



Ministry of Environment, Climate Change and Technology
Republic of Maldives

TERMS OF REFERENCE
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**Transfer of PCB-Containing Equipment in Fuvahmulah and Addu city to
Addu City Hazardous Waste Storage Facility**

Issued on: 4th July 2023

Issued By: Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals
Project – Project Management Unit

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i. SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	04 July 2023
Bid queries submission deadline	09 July 2023 1000
Pre-bid meeting	09 July 2023 1000
Bid clarification deadline	09 July 2023 1000
Proposal submission deadline	16 July 2023 1000

ii. SUBMISSION REQUIREMENTS

The following related documents shall be submitted for the bids to be considered sufficiently responsive.

Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX A.

a. Technical Proposal – Standard Forms

1. Proposal submission form (**signed by the owner of the entity or person with power of attorney to sign**) – (Tech Form 1)
2. Equipment and machinery to be used to execute the works – (Tech Form 2)
3. Key personnel and labor proposed for the execution of works (Tech Form 3)
4. Work Schedule (Tech Form 4)
5. **Reference letters** demonstrating experiences listed in this TOR must be submitted for them to be considered during evaluation
6. Copy of Business (Sole Proprietorship/company/partnerships/institutions/SMEs) registration certificate.
7. Copy of SME Registration - If registered
8. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
9. Tax payer registration Certificate / Notification Copy

b. Financial Proposal – Standard Forms

1. FIN FORM 1 – Financial Proposal Submission Form (**signed by the owner of the entity or person with power of attorney to sign**)
2. Form FIN – 2 Financial Breakdown Form
3. Form FIN - 3: Details Financial Situation
4. Financial statements of the business for the year 2021, 2020 and 2019
5. Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business's bank account. (Bank statement should be from the date of account opening to date of bid announcement)
6. FIN FORM – 4: Average Annual Turnover

7. FIN FORM -5: Financial Resources
8. FIN FORM -6: Line of Credit Letter
9. FIN FORM -7 Current Contract Commitments / Work in Progress

Note 01: Businesses that have not completed one year (from date of business registration to date of bid announcement) do not have to submit FIN FORM 4, FIN FORM 5, FIN FORM 6 or financial statements for the year 2021, 2020 and 2019 and are only required to submit a bank statement from date of account opening to date of bid announcement.

Note 02: If bidder fails to submit any of the above applicable listed documents, their proposal may not be considered for further evaluation.

Note 03: After the evaluation, highest scoring party will be notified to submit tax clearance report. Tender will be awarded upon submission of tax clearance report

1. INTRODUCTION

The Government of Maldives has received funding from the Global Environment Facility (GEF) for the project “Eliminating Persistent Organic Pollutants through the Sound Management of Chemicals”. The Government intends to apply part of the proceeds towards undertaking a preliminary work for establishment of a temporary storage area for PCB wastes, transfer of equipment in Fuvahmulah and Addu city.

The main objective of this work is to transfer of PCB contaminated equipment present in Fuvahmulah and Addu City to the interim hazardous waste storage facility in Addu city Hithadhoo.

2. BACKGROUND

The Republic of Maldives is a Small Island Developing State (SIDS) which faces sustainable development challenges such as small but growing populations, land scarcity, vulnerability to climate change impacts (and other natural disasters) as well as economic development problems due to high transportation costs, lack of adequate infrastructure and lack of industrial development incentives. The Maldives is an archipelago comprised of 1,190 coral islands in 26 atolls over an area of about 750 km on a North-south axis and 120 km on an east-west axis. The land area of the Maldives accounts for about 1% of the Country’s territory. The Maldives islands are low lying land areas with an average height above sea level of 1.8 meters (m).

