

MINISTRY OF ENVIRONMENT AND ENERGY

Male’ Republic of Maldives

REQUEST FOR PROPOSALS

***Consultancy Services for Survey, Design of Water Supply Facilities in Ha. Kelaa, N. Landhoo and Hdh. Naivaadhoo, Maldives***

**April 2015**

**Issued By:**

Tender Evaluation Section

Ministry of Finance and Treasury

**TABLE OF CONTENTS**

[1. LETTER OF INVITATION 3](#_Toc384916205)

[2. INSTRUCTIONS TO CONSULTANTS 4](#_Toc384916206)

[2.1 Introduction 4](#_Toc384916207)

[2.2 Conflict of interest 4](#_Toc384916208)

[2.3 Fraud and Corruption 5](#_Toc384916209)

[2.4 Proposal Validity 6](#_Toc384916210)

[2.5 Language of Proposal 6](#_Toc384916211)

[2.6 Preparation of Proposals 6](#_Toc384916212)

[2.7 Technical Proposal Format and Content 6](#_Toc384916213)

[2.8 Clarification and Amendment of RFP Documents 7](#_Toc384916214)

[2.9 Communications 7](#_Toc384916215)

[2.10 Submission, Receipt, and Opening of Proposals 8](#_Toc384916216)

[2.11 Evaluation of proposals 8](#_Toc384916217)

[3. DATA SHEET 11](#_Toc384916218)

[4. Technical Proposal - Standard Forms 14](#_Toc384916219)

[FORM TECH-1: Technical Proposal Submission Form 14](#_Toc384916220)

[FORM TECH-2: Consultant’s Organization and Experience 15](#_Toc384916221)

[FORM TECH-3: Description of Approach, Methodology and Work plan for performing the Assignment 17](#_Toc384916222)

[FORM TECH-4: Team Composition and Task Assignment 18](#_Toc384916223)

[FORM TECH-5: Curriculum Vitae (CV) for proposed Professional Staff 19](#_Toc384916224)

[FORM TECH-6: Work Schedule 20](#_Toc384916225)

[5. Financial Proposal - Standard Forms 21](#_Toc384916226)

[FORM FIN-1: Financial Proposal submission Form 21](#_Toc384916227)

[FORM FIN-2: Financial Proposal 27](#_Toc384916228)

[6. TERMS OF REFERENCE 34](#_Toc384916236)

# **LETTER OF INVITATION**

**Subjects: Consultancy Services for Survey, Design of Water Supply Facilities in Ha. Kela, N. Landhoo and Hdh. Naivaadhoo, Maldives**

1. The Government of Republic of Maldives has allocated funds in the PSIP Budget 2015 towards the cost of water supply infrastructure development on Ha. Kelaa, N. Landhoo and Hdh. Naivaadhoo and intends to apply part of the proceeds towards procuring the services of Survey and Design consultancy of these projects.

2. The services include Preparation of Preliminary and Detailed Design and Tender Documents for the Provision of Water Supply Facilities in Ha. Kelaa, N. Landhoo and Hdh. Naivaadhoo, Maldives.

3. The Government of Maldives, represented by Ministry of Finance and Treasury, 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 by interested bidders on the submission of a written application to the Address below, during normal office hours on all working days from **May 12, 2015 till May 25, 2015**

5. . Interested consultants may obtain further information on request by writing to the address below no later than **1400** hours local time on **May 25, 2015, Thursday**.

6. The proposals are expected to be submitted to the address by **1100** hours local time on **June 11, 2015, Thursday.**

Mr. Ahmed Mujuthaba

Director General

Tender Evaluation Section

Ministry of Finance and Treasury

Ameenee Magu, Male’

Republic of Maldives

Tel: (960)33492101, (960)3349191

Fax: (960)3332706

E-mail: [tender@finance.gov.mv](mailto:tender@finance.gov.mv)

# **INSTRUCTIONS TO CONSULTANTS**

## Introduction

1. The Client named in the **Data Sheet** will select a consultancy firm from those issued with the Letter of Invitation.
2. The Consultants are invited to submit Technical Proposal and a Financial Proposal for the contract named in the **Data Sheet**. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Party.
3. 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**.
4. As a direct response to this document, interested parties must provide their detailed proposals for the **“*Consultancy Services for Survey, Design of Water Supply Facilities in Ha. Kelaa, N. Landhoo and Hdh. Naivaadhoo, Maldives ".*** The standards and other statements on such provision and legislative compliance made by the parties as part of their proposals will form a binding part of the final contract document.
5. 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
6. 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.

