

**Information to be given with the Expression of Interest**

1. Name of firm:
2. Specialty of services being provided by the firm:
3. Address of Head office:
4. Telephone numbers, Fax numbers and Email address:
5. Legal status:
6. Place of registration and year (Please attach the copy of the Business Registration (BR):
7. Brief description of Organization and administrative structure:
8. Name of the person to whom written power of attorney of the signatory is given (Please attach a copy)
9. Key Professional staff the firm:

No	Name	Specialty	Academic and professional qualifications with year	Total length of experience	Type of employment Part-time/full time

#### 10. Experience of the firm for the last five years

Names of Projects undertaken	Name of Clients	Types of Services provided (design, procurement, Contract Management and Construction Supervision, etc.)	Duration of the Project	Cost of the Project	Any firm associated with, for providing services	Date of commence and date of completion

Preference will be given for Consultancy Firms who have provided similar services to State Institutions following Government rules & regulations.

#### 11. In case, the firm is selected, details of staff to be employed

Name of Person	Field of Specialty	Qualifications	Relevant Experience
<b>Design team</b>			
Structural Civil Engineer (Team Leader)			
Electrical & Mechanical Engineer			
Quantity Surveyor			
Draughtsman			
<b>Others</b>			
<b>Supervision team</b>			
Structural Civil Engineer (Team Leader)			
Electrical & Mechanical Engineer			
Resident Technical Officer			
Quantity Surveyor			
<b>Others</b>			

Please refer the Terms of Interest (TOR) for expected staff

**12. Financial Strength;**

	Financial Year	Fixed Assets Rs.	Current Assets Rs.	Current Liabilities Rs.
1	2024 – 2023			
2	2023 – 2022			
3	2022 - 2021			

Above information should be reflected on Audited Financial Statements. If requested, copies should be forwarded.

**13. Name of the contact person and contact details:**

*I hereby express our interest for providing total consultancy service for Preparation of Structural and Service Drawings, preparation of Bidding Documents, Specification, Bills of Quantities, Contract Management and Supervision of Construction & Post Construction supervision for building expansions at Ceylon German Technical Training Institute and declare that above given information are correct and accurate to the best of my knowledge.*

**Signature of Authorized person of firm:****Date:**

## **TERMS OF REFERENCE**

### **A. Background:**

The Ceylon German Technical Training Institute (CGTTI) is the foremost institute in Sri Lanka for the training of skilled technicians in the field of Automobile Engineering and allied trades. The institute was originally established in 1959 at the premises of the central workshop of the Sri Lanka Transport Board at Werahera. This was a result of an agreement entered into between the government of the Federal Republic of Germany and Sri Lanka in 1958 to supply trained Technicians in the maintenance of the bus fleet, which belonged to the Sri Lanka Transport Board. The Institute was shifted to Moratuwa in 1974 and re-named as the Ceylon-German Technical Training Institute. It was originally set up and managed by a German Director and his German staff until February, 1976. Then its management was handed over to Sri Lanka, under a Director /Principal and local Staff. At present, The CGTTI comes under the purview of the Ministry of Education, Higher Education and Vocational Education.

Sri Lanka urgently needs to reform its human capital development systems, including vocational training, to support the transformation of the national economy. Recognizing the importance of the Technical and Vocational Education and Training (TVET) sector, the government has identified it as a priority and decided to increase the current intake of students. To accommodate this expansion, it is essential to upgrade existing infrastructure.

The budget allocation Rs. 30 million allocated for the projects in 2025 (Total estimated cost depend upon the designs), which includes contingencies, provisions for price escalation, consultancy fees, and applicable government taxes. Consultancy services will be engaged for the preparation of structural designs, Bills of Quantities (BOQs), contract management, and post-construction supervision.

### **Objective:**

The objectives of the consulting assignment are to prepare structural designs, Bills of Quantities, contract management, and post-construction supervision for the proposed development of Ceylon German Technical Training Institute including renovation and

improving of the existing infrastructure in order to provide proper facilities of the existing buildings and other infrastructure.

1. Auto Electrical Section Building Expansion
2. Diesel Pump Section Building Expansion
3. Millwright Section Training Equipment Parking & Body Repairing and Painting Section Expansion.

#### **B. Scope of Services:**

The scope of service covers preparation of Structural and Service drawings, preparation of bidding documents including specifications and Bills of Quantities, Contract Management and Supervision of Construction & Post Construction supervision of above buildings and other infrastructure.

A suitable contractor will be selected through National Competitive Bidding Procedure in terms of Procurement Guidelines and Manual.

Contract Management has to be done in terms of conditions of ICTAD/CIDA contractual agreement and government rules and regulations.

CIDA/ICTAD bidding documents and Conditions of Contract (ICTAD/SBD/01) will be used.

#### **C. Procedure for selection of a suitable Consultancy firm:**

Consulting Services Manual November 2007 and Guidelines – selection & Employment of Consultants - August 2017 issued by National Procurement Agency of Sri Lanka, will be used.

