



Ministry of Environment, Climate Change and Technology (MECT)
Republic of Maldives

REQUEST FOR PROPOSAL

Training Programme for Utility Laboratory Technician Service (National Certificate Level 3)

“Supporting Vulnerable Communities in Maldives to Manage Climate Change-induced Water Shortages Project”

Issued on: 24th February 2022

Issued By:

GCF Project Management Unit
Water and Sanitation Department
Ministry of Environment, Climate Change and Technology (MECT)

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1 SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertised Date	24 th February 2022
Registration Deadline	Before 1000hrs on 02 nd March 2022
Bid Clarification Deadline	02 nd March 2022 before 1400hrs
Deadline to submit proposals	1000hrs 07 th March 2022

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)**.

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. Institution profile
- 10. Institute registration certificate
- 11. Organization chart of the 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

Request for Proposals: Training Programme for Utility Laboratory Technician Service (National Certificate Level 3)

- 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. Letter of Commitment

3 LETTER OF INVITATION

Subjects: Training Programme for Utility Laboratory Technician Service (National Certificate Level 3)

The Government of Maldives represented by the Ministry of Environment, Climate Change and Technology (MECT) has received funding from the Green Climate Fund (GCF) for the project “Supporting Vulnerable Communities in Maldives to Manage Climate Change-Induced Water Shortages” and intends to apply part of the proceeds towards three components namely; procuring the services of a Training Programme for Utility Laboratory Technician Service (National Certificate Level 3).

The main objective of the training is to develop and improve Water sector with capable laboratory technicians to ensure the Water delivered for drinking are within the required quality supplied by the utility centers established across the country.

A detailed Terms of Reference (TOR) for the above components and Request for Proposal (RFP) for the training will be attached to the gazette advertisement and also made downloadable on the Ministry’s website www.environment.gov.mv. Interested Institution may obtain further information via mail to proc.gcfws@environment.gov.mv.

1. The Bidder shall be registered to submit the proposal by submitting ‘Bidders’ Registration Form’ to the email address proc.gcfws@environment.gov.mv **Before 1000hrs on 02nd March 2022**. Only registered bidders will be qualified to submit a bid proposal. The form will be attached to this gazette advertisement.

Proposals shall be delivered in a sealed envelope, bearing the name of the project “Training Programme for Utility Laboratory Technician Service (National Certificate Level 3), 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, Climate Change and Technology (MECT) 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.

2. Bids should be submitted on **Maldivian time 1000hrs 07th March 2022** (Only bids submitted at this time will be eligible to proceed to evaluation). The bids will be opened at **Maldivian time 1000hrs 07th March 2022**. Any late bids will be rejected.

**GCF Project Management Unit
Water and Sanitation Department
Ministry of Environment, Climate Change and Technology (MECT)
Green Building, Handhuvaree Hingun,
Maafannu, Male’, 20392,
Republic of Maldives
Tel. (960)-3018-388/399
Email: proc.gcfws@environment.gov.mv**

4 INSTRUCTIONS TO CONSULTANTS

4.1 Introduction

- a) The Client named in the **Data Sheet** will select an Institution from those Institutions that submit their proposals for this request.
- b) Interested parties 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.

The Client will select an institute from those who submit their proposals, in accordance with the method of selection specified in the **Data Sheet**.

- c) As a direct response to this document, interested parties must provide their detailed proposals for the “**Training Programme for Utility Laboratory Technician Service (National Certificate Level 3)**.” 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.
- d) The Applicants 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 Applicants.
- e) 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.

4.2 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.

4.3 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
 - f) 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 Institution 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.

4.4 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 Applicants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Applicants who do not agree have the right to refuse to extend the validity of their Proposals.

4.5 Language of Proposal

The proposal documents must be in written English.

4.6 Preparation of Proposals

- a) The Proposal (see para. 1.2), 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, Applicants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of the Proposal.
- c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

4.7 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 (Section 6. Technical Proposal).

