



**Maldives Hajj Corporation Limited**

## **REQUEST FOR PROPOSALS**

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***Consultancy Services for Design and Supervision of Construction of 8-Storey Mix-Office Building***

**June 2022**

**Issued By:**

Maldives Hajj Corporation

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## **2. LETTER OF INVITATION**

### **Subjects: Consultancy Services for Design and Supervision of 8-Storey Mix-Office Building at K.Hulhumale**

1. Maldives Hajj Corporation Limited intends to procure services of Design and Supervision consultancy of its 8 Storey mix-office building to be constructed in Hulhumale Plot 11701. It is the company's preference to enter into an agreement with a vendor who provide the best proposal in terms of technical & financial capacity.
2. The services include Preparation of Conceptual Design, Detailed Design, Preparation of Tender Documents, Bill of Quantities (BoQ), for the above project.
3. Maldives Hajj Corporation Limited, now invites interested eligible consultants to submit their proposals according to the Request for Proposals (RFP). Interested parties must provide information indicating that they are qualified to perform the services (brochures, description of similar assignment, experience in similar conditions, availability of appropriate skills among staff, etc.). Parties may associate to enhance their qualifications.
4. The RFP document, in the English language maybe available for interested bidders on the submission of a written application to the Address below, during normal office hours on all working days from 0830hrs and 1330hrs Maldives Time from **23<sup>rd</sup> June 2022 till 30<sup>th</sup> June 2022**.
5. Interested consultants may obtain further information on request by writing to the address below no later than 1200 hrs on 26<sup>th</sup> July 2022, Sunday.
6. The proposals are expected to be submitted to the address at 1200 hours local time on 30<sup>th</sup> June 2022, Thursday.

.....  
.....  
Procurement Section  
Maldives Hajj Corporation Limited  
.....  
Republic of Maldives  
Tel: .....  
Fax: .....  
E-mail.....

### **3. INSTRUCTIONS TO CONSULTANTS**

#### **3.1 Introduction**

- a) The Client named in the **Data Sheet** will select a consultancy firm from those issued with the Letter of Invitation.
- b) The Consultants are invited to submit Proposal for the contract named in the **Data Sheet**. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Party.
- c) The Client will select a consultancy firm (the Consultants) from those who show interest to this call for proposals, in accordance with the method of selection specified in the **Data Sheet**.
- d) As a direct response to this document, interested parties must provide their detailed proposals for the "**Consultancy Services for Design and Supervision of Construction of 8-Storey Mix-Office Building at K.Hulhumale**". The standards and other statements on such provision and legislative compliance made by the parties as part of their proposals will form a binding part of the final contract document.
- e) The Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants
- f) The Client reserves the right to accept or reject any Proposal and to terminate the tendering process without awarding a contract. The parties should be aware that it is unlikely that the Client will be in a position to go forward with any proposals that fails to meet the statutory and essential requirements, set out in the Terms of Reference.

#### **3.2 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.

### **3.3 Fraud and Corruption**

The Client requires that all parties including Consultants and their agents (whether declared or not), personnel, sub-contractors, sub-Consultants, service providers and suppliers, observe the highest standard of ethics during the selection and execution its contracts. In pursuance of this policy, the Client:

- a) defines, for the purposes of this provision, the terms set forth below as follows:
- i. “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - ii. “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
  - iii. “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - iv. “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
  - v. “obstructive practice” is
    - deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
    - acts intended to materially impede the exercise of the relevant government authorities’ inspection and audit rights.

- b) will reject a proposal for award if it determines that the recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- c) will cancel the portion of the contract if it determines at any time that representatives of the Client or of a beneficiary were engaged in corrupt, fraudulent, collusive, or coercive practices during the selection process or the execution of that contract, without the Consultants having taken timely and appropriate action satisfactory to the Client to address such practices when they occur; and
- d) will take action against any Party or an individual at any time, in accordance with rules and regulations including by publicly declaring such Parties or individual ineligible, either indefinitely or for a stated period of time.

### **3.4 Proposal Validity**

The Data Sheet indicates how long the Proposals must remain valid after the submission date. The Client will make its best effort to complete negotiations within this period. Should the need arise; however, the Client may request to extend the validity period of proposals. The Parties who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, The Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

### **3.5 Language of Proposal**

The proposal documents must be in written English.

