



**Republic of Maldives**

**Ministry of Environment**

# **REQUEST FOR PROPOSALS**

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***Consultancy Services for Design of Regional Laboratory Facility in  
HDh.Hanimaadhoo Maldives***

**Issued on: 25<sup>th</sup> October 2020**

**Issued By:**

GCF Project Management Unit  
Water and Sanitation Department  
Ministry of Environment

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## **1 SCHEDULE OF CRITICAL DATES**

<b>ACTIVITY</b>	<b>ACTION DATE</b>
Advertised Date	<b>25<sup>th</sup> October 2020</b>
Pre-Bid Meeting	<b>0900hrs 2<sup>nd</sup> November 2020</b>
Registration Deadline	<b>Before 1200hrs on 04<sup>th</sup> November 2020</b>
Bid Clarification Deadline	<b>04<sup>th</sup> November 2020 before 1400hrs</b>
Deadline to submit proposals	<b>1100hrs 09<sup>th</sup> November 2020</b>

## **2 SUBMISSION REQUIREMENTS**

Interested parties **shall submit** all the Forms listed under **Sections 6 (TECHNICAL PROPOSAL - STANDARD FORMS)** and **Section 7 (FINANCIAL PROPOSAL - STANDARD FORMS)**. **Furthermore**, the following related documents shall be submitted for the bids to be considered sufficiently responsive.

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

- ☐ 1. Proposal Form (Form Tech-1)
- ☐ 2. Consultant's Organisation & Experience (Form Tech -2A&2B)
- ☐ 3. Approach, Methodology and Work Plan (Form Tech -3)
- ☐ 4. Team Composition & Task Assignments (Form Tech -4)
- ☐ 5. Curriculum Vitae (CV) for proposed Professional Staff (Form Tech -5)
- ☐ 6. Work Schedule (Form Tech -6)
- ☐ 7. Financial Proposal Submission Form (Form Fin 1)
- ☐ 8. Financial Proposal Summary Form (Form Fin 2)

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

- ☐ 9. Company/ Institution profile
- ☐ 10. Company/ Institute registration certificate
- ☐

11. Organization chart of the Company/ Institute

- ☐ 12. Copy of the National Identity Card/Passport, Educational Certificates (if needed as per selection criteria in TOR) of Proposed members in Form Tech-5
- ☐ 13. Stamped/signed project completion letters for ALL the Training Programmes Listed under FORM TECH-2: Proponent's Organization and Experience Form. (Cross refer to Project# in the Form)
- ☐ 14. If more than one party wishes to show interest as a JV, Joint Venture or Association Agreement between the parties needs to be provided.

## **1. LETTER OF INVITATION**

### **Subjects: Consultancy Services for Design of Regional Laboratory Facility in Hdh.Hanimaadhoo, Maldives**

The Government of the Republic of Maldives has allocated funds through Green Climate Fund (GCF) for the development of Regional Laboratory in HDh.Hanimaadhoo and intends to apply part of the proceeds towards procuring the services of design consultancy of development of regional laboratory facility in Hdh. Hanimaadhoo.

The services include Preparation of Inception report, Concept and Detailed Design, Environment Impact Assessment (EIA), Preparation of Tender Documents, Bill of Quantities (BoQ), Assistance during Tendering Stage and Evaluation Process.

The Government of Maldives, represented by Ministry of Environment, 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 detailed Terms of Reference (TOR) for the above components and Request for Proposal (RFP) for the consulting services will be attached to the gazette advertisement and also made downloadable on the Ministry's website [www.environment.gov.mv](http://www.environment.gov.mv). Interested consultation Firms/Institution may obtain further information via mail to [proc.gcfws@environment.gov.mv](mailto:proc.gcfws@environment.gov.mv).

The Bidder shall be registered to submit the proposal by submitting 'Bidders' Registration Form' to the email address [proc.gcfws@environment.gov.mv](mailto:proc.gcfws@environment.gov.mv) **Before 1200hrs on 04th November 2020**. Only registered bidders will be qualified to submit a bid proposal. The form will be attached to this gazette advertisement.

A pre-bid meeting will be held on **2<sup>nd</sup> November 2020 at 0900 hours** Maldivian Time at the Ministry of Environment.