- a) A brief description of the Consultants' organization and an outline of recent experience of the Institution, on assignments of a similar nature are required in FORM TECH 2A & 2B of Section 6. 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/ institute. Assignments completed by individual Professional staff working privately or through other organisations cannot be claimed as the experience of the Institution, 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) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, equipment that will be used, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under FORM TECH 3 Section 6. The work plan should be consistent with the Work Schedule (FORM TECH 6 of Section 6) which will show in the form of a bar chart depicting the timing proposed for each activity.
- c) 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 of Section 6).
- d) CV's of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (FORM TECH-5 of Section 6).
- e) The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive.

4.8 Financial Proposal Format and Content

- a) Financial Proposal submitted shall include the total cost specified in the TOR (FORM FIN 1) and the total amount of financial proposal shall be inclusive of Goods and Service Tax (GST).
- b) Financial Proposal submitted shall include the breakdown of cost for each of the deliverables (FORM FIN 2)
- c) Failure to submit the FORM FIN 1&2 will lead to the disqualification of the proposal submitted by the Proponent.

4.9 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**. Requests for clarifications need to be submitted latest by the date and time provided 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.

4.10 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.

4.11 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 Applicants themselves. The person who signed the proposal must initial such corrections.
- b) An authorized representative of the Applicant 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 on behalf of the Institution.
- c) Applicants shall submit a “Compliance Statement” stating that the offer is made in accordance with the Request for Proposal. Applicants who offer additional or alternative conditions *if applicable* shall clearly state those in their proposals.
- d) The technical proposal and financial proposal must be submitted in a single sealed envelope with one (1) printed copy to the address indicated in the Data Sheet. The proposal shall be placed in a sealed envelope which 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.
- 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.

4.12 Evaluation of proposals

- a) From the time the Proposals are opened to the time the Contract is awarded, the Applicants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Applicants 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 Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. These Financial Proposals shall be then referred, and the total prices read aloud and recorded. Copy of the record shall be sent to all submitted Institutions.
- c) 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**.
- d) To be eligible for this assignment the consultants must clearly show their capacity to accomplish the work in the required time frame with the proposed project team by showing the adequacy of staff selected and their current workload.
- e) After the technical evaluation is completed, the bidders who are not qualified for technical evaluation will be disqualified for the financial evaluation.
- f) The Applicant is **REQUIRED** to submit Financial Proposal for the bid, using for this purpose the Financial Proposal Submission FORM FIN 1&2.
- g) 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.
- h) 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: $S = S_t \times T\% + S_f \times P\%$. The Party achieving the highest combined technical and financial score for the Proposal will be invited for negotiations.

4.13 Damages

- a) The Client may claim damages in respect of any direct loss that can be reasonably attributed to delays, defects or other breaches of contract on the part of the Consultant, unless the Consultant demonstrates that the Consultant did not cause the breach of contract or the reason for the breach of contract.
- b) Liquidated damages shall be the only damages due from the Consultant for such default, other than in the event of termination by Employer under the contract prior to completion of the works. These damages shall not relieve the consultant from their obligation to complete the works, or from any other duties, obligations or responsibilities which they may have under the Contract.
- c) If the agreed delivery date or other time limit in the delivery schedule in respect of which the parties have stipulated is not complied with, and this is not caused by force majeure or circumstances related to the Client, there is a delay on the part of the Consultant that triggers liquidated damages.
- d) The liquidated damages shall accumulate automatically. The liquidated damages amount and the maximum delay damages will be calculated on the basis specified in the **Data Sheet**.
- e) The Client shall not have the right to terminate the Agreement for breach for as long as the liquidated damages continue to accumulate. However, this time restriction shall not apply in the case of wilful misconduct or gross negligence on the part of the Consultant or anyone for whom it is responsible.
- f) If only parts of the agreed deliverables are delayed, the Consultant may request a reduction in the liquidated damages proportional to the ability of the Client to utilise the part of the deliverables that has been delivered.

4.13.1 Limitation of Damages

- i. No damages may be claimed in respect of indirect loss. Loss of data is classified as indirect loss, unless such loss is caused by data handling that is the responsibility of the Consultant under the Agreement.

- ii. Overall damages over the term of the Agreement are limited to an amount corresponding to the contract price, excluding relevant Taxes, or an agreed estimate for the Assignment.
- iii. The said limitations shall not apply in the case of gross negligence or wilful misconduct on the part of the Consultant or anyone for whom it is responsible.

