



Ministry of Environment

Republic of Maldives

REQUEST FOR PROPOSAL

(IUL)438-ENV/438/2021/15

**FEASIBILITY STUDY FOR ESTABLISHMENT OF HAZARDOUS WASTE AND
CHEMICALS MANAGEMENT SYSTEM IN THE GREATER MALE' REGION**

**“Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals
Project”**

Issued on: 21th January 2021

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

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1. SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertise	21 January 2021
Release of Request for Proposal	21 January 2021
Bid Registration	07 February 2021 – Before 12:00 PM
Pre-bid meeting	14 February 2021 – 10:00 AM
Last day to submit queries	28 February 2021– before 12:00 PM
Deadline to submit proposals	14 March 2021 – before 11:00 AM

2. SUBMISSION REQUIREMENTS

Interested parties shall submit all the forms listed under **Sections 6 (TECHNICAL PROPOSAL - STANDARD FORMS)** and **Section 7 (FINANCIAL PROPOSAL - STANDARD FORMS)**. The following related documents shall be submitted for the bids to be considered sufficiently responsive.

Registered entities under Maldives Inland Revenue Authority (MIRA) is only eligible to apply for this consultancy. Interested international parties who are not registered under MIRA may apply to this consultancy in association with local consultancy firms.

- 1) Proposal Form (Form Tech-1)
- 2) Company/firm's Organization and Experience (Form Tech -2A & 2B)
- 3) Approach, Methodology and Work Plan (Form Tech -3)
- 4) Team Composition & Task Assignments (Form Tech -4)
- 5) Curriculum Vitae (CV) for proposed Professional Staff (Form Tech -5)
- 6) Work Schedule (Form Tech -6)
- 7) Financial Proposal Submission Form (Form Fin 1)
- 8) Financial Proposal Summary Form (Form Fin 2)
- 9) Company profile
- 10) Company registration certificate
- 11) Organization chart of the Company
- 12) If more than one party wishes to show interest as a JV, Joint Venture or Association Agreement between the parties needs to be provided
- 13) Copy of the National Identity Card/Passport, Educational Certificates and reference letters
- 14) Copy of tax registration certificate issued from Maldives Inland Revenue Authority

3. LETTER OF INVITATION

Subject: To Conduct a Feasibility Study for Establishment of Hazardous Waste and Chemicals Management System in the Greater Male' Region

1. 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 feasibility study for the establishment of hazardous waste and chemicals management in the greater Male' region.
2. The main objective of this service is to conduct a technical and financial feasibility study for exploring the possibility of establishment and sustainable operation of an interim storage covering handling, separation, collection, packaging, labelling, transportation and storage of hazardous waste and chemicals, pre-treatment and re-export for their sound disposal facility.
3. A detailed Terms of Reference (TOR) for the above components and Request for Proposal (RFP) for the consulting services will be attached to the gazette advertisement and also made downloadable on the Ministry's website www.environment.gov.mv. Interested consultation companies/firms may obtain further information via mail to procurement@environment.gov.mv copied to asnan.ahmed@environment.gov.mv
4. The Government of Maldives, represented by Ministry of Environment (MoEn), now invites interested eligible companies/firms 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.).
5. The Bidder shall be registered to submit the proposal by submitting ‘Bidders’ Registration Form’ to the email address procurement@environment.gov.mv before 07th February 2021 – 12:00PM. **Non-registered parties may also submit their proposals.**
6. An online pre-bid meeting will be held online on 14th February 2021 – 10:00 AM (local time). A link to join online pre-bid meeting will be shared with the registered parties.
7. Proposals shall be delivered in a sealed envelope, bearing the name of the project “Feasibility Study for Establishment of Hazardous Waste and Chemicals Management System in the Greater Male' Region”, bid opening time and date, the address the bid is

submitted to (as in the RFP), and the bidders company name, to the Ministry of Environment at the address specified in the RFP. Proposals shall be valid for a period of 90 days from the date of Opening. **Electronic submissions are not allowed.**

8. Bids should be submitted through International mail services or in person on or before 11:00 AM – 14th March 2021 (Only bids submitted at this time will be eligible to proceed to evaluation) to the address below. The proposals will be opened at Maldivian time 11:00 AM – 14th March 2021. Any late bids will be rejected.

