

Expressions of Interest

Ministry of Education, Higher Education and Vocational Education

Ceylon German Technical Training Institute - CGTTI

Consultancy Service for Design Procurement, Contract Management and Supervision of Construction & Post Construction.

Contract Number: CGT/TB/02/civil/2026

The Chairman, Department Consultants Procurement Committee on behalf of the Director – Principal, CGTTI invites eligible consultants to indicate their interest in providing the service described below.

The consultancy services include the design, procurement, contract management, and supervision of construction and post-construction for the upgrading of the Renewable Energy Training Centre (Asian Centre for Energy Transition – ASET) Solar Park in Sooriyawewa, Hambantota.

Interested consultants must provide information indicating that they are qualified to perform the service (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.) as per the formant (**RFP**) titled “Consultancy Service” available in the website **www.germantec.lk** Interested consultants may obtain Terms of Reference from same website and further information from Chief Accountant

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Duly completed Expressions of interest under sealed covers must be addressed to the Chairman, Department Consultants Procurement Committee and delivered to the address given below on before 22nd July 2026

Chairman,
Department Consultation Procurement Committee
CGTTI, 582,
Galle Road, Mount Lavinia (Moratuwa)

10. Experience as the firm for the last five years

Name of Project From year 2025 down words	Name of Client	Types of Services provided (design, procurement, Contract Management and Construction Supervision)	Duration and Cost of the Project	Any firm associated with for providing services	Date of start and date of completion

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

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

Name of Person	Designation of specialty	Qualifications	Relevant Experience
Design team			
Team leader			
Structural Civil Engineer			
Project Architect			
E&M Engineer			
Service & Drainage Engineer			
Engineer/Quality Surveyor			
Others			
Supervision team			
Resident Civil Engineer			
Resident Technical Officer/ Quantity Surveyor			
Others			

Please refer to for expected staff

12. Financial Strength;

	Financial Year	Fixed Assets Rs.	Current Assists Rs.	Current Liability Rs.
1	2025 – 2024			
2	2024 – 2023			
3	2023 - 2022			

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

13. Name of contact person and contacts number/s :

I hereby express our interest for providing total consultancy service for design and construction Supervision of Renewable Energy Training Centre (Asian Centre for Energy Transition – ASET) Solar Park in Sooriyawewa, Hambantota for Sri Lanka 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:

Renewable Energy Training Hub (Asian Center for Energy Transition – ACET)

The Renewable Energy Training Hub (ACET) at the Solar Park, Sooriyawewa, Hambantota, is being established with the support of the Government to strengthen renewable energy skills development in Sri Lanka. The initiative was developed following the findings of the 2020 Skills Demand Survey and through collaboration between the Ceylon-German Technical Training Institute (CGTTI) and the Sri Lanka Sustainable Energy Authority (SLSEA).

The training hub is aligned with the national renewable energy policy and aims to address the growing demand for skilled professionals in the renewable energy sector, both within Sri Lanka and internationally. As one of the country's pioneering technical training institutions, CGTTI plays a leading role in delivering high-quality skills training and operating as a Center of Excellence for Renewable Energy Training in Sri Lanka.

Main Objectives of the Project:

- Develop a skilled workforce for the renewable energy sector.
- Support the implementation of Sri Lanka's renewable energy targets.
- Provide industry-relevant training in solar, wind, and other renewable energy technologies.
- Enhance employment and entrepreneurship opportunities for youth.
- Promote innovation, research, and technology transfer in renewable energy.
- Establish Sri Lanka as a regional hub for renewable energy skills development and training.

According to the Government of Sri Lanka, a total of Rs. 175 million has been allocated for the implementation of the Renewable Energy Training Hub during the 2026–2027 period.

B. Objectives:

Primary Objectives of the Renewable Energy Training Hub (Asian Center for Energy Transition – ACET)

The primary objective of the Renewable Energy Training Hub (Asian Center for Energy Transition – ACET) is to establish a world-class Centre of Excellence for renewable energy education, technical training, research, innovation, and industry collaboration that will support Sri Lanka's transition towards a sustainable, low-carbon energy future. The project aims to strengthen national human resource capacity by developing a highly skilled workforce capable of designing, installing, operating, maintaining, and managing modern renewable energy systems while meeting both domestic and international industry standards.

C. Scope of Services:

The scope of services shall include, but not be limited to, the following:

- preparation of a soil investigation report (if required);
- preparation of land survey plans and landscaping designs;
- Review and rectify of architectural, structural, and building services drawings;

- preparation of bidding documents, including technical specifications and Bills of Quantities;
- contract management and supervision of construction; and
- post-construction supervision of the above buildings and associated infrastructure.

A suitable contractor will be selected through National Competitive bidding procedure in terms of Procurement Guideline and Manual.

