



Utility Regulatory Authority

Republic of Maldives

Terms of Reference for: (IUL)485/1/2022/19

CONSULTANCY SERVICES FOR DEVELOPMENT OF STANDARDS AND GUIDELINES FOR PETROLEUM SECTOR OF MALDIVES

1. BACKGROUND

Maldives is an island archipelago comprising of 1,192 coral islands grouped into 26 atolls, spread across roughly 115,300 square kilometers of Indian Ocean. With islands of different sizes, some connected by link roads and others through causeways and bridges, people's dependency on transport vehicles is on the raise. With this, the amount of petroleum being imported into the country keeps on increasing each year.

Maldives being an island country, safe transportation and storage of such chemicals have always been an issue. Any leak or spill of oil into our environment will not only affect our environment but, it will have a vast impact on livelihood of all individuals residing in the affected area. Furthermore, with the challenges of space constrains within our fragile geography, the environmental impacts had escalated in recent times, public and occupational health and safety had become a high priority.

It is noted by the URA that the current standards set in existing regulations and guidelines, particularly of which is relevant to the Environment Sector, are either outdated or insufficient and thus limited in scope when considering growing pressures on environment, health & human safety, as well as considering more recent technologies that could be applied to address such impacts. As of now, impact determination is done on a case-by-case basis. Thus, there is a need for a more comprehensive approach for a baseline assessment, development of new guidelines and standards which are applicable in the context of Maldives.

Upon the ratification of Energy Act (18/2021), URA has been mandated to regulate export, import, re-export, refining, transportation, storage and sales of petroleum and petroleum related products, thereby a need for such standards and guidelines. Furthermore, the URA is in the process of increasing its human resources capacity to strengthen enforcement in all areas including environmental aspects, requiring capacity building as well to enable proper oversight and effective enforcement of regulations and standards.

2. OBJECTIVE

The objective of the assignment is designed to assist URA to develop standards and guideline related to the quality of the petroleum imported to the Maldives, formulate procedures in relation to petroleum handling and transportation, set out requirements for the storage of the petroleum and prescribe occupational safety and health guidelines for the workers in petroleum sector. The products should include petroleum products used for energy sector based on application, such as for energy production, fuels for transport, lubricating oils, etc.

3. SCOPE OF WORK

The scopes of work are mainly based on establishment of the following key aspects.

- **Standards and guideline:** Conduct baseline assessments and thorough learnings of international experience and standards, to develop proper regulatory framework to regulate the petroleum sector

in line with the policies and regulations set by the Ministry of Environment, Climate Change and Technology, and any other relevant laws and/or regulations of the Maldives.

- **Quality Assurance Procedure:** Propose procedures to ensure the quality of the petroleum imported, considering the use cases for all, including certification mechanism in line with recognition of the petroleum handling facilities including the storage and transportation of petroleum.
- **Enforcement Mechanism:** Establishment of monitoring schemes to ensure the compliance with the standards and requirement set by URA and other relevant government agencies in accordance with the standards developed.

The consultant is expected to propose and URA to agree with on an approach/methodology prior to start of the key task to ensure coherence of all tasks. The scope of work will consist of the following key tasks.

