



# MALDIVES METEOROLOGICAL SERVICE (MMS)

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Male' Republic of Maldives

ADVERTISEMENT NUMBER: MMS-A/2017/16 (03 APRIL 2017)

## TERMS OF REFERENCE

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**Consultancy service to establish backup power facility  
at Maldives Meteorological Service (MMS) head office  
at Velana International Airport**

[03<sup>rd</sup> April 2017]

Maldives Meteorological Service

Hulhule'

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## 1. Introduction and Background

Ministry of Environment and Energy (MEE) has received assistance from Italian Ministry of Environment, Land and Sea towards strengthening Maldives' efforts to address the impacts of climate change and reduce climate vulnerabilities and associated impacts and risks.

MEE intends to apply part of the proceeds to strengthen the capacity of MMS by implementing the project "*Enhancing weather and climate monitoring and data management capacity of MMS for reducing vulnerabilities of climate change in the Maldives*". The project aims to strengthen the climate information and early warning systems in the Maldives through building the capacity of MMS.

MMS now intends part of the proceeds to develop a back-up power facility at its head office located at Velana International Airport, Hulhule.

To initiate this work, MMS is seeking an experienced national consultant to design and supervise the installation of a backup power facility at its head office.

## 2. Objective

The main objective of the assignment is to design and install a back-up power facility at MMS Head Office located at Hulhule' ensuring 24/7 uninterrupted power service is available to all systems and equipment. In addition to this, necessary changes to the existing electrical network of MMS buildings.

## 3. Scope of Work

The work of the consultancy will include the following tasks, among others:

- 1 Assess the existing electric power infrastructure at MMS and propose corrective measures. Based on the assessment, the consultant should ensure that these corrective measures are addressed in the final back up power facility tender documents.
- 2 Assess MMS backup power requirements
- 3 Prepare cost estimates of the backup power facility including housing for the facility
- 4 Assess PV incorporation into existing power infrastructure and design the system for consideration for PV installation.
- 5 Prepare a backup power facility design and upgrading plan of MMS's power/electrical network. **The final design shall include technical specification of generator and UPS as per the needs assessment.** This design document and plan shall incorporate the following areas:

- (a) Replace existing NMC building distribution boards with a new distribution panel
  - (b) Modifications to existing electric network
  - (c) Expansion of existing electrical network where necessary
  
  - (d) Design of new ducts and required building modifications for the new electrical network
  - (e) Required backup power generator and UPS systems.
  - (f) Design a new building for the housing of emergency backup power generator as per the regulatory requirements.
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- 6 Prepare all required technical drawings, specifications, schematics and terms of reference document for project tendering.
  - 7 The consultants shall ensure all drawings and schematics are approved by regulatory agencies.
  - 8 Preparation of bidding documents including, technical specifications etc, and these documents shall be sufficient for tendering the project on a turn-key basis.
  - 9 Assist, MMS with the technical and financial evaluation of bidding documents received for project implementation.
  - 10 Perform on-site supervision during the implementation of the project to ensure all requirements are met (expected 15 manned days)
  - 11 Approve works implemented by contractors under this project.
  - 12 Incorporate plans to avoid downtime of critical MMS equipment during the project implementation.
  - 13 Propose a timeline for project implementation by a turn-key contractor. MMS expects to commission this project by Nov 2017.

## 5. Deliverables

Deliverables listed herein shall be adequate and sufficient for achieving the objectives of this project. The deliverables shall address all the items described under section 4 “Scope of Work”.

Details	No. of Copies
Assessment report	1 hard copy +1 soft copy
First Draft on Backup Power Requirement and Backup Facility Design	1 hard copy +1 soft copy
Final documents(designs, drawings, technical specifications of Backup Power Facility Design	1 hard copy +1 soft copy
Bidding documents for tendering the Backup Power Facility with other related works	1 hard copy +1 soft copy
Submission of <ul style="list-style-type: none"> <li>• Technical evaluation report of received tenders for project implementation (once)</li> <li>• Project supervision and monitoring report (monthly)</li> <li>• Project completion assessment report (on completion of project)</li> </ul>	1 Hard copy 1 soft copy

## 6. Duration of the consultancy

The consultant is expected to complete the technical evaluation of project tenders, site supervision work and project acceptance work. For the initial assessment and design work contractor is expected to propose duration. This duration will be considered for evaluation purpose. In addition to the duration specified as above, the consultant is expected to be available for a period of 15 manned days for project implementation supervision.