Proposals shall be delivered in a sealed envelope, bearing the name of the project "Tailor-made Training for Groundwater Resource Assessment for Small Islands – Maldives, bid opening time and date, the address the bid is submitted to (as in the RFP), and the bidders company name, to the Ministry of Environment at the address specified in the RFP. Proposals shall be valid for a period of 90 days from the date of Opening. Electronic submissions are not allowed.

Bids should be submitted on **Maldivian time 1100hrs 09th November 2020** (Only bids submitted at this time will be eligible to proceed to evaluation). The bids will be opened at **Maldivian time 1100hrs 09th November 2020** . Any late bids will be rejected.

**GCF Project Management Unit  
Water and Sanitation Department**

**Ministry of Environment,  
Green Building, Handhuwaree Hingun,  
Maafannu, Male', 20392,  
Republic of Maldives  
Tel. (960)-3018-388/399  
Email: [proc.gcfws@environment.gov.mv](mailto:proc.gcfws@environment.gov.mv)**

## **2. INSTRUCTIONS TO CONSULTANTS**

### **2.1 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 “**Consultancy Services for Design of Regional Laboratory Facility in HDh.Hanimaadhoo, 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.

### **2.2 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.

## **2.3 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.

## **2.4 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.

## **2.5 Language of Proposal**

The proposal documents must be in written English.

## **2.6 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.

## **2.7 Technical Proposal Format and Content**

The Technical Proposal shall provide the information indicated in the following paras from (a) to (f) using the attached Standard Forms (4. 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 Form TECH-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 Form TECH-3. The work plan should be consistent with the Work Schedule (Form TECH-6) 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 (Form TECH-4).
- e) CV's of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (Form TECH-5).
- f) The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

## **2.8 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.

## **2.9 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.

## **2.10 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 and Financial Proposal immediately after the deadline for their submission. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all parties.

## **2.11 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) 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.
- d) After the technical evaluation is completed, the Client shall inform the Proponents who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Proponents whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and Schedule of Requirements. The Client shall simultaneously notify in writing Proponents that have secured the minimum qualifying mark as well.
- e) The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail.
- f) 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.

### 3. DATA SHEET

<b>2.1.a</b>	<p>Name of the Client:</p> <p>Ministry of Environment Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives www.environment.gov.mv</p>
<b>2.1.b</b>	<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: <b>“Consultancy Services for Design of Regional Laboratory Facility in Hdh.Hanimaadhoo, Maldives”</b></p>
<b>2.1.c</b>	<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</p>
<b>2.4 Validity</b>	<p>Proposals must remain valid up to 90 days after the submission date.</p>
<b>3.8 Clarifications and Amendments of RFP Documents</b>	<p>Interested consultants may obtain further information on request by writing to the address below no later than 1400 hours local time on 04<sup>th</sup> November 2020.</p> <p>GCF Project Management Unit Water and Sanitation Department Ministry of Environment, Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives. Tel. (960)-3018-388/399 Email: proc.gcfws@environment.gov.mv</p>
<b>3.10 Submission, Receipt, and Opening of Proposals</b>	<p>The proposals are expected to be submitted to the address by <b>1100</b> hours local time on <b>09<sup>th</sup> November 2020</b>.</p> <p>GCF Project Management Unit Water and Sanitation Department Ministry of Environment, Green Building, Handhuvaree Hingun, Maafannu, Male', 20392,</p>

