



MALDIVE GAS PRIVATE LIMITED

#02-21 S.T.O Trade Centre, Orchid Magu, Male', Republic of Maldives
Tel: +(960) 333 5614, +(960) 300 5446, Fax: +(960) 333 5615

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Terms of Reference for Project Consultant

3000M³ LPG Spherical Tank Construction Project

G.Dh.Thinadoo, Republic of Maldives.

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Terms of Reference for Project Consultant: Storage expansion Project at G.DH.Thinadoo

Post Level	Project Consultant
Location	Male and G.Dh. Thinadoo, Republic of Maldives.
Duration	Initial Contract – 18 months
Expected Duration of Assignment	12-18 months
Application Deadline	22 nd January 2018 (Monday) , 1400hours Local Time
Type of Contract	Consultancy Contract
Languages Required	English

1. Background and Justification.

Maldivian Gas Private Limited Male', Republic of Maldives is in need of a Project Consultant to carry out the complete engineering services related to construction, supervision and contract management of a 3000M³ LPG Spherical Tank Project in G.Dh.Thinadoo, Republic of Maldives. Thinadoo is an island located 80 km to the south of Male the Capital of the Republic of Maldives. The project aims to enhance LPG storage capacity of Maldivian Gas Private Limited (MGPL) in order to:

- a. Import larger parcels (> 1000mt) at any given time via ocean tankers.
- b. Provide an uninterrupted service to existing customers Maldivian Gas.
- c. To improve sales and thus increase the market share of MGPL, with improved reliability of supply.

The prospective bidders are advised to conduct a site visit and find out other necessary details to meet the specific needs of the project.

2. Scope of Work and Objectives.

Under the direction of the Maldivian Gas Private Limited and along with the Project Manager, the Consultant will:

- 1) Assess the environmental impact of the project during the Supervision Phase:-
- 2) Potential environmental impacts both direct and indirect.
- 3) Design proposals to protect the environment.
- 4) Check and approve Contractors shop drawings.

- 5) Ensure all material including tank petals fabricated at their workshop and imported to Thinadoo, are of quality standard and in line with ASME code or the standard mentioned on the initial TOR and the agreement that follows.
- 6) Issue a handover notice of the Thinadoo site to the Contractor.
- 7) Check and approve Contractors layout plan, tank drawings and P&I drawings.
- 8) Check and approve Contractors detail Firefighting and Electrical drawings.
- 9) Check and approve gas detection, lightning protection / grounding system and Automatic / Pneumatic system.
- 10) Check and Review Contractors quality plan.
- 11) Conduct supervision of all connected installation work, testing and commissioning.
- 12) Review and accept Third Party Inspection reports produced by TUV, China.

Note: Spherical Tank Foundation design drawings will be provided by the Contractor and building of same up to ground level will be undertaken by an experienced Civil Engineering Company based in the Republic of Maldives. Hence this part of the work will not come under the purview of the Consultants scope of work.

3. Review of Contractors Implementation Plan.

- 3.1 The Contractors implementation and Quality plans shall be reviewed thoroughly by the Consultant. Overlapping of various activities shall be carefully reviewed with respect to time allocation, commencement and completion dates. At the end of this exercise, an agreed implementation plan should be provided by the Contractor to the satisfaction of all parties concerned.

4. Supervision of Construction Works

- 4.1 It will be the responsibility of the Consultant to supervise all operations on behalf of MGPL and to ensure that the work is carried out in a proper workmanship and in accordance with relevant codes.
- 4.2 The Consultant will check, approve, reject and record, as the case may be, amongst other things the following:
 - Contractors plant and equipment
 - Construction Materials
 - Testing procedures and results
 - Inexperienced staff and labour.
- 4.3 Review and approve all methods proposed by the Contractor for permanent and temporary works, to ensure conformity with relevant codes and that the work can be carried out safely and in accordance with recognized / accepted practices.

5. Issue of Instructions to the Contractor.

- 5.1 The services will include issuing of field instructions in writing as required relating to:
- Quality of materials used in the works
 - Equipment and methods of construction
 - Supervision, checking and testing of work carried out
 - Clarification of drawings and specifications.
 - Progress of work to ensure that agreed work program is adhered to.
- 5.2 The Consultant shall not give any instructions which in his opinion are likely to increase the cost of works without the prior approval of the Project Manager, MGPL.

6. Inspection and Testing of Work

- 6.1 At all stages of implementation, the Consultant shall carry out regular inspection Of materials and workmanship and acceptance tests to ensure compliance with the specifications.
Where work on site at any time during the implementation does not meet the requirements of the specifications, it shall be removed or rectified.

