

GUIDELINE FOR CONSULTANT'S REGISTRATION (GCR)

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DEFINITIONS

Unless the context otherwise requires, the following terms whenever used in this Guideline has the following meanings:

Consultants mean an individual or consultancy firm/organisation providing consulting services.
Guideline means this guideline for registering Consultants

ACRONYMS

GCR Guideline for Consultants Registration
MED Ministry of Economic Development
MNPHI Ministry of National Planning, Housing and Infrastructure
CIDD Construction Industry Development Department of MNPHI

TERMS OF REGISTRATION

1.0 FUNCTIONS & SCOPE OF GUIDELINE FOR CONSULTANTS REGISTRATION (GCR)

1.1 Purpose and Functions of the GCR

- 1.1.1. The purpose of Guideline for Consultants Registration is to set forth the procedures that should be adhered by MNPHI in registering local Consultants who provide construction related services to the Government
- 1.1.2. Consultants who wish to be registered under this guideline must show that they have the relevant experience, technical and management capability.
- 1.1.3. The GCR is administered by the MNPHI, on behalf of the Government of Maldives to assist the government departments, statutory bodies and other public sector organizations in selection of consultants. As such, business entities which are not listed with GCR are not precluded from providing consultancy services outside the public sector.

1.2. Scope of the GCR

- 1.2.1. The GCR serves to list organizations, firms and individuals (Consultant's) that provide consultancy services for Government building and construction projects, categorized by different disciplines and project cost ranges.

- 1.2.2. There are seven major disciplines, namely;

- 1. Architectural Consultancy (AR),
- 2. Civil & Structural Engineering Consultancy (CS),
- 3. Mechanical & Electrical Engineering Consultancy (ME),
- 4. Services Engineering Consultancy (SE),
- 5. Quantity Surveying Consultancy (QS),
- 6. Project Management Consultancy (PM) and
- 7. Construction Management Consultancy (CM).

Each discipline has 4 grades that are classified into various project value banding.

- 1.2.3. The services or responsibilities of the Consultants may be classified under one or more of the following:

- a) Pre-feasibility Studies
- b) Feasibility Studies
- c) Conceptual Designs
- d) Detailed Engineering Design
- e) Preparation of Tender Documents
- f) Procurement
- g) Contract Administration
- h) Project Management
- i) Technical Services
- j) Site Supervision

2.0 APPLICATION & REGISTRATION

2.1 Application Procedure

- 2.1.1 All applicant firms or organizations must be registered with the MED at the time of application.
- 2.1.2 An application shall be lodged with the Application form for Consultants Registration available on the MNPHI website (www.planning.gov.mv) along with the documents listed in the form to registration@planning.gov.mv email address. It is the applicant's responsibility to ensure the completeness of the application by following the instructions and submitting the required information. Incomplete application, application without supporting documents submitted will not be processed.
- 2.1.2 Consultant's who wish to be listed with the GCR must show that they meet the qualifying criteria for the particular categories applied for, subject to the listing eligibility (please see Appendix). The GCR Listing Criteria state the specific listing requirements for the particular discipline and project cost range that each category can undertake. Consultant's who wish to apply for listing on the GCR are advised to read the Terms of Listing carefully before submitting the application form. All applications must be accompanied by the necessary supporting documents.
- 2.1.4 For public sector building projects, listed Consultant's will be eligible to indicate their interest when there are project opportunities. All Consultant's allowed to tender would then be evaluated on both quality and fee proposals.

2.2 Registration Fees

- 2.2.1 A registration fee of MVR 1,000.00 (One Thousand Maldivian rufiyaa) per year per application for firms/organizations and MVR 500 Five Hundred Maldivian rufiyaa) for individual professionals is applicable to any applicant that can be registered as a consultant. The payment request will be made upon completion of evaluation of the application.

2.3 References

- 2.3.1 In the course of processing the applications, reference may be obtained from the clients of the projects where the applicants were the Consultant's. It is implied that the applicant has authorized MNPHI to make all necessary enquiries relating to the applicant. Should the clients impose any service charge on the enquiry, it shall be borne by the applicants. In the event that no reference is forwarded by the applicant or sought by MNPHI, MNPHI will complete the processing based only on the available information.

2.4 Processing of Application

- 2.4.1 Under normal circumstances, if the submissions are complete and in order, MNPHI will endeavor to inform the applicants of the outcome within 2 weeks.
- 2.4.2 Any application received by MNPHI will be reviewed by Registration Section.

- 2.4.3. Any applications received to CIDD may be submitted to the Registration Committee (RC) where CIDD requires an opinion.
- 2.4.3 The Registration Committee shall be the committee appointed by the Minister under the Construction Act for the purposes of registrations under the Act.
- 2.4.4 Registration Committee proceedings shall be according to the rules of the Registration Committee appointed by the Minister under the Construction Act.
- 2.4.5 Registration Committee can make recommendations to CIDD if an application is to be dismissed or investigated.
- 2.4.6 For the purposes of evaluating an application, CIDD may appoint any person to make or assist in the making of any preliminary evaluations that CIDD thinks necessary.
- 2.4.7 Where CIDD is of the opinion that an applicant should be called upon to answer any queries, CIDD shall post or deliver the applicant
- (a) in writing the queries which need to be clarified,
 - (b) a notice, requesting the applicant to provide the necessary documentation required to verify the requisites of the registration
- 2.4.8 On the expiration of the time specified in the notice referred to in paragraph 2.4.7, CIDD shall give the applicant in writing the reason for the cancellation of application.
- 2.4.9 Applicants concerned regarding the evaluations procedure may raise their concerns in writing to the Minister.
- 2.4.10 Any concerns referred in paragraph 2.4.9 shall be answered in a period of 10 working days.