	<p>Republic of Maldives. Tel. (960)-3018-388/399 Email: proc.gcfws@environment.gov.mv</p> <p>The proposals are expected to be submitted to the address on local time <b>1100hrs 09th November 2020</b> . Only bids submitted at this time will be eligible to proceed to evaluation and <b>Late bids will be rejected.</b> Pre-bid meeting will be held on local time <b>0900hrs 2<sup>nd</sup> November 2020</b> at Ministry of Environment <b>Interested parties should register their interest by email no later than Before 1200hrs on 04th November 2020. Only those parties who register their interest will be allowed to participate in the bid.</b></p> <p><b>Proposal of additional or alternative conditions to RFP is not allowable</b></p>																																		
<b>3.11 Evaluation of Proposals</b>	<p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <table> <thead> <tr> <th></th><th style="text-align: right;"><u>Points</u></th></tr> </thead> <tbody> <tr> <td><b>(A) Company Profile:</b></td><td style="text-align: right;"><b>[50]</b></td></tr> <tr> <td>1. No. of similar projects (1 project is equal to 5 points)</td><td style="text-align: right;">[20]</td></tr> <tr> <td>2. Value of previous assignments (1 project is equal to 5 points)</td><td style="text-align: right;">[20]</td></tr> <tr> <td>3. Organisational structure (If the organizational structure including shareholder details is given full will be awarded, if not zero marks will be given)</td><td style="text-align: right;">[10]</td></tr> <tr> <td style="text-align: right;">Total A = [ ]</td><td></td></tr> <tr> <td><b>(B) DESIGN TEAM</b></td><td style="text-align: right;"><b>[100]</b></td></tr> <tr> <td>1. Project Manager</td><td style="text-align: right;">[35]</td></tr> <tr> <td>2. Civil engineer</td><td style="text-align: right;">[25]</td></tr> <tr> <td>3. Electro-Mechanical Engineer / Service Engineer</td><td style="text-align: right;">[15]</td></tr> <tr> <td>4. EIA Specialist</td><td style="text-align: right;">[15]</td></tr> <tr> <td>5. Surveyor</td><td style="text-align: right;">[10]</td></tr> <tr> <td style="text-align: right;">Total B = [ ]</td><td></td></tr> <tr> <td style="text-align: right;">Total C = [ ]</td><td></td></tr> </tbody> </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> <tbody> <tr> <td>1. Education and qualifications</td><td style="text-align: right;">[25%]</td></tr> <tr> <td>2. General and Specific Experience</td><td style="text-align: right;">[65%]</td></tr> <tr> <td>3. Experience in the region and language</td><td style="text-align: right;">[10%]</td></tr> </tbody> </table>		<u>Points</u>	<b>(A) Company Profile:</b>	<b>[50]</b>	1. No. of similar projects (1 project is equal to 5 points)	[20]	2. Value of previous assignments (1 project is equal to 5 points)	[20]	3. Organisational structure (If the organizational structure including shareholder details is given full will be awarded, if not zero marks will be given)	[10]	Total A = [ ]		<b>(B) DESIGN TEAM</b>	<b>[100]</b>	1. Project Manager	[35]	2. Civil engineer	[25]	3. Electro-Mechanical Engineer / Service Engineer	[15]	4. EIA Specialist	[15]	5. Surveyor	[10]	Total B = [ ]		Total C = [ ]		1. Education and qualifications	[25%]	2. General and Specific Experience	[65%]	3. Experience in the region and language	[10%]
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**(C) APPROACH & WORK PLAN****[20]**

1. Approach &amp; work plan of the Assignment

**[20]**

Total D = [ ]

Technical Score (St) =  $A/50*[W1] + B/100*[W2] + C/20*[W3]$ **Weights Distribution**

W1	Company Profile	<b>[20%]</b>
W2	Design Team	<b>[50%]</b>
W3	Approach & Workplan	<b>[30%]</b>

The minimum technical score (St) required to pass is: **65** Points

The formula for determining the financial scores is the following:

Sf =  $100 \times F_m / F$ , in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

The weights given to the Technical and Financial Proposals are:

T = [0.6], and

P = [0.4]

The formula for determining the financial scores is the following:

Sf =  $100 \times F_m / F$ , in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

The weights given to the Technical and Financial Proposals are:

T = [0.6], and

P = [0.4]

If the financial price of the bidder is equal or above 10 % maximum or 10% minimum of the estimated priced for the assignment ,the respective bid will not be considered for further consideration for award and the following next highest score ( technical and financial ) bidder will be taken as recommendation for awarding process.

## **4. Technical Proposal - Standard Forms**

### **FORM TECH-1: Technical Proposal Submission Form**

[Location, Date]

To: [Name and address of Client]

Dear Sir/ Madam:

We, the undersigned, offer to provide the consultancy service for “***Consultancy Services for Design of Regional Laboratory in Hdh.Hanimaadhoo, Maldives***” in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We hereby submit our Proposal, which includes this Technical Proposal, and our Financial Proposal sealed under a separate envelope.

