

**Implementation of Aquaculture Project in the Government Land of 169 hectares of land in the Kalliadi area in the Divisional Secretariat Division of Manthai in the District of Mannar**

**Contract No: NQ / DPC / 2022 / PPP / 01 (I)**

CONTENTS

Letter of Invitation	Section 01
Instructions to applicants	Section 02
Technical Proposal Standard Forms	Section 03
Financial Proposal Standard Forms	Section 04
Terms of Reference	Section 05

**SECTION 01**  
**LETTER OF INVITATION**

.....  
.....  
.....  
.....

**Implementation of Aquaculture Project in the Government Land of 169 hectares of land in the Kalliadi area in the Divisional Secretariat Division of Manthai in the District of Mannar**

**Contract No: NQ / DPC / 2022 / PPP / 01 (I)**

National Aquaculture Development Authority of Sri Lanka (NAQDA) is a body corporate established under National Aquaculture Development Authority Act No.53 of 1998 for the Development and management of aquatic resources and aquaculture industry.

1. RFP are invited from applicants for Implementation of Aquaculture Project in the Government Land of 169 hectares of land in the Kalliadi area in the Divisional Secretariat Division of Manthai in the District of Mannar.
2. The RFP with TOR documents could be collected from 08.12.2022 to 05.01.2023 during office hours from 09.00 hrs to 14.00 hrs at the Head Office of National Aquaculture Development Authority of Sri Lanka, 41/1, New Parliament Road, Pelawatta, Battaramulla, upon payment of non-refundable fee of Sri Lanka Rupees Five Thousand (SL. Rs. 5,000.00).
3. The Pre Proposal meeting will be held on 22.12.2022 at 10.00 am at NAQDA Head Office at Pelawatte.
4. An Original and One copy of the technical proposal and the financial proposal must be submitted to the NAQDA.
5. The applicants must submit their Technical and Financial Proposals for the Government Land of 169 hectares of land in the Kalliadi area in the Divisional Secretariat Division of Manthai in the District of Mannar on or before 2.00 p.m. 05.01.2023 to the Chairman, Ministry Consultancy Procurement Committee, National Aquaculture Development Authority of Sri Lanka, 41/1, New Parliament Road, Pelawatta, Battaramulla. Applicants or their authorized representative may attend the opening of the Bids.
6. NAQDA will not be responsible for any costs or expenses incurred by applicants in connection with the preparation or delivery of the bids.
7. Applicants may obtain further information, inspect and obtain Bid Documents at the office of the Director (Coastal Aquaculture Development), National Aquaculture Development Authority of Sri Lanka, No : 41/1, New Parliament Road, Pelawatta, Bataramulla (Telephone – 011 278 6578 or Mobile - 071 805 5360).

8. Bid documents relating to above projects can be downloaded from the official web site of the institution ([www.naqda.gov.lk](http://www.naqda.gov.lk)). The nonrefundable fee given above should be credited to the NAQDA's bank account **No.208100483320761, Peoples bank, Battaramulla. The copy of the deposit slip should be attached along with the bid document and if bidder unable to submit deposit slip the bid will be rejected.**

**The RFP includes the following documents:**

Letter of Invitation	- Section 01
Instructions to applicants	- Section 02
Technical Proposal Standard Forms	- Section 03
Financial Proposal Standard Forms	- Section 04
Terms of Reference	- Section 05

Chairman,  
National Aquaculture Development Authority of Sri Lanka,  
41/1, New Parliament Road,  
Pelawatta,  
Battaramulla.

**SECTION 02**  
**INSTRUCTIONS TO APPLICANTS**

## **INSTRUCTIONS TO APPLICANT**

### **1.0 INTRODUCTION**

#### General

- 1.1. The NAQDA will select a firm / organization /the Company as per this Request for Proposal (RFP) in accordance with the Quality and Cost Based Selection (QCBS) Method.
- 1.2. Applicants should have familiarized themselves with local conditions and take them into account in preparing their Proposals to obtain first – hand information on the assignment and local conditions. Applicants are encouraged to visit the project site in operations with the nominated representative of the NAQDA. The Applicants’ representatives should contact the Director (Coastal Aquaculture Development) to arrange their visit to the project site.
- 1.3. Applicants shall bear all costs associated with the preparation and submission of their Proposals. Costs might include site visit: Collection of information; and, if selected, attendance at contract negotiation.
- 1.4. The NAQDA is no bound to accept any Proposal and shall reserve the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the operations.
- 1.5. In preparing their Proposals, Applicants are expected to examine in detail, the documents comprising the RFP. Material deficiencies providing the information requested may result in rejection of a Proposal.

#### **Conflict of Interest**

- 1.6.
  - i. The NAQDA requires that applicants provide professional, objective and impartial advice and at all times, hold the NAQDA’s interest paramount, strictly to avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.
  - ii If an applicant is associated with or affiliated to NAQDA or Ministry of Fisheries or an employee of any institutions under the purview of above ministries, the proposals of such applicants shall fall under conflict of interest and they shall be rejected.

## **Fraud and Corruption**

- 1.7. The NAQDA requires the applicants observe the highest standard of ethics during the procurement and execution of such contracts. In such pursuance of this policy, NAQDA,
- (i). defines, for the purpose of this provision, the terms set forth below as follows;
    - (a). “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/ or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; and
    - (b). “Fraudulent Practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the borrower, and includes collusive practices among bidders (prior to or after bid submission) designed to established bid price at artificial, noncompetitive level and to deprive the borrower of the benefits of free and open competition)
  - (ii). Will reject a Proposal for award if it determines that the bidder recommended For award has engaged in corrupt or fraudulent practices in competing for the Contract; and
  - (iii). Will declare a firm ineligible, either indefinitely or for a stated period of time, Determines that the firm has engaged in corrupt or fraudulent practices in Competing for, or in executing.