2.5 Outcome of Application

- 2.5.1 MNPHI will notify each applicant on the outcome of the application by electronic mail as soon as the case has been processed.
- 2.5.2 Successful applicants will be issue a certificate of registration and listed under the Consultants Registry on the MNPHI webpage at www.planning.gov.mv.

2.6 Fraudulent or Misleading Information

- 2.6.1 Each applicant or listed consultant's warrants to MNPHI that the information and documents provided to MNPHI and its employees are true in every particular.
- 2.6.2 MNPHI may, amongst other things, take the following courses of action if any information and/or documents submitted are false, forged, fraudulent, misleading or reasonably suspected by MNPHI to be false, forged, fraudulent or misleading with reference to Guideline for Dicipilary and Maintaining Quality of Work for Consultant.

- (a) Lowering the eligibility of Consultant's from the current categories listed
- (b) De-listing from the GCR
- (c) Reporting the applicant or listed Consultant's to the relevant authorities for legal action

2.7 Verification of Information

- 2.7.1 MNPHI and its employees reserve the right to contact references and other sources to verify the information and documents submitted by each applicant or listed Consultant's.
- 2.7.2 The applicant and listed consultant's understand that the information and contents in documents submitted may be disclosed to third parties in the course of verification checks conducted by MNPHI and its employees.

3.0 REGISTRATION REQUIREMENTS

3.1 Track Record and Performance

- 3.1.1. Completed projects or completed parts of ongoing projects will be considered for track record. Projects are considered completed when a Final Completion Certificate or a reference letter has been issued. The submitted project(s) must be relevant to the discipline under which the consultant is applying. Where requested, applicants must submit copies of Final Completion Certificate or reference letters to substantiate these track records.
- 3.1.2 In addition to the requirements on project values, applicants are expected to have a consistently good performance record. Those with poor performance history may be refused for listing on the GCR. Generally, consultant's applying for eligibility to categories of higher project value banding should achieve a high standard of performance in the projects undertaken by them.
- 3.1.3 For an application by a joint venture entity, the joint venture entity may adopt the track record of either or both of its shareholders (for corporation) or constituent partners, provided always that:-
 - (a) The project(s) adopted by the joint venture entity for its track record (the "Adopted Project") shall not be used by either of its shareholders or partners for the purposes of its own GCR listing when the joint venture entity is being listed on the GCR by reason of the Adopted Project;
 - (b) The Adopted Project is expected to have been completed in the past 5 years; and
 - (c) In respect of renewal applications by the joint venture entity, the Adopted Project must have been stated in the first application by the joint venture entity.
- 3.1.4 The joint venture entity should not renew its listing using the Adopted Project if the Adopted Project has been completed more than 5 years ago. Under such circumstance for renewal, the joint venture consultant's shall meet the track record requirement using projects completed by the joint venture entity itself.

3.2 Personnel Resources

- 3.2.1 Applicants should satisfy MNPHI that they have the necessary personnel resources stationed in the Maldives to undertake the work corresponding to the category applied for.

3.2.2 Personnel should not be listed in more than five firm or organization of the same discipline under the GCR at any one time.

Personnel/Qualification Registered professionals	To Submit a Educational certificates and valid practicing certificates
Professional with MQA recognized professional qualifications	Educational certificates

Refer to Appendix for the specific criteria of listing.

3.3 Conflict of Interest

Any registered Consultant shall follow international code of ethics and shall not undertake any project if they have a conflict of interest in the project. The following shall be considered as conflict of interest for the consultant to be not allowed to bid in any of the Government projects tendered by MNPHI or a Government Institution;

- a) A Consultant who is an employee or a contracted employee of MNPHI or any other Government Institution.
- b) A Consultant who is a shareholder, partner, employee or in a Joint Venture agreement with the company who is appointed as the contractor of the project.
- c) A Consultant whose registration status has been suspended or revoked until the registration has been renewed

3.4 Additional Requirements for Certain categories

- 3.4.1 ISO Certification and Professional Indemnity Insurance where applicable, the firm is expected to forward the relevant certificate to substantiate its ISO certification status and the relevant documents to support that it has the stipulated Professional Indemnity Insurance (PII).

3.5 Renewal of Registration

- 3.5.1 Registered Consultants are advised to submit their renewal applications early when the annual renewal exercise commences.

3.5.2 Performance Evaluations For Consultants

The evaluation of a consulting firm will include evaluations of the following areas in design phase:

Evaluation Areas	Weightage
1 Management of Consultancy Contract	5%
2 Issue Identification and Resolution	15%
3 Communication and Coordination	15%
4 Delivery of Design Documentation as per Client brief (Schedule, Management, Quality)	30%
5 Permit Monitoring	5%
6 Proactive in Regard to Public Concerns	5%
7 Effect on Construction Cost and Time	25%

The evaluation of a consulting firm will include evaluations of the following areas in construction phase:

Evaluation Areas	Weightage
1 Management of Consultancy Contract	5%
2 Issue Identification and Resolution	20%
3 Communication and Coordination	15%
4 Effective Administration of Construction Contract (Schedule, Management, Quality and Constructability)	30%
5 Permit Monitoring	5%
6 Proactive in Regard to Public Concerns	5%
7 Effect on Construction Cost and Time	20%

