



MINISTRY OF ENVIRONMENT AND ENERGY

Male' Republic of Maldives

REQUEST FOR PROPOSAL

Consultancy Services for the Development of the Environmental Impact Assessment (EIA) for five (05) islands and Environmental Management Plan for fourteen (14) islands for the Establishment of Island Waste Management Centers in Zone 1, Maldives

December 2016

Issued By:

OFID Project Management Unit
Ministry of Environment and Energy

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1 SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertise	19th December 2016
Deadline to submit proposals	16 th January 2017 – before 12:00 PM

2 SUBMISSION REQUIREMENTS

Interested parties shall submit all the documents listed under Sections 6 (TECHNICAL PROPOSAL - STANDARD FORMS) and 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 applicant is a Company;

- 1. company profile
- 2. company registration certificate
- 3. organization chart of the team proposed
- 4. CVs of the Individuals (Inclusive of a copy of the National Identity Card)
- 5. List of Waste related EIA and EMP or any other relevant work completed by the company in the last 3 years.
- 6. Proposed equipment and methodology of works
- 7. Cost breakdown of major activities. The total cost shall be clearly indicated.
- 8. GST Registration Certificate

b) If applicant is an individual or Team;

- 1. CVs of the Individuals (Inclusive of a copy of the National Identity Card)
- 2. Organization chart of the team proposed (if applicable)
- 3. List of Waste Management related EIA and EMP or any other relevant work completed by the applicant in the last 3 years.
- 4. Proposed methodology for the works and the tools/equipment that will be utilized
- 5. Cost breakdown of major activities. The total cost shall be clearly indicated.
- 6. If the applicant is subject to GST as per MIRA Regulations and Guidelines. The GST Registration Certificate

3 LETTER OF INVITATION

Subjects: Consultancy Services for the Development of the Environmental Impact Assessment (EIA) for five (05) islands and Environmental Management Plan for fourteen (14) islands for the Establishment of Island Waste Management Centers in Zone 1, Maldives under Provision of Water Supply, Sanitation and Solid Waste Management Project, Maldives

1. The Government of the Republic of Maldives through the Ministry of Environment and Energy (MEE) is implementing the “Solid Waste Management System in Zone 1 under the “Provision of Water Supply, Sanitation and Solid Waste Management Project” financed by OPEC Fund for International Development (OFID) and intends to procure the services of a consultancy (firm or individual(s)) to develop the Environmental Impact Assessment (EIA) Report for five (05) islands and Environmental Management Plan for fourteen (14) islands as part of Establishing Island Waste Management Centers in Zone 1, administered by the Ministry of Environment and Energy (MEE).
2. The overall tasks to be undertaken includes but is not necessarily limited to, the following;
 - Undertake the application process for the EIA and EMP works of the assignment
 - Undertake the scoping or screening wherever applicable for the assignment
 - Undertake field data collection survey and develop the EIA and EMP report as per the approved Terms of Reference by EPA after the scoping meeting
 - Submit the final EIA and EMP Report to Environmental Protection Agency (EPA) and get approval/decision statement
 - Undertake submission and provide any clarifications and amendments where necessary to the submitted EIA and EMP report
 - Accommodate any request by PMU/MEE for any additional information regarding the submitted EIA and EMP report.
3. The Government of Maldives, represented by Ministry of Environment and Energy (MEE), now invites interested eligible parties 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, availability of required tools and equipment, etc.). Parties may associate to enhance their qualifications.
4. The RFP document, in the English language will be available on the Ministry website www.environment.gov.mv.
5. The proposals are expected to be submitted to the following address by 1200 hours local time on 16th January 2016, Monday.