## **Only one Proposal**

- 1.8. Applicants may submit only one proposal. If an applicant submits or participates in more than one proposal, such applicant shall be disqualified.

## **Proposal Validity**

- 1.9. The proposals must remain valid for 180 days after the submission date. During this period, the applicants shall maintain the availability of experts nominated in the proposal. The NAQDA will make its best effort to complete negotiations with in this period. In case of need, the NAQDA may request applicants to extend the validity period of their proposals. Applicants have the right to extend the validity period of their proposals.

## **Participation of Government Employees**

- 1.10. Recruiting current government employees to work are discouraged. When applicants nominate any government employees as experts in their Technical Proposal, such expert(s) must have written approval from their employer, confirming that they will be on leave without pay from their official position and available to work full- time on the assignment.
  - I. Employee of government of Sri Lanka must not be engaged to work where conflict of interest exists.
  - II. A current employee affiliated to any institution coming under the preview of Ministry of Fisheries or must not be engaged to work as an expert of the applicant.

## **2.0 CLARIFICATIONS AND AMENDMENTS TO RFP DOCUMENT**

- 2.1. Applicants may request a clarification of any of the RFP up to seven (7) days prior to the proposal submission date. Any request for clarification must be sent in writing to the address, Chairman, Ministry Procurement Committee, National Aquaculture Development Authority of Sri Lanka, 41/1, New Parliament Road, Pelawatte, Battaramulla. The NAQDA will respond in writing and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all responded applicants. Should the NAQDA deem it necessary to amend the RFP add the result of a clarification, it shall do so following the procedure under Sub - Clause 2.2
- 2.2. At any time before the submission of proposals, the NAQDA may, whether at its own initiative, or in response to clarification requested by a firm, amend the RFP by issuing an addendum. The addendum shall be sent to all applicants and will be binding on them. To give applicants reasonable time in which to take an amendment into account in their Proposals, the NAQDA may at its discretion, if the amendment is substantial, extend the deadline for the RFP submission.

## **3.0. PREPARATION OF THE PROPOSAL**

- 3.1. Applicants Proposal (the proposal) will consist of two (2) components
  - (i). The Technical Proposal, and
  - (ii). The Financial Proposal
- 3.2. The Proposal, as well as all related correspondence exchanged by the Applicants and the NAQDA, shall be in English. All reports prepared by the contracted Applicant shall also be in English.
- 3.3. The Proposal should include a cover letter signed by person(s) with full authorization to make legally binding contractual (including Financial) commitments on behalf of the firm. The letter should specify all association arrangements, and certify that each associated firm will perform its designated tasks under the assignment if the lead firm is awarded the contract.



#### **4.0 THE TECHNICAL PROPOSAL**

- 4.1. The Technical Proposal shall not include any financial information and **any Technical Proposals containing financial information shall be declared non-responsive.**
- 4.2 The Technical Proposal should clearly demonstrate the Applicants understanding of the assignment requirements and capability and approach for carrying out the tasks set forth in the TOR through the nominated experts.
- 4.3 The Technical Proposal shall address each of the sub criterion listed under the “Adequacy of the Proposed Methodology & work Plan” (Please see sub - clause **8.1.2 of this section**) and the proposal will be assessed on the responsiveness to each sub criterion.
- 4.4 **I.** The Technical Proposal shall contain information indicated in the following paragraphs from (II) to (VII) using the Standard Technical Proposal forms (**Section 3**). Such information must be provided by the applicants and each Associate.
- II.** A brief description of the organization and outline of recent experience of the applicants and each Associate on assignments of a similar nature is required in form TECH - I. The description shall illustrate in addition to the experience in the sector, the assignments in operation and management of similar eco-friendly projects.
- III.** A concise, complete and logical description of the applicant team will carry out the services to meet all the requirements of the TOR.
- IV.** A work plan showing in graphical format (bar chart) the lining of major activities, anticipated production targets, and deliverables such as reports (Quarterly management accounts, and monthly Production) required under the TOR.
- V.** An organization chart indicating relationships the applicant and any Associate(s), the NAQDA, the Chairman/ NAQDA, and other parties or stake holders, if any, involved in the assignment.
- VI.** Comments, if any, on the TOR to improve performance in carrying out the assignment. Innovativeness will be encouraged, including workable suggestion that could improve the quality/ effectiveness of the assignment.
- VII.** The name, age, nationality, background employment record, and professional experience of each nominated expert, with particular reference to the type of experience required for the operation and management should be presented in the CV format shown in form TECH - 2.

Only one CV must be submitted for each position.

- VIII.** The NAQDA requires that-each key staff confirm that the content of his/ her curriculum vitae (CV) is correct by themselves by signing the CV and should be attested by the applicant.

## **5.0 FINANCIAL PROPOSAL**

- 5.1 All information provided in applicant's Financial Proposal will be treated as confidential. The Financial Proposal must be submitted in hard copy using the format shown in **Section 4**.
- 5.2 The NAQDA retains the right to audit during and after the contract period, accounts and cost records relevant to the PPP should be available to NAQDA and auditors.
- 5.3 The figures provided therein will be read out aloud at the public opening of Financial Proposals.