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

D. 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, etc.

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

Step 4: Technical proposals will be opened first and evaluated. Financial proposals of unsuccessful consultancy firms will be returned.

Step 5: Financial proposals of selected bidders will be opened in present of representative of selected bidders.

Step 6: A suitable consultancy firm will be selected using Quality Cost Base Selection (QCBS).

Technical proposal: 80% weighting

Financial proposal : 20% weighting

Step 7: Negotiation with selected consultancy firm.

E. Submission of Information:

All details of the firm as requested in *Request for Proposal* should be submitted. Bidders' failure to submit all necessary details may result in rejecting their *Request for Proposal*.

F. Activities and tasks to be performed:

1. Construction Document Phase

- I. **Review and rectify** existing architecture, structural and services drawings
- II. Prepare Bills of Quantities and Technical Specifications of materials and workmanships. These should be prepared very accurately and good enough for the execution.
- III. Prepare Construction Program.
- IV. 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.
- V. Prepare a complete set of bid documents including all necessary information as per CIDA/ICTAD standard Bidding Documents.

2. Bidding Phase

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

3. 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 personal 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 labor including the hygienic conditions in labor 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. Heat and dust effect on the environment and do diligence precaution if they will be higher than threshold level of harmful.
- 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 uncouncted.
- 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 bound 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. Coordinate and facilitate a team of professional to prepare Initial Environmental evaluation Report (IEER) and support to implement the recommendation with the assistance of the contractor if such team will be deployed by the client.
- XXXI. Final inspection upon Practical Completion of the Project and issue of completion of certificate.

4. 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. Coordinate training program for Client's staff to operate systems and plants.
- IV. Review warrantees and guarantees submitted by the Contractor.
- V. Inspects the works during the Defects Liability Period and prepare a list of defects and notify the Contractor to rectify such defects.
- VI. Once, clients notify any defect, inspect and identify fault/s and notify the Contractor to rectify such defects.

- VII. Issue certificate releasing retention at the end of Defects Liability Period, performance certificate.
- VIII. The Management of pre-construction, construction and post-construction will be coordinated by Vice Chancellor, University of Vocational Technology.

G. Duration of Project:

Construction period is 9 months (per one project) from the date of award of contract to the contractor.

H. Procurement Entity:

Procurement Entity is CGTTI, 582, Galle Road, Mount Lavinia (Moratuwa)

The Technical Team will oversee services provided by consultants and bills for payments for construction and consultancy should be forwarded to Ministry for payment.

The Technical Team is responsible for ensuring adequate supervision and assessment of deliverables and scope of services by the consultant.

J. KEY PROFESSIONAL STAFF REQUIRED

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

	Key Staff	Qualification and Experience	Activity	Remarks
1	Team Leader (01 person)	Shall be Chartered Civil Engineer with a corporate membership of the Institution of Engineers of Sri Lanka or shall be a Chartered Architect having the corporate membership of the Institution. She/he shall have a minimum experience of eight years post charter qualification, out of which 5 years as Team Leader or Deputy Team Leader experience.	Team Leader	Team Leader may be involved in some other projects at the same time. Number of projects should be reasonable.
2	Structural Engineer (02 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 according to British Codes.	Structural Design	Structural Engineer's Supervision is needed if necessary on part-time basis.

3	Project Architect (02 person)	Shall be a B.Sc. / B.Arch. Chartered Architect having the corporate membership of the Institution of Architects in Sri Lanka He /She shall have 5 years of post-charter experience in similar building design and landscaping in conformity with local standards.	Design of Master Plan of University College and site supervision for finishing	Supervision is needed for finishing
4	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
5	Services & Drainage Engineer (01 person)	Shall be a Chartered Civil / Service Engineer with a corporate membership of the institution of Engineers of Sri Lanka. He/ She shall have a minimum 05 years of experience in relevant field.	Preparation of services drawings including septic tanks, drainage, pipe lines, construction Assisting preparation BOQs of relevant items.	
6	Engineer /Quantity Surveyor	Engineer/Quantity Surveyor with experience of eight years for procurement documentation using ICTAD/SBD/02 works contacts above SLR. 200 Mn.	Preparation of bidding documents	

For Designs & Procurement

Supervision:

	Key Staff	Qualification and Experience	Activity
1	Resident Civil Engineer (01 person for each project)	Shall be a BSc Engineer with a minimum of 8 years of experience in supervision, contract management, and engineering supervision of similar Vocational Training Institute projects.	Contract Management and Construction supervision, checking bills, (Full time at the site)
2	Resident Technical Officer (01 person for each project)	Should be a National Diplomas 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)

1. WORK SCHEDULE SUMMARY

Work Phase	Completion period of each phase (weeks)
Construction Document phase	3 weeks
Bidding phase	8 weeks
Construction phase	36 weeks
Maintenance phase	52 weeks