The country’s population of approximately 400000 people dispersed across 187 inhabited islands. An additional more than 166 islands have tourist resorts. Waste generation is estimated to be 324,000 tons annually with consisting of approximately 0.5 to 11% of hazardous chemicals and of approximately 3-9% of plastics depending on location and size of the island. The fact that (chemical) waste is being generated on 278 island presents the country with an incredible challenge, as land is very scarce, low lying and transportation of chemicals and waste from island to island is costly and complicated. The inadequate storage options and current disposal practices of hazardous chemicals and waste, especially open burning of waste at dumpsites or disposal near the coastline, make it very likely that these toxic chemicals and waste will end up in the waters and oceans. In the Republic of Maldives, the tourism sector accounts for more than 28% percent of the Gross Domestic Product (GDP) of the economy. Tourists to the Maldives are seeking a pristine environment, not one with polluted waters, degraded coral reefs, waste dumps which are openly burning or waste floating in the ocean. Therefore, the Sound Management of Chemicals and waste, especially the environmentally sound management of Persistent Organic Pollutants (hereinafter referred to as POPs) and hazardous waste, is an important element to achieving environmental sustainability. Further, given the economic importance of tourism to the Maldives, implementing environmentally sound chemical and waste management systems would help decouple growth in the tourism sector from environmental degradation.

To tackle these environmental and human health risks, the Government of the Republic of Maldives through the Ministry of Environment, Climate Change and Technology (MECCT) has already taken some steps to try to manage its growing chemicals and waste management problems. Maldives has ratified the Stockholm Convention (SC) on 17 October, 2006 and in

accordance to Article 7 of the Convention has submitted its National Implementation Plan (NIP) to the Stockholm Convention Secretariat (SCS) on 18 July, 2017, which covers the initial POPs as well as the new POPs added at the 4th and the 5th Conference of the Parties.

According to this NIP the highest-ranking national Priorities are the following:

- a) First Priority: The Implementation of measures to strengthen the institutional and regulatory framework; which includes the (i) developing legislation for chemicals management; (ii) strengthening institutional capacity; (iii) improving data collection and management systems and (iv) conducting research on the effects of POPs;
- b) Second Priority: Developing an action plan to eliminate Polychlorinated Bi-Phenyls(PCB) -containing equipment and its wastes by 2025, which includes the (i) identification, labelling and mapping where PCBs and equipment potentially-containing PCBs are located in the country); (ii) putting in place labelling mechanism for all PCB-containing equipment; (iii) establishing adequate storage facilities for replaced equipment containing PCBs; (iv) formulating guidelines for disposal of equipment-containing PCBs; and (v) disposing safely of equipment containing PCBs.
- c) Reducing the incineration and open burning of wastes (including medical and hazardous waste), which is the source of 98.6% of U-POPs releases in the country-totalling 153.4 g-TEQ/year;
- d) Raising awareness through the development of education curricula and targeted awareness campaigns;
- e) Establishing a standard Chemical Management System, including chemical labelling in multiple languages.

In order to address the above-mentioned barriers the project will focus on addressing regulatory/policy barriers, technical and capacity and knowledge barriers so that the Maldives has a) a better foundation to establish a nationwide environmentally sound Management system to address POPs and highly hazardous chemicals, with b) the adequate coordination of key public, private and community stakeholders, regulatory departments, and centers of expertise, and c) the enhanced capacity of all involved, for the Environmentally Sound Management of Chemicals.

The project is implemented by UNDP as GEF's Implementing Agency and MECCT as national executing agency.

The project will also support implementation of the developmental targets and priorities of the Government set out in the Strategic Action Plan (SAP) for five-year period 2019-2023.

3. OBJECTIVE OF ASSIGNMENT

The objective of this consultancy is to safely transport PCB-containing equipment (transformers and switchgears) from Fuvahmulah, S.Maradhoo, and S.Hithadhoo to the Addu interim hazardous waste storage facility located in S.Hithadhoo.

4. SCOPE OF ASSIGNMENT

Under the supervision and in close cooperation with the Project Management Unit (PMU), the firm/company is responsible for the overall implementation of the following tasks:

Collect and pack all PCB-containing equipment in Fuvahmulah, S.Maradhoo, and S.Hithadhoo and transfer them to the interim hazardous waste storage facility in Addu City Hithadhoo.

