



Ministry of Environment and Energy

Male', Republic of Maldives.

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Advertisement No.: (IUL)438-WS/438/2018/27

Date: 16th January 2018

REQUEST FOR PROPOSAL

Consultancy Services for the Development of the Tender Document and related Works based on Labor Contract Model for the Provision of Sewerage Facilities in Aa. Mathiveri, Maldives

INTRODUCTION

The Ministry of Environment and Energy intends to procure the services of a Consultancy Firm for the Development of Tender Document and related Works for Provision of Sewerage Facilities in Aa. Mathiveri, 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:

- Review the Developed Detailed Design.
- Develop a Labor Contracting Tender Document for the Civil Works
- Produce a Detail Material and Equipment List in Reference to the Design to be utilized by the Labor Contractor.
- Produce Technical Specifications for Civil Works and Material / Equipment separately.
- Prepare BoQ for all labor works to be carried out.
- Produce a Detail Cost Estimate for the Labor Contracting Works and Material and Equipment's separately.
- Assist in the Tendering Process and Engage in the Evaluation of the Labor Contractor Bids
- Develop and Prepare the Contract Document for the Labor Contracting Works
- Develop Material Approval Forms and Labor Construction Work Monitoring Works Forms

DELIVERABLES

- Activity No.1 - Review Report of the Detailed Design Report
- Activity No.2 - Hard and Soft Copy (Editable Version) of the Labor Contract Tender Document
- Activity No.3 - Hard and Soft Copy of the Detailed Material and Equipment List with Technical Specifications indicating its standards related details for each individual item.
- Activity No.4 - Hard and Soft Copy (Editable Version) of the Technical Specifications for Civil Works and Material / Equipment separately
- Activity No.5 - Hard and Soft copy (Editable Version) of BoQ for labour component.
- Activity No.6 - Hard and Soft Copy (Editable Version) of the Detail Cost Estimates (Labor Contracting Works and Material and Equipment separately)
- Activity No.7 - Conduct Evaluation Works and Compile Evaluation Report
- Activity No.8 - Hard and Soft Copy of the Contract Document for the Labor Contracting Works
- Activity No.9 - Hard and Soft Copy (Editable Version) of Material Approval Forms and Labor Construction Work Monitoring Works Forms





Note: Expected Contracting Date 25th January 2018.

PAYMENT

Payment will be in accordance with the schedule specified below;

- Completion of Activity No. 1 - 10 % of Contract Amount
- Completion of Activity No. 2 - 10 % of Contract Amount
- Completion of Activity No. 3 - 10 % of Contract Amount
- Completion of Activity No. 4 - 10 % of Contract Amount
- Completion of Activity No. 5 - 10 % of Contract Amount
- Completion of Activity No. 6 - 10 % of Contract Amount
- Completion of Activity No. 7 - 20 % of Contract Amount
- Completion of Activity No. 8 - 10 % of Contract Amount
- Completion of Activity No. 9 - 10 % of Contract Amount

STANDARD OF REPORT

All documentation must be developed according to the international best practices and should comply with standard Maldives National Procurement regulations.

DURATION

- a) The Consultant's shall complete the assignment by 40 days. ('days' shall mean Calendar days). *This does not include the review/clarification period of the document submitted.*
- b) Consultant's project duration shall start from the date of contract signing.
- c) Consultant's project duration shall be completed on the date of completion of all Activities identified in the deliverables section.
- d) 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.

- a) If the delays are due to issues which could not be influenced by the consultant 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.



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މިއަދުގެ ސަރުކާރުގެ ސަރުކާރު، 20392، ދުވަހު، ދުވަހުގެ ސަރުކާރު.

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EVALUATION CRITERIA

Points

(A) Company Profile: [100]

1. No. of water supply and sewerage design works assignments conducted by the firm (1 Assignment = 05 Points) [40]
2. Water and Sewerage Design Assignment of Amount MVR 200,000 (1 Assignment = 05 Points) [40]
3. Organisational structure of the firm (It should indicate Board of Directors and Project Management Plan / Structure) [20]

Total A = []

(B) Project Team [100]

1. Resident Engineer (Civil Engineer) [40]
2. Electro-Mechanical Engineer [10]
3. Procurement Expert [30]
4. Engineering / Quantity Surveyor [20]

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 [50%]
- (iii) Specific Experience [25%]

(C) Approach, Methodology & Work plan [100]

1. Approach & Methodology [50]
 - Demonstration of an understanding of the objective of the assignment [25]
 - Proposal on methodology on carrying out the activities [25]
2. Work plan of the Assignment [50]
 - Work Plan consistent with proposed Technical Approach and Methodology [25]
 - Work Schedule [25]

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:

$S_f = 100 \times F_m / F$, in where S_f is the financial score, F_m 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.