OFID Project Management Unit
Ministry of Environment and Energy
Green Building, Handhuvaree Hingun,
Maafannu, Male’, 20392,

Republic of Maldives
Phone: +960-3018-453
Fax: +960-3018-301
Email: ofid.pmu@environment.gov.mv

4 INSTRUCTIONS TO CONSULTANTS

2.1 Introduction

- a) The Client named in the **Data Sheet** will select a service provider from those who submit their proposal for this request.
- b) Interested parties 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 the Environmental Impact Assessment (EIA) for five (05) islands and Environmental Management Plan for fourteen (14) islands for the Establishment of Island Waste Management Centres in Zone I, Maldives”*. 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 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 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.

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, Applicants are 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.

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, equipment that will be used, 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 depicting 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**. Requests for clarifications need to be submitted latest by 14:00 on 12th January 2017.
- 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 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. The signed Technical and Financial Proposals shall be marked “Original”.
- 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 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, loss 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 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 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) To be eligible for this assignment the proponents 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 bidders who are not qualified for technical evaluation will be disqualified for the financial qualification.
- e) The Applicant is **REQUIRED** to submit Financial Proposal for the LOT, using for this purpose the Financial Proposal Submission Forms in FIN-1 (One financial proposal submitted with all the FIN-1 Forms).
- 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) for the 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 the 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 + 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 LOT will be invited for negotiations.

2.12 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 Consultant, unless the Consultant demonstrates that the Consultant did not cause the breach of contract or the reason for the breach of contract.
- b) Liquidated damages shall be deducted from any other damages in respect of the same delay.
- 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 Consultant that triggers liquidated damages.
- d) The liquidated damages shall accumulate automatically. The liquidated damages amount to 0.05 percent of the total consideration payable for the deliverables (the contract price), excluding relevant Taxes, for each calendar day of delay, but albeit limited to a maximum of one hundred (100) calendar days.
- 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 Consultant or anyone for whom it is responsible.
- f) If only parts of the agreed deliverables are delayed, the Consultant may request a reduction in the liquidated damages proportional to the ability of the Client to utilise the part of the deliverables that has been delivered.

2.12.1 Limitation of Damages

- i. 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 Consultant under the Agreement.
- ii. 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.
- iii. The said limitations shall not apply in the case of gross negligence or wilful misconduct on the part of the Consultant or anyone for whom it is responsible.

5 DATA SHEET

2.1.a	<p>Name of the Client:</p> <p>Ministry of Environment and Energy Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives www.environment.gov.mv</p>
2.1.b	<p>Financial Proposal to be submitted together with Technical Proposal in two different envelopes on the same day and time specified.</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: “Consultancy Services for the Development of the Environmental Impact Assessment (EIA) for five (05) islands and Environmental Management Plan for fourteen (14) islands for the Establishment of Island Waste Management Centres in Zone 1, Maldives”</p>
2.1.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>
2.4 Validity	<p>Proposals must remain valid up to 90 days after the submission date.</p>
3.8 Clarifications and Amendments of RFP Documents	<p>Interested consultants may obtain further information on request by writing to the address below no later than 12th January 2017 on Thursday.</p> <p>OFID Project Management Unit Ministry of Environment and Energy Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives Email: ofid.pmu@environment.gov.mv www.environment.gov.mv</p>
3.10 Submission, Receipt, and	<p>The proposals are expected to be submitted to the following address by 12:00 hour's local time on 16th January 2017, Monday.</p>