### **3.6 Preparation of Proposals**

- a) The Proposal, as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language (s) specified in the RFP.
- b) In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

### **3.7 Proposal Format and Content**

Proposal shall provide the information indicated in the following paras from (a) to (f) using the attached Standard Forms.

- a) A brief description of the Consultants' organization and an outline of recent experience of the Consultants and, in the case of joint venture, for each partner, on assignments of a similar nature are required in Form -2. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultants was legally contracted by the client as a corporation or as one of the major consultancy firm/organization within a joint venture. Assignments completed by individual Professional staff working privately or through other organisations cannot be claimed as the experience of the Consultants, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.
- b) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the proposals is provided under Form-3. The work plan should be consistent with the Work Schedule (Form-6) which will show in the form of a bar chart 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-4).
- d) CV's of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (Form-5).
- e) The Proposal shall include total project price (Form-7) and price break down of each activity (Form-8)

### **3.8 Clarification and Amendment of RFP Documents**

- a) During the RFP process, questions or clarifications regarding this RFP document must be requested in writing to the person and address stated in the **Data Sheet**.
- b) Any additional documentation issued by the Client during the tender process shall be deemed to form part of this RFP and shall supersede any part of the RFP where indicated. The Client may also exercise the option to extend the tendering period and/or postpone the proposal submission date in the event that subsequent documentation is issued.

### **3.9 Communications**

Except as provided in the preceding section relating to questions about this RFP, No parties shall contact any officers, employees, or team members of Client with respect to this RFP. Any oral communication with a Client employee concerning this RFP is not binding on the Client and shall in no way alter any specifications, term or condition of this RFP or any contract documents.

### **3.10 Submission, Receipt, and Opening of Proposals**

- a) The original proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections.
- b) An authorized representative of the Consultants shall initial all pages of the original proposal. The authorization shall be in the form of a written power of attorney accompanying the proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed proposals shall be marked "Original".
- c) Proposal must be submitted in sealed envelopes to the address indicated in the **Data Sheet**. The original and all copies of the Proposals shall be placed in a sealed envelope clearly marked "Proposal" followed by the name of the assignment. The envelope shall bear the submission address, reference number and be clearly marked "Do Not Open, except in the Presence of the Official Appointed". The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection.
- d) The Proposals must be submitted to the address indicated in the **Data Sheet** and received by the Client on the date and time specified in the **Data Sheet**. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- e) The Client shall open the proposals in the presence of consultant's representatives; 12:00 hrs, 30th June 2022, at the following:

Location: Maldives Hajj Corporation Limited  
3<sup>rd</sup> Floor, M.Furankara, Boduthakurufaanu Magu,  
Maafannu, Male', 20222,  
Republic of Maldives



A representative for each consultant shall attend the bid opening session. The consultant's representatives who are present shall sign a register evidencing their attendance.

- f) The client shall prepare minutes of the bid opening, including the information disclosed to those present and publish on a platform visible to public.

### **3.11 Evaluation of proposals**

- a) Prior to the detailed evaluation of proposals, the client will determine whether each bid:
  - (a) Meets the project requirements
  - (b) has submitted all the documents
  - (c) has been properly signed;
  - (e) is substantially responsive to the requirements of the RFP, and;
- b) The evaluation committee shall evaluate the proposals on the basis of their responsiveness to the Requirements, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the submission requirements.
- c) 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.
- d) The client reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, alternative offers, and other factors that are in excess of the requirements of the Bidding Documents shall not be considered in bid evaluation.
- e) Points will be awarded to the Bidders using the Evaluation Criteria as outlined in **Data sheet**.