Eliminating POPs Through Sound Management of Chemicals Project
Management Unit
Environment Management and Conservation Department,
Green Building, Handhuvaree Hingun,
Maafannu, Male', 20392, Republic of Maldives
Tel. (960)-3018-300
Email: procurement@environment.gov.mv

4. INSTRUCTIONS TO APPLICANTS

1. Introduction

- a) The Client named in the Data Sheet will select a company/firm from those who submit their proposals for this request.
- b) Interested companies/firms 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.
- c) The Client will select a company/firm from those who submit their proposals, in accordance with the method of selection specified in the Data Sheet.
- d) As a direct response to this document, interested parties must provide their detailed proposals "To Conduct a Feasibility Study for Establishment of Hazardous Waste and Chemicals Management System in the Greater Male' Region". 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.
- e) The Applicants 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 Applicants.

- f) 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 TOR.

2. Conflict of interest

- a) 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.
- b) The company/firm 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 company/firm or the termination of its Contract.

3. Fraud and corruption

The Client requires that all parties including companies/firms and their agents (whether declared or not), personnel, sub-contractors, service providers and suppliers, observe the highest standard of ethics during the selection and execution its contracts. In pursuance of this policy, the Client:

- a) defines, for the purposes of this provision, the terms set forth below as follows:
 - i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii) "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;
 - iii) "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;

- iv) “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.
- v) “obstructive practice” is
 - i.v 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
 - ii.v acts intended to materially impede the exercise of the relevant government authorities’ inspection and audit rights.
- vi) will reject a proposal for award if it determines that the company/firm 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;
- vii) 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 or practices during the selection process or the execution of that contract, without the company/firm having taken timely and appropriate action satisfactory to the Client to address such practices when they occur; an
- viii) will act 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.

4. 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 Applicants could submit new staff in replacement, who would be considered in the final evaluation

for contract award. Applicants who do not agree have the right to refuse to extend the validity of their Proposals.

5. Language of proposal

The proposal documents must be in written English.

6. Preparation of proposals

- a) The Proposal, as well as all related correspondence exchanged by the company/firm and the Client, shall be written in the language (s) specified in the RFP.
- b) In preparing their Proposal, the company/firm is expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of the Proposal.
- c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

7. 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 (Section 6. Technical Proposal).

- a) A brief description of the company/firm's organization and an outline of recent experience of the company/firm, on assignments of a similar nature are required in FORM TECH 2A & 2B of Section 6. For each assignment, the outline should indicate the names of Sub-Consultants/Professional staff who participated, duration of the assignment, contract amount, and the company/firm's involvement. Information should be provided only for those assignments for which the company/firm was legally contracted by the Client. Assignments completed by individual Professional staff working privately or through other organisations cannot be claimed as the experience of the company/firm, or that of the company/firm's associates, but can be claimed by the Professional staff themselves in their CVs. Company/firm should be prepared to substantiate the claimed experience if so requested by the Client.
- b) 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 of Section 6).
- c) CVs of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (FORM TECH-5 of Section 6).

- d) 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 Section 6. The work plan should be consistent with the Work Schedule (FORM TECH 6 of Section 6) which will show in the form of a bar chart depicting the timing proposed for each activity.
- e) The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive.

8. Financial Proposal Format and content

- a) Financial Proposal submitted shall include the total cost specified in the TOR (FORM FIN 1) and the total amount of financial proposal shall be inclusive of any applicable tax such as Goods and Service Tax (GST).
- b) Financial Proposal submitted shall include the breakdown of cost for each of the deliverables (FORM FIN 2)
- c) Failure to submit the FORM FIN 1&2 will lead to the disqualification of the proposal submitted by the Proponent.

9. Clarification and amendment of RFP documents

- a) 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. Requests for clarifications need to be submitted latest by the date and time provided in the Data Sheet.
- b) 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.

10. Communication

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.

11. Submission, receipt, and opening of proposals

- a) The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Applicants themselves. The person who signed the proposal must initial such corrections.
- b) An authorized representative of the applicant 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 on behalf of the company/firm.
- c) Applicants shall submit a “Compliance Statement” stating that the offer is made in accordance with the Request for Proposal. Applicants who offer additional or alternative conditions if applicable shall clearly state those in their proposals.
- d) The technical proposal and financial proposal must be submitted in a single sealed envelope with one (1) printed copy to the address indicated in the Data Sheet. The proposal shall be placed in a sealed envelope which 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 cause for Proposal rejection.
- e) 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

12. Evaluation of proposals

- a) From the time the Proposals are opened to the time the Contract is awarded, the Applicants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Applicants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Proposal.
- b) The Proposals shall be opened publicly in the presence of the company/firm’s representatives who choose to attend. These Financial Proposals shall be then referred, and the total prices read aloud and recorded. Copy of the record shall be sent to all submitted Applicants.