7. Approval of Payments to the Contractor.

- 7.1 The consultant shall, in parallel with the Contractor, make field measurements of all works done, which will be required for checking and certifying the Contractors Invoices.
- 7.2 Certify all of the Contractors statements within the time specified in the contract and forward to Project Manager, MGPL for arranging payment.
- 7.3 The Consultant shall, during the course of works, arrange with the Project Manager to keep accurate records of all dates and quantities of work carried out, all payments made to the Contractor.

8. Advice on Progress of Work.

It is important that the progress of the Works be in accordance with the programmed implementation schedule since the timely completion of the project necessitates the strict adherence to the approved timetable.
If any deviation on the implementation schedule occurs, the Consultant will inform the Project Manager, MGPL about the necessary measures to be taken to avoid any delays.

9. Reporting and Meetings.

- 9.1 The Consultant will keep the Project Manager; MGPL continually informed on the progress of the works, and all budgetary and financial matters pertaining to the project, by submitting to him the following reports:
- Quality of equipment and material supplied to site, used and/or stored.
 - Quality tests on construction materials and equipment.
 - Payments made to the Contractor.

- Acceptance tests of structures - problems encountered and recommendation made by the Consultant.
- Photographs recording the progress of work.
- Final report on completion of works. The Consultant will prepare and advice on the issue of the Initial and Final Hand-Over Certificates.

9.2 Arrange site meetings with Contractor and the MGPL Team at regular intervals to discuss progress and quality of works, and resolve any problems encountered.

9.3 The Consultant shall issue Variation order and claims for extension of time or any change in works according to the contract after obtaining the approval of the Project Manager, MGPL. The Consultant shall also monitor the contract costs relative to the budgetary provisions.

10. Delivery of “As Built” Drawings.

10.1 The Consultant shall at the completion of the project, provide the Project Manager, MGPL, a full copy of the As-built drawings which are recording any changes in the original working drawings.

11. Competencies & Qualifications of the personnel

- 10+ years' experience in technical and managerial areas related to gas and oil industry
- Multi discipline exposure to the industry related activities.
- Strong written and verbal communication skills in English
- Excellent interpersonal skills and objectivity

12. Application Procedure

The application package containing the following to be e-mailed to **munaz@maldivegas.com**

- Brief description of why the applicant considers her/himself the most suitable for the position,
- Personal CV indicating all past experience from similar projects and specifying email and telephone contacts of at least three (3) professional references,
- Financial proposal should specify an all-inclusive monthly fee.
 - Must be all-inclusive and take into account various expenses that will be incurred during the contract including: cost of travel from the home base to duty station and vice versa.

Contract Awarding: Within 15 days of bid submission

13. Evaluation Procedure

The evaluation of the consultant will be based on Combined Scoring method— where the technical qualifications and methodology is given 70% weightage and financial offer with be given 30% weightage.

Criteria
Technical 60%
Corporate Profile
Past Projects - Include at least 2 reports from previous projects undertaken by the bidder within the past 05 years on projects of similar scope and effort
Methodology, activities, Work plan, experience and skills etc. - share a work plan specifying the tasks to be performed
Experience and skills in conducting project consultation and documentation especially in the field of oil and gas.
Financial (price) 40%

Financial evaluation will be done as follows:

MAXIMUM SCORE FOR PROPOSAL x PRICE OF LOWEST BIDDER

SCORE FOR PRICE PROPOSAL X = -----

PRICE OF PROPOSAL X

Documents

While submitting the Technical Proposal, the Applicant shall, in particular, ensure to attach the following:

- A. Corporate Profile.
- B. Profile of the consultant explaining why they are the most suitable for the work.
- C. Relevant Experience - Name of the client/ title of projects handled/year & duration of such projects/scope of the projects/project references
- D. Detailed methodology and conceptual framework with expected deliverables and timelines, team composition
- E. Recent CV
- F. Separate proposals to be submitted for the Technical and Financial part of the project.

The financial proposal shall specify a total lump sum amount comprising an all-inclusive monthly fee. (Including a breakdown of costs for fee, travel and any expenses that may occur).

14. Application Deadlines

KEY DATES:

Tender notice date and issuance of TOR: 15th January 2018, 1400 hours

** RFP will be issued from MGPL Head office & available for download from MGPL website along with the advertisement.*

Last date for Queries: 21st January 2018

Deadline for Receipt of Proposals: 1400hours @ 22nd January 2018

** All submitted bids will be opened on this date on stated time*

**All correspondences to be addressed to Procurement Department of Maldive Gas Pvt Ltd
Emails @ munaz@maldivegas.com ,Procurement Manager**

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