This task should include the following specific activities, as a minimum:

- Examine the equipment that are detailed in table 1 below and make necessary arrangements to leak proof the equipment before transfer.
- Pack all equipment with stretch films or Low-Density Polyethylene (LDPE) sheets and wrap with string and place a spill tray under each equipment to prevent any potential spills or leaks during transportation.
- Prepare a transfer plan and inform PMU about the exact date and plan of the transfer
- Transfer all equipment according to the transfer plan
- Necessary permits should be obtained from relevant authorities prior to transfer of the waste equipment.
- All handling, storage, packaging, transportation activities shall be in accordance with relevant national and international guidelines related to hazardous chemicals and wastes including PCBs.

Table 1 - potentially PCB contaminated Transformers and Switchgears to be transported

Equipment	Dimensions(lxbxh) (ft)	Volume	QTY	Total volume
FUVAHMULAH				
HV Room (0°17'47.70"S, 73°25'23.70"E)				
Transformer 500 kVA	6x3x7	126	2	252
Large SG 200 kVA	6x2.5x5	75	1	75
Single SG 200 kVA	1.5x1.5x5	11.25	5	56.25
Substation 1 (0°17'39.68"S, 73°25'44.10"E)				
Large SG 200 kVA	6x2.5x5	75	1	75
Transformer 150 kVA	3x3x3	27	4	108
Transformer 30 kVA	3x3x3	27	1	27
Transformer 300 kVA	4x3x4	48	3	144
Transformer 200 kVA	4x3x4	48	2	96
Transformer 100 kVA	3x3x3	27	2	54
Single SG 200 kVA	1.5x1.5x5	11.25	7	78.75
Substation 4 (0°18'12.10"S, 73°25'40.40"E)				
Medium SG 200 kVA	2x2x5	20	1	20
Single SG 200 kVA	1.5x1.5x5	11.25	1	11.25

ADDU CITY					
Hithadhoo Power Station (0°37'45.48"S, 73° 5'55.88"E)					
	Transformer 500 kVA	6x3x7	126	1	126
Maradhoo Fenaka office (0°40'23.05"S, 73° 7'36.39"E)					
	Transformer 500 kVA	6x3x7	126	1	126
				TOTAL	1249.25

*Volume given for the equipment are only approximate and may vary

*The transformers have been decommissioned

5. DELIVERABLES AND PAYMENT SCHEDULE

Payments will be disbursed based on the following breakdown, upon successful achievement of the corresponding deliverables:

Table 2 – Deliverables Schedule

	Deliverables	Details	Outcome	Target Completion Date	Payment Schedule
1	Inception meeting	Inception meeting to discuss the workplan to bring any necessary amendments if required and to discuss the necessary permits required for moving the equipment.	<ol style="list-style-type: none"> 1. Finalized work plan for execution of tasks (must define the primary assumptions made, skilled labor requirements for critical works and important milestones) 2. Transfer plan outlining exact date of the transfer 3. Technical approach to packing and transferring equipment. 	Within 1 week of signing the contract	15% upon approval of Deliverable 1
2	Site mobilization and packing of PCB equipment	Collect and securely pack all PCB-containing transformers and switchgears	<ol style="list-style-type: none"> 1. Packed equipment (with photos) 	3 weeks from submission and approval of workplan	45% upon submission and approval of proof of work completion
4	Transport	Transport of packaged equipment to Addu interim hazardous waste storage facility	<ol style="list-style-type: none"> 1. Site report (with photos of final destination) 2. Shipping and unloading records 	5 weeks from inception meeting	40% upon submission and approval proof of transport

6. DURATION OF THE CONSULTANCY

Duration of the assignment is 6 weeks upon signing the contract.

7. MONITORING AND PROGRESS CONTROLS

The contract shall be managed by PMU and MECCT and the beneficiary is MECCT. No facilities shall be provided by MECCT. The contractor shall ensure that staff assigned for this project are adequately supported and equipped and shall ensure that the service is in accordance with the provisions of the national legislation.