- c) 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. To be eligible for this assignment the companies/firms must clearly show their capacity to accomplish the work in the required time frame with the proposed project team by showing the adequacy of staff selected and their current workload.
- d) After the technical evaluation is completed, the Applicants who are not qualified for technical evaluation will be disqualified for the financial evaluation.
- e) The Applicant is REQUIRED to submit Financial Proposal for the bid, using for this purpose the Financial Proposal Submission FORM FIN 1&2.
- f) 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.
- g) The highest evaluated Financial Proposal (Fm) 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 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 for the Proposal will be invited for negotiations.

13. Damages

- a) The Client may claim damages in respect of any direct loss that can be reasonably attributed to delays, defects or other breaches of contract on the part of the company/firm, unless the company/firm demonstrates that the company/firm did not cause the breach of contract or the reason for the breach of contract.
- b) Liquidated damages shall be the only damages due from the company/firm for such default, other than in the event of termination by the Client under the contract prior to

completion of the works. These damages shall not relieve the company/firm from their obligation to complete the works, or from any other duties, obligations or responsibilities which they may have under the Contract.

- c) If the agreed delivery date or other time limit in the delivery schedule in respect of which the parties have stipulated is not complied with, and this is not caused by force majeure or circumstances related to the Client, there is a delay on the part of the company/firm that triggers liquidated damages.
- d) The liquidated damages shall accumulate automatically. The liquidated damages amount and the maximum delay damages will be calculated on the basis specified in the Data Sheet.
- e) The Client shall not have the right to terminate the Agreement for breach for as long as the liquidated damages continue to accumulate. However, this time restriction shall not apply in the case of wilful misconduct or gross negligence on the part of the company/firm or anyone for whom it is responsible.
- f) If only parts of the agreed deliverables are delayed, the company/firm may request a reduction in the liquidated damages proportional to the ability of the Client to utilize the part of the deliverables that has been delivered.

.13.1 Limitation of Damages

- a) No damages may be claimed in respect of indirect loss. Loss of data is classified as indirect loss, unless such loss is caused by data handling that is the responsibility of the company/firm under the Agreement.
- b) Overall damages over the term of the Agreement are limited to an amount corresponding to the contract price, excluding relevant Taxes, or an agreed estimate for the Assignment.
- c) The said limitations shall not apply in the case of gross negligence or wilful misconduct on the part of the company/firm or anyone for whom it is responsible.

5. DATA SHEET

5.1. a	<p>Name of the Client: Ministry of Environment Green Building, Handhuvaree hingun, Maafannu, Male', 20392, Republic of Maldives</p>
5.1. b	<p>Financial Proposal to be submitted together with Technical Proposal in a single envelope on the same day and time specified.</p> <p>Please write name of the assignment and other required details as per clause 4.11 on the envelopes.</p> <p>Name of the assignment is: "Feasibility Study for Establishment of Hazardous Waste and Chemicals Management System in the Greater Male' Region".</p>
5.1. c	<p>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, Republic of Maldives.</p>
5.2 Validity	<p>Proposals must remain valid up to 90 days after the submission date.</p>
5.3 Clarifications of RFP Documents	<p>Interested companies/firms may obtain further information/clarifications no later than 28th February 2021 – 12:00 PM before the submission date.</p> <p>Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals Project Management Unit Environment Management and Conservation Department, Ministry of Environment, Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Email: procurement@environment.gov.mv, asnan.ahmed@environment.gov.mv</p>
5.4 Submission, Receipt, and Opening of Proposals	<p>The Proposal submission address is:</p> <p>Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals Project Management Unit, Environment Management and Conservation Department, Ministry of Environment Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives.</p> <p>The proposals are expected to be submitted to the address on 14th March 2021 – before 11:00 AM. Only bids submitted at this time will be eligible to proceed to evaluation and late bids will be rejected.</p>

