

**Establishment of cluster based sea cucumber farms in Sea Cucumber
Export Village
In Kilinochchi and Jaffna Districts**

Contract No: NQ / DPC / 2022 / PPP / 03

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SECTION 01

LETTER OF INVITATION

19.01.2023

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**Establishment of cluster based sea cucumber farms in Sea Cucumber
Export Village
In Kilinochchi and Jaffna Districts**

Contract No: NQ / DPC / 2022 / PPP / 03

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 Establishment of cluster based sea cucumber farms in Sea Cucumber Export Village in Kilinochchi and Jaffna Districts.
2. The RFP with TOR documents could be collected from 19.01.2023 to 20.02.2023 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 06.02.2023 at 10.30 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 Establishment of cluster based sea cucumber farms in Sea Cucumber Export Village in Kilinochchi and Jaffna Districts or before 2.00 p.m. 20.02.2023 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, Battaramulla (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**). 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 hatchery 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 **8.2 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 and Seed issuing) 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 nonresponsive.

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. 20.02. 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 20.02.2023

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 was 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

Four general criteria are used:

- (1) **Specific experience for hatchery, nursery, farm operation.**
- (2) **Adequacy of the Proposed Methodology & work plan**
- (3) **Key staff.**
- (4) **Eligibility and Qualification questionnaire**

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 Specific experience for hatchery, nursery, farm processing operation –100 marks

a) Experience for Successful Farm operation - 50 marks

At this point full marks of 50 points will be given to whether the applicant has produced more than 6 MT wet sea cucumber production per year in the farm. If it is between 4-6 MT production 50% of marks will be given out of full marks. 1-4 MT production 25% of marks will be given out of full marks. If the amount production is less than 01 MT ,the marks will not be given.

- i. sea cucumber Production more than 6 MT per year - 50 marks
- ii. sea cucumber Production more than 4-6 MT per year - 25 marks
- iii. sea cucumber Production more than 1-4 MT per year - 12.5 marks

b) Experience for Successful Hatchery/ Nursery operation - 30 marks

At this point full marks of 30 points will be given the applicant has produced more than 0.2 million juvenile of sea cucumber per year. If it t is between 0.2 – 0.1 million 50% of marks will be given out of full marks. Sea cucumber production between 0.1 – 0.04 million 25% of marks will be given out of full marks. If the amount production is less than 0.04 million, the marks will not be given.

- i. Sea cucumber hatchery/nursery production more than 0.2 Million juvenile per year - 30 marks
- ii. Sea cucumber hatchery/nursery production it is between 0.2-0.1 Million per year - 15 marks

- iii. Sea cucumber hatchery/nursery production it is between 0.1-0.04 Million per year - 7.5 marks

c) Availability of market

- 20 marks

- i. Assured market and processing facility - 20 marks
ii. Market and processing facility without assurance - 10 marks

8.2 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 hatchery/ nursery and farm operations?. Has it captured the vision as envisaged and given in the guidance including sea cucumber export village in Northern Province?.

- ii. Quality standards

- 75 marks

If the proposed methodology includes sea cucumber hatchery operation, nursery management farming technic and post-harvest methodology assurance methodology applicant for recognized standards.

- iii. Innovations

- 75 marks

If the applicant has followed innovative methodologies and has maintained the hatchery, nursery, farm and post-harvest methodology in environment friendly energy methods and using methods of obtaining large amount of sea cucumber harvest for export market

- iv. Work plan

- 75 marks

Should submit the work plan for 30 years period. At this point, the milestones should be clearly mentioned for this 30 year production period. Furthermore, it should be clearly mentioned the production process for each time period.

- v. Organizing & Staffing

- 75 marks

The applicant must produce organization structure of the company and the way of using staff for the project.

8.3 Key staff - 400 marks

The required minimum staff for evaluation is given below. However, the applicant can increase the personnel to carry out the project operation.

i. Qualified farm manager 01 - 75 marks

a. Academic qualification - 30 marks

- MSc in relevant field (Aquaculture/ Agriculture/ Bio Science special with fisheries & Aquaculture) -30 marks
- B.Sc Special degree relevant field (Aquaculture/Agriculture / Bio Science special with fisheries & Aquaculture) - 15 marks

b. Training - 15 marks

- Aquaculture farm training more than 03 months - 15 marks
- Aquaculture farm training more than one month - 05 marks

c. Working experience - 30 marks

- Experience in sea cucumber farming more than 05 years - 30 marks
- Experience in sea cucumber farming more than 3-5 years - 25 marks
- Experience in sea cucumber farming more than 1-3 years - 10 marks

ii. Qualified hatchery & nursery manager 01 75 mark

a. Academic qualification - 30 marks

- MSc in relevant field (Aquaculture/ Agriculture/ Bio Science special with fisheries & Aquaculture) -30 marks
- B.Sc Special degree relevant field (Aquaculture/Agriculture / Bio Science special with fisheries & Aquaculture) - 15 marks

b. Training marks - 15

- Aquaculture farm training more than 03 months - 15 marks
- Aquaculture farm training more than one month - 05 marks