#### 4. DATA SHEET

	RFP Reference	
<b>The Client</b>	<b>2.1. a</b>	Name of the Client:  Maldives Hajj Corporation Limited M.Furankara, Boduthakurufaanu Magu, Maafannu, Male', 20222, Republic of Maldives <a href="http://www.mhcl.mv">www.mhcl.mv</a>
	<b>2.1. b</b>	Proposal to be submitted in sealed envelopes on the same day and time specified.  <i>Please write name of the Consultancy assignment and bidder's contact information on envelop</i>  Name of the assignment is: <b>"Consultancy Services for Design and Supervision of 8 Storey Mix-Office Building at K.Hulhumale "</b>
<b>Proposal Validity</b>	<b>2.4</b>	Proposals must remain valid up to 90 days after the submission date.
<b>Clarifications</b>	<b>2.9</b>	Interested consultants may obtain further information on request by email to the address below no later than 1200 hours on 26 <sup>th</sup> June 2022, Sunday. Email: admin@mhcl.mv .....
<b>Proposal Submission</b>	<b>2.10</b>	The proposals are expected to be submitted to the address at <b>1200 hours on 30<sup>th</sup> June 2022, Thursday.</b>  Procurement Section Maldives Hajj Corporation Limited 3rd Floor, M.Furankaraa, Boduthakrufaanu Magu, Male' Republic of Maldives
<b>Eligible Parties</b>	<b>6.4, 6.5 &amp; 6.6</b>	Local Entities registered in the Maldives are eligible to participate in the tender.

<b>Documents Comprising the Bid</b>	<b>5</b>	<p>Documents or Information listed in this section are mandatory for the proposal to be valid.</p> <ul style="list-style-type: none"><li>a) FORM-1: Proposal Submission Form</li><li>b) FORM -2: Consultant’s Organization and Experience<ul style="list-style-type: none"><li>• Registration Certificate, issued by Ministry of Economic Development.</li><li>• Profile Sheet issued by Ministry of Economic Development</li><li>• Reference documents showing past experiences of similar projects</li><li>• carried out indicating the project name and project value.</li></ul></li><li>c) FORM-3: Description of Approach, Methodology and Work plan for performing the Assignment</li><li>d) FORM-4: Team Composition and Task Assignment</li><li>e) FORM-5: Curriculum Vitae (CV) for proposed Professional Staff</li><li>f) FORM-6: Work Schedule</li><li>g) FORM-7: Price submission Form<ul style="list-style-type: none"><li>• Copy of Taxpayer registration certificate</li><li>• Tax Clearance report (The date of the report should note be more than 3 months from the date of bid submission)</li></ul></li><li>h) FORM-8: Quotation</li></ul> <p>Client may choose to accept a proposal which does not contain one or more of the documents listed in this section on the ground that information provided in another document or elsewhere in the proposal does satisfy the purpose for which the document is requested.</p>
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		<b>Late submission of any of the above-mentioned documents will not be entertained.</b>																																										
<b>Proposal Evaluation and Awarding Method</b>	<b>2.12</b>	Proposal will be evaluated and awarded collectively taking into consideration the total proposed value of the individual bids. Points will be distributed and the evaluation will be carried out as per the Evaluation Criteria described in this document.																																										
<b>Evaluation criteria</b>	<b>2.12</b>	<p>Criteria, sub-criteria, and point system for the evaluation of 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><b>(W1) Company Profile:</b></td> <td style="text-align: right;"><b>[15%]</b></td> </tr> <tr> <td>    1. No. of similar projects (Experience in designing of Building Projects)</td> <td style="text-align: right;">[20]</td> </tr> <tr> <td>    2. Value of previous assignments (specified in 6.5)</td> <td style="text-align: right;">[20]</td> </tr> <tr> <td>    3. Organisational structure (company works and hierarchical organization of the company)</td> <td style="text-align: