST registration certificate (for local bidders only)
 - TAX clearance report (6 months validity)
 - Contact details (name, designation, mobile number, and e-mail address)
 - Details of Sole Proprietorship:
 - Registration Certificate
 - ID card
- Experience letters, if available
 - Letters within past five (5) years
 - Relevant experience letters
 - Letters with project name and value
- One (1) USB drive or other electronic storage device containing a scanned, read-only copy (PDF) of the complete bid document shall be submitted by each bidder. The electronic version must be identical to the signed and stamped hard copy. In the event of inconsistency, the hard copy shall prevail.

16.4. Sealing and Marking Bid Document

Local bidders shall submit two (2) complete sets of the bid document: one (1) original and one (1) copy. Each set shall be enclosed separately in its own sealed envelope, clearly marked as “ORIGINAL” or “COPY.” The sealed envelopes shall then be placed in a single outer envelope, which shall be sealed and clearly marked with the tender reference number (FNK-I/IUL/2026/129) and the name of the bidder. In the event of any discrepancy, the signed and stamped “ORIGINAL” version shall prevail.

Foreign bidders may submit their bids electronically via the official tender email address, tender.registration@fenaka.mv. The bid documents must be encrypted with a password, and the password must be submitted separately within the specified time window on the day of bid opening. The subject line of the submission email shall include the tender reference number (FNK-I/IUL/2026/129). Any bid or password received after the specified time shall not be accepted.

16.5. Format of Bid

Every page of the bid document shall be signed by the authorized signatory of the company, stamped with the company seal, and sequentially numbered. All required sections and annexes must be clearly indicated and properly arranged. Bids failing to comply with this requirement may be rejected as non-responsive.

16.3. Bid Opening

All bids will be opened on **24th August 2026 (Monday) at 13:00hrs** (Maldivian Time) at: Fenaka Corporation Limited, 7th Floor Meeting Room, Port Complex Building, Hilaalee Magu, Malé 20207. Only foreign bidders shall have the option of submitting their Bids electronically. Bids submitted electronically by a company registered in the Maldives will be rejected as non-responsive.

- **Physical Bid Submission - Local Bidders:**

Submission Address:

- Fenaka Corporation Limited,
- 7th Floor Meeting Room, Port Complex Building,
- Hilaalee Magu, Male’ 20207

Submission Deadline: 24th August 2026, (Monday) at 13:00hrs (Maldivian Time)

A representative for each local bidder shall attend the bid opening session. Failure to attend the bid opening session will render disqualification. The local bidder’s representatives who are present shall sign a register evidencing their attendance.

- **Electronic Bid Submission –Foreign Bidders**

Submission Email: tender.registration@fenaka.mv

Subject Line: Tender Reference Number

Bid Submission Deadline: Encrypted bid documents must be emailed on the same day as the bid opening 30 minutes before **13:00hrs (Maldivian time)**.

Password Submission Deadline: Passwords must be emailed between **13:00hrs to 13:15hrs**.

The electronic bids and the passwords received **after 13:15hrs** will be rejected.

- Foreign bidders are required to be present via online video call during the bid opening (Camera is a must).
- The link for the bid opening session will be provided to foreign bidders 15 minutes before the bid opening.
- Foreign Bidders shall be online in the bid opening meeting at 11:00hrs (Maldivian time).
- Failure to attend the bid opening session virtually at the Mentioned time will result in the rejection of the bid.
- Each Bid shall have different passwords.
- Foreign bidders submitting electronically shall dispatch the original physical bid documents to Fenaka Corporation Limited Head Office within seven (7) calendar days from the date of opening.

Bidders shall provide verifiable tracking details (e.g., courier or postal service tracking number) by email at the time of dispatch, as proof of timely submission of the original documents.

16.4. Bid Rejection

- Bids received after the submission deadline shall not be accepted or opened.
- Bidders that fail to complete the mandatory registration process for this tender shall not be eligible to participate.
- Bids lacking any of the mandatory documents listed under Section 8 (Documents Comprising the Bid) or not prepared in accordance with Section 9 (Format of Bid), shall be rejected as non-responsive.