The rating scale for the consultant evaluations shall be as follows:

- 5 = Outstanding performance
- 4 = Above Satisfactory performance
- 3 = Satisfactory performance
- 2 = Below Satisfactory performance
- 1 = Unacceptable performance

4.0 REGISTRATION, INVESTIGATION AND DISCIPLINE - SUSPENSION OR REVOCATION OF REGISTRATION

4.1 Registration

4.1.1 MNPHI reserves the right to review or alter the status of the registered Consultants from time to time. The Terms of registration set out above and the registration Criteria shall be deemed as continuous requirements. MNPHI may, amongst other things, take the following courses of action if the Consultant fail to continuously fulfill the said requirements:

- a) Lowering the eligibility of Consultant from the current Registry of Consultants
- b) De-listing from the Registry of Consultants

4.1.2 Only Consultants, which MNPHI considers as having met the qualifying criteria to undertake contracts of a nature and size as required under the relevant category applied for, shall be Registered. Notwithstanding the aforesaid, the requirements stipulated shall be taken as defining only the minimum requirements expected of an applicant. MNPHI is not bound to accept any application notwithstanding that the applicant may have complied with these minimum requirements. MNPHI is not bound to accept any application notwithstanding that the applicant may have complied with the minimum requirements as set forth in this guided.

4.1.3 MNPHI shall be under no obligation to assign any reason for accepting or rejecting any application, downgrading or lowering the eligibility of any Consultant, or de-registering any Consultant. Notwithstanding the registration status, there is no guarantee that the Consultant's will be appointed to undertake any public sector projects under this guidance.

4.1.4 Consultant's Registered under the Registry of Consultants shall be obliged to furnish particulars and information requested by MNPHI, for the purpose of obtaining data for survey purposes pertaining to this guideline. Consultant or employee of the firm or organization shall furnish the particulars and information to the best of his or her knowledge and belief. In addition, MNPHI may periodically require Registered Consultant's to furnish pertinent particulars to MNPHI for the purpose of assessing the eligibility of their continued Registration with MNPHI. Failure to comply with such requirements may result in de-registration.

4.2 INVESTIGATION AND DISCIPLINE - SUSPENSION OR REVOCATION OF REGISTRATION

4.2.1 Any complaint made against a registered member or firm shall be in writing by lodging the complaint form

4.2.2 The complaints received shall be assessed by CIDD and submitted to the Investigation Committee appointed under Section 183 of Construction Administrative Regulation by the Minister for deliberation.

4.3 PROCEEDINGS OF INVESTIGATION COMMITTEE

4.3.1 Investigation Committee proceedings shall be carried out as per the rules of the Inquiry and Investigation Committee appointed by the Minister under Section 183 of Construction Administrative Regulation.

4.3.2 CIDD shall carry out investigations and inquiries of any complains made to any member registered at MNPHI with the approval of Minister and will submit the findings in a written report to the Investigation Committee for action to be taken.

- 4.3.3 Where CIDD is of the opinion that a registered member should be called upon to answer any allegation made against him/her, CIDD on behalf of Investigation Committee shall post or deliver to the registered member
- (a) Copies of the complaint made against him/her and any statutory declaration or affidavit that has been made in support of the complaint, and
 - (b) a notice, inviting the registered member to give to Investigation Committee, within such period (not being less than 7 days) as may be specified in the notice, any written explanation he/she may wish to offer and advise the INVESTIGATION COMMITTEE or if he/she wishes to be heard by Investigation Committee.
- 4.3.4 On the expiration of the time specified in the notice referred to in paragraph (3.2)(b), Investigation Committee shall give the registered member concerned reasonable opportunity to be heard and shall consider any explanation so given.
- 4.3.5 The registered member concerned may present his/her case before Investigation Committee in person or be represented by an advocate or solicitor at any proceedings of Investigation Committee.
- 4.3.6 A duly authorized employee of the firm or organization concerned may appear before Investigation Committee on behalf of the firm at any proceedings of the committee.
- 4.3.7 Any written complaint or explanation to be given to Investigation Committee shall be addressed to the Minister.

4.4

4.4 FINDINGS OF INVESTIGATION COMMITTEE

- 4.1 Investigation Committee shall, within 1 month from the date of its commencement of inquiry and investigation of a complaint, submit a written report of its findings to CIDD.
- 4.2 Minister may grant an extension of time to CIDD to submit the written report of its findings to Investigation Committee if CIDD is satisfied that the circumstances of the case justify the grant of an extension of time.
- 4.3 CIDD shall recommend Investigation Committee that;
 - (a) no action be taken or
 - (b) a hearing be held by INVESTIGATION COMMITTEE
- 4.4 The CIDD shall;
 - (a) state the reasons for the recommendations contained in its written report and
 - (b) attach to the written report copies of all relevant documents and statements collected by CIDD during its proceedings.
- 4.5 Investigation Committee may, where it thinks fit, require CIDD-
 - (a) to conduct further investigations after the written report prepared by CIDD has been submitted to Investigation Committee and
 - (b) to submit a further written report of its findings to Investigation Committee within such period as Investigation Committee thinks fit.
- 4.2.2 MNPHI may investigate any person engaged in Consulting work within the country. Upon receipt of a written complaint from a person who claims to have been injured or defrauded by such person, or upon information received by the MNPHI, the MNPHI shall perform an investigation through the, Investigation Committee of the facts alleged against such person .
- 4.2.3 If the MNPHI investigation reveals that the facts alleged or received are sufficient to proceed with a formal action, the MNPHI may lower their grades, suspend or revoke their registrations and bar them from further registration for a certain period of time.
- 4.2.4 The MNPHI shall have the authority to issue informal letters of reprimand, suspend or revoke a registration, or file a lawsuit in the court of law against any registered Consultant if, after an opportunity for a hearing, the MNPHI determines that:
 - (a) A Consultant has violated any of the provisions of this registration including, but not limited to, failure to keep current or provide insurance coverage as required.
 - (b) A Consultant has violated any provisions, relating to consumer protection and fair trading laws and regulations including, but not limited to, making fraudulent misrepresentations to consumers;
 - (c) A Consultant employed fraud or deception, made a misrepresentation or misstatement, or employed any unlawful means in applying for or securing registration as a Consultant;
 - (d) A Consultant employed fraud or deception, made a misrepresentation or misstatement, or employed any unlawful means in applying for or securing a building permit or other permits for construction of any type;
 - (e) A Consultant failed to pay the required fee for registration as provided in this registration;