We 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 Firm: \_\_\_\_\_

Address: \_\_\_\_\_



**FORM TECH-2: Consultant's Organization and Experience**

**A - Consultant's Organization**

*[Provide here a brief description/background (Include Organizational chart) of your organization and each associate 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:	Approx. If a contract, value of the contract (in MVR):
Country: Location within country:	Duration of assignment/activity (months):
Name of Client:	Total NO of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in currency US\$ or Euro):
Start date (month/year): Completion date (month/year):	NO of professional staff-months provided by associated Proponents:
Name of associated Parties, if any:	Name of senior professional staff of your firm involved and functions performed:
Narrative description of Activities/Project:	
Description of actual services provided by your staff within the Activities:	

Firm's Name: \_\_\_\_\_

### **FORM TECH-3: 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 three chapters:*

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing,*

*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.]*

**FORM TECH-4: Team Composition and Task Assignment**

	<i>Professional Staff</i>				
Designation	Name of Staff	Organisation	Area of Expertise	Position Assigned	Task Assigned
Project Manager					
Civil engineer					
Electro-Mechanical Engineer / Service Engineer					
EIA Specialist					
Surveyor					

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

**FORM TECH-5: 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 Staff** *[Insert full name]:* \_\_\_\_\_

**4. Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**5. Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* \_\_\_\_\_

**6. Membership of Professional Associations:** \_\_\_\_\_

**7. Other Training** *[Indicate significant trainings since degrees under 5 - Education were obtained]:* \_\_\_\_\_

**8. Countries of Work Experience:** *[List countries where staff has worked in the last ten years]:* \_\_\_\_\_

**9. Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* \_\_\_\_\_

**10. Employment Record** *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

*A copy of the National Identity Card/Passport and Academic Certificate needs to be attached for each individual*

**Note: Add as separate section if 2 different areas of specific experience is required in TOR**

## FORM TECH-6: Work Schedule

Activity	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	...
Inception Report (2 hard copies + Soft copy)													
Concept Design Report (2 hard copies + Soft copy)													
EIA report (Hard copies + Soft copy as per EPA requirement)													
Detailed Design Report (3 hard Copies + 1 soft copy) as per Design guidelines of Ministry of Planning and Infrastructure. (Stamped copies including building approval forms)													

Bill of quantities and Technical specifications (2 hard copies + 1 soft copy)													
Complete bid document (2 hard copies + 1 soft copy)													
Assistance in the tendering of the civil works ( pre-bid meeting, attending clarification to queries, conducting technical evaluation and compiling of evaluation report )													

The Company/ Firm shall update this table with the Sub-activities that are proposed for each Deliverable. Note that the Work Schedule must adhere to the period of key Deliverable



## 5. Financial Proposal - Standard Forms

### FORM FIN-1: Financial Proposal submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs,

We, the undersigned, offer to provide consultancy services for “**Consultancy Services for Design of Regional Laboratory in Hdh.Hanimaadhoo 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 figures<sup>1</sup>] which is inclusive of the local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

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 Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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<sup>1</sup> Amounts must coincide with the ones indicated under financial proposal in Form FIN-2.

**FORM FIN-2: Financial Proposal**

Costs	%	Amount (in MVR)
Advance Payment	10%	
Payment upon Submission of final Inception Report	10%	
Payment upon Submission of final Concept Design Report	20%	
Payment upon approval of EIA report and approval of Detailed Design Reports	30%	
Payment upon approval of final Tender Documents	20%	
Payment upon completion of assistance in the tendering of the civil works ( pre-bid meeting, attending clarification to queries, conducting technical evaluation and compiling of evaluation report )	10%	
Subtotal		
Local Taxes 6%		
Total Amount of Financial Proposal		

- The consultancy firm may provide a more detailed proposal elaborating the different components.
- The consultancy firm is to submit copy of the GST registration certificate along with the financial proposal.
- All Consultancy firm shall express the price of their services in Maldivian currency
- Bidder is liable to clarify (and present necessary documentary evidence) and include all relevant tax for the assignment.
- If the firm is subject to GST/BPT as per MIRA Regulations and Guidelines the GST/BPT Registration Certificate and GST quote in the financial proposal need to be include

## **6. TERMS OF REFERENCE**

### **TERMS OF REFERENCE**

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#### **Consultancy Services for Design of Regional Laboratory in Hdh.Hanimaadhoo**