## Conflict of interest

1. 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.
2. 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.

## 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:

1. defines, for the purposes of this provision, the terms set forth below as follows:
2. “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
3. “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;
4. “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;
5. “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.
6. “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.

1. 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;
2. 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
3. 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.

## 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.

## Language of Proposal

The proposal documents must be in written English.

## Preparation of Proposals

1. 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.
2. 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.
3. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

## Technical Proposal Format and Content

The Technical Proposal shall provide the information indicated in the following paras from (a) to (f) using the attached Standard Forms (4. Technical Proposal).

1. A brief description of the Consultants’ organization and an outline of recent experience of the Consultants and, in the case of joint venture, for each partner, on assignments of a similar nature are required in Form TECH-2. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant’s involvement. Information should be provided only for those assignments for which the Consultants was legally contracted by the client as a corporation or as one of the major consultancy firm/organization within a joint venture. Assignments completed by individual Professional staff working privately or through other organisations cannot be claimed as the experience of the Consultants, or that of the Consultant’s associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.
2. Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/effectiveness of the assignment.
3. A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-3. The work plan should be consistent with the Work Schedule (Form TECH-6) which will show in the form of a bar chart the timing proposed for each activity.
4. The list of the proposed professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-4).
5. CV’s of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (Form TECH-5).
6. The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

## Clarification and Amendment of RFP Documents

1. 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.**
2. 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.

## 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.

## Submission, Receipt, and Opening of Proposals

1. The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections.
2. An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked “Original”.
3. Consultants shall submit a “Compliance Statement” stating that the offer is made in accordance with the Request for Proposal. Consultants who offer additional or alternative conditions shall clearly state those in their proposals.
4. The technical proposal and financial proposal must be submitted in two separate sealed envelopes to the address indicated in the **Data Sheet**. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “Technical Proposal” Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked “Financial Proposal” followed by the name of the assignment, and with a warning “Do Not Open With The Technical Proposal.” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and be clearly marked “Do Not Open, except in the Presence of the Official Appointed”. The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive
5. The Proposals must be sent to the address indicated in the **Data Sheet** and received by the Client no later than the date specified in the **Data Sheet**, or any extension to this date. Any proposal received by the Client after the deadline for submission shall be returned unopened.
6. The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

## Evaluation of proposals

1. From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants’ Proposal.
2. The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Technical Requirements, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Technical Requirements or if it fails to achieve the minimum technical score indicated in the evaluation criteria specified in the **Data Sheet**.
3. After the technical evaluation is completed, the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and Schedule of Requirements, that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date should allow Consultants sufficient time to make arrangements for attending the opening. Consultants’ attendance at the opening of Financial Proposals is optional.
4. Financial Proposals shall be opened publicly in the presence of the Consultants’ representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Client shall prepare a record of the opening of Price Proposals that shall include, as a minimum: the name of the Bidder, the Price Proposal, any discounts, and alternative offers. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants.
5. The consultant is **REQUIRED** to submit Financial Proposal for **ALL** the LOTS, using for this purpose the Financial Proposal Submission Forms in FIN-1 (One financial proposal submitted with all the FIN-1 Forms).
6. 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.
7. The **highest** evaluated Financial Proposal (Fm) for each LOT will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the **Data Sheet**. Proposals will be ranked for each LOT according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Evaluation Criteria: S = St x T% + Sf x P%. The Party achieving the highest combined technical and financial score for each LOT will be invited for negotiations.

