

TERMS OF REFERENCE

Consulting service for construction of a Fuel Shed at Male' Industrial Village

Background:

Incorporated on 18th December 2000, Fuel Supplies Maldives Pvt. Ltd (FSM) is the leading fuel distributor in the Maldives. One of the main objectives of FSM is to streamline the fuel distribution and offer easy access to its services throughout the country.

FSM invites interested parties to submit sealed bids for consulting service for construction of a fuel shed at Male Industrial Village in accordance with the Invitation to Bid. A summary of the scope, terms, and conditions of the bid is included in the bidder's instructions.

The purpose of this invitation is to solicit proposals to provide consultancy service for building a fuel shed at Male Industrial Zone.

The consultant's responsibilities shall be as per the requirements and information provided by FSM and shall be as per the norms and standards accepted by the industry and Fuel Supplies Maldives Pvt. Ltd, relevant Government Agencies.

Bidders must strictly adhere to all the requirements of this TOR and Instructions to Bidders. No changes, substitutions or other alterations to the guidelines and provisions stipulated in this ITB may be made or assumed unless it is instructed or approved in writing by FSM.

Eligibility and Qualification Requirement

For the submission of the proposal, the bidder must comply with the following requirements and present the following documents:

- An entity duly registered under the laws of the Republic of Maldives
- The consultancy firm and all members of the team should have a minimum of 5 (five) years of a proven experience in providing consultancy service for civil engineering projects and must have worked on at least 1 (one) project of similar nature of work (fuel sheds OR industrial buildings).
- Bidder must demonstrate adequate infrastructure and human resources in place for completion of the assignment with an acceptable level of effectiveness.

The proposals must include complete and accurate information and shall contain, but is not limited to, the following items/information:

1. Corporate Profile highlighting the bidder's qualifications and relevant experience in providing consultancy for similar nature projects. (Fuel sheds OR industrial buildings).
2. Bidder shall provide sufficient evidence and details of qualifications, certification, experience, and availability for and of personnel, which must be available for the required

time to allow the Consultant to deliver on the requirements of the Formulation and Supervision aspects of the contract(s).

3. Certified last two years' financial statements and audit reports.
4. Description of how the bidder will address the requirements described in this TOR, highlighting key steps and approach, including outlining the methodology and appropriate tools.
5. Provide detailed information on structure, team members along with their CV's, and other resources the bidder has in place.
6. A separate all-inclusive financial proposal including a breakdown of costs related to successfully meeting the deliverable.
7. Bid submission form and Bid security as per the as per the tender document.

TEAM COMPOSITION, QUALIFICATION AND EXPERIENCE

Bidders proposed team should include the following with the stated number of year's work/field experience.

Key Personnel	Work experience (years)	Remarks
Registered /Licensed Project Manager	5 years	Reference Letters, CV and Qualification Certificates shall be submitted
Registered /Licensed Architect	5 years	Reference Letters, CV and Qualification Certificates shall be submitted
Registered/Licensed structural Engineer	5 years	Reference Letters, CV and Qualification Certificates shall be submitted
Registered/Licensed MEP Engineer	5 years	Reference Letters, CV and Qualification Certificates shall be submitted
Registered/licensed Quantity Surveyor	5 years	Reference Letters, CV and Qualification Certificates shall be submitted

The Consultant must ensure that the required, professional, technical, and administrative inputs, required to deliver on the project are considered, costed, and made available to the project as necessary. These must be translated into the Technical and Financial submissions made by the Consultant.

The Consultant shall provide sufficient evidence and detail of qualifications, certification, experience, and availability for and of personnel, which must be available for the required time to allow the Consultant to deliver on the requirements of the Formulation and Supervision aspects of the contract(s).

At the start of the assignment(s) i.e. Formulation and Supervision, the Consultant must provide confirmation of availability of the personnel proposed at the time of bid. Where personnel are no

longer available, the Consultant must provide similar evidence to assure that replacement personnel are of similar or exceed the qualifications and experience of the previously submitted.