Standards and guidelines development

- a) Conduct a baseline study to determine the existing characteristics and practices of petroleum product handling, transport and storage, as well as the existing gaps in the regulatory aspects relevant to the level of safety and environmental measures being currently practiced in the local industry. This shall include surveys to cover all aspects within the scope of this ToR. Such should include, but not limited to, list of names, location, capacities, etc. of suppliers/distributors, typical installation setups, distribution methods, safety measures, environmental measures, etc. covering all key statistics. The geographic coverage is expected to cover at a minimum of Male' Region, Addu City, Kulhudhuffushi City, Thinadhoo and two small islands near Male region. Site verification shall be done in selected locations to demonstrate typical categories of installation methods, with images providing evidence of such.
- b) Identify and procure all the relevant international standards required for the consultancy and sector regulation. The list of international standards identified should be approved by the URA before being procured.
- c) Review existing international standards and formulate standards and guidelines, based on findings of baseline studies and international standards identified, in accordance to local context. Standards and guidelines shall be drafted for review by URA and key stakeholders, and then updated based on the overall feedback received from all key stakeholders. Consultant is expected to keep detailed logs/minutes of the feedback to be incorporated into the final report.
- d) Assess the capacity of the URA and other relevant stakeholders, including but not limited to importers, distributors, wholesalers, retailers, utility companies, etc. to effectively adopt the standards and guidelines being formulated. This requires at a minimum, identification of gaps in the skills and competencies within the institutes, human resource requirements, and prescribe the training requirements and on how these can be addressed during the enforcement stages.

Quality assurance

- e) Identify and propose product certification schemes that is best applicable for the imported petroleum, in line with the standards and guidelines developed under this assignment. This shall include the testing requirements based on the type of application (eg- transportation, power production, etc.) with respect to emissions.
- f) Review and propose training on management systems and identify gaps with reference to petroleum industry requirements, in line with the proposed standards and guidelines. Consultant would also need to identify laboratory setup requirements (including equipment and costing) locally to do regular testing, and prescribe minimum testing requirements based on the prescribed standards.

Compliance Monitoring

- g) Propose a surveillance mechanism for URA to monitor and inspect the quality inspection of the petroleum imports and ensure the compliance with the requirements set by the URA with regard to health, safety and environmental protection.
- h) Review the existing surveillance practices within the industry and propose a mechanism with accordance to local context and to effectively carry out surveillance for the petroleum industry and identify skills and competencies required, in light of the baselines assessments.
- i) Propose suitable types and values for penalties, relevant to incidence specific and non-compliance found during routine monitoring
- j) Prescribe monitoring equipment specifications (for lab and field) and estimated costs for URA, considering existing available equipment.
- k) Manuals and checklists to be provided to the URA, as part of reference documents to be followed. This includes all of the standards that have been purchased to carry out the work of consultancy, of which the ownership is to be transferred to URA.

Safety and Health

- l) Propose guideline for Occupational Safety & Health requirements in all work areas, covering minimum safety requirements.
- m) Determination of environmental risks and propose guidelines and standards for environmental impact minimization, and minimum requirements for emergency responses (such as due an oil spill).

Training of regulators

- n) Provide for training-of-trainers to enable URA staff to give trainings to local councils, and help carry out virtual training programs for relevant council members. The training is to be conducted at a dedicated venue with contact hours proposed by the proponent.
- o) Prescribe monitoring equipment specifications and estimated cost
- p) s, and provide on the job trainings to use the equipment.
- q) Identify laboratory services providers that can deliver services and have the capacity to test parameters identified by the URA and provide necessary trainings for selected key stakeholders. The training(s) is to be conducted at a dedicated venue with contact hours proposed by the proponent.
- r) Identify minimum requirements for the testing facility or laboratory to meet the international accreditation bodies including their accreditation scopes.

4. TEAM COMPOSITION & SKILLS REQUIREMENTS

The team should include minimum 3 qualified individuals of the following areas.

- Compulsory areas of specialty:
 - An **engineer** with a minimum educational level of a degree in chemical/mechanical/petroleum engineering and with at least 7 years of experience in work related to tasks. Experience of work or familiarity with related international or other countries' standards and methodologies will be an added advantage.
 - A **legal expert** with a minimum of degree in related field with at least 7 years of experience. Experience of work or familiarity with related international or other countries' laws and regulations of environment will be an added advantage.
 - An **environmental expert**, with a minimum educational level of a degree in a related field and with at least 7 years of experience in work related to tasks, with specific experience in Maldives. Experience of work or familiarity with related international or other countries' standards and methodologies will be an added advantage.