# **DATA SHEET**

|  |  |
| --- | --- |
| **2.1.a** | Name of the Client:  Ministry of Environment and Energy  Green Building, Handhuvaree Hingun,  Maafannu, Male’, 20392,  Republic of Maldives  www.environment.gov.mv |
| **2.1.b** | Financial Proposal to be submitted together with Technical Proposal in two different envelopes on the same day and time specified.  *Please write name of the Consultancy assignment and indicate whether it is Financial Proposal or Technical Proposal on the envelopes.*  Name of the assignment is: **“Consultancy Services for Survey, Design of Water Supply Facilities in Ha. Kelaa, N. Landhoo and Hdh. Navaidhoo, Maldives”** |
| **2.1.c** | The method of selection would be in accordance to the procedures set out in the National Procurement Regulations issued by the Ministry of Finance and Treasury |
| **2.4**  **Validity** | Proposals must remain valid up to 91 days after the submission date. |
| **3.8**  **Clarifications and Amendments of RFP Documents** | Interested consultants may obtain further information on request by writing to the address below no later than **1400** hours local time on **May 25, 2015**  Tender Evaluation Section  Ministry of Finance and Treasury  Ameenee Magu, Male’  Republic of Maldives  Tel: (960) 3349101, (960) 3349191  Fax: (960) 3332706  tender@finance.gov.mv |
| **3.10**  **Submission, Receipt, and Opening of Proposals** | The proposals are expected to be submitted to the address by **1100** hours local time on **June 11, 2015, Thursday.**..  Tender Evaluation Section  Ministry of Finance and Treasury  Ameenee Magu, Male’  Republic of Maldives  Tel: (960) 3349101, (960) 3349191  Fax: (960) 3332706  tender@finance.gov.mv |
| **3.11**  **Evaluation of Proposals** | Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:  Points   |  |  | | --- | --- | | **(A) Company Profile:** | **[100]** | | 1. No. of similar projects | [40] | | 1. Value of previous assignments | [40] | | 1. Organisational structure | [20] |     Total A = [ ]     |  |  | | --- | --- | | **(B) Project Team** | **[100]** | | 1. Project Manager | [40] | | 1. Water/Civil Engineer | [30] | | 1. Electro-Mechanical Engineer | [20] | | 1. Surveyor | [10] |     Total B = [ ]  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:   |  |  | | --- | --- | | 1. Education and qualifications | [*25*%] | | 1. Experience 2. Experience in the region and language | [*65*%]  [10%] |      |  |  | | --- | --- | | **(C) Approach, Methodology &Work plan** | **[100]** | | 1. Approach & Methodology 2. Work plan of the Assignment | [50]  [50] |     Total C = [ ]    Technical Score (St) = A/100\*[W1] + B/100\*[W2] + C/100\*[W3]  Weights Distribution   |  |  |  | | --- | --- | --- | | W1 | Company Profile | **[20]** | | W2 | Project Team | **[60]** | | W3 | Approach & Methodology | **[20]** |   The minimum technical score (St) required to pass is: **70** Points  The formula for determining the financial scores is the following:  Sf = 100 x Fm / F, in where Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.  The weights given to the Technical and Financial Proposals are:  T = [0.6], and  P = [0.4]  *\*Technical Proposal of each bidder will be evaluated as a whole for all the LOTS, with the Technical score received being carried forward to all the LOTS. Financial Proposal will be evaluated separately for each LOT and given score accordingly.* |

# 

# **Technical Proposal - Standard Forms**

## FORM TECH-1: Technical 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 Survey, Design of Water Supply Facilities in Ha. Kelaa, N. Landhoo and Hdh. Naivaadhoo, Maldives*”** in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. We hereby submit our Proposal, which includes this Technical Proposal, and our Financial Proposal sealed under a separate envelope.

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

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

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

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

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

## FORM TECH-2: Consultant’s Organization and Experience

#### A - Consultant’s Organization

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

#### B - Consultant’s Experience

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

|  |  |
| --- | --- |
| Contract/Activity Name: | Contract Value (in MVR): |
| Country:  Location within country: | Duration of assignment/activity (months): |
| Name of Client: | Total no. of staff-months of the assignment: |
| Address: | Start date (month/year):  Completion date (month/year): |
| Name of associated Parties, if any: | NO of professional staff-months provided by associated Consultants: |
| Narrative description of Activities/Project: | |
| Description of actual services provided by your staff within the Activities: | |

Firm’s Name:

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

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

1. *Technical Approach and Methodology,*
2. *Work Plan, and*
3. *Organization and Staffing,*

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

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Professional Staff | | | | |
| Name of Staff | Organisation | Area of Expertise | Position Assigned | Task Assigned |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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

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

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

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

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

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

**6. Membership of Professional Associations**:

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

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

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

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

From [*Year*]: To [*Year*]:

Employer:

Positions held:

## FORM TECH-6: Work Schedule

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | | | | | | | |
|  | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th | 9th | 10th | 11th | 12th | … |
| Activity (Work) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |

Financial Proposal - Standard Forms

## FORM FIN-1: Financial Proposal submission Form

### LOT 1: Ha. Kelaa

[*Location, Date*]

To: [*Name and address of Client*]

Dear Sirs,

We, the undersigned, offer to provide consultancy services for **“*Consultancy Services for Survey, Design of Water Supply Facilities in Ha.Kelaa, Maldives* "** in accordance with your Request for Proposal dated [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*1] which is inclusive of the local taxes.

