



**MINISTRY OF ENVIRONMENT AND ENERGY**  
**Male' Republic of Maldives**

**REQUEST FOR PROPOSAL**

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*Consultancy Services for Development of Water and Sewerage Electronic Library*

**September 2016**

**Issued By:**  
Procurement Section  
Ministry of Ministry of Environment and Energy

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## 1 SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertise	1 <sup>st</sup> September 2016
Release of Request for Proposal	1 <sup>st</sup> September 2016
Bid Registration Period	1 <sup>st</sup> September 2016 – 18 <sup>th</sup> September 2016
Last day to submit queries (by Consultants)	18 <sup>th</sup> September 2016
Last day to send answers to queries (by Client)	19 <sup>th</sup> September 2016
Deadline to submit proposals	21 <sup>st</sup> September 2016 – before 11:00 AM

## 2 SUBMISSION REQUIREMENTS

Consultants shall submit all the documents listed under Sections 6 (TECHNICAL PROPOSAL - STANDARD FORMS), Section 7 (FINANCIAL PROPOSAL - STANDARD FORMS). Furthermore, the following documents shall be submitted for the bids to be considered sufficiently responsive.

Please CHECK in the BOXES to confirm the submission of the required documents.

a) If a company is showing interest;

1. Bidders Registration Form
2. Company Profile
3. Company Registration certificate
4. Organization Chart of the team proposed
5. CVs of the Individuals ( Inclusive of a copy of the National Identity Card )
6. List of database or related works completed by the proposed lead Consultant of the company in the last 3 years.
7. Proposed equipment and methodology of works
8. Cost breakdown of major activities. The total cost shall be clearly indicated.
9. GST Registration Certificate
10. Any Amendments made to the Bids by the Client

b) If an individual (as a team) is showing interest;

1. Bidders Registration Form
2. CVs of the Individuals ( Inclusive of a copy of the National Identity Card )
3. organization chart of the team proposed
4. List of database or related works completed by the proposed lead Consultant of the company in the last 3 years.
5. Proposed equipment and methodology of works
6. Cost breakdown of major activities. The total cost shall be clearly indicated.
7. [If the Individual is subject to GST as per MIRA Regulations and Guidelines. The GST Registration Certificate ]
8. Any Amendments made to the Bids by the Client

*All pages should be duly signed and stamped for authentication.*

### **3 LETTER OF INVITATION**

#### **Subjects: Consultancy Services for the Development for Water and Sewerage Electronic Library**

1. The Ministry of Environment and Energy intends to procure the services of a *consultancy firm or individual (as a team)* to Development for Water and Sewerage Electronic Library
2. The Government of Maldives, represented by Ministry of Environment and Energy (MEE), now invites interested eligible consultants to submit their proposals according to the Request for Proposals (RFP).
3. The RFP document, in English language will be available on the Ministry website [www.environment.gov.mv](http://www.environment.gov.mv). All interested bidders shall be registered to submit the bids through email to [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv). Bidders who do not register shall not be valid for bid submission.
4. The RFP includes the following documents:
  - Section 1 - Letter of Invitation
  - Section 2 - Instructions to proponents
  - Section 3 - Technical Proposal - Standard Forms
  - Section 4 - Financial Proposal - Standard Forms
  - Section 5 – Terms of Reference
  - Section 6 - Standard Forms of Contract
5. The proposals are expected to be submitted to the following address by 1100 hours local time on 21<sup>st</sup> August 2016

The Procurement Unit  
Ministry of Environment and Energy  
Green Building, Handhuvaree Hingun,  
Maafannu, Male', 20392,  
Republic of Maldives  
Fax: +960-3018-301  
Email: [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv)

## 4 INSTRUCTIONS TO CONSULTANTS

### 2.1 Introduction

- a) The Client named in the **Data Sheet** will select a *consultancy firm or individual (as a team)* from those who submit their proposal for this request.
- b) The Consultants 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 *consultancy firm or individual (as a team)* (the Consultants) from those who show interest to this call for 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 for the "*Consultancy Services for the Development of Water and Sewerage Electronic Library*". 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 Consultants 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 Consultants
- 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 Terms of Reference.