- (f) A Consultant has been convicted of or has engaged in conduct constituting a violation of laws of the country, or any subdivision thereof, relevant to Consulting, reflecting on the registered Consultant's ability or qualifications to continue Consulting for other persons, and making the registered Consultant a threat to the public safety, health or well-being;
- (g) A Consultant has engaged in any conduct in business which constitutes dishonest or dishonorable dealings;
- (h) A Consultant was grossly negligent or reckless in his conduct in the performance of construction. For purposes of this registration, conduct is grossly negligent or reckless if, when taken as a whole, it is conduct which substantially fails to meet the generally accepted standard of care in the practice of Construction related Consultation work in Maldives.
- (i) A Consultant had the registration or certification revoked, suspended or refused by the MNPHI or omitted such information from any application to the MNPHI, or failed to divulge such information when requested by the MNPHI;
- (j) A Consultant has been adjudged mentally incompetent by a court the court of law or
- (k) A Consultant interfered with an investigation or disciplinary proceeding by a willful misrepresentation of facts or by the use of threats or harassment against any person to prevent such person from providing evidence in a disciplinary proceeding, investigation or other legal action instituted in accordance with this registration.
- (l) A Consultant has been declared bankrupt in a court of law.
- (m) If a Consultant fails to maintain the required insurance value

4.3 Update of Firms' Particulars

- 4.3.1 Consultant's that are listed on the GCR shall advise MNPHI immediately of any changes in its management status, address, personnel resources or any other pertinent information relating to the consultant's eligibility for listing on the relevant category, which may occur from time to time.
- 4.3.2 Notification of change of Consultant's particulars should be submitted in writing to MNPHI.

4.4 Validity

- 4.4.1 The validity of any listing is for a period of one year. Listing will thereafter lapse automatically unless a renewal is filed and approved by MNPHI. Applications for renewal are to be submitted **one month before the expiry** of the validity period. If an application to renew a listing is submitted less than one month before the date of expiry of the listing, the listing may not be renewed before the expiry date.

4.5 Change of Registration and Categories

- 4.5.1 A registered Consultant's that desires to change the Category in which it is registered has to officially request MNPHI by submission of an application. MNPHI, at its discretion, may direct the Consultant's to provide MNPHI with such documentation as required by MNPHI to substantiate the request. MNPHI shall, at its sole discretion, approve or reject the request.

4.5.2 For requests that have been rejected, MNPHI may take the following courses of action if it finds that the request was made only to enable the listed Consultant's to tender for projects it would not ordinarily have been eligible for under its existing listing:

- a) Lowering the eligibility of Consultant's from the current Registry of Consultants
- b) De-registering from the Registry of Consultants

4.5.2 For a registered Consultant's that is successful in its request to change its existing category listing to a lower listing, MNPHI shall not accept further requests to change Category within 12 months from the date of the last request.

4.5.3 Notwithstanding MNPHI's approval of any request to the change in listing, MNPHI reserves the right to alter the listing where it deems fit at any time following the approval. A registered Consultant that desires to change the category in which it is registered has to officially request MNPHI to the desired category. MNPHI, at its discretion, may direct the registered Consultant's to provide MNPHI with such documentation as required by MNPHI to substantiate the request, including but not limited to records of Employer CPF Statements.

4.5 Revisions

4.5.1 MNPHI may from time to time revise the GCR, these terms of listing, and the criteria as it deems fit. Such revision may include addition to or amendment of the requirements for listing for any category or for listing generally.

APPENDIX A

REGISTRATION REQUIREMENTS FOR ARCHITECTURAL CONSULTANT'S (AR)

CATEGORY AND DESCRIPTION

Category	Title	Description
AR	Architectural Consultant	All type of building works in connection with any architectural, being built or to be built, for the support, shelter and enclosure of persons, animals, chattels or movable property of any kind, requiring in its construction the use of more than two unrelated building trades and crafts.

Table A1

REGISTRATION REQUIREMENTS (AR) FIRMS OR ORGANIZATIONS

Grade	Consultancy Tendering Limits (MRf)	Management & Development	Track Record ** (Past 5 Years) AR (Architectural Consultants) (MRf)	Additional Details
1	Unlimited	4P * Minimum 5 years' experience	120m	ISO 9001:2008 Certificate, ISO 14001:2004 Certificate, CV's and professional certificates & Employment agreements
2	5m	3P Minimum 2 year experience	75m	CV's and professional certificates & Employment agreements
3	1m	2P Minimum 1 year experience	25m	CV's and professional certificates Employment agreements
4	0.5m	1P or 2T Minimum 1 year experience	7.5m	CV's and professional certificates Employment agreements

Note:

m stands for million

Minimum net worth must be met.