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

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

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

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

### LOT 2: Hdh. Naivaadhoo

[*Location, Date*]

To: [*Name and address of Client*]

Dear Sirs,

We, the undersigned, offer to provide consultancy services for **“*Consultancy Services for Survey, Design of Water Supply Facilities in Hdh. Naivaadhoo, Maldives* "** in accordance with your Request for Proposal dated [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*1] which is inclusive of the local taxes.

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

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

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

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

### LOT 3: N. Landhoo

[*Location, Date*]

To: [*Name and address of Client*]

Dear Sirs,

We, the undersigned, offer to provide consultancy services for **“*Consultancy Services for Survey, Design of Water Supply Facilities in N. Landhoo, Maldives* "** in accordance with your Request for Proposal dated [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*1] which is inclusive of the local taxes.

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

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

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

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

## FORM FIN-2: Financial Proposal

*Bidders are to quote separate prices for* ***ALL*** *the LOTS (contracts). Each LOT (contract) will be awarded separately to the lowest evaluated price of the LOT, The methodology to determine the lowest evaluated price of the LOT (contract), including any discounts offered in the Financial Proposal Submission Form, is specified in ITC 2.11 (Evaluation of Proposals).*

*Proposals are being invited for individual lots (contracts). Bidders wishing to offer any price reduction (discount) for the award of more than one contract shall specify in their Financial Proposal Submission Form the price reductions applicable to each LOT, and the manner in which the price reductions will apply.*

### Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***Name of Island*** | ***Sub-Total(MVR)*** | ***GST (MVR)*** | ***Total (MVR)*** |
| ***Lot 1*** | *Ha. Kelaa* |  |  |  |
| ***Lot 2*** | *Hdh. Naivaadhoo* |  |  |  |
| ***Lot 3*** | *N. Landhoo* |  |  |  |
| ***Grand Total (MVR)*** | | | |  |

### Lot 1 – Ha. Kelaa

|  |  |  |
| --- | --- | --- |
|  | **Description** | **Cost ( Maldivian Rufiyaa )** |
| 1 | Surveying and development of Island Maps |  |
| 2 | Carrying out required surveys (e.g. topographic surveys etc.) for the water supply system design works |  |
| 3 | Water supply system design and drawings |  |
| 4 | Electro-mechanical designs and drawings |  |
| 5 | Structural design and drawings |  |
| 6 | Preparation of Tender Documents |  |
|  | **Sub Total :** |  |
|  | **GST :** |  |
|  | **Total with GST:** |  |

* *This form highlights the major areas of the assignment. The consultancy firm may provide a more detailed proposal elaborating the different components.*
* *The consultancy firm is to submit copy of the GST registration certificate along with the financial proposal.*

### Lot 2 – Hdh. Naivaadhoo

|  |  |  |
| --- | --- | --- |
|  | **Description** | **Cost ( Maldivian Rufiyaa )** |
| 1 | Surveying and development of Island Maps |  |
| 2 | Carrying out required surveys (e.g. topographic surveys etc.) for the water supply system design works |  |
| 3 | Water supply system design and drawings |  |
| 4 | Electro-mechanical designs and drawings |  |
| 5 | Structural design and drawings |  |
| 6 | Preparation of Tender Documents |  |
|  | **Sub Total :** |  |
|  | **GST :** |  |
|  | **Total with GST:** |  |

* *This form highlights the major areas of the assignment. The consultancy firm may provide a more detailed proposal elaborating the different components.*
* *The consultancy firm is to submit copy of the GST registration certificate along with the financial proposal.*

### Lot 3 – N. Landhoo

|  |  |  |
| --- | --- | --- |
|  | **Description** | **Cost ( Maldivian Rufiyaa )** |
| 1 | Surveying and development of Island Maps |  |
| 2 | Carrying out required surveys (e.g. topographic surveys etc.) for the water supply system design works |  |
| 3 | Water supply system design and drawings |  |
| 4 | Electro-mechanical designs and drawings |  |
| 5 | Structural design and drawings |  |
| 6 | Preparation of Tender Documents |  |
|  | **Sub Total :** |  |
|  | **GST :** |  |
|  | **Total with GST:** |  |

* *This form highlights the major areas of the assignment. The consultancy firm may provide a more detailed proposal elaborating the different components.*
* *The consultancy firm is to submit copy of the GST registration certificate along with the financial proposal.*

# **TERMS OF REFERENCE**

#### DESIGN AND WORKS SUPERVISION FOR PROVISION OF WATER SUPPLY FACILITIES IN 03 (THREE) ISLANDS, MALDIVES

**INTRODUCTION**

Ministry of Environment and Energy (MEE) on behalf of the Government of Maldives is seeking the assistance of a qualified and competent consulting firm for developing Design of Integrated Water Supply facilities in the Islands of **Ha. Kelaa, N. Landhoo and Hdh. Naivaadhoo,** Maldives.