EVALUATION CRITERIA

Criteria	Marks
Project Cost (Preparation of Employers requirements and Tender documents – As per Annex I)	30
Duration (Preparation of Employers requirements and Tender documents – As per Annex I)	20
Project Consultancy Fee (Monthly)	30
Experience	20
Total	100

EVALUATION GUIDELINES

Project Cost (30 Marks)

The total lowest price offered would achieve the highest marks. Higher Proposal will receive lesser marks in proportion to the lowest quoted.

Duration (20 Marks)

The total lowest duration offered for detail design work would achieve the highest marks. Higher proposals will receive lesser marks in proportion to the lowest quoted.

Consultancy Fee (Monthly) (30 Marks)

- The total lowest price offered would achieve the highest marks. Higher proposals will receive lesser marks in proportion to the lowest quoted.
- The consultancy fee will be paid starting from the project implementation stage. i.e when the construction phase is started.
- Additionally, if the project gets halt during the construction phase, the constant will be paid on the pro rata basis. FSM will issue a written notification if the project/ work gets halted.

Experience (20 Marks)

Marks for projects and experience will be tabulated as follows.

Projects of similar Nature	Criteria	Marks per project	Total marks
Consultancy work for Fuel Shed or Industrial building, Project valued over MVR 3 million in the last 7 (Seven) years.	Successful completion of maximum 04 projects	05 Marks	20 Marks

Annexe- I

Scope of Works:

Consulting service for construction of a Fuel Shed at Male' Industrial Village

Project Plan and Tender

Project Management and Consultancy During Project plan and tender Period

- Prepare employer's requirements and Detail Project Plan
- Upon signing the agreement consultant must submit the work plan for the client's approval. If any changes are required, the consultant must bring the changes upon approval from the client.
- Review the concept drawing proposed by FSM and provide a professional opinion on the necessary amendment
- Prepare tender documents required to hire a contractor for the Design and build project, including design brief, Specification, and standards.

Project Management Consultancy

Project Management and Consultancy During Construction Period

- Review the Detailed Project Plan with the FSM team.
- Review the Design, Drawings and all other documents of the project produced by the Contractor and ensure compliance with all applicable codes and guidelines.
- Review the proposed environmental management plan for the Project during the Implementation Period and Operations Period & give recommendations (if any).
- Proof checking of designs, calculations and working drawings for the construction of various components of the Project Facility in accordance with provisions of the detailed project plan.
- Review the proposed quality assurance and quality control procedures during the Implementation Period and Operations Period and submit their comments/recommendations to FSM review.
- The Consultant shall review minor changes in design, alignment and layout requested by the Contractor and submit their comments /recommendations for FSM review.

- The Consultant shall review for major changes requested by the Contractor(s) in design, alignment and layout and submit their comments/recommendations for FSM review.
- The Consultant shall ensure quality control of MEP systems in accordance with the tender documents, specifications, drawings, and site conditions. Quality control will be exercised at all stages of construction. Approval of materials thereof in proper proportion, including prescribing norms for tests periodically and acceptability criteria and workmanship at all stages of execution of individual terms of work.
- The consultant shall give recommendations to FSM regarding modifications, if any, due to site conditions and advising regarding cost variation on account of extra items and excesses on the contract.
- The consultant shall review the design and detail drawings, MEP systems and procedures/methodology submitted by the contractor to ensure that they follow the employer's requirements and guidelines of relevant local authorities.
- Prepare Documentation and meeting minutes
- Risk assessment and mitigation
- Monitoring and Reporting Project Progress
- Quality control of material and workmanship
- Arranging all the meetings with the stakeholder and contractor.
- Supervision of the overall project on-site during the construction period
- Acquisition of progress of works from the contractor, foreseeing problems and implementing corrective action for effective delivery of the project on time
- Implementation of a safe and healthy environment
- Establishment of project quality standards in negotiating with stakeholders and monitoring the quality of project inputs
- Provide professional advice based on technical, operational and risk factors
- Checking bills submitted by the Contractor and advising the Employer on payment
- Certify, approve/reject payment claims made by the Contractors
- Conduct progress meetings with Employer and Contractor
- Evaluation and providing feedback to Employer on progress reports submitted by the Contractor
- Determine extension of time and delay damages with the approval of the employer where necessary