### 2.2 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 Consultants 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 Consultants or the termination of its Contract.

## 2.3 Fraud and Corruption

The Client requires that all parties including Consultants and their agents (whether declared or not), personnel, sub-contractors, sub-Consultants, 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
    - 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
    - acts intended to materially impede the exercise of the relevant government authorities’ inspection and audit rights.
- b) will reject a proposal for award if it determines that the 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;

- c) 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 practices during the selection process or the execution of that contract, without the Consultants having taken timely and appropriate action satisfactory to the Client to address such practices when they occur; and
- d) will take action 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.

## **2.4 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 Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

## **2.5 Language of Proposal**

The proposal documents must be in written English.

## **2.6 Preparation of Proposals**

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

## **2.7 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 (4. Technical Proposal).

- a) A brief description of the Consultants' organization and an outline of recent experience of the Consultants and, in the case of joint venture, for each partner, on assignments of a similar nature are required in Form TECH-2. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who

participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultants was legally contracted by the client as a corporation or as one of the major consultancy firm/organization within a joint venture. Assignments completed by individual Professional staff working privately or through other organisations cannot be claimed as the experience of the Consultants, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.

- b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/effectiveness of the assignment.
- c) 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. The work plan should be consistent with the Work Schedule (Form TECH-6) which will show in the form of a bar chart the timing proposed for each activity.
- d) 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).
- e) CV's of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (Form TECH-5).
- f) The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

## **2.8 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**.
- 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.

## **2.9 Communications**

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.

## 2.10 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 Consultants themselves. The person who signed the proposal must initial such corrections.
- b) 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".
- c) Consultants shall submit a "Compliance Statement" stating that the offer is made in accordance with the Request for Proposal. Consultants who offer additional or alternative conditions shall clearly state those in their proposals.
- d) The technical proposal and financial proposal must be submitted in two separate sealed envelopes to the address indicated in the **Data Sheet**. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "Financial Proposal" followed by the name of the assignment, and with a warning "Do Not Open With The Technical Proposal." The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope 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 case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive
- 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.
- f) The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

## 2.11 Evaluation of proposals

- a) From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.
- b) 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**.
- c) After the technical evaluation is completed, the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and Schedule of Requirements, that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date should allow Consultants sufficient time to make arrangements for attending the opening. Consultants' attendance at the opening of Financial Proposals is optional.
- d) Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Client shall prepare a record of the opening of Price Proposals that shall include, as a minimum: the name of the Bidder, the Price Proposal, any discounts, and alternative offers. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants.
- e) 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.
- f) The **highest** evaluated Financial Proposal (Fm) for each LOT 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 for each LOT 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 + F = 1) indicated in the Evaluation Criteria:  $S = S_t \times T\% + S_f \times F\%$ . The Party achieving the highest combined technical and financial score for each LOT will be invited for negotiations.

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## 5 DATA SHEET

<p><b>2.1.a</b></p>	<p><b>Name of the Client:</b></p> <p>Ministry of Environment and Energy Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives www.environment.gov.mv</p>
<p><b>2.1.b</b></p>	<p><b>Financial Proposal to be submitted together with Technical Proposal in two different envelopes on the same day and time specified.</b></p> <p><i>Please write name of the Consultancy assignment and indicate whether it is Financial Proposal or Technical Proposal on the envelopes.</i></p> <p>Name of the assignment is: <b><i>“Consultancy Services for the Development of Water and Sewerage Electronic Library”</i></b></p>
<p><b>2.1.c</b></p>	<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>
<p><b>2.4 Validity</b></p>	<p>Proposals must remain valid up to 90 days after the submission date.</p>
<p><b>3.8 Clarifications and Amendments of RFP Documents</b></p>	<p>Interested consultants may obtain further information on request by writing to the address by 18<sup>th</sup> September 2016.</p> <p>Procurement Unit Ministry of Environment and Energy Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives Email: procurement@environment.gov.mv www.environment.gov.mv</p>
<p><b>3.10 Submission, Receipt, and Opening of Proposals</b></p>	<p>The proposals are expected to be submitted to the following address by 11:00 hours local time on 21<sup>st</sup> September 2016.</p> <p>Procurement Unit Ministry of Environment and Energy</p>