5.5	Evaluation of Proposals	Maximum Points
W1 - Company profile		
1	No. of demonstrated experience in preparation of feasibility studies, waste management facilities/manufacturing plant set up plans, facility/plant installation planning analysis and similar relevant for the scope of work references. <i>(15 points for fulfilling minimum requirement and 2 points for each additional year with up to 10 points)</i>	25
2	No. of demonstrated experience in preparation of feasibility studies for waste management or in a similar project of comparable relevance and scale. <i>(20 points for fulfilling minimum requirement and 5 points for each additional experience up to 15 points)</i>	35
3	No. of demonstrated experience in preparation of engineering project designs – technical documentation in similar fields or with comparable nature with the assignment <i>(10 points for fulfilling minimum requirement and 2 points for each additional year up to 10 points)</i>	20
4	Availability of a valid engineering license for the key technical experts <i>(ie. Team Leader, Waste Management Expert and Non-key Experts, if proposed as a minimum requirement)</i>	10
5	Availability of similar experience in SIDS – Asset	10
W2 - Project Team		
1	<p>Key expert 1: Team leader</p> <p>a) Qualifications and Skills 08 points</p> <ul style="list-style-type: none"> • [04] points for minimum Master’s Degree in Solid Waste management, environmental protection and management, chemical and industrial engineering, hazardous waste management, and other relevant fields, additional [02] points for each level above Master’s Degree • [02] points for proficiency in English <p>b) General Professional Experience 12 points</p> <ul style="list-style-type: none"> • [07] points for minimum 10 years general professional experience, additional [01] point for each year up to 5 years <p>c) Specific Professional Experience 20 points</p> <ul style="list-style-type: none"> • [07] points for minimum 5 years specific professional experience, additional [01] point for each year up to 5 years • [04] points for long-term specialization in hazardous waste/chemicals management (not a minimum requirement) • [02] points for minimum 1 proven experience in a project as a project manager/team leader, [01] point for each additional experience up to 2 projects 	40
2	<p>Key expert 2: Waste Management Expert</p> <p>a) Qualifications and Skills 06 points</p> <ul style="list-style-type: none"> • [04] points for minimum Master’s degree in Physical Sciences or Engineering, preferably Environmental Engineering or in a related field, [01] point for each level above Master’s Degree 	30

	<ul style="list-style-type: none"> [01] point for proficiency in English <p>b) General Professional Experience 09 points</p> <ul style="list-style-type: none"> [06] points for minimum 5 years general professional experience, additional [01] point for each year up to 3 years <p>c) Specific Professional Experience 15 points</p> <ul style="list-style-type: none"> [09] points for minimum 3 years specific professional experience, additional [01] point for each year up to 3 years [01] point for each year of experience in establishment or operations of waste management facilities up to 3 years (not a minimum requirement) 							
3	<p><i>Key expert 3: Finance Expert</i></p> <p>a) Qualifications and Skills 06 points</p> <ul style="list-style-type: none"> [04] points for minimum Master's Degree in Finance/Accounting, Business, or Public Administration, or a professional accounting qualification from an internationally recognized institute of accountancy, additional [02] points for each level above Master's Degree <p>b) General Professional Experience 09 points</p> <ul style="list-style-type: none"> [06] points for minimum 5 years general professional experience, additional [01] point for each year up to 3 years <p>c) Specific Professional Experience 15 points</p> <ul style="list-style-type: none"> [10] points for minimum 5 years work experience in preparation of feasibility studies and cost-benefit analysis related to environment projects, additional [01] point for each year up to 5 years 	30						
W3 - Approach, Methodology & Work plan								
1	<p>Technical approach and methodology</p> <p>a) <i>Demonstration of an understanding of the objective of the assignment in the context of the project</i> 30 points</p> <p>b) <i>Proposal on methodology on carrying out the activities</i> 30 points</p>	60						
2	<p>Work plan</p> <p>a) <i>Proposed 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;</i> 05 points</p> <p>b) <i>Work plan being consistent with proposed Technical Approach and Methodology</i> 10 points</p> <p>c) <i>Work schedule</i> 05 points</p>	20						
3	<p>Organization and Staffing</p> <p><i>Structure and composition of project team listing main disciplines of the assignment, the key and non- key expert responsible</i></p>	20						
<p>Technical Score (St) = $A/100*[W1] + B/100*[W2] + C/100*[W3]$</p> <p>Weights Distribution</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">W1 Company Profile</td> <td style="text-align: right;">[30]</td> </tr> <tr> <td>W2 Project Team</td> <td style="text-align: right;">[40]</td> </tr> <tr> <td>W3 Approach & Methodology</td> <td style="text-align: right;">[30]</td> </tr> </table> <p>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.</p> <p>The weights given to the Technical and Financial Proposals are: $T = [0.6]$, and $P = [0.4]$</p>			W1 Company Profile	[30]	W2 Project Team	[40]	W3 Approach & Methodology	[30]
W1 Company Profile	[30]							
W2 Project Team	[40]							
W3 Approach & Methodology	[30]							

6. TECHNICAL PROPOSAL – STANDARD FORMS

6.1 FORM TECH – 1: Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer to provide the consultancy service for “Feasibility Study for Establishment of Hazardous Waste and Chemicals Management System in the Greater Male’ Region” in accordance with your Request for Proposal dated [xxx] and our Proposal. We are hereby submitting our Proposal, which includes all required documents as per Request for Proposal.