right;">[10]</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total A = [ ]</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"><b>(W2) PROJECT TEAM</b></td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>[25%]</b></td> </tr> <tr> <td>    1. Project Manager</td> <td style="text-align: right;">[35]</td> </tr> <tr> <td>    2. Civil engineer</td> <td style="text-align: right;">[20]</td> </tr> <tr> <td>    3. Electrician</td> <td style="text-align: right;">[10]</td> </tr> <tr> <td>    4. Architect</td> <td style="text-align: right;">[20]</td> </tr> <tr> <td>    5. Surveyor</td> <td style="text-align: right;">[15]</td> </tr> <tr> <td>    6. Field Supervisor</td> <td style="text-align: right;">[15]</td> </tr> <tr> <td colspan="2" style="text-align: right;">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>    1. Education and qualifications</td> <td style="text-align: right;">[40%]</td> </tr> <tr> <td>    2. General Experience</td> <td style="text-align: right;">[30%]</td> </tr> <tr> <td>    3. Specific Experience</td> <td style="text-align: right;">[30%]</td> </tr> </tbody> </table> </td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"><b>(W3) APPROACH &amp; WORK PLAN</b></td> </tr> <tr> <td colspan="2"> <p>    1. Delivery time</p> <p>The maximum marks allocated for Delivery are 30.</p> </td> </tr> </tbody> </table>		<u>Points</u>	<b>(W1) Company Profile:</b>	<b>[15%]</b>	1. No. of similar projects (Experience in designing of Building Projects)	[20]	2. Value of previous assignments (specified in 6.5)	[20]	3. Organisational structure (company works and hierarchical organization of the company)	[10]	Total A = [ ]		<b>(W2) PROJECT TEAM</b>		<b>[25%]</b>		1. Project Manager	[35]	2. Civil engineer	[20]	3. Electrician	[10]	4. Architect	[20]	5. Surveyor	[15]	6. Field Supervisor	[15]	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>    1. Education and qualifications</td> <td style="text-align: right;">[40%]</td> </tr> <tr> <td>    2. General Experience</td> <td style="text-align: right;">[30%]</td> </tr> <tr> <td>    3. Specific Experience</td> <td style="text-align: right;">[30%]</td> </tr> </tbody> </table>		1. Education and qualifications	[40%]	2. General Experience	[30%]	3. Specific Experience	[30%]	<b>(W3) APPROACH &amp; WORK PLAN</b>		<p>    1. Delivery time</p> <p>The maximum marks allocated for Delivery are 30.</p>	
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		<p>The formula to calculate the delivery is as follows:</p> $\text{Delivery Score} = \frac{\text{Fastest proposed delivery among received bids}}{\text{Particular Bidder's proposed delivery}} \times 20\%$ <p style="text-align: right;">Total C = [ ]</p> <p>Total duration allocated for phase I, Phase II &amp; Phase III will be used to calculate delivery;  Proposed delivery= Proposed completion date of Phase 1, Phase II &amp; Phase III – initial project start date.</p> <p><b>(W4) Price</b>  The maximum marks allocated for price are 40.  The formula used for the computation of the score is as follows:</p> $\text{Price Score} = \frac{\text{Cheapest proposed price among received proposal}}{\text{Particular Bidder's proposed price}} \times 40\%$ <p><b>Overall Weights Distribution</b></p> <table border="1" data-bbox="555 1160 1401 1321"> <tr> <td>W1</td> <td>Company Profile</td> <td>[15%]</td> </tr> <tr> <td>W2</td> <td>Project Team</td> <td>[25%]</td> </tr> <tr> <td>W3</td> <td>Approach &amp; Methodology</td> <td>[20%]</td> </tr> <tr> <td>W4</td> <td>Proposed Project Price</td> <td>[40%]</td> </tr> </table> <p><i>Bids will be awarded based on the scores obtained for the following criteria at the percentages given, with the highest total scoring party being the winner.</i></p>	W1	Company Profile	[15%]	W2	Project Team	[25%]	W3	Approach & Methodology	[20%]	W4	Proposed Project Price	[40%]
W1	Company Profile	[15%]												
W2	Project Team	[25%]												
W3	Approach & Methodology	[20%]												
W4	Proposed Project Price	[40%]												