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QUALIFICATIONS OF TEAM

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

	CIVIL ENGINEER		Sub- Category		Total Score	Sub-Score
Education & Qualification	Bachelor's degree in Civil Engineering.				10.0	
General Experience	Experience in Design Works.	(a)	Experience of 05 Years	5	20.0	20.0
		(b)	Experience of 03 Years	3		12.0
		(c)	Experience of 01 Years	1		4.0
Specific Experience	Experience in Design Works such as buildings, resorts, water supply and sewerage works, coastal works, road projects etc. In addition should be able to monitor and check of materials and equipment's as per approval or acceptable specifications and standards.	(a)	Experience of 05 Years	5	10.0	10.0
		(b)	Experience of 04 Years	4		8.0
		(c)	Experience of 03 Years	3		6.0
Other requirements	The Engineer must reside in Maldives from the period of commencement to the end of the assignment and must be available to meet with the Client as and when required.					

	ELECTRO – MECHANICAL ENGINEER		Sub- Category		Total Score	Sub-Score
Education & Qualification	Bachelor's Degree in Electrical/Mechanical Engineering				2.5	
General Experience	Experience in designing of Electrical / Mechanical components.	(a)	Experience of 05 Years	5	5.0	5.0
		(b)	Experience of 03 Years	3		3.0
		(c)	Experience of 01 Years	1		1.0
Specific Experience	Experience in design of electrical / mechanical components in resorts, buildings, water supply and sewerage projects. In addition should be familiar with pumps and its operations under different applications.	(a)	Experience of 05 Years	5	2.5	2.5
		(b)	Experience of 04 Years	4		2.0
		(c)	Experience of 03 Years	3		1.5

	PROCUREMENT EXPERT		Sub- Category		Total Score	Sub-Score
Education & Qualification	Undergraduate degree in procurement/ commerce / finance/ business/ management/Economics				7.5	
General Experience	Experience in procurement related works, procurement of consultants, works and goods; and have had substantial management/Supervisory responsibilities pertaining to procurement.	(a)	Experience of 05 Years	5	15.0	15.0
		(b)	Experience of 03 Years	3		9.0
		(c)	Experience of 01 Years	1		3.0
Specific Experience	Experience in procurement related works, procurement of consultants, works and goods; and have had substantial management/Supervisory responsibilities pertaining to procurement of in resorts, buildings, water supply and sewerage projects.	(a)	Experience of 05 Years	5	7.5	7.5
		(b)	Experience of 04 Years	4		6.0
		(c)	Experience of 03 Years	3		4.5
Other requirements	The Engineer must reside in Maldives from the period of commencement to the end of the assignment and must be available to meet with the Client as and when required.					





	ENGINEERING / QUANTITY SURVEYOR		Sub- Category		Total Score	Sub-Score
Education & Qualification	Diploma in Civil Engineering/ Diploma in Quantity Surveying				5.0	
General Experience	Experience in survey works and checking payment invoices/Variation Orders of civil/ Time Extension cases, of electrical and mechanical works of Building and other miscellaneous works	(a)	Experience of 03Years	3	10.0	10.0
		(b)	Experience of 02 Years	2		6.0
		(c)	Experience of 01 Years	1		2.0
Specific Experience	Experience in surveying, checking payment invoices/Variation Orders/Time extension cases of water supply and sewerage works	(a)	Experience of 03 Years	3	5.0	5.0
		(b)	Experience of 02 Years	2		4.0
		(c)	Experience of 01 Years	1		3.0

NOTE: The proposed TEAM should NOT be performing works in more the TWO Project assignments under the Ministry. If observed during evaluation, the CV would be requested to be replaced with an equivalent CV.