**Step 1:** Expression of interest is invited from suitable consultancy firms;

**Step 2:** Suitable consultancy firm will be short-listed based on firms' capacities, availability of key staff members and experience of providing similar consultancy services, etc.

**Step 3:** Request for Proposals (**RFP**) will be invited from short-listed consultancy firms using two envelop method;

**Step 4:** Technical proposals will be opened and evaluated to select qualified bidders; financial proposals of unqualified bidders will be returned unopened;

**Step 5:** Financial proposals of qualified bidders will be opened in presence of representative of qualified bidders.

**Step 6:** A suitable consultancy firm will be selected using Least Cost Selection (LCS) method.

**Step 7:** Negotiation with selected consultancy firm.

**D. Submission of Information:**

All details of the consultancy firm as requested in *EOI* should be submitted along with the bid.

**E. Activities and tasks to be performed:**

**1. Schematic Design Phase**

- I. Obtain clients priority of requirements.
- II. Carry out surveys and investigations if it is required to determine the condition of the structure.
- III. Prepare the schematic drawings, present them to the Client and obtain approval from the Client for the development or preparation of other drawings.

**2. Design Development phase**

- I. Review Client's decision arising from schematic design, Prepare structural and other Engineering Services drawings such as Electrical, Fire protection, Water supply and waste disposal etc.
- II. Submit a set of the above drawings for the Client's review and observations. Incorporate the client's observation and obtain his approval.
- III. Submit a set of finalized drawings to the Client.
- IV. Prepare drawings and other documents and submit to the client for obtaining approvals from local authorities and other statutory bodies. Assist the Client in obtaining such approvals, if necessary.
- V. The service experts are to be appointed by the Consultants. The Consultant shall be responsible for their works and quality deliveries.
- VI. Inspect Site and identify the condition and constrains

### **3. Construction Document Phase**

- I. Prepare Construction Program.
- II. Prepare rated BOQ using current prices of construction materials, wages of labours and technical staff, hiring charges of equipment in the area. A suitable mark-up also should be used.
- III. Prepare a complete set of bid documents including all necessary information as per CIDA/ICTAD standard Bidding Documents.

### **4. Bidding Phase**

- I. Assist the client in conducting pre-bid meetings and making written clarifications.
- II. Prepare preliminary bid evaluation report and assist the Bid Evaluation Committee to prepare their Bid Evaluation Report.
- III. Prepare contract documents for the signing of the agreement between the client and the successful bidder.

### **5. Construction Phase**

- I. Handing over the site to the contractor.
- II. Carrying out full time site supervision by a resident team and periodical inspection by specialists when necessary.
- III. Review the Contractor's Management Structure, inform and obtain approval from the client in respect of qualification & experience of contractor's staff.
- IV. Providing a full set of design drawings to the contractor and obtaining rated BOQ of the Contractor from the client for checking bills.
- V. Obtaining, reviewing and approving contractor's work plan, program and implementation schedule for completion of the work within the contract period and obtaining the updated schedule during construction.
- VI. Carrying out close supervision of the construction and monitoring the progress.
- VII. Inspecting and verifying the adequacy of the Contractor's Equipment and personnel assigned to carry out the work as per contract agreement and informing the client.
- VIII. Ensuring that the quality control tests are done by the contractor as specified in the specifications and as per normal codes of Engineering practices and maintaining the records of the same. The consultant may specify additional tests if he deems fit in the interest of the project at any stage of construction. In case, any test fails, consultant should advise the contractor on remedial measures.

- IX. Checking and approving contractor's equipment, materials according to specifications and method to be used for concrete mixing, pouring and vibrating.
- X. Reviewing safety & welfare measures for the labour including the hygienic conditions in labour camps as per the prevailing environmental norms. Make sure the environmental protection while executing the project. Advise the contractor to replant required number of plants when and where necessary if applicable. Make sure and advise the contractor to remove/dispose the construction waste without harming the environment and make least sound.
- XI. Justifying Variation orders/ extra works/ claims including checking and negotiations of rates with contractor as and when required and making recommendations to the client.
- XII. Checking works variation orders and preparing necessary engineering details and cost estimates for approval of variation orders by the client.
- XIII. Reviewing Contractor's correspondences and instructing the contractor on different aspects of the project and obtaining client's approval where necessary.
- XIV. Arranging regular meeting at the site to review the progress/resolve problem.
- XV. Progress Control, Financial Control and continuous monitoring of budget including maintaining daily record of weather, number of skilled and unskilled labours employed issues uncouneted.
- XVI. Submission of Monthly Progress Report (in addition to contractor's report) in the format given by the Client. The report should show bottlenecks in construction clearly and suggest remedies.
- XVII. Checking of measurements of work and certification of interim payments.
- XVIII. Supervising the satisfactory commissioning of all the installation in the building like electrical fittings, electrical and water supply systems, water tanks and toilet fittings, air conditioners etc.
- XIX. Preparing a list of defects before the building is taken over.
- XX. Certification of the building being suitable for occupation/purpose.
- XXI. Assisting the Client in obtaining various certificates from local agencies as applicable.
- XXII. Advising client regarding the expiry dates of performance bond, advance bond and insurances.
- XXIII. Assisting the Client in obtaining the various service connections utility services like water, electricity, sewerage etc.
- XXIV. Certification of final payments to the contractor.



