

Expressions of Interest
Democratic Socialist Republic of Sri Lanka
Ministry of Education

Name of Procuring Entity: The Open University of Sri Lanka

Title of the Consultancy Service – Individual Consultancy Service for Preparation of Ecofriendly Design to Expanding the Facilities by Reconstructing the Examination Hall- 2 of The Open University of Sri Lanka

The Vice Chancellor on behalf of the Open University of Sri Lanka invites proposals with the CVs to provide the above consultancy services from eligible individual consultants. More details on the services to be provided appear in the Terms of Reference (See Annexure-I).

A Consultant will be selected in accordance with the procedures set out in the Guidelines for Selection and Employment of Consultants, published by the National Procurement Commission.

Interested consultants may obtain further information from Senior Assistant Registrar Capital Works & Planning Division, The Open University of Sri Lanka, Nawala, Nugegoda from 26.07.2024 to 01.08.2024 at 9.00 am to 3.00 pm.

Expressions of interest must be delivered to the address below by 02.08.2024 at 2.00 pm.

Chairman
The Department Procurement Committee
Capital Works & Planning Division
The Open University of Sri Lanka
Tel: 0112881286
Email: sarcw@ou.ac.lk

Registrar
The Open University of Sri Lanka
Nawala, Nugegoda

**TERMS OF REFERENCE AND SCOPE OF SERVICES (TOR) FOR THE
INDIVIDUAL CONSULTANCY SERVICE FOR PREPARATION OF ECOFRIENDLY
DESIGN TO EXPANDING THE FACILITIES BY RECONSTRUCTING THE
EXAMINATION HALL- 2 OF THE OPEN UNIVERSITY OF SRI LANKA**

1. BACKGROUND

The Open University of Sri Lanka (OUSL) which was established in 1980 completed 43 years of its services to the nation as a leading institution of Open and Distance Learning in higher education. It is a national University created under the Universities Act. No 16 of 1978 and under the provisions of the Open University of Sri Lanka Ordinance No.1 of 1990. It is unique within the Sri Lankan national university system for being the only university to offer programs of study leading to certificate, diploma, degrees, and postgraduate degrees up to PhD level through the Open and Distance Mode of Learning (ODL).

The central campus of the OUSL is situated in Nawala, Nugegoda with Administration Divisions, 6 faculties and Colombo Regional Center (CRC). Currently the OUSL operates with regional network all over the island with 9 regional centers and 19 study centers. All the above places have the infrastructures and buildings in order to carry out the academic and administrative functions of OUSL. However, the OUSL expected to develop further or construct the new building to cater to the current and future demands.

Infrastructure development activities are currently administrated by the Capital Works and Planning Division with the technical support of the Maintenance Division. The Works Engineer/Capital Works and technical staff are currently carrying out the designing of new buildings and prepare the estimate and BOQ for the same. This task overburdens the Maintenance Division with other rehabilitation and maintenance work the OUSL proposed to outsource part of the above task.

2. PROJECT TYPE/TITLE

Engineering services on design and preparation of estimate and BOQ for major university projects of the OUSL.

3. KEY TASKS

Inception and Feasibility Phase

1. Advise on Project Brief
2. Identification of Specialized Services
3. Advise on Statutory Planning and Building Regulations

Schematic Design Phase

1. The Statement of Requirements from user
2. Investigate Site Conditions and Constraints

3. Prepare concept
4. Consult with Local Authorities and Statutory Bodies and obtain outline Planning Consent
5. Prepare Schematic Drawings and obtain Client's approval

Design Development Phase

1. Review Client's decision arising from schematic design phase
2. Carry out Site Investigations and Surveys
3. Establish Design Criteria
4. Alternate proposals
5. Prepare Brief Programme and Outline Specifications
6. Prepare Concept
7. Preliminary Design, Draft Specifications and Preliminary Cost Estimates

Construction Document Phase

1. Complete Architectural Working Drawings
2. Complete Structural and Engineering Services drawings
3. Complete BOQ and Cost Estimates
4. Review Drawings and estimate with OUSL
5. Finalize Tender Drawings, Specifications, BOQ and Engineer's Estimate

Tentative timeframe for the Engineering Services

Item No	Work Phase	Completion period of each phase
1	Inception and Feasibility Phase	1/2 Month
2	Schematic Design Phase	1/2 Month
3	Design Development Phase	1/2 Month
4	Construction Document Phase	1/2 Month

4. REMUNERATION

Fees payable for engineering services shall be a percentage of the Engineer's Estimate of the project. The additional charges/cost for the assignment will be paid on an actual basis. The percentages and the additional cost for the assignment shall be submitted by the contractor with the proposal.

5. REQUIRED QUALIFICATION & EXPERIENCE

- Should be a Chartered Engineer (Registered with the engineering council and Institution of Engineers, Sri Lanka)
- Having exposure to Construction industry and current construction trends

6. REQUIRED PROFESSIONAL COMPETENCIES

- Ability to carry out the key tasks effectively and efficiently.
- Ability to interact with senior academic and administrative staff in the University.
- Ability to function effectively in a team environment inspiring trust and cooperation of other teams.
- Ability to work efficiently, and to meet deadlines.
- Strong communication, negotiating skills and good interpersonal relations.
- Technical expertise in impact evaluation (design and implementation)
- Effective time management and organizational skills to ensure qualitative outputs under strict deadlines

7. METHOD OF SELECTION

The Individual Consultant will be selected in accordance with the procedures set out in the Guidelines for Selection and Employment of Consultants, published by the National Procurement Commission.

8. CONFIDENTIALITY

The Consultant shall not disclose any property or confidential information relating to the services, this contract or the OUSL's overall activities or operations.

9. OWNERSHIP OF MATERIALS

Any studies, reports, or other materials prepared by the Engineer for the OUSL under this Assignment shall belong to and remain the property of the OUSL. The Consultant may retain a copy of such documents, exclusively for recording purposes.