- Additional preferred areas:
 - An **Occupational Safety and Health expert**, with a minimum educational level of a degree in a related field and with at least 7 years of experience in work related to tasks, with specific experience in Maldives. Experience of work or familiarity with related international or other countries' standards and methodologies will be an added advantage.
 - A **Training Expert**, with a minimum educational level of a degree in a related field and with at least 7 years of experience in work related to tasks.

The Consultant shall appoint the necessary staff consisting a minimum as described above. A Team Leader would need to be assigned from the team to be the central focal point, whereas all members of the team may be required to coordinate directly with the Client on a need basis.

5. DELIVERABLES & TIMELINES

The expected duration of the assignment is **6 calendar months** from the date of signing of the contract, to complete all the tasks as specified in this TOR.

Expected/indicative deadline for the deliverables of the implementation schedule will be as follows.

- a) Inception Report – overview of how the project will be carried out, including timeline, detailed scope of activities inclusive of surveys, methodologies, deliverables, etc.
- b) Baseline Assessment Report – Assessment to determine the statistics and baseline scenario for petroleum products in line with the scope of work.
- c) Standards and Guidelines for Petroleum products – This should cover standards for transport, storage and quality of imported petroleum products based on use cases in local context along with all the international standards purchased.
- d) Compliance monitoring manual – Such should cover all aspects related to export, import, re-export, refining, transportation, storage and sales of petroleum and petroleum related products
- e) Stakeholder Workshops - Minimum three stakeholder workshops, which should include validations workshop - this validation workshop should provide an opportunity to share and discuss findings with relevant stakeholders, to get their concurrence and validation of findings. A final workshop should also be held to disseminate the final standards and provide trainings on compliances.
- f) Final Completion Report- summarising the outcomes of key areas of the assignment and recommendations on planning and execution of the standards adoption and monitoring.

Consultancy services for development of standards and guidelines for petroleum sector of Maldives

The following gives an expected (indicative) time input requirements. However, the consultant is expected to provide their own timelines in a similar format in the proposal, sufficient to cater for the scope of work specified in this TOR.

Indicative Reporting Milestone Dates	Oct-21				Nov-21				Dec-21				Jan-22				Feb-22				Mar-22			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
	7	14	21	28	35	42	49	56	63	70	77	84	91	98	105	112	119	126	133	140	147	154	161	168
D1 - Inception Report	█																							
D2 - Baseline Assessment Report							█																	
D3 - Draft Regulations and Standards												█												
D4 - Draft Compliance Monitoring Manual															█									
D5 - Final Regulations & Compliance Monitoring Manual																			█					
D6 - All workshops											█				█								█	
D7- Final Report Completion Report																								█

6. PAYMENT PLANS

The payments for the assignment will be made as follows.

Deliverable Name	Payment Percentage of full contract value
D1 - Inception Report	5%
D2 - Baseline Assessment Report	20%
D3 - Draft Standards & Guidelines	20%
D4 - Draft Compliance Monitoring Manual	20%
D5 - Final Standards, Guidelines & Compliance Monitoring Manual	15%
D6 - All workshops completed	15%
D7- Final Completion Report	5%

7. CONTINGENCY PLAN

The Consultant is requested to submit to the Client, a contingency plan detailing how they will perform the services with a minimum of delay, interruption or other disruption in the event of a security or health and safety event which affects the Consultant's ability to perform the services, particularly due to any potential restrictions that may be imposed due to a COVID-19 outbreak. Such a plan shall be submitted upon request by the URA.

8. REPORTING OBLIGATIONS

The Consultant is required to report to designated persons/focal-points of the Client, and in general work in close coordination with all relevant teams of the Client throughout the assignment.

With reference to the deliverables, Consultant is required to submit draft report approximately 1 week prior to the deliverable date and the report needs to be reviewed and accepted by the Client for the report to be finalized.