##### **1 Introduction**

The Government of Republic of Maldives has allocated funds for the development of Regional Laboratory Facility in Hdh.Hanimaadhoo and intends to apply part of the proceeds towards procuring the services of Design of Regional Laboratory Facility in Hdh.Hanimaadhoo

##### **2 Background**

“Provision of safe water to all” is a constitutional right mandated upon the Government of Maldives. Access of water facilities to the island communities is defined as safe water through a piped network with household connections. In its continuing efforts the Government has provided access to water facilities in 39 islands with 148 islands in various stages of design, civil works and tendering ongoing, and intends to provide the service of safe water to the entire population by end of 2023.

The isolated geographic nature of the archipelago, adheres challenges for both the regulator; Environmental Protection Agency (EPA) and the utility companies for both water supply and sewerage facilities in the islands towards assurance of the water supply and waste water disposal quality under environmental act and recently ratified water and sewerage act (Act no. 8/2020) and regulations.

The lack of adequate laboratory facilities in outer islands is noted as the key challenge to the sector. As such, the water supply and sewerage systems are designed in such a way that water quality testing could be done at island level through in-built laboratories. However, these laboratories are only limited to conduct tests that can ensure the physical and chemical quality of the water and waste water. Hence, to ensure that the quality of water supplied to household and waste water disposed is consistent by continually monitoring; physical, microbiological and chemical quality of water/waste water.

Therefore, in order to ensure access of safe water and proper disposal of waste water, the followings outputs are proposed as below;

It is proposed to have 6 regional laboratories across the nation. These locations have been chosen to be advantageous in terms of proximity to the service centers. It is proposed to replicate this effort to ensure the policy of “Establish and improve regional water quality testing facilities to ensure timely water quality monitoring and reporting “(MEE 2017, National Water and Sewerage Policy, Policy Goal 1.7) and Strategic Action Plan -2019-2023.

Hence, Ministry of Environment intends to develop a fully equipped regional laboratory facility at Hdh.Hanimaadhoo.

### **3 SCOPE OF WORKS**

#### **Phase IA: Data collection – Complementary Diagnosis**

The consultant is to carry out the following necessary investigations required for the pre-design phases but not limited to:

- Conduct desk review of the local level regulatory water quality testing requirements set for water and sewerage services and international ISO certified laboratory testing requirements and related equipment’s.
- Conduct topography, elevation, accessibility and area requirements for the development of the regional laboratory facility and communicate with relevant stakeholders such as island council, island utility service provider, Ministry of National Planning, Housing and Infrastructure. In addition to this conduct survey to identify existing utility services and marking their locations in streets of island topographic map.
- Identify existing waste management practices
- Identify the possible customer market within the set periphery of the regional laboratory not limited to ; resorts, commercial industries, government facilities, individuals etc.
- Identify other Potential Constraints, such as land limitations, environmental and social risks and any other relevant issue.

#### **Outputs of Phase IA**

Inception Report will include at least:

- a. Water quality testing requirements set for water and sewerage services and international ISO certified laboratory testing requirements and related equipment’s
- b. ISO 17025 standard certification requirements and procedures

- c. Topography, elevation, accessibility and area requirements for the development of the regional laboratory
- d. Existing utility services and marking their locations in streets of island topographic map.
- e. Identify other Potential Constraints, such as land limitations, environmental and social risks and any other relevant issue.
- f. Include possible customer market within the set periphery of the regional laboratory not limited to ; resorts, commercial industries, government facilities, individuals

### **Phase IB: Preliminary Design**

Based on the initial data collected and presented in the Phase 1A work, the consultant shall prepare a preliminary design report including the findings and submit this to MEE for approval. The report shall address the following, but not limited to:

- 1) Develop Concept design for the main building and support buildings
- 2) Develop Concept service drawings
- 3) Develop Evacuation Procedures, Safety and fire protection requirements and methodologies
- 4) Summary of relevant items for testing of water and waste water samples as per mandatory guideline.
- 5) Develop a business model incorporating financial feasibility analysis with Technical and economic comparison based on the concept
- 6) Develop ISO 17025 standard certification requirements and procedures
- 7) Develop feasible waste management plan for laboratory waste

### **Output of Phase IB**

Preliminary Design Report will include at least :