## **6.0 SUBMISSION, RECEIPT AND OPENING OF PROPOSALS**

- 6.1 The original proposal (both Technical and Financial Proposals) shall contain no Interlineations or overwriting, except as necessary to correct errors made by applicants themselves to evidence provision of additional financial payments will be applied in the manner specified in **Sub - Clause 9.5**. Any such corrections, Interlineations or overwriting must be initiated by the persons(s) who signed the Proposal.
- 6.2 An authorized representative of the applicant shall initial all pages of the original hard copy of the Financial Proposal. No other copies are required.
- 6.3 The Technical Proposal shall be marked "Original" or "Copy" as appropriate. All required copies of the Technical Proposal will be made from the original. If there are discrepancies between the original and the copies of the technical Proposal, the original governs.
- 6.4 The Original and one copy of the Technical Proposal to be sent to the NAQDA 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 by red felt pen "Financial Proposal" and with a warning DO NOT OPEN WITH THE TECHNICAL PROPOSAL" The envelopes shall be placed into an outer envelope and sealed. The outer envelope shall bear the submission address, reference number and title of the project. If the Financial Proposal is not submitted by the applicant in a separate sealed envelope and duly marked as indicated above, this will constitute grounds for declaring both Technical and Financial Proposals as non-responsive.
- 6.5 Proposals must be delivered at the indicated NAQDA address, Chairman, Ministry Procurement Committee, National Aquaculture Development Authority of Sri Lanka, 41/1, New Parliament Road, Pelawatte, Battaramulla, on or before 14.00 hrs. 05.01. 2023 or any new date established by the NAQDA according to the provisions of **Sub : Clause 2.2**

## 7.0 PROPOSAL EVALUATION

### General

- 7.1 From the time the proposals are opened to the time contract is awarded, the Applicant should not contact the NAQDA on any matter related to its Technical and or Financial Proposal. Any effort by an Applicant to influence the NAQDA in examination, evaluation, ranking of proposals or recommendation for award of contract may result in rejection of the Applicants Proposal.
- 7.2 The selection of the organization(s) to be invited to contract negotiation with the NAQDA for the proposed project will be based on the comparison of experience of the organization(s): the quality and suitability of the approach and methodology the quality & experience and qualification of the personal to be assigned (both technical and managerial).
- 7.3 A Proposal will be treated as non - responsive, if any of the items requested in Section 2 above are omitted or not complied with. Also, since the selection will be undertaken on a competitive basis, the NAQDA will not entertain subsequent requests to change personnel proposed, following evaluation of the proposals received. The NAQDA therefore, reserves the right to immediately consider appointment of the next - ranked proposal

### Evaluation of Technical Proposal

- 7.4 The NAQDA's Technical Evaluation Committee (TEC) will be responsible for evaluation and ranking of Proposals received.
- 7.5 The TEC evaluates and ranks the Technical Proposals on the basis of Proposal's responsiveness to the TOR using the evaluation criteria given in **Clause 8**. Each Technical criterion will receive a technical score. A Proposal shall be rejected if it does not achieve the minimum technical points of 700 from the maximum of 1,000 points.
- 7.6 A Technical Proposal may not be considered for evaluation in any of the following circumstances:
- (I). The applicant that submitted the Proposal or one of its Associated Applicants belongs to one of the circumstances described in **Sub - Clause 1.7. (i) to (iii)**
  - (II) And failed to make a proper statement to that effect in the cover letter: or
  - (III). The Technical Proposal submitted in the wrong format:
  - (IV). The Technical Proposal included with financial details: or
  - (V). The technical Proposal reached the NAQDA after 14.00hrs 05.01.2023
- 7.7 After the technical evaluation is completed, the NAQDA shall notify applicants whose proposals did not meet the minimum qualifying Technical points or applicants whose technical proposal were considered non - responsive to the RFP requirements, indicating that their Financial Proposals will be returned unopened after completion of

the selection process. The NAQDA shall simultaneously notify, in writing applicants whose technical proposals received a mark of 700 or higher, indicating of the date, time and location for opening Financial Proposals.(Applicants attendance at the opening of Financial Proposals is optional).

## 8.0 EVALUATION CRITERIA FOR TECHNICAL PROPOSALS

8.1 Four general criteria are used

- |     |   |                   |
|-----|---|-------------------|
| (1) | <b>Specific experience for farm operation</b>               | <b>-100 marks</b> |
| (2) | <b>Adequacy of the Proposed Methodology &amp; work plan</b> | <b>-400 marks</b> |
| (3) | <b>Key staff</b>  | <b>-400 marks</b> |
| (4) | <b>Eligibility and Qualification questionnaire</b>          | <b>-100 marks</b> |

Each criterion is broken down into specific sub - criteria. The evaluators assess the responsiveness of each Technical Proposals to each sub criteria. The total number of points allocated is **1000**.

### 8.1.1 Specific experience for aquaculture operation - 100 marks

#### a) **Experience for successful brackish water aquaculture farm operation - 60 marks**

At this point full marks of 60 points will be given to whether the applicant has produced more than 20 MT of SPF shrimps/10MT of non SPF shrimp/ 02 MT of Mud crab/03MT of Saline Tilapia/03MT of Milk fish per year in the farm.

If it is between 20- 10 MT of SPF shrimps/ 02-01MT Mud crab/ 03- 01MT of Saline Tilapia/03 -01 of Milk fish 50% of marks will be given out of full marks. If the amount production is less than above amount, the marks will not be given.