	<p>Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives www.environment.gov.mv</p>
<p><b>3.11 Evaluation of Proposals</b></p>	<p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <p style="text-align: center;"><u>Points</u></p> <p><b>(A) Profile:</b> <span style="float: right;"><b>[100]</b></span></p> <p>No. of similar projects <span style="float: right;">[50]</span></p> <p>Organisational structure <span style="float: right;">[50]</span></p> <p style="text-align: right;">Total A = [ ]</p> <p><b>(B) Project Team</b> <span style="float: right;"><b>[100]</b></span></p> <p>Lead Consultant <span style="float: right;">[60]</span></p> <p>Backstopping Team Member <span style="float: right;">[40]</span></p> <p style="text-align: right;">Total B = [ ]</p> <p>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:</p> <p>Education and qualifications <span style="float: right;">[60%]</span></p> <p>General Experience <span style="float: right;">[40%]</span></p> <p><b>(C) Approach, Methodology &amp; Work plan</b> <span style="float: right;"><b>[100]</b></span></p> <p>Approach &amp; Methodology <span style="float: right;">[50]</span></p> <p>Work plan of the Assignment <span style="float: right;">[50]</span></p> <p style="text-align: right;">Total C = [ ]</p> <p>Technical Score (St) = <math>A/100*[W1] + B/100*[W2] + C/100*[W3]</math></p> <p>Weights Distribution</p> <p>W1 Company Profile <span style="float: right;">[20]</span></p> <p>W2 Project Team <span style="float: right;">[60]</span></p> <p>W3 Approach &amp; Methodology <span style="float: right;">[20]</span></p> <p>The minimum technical score (St) required to pass is: <u>60</u> Points</p>

	<p>The formula for determining the financial scores is the following: <math>S_f = 100 \times F_m / F</math>, in where <math>S_f</math> is the financial score, <math>F_m</math> is the <u>lowest price</u> and <math>F</math> the price of the proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposals are: <math>T = [0.6]</math>, and <math>F = [0.4]</math></p>
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## 6 TECHNICAL PROPOSAL - STANDARD FORMS

### FORM TECH-1: Technical Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consultancy service for “*Consultancy Services for the Development of Water and Sewerage Electronic Library*” in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We hereby submit our Proposal, which includes this Technical Proposal, and our Financial Proposal sealed under a separate envelope.

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 fulfill 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 Firm: \_\_\_\_\_

Address: \_\_\_\_\_

## **FORM TECH-2: Consultant's Organization and Experience**

### **A - Consultant's Organization**

*[Provide here a brief description/background (Include Organizational chart) of your (if a company/firm) your organization and each associate for this assignment.]*

*[Provide here a brief description/background (Include Organizational chart) of your (if an individual as a team) team organisation and each associate for this assignment.]*

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### B - Consultant's Experience

*[Using the format below, provide information on each contract/assignment for which (if a company/firm) your organisation, individually as a corporate entity or as one of the major companies within an association, for carrying out **similar consultancy services**.]*

*[Using the format below, provide information on each contract/assignment for which (if an individual as a team) team organisation, for carrying out **similar consultancy services**.]*

Contract/Activity Name:	Contract Value (in MVR):
Country: Location within country:	Duration of assignment/activity (months):
Name of Client:	Total no. of staff-months of the assignment:
Address:	Start date (month/year): Completion date (month/year):
Name of associated Parties, if any:	NO of professional staff-months provided by associated Consultants:
Narrative description of Activities/Project:	
Description of actual services provided by your staff within the Activities:	

Firm's/Individuals Name: \_\_\_\_\_

### **FORM TECH-3: Description of Approach, Methodology and Work plan for performing the Assignment**

*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:*

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- 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 carry out the design services for the two islands and obtaining the expected 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 propose the 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. 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.]*