## 7. Requirements

The con consultant(s) are expected to have the following qualifications

1. If an individual is submitting interest then,
  - a) At least Three (03) years' experience in Designing and installation of electric power systems.
  - b) At least a Bachelor's degree in Electrical Engineering or similar qualification relevant to powers system designs.
  - c) Building design background is an added advantage.
  - d) **Category A, B, C, D power engineering license** issued from Maldives Energy Authority.
2. If a company is showing interest:
  - a. Company must have at Three (03) years' experience in Designing and installation of electric power systems.
  - b. Proposed consultant to have at least a Bachelor's degree in Electrical Engineering or similar qualification relevant to powers system designs.
  - c. The proposed consultant or any other team member having building design background is an added advantage.
  - d. Proposed consultant for the project shall have **Category A, B, C, D power engineering license** issued from Maldives Energy Authority.

## 8. Payment

Payment will be in accordance with the schedule specified below:

Requirement	Allocation
Assessment Report	10%
Submission of Final document of Backup Power Facility and related works design	40%
Submission of tender documents for Backup Power Facility development works.	30%
Submission of <ul style="list-style-type: none"> <li>• Technical evaluation report of received tenders for project implementation (once)</li> <li>• Project supervision and monitoring report (monthly)</li> <li>• Project completion assessment report (on completion of project)</li> </ul>	20%

## 9. Additional Information

Documents and information provided by the government for the purpose of this assessment shall be considered confidential and should not be disclosed to any other party.

All outputs and materials produced as part of this TOR shall be handed over to MMS at the end of the contract and will become the MMS's sole property.

## 10. Selection criteria

The following criteria's will be applied during the evaluation of the proposals and attention should be given while preparing the proposals.

	<u>Points</u>
<b>(A) Price:</b>	<b>[60]</b>
[(Minimum Quoted Price) / (Quoted Price) x 60]	[60]

<b>(B) Consultant/Team member qualifications</b>	<b>[10]</b>
Electrical engineer with Category A, B, C, D, E licence issued by Maldives Energy Authority.	[05]
Experience in basic building design	[05]

<b>(C) Approach, Methodology &amp; Work plan</b>	<b>[10]</b>
Approach & Methodology	[05]
Work plan of the Assignment	[05]

<b>(D) Experience</b>	<b>[20]</b>
1-5 similar projects done in the past 3 years	[10]
5 or more similar projects done in the past 3 years	[20]



## 11. Application

Brief proponents should submit their proposals containing the following (Standard forms provided in Annex 1):

- Completed proposal submission form (**FORM-1**) and financial breakdown form (**FORM-2**)
- Brief description of similar consultancy services undertaken in the past 3 years (2014- present) provided by the Proponents.
- A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan. Guidance on the content of this section is provided under **FORM-3**. The work plan should be consistent with the Work Schedule (**FORM -5**) which will show in the form of a bar chart the timing proposed for each activity.
- GST Registration where applicable
- If an individual is submitting then CV, copy of National ID and **Category A, B, C, D power engineering license** issued from Maldives Energy Authority shall be provided.
- If a company is submitting; company profile, company registration certificate and CV's and **Category A, B, C, D power engineering license** issued from Maldives Energy Authority of proposed professional/s who will work on the consultancy team.

## 12. Bid Disqualification Criteria

Bids not conforming to any criteria given below shall be disqualified.

1. The bids not conforming to any technical requirement underlined in this document.
2. The documents submitted do not include mandatory requirements identified under "Application" in section 11.

## 13. Submission

Proposals must be delivered in sealed envelopes titled "**Consultancy Service for Backup Power Facility implementation**" to the address below on 10<sup>th</sup> April 2017 at 1100 hours local time. Electronic bidding will not be permitted. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives, who choose to attend in person at the address below on 10<sup>th</sup> April 2017 at 1100 hrs.

Ministry of Environment and Energy  
Handhuvaree Hingun, Maafannu  
Male' city, 20392  
Maldives

# **ANNEX 1: STANDARD FORMS**

**1. STANDARD FORMS**

**FORM -1: PROPOSAL SUBMISSION FORM**

[*Location, Date*]

To: [*Name and address of Client*]

Dear Sirs:

We, the undersigned, offer to provide the “**Consultancy Service for Backup Power Facility implementation**” in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. We are hereby submitting our Proposal; our financial offer is for the sum of [*Insert amount(s) in words and figures (Should quote the amount in Maldivian Rufiyaa)*] which is inclusive of the local taxes.

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 requirements of the terms of reference.

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-2: FINANCIAL BREAKDOWN**

	<b>Description</b>	<b>MVR</b>
	<b>Total :</b>	
	<b>GST :</b>	
	<b>Total with GST:</b>	

Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa.

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) as per the GST Legislation and Circulars.

### **FORM-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*

*a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

*b) Work Plan. In this chapter you should 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.*