- 1) Concept design for the main building and support buildings
- 2) Concept service drawings
- 3) Evacuation Procedures, Safety and fire protection requirements and methodologies
- 4) List of equipment and calibration solution / chemicals to be used for testing
- 5) Business model, financial feasibility analysis with Technical and economic comparisons
- 6) ISO 17025 standard certification requirements and procedures

7) Feasible waste management plan for laboratory waste
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### **Phase IC: Environmental and Social Impact Assessment (EIA)**

The consultants shall undertake an environmental and social impact assessment of all solutions to the satisfaction of EPA, including but not necessarily limited to the following tasks:

- Discussions in association with MoEnv and EPA to confirm the scope of the environmental and social issues and studies for this package.
- Environmental and social studies (desk and additional field investigations and community consultation as required) to collect the necessary baseline data that will provide the basis of identifying anticipated environmental and social impacts of the project (it is anticipated that appropriate modelling will be required as part of this work).
- identification of potential avoidance and mitigation measures and discussion of these with MoEnv,
- finalization of recommended avoidance and mitigation measures required during design, construction and operation of the project,
- developing cost estimates of the mitigation measures
- preparing a project-specific Environmental and Social Management Plan / avoidance / mitigation management action

This task will lead to a specific report to be submitted to EPA.

The other phases of this consultancy shall account for the recommended avoidance and mitigation measures identified in the relevant documentation and specifically, the Environmental and Social Management Plan.

Without prejudging the full scope of issues, the EIA for this project shall address at least the following issues:

- all effects of construction and operation on terrestrial and marine environment;
- effects of land disturbance associated with any earthworks, pipelines, landslip protection;
- effects from the use of chemicals etc;
- effects of noise on local populations;
- production of waste from the project; and
- any contamination of groundwater aquifers.

To prepare the work, the Consultants will use the EIA guidelines. The analysis of the environmental and social aspects of the various solutions will be integrated in the technical and economic comparison so that MoEnv is able to select works programmes that are suitable for this project

<b>Output of Phase IC :</b> Report on Environmental and Social Impact Assessment (EIA) acceptable to EPA
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## **Phase II: Detailed Design**

The second stage will concern detailed design of the regional laboratory main building and support structures

The Consultants will take into account the Environmental Impact Study in his detailed design and will plan for the implementation of the mitigation measures as stated in the EIA and recommended by EPA.

The Detailed Design Report will contain three parts:

**Part 1 (Main report)** will include:

*The detail design report should be in accordance with construction guidelines and building code*

*The detail design should be approved by registered architectural checker, structural checker, architect and licensed engineer.*

*The electrical drawing and structural drawing should be check and approved by Ministry of National Planning, Housing and Infrastructure and Maldives Energy Authority.*

**Part 2 (Bill of Quantities and Cost Estimate)** will include a Bill of Quantities for each structure and then by type of works (earth, concrete, mechanical, electrical). The Consultants will here explain the unit costs as well as the percentage considered for miscellaneous and contingencies. Finally, cost estimation will be carried out on the basis of quantities and unit costs. The Consultants will keep this cost estimate confidential.

The capital costs shall be derived from the Bill of Quantities and unit rates developed from recent tender for works in the MoEnv, using either unit prices or cost curves and indexed to inflation. The minor items will be estimated using historic current rates and prices prevailing in the Maldives islands.

For the mechanical and electrical equipment, cost estimates will be prepared based on recent experience of the cost of similar work and / or quotations from internationally recognized manufacturers and suppliers. The cost estimates will allow for transportation and erection on site, all out-site costs and off-site overheads. Costs estimates will be sufficiently detailed to ensure a +/- 10% (?) value from construction bids received.

**Part 3 (Technical Report)** will include:

A drawings section that will include a first sub-section related to the existing structures ('reference drawings') and a second sub-section related to rehabilitate or new structures (including general layouts, civil structures and electromechanical equipment's).

**Outputs of Phase II:**

Report II will include the detailed design of the 'selected solution for the island including:

- the Main Report;
- the Bill of Quantities and Cost Estimate;
- Technical Report (Detailed Drawings)

Final version of the Detailed Design will support preparation of the Tender Documents for the selection of contractors.