## 5. Proposal - Standard Forms

### FORM-1: Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consultancy service for **“Consultancy Services for Design and Supervision of Consultancy Services for Design and Supervision of 8 Storey Mix-Office Building at K.Hulhumale”** in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We hereby submit our Proposal, which includes Consultant’s Organization and Experience, Description of Approach, Methodology and Work plan for performing the Assignment, Team Composition and Task Assignment, Curriculum Vitae (CV) for proposed Professional Staff, Price submission Form and Quotation sealed under this envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services and fulfill the terms and conditions related this contract.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

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

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

**A - Consultant's Organization**

*[Provide here a brief description/background (Include Organizational chart) of your organization and each associate for this assignment.]*

*[Provide copy of Registration Certificate & Profile Sheet issued by Ministry of Economic Development]*

## B - Consultant's Experience

*[Using the format below, provide information on each contract/assignment for which your Organisation, individually as a corporate entity or as one of the major companies within an association, for carrying out **similar consultancy Services.**]*

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

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

Note: Consultants current commitments and the number of ongoing assignments will be taken into account while awarding the project. Consultants should not have reached their work limitation.



Provide copy of reference document of past experience.

### **FORM-3: Description of Approach, Methodology and Work plan for performing the Assignment**

*[Technical approach, methodology and work plan are key components of the Proposal. You are suggested to present your Proposal divided into the following three chapters:*

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

*a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to carry out the design services for 8-Storey Mix-Office Building and obtaining the expected output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

*b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.*

*c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]*

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

*Bidder may use their own format justifying the purpose of team evaluation.*

**FORM-5: Curriculum Vitae (CV) for proposed Professional Staff**

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: \_\_\_\_\_

2. **Name of Firm** [*Insert name of firm proposing the staff*]: \_\_\_\_\_  
\_\_\_\_\_

3. **Name of Staff** [*Insert full name*]: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

**FORM-6: Work Schedule**

	Duration (Date)									
	Week 1	Week 2	Week 3	Week 4	Week 5	....	....	....	....	....
Activity (Work)										
<b>Phase 1- Concepts &amp; Detailed Design</b>										
- Concept Design										
- Detailed Design										
<b>Phase II: Bill of Quantities including Cost &amp; Man Power Plan and Environmental impact assessment (EIA)</b>										
- Bill of Quantities										
- Cost & man power plan										
- Environmental impact assessment (EIA)										
<b>Phase III: Tender Documents &amp; Evaluation of Construction Contractors</b>										
- Tender Documents										
- Evaluation of Construction Contractors										
<b>Phase IV: Coordination and Supervision</b>										

- The consultancy firm may use efficient work plan indication start time of each activity and proposed duration in form of Gantt chart,  
 Note: Total duration used in evaluation process= Proposed completion date of Phase 1, Phase II & Phase III – Initial project start date.  
 In evaluation process supervision period will not be considered as duration of supervision are subjected to change based on construction phase.

**FORM-7: Price submission Form**

[Location, Date]

To: [Name and address of Client]

Dear Sirs,

We, the undersigned, offer to provide consultancy services for "**Consultancy Services for Design and Supervision Consultancy Services for Design and Supervision of 8 Storey Mix-Office Building at K.Hulhumale** " in accordance with your Request for Proposal dated [Insert Date]. Our attached proposed price for the project is for the sum of [Insert amount(s) in words and figures<sup>1</sup>] which is inclusive of the local taxes.

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

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

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

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1 Amounts must coincide with the ones indicated under proposal in Form-8.

**FORM-8: Quotation**

Costs	Quantity	Amount (MVR)
Phase I: Concepts	1	
Phase I Detailed Design	1	
Phase II: Bill of quantities including cost and manpower plan	1	
Phase II: Environmental impact assessment (EIA)	1	
Phase III: Tender Documents	1	
Phase V: Supervision Monthly Charges	15 Months	
Subtotal		
Local Taxes		
Total Amount of Proposal		

- *The consultancy firm may provide a more detailed proposal elaborating the different components.*
- *The consultancy firm is to submit copy of the GST registration certificate/ Taxpayer registration certificate along with the proposal.*

## **6. TERMS OF REFERENCE**

### **TERMS OF REFERENCE**

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#### **Consultancy Services for Design and Supervision of Consultancy Services for Design and Supervision of 8 Storey Mix-Office Building at K.Hulhumale Maldives**

##### **6.1. Introduction**

Maldives Hajj Corporation Limited intends to procure services of Design and Supervision consultancy of its 8 Storey mix-office building to be constructed in Hulhumale Plot 11701. It is the company's preference to enter into an agreement with a vendor who provide the best proposal in terms of technical & financial capacity. The Tenderer, if awarded shall proceed and complete the detailed design, drawings & provide consultancy service. The Tenderer must adhere to Construction standards set out by the Ministry of Planning & Infrastructure & Housing Development Corporation (HDC) while designing the technical area's and must seek approval from the employer for technical area designs during the detail designing phase.

##### **6.2. Background**

Maldives Hajj Corporation Limited is 100 Percent State owned enterprise which is formed under a Presidential decree in 2013. The main aim of this corporation is to pave the way for all the citizen of Maldives to perform their Hajj with an affordable cost while safeguarding the finances of the Maldivians who are willing to perform Hajj and Umrah.