9. FACILITIES TO BE PROVIDED BY THE CLIENT

The Client will provide the following facilitation support to the Consultant, when and as required.

- Administrative coordination with stakeholders in facilitating meetings, obtaining data, field visits, assign personnel for trainings, etc.
- Logistical arrangement for the training program (Venue, selection of invitees and sending invitations, catering & multimedia)

10. EVALUATION AND COMPARISON OF PROPOSALS

Pre-evaluation determines if bidder is substantially responsive to the terms of this ToR as specified below;

- Bidder meets all requirements identified under Section 11 - Application.
- Bidder has the financial capacity to undertake the works required in the TOR. Refer to Annex 2 for details.
- Substantially non-responsive bids at this pre-evaluation stage will be rejected from further stages of evaluation. Criteria for determining completeness and substantial responsiveness is given in Annex 3.
- Substantially responsive bids at this pre-evaluation stage shall be qualified for technical evaluation.

Evaluation of Proposals

A two-stage procedure is utilized in evaluating the proposals.

The Technical Evaluation will be completed at the First Stage of the evaluation. The proposals which pass the minimum technical score of **60%** of the obtainable score of 1000 points in the technical evaluation will be considered in the Second Stage of the evaluation.

Financial Proposal will be evaluated in the Second Stage. The proposal with the Lowest Financial Quote (Fq) will get the maximum Financial Score (Sf) of 100 points. The Financial Scores (Sf) of the other Financial Proposals will be computed according to the following formula:

$Sf = 100 \times Fq / F$, in which Sf is the financial score, Fq is the Lowest Financial Quote received and F is the price of the proposal under consideration.

Proposals will be ranked according to the combined Technical Score (St) and Financial Score (Sf) using the weights (T = the weight given to the Technical Proposal; P = the Weight given to the Financial Proposal; T+P = 1) and will be computed according to the following formulae.

$S = St \times T\% + Sf \times P\%$, in which S is the combined score,

Where T% = 70% and P% is 30%

URA reserves the right to undertake a post-qualification exercise aimed at determining to its satisfaction, the validity of the information provided in the proposal. Such post-qualification shall be fully documented and, among those that may be listed in the Annex 1 and 2, may include, but need not be limited to, all or any combination of the following:

- a) Verification of accuracy, correctness and authenticity of information provided by the proponent on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the TOR requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and cross-checking with other previous clients on the quality of performance on ongoing or previous contracts completed;

11. APPLICATION

Registered entities under Maldives Inland Revenue Authority (MIRA) can apply for this consultancy

Proponent should submit their proposals containing the following (Standard forms, where required, are provided in Annex 1):

- Completed proposal submission forms (TECH FORM-1 and FIN FORM 1)
- Completed financial breakdown form (FIN FORM-2).
- Brief description of the proponent and an outline of recent similar consultancy services provided, with references. This section must include an introduction of the proposed experts with a description of their experiences relevant to the required tasks, justifying their ability to complete the assignment.
- A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology and work plan. Guidance on the content of this section is provided in (TECH FORM-2).
- A summary of the work plan must be presented in the format in Work Schedule (TECH FORM -3) showing in the form of a bar chart the timing proposed for each activity.
- Detailed CVs of the expert/s signed by the expert/s themselves (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted in their respective CVs – use TECH FORM 4 as a guide)
- Demonstrations of required experiences listed in this TOR – reference letters, training completion certificates, samples of writings (reports/chapters completed) and proof of previous inventories completed
- Letter of commitment from each member to undertake the project (TECH FORM -5 and TECH FORM 6).
- Copy of Company/Institution Registration
- Copy of SME registration certificate
- Copy of GST Registration certificate issued from MIRA
- Tax Clearance Report issued from MIRA
- Documentation to determine financial capabilities as per Annex 3.