4.14 Retention

- a) The payment of any interim certificate according to contract will amount to deduction for retention, calculated by applying the percentage of retention stated in the **Data Sheet** to the total of the above amounts, until the amount so retained by the Employer reaches the limit specified in the **Data Sheet**.
- b) The repayment of retention shall be on the basis specified in the **Data Sheet**.

5 DATA SHEET

5.1.a	<p>Name of the Client:</p> <p>Ministry of Environment, Climate Change and Technology (MECT) Green Building, Handhuvaree hingun, Maafannu, Male', 20392, Republic of Maldives</p>
5.1.b	<p><i>Financial Proposal to be submitted together with Technical Proposal in a single envelope on the same day and time specified.</i></p> <p><i>Please write name of the Consultancy assignment and other required details as per clause 4.11 on the envelopes.</i></p> <p>Name of the assignment is: “Training Programme for Utility Laboratory Technician Service (National Certificate Level 3).”</p>
5.2 Validity	Proposals must remain valid up to 90 days after the submission date.

<p>5.3 Clarifications of RFP Documents</p>	<p>Interested consultants may obtain further information/clarifications no later than 02nd March 2022 , 1400hrs before the submission date.</p> <p>GCF Project Management Unit Water and Sanitation Department Ministry of Environment, Climate Change and Technology (MECT) Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives. Tel. (960)-3018-394/395 Email: proc.gcfws@environment.gov.mv</p>
<p>5.5 Submission, Receipt, and Opening of Proposals</p>	<p>The Proposal submission address is:</p> <p>GCF Project Management Unit Water and Sanitation Department Ministry of Environment, Climate Change and Technology (MECT) Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives.</p> <p>The proposals are expected to be submitted to the address on local time 1000hrs 07th March 2022. Only bids submitted at this time will be eligible to proceed to evaluation and Late bids will be rejected.</p> <p>Interested parties should register their interest by email no later than Before 1000hrs on 02nd March 2022. Only those parties who register their interest will be allowed to participate in the bid.</p> <p>Proposal of additional or alternative conditions to RFP is not allowable</p>
<p>5.6 Evaluation of Proposals</p>	<p>Preliminary Evaluation: Institution who doesn't fulfil the following criteria will be disqualified from the Technical evaluation:</p> <p>a) Institutions shall not propose Project Team Leader with more than 3 ongoing assignments with duration more than 1 year with the Ministry of Environment, Climate Change and Technology (MECT)</p>

	<p>b) Institution must be a registered higher/technical educational institution or affiliated with such an institute for at least 07 years.</p> <p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; border-bottom: 1px solid black;"><u>Points</u></th> </tr> </thead> <tbody> <tr> <td>(A) Company Profile:</td> <td style="text-align: right;">[30]</td> </tr> <tr> <td> 1. No. of similar training Programmes (10 marks per course)</td> <td style="text-align: right; vertical-align: bottom;">[30]</td> </tr> <tr> <td colspan="2" style="text-align: right; padding-top: 10px;">Total A = []</td> </tr> <tr> <td>(B) Project Team</td> <td style="text-align: right;">[50]</td> </tr> <tr> <td> 1. Water testing laboratory service technician Trainer</td> <td style="text-align: right; vertical-align: bottom;">[30]</td> </tr> <tr> <td> 2. Support trainer</td> <td style="text-align: right; vertical-align: bottom;">[20]</td> </tr> <tr> <td colspan="2" style="text-align: right; padding-top: 10px;">Total B = []</td> </tr> <tr> <td colspan="2"> <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 style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 80%;">1. Education and qualifications</td> <td style="text-align: right;">[6%]</td> </tr> <tr> <td>2. General Experience</td> <td style="text-align: right;">[10%]</td> </tr> <tr> <td>3. Specific Experience</td> <td style="text-align: right;">[4%]</td> </tr> </tbody> </table> </td> </tr> <tr> <td>(C) Approach, Methodology & Work plan</td> <td style="text-align: right;">[40]</td> </tr> <tr> <td> a) Technical approach and methodology</td> <td style="text-align: right; vertical-align: bottom;">[30]</td> </tr> <tr> <td> b) Work plan</td> <td style="text-align: right; vertical-align: bottom;">[10]</td> </tr> <tr> <td colspan="2" style="text-align: right; padding-top: 10px;">Total C = []</td> </tr> <tr> <td colspan="2"> <p>The marks of this section will be based on conformity of the FORM 3&6 to the Scope of Works and Deliverables as in the TOR.</p> <p>Technical Score (St) = $A/30*[W1] + B/50*[W2] + C/40*[W3]$</p> <p>Weights Distribution</p> </td> </tr> </tbody> </table>		<u>Points</u>	(A) Company Profile:	[30]	1. No. of similar training Programmes (10 marks per course)	[30]	Total A = []		(B) Project Team	[50]	1. Water testing laboratory service technician Trainer	[30]	2. Support trainer	[20]	Total B = []		<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 style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 80%;">1. Education and qualifications</td> <td style="text-align: right;">[6%]</td> </tr> <tr> <td>2. General Experience</td> <td style="text-align: right;">[10%]</td> </tr> <tr> <td>3. Specific Experience</td> <td style="text-align: right;">[4%]</td> </tr> </tbody> </table>		1. Education and qualifications	[6%]	2. General Experience	[10%]	3. Specific Experience	[4%]	(C) Approach, Methodology & Work plan	[40]	a) Technical approach and methodology	[30]	b) Work plan	[10]	Total C = []		<p>The marks of this section will be based on conformity of the FORM 3&6 to the Scope of Works and Deliverables as in the TOR.</p> <p>Technical Score (St) = $A/30*[W1] + B/50*[W2] + C/40*[W3]$</p> <p>Weights Distribution</p>	
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W1	Company Profile	[20]								
W2	Project Team	[60]								
W3	Approach & Methodology	[20]								