c. Working experience - 30 marks

- Experience brackish water shrimp hatchery/ fish/ sea cucumber hatchery for more than 05 years - 30 marks
- Experience brackish water shrimp hatchery/ fish/ sea cucumber hatchery for more than 05 years - 15 marks
- Experience brackish water shrimp hatchery/ fish/ sea cucumber hatchery for more than 05 years - 10 marks

iii. Aquaculturists 02 - 130 marks

a. Academic qualification (Both officers) - 40 marks

- B.Sc general degree - 40 marks
- NVQ level 5 diploma relevant field - 20 marks

b. Training (Both officers) - 20 marks

- Aquaculture hatchery training more than 02 months - 20 marks
- Aquaculture hatchery training more than 02 weeks - 10 marks

c. Working experience (Both officers) - 70 marks

- Experience brackish water shrimp hatchery/ fish/ sea cucumber hatchery for more than 05 years - 70 marks
- Experience brackish water shrimp hatchery/ fish/ sea cucumber hatchery for more than 3-5 years - 35 marks
- Experience brackish water shrimp hatchery/ fish/ sea cucumber hatchery for more than 1-2 years - 20 marks

iv. Technical staff - 06 - 120 marks

a. Working experience - 120 marks

- Working experience in Aquaculture more than 5 years (all staff) - 120 marks
- Working experience in Aquaculture more than 3-5 years - 90 marks
- Working experience in Aquaculture more than 1 year - 60 marks

8.4 Eligibility and Qualification questionnaire

100 marks

S. No.	Financial Viability Test	Marks	Yes/NO
1	Can provide the required Capital funds to the project via own fund / via partners / Bank arrangements	30	
2	Can provide required working capital cover up to six (06) months via own fund / via partners / Bank arrangements	30	
3	Can bear the working capital during any unusual weather patterns up to One year via own fund / via partners / Bank arrangements	20	
4	Can pay agreed rent to the government for coming year on 1 st week of December in every year (up to 30 years)	20	

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 or technical 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	Establishment of cluster based sea cucumber farms in Sea Cucumber Export Village In Kilinochchi and Jaffna Districts
1.3	A pre-proposal conference will be held : yes Venue: NAQDA head Office at Pelawatte Time : 10.30 a.m on 06.02.2023 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 Fax : 011 278 6493 E-mail : directorcad@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 18.07.2023.

2.1	<p>Clarifications may be requested not later than 07 Days before the submission date 20.02.2023</p> <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 : directorcad@naqda.gov.lk</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>
5.1	<p>Applicant should submit the financial proposal subject to exceeding the minimum ceilings stated in the Section 04.</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 : 20.02.2023 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 hatchery operation - 100 marks</p> <p>a. Experience for Successful farm operation -50 marks b. Experience for Successful Hatchery/ Nursery operation – 30 marks c. Availability of market - 20 marks</p> <p>8.2 Adequacy of the Proposed Methodology & work plan - 400 marks</p> <p>i. Understanding master concept - 100 marks ii. Quality stands - 75 marks iii. Innovations - 75 marks iv. Work plan - 75 marks v. Organizing & Staffing - 75 marks</p> <p>8.3. Key staff - 400 marks</p> <p>i. Qualified farm manager 01 - 75 marks ii. Qualified hatchery and nursery manager 01 - 75 marks iii. Aquaculturist 02 - 130 marks iv. Technical staff 06 - 120 marks</p> <p>8.4 Eligibility and Qualification questionnaire - 100 marks</p> <p>Total points for the four criteria -1000 marks</p> <p>The minimum Technical score required to pass is -700 marks</p>
10.0	Descending order of ranking with Total Evaluated Price (TEP) of the qualified applicant.
11.1	Expected date and address for contract negotiations: Expected to be negotiated before forth week August 2023 at the office of Chairman, Ministry Procurement Committee, National Aquaculture Development Authority, No 41,1 New Parliament Rd, Pelawatta, Battaramulla.
13.0	Expected date for commencement of operation of project: Forth Week of September 2023

SECTION 03

TECHNICAL PROPOSAL - STANDARD FORMS

Specific experience for farm, hatchery operation & Key staff

Description	Experience
1.Name of the Farm	
i. Experience for Successful sea cucumber farm operation (Years)	
ii. Average annual Production of sea cucumber (wet weight) MT/Year of the farm	
2. Name of the fish/shrimp/ sea cucumber Hatchery	
i. Experience for Successful hatchery/ nursery operation (Years/ Months)	
ii. Average annual seed production Million /Year of the hatchery	
3. Key staff	
i. Qualified farm manager - 01	
ii. Qualified hatchery & nursery manager - 01	
iii. Aquaculturists - 02	
iv. Technical staff - 06	

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 capability to handle the tasks assigned)
(In this column, list tasks one by one and 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.

12. Certification

: I the undersigned certify that, to the best of my knowledge and belief. This bio data correctly describes myself. My qualification and my experience. I understand that any willful mis-statement described herein may lead in my disqualification or dismissal if employed.

Signature of the expert

Date of Signing

Day: Month: Year:

It is hereby certify that the above signature is that of

.....