- XXV. Settlement of Disputes and Litigation with the contractor as far as possible and if the matter is taken to arbitration/court by any party, representing the client in the proceedings.
- XXVI. Receipt of Manuals and Material Samples.
- XXVII. Review the as-built drawings on tracing papers and soft copy.
- XXVIII. Checking and certifying shop drawings.
- XXIX. Defects survey upon practical completion of the project, Notification of the Contractor and ensure the defects are attended.
- XXX. Final inspection upon Practical Completion of the Project and issue of completion of certificate.

## **7. Post- Construction Phase**

- I. Check and submit 'as-built' drawings (both hard and soft copies in editable format) to the Client prepared by the Contractor.
- II. Check and submit service agreements for plants and equipment installed in the completed work.
- III. Review warranties and guarantees submitted by the Contractor.
- IV. Inspects the works during the Defects Liability Period and prepare a list of defects and notify the Contractor to rectify such defects.
- V. Once, clients notify any defect, inspect and identify fault/s and notify the Contractor to rectify such defects.
- VI. Issue certificate releasing retention at the end of Defects Liability Period, performance certificate.
- VII. The Management of pre-construction, construction and post-construction will be coordinated by Director (Infrastructure Development), Vocational Education Division, Ministry of Education, Higher Education & Vocational Education.

### **A. Duration of Project:**

Construction period is 06 months from the date of award of contract to the contractor.

### **B. Procurement Entity:**

Procurement Entity is Ceylon German Technical Training Institute. Funds will be provided by Government of Sri Lanka.

The Director-Principal (CGTTI) and the Technical Team will oversee services provided by consultants. Bills for payments for construction and consultancy should be forwarded to the Director-Principal for payment.

## **J. KEY PROFESSIONAL STAFF REQUIRED**

The key staff whose CVs will be evaluated are listed below. The Consultant shall provide all staff necessary for this assignment and the staffing arrangement shall be proposed according to the construction schedule including the Defect Liability Period.

### **For Design and Procurement**

	<b>Key Staff</b>	<b>Qualification and Experience</b>	<b>Activity</b>	<b>Remarks</b>
1	Structural Engineer/ Team Leader (01 person)	Shall be a B.Sc. (Eng.) and Chartered Civil Engineer having the corporate membership of the Institution of Engineers in Sri Lanka. He / She shall have minimum of 5 years of post-charter experience. In structural designs.	Structural Design. Whole project management activities.	Structural Engineer's Supervision is needed if necessary on part-time basis.
2	Electrical & Mechanical Engineer (01 person)	Shall be a Chartered Electrical Engineer with a corporate membership of the Institution of Engineers of Sri Lanka. He/ She shall have a minimum 05 years of experience in the field.	Preparation of electrical drawings Assisting / preparation BOQs of relevant items and site supervision (if necessary) and supervision (part-time)	Their supervision is needed for laying electrical service
3	Quantity Surveyor (01 person)	Should be a NVQ 5 or equivalent with 05 years of experience for procurement documentation using ICTAD/SBD/01 works contacts	Preparation of bidding documents	Part Time
4	Draughtsman (01 person)	Should be a NVQ 4 or equivalent with 05 years of experience	Architectural and construction drawings	Part Time

**Supervision:**

	<b>Key Staff</b>	<b>Qualification and Experience</b>	<b>Activity</b>
1	Structural Engineer/ Team Leader (01 person)	Shall be a B.Sc. (Eng.) and Chartered Civil Engineer having the corporate membership of the Institution of Engineers in Sri Lanka. He / She shall have minimum of 5 years of post-charter experience. In structural designs.	Contract Management and Construction supervision. Checking & certify bills, (Part Time)
2	Electrical & Mechanical Engineer (01 person)	Shall be a Chartered Electrical Engineer with a corporate membership of the Institution of Engineers of Sri Lanka. He/ She shall have a minimum 05 years of experience in the field.	Contract Management and Construction supervision. Checking bills, (Part Time)
3	Resident Technical Officer (01 person)	Should be a National Diploma in Technology (NDT) holder in Civil engineering or equivalent with 05 years of experience in construction supervision.	Contract Management and Construction supervision. Checking bills, (Full time at site)
4	Quantity Surveyor (01 person)	Should be a NVQ 5 or equivalent with 05 years of site experiences for ICTAD/SBD/01 works contacts.	Preparation of bills, (Part Time)

**1. WORK SCHEDULE SUMMARY**

<b>Work Phase</b>	<b>Completion period of each phase (weeks)</b>
Schematic Design phase	01 weeks
Design Development Phase	04 weeks
Construction Document phase	01 weeks
Bidding phase	08 weeks
Construction phase	24 weeks
Maintenance phase	52 weeks