6. Technical Proposal- Standard forms

FORM TECH-1: Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer to provide the consultancy service for "Training Programme for Utility Laboratory Technician Service (National Certificate Level 3)." in accordance with your Request for Proposal dated [xxx] and our Proposal. We are hereby submitting our Proposal, which includes all required documents as per Request for Proposal.

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 Institution: _____ Address: _

FORM TECH-2: Consultant's Organization and Experience

2A – Proponent's Organization

[Provide here a brief (two pages) description of the background and organization of your Institution.]

2B – Experience of the Institution (General 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 Training programmes as needed in TOR and Selection criteria..**] Each project should be accompanied by reference letters from the client to be counted as a valid experience.*

Project Reference Number:	
Contract/Activity Name:	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 Institution under the contract (in MVR):
Start date (month/year): Completion date (month/year):	NO of professional staff-months and Value of the services provided by associated Proponents:

Request for Proposals: Training Programme for Utility Laboratory Technician Service (National Certificate Level 3)

Name of associated Parties, if any:	Name of senior professional staff of your Institution involved and functions performed:
Narrative description of Activities/Project:	
Description of actual services provided by your staff within the Activities:	
Description of institutions dealt with and nature and frequency of interaction:	

Institution's Name: _____

2B – Experience of the Institution (Specific Experience)

*[Using the format below, provide information on each contract/assignment which the Lead Consultant and/or Associate Consultant has undertaken, which can be considered as “Specific Experience” as per the evaluation criteria stated in the **Data Sheet**. Use up to 05 Projects. Each project should be accompanied by reference letters from the client]*

Project # _____

Contract/Project Title:	Contract value of the contract (in MVR):
Country: Location within country:	Duration of assignment/activity (months):
Name of Client:	Total NO. of calendar-months of the assignment:
Address:	Approx. value of the services provided by your Institution under the contract (in MVR):
Start date (month/year): Completion date (month/year):	NO. of calendar-months provided by associated Proponents:
Name of associated Parties, if any:	Name of professional staff of your Institution involved and functions performed:
Narrative description of Activities/Project:	
Description of actual services provided by your staff within the Activities:	

Organisation/entity’s Name: _____

NOTE: Project Completion Letters (signed by the Client) must be submitted for each of the above individual projects

FORM TECH-3: Methodology and Work plan

Technical approach, methodology and work plan are key components of this Proposal. You are suggested to submit your Proposal with the following areas clearly described:

- a) Methodology for each activity,*
- b) Work Plan*
- 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 the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such 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 highlight the main activities and sub-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>5.1.1 Professional Staff</i>				
Position assigned	Organisation	Area of Expertise	Name of Staff	Task Assigned
Water testing Laboratory Service Technician trainer				
Support trainers				

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

FORM TECH-5: LIST OF TRAINING PROGRAMMES COMPLETED

Name of the Training Programme	Name of the Client	Cost of the Training (USD)	Assignment Signed Date	Assignment Completed Date

Proof and confirmation of the listed Training Programmes need to be submitted.