*d) Proposed equipment. In this chapter you should propose the details of the equipment that will be used during the assignment. Indication of lease need to be made if the equipment is borrowed from another party. A confirmation letter by the bidder need to be submitted to confirm the availability and security of the equipment's proposed to be utilized.*

**FORM TECH-4: Team Composition and Task Assignment**

<i>Professional Staff</i>				
Name of Staff	Organisation	Area of Expertise	Position Assigned	Task Assigned
			<b>Lead Consultant</b>	
			<b>Backstopping Team member</b>	

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**FORM TECH-5: Curriculum Vitae (CV) for proposed Professional Staff**

**1. Proposed Position** [*only one candidate shall be nominated for each position*]: \_\_\_\_\_

**2. Name of Firm / Individual submitting the proposal** [*Insert name of firm proposing the staff*]: \_\_\_\_\_  
\_\_\_\_\_

**3. Name of Staff** [*Insert full name*]: \_\_\_\_\_

**4. Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**5. Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: \_\_\_\_\_  
\_\_\_\_\_

**6. Membership of Professional Associations:** \_\_\_\_\_  
\_\_\_\_\_

**7. Other Training** [*Indicate significant trainings since degrees under 5 - Education were obtained*]: \_\_\_\_\_  
\_\_\_\_\_

**8. Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]: \_\_\_\_\_  
\_\_\_\_\_

**9. Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: \_\_\_\_\_  
\_\_\_\_\_

**10. 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 [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_ Positions held: \_\_\_\_\_

***A copy of the National Identity Card need to be attached for each individual.***

*Each proposed team should provide a copy of the education qualification for verification process.*

**FORM TECH-6: List of database or related works completed by the proposed lead consultant of the *consultancy firm or individual (as a team)* in the last 3 years.**

Name of the Project / Assignment	Name of the Client	Cost of the Project	Assignment Signed Date	Assignment Completed Date

The proof documentation and confirmation of the projects completed by the *consultancy firm or individual (as a team)*

- If a company is showing interest; List of assignments / projects completed by the proposed lead Consultant of the company in the last 3 years.
- If an individual (as a team) is showing interest; List of assignments / projects completed by the proposed lead Consultant by the team in the last 3 years.

**FORM TECH-7: Work Schedule**

	1st	2nd	....	....	10th	....	20th	....	30th	....	....	....	60th
Activity (Work)													
_____													

<p><b>Proposed Duration of Completion of Assignment in Days</b></p> <p><i>The formula for determining the score for the proposed duration is as follows:</i></p> <p><i>Sd = 100 x Fd / F, in where Sf is the duration score, Fd is the <u>lowest duration</u> and F the price of the proposal under consideration.</i></p>	<p>[ Indicate here the proposed duration of completion of assignment ]</p>
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## 7 FINANCIAL PROPOSAL - STANDARD FORMS

### FORM FIN-1: Financial Proposal submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs,

We, the undersigned, offer to provide consultancy services for “**Consultancy Services for the Development of Water and Sewerage Electronic Library**” in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>] which is inclusive of the 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 Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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1 Amounts must coincide with the ones indicated under financial proposal in Form FIN-2.

## FORM FIN-2: Financial Proposal

	Description	Cost ( Maldivian Rufiyaa )
	<b>Sub Total :</b>	
		<b>GST :</b>
		<b>Total with GST:</b>

- *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.*
- *[If the Individual is subject to GST as per MIRA Regulations and Guidelines. The GST Registration Certificate and GST quote in the financial proposal for each respective island need to be included. ]*



## 8 TERMS OF REFERENCE

### ***Consultancy Services for the Development of Water and Sewerage Electronic Library.***

#### **INTRODUCTION**

The Government of Maldives, represented by the Ministry of Environment and Energy intends to procure the services of a *consultancy firm or individual (as a team)* to develop a water and sewerage electronic library

#### **OVERALL RESPONSIBILITY**

The overall objective of the assignment is to develop an electronic library which will consist of all relevant material/documents/publications in printed and electronic format regarding but not limited to the subject of water and sanitation. The existing material are mostly in English but contain few in Dhivehi language.