<p>Opening of Proposals</p>	<p>OFID Project Management Unit Ministry of Environment and Energy Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives www.environment.gov.mv</p>																																		
<p>3.11 Evaluation of Proposals</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> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">(A) Company Profile:</td> <td style="text-align: right;">[100]</td> </tr> <tr> <td>No. of similar projects</td> <td style="text-align: right;">[40]</td> </tr> <tr> <td>Value of previous assignments</td> <td style="text-align: right;">[40]</td> </tr> <tr> <td>Organisational structure</td> <td style="text-align: right;">[20]</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total A = []</td> </tr> <tr> <td>(B) Project Team</td> <td style="text-align: right;">[100]</td> </tr> <tr> <td>EIA & EMP Consultant (Under Permanent EIA Registration)</td> <td style="text-align: right;">[40]</td> </tr> <tr> <td>Surveyor</td> <td style="text-align: right;">[30]</td> </tr> <tr> <td>Backstopping Team Member</td> <td style="text-align: right;">[30]</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total B = []</td> </tr> </table> <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> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Education and qualifications</td> <td style="text-align: right;">[25%]</td> </tr> <tr> <td>Experience</td> <td style="text-align: right;">[65%]</td> </tr> <tr> <td>Experience in the region and language</td> <td style="text-align: right;">[10%]</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">(C) Approach, Methodology & Work plan</td> <td style="text-align: right;">[100]</td> </tr> <tr> <td>Approach & Methodology</td> <td style="text-align: right;">[50]</td> </tr> <tr> <td>Work plan of the Assignment</td> <td style="text-align: right;">[50]</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total C = []</td> </tr> </table> <p>Technical Score (St) = $A/100*[W1] + B/100*[W2] + C/100*[W3]$ Weights Distribution</p>	(A) Company Profile:	[100]	No. of similar projects	[40]	Value of previous assignments	[40]	Organisational structure	[20]	Total A = []		(B) Project Team	[100]	EIA & EMP Consultant (Under Permanent EIA Registration)	[40]	Surveyor	[30]	Backstopping Team Member	[30]	Total B = []		Education and qualifications	[25%]	Experience	[65%]	Experience in the region and language	[10%]	(C) Approach, Methodology & Work plan	[100]	Approach & Methodology	[50]	Work plan of the Assignment	[50]	Total C = []	
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	<p>W1 Company Profile [20] W2 Project Team [60] W3 Approach & Methodology [20]</p> <p>The minimum technical score (St) required to pass is: 60 Points</p> <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 <u>lowest price</u> 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> <p><i>*Technical Proposal of each bidder will be evaluated as a whole the LOT, with the Technical score received being carried forward the LOT. Financial Proposal will be evaluated separately for the LOT and given score accordingly.</i></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 the Environmental Impact Assessment (EIA) for five (05) islands and Environmental Management Plan (EMP) for fourteen (14) islands for the Establishment of Island Waste Management Centers in Zone I, Maldives***” 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.]

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**.]*

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

(For small or very simple assignments the Client should omit the following text in Italic)

[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*
- d) Proposed Equipment*

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 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

The EIA Decision Statements of the Projects need to be attached for proof and confirmation of the listed projects.

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.

FORM TECH-6: List of Waste related EIA and EMP completed or any other relevant work

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

FORM TECH-7: Work Schedule

The consultant shall complete the EIA and EMP assignment by 90 days. ('days' shall mean Calendar days). *This does not include the query/clarification period and EIA and EMP document review period.*

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

7 FINANCIAL PROPOSAL - STANDARD FORMS

FORM FIN-1: Financial Proposal submission Form

1. Preparation of Environment Impact Assessment (EIA) works for the Establishment of Island Waste Management Centres for the following 5 islands; (Ha. Maarandhoo, Ha. Uligamu, Sh. Feydhoo, Sh. Kan'ditheemu & Sh. Lhaimagu)
2. Preparation of Environmental Management Plan (EMP) works for the Establishment of Island Waste Management Centers for the following 14 islands; (Ha. Molhadhoo, Ha. Muraidhoo, Ha. Thakandhoo, Hdh. Finey, Hdh. Hirimaradhoo, Hdh. Kumundhoo, Hdh. Kurin' bi, Hdh. Makunudhoo, Hdh. Neykurandhoo, Hdh. Nolhivaram, Hdh. Vaikaradhoo, Sh. Bileiyfahi, Sh. Feevah & Sh. Noomara)

[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 the Environmental Impact Assessment (EIA) for five (05) islands and Environmental Management Plan (EMP) for fourteen (14) islands for the Establishment of Island Waste Management Centers in Zone 1, Maldives**" 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 figures¹] 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: _____

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

FORM FIN-2: Financial Proposal

The methodology to determine the lowest evaluated price of the LOT (contract), including any discounts offered in the Financial Proposal Submission Form, and is specified in ITC 2.11 (Evaluation of Proposals).