FORM TECH-5: Curriculum Vitae (CV) for proposed team

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____
2. **Name of Institution** [*Insert name of Institution 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. **Experience/ Employment Record** (pertaining to general experience clause in the evaluation criteria set in the TOR, check separately for all staff) [*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 [Month/Year]: To [Month/Year]: _____

Employer: _____

Positions held: _____

Summary of Training/ Consultation Undertaken/Role: ____

- Name of training/ Consultations
- Scope of Training/ Consultation
- Role/ Position undertaken
- Period of Consultation/ Training

11. Current commitments in Ongoing Projects with the Ministry of Environment, Climate Change and Technology (MECT)

Name of the Contract/Project: _____

From [*Month/Year*]: _____ To [*Month/Year*]: _____

Positions held: _____

Summary of Role: _____

A copy of the National Identity Card 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

Training Programme for Utility Laboratory Technician Service (National Certificate Level 3)

Activity/Deliverable	Deadline	Mar 22		Apr 22		May 22		Jun 22		Apr 22		May 22		Jun 22	
Submission of Training materials- lesson plans and approval of the course	3 weeks from contract signature upon submission and approval of Training Materials by the client														
Conduction of successful Class room trainings	15 weeks from contract signature upon successful completion of Class room training														
Conduction of successful on-site training	22 weeks from contract signature upon successful completion of on-site training														
Submission of Training Completion report	24 weeks from contract signature upon submission of Training Completion report														

The Institution 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

FORM TECH 7 – Letter of Commitment

[Location, date] To: [Name and address of Client]

Ref no: _____

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the for _____ Ref: Dated, for the Ministry of Environment, Climate Change and Technology. I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services. I undertake, if this proposal is accepted upon receipt of the Ministry of Environment, Climate Change and Technology’s notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name: Passport No: Date: Signatory:

FORM FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/ Sir:

We, the undersigned, offer to provide Training service for “ **Training Programme for Utility Laboratory Technician Service (National Certificate Level 3)**” in accordance with your Request for Proposal dated [xxx] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*¹]. This amount is inclusive of the all 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 Institution: _____

Address: _____

1 Amounts must coincide with the ones indicated under financial proposal in Form Fin-2

FORM FIN-2: Financial Proposal Summary

Summary of Costs: Training Programme for Utility Laboratory Technician Service (National Certificate Level 3).

Costs		Amount (in MVR)
Deliverable 1: preparing of Training Materials and Development of manual	20% upon submission and approval of Training Materials by the client	_____
Deliverable 2: Class-room Training programs (Theory)	50% upon successful completion of Class room training	_____
Deliverable 3: On-Site Training Programs (Laboratory)	20% upon successful completion of on-site training	_____
Deliverable 4: Training Completion report	10% upon submission of Training Completion report	_____
Subtotal		
Taxes Applicable (please detail separately all taxes applicable)		_____
Total Amount of Financial Proposal		_____

Note:

- *The consultancy institution is to submit copy of the GST registration certificate along with the financial proposal.*
- *All Consultancy institution 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 Institution 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 included*

FORM FIN-3: Financial Summary – Breakdowns

FIN FORM REFERENCE - BREAKDOWN OF REMUNERATION						
Name of assignment						
Sr. No	Name	Position	Currency(ies)	Input (Man-months)	Remuneration (Currency) Rate MVR	Amount in MVR
1		Technician Trainer				
2		Support Trainer				
Grand total in MVR						

FIN FORM REFERENCE - REIMBURSABLES						
Name of Assignment						
Sr. No	Description	unit	Currency (ies)	Quantity	Unit price	Amount in MVR
1	International Flights	Round trip				
2	Local Flights	Round trip				
3	Accommodation and food expenses	lumpsum				
4	Inter island sea travel	lumpsum				
5	Male support office, logistics, production and printing	per month				
6	Work permit costs	lumpsum				
Total						

Note: Fill the form fin 3 accordingly, if it is not related write NA where applicable

FIN FORM 3 – Financial Situation

Each Bidder must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]

	Year 2020:	Year 2019:	Year 2018:

Information from Balance Sheet

Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Working Capital			
Total Liabilities			

Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of the Bidder.
- Historic financial statements must be complete, including all notes to the financial statements.