12. LANGUAGE OF BIDS

The bids shall be submitted in English

13. QUERIES

For any queries please email to procurement@ura.gov.mv before **1200hrs on 24 May 2022**. Answers will be provided to all the queries received before the deadline via email, before **1200hrs on 25 May 2022**.

14. SUBMISSION

Bid Submission	On or before 26th May 2022 at 10:59 HRS Maldivian Time
Bid Opening	26 th May 2022 at 11:00 hours local time Proposals will be opened in the presence of the proponent's representatives who choose to be present at the address at the time of proposal opening
Submission Instruction	Proposals must be delivered in SEALED envelopes titled "Do not open before Thursday, 26th May 2022 at 10:59 AM - CONSULTANCY SERVICES FOR DEVELOPMENT OF STANDARDS AND GUIDELINES FOR PETROLEUM SECTOR OF MALDIVES Advertisement Number: (IUL)485/1/2022/19" Proponent's Name, Address should be printed or written on the envelope. Late proposals will be rejected
Submission Address	Procurement Unit Utility Regulatory Authority, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives. Email: procurement@ura.gov.mv Website: www.ura.gov.mv

ANNEX 1: STANDARD FORMS

TECH FORM -1: PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sir/Madam:

We, the undersigned, offer to provide the “**CONSULTANCY SERVICES FOR DEVELOPMENT OF STANDARDS AND GUIDELINES FOR PETROLEUM SECTOR OF MALDIVES)**” in accordance with your Terms of Reference dated [Insert Date] and our Proposal. We are hereby submitting our Proposal; our financial offer is for the sum of [Insert the final total amount(s) in Form 2 in words and figures in Maldivian Rufiyaa] which is inclusive of the all-applicable taxes.

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.

Proposal validity is for a period of [Insert number of days, 90 days minimum] days. If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the methodology and 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 fulfil the requirements of the terms of reference.

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 Bidder: _____

Address: _____

TECH FORM-2: APPROACH, METHODOLOGY AND WORK PLAN

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 two chapters:

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

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 (development process) 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 (including details of any instruments, software, technical formulae, information files, and file formats where applicable). You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach and highlight on the maintenance and support - any important technology information and specifications used in your solution – languages, platform etc.

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.

TECH FORM-3: WORK SCHEDULE

	<i>[1st, 2nd, etc. are days from the start of assignment.]</i>						
	1st	2nd	3rd	4th	5th	6th	...
Activity (Work)							

TECH FORM 4 – Curriculum Vitae

1. **Name of Consultant:**
2. **Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*
3. **Membership of professional associations**
4. **Other Training**
5. **Countries of work experience** *[List countries where the Consultant has worked in the last ten years]:*
6. **Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
7. **Experience/ employment record** *[Starting with present position, list in reverse order every employment held the Consultant 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:

Job description:

8. **Summary of projects/assignments undertaken/ role**

Name of project/ assignment:

Experience classification: General / specific

Scope of project/ assignment:

From [Month/Year] – To [Month/Year]:

Positions held:

9. **Past commitments in projects with the Ministry of Environment, Climate Change and Technology**

Name of the Contract/Project:

From [Month/Year] – To [Month/Year]:

Positions held:

Summary of role

TECH FORM 5: Letter of Commitment (Team Leader)

[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 **/Team Leader** to **“CONSULTANCY SERVICES FOR DEVELOPMENT OF STANDARDS AND GUIDELINES FOR PETROLEUM SECTOR OF MALDIVES)”**- for Utility Regulatory Authority.

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 Utility Regulatory Authority’s notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

TECH FORM 6: Letter of Commitment (Specialists)

[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 **Specialist** (Specify) to **“CONSULTANCY SERVICES FOR DEVELOPMENT OF STANDARDS AND GUIDELINES FOR PETROLEUM SECTOR OF MALDIVES”**- for Utility Regulatory Authority.