P/T – Professional and Technical personnel with relevant qualifications (see Table 3 for more details)

* The group of professional should include at least one professionals from Architecture, Civil or Structural Engineer and Services Engineer field

** Projects completed satisfactorily in the past 5 years including completed parts of ongoing projects will be considered as track record. For evaluation of overseas projects and financial accounts, **MNPHI** may send its officers to the respective countries for further verification. All flight and accommodation expenses shall be fully borne by the applicant.

Table A2

REGISTRATION REQUIREMENTS (AR) Individual

Grade	Consultancy Tendering Limits (MRf)	Track Record ** (Past 5 Years) AR (Architectural Consultants) (MRf)	Additional Details
1	Unlimited*	75m	CV and professional certificates
2	3m	25m	CV and professional certificates
3	0.5m	11.5m	CV and professional certificates
4	0.1m	5m	CV and professional certificates

Note:

m stands for million

Minimum net worth must be met.

P/T – Professional and Technical personnel with relevant qualifications (see Table 3 for more details)

*Unlimited means maximum 5 projects of 75 million

** Projects completed satisfactorily in the past 5 years including **completed parts of** ongoing projects will be considered as track record. For evaluation of overseas projects and financial accounts, MNPHI may send its officers to the respective countries for further verification. All flight and accommodation expenses shall be fully borne by the applicant.

Table A3

PERSONNEL QUALIFICATION

Category	Title	Personnel Qualifications
AR	Architectural Consultant	<p>“P” shall mean a Professional qualification with a recognized degree in Architecture.</p> <p>“T” shall mean a Diploma in Architecture</p>

APPENDIX B

REGISTRATION REQUIREMENTS FOR CIVIL & STRUCTURAL ENGINEERING CONSULTANT'S (CS)

CATEGORY CLASSIFICATION AND DESCRIPTION

Category	Title	Description
CS	Civil & Structural Engineering Consultant's (CS)	Works involving involving Civil & Structural consultancy works

Table B1

REGISTRATION REQUIREMENTS (CS) FIRMS OR ORGANIZATIONS

Grade	Consultancy Tendering Limits (MRf)	Management & Development	Track Record ** (Past 5 Years) CS (Civil & Structural Engineering (MRf)	Additional Details
1	Unlimited	4P * Minimum 5 years' experience	120m	ISO 9001:2008 Certificate, ISO 14001:2004 Certificate, CV's and professional certificates & Employment agreements
2	5 m	3P Minimum 2 year experience	75m	CV's and professional certificates & Employment agreements
3	1 m	2P Minimum 1 year experience	25m	CV's and professional certificates & Employment agreements
4	0.5m	1P Minimum 1 year experience	7.5m	CV's and professional certificates & Employment agreements

Note:

m stands for million

Minimum net worth must be met.

P/T – Professional and Technical personnel with relevant qualifications (see Table 3 for more details)

* The group of professional should include at least one professionals from Civil or Structural Engineer and Environmental Engineer or Sanitation Engineer

** Projects completed satisfactorily in the past 5 years including completed parts of ongoing projects will be considered as track record. For evaluation of overseas projects and financial accounts, **MNPHI** may send its officers to the respective countries for further verification. All flight and accommodation expenses shall be fully borne by the applicant.

Table B 2

REGISTRATION REQUIREMENTS (CS) Individual

Grade	Consultancy Tendering Limits (MRf)	Track Record ** (Past 5 Years) CS (Civil & Structural Engineering Consultants) (MRf)	Additional Details
1	Unlimited*	75m	CV and professional certificates
2	3m	25m	CV and professional certificates
3	0.5m	11.5m	CV and professional certificates
4	0.1m	5m	CV and professional certificates

Note:

m stands for million

Minimum net worth must be met

P/T – Professional and Technical personnel with relevant qualifications (see Table 3 for more details).

*Unlimited means maximum 5 projects of 75 million

** Projects completed satisfactorily in the past 5 years including **completed parts of** ongoing projects will be considered as track record. For evaluation of overseas projects and financial accounts, MNPHI may send its officers to the respective countries for further verification. All flight and accommodation expenses shall be fully borne by the applicant.

Table B3

PERSONNEL QUALIFICATION

Category	Title	Personnel Qualifications
CS	Civil & Structural Engineering Consultant	"P" shall mean a Professional qualification with a recognized degree in Civil & Structural Engineering

APPENDIX C

REGISTRATION REQUIREMENTS FOR MECHANICAL & ELECTRICAL ENGINEERING CONSULTANT'S (ME)

CATEGORY CLASSIFICATION AND DESCRIPTION

Category	Title	Description
ME	Mechanical & Electrical Engineering Consultancy	All works related to Mechanical & Electrical Engineering consultancy works

Table C1

REGISTRATION REQUIREMENTS (ME) FIRMS OR ORGANIZATIONS

Grade	Consultancy Tendering Limits (MRf)	Management & Development	Track Record ** (Past 5 Years) ME (Mechanical & Electrical Engineering Consultants) (MRf)	Additional Details
1	Unlimited	4P * Minimum 2 years' experience	120m	ISO 9001:2008 Certificate, ISO 14001:2004 Certificate, CV's and professional certificates & Employment agreements
2	1 m	3P Minimum 1 year experience	75m	CV's and professional certificates & Employment agreements
3	0.5m	2P Minimum 1 year experience	25m	CV's and professional certificates & Employment agreements
4	0.1m	1P or 2T Minimum 1 year experience	7.5m	CV's and professional certificates & Employment agreements

Note:

m stands for million

Minimum net worth must be met.