- Historic financial statements must correspond to accounting periods

FIN FORM 4 – Average Annual Turnover

Each Applicant must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2020		
2019		
2018		
Average Annual Turnover		

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.

FIN FORM 5 – Line of Credit Letter

[letterhead of the Bank/Financing Institution/Supplier]

[date]

To:[Name and address of the Contractor]

Dear,

You have requested {name of the bank/financing institution/supplier issuing the letter) to establish a line of credit for the purpose of executing {insert Name and identification of Project}. We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder. This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

6 TERMS OF REFERENCE

Training Programme for Utility Laboratory Technician Service (National Certificate Level 3)

6.1 Introduction

The Government of the Republic of Maldives represented by Ministry of Environment, Climate Change and Technology (MECT) intends procuring the services of a certified educational institute to conduct a Utility Laboratory Technician Service (National Certificate level 3) training programme for a selective group of candidates.

6.2 Objectives

The general objective of the assignment is to, develop and improve Water sector with capable laboratory technicians to ensure the Water delivered for drinking are within the required quality supplied by the utility centers established across the country.

6.3 Scope of Works

Based on the water supply systems established in the islands across Maldives, the institute/firm is to provide training to the selective participants enabling them to perform tasks and duties at a standard expected by the employer. Also, seek to develop the skills, knowledge and attitudes to achieve the required water quality standards. The institute/firm should deliver the Utility Laboratory Technician Services (National Certificate Level 3) course developed under the National Competency Standard for Assistant Utility Laboratory Technician (Standard Code: CONS06V1/21) Qualification Name: National Certificate 3 in Utility Laboratory Technician Services (Qualification Code: CONSO6Q1LV3V1/21) as per Maldives Qualification Authority (MQA) guideline. The focus group for this course will be total of 20 participants from Ha, Hdh, and Sh. Atoll (Ministry of Environment Climate Change and Technology will be assisting in the selection of these individuals).

6.4 Tasks of the Institute

The tasks to be undertaken by the institute/firm under this outlined term of reference are to be undertaken in close collaboration with the Water and Sanitation Department, of Ministry of Environment, Climate

Change and Technology and relevant stakeholders as necessary, and include, but are not necessarily limited to, the following:

- Provide learning outcomes, methods of delivery, and comprehensive outline of the core training units as per MQA guideline for certificate level 3 course.
- Provide the Utility Laboratory Certificate level 3 Student Learning materials/ Assessment Resource Books/ Log Book / materials/ equipment for the subject area which are developed under the Utility Laboratory Technician Services (National Certificate Level 3) course.
- Delivery of training (both theory and practical). (The Bidder need to see whether they could opt Class room Training via online method, where as possible under MQA standards.)
- Provide the details of laboratory where the practical sessions will be carried out, if this laboratory facility is not under the institute/firm, institute/firm is to provide a hiring agreement for the laboratory facility for the duration of the practical session.

The training programme is proposed to be delivered for a period of **06 months**.

6.5 Deliverables

The trainer provider shall provide a:

Final Negotiated Training Program Outline as per MQA certificate level 3: The institute/firm should submit the program outline not later than 1 week prior to the commencement of the assignment.

The final negotiated outline should include but is not limited to:

- (i) Lesson Plans / Training Modules for each training session/unit to be conducted by the Institute representative which shall also include training manuals, handouts, visual aids and other references materials.
- (ii) Aim and rationale of each unit, unit outcomes, mode of delivery (duration of Lecture/practical/tutorial), methods of teaching, Subject overview and reference textbooks.
- (iii) Identify and qualifications of individuals to be conducting the training and tentative training schedule (dates), Contact hour and duration of each session.
- (iv) Indicative book list/ resources/ materials/ equipment for the subject unit areas.
- (v) Submission of Training Completion Report with feedback from participants within weeks' time after completion of training.