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 Utility Regulatory Authority's notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

ANNEX 2 – ASSESSMENT OF FINANCIAL CAPABILITY OF BIDDER

Evaluation criteria

- a. To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 50,000.00**, for the year 2021 – **Submit FIN FORM 4: Annual Turnover**

(OR)

- b. To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 50,000.00** for liquid asset, for the year 2021 – **Submit FIN FORM 3: Financial Situation**

(OR)

- c. Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business's bank account. (Bank statement should be from the date of account opening to date of bid announcement). To be eligible the business's bank statement must show a credit balance of minimum **MVR 50,000.00**

(OR)

- d. If bidding party is unable to meet any of the above requirement they shall submit "Line of Credit Letter" as per the template in Fin Form 6. Credit limit shall be no less than **MVR 50,000.00** – **Submit FIN Form 6: Line of Credit Letter**

FIN FORM 1 – Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide services for “**CONSULTANCY SERVICES FOR DEVELOPMENT OF STANDARDS AND GUIDELINES FOR PETROLEUM SECTOR OF MALDIVES**”- 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 in MVR]. This amount is inclusive of the all local taxes.

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

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnerships/institutions)

Address:

FIN FORM-2: Financial Breakdown Form

Date:

Reference No: (generated by the proponent)

Bid Validity: 90 Days

	Description	MVR
	Total:	
	GST/Applicable tax:	
	Total with GST/Applicable tax:	

The quotation is valid for XX days (90 days minimum) from the date of bid opening.

Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa (MVR).

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) or any applicable taxes as per the Tax Legislation and must be shown in the breakdown.

Authorized Signature and stamp

FIN FORM 3 – Details of Financial Situation

Each Applicant must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]	
	Year 2021:

Information from Balance Sheet

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

Information from Income Statement

Total Revenues	
Profits Before Taxes	
Profits After Taxes	
<p><input type="checkbox"/> 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.</p> <ul style="list-style-type: none"> • All such documents reflect the financial situation of the Bidder. • Historic financial statements must be complete, including all notes to the financial statements. <div style="background-color: #e0e0e0; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> • Historic financial statements must correspond to accounting periods </div>	

FIN FORM 4 – Average Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data for the Last Year		
Year	Amount Currency	MVR Equivalent
2021		

Average Annual Turnover

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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 – Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section 3 (Evaluation and Qualification Criteria)

Financial Resources		
No.	Source of financing	Amount (MVR equivalent)
1		
2		
3		

FIN FORM 6 – 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) 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: _____

FIN FORM 7 – Current Contract Commitments / Work in Progress

Tenderers and each partner to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

No	Name of contract	Employer, contact address/tel/fax	Value of outstanding work (current MVR equiv)	Estimated completion date	Average monthly invoicing over last six months (MVR/month)
1.					
2.					
3.					
4.					
5.					

ANNEX 3: EVALUATION OF PROPOSALS

<p>Criteria for Preliminary Examination of Proposals</p>	<p><u>Document pre check</u></p> <ol style="list-style-type: none"> 1. Proposal is received on or before the date and time specified 2. Proposal is properly sealed / un-tampered 3. Proposal bears the (i) name of the submitting entity and (ii) title of the Contract outside the envelope 4. Completed Fin Form-1 and Tech Form-1: Proposal Submission is included in the proposal 5. Completed Fin Form-2: Financial Breakdown is included in the proposal 6. Completed Tech Form-2: Description of Approach, Methodology and Work Plan for Performing the Assignment is included in the proposal 7. Completed Tech Form-5: Letter of commitment for all the experts as described in section 8 of the TOR is included in the proposal 8. Completed Tech Form-3: Work Schedule is included in the proposal 9. Signed CVs of the key staff is included in the proposal 10. Proof of previous assignments completed (i.e. reference letters, sample chapters/reports or links to published work) 11. Minimum 90 days' proposal validity provided 12. All the standard forms are included (i.e. no standard contents deleted, no reservations added) 13. Proponent's Profile (not more than 15 pages) including the profile of the proposed experts 14. Copy of SME registration 15. Copy of Business (company/partnerships/institutions) registration certificate. 16. Copy of GST Registration certificate issued by Maldives Inland Revenue Authority – if registered 17. Tax payer Registration Certificate / Notification Copy 18. Documents to assess financial capability as per Annex 3 <p><u>Financial Capability</u></p> <ol style="list-style-type: none"> 19. Does the proponent has the financial capacity to undertake the works required in the TOR. <p><u>Technical pre check</u></p> <ol style="list-style-type: none"> 20. Is the proponent's understanding of the objective of the assignment explained? 21. Is the proponent's understanding of the objective consistent with the objective of the assignment? 22. Does the proposed team members' qualification and experience meet the minimum requirements? 23. Proposal is strictly for the full scope of requirements (i.e. partial offer is not allowed)
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	24. There are no exceptional conditions stated that are unacceptable to URA
Criteria for Essential Eligibility/Qualification of key personnel	Refer to Section 4 of this TOR