- |      |                                   |            |
|------|-----------------------------------|------------|
| i.   | Farm operation more than 03 years | - 60 marks |
| ii.  | Farm operation more than 02 years | - 40 marks |
| iii. | Farm operation more than 01 years | - 25 marks |

#### b) **Capability of Obtaining quality seed and availability of market - 40 marks**

##### **Capability of obtaining quality seed in adequate amount - 20 marks**

- |     |   |            |
|-----|---|------------|
| i.  | Own hatchery/ Any agreement / MOU with Hatchery operators | - 20 marks |
| ii. | Seed obtain from other supplier                           | - 10 marks |

##### **Availability of market - 20 marks**

- |     |   |           |
|-----|---|-----------|
| i.  | Assured market & Processing plant           | -20 marks |
| ii. | Market & Processing plant without assurance | -10 marks |

### 8.1.2 Adequacy of the Proposed Methodology & work plan - 400 marks

#### **i. Understanding master concept - 100 marks**

The extent to which the applicant's technical proposal responds to the objectives and the guidance indicated in the SCOPE/TOR. Does the proposal reflect the understanding of

the concept as set out in the scope of farm operations?. Has it captured the vision as envisaged and given in the design guidance.

- ii. Quality standards** **- 75 marks**  
If the proposed methodology includes quality assurance methodology applicable for recognized standards.  
Proposed standard Best Aquaculture Practices  
with the BMPs of NAQDA - 75 marks  
Depending only on Best Management Practices of NAQDA - 50 marks

- i. Innovations** **- 75 marks**  
If the applicant has proposed innovative production methodologies with Environment friendly manner.  
  
Super Intensive system / 'A' Grade - 75 marks  
Intensive System / 'B' Grade - 50 marks  
Semi-Intensive / 'C' Grade - 25 marks

- ii. Work plan** **- 75 marks**  
Should submit the work plan for 30 years period. At this point the break down and forecasts should be clearly mentioned for this 30-year production period. Furthermore, it should be clearly mentioned the production process for each time period.

- iii. Organizing & Staffing** **- 75 marks**  
  
The applicant must produce structure of the workforce/employees and the way of using staff for the project.

**8.1.3 Key staff / Personal** **- 400 marks**

The required minimum staff for evaluation is given below. However, the applicant can increase the personal to carry out the services and their cost should be included in financial proposal

- i. Qualified farm manager 01** **- 150 marks**
- a. Academic qualification** **- 50 marks**  
B.Sc degree relevant field  
(Aquaculture/Agriculture/ Bio-Science) - 50 marks  
NVQ 5 Diploma relevant field - 30 marks
- b. Training - (Aquaculture field)** **- 25 marks**  
Overseas training more than 2 weeks - 25 marks  
Local training more than 3 months - 15 marks
- c. Working experience - (Aquaculture farm operations)** **- 75 marks**

- Experience brackish water Shrimp farm more than 5 years - 75 marks
- Experience brackish water Shrimp farm 3-5 years - 50 marks
- Experience brackish water Shrimp farm 1-3 years -25 marks

**ii. Aquaculturist 02 - 130 marks**

- a. Academic qualification (Both officers) **60 marks**
  - B.Sc degree - 60 marks
  - NVQ 5 Diploma - 40 marks
- b. Training (Both officers) **20 marks**
  - Local training more than 02 months - 20 marks
  - Local training more than month - 10 marks
- c. Working experience (Both officers) **50 marks**
  - Experience brackish water shrimp farm more than 2 years - 50 marks
  - Experience brackish water shrimp farm more than 01 year - 25 marks

**iii. Technical staff - 06 120 marks**

- a. Working experience **120 marks**
  - Working experience more than 3 years (all staff) - 120 marks
  - Working experience more than 2 - 3 years (all staff) - 90 marks
  - Working experience more than 1 year (all staff) - 60 marks

**8.1.4 Eligibility and Qualification questionnaire marks**

**-100**

S. No.	Financial Viability Test	Mark	Yes/NO
1	Can provide the required Capital funds to the project via own fund / via partners / Bank arrangements	25	
2	Can provide required working capital cover up to six (06) months via own fund / via partners / Bank arrangements	25	
3	Can bear the working capital during any unusual weather patterns up to One year via own fund / via partners / Bank arrangements	25	
4	Can pay agreed rent to the Government for coming year on 01st week of December in every year (up to 30 years)	25	

## **9.0 PUBLIC OPENING AND EVALUATION OF FINANCIAL PROPOSALS**

### Public Opening of Financial Proposals

- 9.1. At the public opening of Financial Proposals, Applicant's representatives who choose to attend will sign an Attendance Sheet.
- (i). The mark of each Technical Proposal that met the minimum marks of 700 will be read out aloud.
- (ii). Each Financial Proposal will be inspected to confirm that it has remains sealed and unopened
- (iii). The NAQDA's representative will open each Financial Proposal. Such representative will read out aloud the name of the Applicant and the total price shown in the Applicant's Financial Proposal. This information will be recorded in writing by the NAQDA's representative.

