Information to be given with Expression of Interest

1. **Name of firm: ……..……**
2. **Specialty of services being provided by the firm: ……..……**
3. **Address of Head office: ……**
4. **Telephone numbers & Fax numbers: ……..……**
5. **Legal status: ……..……..……**
6. **Place of registration and year: ……... …..**
7. **Brief description of Organization and administrative structure: …….**
8. **Name of person to whom written power of attorney of the signatory is given: …….**
9. **Key Professional staff the firm: ……..……**

	Name	**Specialty**	**Academic and professional qualification with year**	**Total length of experience**	**Type of employment Part-time/full time**
1					
2					
3					
4					
5					

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 staf

12. Financial Strength ;

	Financial Year	Fixed Assets Rs.	Current Assets 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 Vocational Training Centers 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:

The Vocational Training Authority of Sri Lanka (VTA), established under the Vocational Training Authority Act No.12 of 1995, function under the purview of the Ministry of Education ,Higher Education and Vocational Education (MOE, HE &VE) to provide quality, demand – driven Technical and Vocational Education and Training (TVEC) across the country. The VTA operates an extensive network of Vocational Training Institutions, supporting national efforts in human capital development and workforce readiness. In line with national policy priorities, labor market requirements, and the commitment of the Government of the Democratic Socialist Republic of Sri Lanka to Strengthening the TVEC sector, funds have been allocated for the Rehabilitation and Improvement programme for selected VTA centers.

Accordingly, the Government Sri Lanka has allocated funds under the medium-term capital investment Programme, with a total value of Rs. 2460.28 Million, to implement the Rehabilitation and Improvement of the following priority centers during the 2026 - 2028 period;

1. National Vocational Training Institute (NVTI) , Batticaloa
2. District Vocational Training Center (DVTC), Innamaluwa
3. District Vocational Training Center (DVTC), Tangalle
4. District Vocational Training Center (DVTC), Kurunagala
5. District Vocational Training Center (DVTC), Anuradhapura
6. District Vocational Training Center (DVTC), Badulla
7. District Vocational Training Center (DVTC), Kegalle
8. National Vocational Training Institute (NVTI) , Narahenpita
9. Vocational Training Center Kaithady

The following facilities will be provided under this programme:

- Rehabilitation and improvement of existing buildings
- Design and construction of a suitable main gate for each institution
- Landscaping and development of the internal road network
- Provision of other essential facilities, including water supply, toilet facilities, and sewerage disposal systems

B. Objectives:

The primary objective of this project is to enhance the quality of Vocational Training Centers in Sri Lanka by developing attractive and modern designs and upgrading and improving existing buildings, in a manner that appeals to students as well as the general public, in alignment with current educational reforms.

Accordingly, the building shall be designed to provide a new and improved aesthetic appearance, proper space and location arrangement of workshops and classrooms, and adequate building services incorporating modern and advanced equipment.

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;
- preparation 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 (**RFP)** 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. Inception and Feasibility Phase

I. Prepare drawings and other documents for submission by the client for obtaining approval from local authorities and other statutory bodies. Assist the Client in obtaining such approvals. If necessary.

II. The service experts to be appointed by the consultants. The Consultant shall be responsible for their works and quality deliveries.

2. Schematic Design Phase

I. Obtain Client's Statement of Requirements

II. Inspect Site and identify conditions and constrains

III. Carry out topographic surveys for the total area to be developed.

IV. Carry out geotechnical investigations necessary to determine the foundation condition for structures if required.

V. Prepare the schematic drawings, present it to the client and obtain approval from client for development/preparation of other plans.

3. Design of Master plan Phase

I. New Building, Renovation and Improvement of Existing Building and other facilities for conducting courses, landscaping preserving all big trees in the site.

II. Submit a set of above master plan for the client's review and observations. Incorporate client's observations and obtain his approval.

III. Submit a set of finalized drawings to the client.

4. Design Development Phase

I. Review Client's decision arising from schematic design, prepare Architectural, Structural and other Engineering Services drawings (like Electrical, Heat Ventilation, Fire Protection, Water Supply and Waste Disposal, Sewerage Disposal, Access roads along with street lamps, parking)

II. Submit a set of the above drawings for the client's review and observations. Incorporate client's observations and obtain his approval.

III. Submit a set of finalized drawings to the client.

IV. Prepare Bills of Quantities and Technical Specifications of materials and workmanships. These should be prepared very accurately and good enough for the execution.

5. Construction Document Phase

I. Prepare Construction Program.

II. Prepare **rated** BOQ using current prices of construction materials, wages of labours and technical staff, hiring charges of equipment in the area. A suitable mark-up also should be used.

III. Prepare a complete set of bid documents including all necessary information as per CIDA/ICTAD standard Bidding Documents.

6. 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.

7. 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 due 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 labors employed issues uncounted.

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.

8. 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 18 months (per one project) from the date of award of contract to the contractor.

H. Procurement Entity:

Procurement Entity is Ministry of Education, Higher Education and Vocational Education (Vocational Education Division).

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 PROFESSINAL 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.

For Designs & Procurement

	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	

Supervision:

	Key Staff	Qualification and Experience	Activity
1	Resident Civil Engineer (01 person for each project)	Shall be a Chartered Civil Engineer with a corporate membership of the Institution of Engineers of Sri Lanka. He / She shall have a minimum experience of 8 years in Supervision & Contract Management, out of which 3 years shall be as Resident Engineer in similar 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)
Inspection and Feasibility Phase	3 weeks
Schematic Design phase	2 weeks
Design of Master Plan & Design Development Phase	4 weeks
Construction Document phase	2 weeks
Bidding phase	8 weeks
Construction phase	75 weeks
Maintenance phase	52 weeks