P/T – Professional and Technical personnel with relevant qualifications (see Table 3 for more details)

* The group of professional should include at least one professionals from Mechanical and Electrical, Engineering Civil or Structural Engineer or Environmental Engineer or Sanitation Engineer or Service Engineer

** Projects completed satisfactorily in the past 5 years including completed parts of ongoing projects will be considered as track record. For evaluation of overseas projects and financial accounts, **MNPHI** may send its officers to the respective countries for further verification. All flight and accommodation expenses shall be fully borne by the applicant.

Table C2

REGISTRATION REQUIREMENTS (ME) Individual

Grade	Consultancy Tendering Limits (MRf)	Track Record** (Past 5 Years) ME (Mechanical & Electrical Engineering Consultants) (MRf)	Additional Details
1	Unlimited*	75m	CV and professional certificates
2	3m	25m	CV and professional certificates
3	0.5m	11.5m	CV and professional certificates
4	0.1m	5m	CV and professional certificates

Note:

m stands for million

Minimum net worth must be met

P/T – Professional and Technical personnel with relevant qualifications (see Table 3 for more details)

*Unlimited means maximum 5 projects of 75 million

** Projects completed satisfactorily in the past 5 years including **completed parts of** ongoing projects will be considered as track record. For evaluation of overseas projects and financial accounts, MNPHI may send its officers to the respective countries for further verification. All flight and accommodation expenses shall be fully borne by the applicant.

Table C3

PERSONNEL QUALIFICATION

Category	Title	Personnel Qualifications
ME	Mechanical & Electrical Engineering Consultant	“P” shall mean a Professional qualification with a recognized degree Mechanical & Electrical Engineering “T” shall mean a Diploma in Mechanical & Electrical Engineering

APPENDIX D

REGISTRATION REQUIREMENTS FOR SERVICES ENGINEERING CONSULTANT'S (SE)

CATEGORY CLASSIFICATION AND DESCRIPTION

Category	Title	Description
SE	Services Engineering Consultancy	All consultancy works related to building services

Table D1

REGISTRATION REQUIREMENTS (SE) FIRMS OR ORGANIZATIONS

Grade	Consultancy Tendering Limits (MRf)	Management & Development	Track Record ** (Past 5 Years) SE (Services Engineering Consultants) (MRf)	Additional Details
1	Unlimited	4P *	120m	ISO 9001:2008 Certificate, ISO 14001:2004 Certificate, CV's and professional certificates & Employment agreements
2	1 m	3P	75m	CV's and professional certificates & Employment agreements
3	0.5m	2P	25m	CV's and professional certificates & Employment agreements
4	0.1m	1P or 2T	7.5m	CV's and professional certificates & Employment agreements

Note:

m stands for million

Minimum net worth must be met.

P/T – Professional and Technical personnel with relevant qualifications (see Table 3 for more details)

* The group of professional should include at least one professionals from Services Engineering or Construction field with service Engineering experince

** Projects completed satisfactorily in the past 5 years including completed parts of ongoing projects will be considered as track record. For evaluation of overseas projects and financial accounts, **MNPHI** may send its officers to the respective countries for further verification. All flight and accommodation expenses shall be fully borne by the applicant.

Table D2

REGISTRATION REQUIREMENTS (SE) Individual

Grade	Consultancy Tendering Limits (MRf)	Track Record ** (Past 5 Years) SE (Services Engineering Consultants) (MRf)	Additional Details
1	Unlimited**	75m	CV and professional certificates
2	3m	25m	CV and professional certificates
3	0.5m	11.5m	CV and professional certificates
4	0.1m	5m	CV and professional certificates

Note:

m stands for million

Minimum net worth must be met.

P/T – Professional and Technical personnel with relevant qualifications (see Table 3 for more details).

*Unlimited means maximum 5 projects of 75 million

** Projects completed satisfactorily in the past 5 years including **completed parts of** ongoing projects will be considered as track record. For evaluation of overseas projects and financial accounts, MNPHI may send its officers to the respective countries for further verification. All flight and accommodation expenses shall be fully borne by the applicant.

Services Engineering degree with one year experience can be registered at Grade 1

Diploma in Services Engineering with 2 year experience can be registered at Grade 2

Professionals with a degree in Construction related field with 2 years can be registered at Grade 3

Technician with a Diploma in related field with 5 year experience can be registered at Grade 4

Individuals without any degree or diploma in the relevant field with 10 year experience can register if they pass exam set by CIDDD

Table D3

PERSONNEL QUALIFICATION

Category	Title	Personnel Qualifications
SE	Services Engineering Consultant	<p>“P” shall mean a Professional qualification with a recognized degree in Services Engineering with 1 year experience or construction related field with 2 years experience in services engineering</p> <p>“T” shall mean a Diploma in Services Engineering with 2 years experience or construction related field with 5 years experience in Services Engineering</p>

APPENDIX E

REGISTRATION REQUIREMENTS FOR QUANTITY SURVEYING CONSULTANT'S (QS)