### **Evaluation of Financial Proposals**

- 9.2. The detailed contents of each Financial Proposal will be subsequently reviewed by the NAQDA. During the examination of Financial Proposals, the NAQDA's staff and any others involved in the evaluation process will not be permitted to seek clarification or additional information from any applicant who has submitted a Financial Proposal.
- 9.3. Financial Proposals will be reviewed to ensure that the figures provided there in are consistent with the details of the corresponding Technical Proposal (e.g. Personal schedule inputs etc.)
- 9.4. Financial Proposals will be checked for computational errors or material omissions, and prices will be corrected and adjusted as necessary. In the case of material omissions, the cost of the relevant Financial Proposal will be increased by application of the highest unit cost and quantity of the omitted item as provided in the other submitted Financial Proposals.
- 9.5. The Evaluated Total Price (ETP) for each Financial Proposal will be determined. If an additional payment has been offered in any Financial Proposal, such amount will be applied.

## **10.0 RANKING OF PROPOSALS**

Following completion of evaluation of Technical and Financial Proposals, final ranking of the Proposals will be determined. This will be done by selecting the highest Evaluated Total Price of the selected applicant. After such final ranking, the selected Applicant will be invited for project negotiations.

## **11.0 NEGOTIATIONS**

- 11.1 Negotiations will be held at the National Aquaculture Development Authority of Sri Lanka by a committee appointed for the same. Normally, such negotiations commence not less than 10 days after issuance of the NAQDA's invitation to attend the negotiations, the invited Applicant will as a pre requisite for attendance at the negotiations. Confirm availability of all nominated experts and satisfy such other pre negotiations requirements as the NAQDA may specify. Failure in satisfaction of such requirements may result in the NAQDA proceeding to negotiate with the next - ranked applicant. Representative conducting negotiation on behalf of the Applicant must have written authority to negotiate technical, financial and other terms and conclude a legally binding agreement.
- 11.2 The technical negotiation covers review of the Applicant Technical Proposal including the proposed technical approach and methodology. Work plan staffing schedule organization agreement and any suggestions made by the applicant or the NAQDA to improve the implementation of the assignment. Negotiations will not result in substantial modifications to either the Applicants Technical Proposal or the TOR.
- 11.3 The NAQDA shall prepare minutes of the negotiations, which will be signed by the NAQDA and the Applicant.
- 11.4 If Contract negotiations fail for any reason, the NAQDA will commence negotiation with the next ranked applicant.

## **12.0 CONFIDENTIALITY**

Information relating to evaluation of proposal and recommendations concerning contract award shall not be disclosed to Applicants who submitted proposals or to other persons not officially of the concerned with the requirement process until the winning firm has been notified contract awarded.

## **13.0 AWARD OF CONTRACT**

After completion of negotiations, the NAQDA shall award the contract of the selected applicant and promptly notify the other applicants who submitted proposals that they



were unsuccessful. The NAQDA will return the unopened financial proposals to the unsuccessful applicants.

### Instructions to Applicants-Data Sheet

Paragraph Reference	Description
1.1	Name of the Employer: Chairman Ministry Procurement Committee National Aquaculture Development Authority, No 41/1, New Parliament Rd, Pelawatta, Battaramulla. Authorized Representative : Chairman, NAQDA Method of selection: Quality and Cost Based Selection (QCBS)
1.2	Implementation of Aquaculture Project in the Government Land of 169 hectares of land in the Kalliadi area in the Divisional Secretariat Division of Manthai in the District of Mannar.
1.3	A pre-proposal conference will be held : yes <b>Venue: NAQDA head Office at Pelawatte</b> <b>Time : 10.00 a.m on 22.12.2022</b> The NAQDA's representative is : Director (Coastal Aquaculture Development) National Aquaculture Development Authority of Sri Lanka. Address : 41/1, New Parliament Rd, Pelawatta, Battaramulla.  Telephone : 011 278 6578 : 011 278 Fax 6493 E-mail : adcad@naqda.gov.lk
1.4	The NAQDA will provide the following inputs and facilities : a) End-user requirements
1.9	Proposals must remain valid 180 days after the submission deadline date ,i.e until 06.06.2023.
2.1	Clarifications may be requested not later than 07 Days before the submission date 05.01.2023

	<p>The address for requesting clarification is:  Director (Coastal Aquaculture Development),  National Aquaculture Development Authority,  No 41/1, New Parliament Rd, Pelawatta, Battaramulla</p> <p>Telephone: 011-2786578  Fax : 011-2786493  E-mail : <a href="mailto:adcad@naqda.gov.lk">adcad@naqda.gov.lk</a></p>
4.3	<p>Applicant must submit the original and 01 copy of the Technical Proposal and the original of the Financial Proposal.(Separate two envelope system)</p>