Objective of Maldives Hajj Corporation Limited includes;

- Provide affordable means of performing Hajj and Umrah for Maldivians.
- Improve the quality of Services offered to the Maldivian pilgrims.
- Promote the practice of organizing Hajj in a better organized mode, among Maldivians

Government of Maldives has allocated a land area of 5798.08 sqft in Hulhumale to establish Maldives Hajj Corporation Limited Head Office, and MHCL intends to construct an environment friendly mix-office building to cater the requirement of Maldives Hajj Corporation Limited and its clients in the most efficient manner.



## **6.3. SCOPE OF WORKS**

### **6.3.1. Work Design, Coordination & Supervision**

#### **Phase I: Concepts & Detailed Design**

The Consultant will prepare the Concepts, and Detailed Designs on the basis of requirements of this RFP and his own experience, national & international standards and practice. The Consultant will prepare the designs as the Contractual Documents which define the works to be carried out by the Contractor. They will include:

- Architectural & Structural Drawings
- Mechanical, Electrical, Plumbing and Fire Protection Drawings

#### **Phase II: Bill of Quantities including cost & man power plan and Environmental impact assessment (EIA)**

The Consultant will prepare the Bill of Quantities including Cost & Man Power Plan based on approved detail drawing. Civil Engineering Standard method of measurement shall be recommended wherever possible. Bill of Quantities and Environmental impact assessment (EIA) must meet the requirement set by MNPFI and HDC.

#### **Phase III: Tender Documents & Evaluation of Construction Contractors**

##### ***Tender Documents***

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

##### **Volume 1: Tender and Administrative Documents related to construction**

##### **Volume 2: Technical Specifications and Schedules**

##### **Volume 3: Drawings and Layouts**

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

- Invitation to Tender;
- Description of the Works and Quantities;
- Instructions to Bidders;
- Conditions of Contract, Form of Tender (and Appendix);
- Bill of Quantities and Schedules;

- **Form of Contract Agreement, Form of Tender Security, Form of Performance Security, Form of Guarantee for advance payment**

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

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

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

The **Bill of Quantities including cost & Man Power Plan and Construction Schedules** will be prepared as a basis for tendering and for payment under the Contract. Civil Engineering Standard method of measurement shall be recommended wherever possible.

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

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

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

**Volume 3** will be based on parts of the detailed design. All drawings will show clearly defined contract limits relating to the various divisions of works. Drawings will include general arrangement drawings, sections, elevation, typical details and typical reinforcement detailed. In addition, detailed reinforcement drawings and bar schedules will be included in the tender documents.

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

- a) The site visit and the pre-bid meeting

The site visit for Contractors shall be organized no later than two to three weeks after the invitation to tender is issued, in order to speed up the tendering process, and to involve rapidly the Contractors interested in the preparation of tenders.

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

b) The evaluation of tenders:

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

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

c) The award of contracts

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

**Outputs of Phase III:**

Report III including the tender documents including:

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

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

## **Phase IV: Coordination and Supervision**

### ***Construction Supervision***

The construction supervision phase of the project will be carried out during project implementation. Expected duration of the phase is 15 months.

The Consultants will implement Construction Supervision including:

**a. Coordination of works:** The Consultant will organize and direct execution of the works, by defining compliance with programmes and relations between stakeholders (MHCL, Engineer, Contractors, Suppliers and third parties). Coordination will be ensured mainly by holding regular site meetings and general monthly meetings, with managers of the Contractors and Manufacturers, the MHCL and the Engineer.

**b. Supervision & Site Visit:** The Consultants will supervise the Contractors work on regular basis and as agreed in the contract and the Consultants will prepare technical reports on all measurements made by the Contractor and will submit them to MHCL

**c. Identifying Special Studies:** in case the Consultants during progress of work come to the conclusion that special studies would be required to assist the Project Management Unit (PMU) in specific problems unforeseeable before conclusion of consulting contract, he/she will inform the Engineer immediately and early enough to allow the Employer to arrange for such expertise.

**d. A Quality Control and Quality Assurance Plan** will be developed by the Consultants to ensure that the structures are built and equipment installed in conformity with the Contractual Specifications, approved drawings, standards, good engineering practice and State-of-the-Art.