Note:

1. If proponents do not meet any of the above listed criteria, their proposal may not be considered for further evaluation.
2. Proponents meeting above listed criteria are required to submit evidences (details / documents) in support – otherwise proposal may be disqualified.
3. If any documents submitted needs further clarification, it should be provided on request within the requested time period. Responsiveness of the proponent will be determined in such cases.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Bidder	10%	300
2.	Proposed Methodology, Approach and Work Plan	45%	400
3.	Personnel	45%	1250
Total			1950

Technical Proposal Evaluation Tech Form 1		Maximum Points obtainable
Expertise of Bidder		
1.1	The bidder's experience in petroleum/climate change/energy programs, projects or policy level and/or technical assistance for petroleum, energy and climate change management services	300
Total		300

Technical Proposal Evaluation		Maximum Points obtainable
Form 2		
Proposed Methodology, Approach and Work Plan		
To what degree does the proponent understand the task mentioned in this TOR?		100
Did the proposal address in sufficient detail the important aspects of tasks listed?		100
Are the different components of this TOR planned to be implemented in a cohesive manner?		100
Is the responsibilities of the key personnel addressed clearly in line with the methodology described		100
Total		400

Personnel Evaluation			Points Obtainable
Form 3			
Personnel			
1	Engineer		250
	- Academic qualification <ul style="list-style-type: none"> • Master’s Degree and above in relevant field = 100 points • Bachelor’s Degree in relevant field = 80 points 	100	
	- Professional Experience in prescribed sector <ul style="list-style-type: none"> • 5 years– 40 points, • 6 years- 50 points • 7 years and above 60 points 	60	
	- Demonstrated experience in similar assignments <ul style="list-style-type: none"> • 25 points per proof of assignments completed 	50	
	- Demonstrated English language skills <ul style="list-style-type: none"> • 20 points per proof of writing sample 	40	
2	Legal expert		250
	- Academic qualification <ul style="list-style-type: none"> • Master’s Degree and above in relevant field = 100 points • Bachelor’s Degree in relevant field = 80 points 	100	
	- Professional Experience in prescribed sector <ul style="list-style-type: none"> • 5 years– 40 points, • 6 years- 50 points • 7 years and above 60 points 	60	