6.4	<p>The Proposal submission address is Chairman, Ministry Procurement Committee, National Aquaculture Development Authority, No 41/1, New Parliament Rd, Pelawatta ,Battaramulla.</p> <p>Proposal must be submitted no later than the following date and time : 05.01.2023 Time: On or before 2.00 p.m</p>
8.0	<p>Criteria, Sub criteria and point system for the evaluation of Technical Proposals are:</p> <p>8.1. Specific experience for aquaculture operation - 100 marks</p> <ul style="list-style-type: none"> <li>a. Experience for successful brackish water aquaculture farm operation - 60 marks</li> <li>b. Capability of suppling quality seed and availability of market - 40 marks</li> </ul> <p>8.2 Adequacy of the Proposed Methodology &amp; work plan - 400 marks</p> <ul style="list-style-type: none"> <li>i. Understanding master concept - 100 marks</li> <li>ii. Quality stands - 75 marks</li> <li>iii. Innovations - 75 marks</li> <li>iv. Work plan - 75 marks</li> <li>v. Organizing &amp; Staffing - 75 marks</li> </ul> <p>8.3 Key staff - 400 marks</p> <ul style="list-style-type: none"> <li>i. Qualified farm manager 01 - 150 marks</li> <li>ii. Aquaculturist 02 - 130 marks</li> <li>iii. Technical staff – 06 - 120 marks</li> </ul> <p>8.4 Eligibility and Qualification questionnaire - 100 marks</p> <p>Total points for the four criteria - 1000 The minimum Technical score required to pass is -700 points</p>
10.0	<p>Descending order of ranking with Total Evaluated Price (TEP) of the qualified applicant.</p>
11.1	<p>Expected date and address for contract negotiations: Expected to be negotiated before second week of July 2023 at the office of Chairman, Ministry Procurement Committee, National Aquaculture Development Authority, No 41/1 New Parliament Rd, Pelawatta, Battaramulla.</p>
13.0	<p>Expected date for commencement of operation of project: First Week of August 2023</p>

**SECTION 03**

**TECHNICAL PROPOSAL - STANDARD FORMS**

**FORM TECH- 1**

**Specific experience for Farm operation & Key staff**

<b>Description</b>	
1.Name of the farm	
i. Species of cultivation	
ii. Experience for Successful farm operation (Years)	
iii. Average annual Production (MT)	
2. Capability of suppling quality seed	
i. Experience for quality seed obtained (Years)	
ii. Experience for own seed production (Years)	
3.Availability of market	
i. Availability of Export market facilities	
ii. Availability of Local market facilities	
4. Key staff	
i. Farm manager	
ii. Aquaculturists	
iii. Technical staff	

**FORM TECH-2**

**BIO DATA FORMAT TO BE SUBMITTED WITH PROPOSAL**

1. PROPOSED POSITION FOR THIS PROJECT :
2. NAME :
3. DATE OF BIRTH :
4. CITIZENSHIP :
5. EDUCATION :  
(THE YEARS IN WHICH VARIOUS QUALIFICATIONS ARE OBTAINED MUST BE STATED)
6. OTHER TRAINING :
7. LANGUAGE & DEGREE OF PROFICIENCY :
8. MEMBERSHIP OF PROFESSIONAL SOCIETIES :
9. COUNTRIES OF WORK EXPERIENCE :
10. EMPLOYMENT RECORD :  
(Starting with present position, list in reversed order every employment held and state the start and end dates of each employment)

FROM:

TO:

EMPLOYER

(Clearly distinguish your 'employer' as an employee of the firm from a 'NAQDA' for whom you have worked as an applicant or an advisor)

POSITION HELD AND DESCRIPTION OF DUTIES :

11. DETAILED TASK ASSIGNED : (Work undertaken which best illustrates (In this column, list tasks one by one and assigned) capability to handle the tasks)
- Support each task by project experience on the right side)
- : (In this column, list project name, location, Year, position held, i.e. team leader, Hydrologist, Agricultural economist, etc. exact duties rendered and time spent on each project.



**SECTION 04**  
**FINANCIAL PROPOSAL STANDARD FORMS**



**Form - 01**

**Methods of Investment of selected land 169 ha of Kalliadi project**

<b>Description</b>	<b>Amount (Rs.)</b>	<b>Number of ponds</b>	<b>Total Amount (Rs.)</b>
1.Capital investment for 0.5 ha Culture pond			
2. Capital investment for Stock tank(...ha)			
3.Capital investment for Sedimentation tank (...ha)			
4.Operational cost for 0.5ha culture pond			
5. Operational cost for ...ha stock tank			
6. Operational cost for Sedimentation...ha tank			

**Form - 02**

**Methods of Investment of selected land 169 ha of Kalliadi project**

<b>Description</b>	<b>Unit cost (Rs.)</b>	<b>Total cost (Rs.)</b>
1. Construction building		
2. Cost for bird net		
3.Cost for HDPE Liners.		
4. Paddle wheel		
5. Generator		
6. Cost for post larvae (for year)		
7. Cost for feed (for year)		
8. Expenditure for Electricity & fuel (for year)		
9. Salaries of workers (for year)		
10. Food & Accommodation of workers (for year)		
11. sanitary facility (for year)		
12. Disinfection of water (for year)		
13. Cost for other utilizers (for year) (Mineral, lime, dolomite, probiotics)		

Description	Minimum Ceiling (Rs)	Proposed Amount (Rs)
i. Annual lease Rental for one Acre of the farm 1 <sup>st</sup> five years. (01 - 05 years - Ceiling for each year for 1Ac) <b>Condition-</b> When the annual Rental value for 1Ac of the Divisional Secretary exceeds the Bidder proposed amount the bidder has to pay the annual rental value for 1 Ac of the Divisional Secretary..	10,000.00	
ii. Rental + 50% of increment 2 <sup>nd</sup> five years. (05 - 10 years - Ceiling for each year for 1Ac)		
iii. Rental +50 % of increment 3 <sup>rd</sup> five years. (10 - 15 years - Ceiling for each year for 1Ac)		
iv. Rental +50 % of increment 4 <sup>th</sup> five years. (15 - 20 years - Ceiling for each year for 1Ac)		
v. Rental +50 % of increment 5 <sup>th</sup> five years. (20 - 25 years - Ceiling for each year for 1Ac )		
vi. Rental +50 % of increment 6 <sup>th</sup> five years. (25 - 30 years - Ceiling for each year for 1Ac)		
<b>Total</b>		

**SECTION 05**  
**TERMS OF REFERENCE**  
**(TOR)**

# **Terms of Reference (TOR) for Implementation of Aquaculture Project in the Government Land of 169 hectares of land in the Kalliadi area in the Divisional Secretariat Division of Manthai in the District of Mannar**

## **01. Introduction**

Coastal and Brackish water Aquaculture industry of Northern Province have shown a proven development trend. This because of an effective level due to continued Surveillance and Monitoring activities of Coastal Aquaculture Extension and Monitoring Unit of National Aquaculture Development Authority of Sri Lanka (NAQDA)

In a search of a feasible land NAQDA had selected several lands from Mannar finally after the continuous monitoring and assessment located a 169 ha from Mannar, Maanthaiwest DS division.