All travel related expenditures travel to the project area in Fuvahmulah and Addu City shall be borne by the Contractor.

8. TECHNICAL REQUIREMENTS

Bidding parties shall demonstrate the following experience and availability of resources:

- Demonstrated availability of necessary labor (including a site manager/supervisor)
- Demonstrated availability of suitable machinery and equipment for execution of the work (TECH form 2)
 - Pickup / Lorry
 - Gantry OR Forklift
 - Packaging materials
- Demonstrated experience in similar works/civil works.
- Demonstrated execution of waste management or transportation of wastes in a similar field or comparable nature with the assignment will be an added advantage.

4.1 Technical score details

Table 3 – Scoring details

DETAILS	MAXIMUM POINTS
[25 points] for minimum 03 civil projects (valued above 35k) undertaken within the last 10 years	35
[05 points] for each additional project up till 2 projects within the last 10 years	
[15 points] for experience in undertaking projects related to waste management or transportation of wastes in a similar field or comparable nature with the assignment	15
	50

Financial Score Calculation:

- The formula for determining the financial scores is the following:

$$Sf = 100 \times \left[\frac{Fm}{F} \right]$$
 in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

Total Score Calculation:

- The weights given to the Technical and Financial Proposals are:

T = [0.6], and F = [0.4]

9. FINANCIAL SITUATION EVALUATION

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 40,000.00, for the year 2021,2020 and 2019. (Submit Form FIN-1 Annual Turnover)

(OR)

- To be eligible the financial statements of the bidding party must show, Minimum value of MVR 40,000.00, for liquid asset, for the year 2021 ,2020 and 2019. – (Submit Form FIN - 2: Financial Situation)

(OR)

- Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business's bank account. (bank statement should be from the date of account opening to date of bid announcement). To be eligible the business's bank statement must show a credit balance of minimum MVR 40,000.00

(OR)

- If bidding party is unable to meet any of the above requirement they shall submit 'Line of Credit Letter' As per the template in fin form 4. Credit limit shall be no less than MVR 40,000.00 – (Submission Form Fin -4: Line of Credit Letter)

10. SELECTION CRITERIA OF REGIONAL BASED BUSINESSES AND MSME BUSINESSES

- a) Among bidders who pass the technical and financial evaluation, Micro, Small and Medium Enterprises (MSME's) will be assessed accordingly:

The bidder with the highest ranking with a proposed price that doesn't exceed 15% of the price of the bidder with the overall highest ranking will be awarded.

- b) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same island as the project is carried out will be assessed accordingly:

The bidder with the highest ranking with a proposed price that doesn't exceed 10% of the price of the bidder with the overall highest ranking will be awarded.

- c) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:

The bidder with the highest ranking with a proposed price that doesn't exceed 5% of the price of the bidder with the overall highest ranking will be awarded.

- d) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all Maldivian bidders will be checked and assessed accordingly.

The bidder with the highest ranking with the lowest proposed price will be awarded

- e) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b), (c) and (d) all bidders will be assessed accordingly.

The bidder with the highest ranking with the lowest proposed price will be awarded

Classifying regional based businesses

- a) If the bidder is a sole proprietorship, the bidder's permanent address will be checked
- b) If the bidder is not a sole proprietorship, the island to which the business is registered will be checked.
- c) The bidder will be considered as a business working in one certain area, as per (a) and (b) accordingly:
 - If the bidder is a sole proprietorship, the bidder's registered permanent address as of 1st January of the year the invitation for bid was issued will be considered
(OR)
 - If the business had been registered before the year in which the invitation for bid was issued, the island to which the business was registered as of 1st January of the year the invitation for bid was issued will be considered
(OR)
 - If the business had been registered within the year in which the invitation for bid was issued, the island to which the business was first registered will be considered.

