





Ministry of Environment and Energy

Male', Republic of Maldives.

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Advertisement No.: (IUL)438-WS/438/2017/66

Date: 11th April 2017

REQUEST FOR PROPOSAL

Consultancy Services for the Development of the Environmental Impact Assessment (EIA) Report for the Provision of Sewerage Facilities in F. Feeali, Maldives

INTRODUCTION

The Ministry of Environment and Energy intends to procure the services of a consultancy firm to Develop the Environmental Impact Assessment (EIA) Report for Provision of Sewerage Facilities in F. Feeali, Maldives.

SCOPE OF WORKS

The tasks to be undertaken under this scope of works are to be undertaken in close collaboration with the Water and Sanitation Department, and include but are not necessarily limited to, the following:

- Undertake the application process for the EIA works of the assignment
- Undertake the scoping or screening wherever applicable for the assignment
- Undertake field data collection survey and develop the EIA report as per the approved Terms of Reference by EPA after the scoping meeting
- Submit the final EIA Report to EPA and get approval/decision statement
- Undertake submission and provide any clarifications where as necessary to the submitted EIA
- Accommodate any request by EPA for any additional information regarding the submitted EIA report.

The main components of the sewerage system in general include the following components;

- Sewerage network with lateral connections
- Sewage Pumping Stations.
- Manholes / inter-mediate chambers
- Treatment plant and Sludge management facilities (Designed but Phased Out in Implementation Phase)
- Sea Outfall
- O&M office house

DELIVERABLES

#	Activity	Timeline
1	EIA application for the assignment	01 day from signing of agreement
2	Undertake the Scoping Meeting	01 day from Invitation of Scoping Meeting
3	Develop the TOR for the EIA assignment	03 days from completion of activity 2
4	Submission of Final EIA Report to EPA for approval	30 days from completion of activity 3

Note: Expected Contracting Date 27th April 2017

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PAYMENT

Payment will be in accordance with the schedule specified below;

DESCRIPTION	ALLOCATION	REQUIREMENT
Completion of EIA Report	50%	Submission of EIA Report to EPA as per EIA Regulations
Approval of EIA Report	50%	Release of EIA Decision Statement from EPA

STANDARD OF REPORT

All documentation must be developed according to the guidelines provided in the Environment Impact Assessment Regulations, 2012 and amendments and report writing guidelines provided by EPA. The report shall also fulfil the specific requirements outlined in the project TOR approved by EPA.

DURATION

- The Consultant's shall complete the EIA assignment by 30 days. ('days' shall mean Calendar days). *This does not include the query/clarification period and EIA document review period.*
- The Consultant's shall provide a detailed work schedule which demonstrates the commencement and completion date.
- Consultant's project duration shall start from the date of contract signing. Please note that the project duration shall NOT commence from the date of TOR approval by EPA. Therefore it is the consultant's responsibility to expedite the process of EIA application submission, follow up on scoping meeting, draft TOR submission, and follow up on TOR approval, obtain and address the queries made by the EIA reviewers and follow up on the EIA review and approval process.
- Consultant's project duration shall be completed on the date of EIA approval by EPA, i.e. release of EIA Decision Statement. It is the consultant's responsibility to expedite the process of EIA draft submission to the client, final EIA report submission to EPA, providing additional information to EPA. if required, and follow up with EPA on EIA approval.
- The consultants are required to consult with the relevant stakeholders such as but not limited to; Island Council, Island Community members addressing the points of user pay survey.
- Any delays in failing to meet the deadlines provided by the consultant's duration will result in Liquidated Damages (LD) calculated below.

The delay rate per day for liquidation damages shall calculated as follows; for a maximum of 15% of the bidder's price. In the case of unapproved time delays extending beyond 07 days, the Client reserves the right to terminate the Agreement and execute the remainder of the works with another Consultant. Any additional costs resulting from the termination of this agreement shall be paid by the Consultant and may be deducted from any amounts owed to the Consultant.

$$RW / CD \times 0.75$$

Where;

RW = Remaining works (i.e Total Contract Price Less Value of Certified Works)

CD = Total Contract Duration.

- If the delays are due to issues which could not be influenced by the consultant, i.e. delays due to EPA and/or delays due to the client, in order to negate the LD charges; the consultant is to provide sufficient paper work evidence to justify the consultant has done his/her responsibilities to the best of his/her abilities.