The primary objective of the project was to lease the above land of 169 ha for investors and local families who are trained by NAQDA for their livelihood in a contributory mannar with private investors.

This project proposed to practice an aquaculture facility in an effective and efficient manner to carry out Intensive Commercial operation with prescribed model.

The idea behind the central role of the project was to facilitate the investors to help themselves by discussing a wide range of common aspects such as technical aspects, social aspects and ecological aspects of Brackishwater Aquaculture farming and community inclusion in a participatory level.

This project proposed in assist all dimension to the investors and community to get a clear insight into their problems and developing their capacity to make them decide how to carry out. Hence, it is a process which continues over a period of time and not a single and one-time activity.

More importantly under this project, it is imperative to bring about behavioral changes and changes in their attitudes towards the intensive aquaculture farming operations such as advanced technology such as Geo-membrane, new species, improved varieties for farming such as Specific Pathogens Free (SPF) Shrimps like *Penaeus monodon* and *Litopenaeus vannamei*.

Educating and train the investors and local small holders to develop/improve their competent skill on aquaculture and capabilities in such a way to increase their farming performance would be another core function of the project. The project will also assist in developing certain guidelines and their implementation for sustainable utilization and management of Aquaculture and or Fisheries resources of this region to achieving the best productivity.

NAQDA proposed to implement this project in 169 ha of state owned land. The scale of operation would be categorized into 03 such as, Local in bound community farming in participatory mannar. Small scale supper intensive, medium scale and large scale. Expression of Interest (EOI) will be called by NAQDA. From interested investors in order to submit applications with brief information pertaining to their capability to this commercial operation. Shortlisting or Screening process of entrepreneurs would be carried out accordance with the Procurement-standards and set standards of Sri Lankan Government.

## **02. Objectives**

1. Support to the National food Production, Export, Foreign Exchange NAQDA through commercial intensive Brackishwater Aquaculture farming operations in such 02 type of scale of operations called Small and large in 169 ha of state land which is located in Kalliyadi, Maanthaiwest Mannar, Northern Province.
2. Implementing a Better Aquaculture model which can incorporate small, large scale farming.
3. Developing a sustainable aquaculture model which can benefit local residence and investors.
4. Select appropriate investors, locally bound investments

## **03. This TOR refers to**

Sustainable aquaculture development with Public, Private partnership towards achieving employment, export from a land area 169ha from Kalliyadi Mannar with incorporating the local residence as small holder farmers.

## **04. Farming Special Protocols**

Local residence or inbound participatory investments (Small Scale investments)	01 Ha
Large Scale	10 Ha

## **05. The information those to be submitted for the proposal of the project**

The applicant should complete the following requirements -

- i. General information of the applicant
- ii. Availability of working capital for conducting of the project should be confirmed by written documents or bank statements or lending institution
- iii. Ability of conducting aquaculture by obtaining of Post larvae/ Fingerling and experience in marketing should be confirmed by in writing.
- iv. Should have minimum experience of one year in aquaculture.
- v. Knowledge on BMP, BAP for intensive or Recirculation model.
- vi. Should have the certificate issued by NAQDA confirming that non - guilty for an offence related to aquaculture.
- vii. Consent to share the technological knowledge to the local partnering farmers
- viii. Acceptancy of the propose model and practices by NAQDA

- ix. If there is an interest on investment but possible gaps in operation need to be mentioned

## **06. Activities**

- a. Entrepreneur has to select a demarcated lot and give a detail proposal for his landscape and development plan with NAQDA approved design and it is necessary to sign an agreement with NAQDA and DS once the particular entrepreneur is selected for this project.
- b. Large scale entrepreneur is requested to contribute for supporting the local farmers in providing technical knowhow and if possible infrastructure and management of required common Brackishwater Aquaculture farming infrastructure facilities with other entrepreneurs through a proposed system by NAQDA. This agreement should possess all support and operation mechanism in detail and with accepted protocols and standards
- c. A detail Construction plan with accepted development protocols with other associated components and structures according to the detailed design prepared nominee of the NAQDA and with the standards and Best Management Practices/Best Aquaculture Practices formulated by NAQDA.
- d. Construction works of farm and Culture operations should be commenced just after the respective system is approved by the Aquaculture Technical Committee of NAQDA via the Aquaculture Management License which is to be issued by NAQDA.
- e. Aquaculture Production should be carried out according to the instructions and regulations of NAQDA including procurement of seed, Feed and feeding management, Water quality management and Health management etc., Which are complied with the National Aquaculture Development Authority of Sri Lanka Act No.53 of 1998, and related acts.
- f. Aquaculture production process and its continuation should be performed and improved with the sustainability concepts in Social, Economic and Environmental terms and BMPs which are to be introduced by NAQDA time to time.
- g. Entrepreneur should come to an agreement with other investors to form an Aquaculture association/Aqua-club which would be introduced and registered by NAQDA under its regulations by being member of the association.

