



مؤسسة مياه و Sewerage شركة مملوكة للدولة

Invitation for the Expression of Interest for Physical Verification and Tagging of MWSC's fixed Assets

1. Introduction

Male' Water and Sewerage Company Limited (MWSC), a State-Owned Enterprise (SOE) with total assets of MVR 3.5 billion and operations spanning water production, distribution, wastewater management, power, manufacturing, engineering, and trading activities across the Greater Male' Area (GMA) and outer islands, seeks to perform a comprehensive physical verification and tagging of MWSC's fixed assets.

This RFP invites qualified parties to support MWSC in the performance of physical verification and tagging of its Fixed Assets.

2. Scope of Service

The Contractor shall ensure that all fixed assets owned by MWSC for its business activities, are accurately identified, physically verified and tagged, and recorded in MWSC's Fixed Asset Register.

MWSC shall designate a representative to accompany the Contractor's team throughout the verification process to facilitate access to sites, provide relevant asset information, and offer any assistance reasonably required to complete the assignment.

The selected Contractor shall provide comprehensive services for the "Physical Verification and Tagging of MWSC's Fixed Assets". The scope of work should include the following:

2.1 Detail Work

- Conduct comprehensive physical verification of all fixed assets located at MWSC's facilities.
- Verify the existence, condition, location, custodian, asset identification number, serial number (where applicable), and operational status of each asset.
- Reconcile the physical verification results with MWSC's Fixed Asset Register and identify any discrepancies.
- Tag all verified fixed assets using MWSC-approved barcode or QR code asset tags.
- Prepare and submit progress reports after completion of each location.
- Submit draft and final asset verification and reconciliation reports, together with recommendations for updating MWSC's Fixed Asset Register. The reconciliation and recommendation to update the fixed asset register shall cover the following:
 - Descriptions (Serial, Model and other descriptive information)
 - Cost Centers
 - Location and sub location
 - Recording newly identified assets in the register (at zero cost)
 - Disposal of unreconciled Assets
 - Disaggregation of bulk capitalized assets (with cost allocation wherever practical, otherwise cost allocations with technical complications will be handle)

2.2 Location of the assets

The Contractor shall perform the services at the following MWSC locations:

- Male'
- Hulhumale'
- Villingili
- Gulhifalhu
- Thilafushi
- Maafushi
- Kulhudhufushi
- Dhuvaafaru

The Contractor shall coordinate with MWSC to arrange site visits and complete the verification at each location.

2.3 Type / Category of Assets

The physical verification shall include all the assets in MWSC's Fixed Asset Register which includes following asset categories:

- Buildings
- Borewells & Control Pumps
- RO Plants
- Generators
- Plants & Machinery
- Desalination Building
- Water Distribution
- Sewerage System
- Vehicles
- Furniture & Fittings
- Office Equipment
- Other Equipment
- Computer Hardware
- Vessels
- Investment Property (Building)
- Capital Working-in-progress (CWIP)

2.4 Draft Verification Report

Upon completion of the physical verification, the Contractor shall submit a draft report containing, at a minimum:

- Assets transferred between locations
- Missing assets
- Damaged or obsolete assets
- Unrecorded assets
- Assets found without identification tags
- Duplicate asset records
- Assets requiring disposal
- CWIP observations
- Reconciliation discrepancies
- Recommendations for updating the Fixed Asset Register

2.5 Final Report

Following MWSC's review and acceptance of the draft report, the Contractor shall submit a comprehensive Final Report incorporating all agreed comments and revisions.

The Final Report shall include:

- Verification methodology
- Asset reconciliation report
- Tagged asset register
- Exception report
- Photographic evidence (where applicable)
- Recommendations for improving asset management and record accuracy

The Services shall be considered complete only upon successful completion of the physical verification and tagging of all applicable assets, reconciliation with the Fixed Asset Register, submission of all required reports, and formal acceptance of the Final Report by MWSC.

Summary of evaluation criteria with weights

#	Descriptions	Points (Max)
1	Price	60%
2	Experience & past performance	25%
3	Project Duration	15%
Total		100

Tender Department
Male Water & Sewerage Company Pvt. Ltd.