**Phase III: Tender Documents & Selection of Contractors**

***Tender Documents***

The Consultants will prepare tender documents accordingly including the following. The Consultant shall also prepare Prequalification Documents if required by the Client

**Volume 1: Tender and Administrative Documents**

**Volume 2: Technical Specifications and Schedules**

**Volume 3: Drawings and Layouts**

**Volume 1** will include at least the following:

- **Invitation to Tender;**
- **Description of the Works and Quantities;**
- **Instructions to Bidders;**
- **Conditions of Contract, Form of Tender (and Appendix);**
- **Bill of Quantities and Schedules;**
- **Form of Contract Agreement, Form of Tender Security, Form of Performance Security, Form of Guarantee for advance payment**

**Conditions of Contract** will be incorporated as the final legal agreement to be drawn up between the Contractor and the Client. The Conditions of Contract would be drawn up in close co-operation with the Client and would incorporate such special clauses as may be required.



Typically the Conditions of Contract will be based on the following:

- For Civil Engineering works: FIDIC Conditions of Contract for Construction (MDB Harmonized Edition), For Building and Engineering Works Designed by the Employer.

The **Bill of Quantities and Schedules** will be prepared for all the tender packages as a basis for tendering and for payment under the Contract. Civil Engineering Standard method of measurement shall be recommended wherever possible.

**Volume 2** will include Technical Specifications and Schedules. Technical Specification will be prepared for all items to be constructed, supplied or erected. Materials and work specifications will cover all aspects of materials and equipment to be provided. Requirements for operating /maintenance and training manuals that include equipment cut sheets, SOPs, and 5 year spare parts lists shall be incorporated into the specifications.

The Consultants will use local or national standards where possible. Where no suitable local or national standards exist then international standards such as BS, ASTM, ISO etc. will be used.

Where possible, the specification of materials (locally produced or imported) will be specified. Construction Schedules will be issued in details.

**Volume 3** will be based on part 3 of the detailed design. All drawings will show clearly defined contract limits relating to the various divisions of works. Drawings will include general arrangement drawings, sections, elevation, typical details and typical reinforcement detailed. In addition detailed reinforcement drawings and bar schedules will be included in the tender documents. Drawings for mechanical and electrical equipment will show facility piping layouts, main outlines and leading dimensions in sufficient details for the manufacturers to design the adequate equipment. Electrical drawings to include appropriate power distribution single lines, lighting systems, grounding systems, specific equipment control schematics, etc. to ensure sufficient detail is provided to operate and maintain equipment. Ensure systematic labeling of equipment and related wiring is provided in sufficient detail to support troubleshooting and maintenance.

The Consultants will assist the MoEnv (acting as the “Employer” in FIDIC terminology) in the selection of the Contractors. This assistance will be effective during the three principal stages of the Contract Procurement process. These stages are:

a) The site visit and the pre-bid meeting

The site visit for Contractors shall be organized not later than two to three weeks after the invitation to tender is issued, in order to speed up the tendering process, and to involve rapidly the Contractors interested in the preparation of tenders.

A pre-bid meeting shall be organized immediately after or before the site visit. Questions raised by the bidders could be then answered either immediately or later through additional documentation. The Consultants will assist in the preparation of pre-bid meeting and in the preparation of replies to questions.

b) The evaluation of tenders:

The evaluation of bids will be based on the tender documents and on predetermined criteria and will be conducted jointly by the MEE's Engineer (acting as Engineer in FIDIC terminology) and the Consultants (acting as "Engineer's Representative" in FIDIC terminology). After verification of conformity of the Bids to the tender documents, these Bids will be the subject to a technical and economic analysis, enabling them to be evaluated and ranked.

The Consultants will then compile all findings of the analysis in an evaluation report

c) The award of contracts

The objective is to assist the MEE in the award of the contracts, preparation of confirmed copies of contracts and determination of contracts' effective dates.