**e. A Plan for Project Cost Control** will be developed on the basis of the field survey control and quantity survey required for determination of actual quantities of work accomplished by the Contractor(s) and Supplier(s) under direct guidance of the Project Manager and Director, the Consultant will approve or reject the quantities of materials delivered, equipment erected, and works performed by the Contractor(s) and Manufacturer(s).

**f. Plan for Project Progress Control:** using the same basic data as those established for project cost control, a progress chart will be maintained and updated in the Consultant(s) office. The work progress will be followed by the Consultant especially during the weekly works meetings on sites. A monthly report of weekly meetings will be established by the Consultant.

**g. Representing MHCL:** The Consultants shall be the MHCL's representative on site and shall perform all duties delegated by the MHCL in writing in accordance with FIDIC.

### **Works commissioning**

The Consultants will implement Works commissioning including:

h. Supervising the acceptance tests and preparing the Completion Certificate and the Temporary Acceptance Certificate.

i. Preparing the **Completion Report** which will be based on the record maintained during construction design and work supervision phases. It will include all the technical reports and recommendations by the Contractor & Suppliers

**j. Prepare 'As-Built Drawings'.** The Consultants will review and approve the 'As-Built Drawings' prepared by contractor during construction of works. On completion of the Project, the consultant ensures that the contractor submit to the Employer two (2) complete sets of all detailed drawings and computations in accordance with revisions made during the construction.

**k. Prepare Operation and Maintenance Manuals:** Consultants will ensure that the contractor prepare the Operation and Maintenance Manuals based on the information and booklets received from the contractors, manufacturers, suppliers and his/her own experience.

#### **Outputs of Phase IV:**

- Construction drawings are issued as per the Construction Schedule.
- Contractors and Suppliers are properly supervised and coordinated.
- Quality Control and Quality Assurance Plans are issued.
- Various authorizations and instructions to the Contractor(s) and/or Manufacturer(s) being issued regularly.
- Plan for Project Cost Control update delivered monthly
- Plan for Project Progress Control update delivered monthly
- Works are temporarily commissioned
- As Built Drawings' reviewed and approved
- Operation & Maintenance Manuals reviewed and approved

### **6.3.2. General Requirements**

#### Coordination of works

The Consultant will monitor and report on the progress of the works liaising with MHCL and the Contractors. Coordination will be ensured by holding regular site meetings and general monthly meetings, with managers of the Contractors and the MHCL.

The Consultant shall establish a field office at the Site for the adequate operation and management of the tasks specified.

The Consultants will supervise the Contractors throughout the Construction and completion of the works, and review all technical reports submitted by the Contractor.

Quality Control and Quality Assurance monitoring will be carried out by the Consultant to ensure that the structures are built and equipment installed in conformity with the Contractual Specifications, approved drawings, standards and good engineering practice.

A Plan for Project Cost Control will be developed on the basis of the field survey control and quantity survey required for determination of actual quantities of work accomplished by the Contractor. The Consultant will approve or reject the quantities of materials delivered, equipment erected, and works performed by the Contractor.

A progress chart will be maintained and updated in the Consultants' office. The work progress will be followed by the Consultant especially during the weekly works meetings on sites. A monthly report of weekly meetings will be established by the Consultant and forwarded to the MHCL.

The Consultant shall be the Employers Representative on site and shall perform all duties delegated by the Employer in writing.

The Consultants will assist the MHCL in supplying information related to the design and work progress to the Government of Maldives.

#### **6.4. Project Team**

A total of 9 staff will be required specified below;

<b>#</b>	<b>Post</b>	<b>No</b>
1	Project Manager (Team leader)	1
2	Civil engineer	2
3	Electrician	1
4	Architect	1
5	Surveyor	2
6	Field Supervisor	2

#### **6.5. Similar Assignments**

To be eligible for this assignment, the consultancy firm must demonstrate past experience in performing the services (description of similar assignments, Value of such assignments). The Firm shall have carried out a minimum of Four (4) similar assignments with a minimum contract value of MVR 50,000.00 each within the last 5 years.