.....

.Signature of authorized official of the Firm
Company Seal

SECTION 04
FINANCIAL PROPOSAL STANDARD FORMS

Form - 01

**Methods of Investment in selected land of 04 ha Sea cucumber Farm,
04 ha Nursery and Backyard hatchery**

Description	Amount (Rs.)	Number of pens	Total Amount (Rs.)
1.Capital investment for 04 ha Culture pens			
2. Capital investment for 04 ha nursery pens			
3.Capital investment for backyard hatchery (01 million juvenile/year)			
4.Operational cost for 04 ha culture pens/year			
5. Operational cost for 04 ha nursery pens/year			
6.Operational cost for backyard hatchery/year			

Form – 02

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

SECTION 05
TERMS OF REFERENCE
(TOR)

Terms of Reference (TOR) for Establishment of cluster based sea cucumber farms in Sea Cucumber Export Villages in Kilinochchi and Jaffna Districts

1. Introduction

It has been planned to increase the sea cucumber production of 8000MT- 10000MT in 2025, according to the implementing programme of National Aquaculture Development Authority. It is expected to obtain this production from Northern Province.

In order to obtain the above production as it has been targeted to use an extensive farming system with hatchery development and nursery with the local public collaboration

2. Objectives

Selection of appropriate investor by calling for Technical and Financial Proposals in order to lease to obtain of Sea cucumber larvae, farmed production and according to the necessity of the industry.

The information those to be submitted for the proposal of the project

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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.
- iii. Availability of technical knowledge in breeding and farming sea cucumber with all the guidelines given By NAQDA should be confirmed by written documents.
- iv. Should have ability to sell juveniles and facilitate other cluster farmers for a price lower than the existing market price.
- v. Should have experience of one year in breeding and farming
- 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.
- x. Target of production and the production plan with practical proves of achieving that target.

3. Operation

- a) Annual production of good quality farmed sea cucumber and quality sea cucumber by hatchery or own nursery with outsources juvenile from different stages

4. Time period for the project

Lease for the land should be mentioned short or long lease and what is the extend you need. There is a special plan need to confirm the required water portion and a clearer justification with the production target and investment

5. Requirement of technical officers (for the relevant parts of the hatchery)

Should confirm that the applicant has technical officers with responsibility and qualifications in order to continue the breeding, nursing and farming activities.

Applicant's responsibilities and activeness

a) Technical plan

1. The source of providing hatchery bred juveniles
2. Should submit the production plan and number of juveniles could be issued
 - I. The source of juveniles and amount in order to produce proposed production per year
 - II. Continue maintaining better nursing facility till issue better quality juvenile after NAQDA's accreditation
 - III. The details of controlling of water parameters and providing other inputs \.
 - IV. Operating system of spawning and hatchery units, Operating system of nursery and farming unit
 - VI. Conducting of nurseries
 - VII. The ways of following of bio security system in the hatchery, environmental protection plan and practices
 - VIII. The ways of assigning technical officers with necessary technical knowledge
 - IX. Methods of testing quality juveniles
 - X. The ways of preparing prepared feed if available
 - XI. The ways of secure the employees

- XII. Providing of facilities for fertile the culture location to keep the sustainable culture.
 - XIII. All the precautions to be taken to prevent environmental disasters, economic issues, international, trade issues and clearly prescribed measures to over come
3. The ways of spending and finding funds to continue above all activities. And a clear investment plan over the available capital and resources

b) Financial plan

The following details should be submitted

- I. Own farm development, hatchery development and nurseries development costing
- II. Additional payments (optional but will be considered at the evaluation process).
- III. Cost benefit analysis for one year operating of the hatchery, nursery and 5 years of farm operation with both own farm and community clusters
- IV. Ability to raise the required investment and working capital arrangements
 - Funding arrangement via Banks
 - Funding arrangement via Partners
 - Or Grants- Offer letter should be attached
- V. 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
- VI. Forecasted cash flow for 5 years - viability of Financial plan proposed and ability to manage during negative cash flow
 - Financial arrangement via Bank or Partners

6. Investors operation

The hatchery, nursery farm should be operated according to the laws & regulations of NAQDA

7. Submission of reports

Should attend to a progress review meeting with NAQDA for every year and should submit the yearly progress and the action plan for every coming year. Should follow the instructions given at that meeting.

Every month juvenile production report and sales plans should be share to NAQDA or designated officer

8. Providing of services

Should inspect the community clusters under the proponents technical or financial guidance or investment whether the juvenile issued by the hatchery or nursery are stocked in properly managed, all the legal documents obtained before the stock and during the operation.

According to the experience gaining from the operation, should submit information to update the Best Management Practices in regard BMP farms.

9. The time period of issuing post juvenile

A prescribed time frame for juvenile supply, technical guidance and a table of monitoring plan should be attached.

10. Type of payment of lease rentals

It should be clearly indicated that there should be a managerial and financial arrange to ensure the payment for land after signing the agreement with relevant Divisional Secretariat.

11. Lands and Location

There should be a clear description and selection criteria mentioned in the proposal on land or water portion requested for the project, development plan, objectives.