CATEGORY CLASSIFICATION AND DESCRIPTION

Category	Title	Description
QS	Quantity Surveying Consultant	All consultancy works related to estimation of construction materials and cost

Table E1

REGISTRATION REQUIREMENTS (QS) FIRMS OR ORGANIZATIONS

Grade	Consultancy Tendering Limits (MRf)	Management & Development	Track Record ** (Past 5 Years) QS (Quantity Surveying Consultant's) (MRf)	Additional Details
1	Unlimited*	4P ^(a)	120m	ISO 9001:2008 Certificate, ISO 14001:2004 Certificate, CV's and professional certificates & Employment agreements
2	1 m	3P ^(b)	75m	CV's and professional certificates & Employment agreements
3	0.5m	1P or 2T ^(c)	25m	CV's and professional certificates & Employment agreements
4	0.1m	1P or 1T ^(d)	7.5m	CV's and professional certificates & Employment agreements

Note:

m stands for million

Minimum net worth must be met.

P/T – Professional and Technical personnel with relevant qualifications (see Table 3 for more details).

*Unlimited means maximum 5 projects of 120 million

** Projects completed satisfactorily in the past 5 years including completed parts of ongoing projects will be considered as track record. For evaluation of overseas projects and financial accounts, MNPHI may send its officers to the respective countries for further verification. All flight and accommodation expenses shall be fully borne by the applicant.

(a) 2 professional should have a degree in QS and the remaining should have a degree in relevant field with a minimum experience of 3 years and also shall provide proof of works done relating to QS.

(b) 1 professional should have a degree in QS and the remaining should have a degree in relevant field with a minimum experience of 3 years and also shall provide proof of works done relating to QS.

(c) 1 professional should have a degree in relevant field with a minimum experience of 3 years and the remaining should have a diploma in related field with a minimum experience of 5 years and also all shall provide proof of works done relating to QS.

(d) 1 professional should have a degree in relevant field with a minimum experience of 3 years and the remaining should have a diploma in related field with a minimum experience of 5 years and also all shall provide proof of works done relating to QS.

Table E2

REGISTRATION REQUIREMENTS (QS) Individual

Grade	Consultancy Tendering Limits (MRf)	Track Record** (Past 5 Years) QS (Quantity Surveying Consultants) (MRf)	Additional Details
1	Unlimited*	75m	CV and professional certificates
2	0.5m	25m	CV and professional certificates
3	0.1m	11.5m	CV and professional certificates
4	0.05m	5m	CV and professional certificates
5	0.01m	1m	CV, Certificates and reference letter

Note:

m stands for million

Minimum net worth must be met

P/T – Professional and Technical personnel with relevant qualifications (see Table 3 for more details).

*Unlimited means maximum 5 projects of 75 million.

** Projects completed satisfactorily in the past 5 years including **completed parts of** ongoing projects will be considered as track record. For evaluation of overseas projects and financial accounts, MNPHI may send its officers to the respective countries for further verification. All flight and accommodation expenses shall be fully borne by the applicant.

Quantity Surveying degree with 1 year experience

Diploma in Quantity Surveying with 2 years experience

Professionals with a degree in Construction related field with 2 years can be registered at Grade 3

Technician with a Diploma in related field with 5 year experience can be registered at Grade 4

Individuals without any degree or diploma in the relevant field with 10 year experience can register if they pass exam set by CIDDD

Table E3

PERSONNEL QUALIFICATION

Category	Title	Personnel Qualifications
QS	Quantity Surveying Consultant	<p>“P” shall mean a Professional qualification with a recognized degree in Quantity Surveying with 1 year experience or construction related field with 3 years experience with Quantity Surveying</p> <p>“T” shall mean a Diploma in Quantity Surveying with 2 years experience or construction related field with 5 years experience in Quantity Surveying</p>

APPENDIX F

REGISTRATION REQUIREMENTS FOR CONSTRUCTION MANAGEMENT CONSULTANT'S (CM)

CATEGORY CLASSIFICATION AND DESCRIPTION

Category	Title	Description
CM	Construction Management Consultant	All consultancy works related to construction related management

Table F1

REGISTRATION REQUIREMENTS (CM) FIRMS OR ORGANIZATIONS

Grade	Consultancy Tendering Limits (MRf)	Management & Development	Track Record ** (Past 5 Years) CM(Construction Management Consultant's) (MRf)	Additional Details
1	Unlimited*	4P ^(a)	120 m	ISO 9001:2008 Certificate, ISO 14001:2004 Certificate, CV's and professional certificates & Employment agreements
2	1 m	3P ^(b)	75 m	CV's and professional certificates & Employment agreements
3	0.5m	2P ^(c)	25 m	CV's and professional certificates & Employment agreements
4	0.1m	1P or 2T ^(d)	7.5 m	CV's and professional certificates & Employment agreements

Note:

m stands for million

Minimum net worth must be met.

P/T – Professional and Technical personnel with relevant qualifications (see Table 3 for more details).

*Unlimited means maximum 5 projects of 120 million

** Projects completed satisfactorily in the past 5 years including completed parts of ongoing projects will be considered as track record. For evaluation of overseas projects and financial accounts, **MNPFI** may send its officers to the respective countries for further verification. All flight and accommodation expenses shall be fully borne by the applicant.

^(a) 2 professional should have a degree in CM and the remaining should have a degree in relevant field with a minimum experience of 3 years and also shall provide proof of works done relating to CM.