Proposals are being invited for an individual lot (contract). Bidders wishing to offer any price reduction (discount) for the lot shall specify in their Financial Proposal Submission Form the price reductions applicable to the LOT, and the manner in which the price reductions will apply.

LOT	Name of Island	Sub-Total(MVR)	GST (MVR)	Total (MVR)	
I	<i>Environment Impact Assessment (EIA)</i>				
	<i>Ha. Maarandhoo</i>				
	<i>Ha. Uligamu</i>				
	<i>Sh. Feydhoo</i>				
	<i>Sh. Kan' ditheemu</i>				
	<i>Sh. Lhaimagu</i>				
	<i>Environmental Management Plan (EMP)</i>				
	<i>Ha. Molhadhoo</i>				
	<i>Ha. Muraidhoo</i>				
	<i>Ha. Thakandhoo</i>				
	<i>Hdh. Finey</i>				
	<i>Hdh. Hirimaradhoo</i>				
	<i>Hdh. Kumundhoo</i>				
	<i>Hdh. Kurin' bi</i>				
	<i>Hdh. Makunudhoo</i>				
	<i>Hdh. Neykurandhoo</i>				
	<i>Hdh. Nolvivaram</i>				
	<i>Hdh. Vaikaradhoo</i>				
	<i>Sh. Bileiyfahi</i>				
	<i>Sh. Feevah</i>				
	<i>Sh. Noomara</i>				
		Grand Total (MVR)			

a) Lot

	Description	Cost (Maldivian Rufiyaa)
1	Surveying Works	
2	Development of Environmental Impact Assessment (EIA) and Environmental Management Plan (EMP) Report	
3	EIA Report Submission Fee	
	Sub Total :	
	GST :	
	Total with GST:	

- *This form highlights the major areas of the assignment. The consultancy firm may provide a more detailed proposal elaborating the different components.*
- *The consultancy firm is to submit copy of the GST registration certificate along with the financial proposal.*
- *[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 the Environmental Impact Assessment (EIA) Report for five (05) islands and Environmental Management Plan (EMP) for fourteen (14) islands for the Establishment of Island Waste Management Centers in Zone 1, Maldives.

INTRODUCTION

The Ministry of Environment and Energy intends to procure the services of a consultancy firm to develop the Environmental Impact Assessment (EIA) Report for five (05) islands and Environmental Management Plan (EMP) for fourteen (14) islands for the establishment of island waste management centers in Zone 1, Maldives.

SCOPE OF WORKS

The assignment includes the preparation of the Environment Impact Assessment (EIA) and Environmental Management Plan (EMP) works for the island waste management Projects in the following Islands.

Environment Impact Assessment (EIA)

#	Atoll	Island
1	Ha	Maarandhoo
2	Ha	Uligamu
3	Sh	Feydhoo
4	Sh	Kan'ditheemu
5	Sh	Lhaimagu

Environmental Management Plan (EMP)

#	Atoll	Island
6	Ha	Molhadhoo
7	Ha	Muraidhoo
8	Ha	Thakandhoo

9	Hdh	Finey
10	Hdh	Hirimaradhoo
11	Hdh	Kumundho
12	Hdh	Kurin'bi
13	Hdh	Makunudhoo
14	Hdh	Neykurandhoo
15	Hdh	Nolhivaram
16	Hdh	Vaikaradhoo
17	Sh	Bileiyfahi
18	Sh	Feevah
19	Sh	Noomara

The overall tasks to be undertaken includes but is not necessarily limited to, the following;

- Undertake the application process for the EIA and EMP works of the assignment
- Undertake the scoping or screening wherever applicable for the assignment
- Undertake field data collection survey and develop the EIA and EMP report as per the approved Terms of Reference by Environmental Protection Agency (EPA) after the scoping meeting
- Submit the final EIA and EMP Report to Environmental Protection Agency (EPA) and get approval/decision statement
- Undertake submission and provide any clarifications and amendments where necessary to the submitted EIA and EMP report
- Accommodate any request by PMU/MEE for any additional information regarding the submitted EIA and EMP report.