#### **SCOPE OF WORKS**

The tasks to be undertaken by the Consultant under this Terms of Reference are to be undertaken in close collaboration with the Water and Sanitation Department and include but are not necessarily limited to, the following.

- 1) Conduct an inventory of existing documents and categorize them into the following;
  - Reference Material,
  - Reports,
  - Awareness Materials,
  - Projects Information,
  - Drawings,
  - Specifications,
  - Laws / Regulations
  - Manuals
  - Forms
  - Video Clips
- 2) The documentation shall be made available online, and categorized into;
  - a) Those available to the water and sanitation department ( full editable versions )
  - b) Those available to the public ( pdf versions only)
- 3) The material available in print form need to be converted to pdf format. English forms are required to be fillable in pdf format. Any files available in editable format ( Microsoft Word, Excel, PowerPoint, AutoCAD, CorelDraw, PhotoShop etc.) should be made available as they are.
- 4) Documents are required to be searchable up to the title levels and not beyond.
- 5) The system should have multiple level of users

- a) Public users : Require registration/signup. System generated authentication password needs to be sent to their email.
- b) Water and Sanitation Department:
  - i. Read Only Users: Have full read only access to all documents
  - ii. Read/ Write Users: Have privilege to add/remove/edit documents
  - iii. Administrator Level Users: Ability to create/remove/modify documents ,categories, users and user rights
- 6) Develop an Information Management Policy and supporting procedures for the management and maintenance of the electronic library.
- 7) Develop and provide an electronic records management solution that is appropriate;
  - Specifies on the software and hardware required and reflecting costs, training and licensing.

## PROJECT TEAM

1. Lead Consultant
2. Backstopping Team Member

## QUALIFICATIONS OF TEAM

To be eligible for this assignment the consultancy firm or individual (as a team) must demonstrate past experience in performing the services ( description of the similar assignment, experience in similar conditions, availability of appropriate skillset.) and should have the following minimum eligibility criteria.

**Please note the proposed lead consultant and backstopping team member will be only considered for evaluation process.**

### *a. Lead Consultant*

- Must hold a professional certification in web application development and/or database management or relevant fields/thematic areas required to carry out the works as included in the scope of this study, with 5 years experience
- Experience and proven competency in system analysis
- Proven experience and competency in web enabled database development and good experience in using languages such as ASP.Net/C# PHP/MySQL (or similar), and HTML/CSS/Ajax, etc.
- Fluent in written and spoken English

### *b. Backstopping Team Member*

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

## **PAYMENT**

Payment will be in accordance with the schedule specified below;

<b>DESCRIPTION</b>	<b>ALLOCATION</b>
Submission and Presentation of Draft Concept of the Web-Based E-library	05%
Submission and Presentation of Final Concept of the Web-Based E-library	10%
Development of Web-based Database	40%
Testing of Web-based Database	05%
Development of Guideline for content management	10%
Trainings for relevant database users	30%

## **INTELLECTUAL PROPERTY**

The consultant must agree to the explicitly that all components of the works submitted are indeed original creations of the consultant. Any intellectual property infringement, misuse or plagiarism of another's work in any form or state will result in immediate termination of the contract. Also the Ministry will not bear any responsibility for the consultant's use of copyright materials and the contractor should bear full responsibility of the consequences.

## **SERVICES PROVIDED BY THE CLIENT**

The Water and Sanitation Department of MEE will provide necessary information and materials available at the Ministry for fulfillment of tasks and will facilitate the necessary meetings if any.

## **REPORTING OBLIGATIONS**

The Consultant will work under direct supervision of the Director General, Water and Sanitation Department /MEE regularly on all aspects of the work carried out, unless otherwise advised.

## DURATION

- a) Consultant's project duration shall start from the date of contract signing.
- b) Consultant's project duration shall be completed on the date of EIA approval by EPA, i.e. release of EIA Decision Statement.
- c) 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 be 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, i.e. delays due to the client, in order to negate the LD charges; the consultant is to provide sufficient paper work evidence to justify the consultant has done his/her responsibilities to the best of his/her abilities.