## **07. Duration of the assignment**

Maximum duration of the initial project should not be exceeded to the government lease possession years for large scale farmers. And all the scales of operations are to be monitored, assessed and evaluated within a stipulated grace period with the maximum of 02 years.

Commencement of the infrastructure should not be exceeded more than six month from commissioning the official approvals.

A periodical assessment will be conducted with leading of NAQDA determines the progress, standards, protocols.

Steps will be taken by NAQDA to terminate the assignments of investors who fails to commence his/her culture practices within the stipulated grace period.

#### **08. Key Personnel requirements: (based on key areas of specialty) and competence of applicants**

Applicant need to establish and maintain proper required culture facilities with adequate responsible technically competent personals (Human Resource/Work force) who have experience in Brackishwater Aquaculture farming in order to manage the project activities, To collect the data and information and reporting and sharing with relevant authorities as it is required. It is expected to have a crew of operations to make the operation in an efficient and effective manner.

#### **09. The functions and responsibilities of the applicant (Entrepreneur)**

- a. Be a part of farming community of this particular system under which investor is categorized scale of operation and supporting for the high performance of this system in a collaborative manner with the operational structure to be established or existed.
- b. Be responsible for the establishment of basic Brackishwater Aquaculture farming infrastructure facilities, Implementation-conduct, Input supply and Market arrangement for this project.
- c. Manage the flow of the day to day operations according to the species culture and type of culture system accordance with the BMPs of NAQDA.
- d. Coordinating, Collaborating and Assisting to NAQDA on any of activities related to the operations and management of the project and its sustainability.
- e. The entrepreneur will be responsible for the overall operation and management of the project.

#### **10. Clients inputs**

Completely manage the system according to the requirement, introduction of NAQDA and the findings, recommendations of the report of experts' consultative discussion held in past and to be held in future.

## **11. Reporting Requirements**

Reporting will be used together with regular meetings to assess progress regarding the execution of the project. The entrepreneur will be required to produce and submit the monthly, quarterly and annual progress reports on all activities, assessments and measures to NAQDA.

## **12. Services**

The Entrepreneur will be required to share the technology of relevant project to the interested parties and researchers nominated by NAQDA. Entrepreneurs should share the experience to prepare common BMPs about the project for the high performance of whole system and periodical maintenance and rehabilitation of common facilities should be contributed by entrepreneur time to time. Further, Entrepreneur should ensure the majority of the created employment are from the surrounding community, if it is not so the entrepreneur should justify in writing pertaining to this matter and this justification should be accepted and approved by NAQDA and or relevant Authorities.

## **13. Time period**

Time period should be mentioned (maximum time period as per the state land ordinance lease process).

## **14. Time Schedule**

The total duration for completing of construction will be based on the scales of operations as indicated below.

Large scale	–	Maximum 02 years
Small scale	–	Maximum 1 Years

## **15. Sharing of expenses**

All other Capital investment as well as Working capital of farming operations will be borne by respective investors.

## **16. Expected Production**



Expected production is 2.5 - 10 Mt per pond (500m<sup>2</sup>- 4000m<sup>2</sup>) from one culture cycle (120 days) depending on the species, stocking density and Culture system.

## **17. Applicant's responsibilities and activeness**

### ***I. Technical plan***

- a. Should submit the ability of providing fish seed/ shrimp post larvae of high quality to operate the farm
- b. Should submit the ability of examine the fish seed/ shrimp post larvae as disease free from a laboratory
- c. Should submit the annual production plan
- d. The ways of following the bio security methods
- e. The ways applying the officers with required technology
- f. The ways of providing foods for aquaculture
- g. Necessary requirements for secure the employees
- h. Providing of facilities for disinfection
- i. Removal of waste without damaging to the environment
- j. To perform the above, the ways of finding funds and spending funds

### ***II. Financial plan***

- a. Investment for the project (Capital investment & Working capital for one year)
- b. Lease rental of the land should be paid to the Government. 30-year period on annual basis
- d. Ability to raise the required investment and working capital Arrangements
  - Own funding arrangement
  - Funding arrangement via Banks
  - Funding arrangement via Partners
- e. Testing for Financial Viability of Bidder or their partners existing

business

• Analysis of Income Statement (Gross Profit (GP), Net Profit (NP))

- Analysis of Statement of Financial Position (Return on Assets (ROA), Return on Equity (ROE) )  
Liquidity Ratio (Working Capital Ratio (WC), Gearing

- F. Viability of Financial plan proposed and ability to manage during negative cash flow
- Do the above formula test
  - Financial arrangement via Bank or Partners

### **18. The responsibility of the production system**

The applicants should take the responsibility for the whole production system of their land.

### **19. Conclusion**

Once investors have been shortlisted, the respective applicants will be requested to produce the necessary documents required to authenticate their qualifications to join to this project. And then, a physical check of the individuals would be based on pre-determined selection criteria, such authenticated individuals will be recommended to District Secretary of Mannar district by the Technical Evaluation Committee (TEC) of NAQDA to provide land on lease basis as per lease process of Land Development Ordinance (LDO) and relevant regulations within the legal framework and Policy documents of Sri Lankan context. The technical know-how and guidance will be given by NAQDA.