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 fulfil 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 Company/Firm/Institution:

Address:

6.2 FORM TECH – 2: Company/firm’s Organization and Experience

6.2.A – Company/firm’s Organizational profile

[Provide here a brief (two pages) description of the background and organization the company/firm/institution.]

6.2.B – Experience of the company/firm

[Using the format below, provide information on each contract/assignment for which your company/firm, individually as a corporate entity or as one of the major companies within an association, for carrying out feasibility studies for industrial operations i.e. facility/plant installation planning analysis other relevant assignments which can be classified as “General Experience” and feasibility studies for waste management planning activities, or studies of comparable relevance and scale, engineering project designs – technical documentation in similar fields or with comparable nature with the assignment, which can be considered as “Specific Experience”.

Each project should be accompanied by reference letters from the client to be counted as a valid experience.]

Project Reference Number:	Experience classification: General / specific
Project/ assignment Name:	Value of the contract (in MVR):
Country:	Duration of assignment/activity (months):
Location within country:	
Name of Client:	Total No. of staff-months of the assignment:
Address:	Approx. value of the services provided by the company under the contract (in MVR):
Start date (month/year): Completion date (month/year):	No. of professional staff-months and Value of the services provided by associated Proponents:
Name of associated Parties, if any:	Name of senior professional staff of the company involved and functions performed:
Narrative description of project/ assignment	
Description of actual services provided by your staff within the Activities:	
Description of institutions dealt with and nature and frequency of interaction:	

6.3 FORM TECH – 3: Approach Methodology and Work plan

[Technical approach, methodology and work plan are key components of this Proposal. You are suggested to submit your Proposal with the following areas clearly described:

- a) Methodology for each activity,*
- b) Work Plan*
- c) Organization and Staffing]*

a) Technical Approach and Methodology

[In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such 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 highlight the main activities and sub-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.]

6.4 FORM TECH – 4: Team Composition and Task Assignment

Key Experts	Name of Staff	Area of Expertise	Task Assigned
Team leader			
Waste Management Expert			
Financial Expert			
Non-key Experts (if proposed by the company/firm)			
Architect			
Civil Engineer			
Mechanical Engineer			
Electrical Engineer			

6.5 FORM TECH – 5: Curriculum Vitae (CV) for proposed Professional Staff

1. **Proposed position for this assignment** *[only one candidate shall be nominated for each position]:*
2. **Name of Company/Firm/Institution:** *[Insert name of company*
3. *proposing the staff]:*
4. **Name of staff** *[Insert full name]:*
5. **Date of birth**
5. **Nationality**
6. **Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*
7. **Membership of professional associations**
8. **Other Training**
9. **Countries of work experience** *[List countries where staff has worked in the last ten years]:*
10. **Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
11. **Experience/ 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 [Month/Year] – To [Month/Year]:
 - Employer:
 - Positions held:
12. **Summary of projects/assignments undertaken/ role**
 - Name of project/ assignment:
 - Experience classification: General / specific
 - Scope of project/ assignment:
 - Role/ Position undertaken:
 - Period of Consultation:
13. **Past commitments in projects with the Ministry of Environment**
 - Name of the Contract/Project:
 - From [Month/Year] – To [Month/Year]
 - Positions held
 - Summary of role:

7. FINANCIAL PROPOSAL – STANDARD FORMS

7.1 FORM FIN – 1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/ Sir:

We, the undersigned, offer the “**Feasibility Study for Establishment of Hazardous Waste and Chemicals Management System in the Greater Male’ Region**” in accordance with your Request for Proposal dated [xxx] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of the all 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 Company/Firm/Institution:

Address:

7.2 FORM FIN – 2: Financial Proposal Summary

Summary of Costs: Feasibility Study for Establishment of Hazardous Waste and Chemicals Management System in the Greater Male' Region

No.	Detail	Allocation	Cost (MVR)
1	Successful completion of kick-off meeting and submission of meeting report	15%	
2	Task 1: Preparation of a Feasibility Study for the establishment and sustainable operation of an interim storage facility in Thilafushi Island to be used for interim storage, pre-treatment and export of hazardous chemicals and waste	25%	
3	Task 2: Preparation of all the technical drawings, plans and projects for the interim storage facility.	35%	
4	Task 3: Development of standard operating procedures (SOPs) for the sustainable management of the facility that covers handling, separation, collection, packaging, labelling, transportation and storage of hazardous waste and chemicals, pre-treatment and re-export for their sound disposal	25%	
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.*
- *[If the Individual is subject to GST as per MIRA Regulations and Guidelines. The GST Registration Certificate and GST quote in the financial proposal need to be included]*

8. TERMS OF REFERENCE (TOR)

Eliminating Persistent Organic Pollutants Through the Sound Management of Chemicals

FEASIBILITY STUDY FOR ESTABLISHMENT OF HAZARDOUS WASTES AND CHEMICALS MANAGEMENT SYSTEM IN THE GREATER MALE' REGION

TERMS OF REFERENCE

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 feasibility study for the establishment of hazardous wastes and chemicals management system in the greater Male’ region (interim storage facility’).