The main components of the Regional Solid Waste Management Project for Zone 1 in general include the following components;

1. Undertaking a Technical and Financial Feasibility Study, which mainly includes, but is not limited to;
 - a. Technology assessment, a financial analysis and a social impact assessment for the regional system
 - b. Technical designs of the regional facility
 - c. Environmental Impact Assessment
 - d. Tender documentation and capacity building

2. Community mobilization and development of Island Waste Management Plans for all the inhabited islands along with an institutional mechanism for the management of the regional system
3. Construction and/or rehabilitation of the existing island waste management centers (IWMC) or infrastructures
4. Design and build of a waste transfer system to the regional facility
5. Construction and operation plan of the Regional Waste Management Facility (RWMF)

The Regional Waste Management Project is based on Integrated Solid Waste Management Concept Model.

PROJECT TEAM

The following staff members will be required for the assignment.

Post	No
1. EIA & EMP Consultant (Under Permanent EIA Registration)	1
2. Surveyor	2
3. Backstopping Team Member	1

SIMILAR ASSIGNMENTS

To be eligible for this assignment, the consultancy firm must demonstrate past experience in performing the services (description of similar assignments, Value of such assignments). The Firm shall have carried out a minimum of Three (03) similar assignments with a minimum contract value of MVR 100,000.00 each.

QUALIFICATIONS OF TEAM

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

a. EIA and EMP Consultant

Bachelor's Degree in Environmental Engineering/Environmental Science/Environmental Management with minimum 05 years' experience in conducting Environmental Impact Assessment (EIA). Tertiary certification will be an added advantage. Experience in conducting EIA for Waste Management Systems will be given preference. The consultant should hold a EIA license and his/her EIA license copy shall be submitted along with a dated letter stating his/her association with the bidding party.

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.

c. Surveyor

Diploma in Surveying with minimum 05 years’ experience in conducting land surveys or related to the assignment.

PAYMENT

Payment will be in accordance with the schedule specified below;

DESCRIPTION	ALLOCATION	REQUIREMENT
Completion of EIA and EMP Report	50%	Submission of EIA and EMP Report to EPA as per EIA Regulations
Approval of EIA and EMP Report	50%	Release of EIA and EMP Decision Statement from EPA.

SANDARD OF REPORT

All documentation must be developed according to the guidelines provided in the Environment Impact Assessment Regulations, 2012 and amendments and report writing guidelines provided by EPA. The report shall also fulfil the specific requirements outlined in the project TOR approved by EPA.

DURATION

- a) The consultant shall complete the EIA assignment by 90 days. (‘Days’ shall mean Calendar days). *This does not include the query/clarification period and EIA document review period.*
- b) A detailed work schedule should be given which demonstrates the commencement and completion date.
- c) Consultant’s project duration shall start from the date of contract signing. Please note that the project duration shall NOT commence from the date of TOR approval by EPA. Therefore it is the consultant’s responsibility to expedite the process of EIA application submission, follow up on scoping meeting, draft TOR submission, and follow up on TOR approval, obtain and address the queries made by the EIA reviewers and follow up on the EIA review and approval process.

- d) Consultant's project duration shall be completed on the date of EIA approval by EPA, i.e. release of EIA Decision Statement. It is the consultant's responsibility to expedite the process of EIA draft submission to the client, final EIA report submission to PMU/MEE, providing additional information to PMU/MEE, if required, and follow up with PMU/MEE on EIA approval.
- e) The consultants are required to consult with the relevant stakeholders such as but not limited to; Island Council, Island Community members
- f) 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 PMU/MEE and/or 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.