**Outputs of Phase III:**

Report III including the tender documents including:

- Volume 1: Administrative and tender documents;
- Volume 2: Technical specifications and schedule;
- Volume 3: Construction Drawings and layouts

The evaluation report for selection of contractors Appropriate Contractors have been selected

## 4 Project Team

A total of 7 staff will be required and situated in the locations specified below;

#	Post	No
1	Project Manager (Team leader)	1
2	Water / Civil engineer	1
3	Electro- Mechanical Engineer / Service Engineer	1
4	EIA Specialist	1
5	Surveyor	1

Note: The expertise opinion from a design consultant of similar project need to be included as a consultant agreement or part of the team

**a. Similar Assignments**

To be eligible for this assignment, the consultancy firm must demonstrate past experience in performing the services (description of similar assignments, Value of such assignments). The Firm shall have carried out a minimum of Four (4) similar assignments with a minimum contract value of MVR 250,000 each within the last 5 years( Oct 2020- Oct 2015).

**b. Qualifications of the Design and Consultancy team**

The Consultant should submit full CV's for each of the proposed staff members highlighting the criteria given below.

***a. Project Manager***

Bachelor's degree in Project Management or Environmental Management/Science or in a related field with minimum 5 years' experience in project management, along with 5 years of specific experience in the field of construction projects, Water and Sewerage projects. Tertiary certification will be an added advantage.

***b. Civil Engineer***

Bachelor's degree in Civil/Environmental Engineering with minimum 05 years' experience along with 3 years of Specific experiences in designing infrastructure project, water and sewerage systems. Tertiary certification will be an added advantage.

***c. Electro-Mechanical Engineer / Service Engineer***

Bachelor's Degree in Electrical/Mechanical Engineering with minimum 02 years' experience along with 3 years of specific experience in designing Electro-Mechanical components of Water/Sewerage Facilities. Tertiary certification will be an added advantage.

***d. EIA Specialist***

Bachelor's Degree in Environmental Science/Environmental Management with minimum 5 years' experience in conducting Environmental Impact Assessment (EIA). Experience in conducting EIA for infrastructure projects will be given preference.

***e. Surveyor***

Diploma in Surveying with minimum 03 years' experience in conducting land surveys

## **5 Equipment, logistics and facilities**

The Consultants shall ensure that experts are adequately supported and equipped. In particular he/she shall ensure that there are sufficient administrative, technology, computing and secretarial provisions to enable experts to concentrate on their primary responsibilities. The Consultant shall meet the full costs for the supply of the teams including all travels,

remuneration, insurance, emergency medical aid, facilities and all else necessary for the competent operation of the teams.

## 6 Remuneration

Remuneration will be in accordance with the schedule specified below.

DESCRIPTION	ALLOCATION	REQUIREMENT
Advance Payment	10%	Advance Payment Bank Guarantee - submitted within 30 days of receiving the Letter of Acceptance (10% of the value of the agreed Contract Price).
<p>The Consultant shall submit to the Client itemized statements, according to the progress of Services, as follows:</p> <p>Payments for these phases will be according to the progress of Services. The total amount for these phases will be paid as follows:</p>		
Payment upon Submission of final Inception Report	10%	
Payment upon Submission of final Concept Design Report	20%	
Payment upon approval of EIA report and approval of Detailed Design Reports	30%	
Payment upon approval of final Tender Documents	20%	
Payment upon completion of assistance in the tendering of the civil works ( pre-bid meeting, attending clarification to queries, conducting technical evaluation and compiling of evaluation report )	10%	
<b>Total Payment for Design</b>	<b>100%</b>	

## 7 Deliverables

The consultants shall submit the following reports

- Inception Report (2 hard copies + Soft copy)
- Concept Design Report (2 hard copies + Soft copy)
- EIA report (Hard copies + Soft copy as per EPA requirement)
- Detailed Design Report (3 hard Copies + 1 soft copy) as per Design guidelines of Ministry of Planning and Infrastructure. (Stamped copies including building approval forms)
- Bill of quantities and Technical specifications (2 hard copies + 1 soft copy)
- Complete bid document (2 hard copies + 1 soft copy)
- Assistance in the tendering of the civil works ( pre-bid meeting, attending clarification to queries, conducting technical evaluation and compiling of evaluation report

## **8 Duration of the Assignment**

All surveying, preparation and submission of design documents should be completed within 04 months. Tender assistance should be given to Client and NTB during tender, evaluation and award stage.

The period of total engagement will be 06months (04 months design and 02 month tendering) commencing upon the signing of the contract agreement with the selected Consultant for the Design Consultancy Works. Tentative schedule showing the engagement is shown below.