



MINISTRY OF ENVIRONMENT AND ENERGY
MALE', REPUBLIC OF MALDIVES



TERMS OF REFERENCE

for

DRAFTING SERVICES FOR THE ESTABLISHMENT OF ISLAND WASTE MANAGEMENT CENTRES

Reference Number: (IUL)438-RDS/1/2017/8

Funded by

the Public Sector Investment Program

of the Government of the Republic of Maldives

February 2017

Issued By:

Waste Management and Pollution Control Department
Ministry of Environment and Energy
K.Male', Republic of Maldives



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Drafting Services for the Establishment of Island Waste Management Centres

Terms of Reference and Scope of Services

1. PURPOSE

The Government of the Republic of Maldives through the Ministry of Environment and Energy (MEE) is implementing Regional Waste Management Projects financed by the Government of the Republic of Maldives and intends to apply part of the proceeds for the selection of a **company/firm** to provide drafting services and technical/engineering input, advice and supervise the construction of Island Waste Management Centres (IWMCs) at islands.

2. OBJECTIVES OF ASSIGNMENT

The main objective of the assignment is to provide drafting services and technical/engineering input, advice and supervise the construction of IWMCs at islands. The specific objectives are, but not limited to;

- a) Provide drafting services for the establishment of IWMCs
- b) Review and provide the technical advice and assist the Client in finalizing and approving the design and construction of IWMCs
- c) Routine travel to the islands where projects are to be conducted

3. SCOPE OF WORKS

The overall responsibilities of the company/firm include, but are not limited to the following:

- a) Visit the project site during the inception stage to survey the scope of works to be done when required or instructed by the Client
- b) Draft architectural and structural drawings and bill of quantities for Island Waste Management Centres according to the specifications of the Client
- c) Assist in preparation of bid documents, contract documents and technical reports
- d) Be present at all Pre-Bid meetings and assist the Client in providing information to bidders during the procurement process of contractors for the construction of Island Waste Management Centres
- e) Assist the Client in providing the technical advice to contractors during the construction phase of Island Waste Management Centres
- f) Draft amendments to the designs/drawings/bill of quantities according to the specifications of the Client
- g) Provide "As Built" drawings of the Island Waste Management Centres upon completion of construction works

- h) Visit project sites for supervision and inspection of works during the different stages of construction when required or instructed by the Client

4. REPORTING

- a) Report directly to the Civil Engineer and / or Project Coordinator (PC) on all aspects of works throughout the duration of the contract unless otherwise advised by the Client.
- b) The company/firm shall ensure that all the required drawings and bill of quantities for the project are prepared on time, in accordance with the requirements of Client.

5. DURATION OF THE ASSIGNMENT

Duration of the assignment is twelve (12) months from the commencement of the works with potential extension based on performance and need.

6. PAYMENT

The company/firm may request the Payment either as a lump sum amount at the completion of the works subjected to the acceptance of the works by the Client, or the total amount quoted by the company/firm can be paid on a retainer basis, at the completion of construction projects at each island.

7. TEAM

A minimum of the following staff members in the core team will be required for the assignment.

	Post	No.
7.1	Drafts Person (Leader)	1
7.2	Drafts Person (Supporting)	1

The Leading Drafts Person will be the main focal point for the works and the supporting staff should handle the works to be done at the absence of the leader or when the leader is not available whenever required by the Client to ensure that all the required drawings and bill of quantities for the project are prepared on time, in accordance with the requirements of Client.

8. QUALIFICATIONS AND EXPERIENCE OF CONSULTANT TEAM

- a) A Diploma or higher in Drafting and Design or a related field.
- b) Must have professional work experience of minimum eight (8) years and experience in a related field of minimum five (5) years and have experience in preparing the Design and Bill of Quantities and supervising the construction of relevant works of at least three (3) years. Having experience in the design and/or inspection and supervision of the construction works of Island Waste Management Centres will be an added advantage.

- c) Sound knowledge of design and construction standards of Island Waste Management Centres in the Republic of Maldives will be an added advantage.
- d) Should have excellent command over English with proven communication and presentation and interpersonal skills
- e) The successful individual must be willing to work for extended periods without direct supervision and travel routinely to islands
- f) In addition, the individual's reputation of integrity and impartiality routed in independent from third parties shall be considered.

9. EVALUATION CRITERIA

The Engineer will be selected based on the following criteria:

Evaluation Criteria	Weightage (%)
Relevant academic qualification(s)	30
Experience in similar works	30
Proposed Price	40

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

$S_f = 100 \times F_m/F$, in where S_f is the financial score, F_m is the lowest proposed price and F the price of the proposal under consideration.

10. PROPOSAL

a. LOT 1: ALL EXPENSES MANAGED BY THE COMPANY/FIRM

Local transport for official travel between Male', inter-Atolls and inter-islands and food and accommodation for the trips will be provided by the company/firm and included in the proposal for the works to be conducted.

b. LOT 2: EXPENSES FOR TRAVEL MANAGED BY THE CLIENT

Local transport for official travel between Male', inter-Atolls and inter-islands and food and accommodation for the trips will be provided by the client and excluded from the proposal for the works to be conducted.

11. DOCUMENTS TO BE SUBMITTED

Interested applicants may submit their proposal in a sealed envelope indicating the following:

- a) Letter of Expression of Interest (EOI)
- b) Company/Firm profile or a brief summary that demonstrates that the company/firm is qualified to perform the services (including description of similar assignments, experience in similar conditions, availability of appropriate skills, official reference letters of past clients, etc.)
- c) Copy of company/firm registration certificate and if applicable to GST, a copy of the GST registration certificate

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- d) Attested copies of Educational Certificates (copies taken from with accredited original certificates) of staff that will be assigned for the task
- e) Curriculum Vitae of proposed staff (including description of similar assignments, experience in similar conditions, availability of appropriate skills, official reference letters of past clients, etc.)
- f) Financial Quotation for Lot 1 and Lot 2 specified in part 10 of this document, for the entire works to be conducted.

12. INFORMATION SESSION

A pre-bid meeting will be held on 8th February 2017 where information of the works to be conducted will be shared with the interested companies/firms.

NOTE: Bids submitted by companies/firms who do not attend the pre-bid meeting will be automatically rejected.

13. APPLICATION

ACTIVITY	ACTION DATE
Advertise	1 st February 2017
Release of Terms of Reference	1 st February 2017
Pre-bid meeting	8 th February 2017 – at 10:00 AM
Bid Opening	15 th February 2017 – at 11:00 AM

Interested companies/firms should submit their Proposals to the address below on 15th February 2017 at 11:00AM. Electronic bidding will not be permitted. Late submissions will be rejected by the Ministry of Environment and Energy. Bids submitted by companies/firms who do not attend the pre-bid meeting will be automatically rejected.

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