The main objective of this service is to conduct a technical and financial feasibility study in the Maldives for exploring the possibility of establishment and sustainable operation of an interim storage covering handling, separation, collection, packaging, labelling, transportation and storage of hazardous wastes and chemicals, pre-treatment and re-export these for sound management.

2. Project 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 (MoEn) 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 centres 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 MoEn as national executing agency.

The project is expected to 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. Objectives and Scope of work

There is a complete lack of national infrastructure for both the collection, disposal and sound treatment of hazardous and chemical wastes. Although significant interventions are currently being supported in the area of MSWM unfortunately the management, disposal and treatment of POPs wastes, POPs containing products/precursors and other hazardous wastes have not been addressed. According to the Waste Management Regulation, hazardous waste shall not be burned under any circumstances and cannot be dumped on any area of the Maldives.

For this purpose, within the aforementioned GEF POPs Project under "Activity 2.2.1.6. In close coordination with Outcome 2.1 (interim storage of PCBs), explore possibility of a central or decentralized interim hazardous waste storage facility", a feasibility study to be conducted in order to:

- understand and quantify the amount of wastes that should be treated separately from the industrial and municipal waste stream

- estimate potentially hazardous wastes and chemicals that might be received from various sources for treatment and/ or confiscated by the enforcing agencies
- identify hazardous waste stream that can be pre-treated at the facility for final disposal at national level or re-export to a hazardous waste management facility
- determine total size of an interim storage and pre-treatment facility complying with international standards including environmental, health and safety standards necessary
- undertake a cost-benefit analysis of interim storage and pre-treatment facility with three different capacity options
- Propose optimum operating procedures for sustainable management of the facility that covers handling, separation, collection, packaging, labelling, transportation and storage of hazardous wastes and chemicals, pre-treatment and re-export for their sound disposal.

4. Duties and Responsibilities

Based on the above-described general scope of work for this assignment, under the direct supervision and in close coordination/communication with PMU and the Ministry of Environment (MoEn), the company/firm shall be responsible for carrying out the following tasks:

1. Task 1: Preparation of a Feasibility Study for the establishment and sustainable operation of an interim storage and pre-treatment facility at Thilafushi Island

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

- 1.1.1 Setting up a kick-off meeting, where the Client and company/firm are required to discuss and develop an approach for the feasibility study with the engagement of all relevant stakeholders. (The Client will provide all available information regarding the assignment, so the company/firm can start their activities).
- 1.2.1 Analysis and identification of applicable health, safety and environmental laws, regulations, standards and planning permissions including environmental impact assessments and other legal/statutory approvals.
- 1.2.2 Analysis and identification of national waste policies, international regulations and conventions governing hazardous wastes and chemicals.
- 1.2.3 Assessment of any site information and relevant documents provided by the PMU and MoEn
- 1.2.4 Collection of baseline information by undertaking a comprehensive hazardous waste audit that captures in-depth national-wide inventory of POPs wastes, POPs containing products/precursors and other hazardous wastes.
- 1.2.5 Prepare projections for demand and estimations of hazardous waste generation for a 15-year period.
- 1.2.6 Present disposal/pre-treatment technology options in line with Basel Convention Technical Guidelines (Identification of the required capacity, chemical and hazardous wastes categories, manpower, machineries and equipment thereof, along with comparisons, pros and cons etc)
- 1.2.7 Development of the project context (objectives and beneficiaries of the project) and socio-economic context
- 1.2.8 Identification of required capital to launch including the costs for the equipment, power, operations and maintenance (CAPEX and OPEX)
- 1.2.9 Undertake a cost-benefit analysis of interim storage and pre-treatment facility with three different capacity options
- 1.2.10 Compilation of a report including all the above information that most feasible option for the establishment and sustainable operation of an interim hazardous wastes and chemicals storage, pre-treatment and re-export facility