11. SUBMISSION

Bid submission	On or before 16 July 2023 1000 hours local time
Bid opening	16 July 2023 1000 hours local time. Proposals will be opened in the presence of the proponents' representatives who choose to be present at the address below at the time of proposal opening.
Submission instruction	Proposals must be delivered in sealed envelopes titled “Do not Open Before 16 July 2023 1005 hours – Transfer of PCB-Containing Equipment in Fuvahmulah and Addu city to Addu City Hazardous Waste Storage Facility” and the submitting party's name and address Late proposals will be rejected.
Submission address	Procurement Section Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu Male', 20392, Republic of Maldives Email: procurement@environment.gov.mv Website: www.environment.gov.mv Project name: Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals

Annexes

TECH FORM 1 – Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide the consultancy service for **“Transfer of PCB-Containing Equipment in Fuvahmulah and Addu city to Addu City Hazardous Waste Storage Facility”** in accordance with your Request for Proposal dated (_____). I hereby submit my Proposal, which includes all required documents as per Request for Proposal.

I 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, I undertake to negotiate on the basis of the proposed staff. my Proposal is binding upon myself and subject to the modifications resulting from Contract negotiations.

I undertake, if my Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnerships/institutions):

Address:

TECH FORM 2 – Equipment and Machinery

The bidder shall provide adequate information to demonstrate clearly that the bidder has the capability to meet the requirements for key equipment proposed by bidder to be used for packing and transportation of the equipment. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Tenderer. The Tenderer shall provide all the information requested below, to the extent possible. Fields with asterisk (*) shall be used for evaluation.

Type of Equipment*		
Equipment Information	Name of manufacturer	Model and power rating
	Capacity*	Year of manufacture*
Current Status	Current location	
	Details of current commitments	
Source	Indicate source of the equipment	
	<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

The following information shall be provided only for equipment not owned by the Tenderer.

Owner	Name of owner	
	Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreements	Details of rental / lease / manufacture agreements specific to the project	

TECH FORM 3 Key Personnel and Labor

The following table must list down key personnel and labor proposed by bidder

1.	Title of position:
	Name:
	Responsibilities:
2.	Title of position:
	Name:
	Responsibilities:
3.	Title of position:
	Name:
	Responsibilities:
4.	No. of Labor Force Staff:

TECH FORM 4 – Work Schedule

Transfer of PCB-Containing Equipment in Fuvahmulah and Addu city to Addu City Hazardous Waste Storage Facility						
Deliverables	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Inception meeting						
Site mobilization and packing of PCB equipment						
Transport						

FIN FORM 1 – Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide services for **“Transfer of PCB-Containing Equipment in Fuvahmulah and Addu city to Addu City Hazardous Waste Storage Facility”**- in accordance with your Request for Proposal dated [insert date of advertisement] and our Technical proposal. We hereby submit our Financial Proposal for the sum of [Insert amount(s) in words and figures in MVR]. This amount is inclusive of the all local taxes.

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

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

Sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnerships/institutions)

Address:

FIN FORM 2 – Financial Breakdown Form**Date:****Reference No:**

No.	Description	Price/Unit (MVR)	Total
1	Inception meeting		
2	Site mobilization and packing of PCB equipment		
3	Transport		
	Total:		
	GST		
	Total with GST		

The quotation is valid for 90 days from the date of bid opening.

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

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

Authorized Signature and stamp

FIN FORM 3 – Details of Financial Situation

Each Applicant must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2021:	Year 2020:	Year 2019:

Information from Balance Sheet

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

Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of the Bidder.
- Historic financial statements must be complete, including all notes to the financial statements.

- Historic financial statements must correspond to accounting periods

FIN FORM 4 – Average Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2021		
2020		
2019		
Average Annual Turnover		

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.

FIN FORM 5 – Financial Resources

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

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

FIN FORM 6 – Letter of Credit

[letterhead of the Bank/Financing Institution]

[date]

To:*[Name and address of the Contractor]*

Dear,

You have requested { name of the bank/financing institution issuing the letter) to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder.

This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

FIN FORM 7 – Current Contract Commitments / Work in Progress

Current Contract Commitments/Works in Progress

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

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