EVALUATION CRITERIA

Points

(A) Company Profile:	[100]
No. of similar projects conducted by the firm	[40]
Value of previous assignments conducted by the firm	[40]
Organisational structure of the firm	[20]
Total A = []	

(B) Project Team	[100]
EIA Consultant (Under Permanent EIA Registration)	[40]
Surveyor	[30]
Backstopping Team Member	[30]
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:

(i) Education and Qualifications	[25%]
(ii) General Experience in the EIA development Assignments (No. of EIA assignments)	[65%]
(iii) Specific Experience in EIA development of Water & Sewerage Projects (No. of EIA assignments)	[10%]

(C) Approach, Methodology & Work plan	[100]
Approach & Methodology	[50]
Work plan of the Assignment	[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 formula for determining the financial scores is the following:

$Sf = 100 \times Fm / F$, 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]

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Evaluation Criteria: $S = St \times T\% + Sf \times P\%$. The Party achieving the highest combined technical and financial score will be invited for negotiations.





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 Three (03) similar assignments with an average contract value of MVR 100,000.00

QUALIFICATIONS OF TEAM

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

a. EIA Consultant

Bachelor's Degree in Environmental Engineering/Environmental Science/Environmental Management with minimum 05 years' experience in conducting Environmental Impact Assessment (EIA). Tertiary certification will be an added advantage. Experience in conducting EIA for Sewerage Systems will be given preference. The Consultant's should hold a permanent EIA license and his/her EIA license copy shall be submitted along with a dated letter stating his/her association with the bidding party.

b. Backstopping Team Member

Minimum O' Level or Diploma in a relevant field. Minimum 2 years working experience in a related field. Excellent oral and written communication in English and Dhivehi.

c. Surveyor

Minimum Diploma in Surveying, Civil Engineering or any relevant field with minimum 05 years' experience in conducting land surveys or related to the assignment.

ADDITIONAL INFORMATION

The concept design of the sewerage system of the respective island has been approved.

All documentation must be developed according to the EIA Guidelines enforced by the Environmental Protection Agency (EPA). The report shall also fulfill the specific requirements outlined in the TOR approved by EPA.

DOCUMENTATION FACILITATED BY THE CLIENT

The approved concept design report and allocated land allocations drawings will be facilitated to the successful bidder.

PROPOSAL SUBMISSION DETAILS

The proposal shall be submitted to the Ministry of Environment and Energy addresses below. All submission shall be opened at the Ministry of Environment and Energy in the presence of the representatives of the bidders.

Procurement Unit

Ministry of Environment and Energy
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The prices shall quote (inclusive of GST price quoted separately if applicable, with the GST registration certificate for verification) and a copy of the EIA Consultants Registration Certificate to the

The quotation shall be inclusive of all payment considerations that need to be taken care during the EIA application and approval process. All logistical arrangements and costs shall be bared by the consultant.

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.

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”.

The technical proposal and financial proposal must be submitted in ONE sealed envelope marked “Technical Proposal” and “Financial Proposal” followed by the name of the assignment, and with a warning “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.

SUMISSION REQUIREMENTS

Please ensure the following documentation set is complete during the submission of the proposal.

1. Company profile
2. Company registration certificate
3. Organization chart of the team proposed
4. CVs of the Individuals (Inclusive of a copy of the National Identity Card)
5. List of water and sewerage related EIA completed by the company in the last 3 years.
6. Proposed equipment and methodology of works
7. Financial Proposal as in the Format annexed.
8. GST Registration Certificate
9. Non-Disclaimer Form as in the Format annexed.





FINANCIAL PROPOSAL FORMAT

PART : A: Project Island: F. Feeali

	Description	Cost (Maldivian Rufiyaa)
1	Application Fee for EIA Scoping Process	MVR 1,000.00
2	Surveying Works	
3	Development of Environmental Impact Assessment (EIA) Report	
4	EIA Reviewing Process	MVR 20,000.00
	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.*



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TEAM MEMBER DETAILS

Position	No.	Project Island	Proposed Personnel Name	Educational Qualification	General Experience in the EIA development Assignments (No. of EIA assignments) / (years & months)	Specific Experience in EIA development of Water & Sewerage Projects (No. of EIA assignments) / (years & months)
EIA Consultant	01	F. Feali				
Surveyor	01	F. Feali				
Backstopping Team Member	01	F. Feali				