1.2.11 Preparation of a document and presentation package for potential investors

2. Task 2: Preparation of all the technical drawings, plans and projects for the interim storage facility.

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

- 2.1.1** Make a land survey of the proposed location for establishing the interim storage facility
- 2.1.2** Prepare a land use plan in scale 1:200
- 2.1.3** Design project according to the context developed under Task 1 (3 alternatives providing different capacities and costs)
- 2.1.4** Define final design (including planning parameters and architectural design)
- 2.1.5** Identification of required closed and open space
- 2.1.6** Identification of required construction work including minimum area and qualifications
- 2.1.7** Field plan, building plan, layout plan for the equipment
- 2.1.8** Preparation of the technical specifications for the building, machinery and equipment

3. Task3- Development of standard operating procedures (SOPs)for the sustainable management of the facility that covers handling, separation, collection, packaging, labelling, transportation and storage of hazardous wastes and chemicals, pre-treatment and re-export for their sound disposal

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

- 3.1.1** Conduct a stakeholder workshop to capture their views, bottlenecks and challenges with regard to life cycle management of hazardous wastes and chemicals
- 3.1.2** Develop draft SOPs considering stakeholders’ expectations as well as national/ international standards and best practices
- 3.1.3** Explore different viable methods for sustainable business models
- 3.1.4** Conduct a stakeholder validation workshop to finalize the SOPs

Various stakeholders, statutory authorities and other third parties should be consulted in the preparation of the feasibility study. The assessments carried out should be completed and presented in a structured way so the client can decide whether or not to proceed to the next stage. The feasibility analysis should provide the comprehensive information necessary for a quality project outcome. Wherever possible, any information prepared or obtained should be in a format which can be readily shared and used, and should be stored and named in a way consistent with the long-term project and operational needs.

5. Main Deliverables

Activities	Deliverables	Submission Date	Approval Date	Target Delivery Time
Task 1: Successful completion of kick-off meeting and submission of meeting report	1.1Submission and acceptance of meeting report	1 st week	2 nd week	3 rd week
Task 1: Preparation of a Feasibility Study for the establishment and sustainable operation of an interim storage facility in Thilafushi Island to be used for interim storage,	1.2 Submission and acceptance of the following printed and in appropriate digital formats:	10 th Week	11 th Week	12 th Week

treatment and export of hazardous chemicals and wastes.	<p>a) 1 soft copy (in a flash drive)</p> <p>b) 3 hard copies of the Feasibility study, including all related documents and reports, printed and folded in suitable format (minimum A4)</p> <p>Presentation of the key findings/results</p>			
Task 2: Preparation of all the technical drawings, plans and projects for the interim storage facility.	<p>2.1. Submission and acceptance of the following printed and in appropriate digital formats:</p> <p>a) 3 alternative technical drawings, all related plans and projects for the proposed interim storage facility for different capacities and costs</p>	13 th Week	14 th Week	15 th Week
Task 3: Development of standard operating procedures (SOPs) for the sustainable management of the facility that covers handling, separation, collection, packaging, labelling, transportation and storage of hazardous wastes and chemicals, pre-treatment and re-export for their sound disposal	<p>3.1 Submission and acceptance of the following printed and in appropriate digital format:</p> <p>a) Final Standard of Operation for the sustainable management of the facility</p>	16 th week	17 th week	18 th week

6. Governance and Accountability

The contract shall be managed by MoEn in collaboration with UNDP and the beneficiary is MoEn. A Commission which shall be composed of UNDP and MoEn representatives shall be established. The Commission shall meet in the Inception Phase to obtain information about the approach and about the Contractor, and to provide technical guidance for the results expected from the Contractor. The Commission shall meet regularly during the Project and shall finally meet upon the submission of the Technical Drawings, Plans and Projects for review of the outputs.

The Contractor agrees that the data and documents given to itself and its personnel shall not be used for any other purpose, that the data and documents shall be returned in the event of final acceptance and termination of the contract, that the records on the Contractor's computer shall be deleted, that the written documents of the Contractor regarding the Project shall be destroyed by incineration and the Contractor accepts to comply with the security rules.

A non-disclosure agreement shall be signed for each personnel within the scope of the Project. The Contractor shall take the necessary measures in terms of leave, sickness and dismissal of its personnel and shall not interrupt the project schedule.

Any party involved in this feasibility study will be regarded as ineligible for future tenders for the construction of the interim storage facility.

7. Facilities to Be Provided by MoEn

No facilities shall be provided by MoEn. The contractor shall ensure that experts are adequately supported and equipped and shall ensure that the service is in accordance with the provisions of the national legislation. In particular, it shall ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It shall also transfer funds as necessary to support its activities under this contract and ensure that its employees are paid regularly and in a timely manner.