**BACKGROUND**

Maldives consists of 1190 low-lying coral Islands spread over an area of 90,000 km2 in the Indian Ocean. Nearly 200 Islands are inhabited, around 90 Islands are resorts, and the rest are uninhabited. There are 26 Geographical Atolls which are grouped into 20 administrative Atolls.

Islands selected for integrated water supply system installation are **Ha.Kelaa, N. Landhoo and Hdh. Naivaadhoo,** , Maldives (Islands Councils 2013)

Source of Potable water for these islands are through rainwater harvesting methods and in some islands the storage capacity is not sufficient.

Under such conditions, it is essential to develop proper Water supply system to facilitate safe drinking water to accommodate the population of the island.

|  |  |
| --- | --- |
| Ha. Kelaa Ha. Kelaa is relatively a small island in the Maldives with an island area of 2 km2. The island has a population of 2221 and a population density of 1110.5 person/km2.  The current water resource is Rainwater Harvesting in private household tanks and community storage tanks. |  |
| Hdh. Naivaadhoo Hdh. Naivaadhoo is relatively a small island in the Maldives with an island area of 0.3 km2. The island has a population of 804 and a population density of 2680 person /km2.  The current water resource is Rainwater Harvesting in private household tanks and community storage tanks. |  |
| N. Landhoo Hdh. Naivaadhoo is relatively a small island in the Maldives with an island area of 0.9 km2. The island has a population of 989 and a population density of 1098.88 person /km2.  The current water resource is Rainwater Harvesting in private household tanks and community storage tanks. |  |

**SCOPE OF WORKS**

**Phase A1: Data collection – Complementary Diagnosis**

First of all, it is necessary to carry out investigations to adjust the works program on the different islands. This means:

* Identifying suitable locations for the integrated water Supply facilities in collaboration with the respective island councils.
* Collecting Data of the current status of the roof catchment area, water storage capacity of both private and community buildings.
* Carrying topographic and other necessary survey required for the design of Water Supply facilities for each island.
* Defining the construction methods to be used island by island, depending on transport and access.
* Based on the initial Data the consultant shall prepare preliminary design report including the findings and submit to MEE for approval. The report shall address the following, but not limited to:
  + Integrated Water Supply System designed in a way that each component can be constructed separately with integration of the whole system at the final stage. i.e.; Rainwater Harvesting System, Reverse Osmosis Plant and Water Supply Network including house connections.
  + durability
  + capital costs
  + operation and maintenance costs
  + required land area
  + expertise required for operation and maintenance/Ease of operation and maintenance
  + environmental and social aspects

The Consultants shall collect existing data and carry out the necessary investigations to ensure that sufficient information is available to clarify uncertainty regarding the technical choices to be made. In his methodology, the consultant will precise his data acquisition methods:

* + area covered by the investigations;
  + duration and degree of accuracy of the measurements to be carried out;
  + members of staff in charge of interpreting the data collected.

|  |
| --- |
| **Outputs of Phase A1**  Report I will include at least :   1. Preliminary Design Report (including the list of data collected and summary of relevant items enabling the solutions for choosing the initial component to be established (Determine whether Rainwater Harvesting component is enough to cater the demand for the dry period for each island or Reverse Osmosis plant is required.) |

**Phase A2: Detailed Design**

The second stage will concern detailed design of the integrated water supply network for each island

The Detailed Design Report shall contain two parts:

**Part 1 (Main report)** will include: The detail design report should be in accordance with EPA guidelines. (Design criteria and technical specification for Water treatment and Supply system.)

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

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

For the mechanical and electrical equipment, cost estimates will be prepared based on recent experience of the cost of similar work and / or quotations from internationally recognized manufacturers and suppliers. The cost estimates will allow for transportation and erection on site, all out-site costs and off-site overheads.