	- Demonstrated experience in similar assignments <ul style="list-style-type: none"> • 25 points per proof of assignments completed 	50	
	- Demonstrated English language skills 20 points per proof of writing sample	40	
3	Environmental expert		250
	- Academic qualification <ul style="list-style-type: none"> • Master's Degree and above in relevant field = 100 points • Bachelor's Degree in relevant field = 80 points 	100	
	- Professional Experience in prescribed sector <ul style="list-style-type: none"> • 5 years– 40 points, • 6 years- 50 points • 7 years and above 60 points 	60	
	- Demonstrated experience in similar assignments <ul style="list-style-type: none"> • 25 points per proof of assignments completed 	50	
	- Demonstrated English language skills <ul style="list-style-type: none"> • 20 points per proof of writing sample 	40	
4	Occupational Safety and Health expert,		250
	- Academic qualification <ul style="list-style-type: none"> • Master's Degree and above in relevant field = 100 points • Bachelor's Degree in relevant field = 80 points 	100	
	- Professional Experience in prescribed sector <ul style="list-style-type: none"> • 5 years– 40 points, • 6 years- 50 points • 7 years and above 60 points 	60	
	- Demonstrated experience in similar assignments <ul style="list-style-type: none"> • 25 points per proof of assignments completed 	50	
	- Demonstrated English language skills <ul style="list-style-type: none"> • 20 points per proof of writing sample 	40	
5	Training Expert,		250
	- Academic qualification <ul style="list-style-type: none"> • Master's Degree and above in relevant field = 100 points • Bachelor's Degree in relevant field = 80 points 	100	
	- Professional Experience in prescribed sector <ul style="list-style-type: none"> • 5 years– 40 points, • 6 years- 50 points • 7 years and above 60 points 	60	
	- Demonstrated experience in similar assignments <ul style="list-style-type: none"> • 25 points per proof of assignments completed 	50	

Consultancy services for development of standards and guidelines for petroleum sector of Maldives

	- Demonstrated English language skills <ul style="list-style-type: none">• 20 points per proof of writing sample	40	
	Total		1250

ANNEX 4: GENERAL INFORMATION

1 Bid Awarding

- 1.1 Bidder will be informed of the decision to award a bid via an official intent to award the bid.
- 1.2 If the value of the bid exceeds **MVR 500,000** the bidder will be required to submit a performance guarantee of (... %) of the total contract value prior to signing the contract. The performance guarantee must be issued by a Bank or a Financial Institution located in any eligible country. If the institution issuing the guarantee is located outside the Republic of Maldives, it shall have a correspondent financial institution located in the Republic of Maldives to make it enforceable.

(Excluding Consultancy Service)

- 1.3 Failure of the successful bidding party to submit the aforementioned performance guarantee, or sign the Contract, shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Ministry may award the contract to the next lowest evaluated bidder, provided the bidder is capable of performing the contract satisfactorily.
- 1.4 Standstill period

The Contract shall be awarded not earlier than the expiry of the Standstill Period. The duration of the Standstill Period is 5 days. The Standstill Period commences the day after the date the Employer has transmitted to each Bidder (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract. Where only one Bid is submitted, the Standstill Period shall not apply.

2 Liquidated Damages (Excluding Consultancy Service)

- 2.1 The Contractor shall pay liquidated damages to the Employer at the rate per day **stated in the Public Procurement Regulation** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount **defined in the Public Procurement Regulation**. The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

3 Securities (Excluding Consultancy Service)

- 3.1 If the price quoted by a bidding party exceeds MVR 500,000 in value, the bidding party will be required to submit a bid security of MVR....., with validity of no less than 90 days.
Bid Security must be a bank guarantee letter or security issued by a Bank or a Financial Institution located in any eligible country.
Bank Cheques, Bonds and Cash will not be accepted as bid security.

4 Advance Payment (Excluding Consultancy Service)

- 4.1 Vendor has to request for Advance payment within 45 days from the contract date start.
- 4.2 Vendor has to submit Advance payment guarantee with the Invoice (15% of Contract price Maximum)

5 Arithmetic

- 5.1 Provided that the Tender is substantially responsive, the Employer shall correct arithmetical errors on the following basis:
 - 5.1.1 Only for unit price contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
 - 5.1.2 If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and total shall be corrected and;
 - 5.1.3 If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (5.1.1) and (5.1.2) above.
- 5.2 If the Tenderer that submitted the lowest evaluated Tender does not accept the correction of errors, its Tender shall be declared non-responsive.