

**Terms of Reference**  
**For a Consultant Engineer/ Institute**  
**Preparation of Design & Build Bidding Documents- SBD-4**  
**For civil works**

**1. Introduction**

- 1.1. The Uva Wellassa University is implementing many construction works with the financial assistance from Foreign Funds and Government Funds.
- 1.2. It is proposed to execute these works through the construction contractors registered with ICTAD, selected according to the government approved Procurement Procedure.
- 1.3. Hence it is proposed to recruit a qualified Consultant Engineer/ Institute for the preparation of Design & Build Bidding Documents and facilitation of procurement procedure.

**2. Objectives**

The objective of the requirement of the Consultant Engineer/ Institute is given as follows.

- 2.1. Facilitation of procurement of works.
- 2.1. Preparation of Bidding Documents for Design and Build (Turn-key) Contracts SBD-4

**3. Tasks**

Tasks identified for the Consultant to achieve above objectives are listed below.

- 3.1. Identify the roles of the Employer, the Engineer and the Contractor.
- 3.2. Get a clear idea about the cabinet approved project and the source of financial allocations.
- 3.3. Discuss with the Employer and the stake holders of the project and obtain the Requirement of the Employer with respect to the approved project proposal.

3.4. Prepare the Draft Bidding Document according to the following.

- (i) ICTAD Publication No. ICTAD/SBD/04 (May, 2003) Standard Bidding Document – Procurement of Works – Design and Build Contracts.
- (ii) Sri Lanka Government Procurement of Works Guidelines & Manuals
- (iii) Any other conditions stipulated by the Funding Agency (if any)

3.5. Prepare the Final Bidding Document after the approval of the procurement Committee inserting the corrections and modifications (if any) and the relevant Dates and Data.

3.6. Participation for the Technical Evaluation Committee and the Procurement Committee meetings if requested.

3.7. Attend the Pre-bid meeting and explain the bidders about the document and issue the amendments (if any) as agreed at the meeting.

#### **4. Period**

The period of employment will be 21 days from the date of recruitment subject to extension if necessary due to unforeseen circumstances.

#### **5. Qualifications**

B.Sc. Engineering Degree or equivalent qualification with a minimum experience of ten years in building construction and with full professional qualifications acceptable to the Employer.

#### **6. Method of Selection**

Selection of Consultant (Engineer) will be done based on individual consultancy

#### **7. Cost of the Consultancy**

Professional fees and all costs such as transport, food, accommodation, printing for the preparation of bidding documents should be beard by the consultant. No any cost is beard by the university/institute.

Cost of the consultancy shall be made as a percentage of the approved Total Project Cost. (excluding tax components)

**8. Payment Method**

50 % of Submission of 1<sup>st</sup> draft bidding document to university/institute

Balance: Just after the Pre-bid meeting

**9. Submission of the Bidding Documents**

The Bidding Documents shall be submitted in a single set of hard copy as given in ICTAD/SBD/04

- (i) Draft Bidding Document
- (ii) Corrected Bidding Document after the TEC recommendations
- (iii) Final Bidding Document after the Procurement Committee approval

**10. Visits to the site and to meet the Employer and his Staff**

The number of visits to the site and to meet the Employer and his staff is limited to one and for the pre-bid meeting. (two visit only)

If any Employer requests additional visits, the professional fee will be paid to the consultant and transport, food & Lodging will be done by the university/institute.

**FORM OF PRICE PROPOSALS**

**For a Consultant Engineer/ Institute  
Preparation of Design & Build Bidding Documents SBD-4  
For civil works**

To: Vice Chancellor  
Uva Wellassa University  
Badulla

Date: .....

I have examined the TOR for the above consultancy. I accordingly offer to complete the said Works and remedy any defects fit for the purpose, in conformity with the TOR, for the Percentage of .....% as may be determined in accordance with the terms and Conditions of the TOR.

The above Percentage is in accordance with the price schedule herewith and are made part of this bid.

**Professional Fee for additional visit:**

If any fees to relevant to the consultancy:

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

Signature of the Consultant with his professional seal

.....

Name:

Address: .....

.....

.....

Date: .....

**Capital Works Division**

Uva Wellassa University, Badulla, 90 000, Sri Lanka  
Tel: +(94) 55 3050 847 , Fax: +(94) 552226441  
Email: capitalworks@uwu.ac.lk, Web: [www.uwu.ac.lk](http://www.uwu.ac.lk)