Delivery of Training: Training shall be delivered within **06 months** period.

Completion of Training and Issue of Certificates to the Participants: A brief report shall be submitted within 5 days following the issue of the certificates to the participants.

Training Session: the assessment should include but is not limited to successes and difficulties in achieving learning outcomes.

6.6 Educational Institute - Requirements

The bidder shall be a registered higher/technical educational institution or affiliated with such an institute with at least **7 (Seven)** years of track record.

6.7 Similar Assignments

The consultancy Institution should submit experience in performing the services.

Description of similar assignments: Trainings conducted with a minimum of **MVR 150,000**.

6.8 Eligibility Criteria

To be eligible for this assignment the educational institute must demonstrate past experience in performing the services (description of the similar assignment, experience in similar conditions, availability of appropriate skills, etc.).

#	Post	No
1	Technician Trainer	1
2	Support Trainers	1

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

The Team Leader for this assignment SHOULD NOT be working more than THREE project assignment in the Ministry of Environment, Climate Change and Technology (MECT)

	Water Testing Laboratory Service Technician Trainer		Sub- Category		Total Score	Sub-Score
Education & Qualification	Bachelor's Degree in Science / Chemistry/				6.0	

	biotechnology or related field.					
General Experience	Experience in undertaking online trainings and working with teams	(a)	Conducted 05 Assignments/ Trainings	5	10.0	10.0
		(b)	Conducted 03 Assignments/ Trainings	3		6.0
		(c)	Conducted 01 Assignments/ Trainings	1		2.0
Specific Experience	Experience in undertaking laboratory related trainings	(a)	Conducted 3 Assignments/ Trainings	3	4.0	4.0
		(b)	Conducted 2 Assignments/ Trainings	2		3.2
		(c)	Conducted 1 Assignments/ Trainings	1		2.4

	SUPPORT TRAINER		Sub- Category		Total Score	Sub-Score
Education & Qualification	Bachelor's Degree in Science / Chemistry/ biotechnology, Engineering or related field.				6.0	4.0
	Advance diploma in bio-technology or related field.					2.0
General Experience	Experience in undertaking online trainings and working with teams.	(a)	Conducted 03 Assignments/ Trainings	3	10.0	10.0
		(b)	Conducted 02 Assignments/ Trainings	2		6.0

		(c)	Conducted Assignments/ Trainings	01 1		2.0
Specific Experience	Experience in undertaking laboratory related trainings	(a)	Conducted Assignments/ Trainings	3 3	4.0	4.0
		(b)	Conducted Assignments/ Trainings	2 2		3.2
		(c)	Conducted Assignments/ Trainings	1 1		2.4

6.9 Payment Schedule

Activity / Deliverable	Due date and remarks	Installment for Payment
Deliverable 1: Submission of Training Materials	3 weeks from contract signature, upon client review and approval of deliverable	20% upon submission and approval of training Materials
Deliverable 2: class room training (theory) to the participants	15 weeks from contract signature, upon completion of classroom training	50% upon successful Theory Training
Deliverable 3: conduction of successful on-site (Laboratory) practical training to the participants.	22 weeks from contract signature, upon completion of on-site training	20% upon successful on-site training
Deliverable 4: Submission of Training Completion Report.	24 weeks from contract signature,	10% upon submission of Training Completion Report.

The payment will be released as follows

- (a) 20% upon submission of Training Materials such as Lesson Plans, training manuals developed under the Utility Laboratory Technician Services (National Certificate Level 3) course, handouts, visual aids and other reference materials, for each training session to be

conducted by the Firm/Institute representatives and its approval by Ministry of Environment, Climate Change and Technology

- (b) 50% upon conduction of successful class room training (theory) to the participants.
- (c) 20% upon conduction of successful on-site (Laboratory) practical training to the participants.
- (d) 10% upon submission of Training Completion Report.

6.10 Reporting

The Institute/firm is expected to work closely with the Green Climate Fund PMU and will report directly to Project Manager, or his/her designate during the assignment.

6.11 Contract Duration

The successful institute is expected to be available to deliver the training programme in **March 2022**. The estimated contract duration will be **06 months** from the commencement of the assignment.

6.12 Proposal

The educational institute is required to submit a tentative work plan and proposed fee for the assignment.