^(b) 1 professional should have a degree in CM and the remaining should have a degree in relevant field with a minimum experience of 3 years and also shall provide proof of works done relating to CM.

^(c) 1 professional should have a degree in CM and the remaining should have a degree in relevant field with a minimum experience of 3 years and also shall provide proof of works done relating to CM.

^(d) 1 professional should have a degree in relevant field with a minimum experience of 3 years and the remaining should have a diploma in related field with a minimum experience of 5 years and also all shall provide proof of works done relating to CM.

Table F2

REGISTRATION REQUIREMENTS (CM) Individual

Grade	Consultancy Tendering Limits (MRf)	Track Record ** (Past 5 Years) CM (Construction Management Consultants) (MRf)	Additional Details
1	Unlimited*	75m	CV and professional certificates
2	3m	25.m	CV and professional certificates
3	0.5m	11.5m	CV and professional certificates
4	0.1m	5m	CV and professional certificates

Note:

m stands for million

Minimum net worth must be met.

*Unlimited means maximum 5 projects of 75 million

** Projects completed satisfactorily in the past 5 years including **completed parts of** ongoing projects will be considered as track record. For evaluation of overseas projects and financial accounts, MNPHI may send its officers to the respective countries for further verification. All flight and accommodation expenses shall be fully borne by the applicant.

Construction Management degree with one year experience

Diploma in Construction Management with 2 years experience

Professionals with a degree in Construction related field with 3 years can be registered at Grade 2 or 3.

Technician with a Diploma in construction management can be registered at Grade 4

Table F3

PERSONNEL QUALIFICATION

Category	Title	Personnel Qualifications
CM	Construction Management Consultant	<p>“P” shall mean a Professional qualification with a recognized degree in Construction Management with 1 year experience or construction related field with 3 years experience in Construction Management</p> <p>“T” shall mean a Diploma in Construction Management with 2 years experience or construction related field with 5 years experience in Construction Management</p>

APPENDIX G

REGISTRATION REQUIREMENTS FOR PROJECT MANAGEMENT CONSULTANT'S (PM)

CATEGORY CLASSIFICATION AND DESCRIPTION

Category	Title	Description
PM	Project Management Consultant	All consultancy works related to construction related Project management

Table G1

REGISTRATION REQUIREMENTS (PM) FIRMS OR ORGANIZATIONS

Grade	Consultancy Tendering Limits (MRf)	Management & Development	Track Record ** (Past 5 Years) PM (Project Management Consultant's) (MRf)	Additional Details
1	Unlimited*	4P ^(a)	120m	ISO 9001:2008 Certificate, ISO 14001:2004 Certificate, CV's and professional certificates & Employment agreements
2	1 m	3P ^(b)	75m	CV's and professional certificates & Employment agreements
3	0..5m	2P ^(c)	25m	CV's and professional certificates & Employment agreements
4	0.1m	1P or 2T ^(d)	7.5m	CV's and professional certificates & Employment agreements

Note:

m stands for million

Minimum net worth must be met.

P/T – Professional and Technical personnel with relevant qualifications (see Table 3 for more details)

*Unlimited means maximum 5 projects of 120 million

** Projects completed satisfactorily in the past 5 years including completed parts of ongoing projects will be considered as track record. For evaluation of overseas projects and financial accounts, **MNPHI** may send its officers to the respective countries for further verification. All flight and accommodation expenses shall be fully borne by the applicant.

^(a) 2 professional should have a degree in PM and the remaining should have a degree in relevant field with a minimum experience of 3 years and also shall provide proof of works done relating to PM.

^(b) 1 professional should have a degree in PM and the remaining should have a degree in relevant field with a minimum experience of 3 years and also shall provide proof of works done relating to PM.

^(c) 1 professional should have a degree in PM and the remaining should have a degree in relevant field with a minimum experience of 3 years and also shall provide proof of works done relating to PM.

^(d) 1 professional should have a degree in relevant field with a minimum experience of 3 years and the remaining should have a diploma in related field with a minimum experience of 5 years and also all shall

provide proof of works done relating to PM.

Table G2

REGISTRATION REQUIREMENTS (PM) Individual

Grade	Consultancy Tendering Limits (MRf)	Track Record (Past 5 Years) PM (Project Management Consultants) (MRf)	Additional Details
1	Unlimited*	75m	CV and professional certificates
2	3m	25m	CV and professional certificates
3	0.5m	11.5m	CV and professional certificates
4	0.1m	5m	CV and professional certificates

Note:

m stands for million

Minimum net worth must be met

*Unlimited means maximum 5 projects of 75 million

** Projects completed satisfactorily in the past 5 years including **completed parts of** ongoing projects will be considered as track record. For evaluation of overseas projects and financial accounts, MNPHI may send its officers to the respective countries for further verification. All flight and accommodation expenses shall be fully borne by the applicant.

Project Management degree with one year experience

Diploma in Project Management with 2 years experience

Professionals with a degree in Construction related field with 3 years can be registered at Grade 2 or 3

Technician with a Diploma in construction management can be registered at Grade 4

TableG 3

PERSONNEL QUALIFICATION

Category	Title	Personnel Qualifications
PM	Project Management Consultant	<p>“P” shall mean a Professional qualification with a recognized degree in Project Management with 1 year experience or construction related field with 3 years experience in Project Management</p> <p>“T” shall mean a Diploma in Project Management with 2 years experience or construction related field with 5 years experience in project Management</p>