All expert expenditure for travel to project area in Thilafushi shall be covered by the Contractor.

8. Duty Station

The project shall be based in Malé, Maldives. The experts shall visit the project area in Thilafushi. The contractor should identify the activities that will be conducted physically and which ones will be conducted online /remotely.

9. Professional Qualifications of the Successful Contractor

In addition to the qualification requirements for the applicants, contractors shall have experience on the following areas;

- At least 5 (five) years demonstrated experience in preparation of feasibility studies, waste management facilities/manufacturing plant set up plans, facility/plant installation planning analysis and similar relevant for the scope of work references.
- Demonstrated experience in preparation of at least 3 feasibility studies for waste management or in a similar project of comparable relevance and scale.
- At least 5 years demonstrated experience in preparation of engineering project designs – technical documentation in similar fields or with comparable nature with the assignment.
- The key technical experts shall hold a valid engineering practice license
- Similar experience in SIDS would be desirable

9.1 Key Experts

The scope of work for this assignment requires a team of skilled professionals with previous experience in similar projects.

It is expected that the contractor shall provide a team of experts with experience in similar activities and work under similar conditions and constraints, with specific professional certifications and authorizations for the services provided in the project, required by the legal framework.

The core team will consist of key-experts and maybe supported by a subsidiary team of non-key experts, which the contractor can seek support when needed.

9.1.1 Key Expert 1: Team Leader

The roles and responsibilities of the Team Leader are as follows;

- Representing the project team against Ministry of Environment and UNDP, and managing the project expert team
- Monitoring the project schedule and being responsible for the quality of the outputs
- Coordinating the planning, implementation of the studies and ensuring that the work is conducted following the highest professional standards.
- Ensuring that the quality control and supervision mechanism in place for the survey is effective, manage the data collection team and ensure that each member performs his or her specific scope of work.

Qualifications and Skills

- Minimum Master's degree in Solid Waste Management, environmental protection and management, chemical and industrial engineering, hazardous waste management, and other relevant fields
- Good command of English

General Professional Experience

- At least 10 years of general working experience in hazardous waste management

Specific Professional Experience

- At least 5 years of relevant work experience in preparation of feasibility studies, urban planning and/or architectural designs.
- Long-term specialization hazardous waste/chemicals management is a strong advantage
- Proven experience in team or project management in at least 1 project as a project manager/team leader or equivalent positions.

9.1.2 Key Expert 2: Waste Management Expert

Qualifications and Skills

- Minimum Master's degree in Physical Sciences or Engineering, preferably Environmental Engineering
- Good command of English

General Professional Experience

- At least 5 years of general professional experience

Specific Professional Experience

- At least 3 years of relevant work experience in waste management and/or treatment plans or in a similar relevant field.
- Experience in establishment or operations of waste management facilities will be an asset.

9.1.3 Key Expert 3: Finance Expert

Qualifications and Skills

At least Master's Degree in Finance/Accounting, Business, or Public Administration, or a professional accounting qualification from an internationally recognized institute of accountancy

General Professional Experience

- At least 5 years of general experience

Specific Professional Experience

- At least 5 years of relevant work experience in preparation of feasibility studies and cost-benefit analysis related to environment projects.

9.2 Non-key Experts:

The contractor may select and hire other experts required for the successful delivery of the project activities. All experts shall be independent and free from conflict of interest in the responsibilities they take on.

In their proposal, the proposers shall provide a detailed list of specific expertise areas that are required to achieve the objectives of the project. The contractor shall also specify the number of days to invest for each activity of the project, and break down in terms of senior / young, international / local expertise and special expertise.

In addition to key personnel, the team may include the following potential non-key experts for successful delivery of the tasks outlined in this TOR

No.	Team of Non-key Experts	Qualification requirements
1	Architect	<ul style="list-style-type: none"> - Bachelor's degree in Architecture. - At least 5 years of relevant work experience in preparation of technical documentation – detail architectural designs for environmental projects.
2	Civil Engineer	<ul style="list-style-type: none"> - Minimum Bachelor's degree in civil engineering. - At least 5 years of relevant work experience in preparation of technical documentation – detail structural designs for any kind of buildings.
3	Mechanical Engineer	<ul style="list-style-type: none"> - Bachelor's degree in mechanical engineering. - At least 5 years of relevant work experience in preparation of technical documentation – detail mechanical designs for any kind of buildings.
4	Electrical Engineer	<ul style="list-style-type: none"> - Bachelor's degree in electrical or electrical electronics engineering. - At least 5 years of relevant work experience in preparation of technical documentation – detail electrical designs for any kind of buildings.