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DOCUMENTATION FACILITATED BY THE CLIENT

The draft detailed design report 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
Green Building, Handhuvaree Hingun,
Maafannu, Male', 20392
Republic of Maldives
Fax: +960-3018-301 Tel: +960-3018-453

The prices shall quote (inclusive of GST price quoted separately if applicable, with the GST registration certificate for verification).

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. Details of Water Supply and Sewerage Design works assignments conducted by the firm
6. Approach, Methodology
7. Work plan
8. Financial Proposal as in the Format annexed.
9. GST Registration Certificate





10. Non-Disclaimer Form as in the Format annexed.

FINANCIAL PROPOSAL FORMAT

Consultancy Services for the Development of the Tender Document for the Provision of Sewerage Facilities in Aa. Mathiveri, Maldives

	Description	Cost (Maldivian Rufiyaa)
1	Review Report of the Detailed Design Report	
2	Develop Labor Contract Tender Document	
3	Develop Detailed Material and Equipment List with Technical Specifications indicating its standards related details for each individual item.	
4	Prepare BoQ for all labor works to be carried out.	
5	Develop Technical Specifications for Civil Works and Material / Equipment separately	
6	Prepare Detail Cost Estimates (Labor Contracting Works and Material and Equipment separately)	
7	Conduct Evaluation Works and Compile Evaluation Report	
8	Contract Document for the Labor Contracting Works	
9	Develop Material Approval Forms and Labor Construction Work Monitoring Works Forms	
	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.
- All Payment shall be made in Maldivian Rufiyaa (MVR)
- No Advance Payment Claim is applicable in this Assignment.





NON DISCLAIMER FORM

SECTION 1: IDENTIFICATION AND DISCLOSURES

- **Name of Bidder:**
- **Type of Legal Entity Mailing Address:**
- **Business Registration ID Number (If an Individual National ID Card Number and Copy):**
- **Tax Payer ID Number:**
- **Description of Business:**
- **Telephone:**
- **Fax:**
- **Email:**

SECTION 2: DECLARATION OF CONFIRMATION OF ABSENCE OF ANY CONFLICT OF INTEREST

I/We, the undersigned as the bidder, submitting the tender in respect of call for captioned tender, confirm:

- that I/We do not have any conflict of interest in connexion to the contract. A conflict of interest may arise in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest;
- that I/We will inform the contracting authority, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest;
- that I/We have not made, and will not to make, any offer of any type whatsoever from which an advantage can be derived under the contract;
- that I/We have not granted, sought, attempted to obtain or accepted and will not grant, seek, attempt to obtain, or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract;
- that I/We understand that the Anti-Corruption Commission of Maldives reserves the right to verify this information and that I am aware of the consequences which may derive from any false declaration in respect of the information required by the awarding body as a condition of participation in the contract procedure.
- that I/We understand that none of the personnel proposed for the technical team is an permanent civil service employee of the clients institute or affiliated agencies.

Name:

Signature:

Date:

Stamp:





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TEAM MEMBER DETAILS

Position	No.	Project Island	Proposed Personnel Name	Educational Qualification	General Experience	Specific Experience
Resident Engineer (Civil Engineer)	01	Aa. Mathiveri				
Electro-Mechanical Engineer	01	Aa. Mathiveri				
Procurement Expert	01	Aa. Mathiveri				
Engineering / Quantity Surveyor	01	Aa. Mathiveri				

All personnel who are proposed for this assignment should provide the a COMMITMENT Letter to be engaged for the assignment during the period.



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WORK SCHEDULE DETAILS

		1 Week	2 Week	3 Week	4 Week	5 Week
0	Sign of Contract Document					
1	Review the Developed Detailed Design.					
2	Develop a Labor Contracting Tender Document for the Civil Works					
3	Produce a Detail Material and Equipment List in Reference to the Design to be utilized by the Labor Contractor					
4	Prepare BoQ for all labor works to be carried out.					
5	Produce Technical Specifications for Civil Works and Material / Equipment separately.					
6	Produce a Detail Cost Estimate for the Labor Contracting Works and Material and Equipment's separately.					
7	Assist in the Tendering Process and Engage in the Evaluation of the Labor Contractor Bids					
8	Develop and Prepare the Contract Document for the Labor Contracting Works					
9	Develop Material Approval Forms and Labor Construction Work Monitoring Works Forms					