#### **6.6. Qualifications of the Design and Consultancy team**

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

##### ***a. Project Manager***

Bachelor's degree in Project Management or Environmental Management/Science or in a related field with minimum 05 years' experience in project management with 03 years specific experience in managing infrastructure projects.

##### ***b. Civil Engineer***

Bachelor's degree in Civil/Environmental Engineering with minimum 03 years' experience in infrastructure projects. Specific experiences in designing water and sewerage projects will be an added advantage.

##### ***c. Electrician***

Diploma in Electrical/Mechanical Engineering with minimum 03 years' experience in the Building projects. Specific experience in water/sewerage projects will be an added advantage.

**d. Surveyor**

Minimum diploma in Surveying/Civil engineering/relevant field with minimum 03 years' experience in conducting land surveys. Specific experience in Building projects will be an added advantage.

**e. Architect**

Bachelor's Degree in Architecture with minimum 03 years' experience in the field and specific 01 years' experience in designing.

**f. Field Supervisor**

The technical field supervisor shall have a minimum education of diploma in Engineering with a minimum of 02 years' experience in Construction Site Management with at least 1 year experience in the construction of Building Projects. The Field Engineer shall be fluent in both written and spoken English with Divehi an advantage.

**6.7. Reporting Requirements**

The consultants should submit a Monthly report at the end of each month in a format agreed with the MHCL representative. At the end of each quarter a consolidated report summarizing the events of the months preceding shall be submitted in place of the monthly report.

A final report shall be produced 30 days following the issuance of the Performance Certificate to the Contractor engaged under the Design and Consultancy Contract.

**6.8. Equipment, logistics and facilities**

The Consultants shall ensure that experts are adequately supported and equipped. In particular he/she shall ensure that there are sufficient administrative, technology, computing and secretarial provisions to enable experts to concentrate on their primary responsibilities. The Consultant shall meet the full costs for the supply of the teams including all travels, remuneration, insurance, emergency medical aid, facilities and all else necessary for the competent operation of the teams. The Consultants will provide their own office space for the Project team.



## 6.9. Remuneration

Remuneration will be in accordance with the schedule specified below.

DESCRIPTION	ALLOCATION	REQUIREMENT
Advance Payment	10%	Advance Payment Guarantee - submitted within 30 days of receiving the Letter of Acceptance (10% of the value of the agreed Contract Price).
<p>The Consultant shall submit to the Client itemized statements, according to the progress of Services, as follows: Phase I, Phase II, Phase III</p> <p>Payments for these phases will be according to the progress of Services. The total amount for these phases will be paid as follows:</p>		
Payment 2	Payment upon Submission of final Concept Design Report	
Payment 3	Payment upon approval of Detailed Design Reports	
Payment 4	Payment upon approval of Phase II; BOQ and EIA	
Payment 5	Payment upon approval of Phase III; final Tender Documents	
Monthly payment proposed on Phase IV; Supervision. Payment upon submission of monthly supervision report.		
<p>Amortization of 10% will be deducted from each monthly invoice to recoup the advance payment.</p> <p>Advance Payment will be paid upon Submission of Advance Payment Guarantee.</p>		

## 6.10. Deliverables

The consultants shall submit the following reports

- Concept Design Report (2 hard copies + Soft copy+ 3D drawing)
- Detailed Design Report (3 hard Copies + 1 soft copy) as per Design guidelines of MNPHI.
- Environmental Impact Assessment (EIA)- if required by the relevant authorities
- Bill of quantities and Technical specifications (2 hard copies + 1 soft copy)
- Complete tender document (2 hard copies + 1 soft copy)
- Monthly report
- Quarterly report
- Final report

### **6.11. Duration of the Assignment**

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

The period of total engagement will be 20 months commencing upon the signing of the contract agreement with the selected Consultant for the Design and Consultancy Works.

#### **Tentative Work Schedule**

<b>Detail</b>	<b>Duration</b>
Phase I: Concepts & Detailed Design	
• Concept Design	01 month
• Revision- Concept Design	7 days
• Detail Drawing	02 months
• Revision- Detail Drawing	7 days
Phase II: Bill of Quantities including cost & man power plan and Environmental impact assessment (EIA)	20 days
Phase III: Tender Documents & Evaluation of Construction Contractors	2 months
Phase IV: Construction Supervision Period	15 months (may exceed based on construction period)