Bill of Quantities will be established separately for each island.

|  |
| --- |
| **Outputs of Phase A2:**  Report II will include the detailed design of the ‘selected solution for each island including:   * the Main Report; * the Bill of Quantities and Cost Estimate; |

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

**Phase A3: Tender Documents & Selection of Contractors**

***Tender Documents***

The Consultants will identify with MEE how many contractors are needed for works construction and will prepare tender documents accordingly including:

**Volume 1: Tender and Administrative Documents**

**Volume 2: Technical Specifications and Schedules**

**Volume 3: Drawings and Layouts**

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

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

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

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

**Volume 2** will include Technical Specifications and Schedules. Technical Specification will be prepared for all items to be constructed, supplied or erected. Materials and work specifications will cover all aspects of materials and equipment to be provided.

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

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

**Volume 3** will be based on part 3 of the detailed design. All drawings will show clearly defined contract limits relating to the various divisions of works. Drawings will include general arrangement drawings, sections, elevation, typical details and typical reinforcement detailed. In addition, detailed reinforcement drawings and bar schedules will be included in the tender documents. Drawings for mechanical and electrical equipment will show main outlines and leading dimensions in sufficient details for the manufacturers to design the adequate equipment.

***Selection of Contractors***

The Consultants will assist the MEE (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:

1. *The site visit and the pre-bid meeting*

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

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

1. *The evaluation of tenders:*

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

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

1. The award of contracts

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

|  |
| --- |
| **Outputs of Phase A3:**  Report III including the tender documents including:   * Volume 1: Administrative and tender documents; * Volume 2: Technical specifications and schedule; * Volume 3: Drawings and layouts   The evaluation report for selection of contractors Appropriate Contractors have been selected |

**STAFFING AND LOCATION**

A total of 6 staff will be required and situated in the locations specified below;

|  |  |
| --- | --- |
| **Post** | **No** |
| Project Manager (Team leader) | 1 |
| Water / Civil engineer | 2 |
| Electro-Mechanical Engineer | 1 |
| Surveyor | 3 |

**QUALIFICATIONS OF THE DESIGN AND CONSULTANCY TEAM**

**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 200,000 each

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

***Project Manager***

Bachelor’s degree in Civil Engineering / Project Management with minimum 10 years’ experience in project management, along with specific experience in the field of water supply projects.

***Sewerage/Civil Engineer***

Bachelor’s degree in Civil/Environmental Engineering with minimum 05 years’ experience along with Specific experiences in designing water supply systems.

***Electro-Mechanical Engineer***

Bachelor’s Degree in Electrical/Mechanical Engineering with minimum 05 years’ experience along with specific experience in designing Electro-Mechanical components of Water Supply Facilities.

***Surveyor***

Diploma in Surveying with minimum 05 years’ experience in conducting land surveys

**PAYMENT**

Payment will be made in accordance with the schedule specified below;

|  |  |  |
| --- | --- | --- |
| **DESCRIPTION** | **ALLOCATION** | **REQUIREMENT** |
| Advance Payment | 10% | Advance Payment Bank Guarantee - submitted within 30 days of receiving the Letter of Acceptance (15% of the value of the agreed Contract Price). |
| **Phase A1** | 20% | Preliminary Design and Survey Works completion |
| **Phase A2** | 40% | Details Design Report completion |
| **Phase A3** | 30% | Tender Documents completion |

**DELIVERABLES**

The consultants shall submit the following reports

|  |  |  |
| --- | --- | --- |
| Details | Time of Completion | No. of Copies |
| Preliminary Design Report | 2 months after awarding of contract | 2 hard copies + Soft copy |
| Detailed Design Report as per Design guidelines of EPA | 6 months after awarding of contract | 3 hard Copies + 1 soft copy |
| Bill of quantities and Technical specifications | 6 months after awarding of contract | 2 hard copies + 1 soft copy |
| Complete Tender document | 6 months after awarding of contract | 2 hard copies + 1 soft copy |

**TECHNOLOGY TRANSFER**

The Consultant shall consider the technology transfer as an important aspect of this project. The Consultant shall provide the opportunity to the staff of the client to be involved in the working team of Consultants during the design phase of the project for their capacity development wherever possible. If requested by Clients staff, the Consultant shall brief and demonstrate the survey and design procedures.

**DURATION OF THE ASSIGNMENT**

All surveying, preparation and submission of design documents should be completed within 6 months. Tender assistance should be given to Client and NTB during tender, evaluation and award stage.