

TERMS OF REFERENCE

FOR APPOINTMENT OF ENGINEERING CONSULTANTS FOR RECONSTRUCTION OF PIPAL HOUSE A-BLOCK, LAHORE (ADP No.3427 FOR THE YEAR 2020-21)

The government of Punjab approved the project for “**Reconstruction of Pipal House A-Block, Lahore**”. The main function of this project is to provide comfortable and safe accommodation for the honorable MPA’s of Punjab Assembly, so that they can attend and make their better contribution discussing the Assembly Session comfortably. The project comprises of construction of 26-Nos. MPA’s suits, Toilet Block, Security room, Care Taker Room and Store. Provision of Generator and lift are also part of project.

The scheme is exhibited in the ADP 2020-21 at serial No.3427 with an allocation of 60.000 Million and approved cost of **Rs. 378.737 Million**. As per direction issued by the Government of Punjab Planning & Development Department Lahore vide letter No. 4(24) PO(CONS) P&D /97-Vol-III, dated: 27.07.2017. The client department is required to engage the consultant for supervision of development works costing more than Rs.200.000 Million.

The architectural working drawings pertaining to this scheme showing the plans, Elevations and cross sections etc. have been prepared by the Architecture Department C&W, which had been approved by the competent authority of the Assembly.

The Punjab Assembly intends to hire consultancy services from competent and well reputed consulting firms.

OBJECTIVE

In order to ensure good quality of works as well as expeditious completion of the project full time resident construction supervision by the consultants is required. The Architectural and structure design will be provided by the Communication & Works Department.

3. TERMS OF REFERENCE (T.O.R) FOR RESIDENT TYPE CONSTRUCTION SUPERVISION

The services by the consultant shall include but not limited to the following.

(a) CONSTRUCTION SUPERVISION STAGE:

- (i) The consultant shall be responsible for resident supervision of all the civil works including all services mentioned above “objective” through qualified Graduate Engineers and other supervision staff having sufficient relevant experience in the respective disciplines who shall perform their duties with due diligence efficiency and in accordance with sound Engineering practices and specified standards.
- (ii) The consultant shall be responsible for Resident Supervision of all Civil works as per Architectural designs of Chief Architect and structural design of Planning & Development Communication & Works Department and all other works. Which will be designed by the consultant.

BRIEF SCOPE OF THE WORK RECONSTRUCTION OF PIPAL HOUSE
A-BLOCK, LAHORE
(ADP No 3427 FOR THE YEAR 2020-21)
GENERAL ABSTRACT

(Annexure Detail)

<i>Sr: No.</i>	<i>Description</i>	<i>Amount</i>
1	Building Portion including External Development	199,350,529 (Detail at Annexure-A)
2	Improved Specifications + Additional items	108,677,451
3	Overhead Water Tank 10000-Gallon Capacity	2,300,000
4	Tube Well ½ cusec Capacity 01-No + Boring	5,242,781
5	Telephone, Networking, H.T / L.T panels	15,554,280
7	Split Type Air Conditioning System	13,033,080
TOTAL		344,158,121

(Annexure-A)

<i>Sr: No.</i>	<i>Civil Work</i>	<i>Area</i>	<i>Amount</i>
1	Basement-I	7255-Sft	37,001,951
2	Ground Floor	9117-Sft	19,118,349
3	First Floor	9117-Sft	20,002,698
4	2 nd Floor	8845-Sft	20,263,895
5	3 rd Floor	8845-Sft	21,121,860
6	4 th Floor	8845-Sft	21,121,860
7	5 th Floor	8845-Sft	22,837,790
8	6 th Floor	8845-Sft	23,695,755
9	Mumty	400-Sft	1,068,800
10	5% External Development		9,492,882
11	Toilet block + Security room + Caretaker room + Store + Filtration Plant Room + Tube well Chamber		2,766,724
		TOTAL	199,350,529

- (iii) The consultant shall establish their own site office and meet the running operational expenses from the overall payment to consultant.
- (iv) The consultant shall submit schedule of construction supervision and list of field staff having following qualification: -

Sr. No.	Designation	Nos.	Qualification / Experience	Months
1	Resident Engineer / Team Leader	01	M.SC Civil Engineer with 12-years Experience / B.Sc. Civil Engineer (Min 12-Years relevant Experience)	24-Months
2	Assistant Resident Engineer (Civil) / Material Engineer	01	B.Sc. Civil Engineer (10-Years relevant Experience)	12-Months
3	Electrical Engineer	01	B.Sc. Electrical Engineer (10-Years relevant Experience)	02-Months
4	Mechanical Engineer	01	B.Sc. Mechanical Engineer (10-Years relevant Experience)	01-Month
3	Site Inspector (Civil) / Quantity Surveyor	01	D.A.E. (Civil) (10-Years relevant Experience)	24-Months
4	Site Inspector (Elect)	01	D.A.E. (Elect) (10-Years relevant Experience)	12-Months
5	Site Inspector (Mechanical)	01	D.A.E. (Mechanical) (10-Years relevant Experience)	2-Months Services required intermittently at the time of commencement of work whenever required.

NOTE:

The client has the right to increase or decrease the input requirement of consultancy staff keeping in view the pace of work and availability of funds.

Other necessary supporting staff provided by the Consultants such as Lab Technician, Lab Assistant, Computer Operator, Record Keeper etc. would also be indicated by the Consultants in their Proposals.

- v) The Consultants shall study all working Architectural & Structural Drawings of Project Building (s) / Layout Drawing (s) of the Project as well as the Technically Sanctioned Estimate to familiarize them with the Project.
- vi) The Consultants shall monitor the Contractor's Setting Out of the Works and verify the accuracy of his work.
- vii) The Consultants shall assure and certify that the construction materials brought at site by the contractor and incorporated into the work, are properly tested from the recognized laboratory and comply with the specifications.
- viii) The consultant shall ensure that works are executed according to the plans and specifications and that all rules and regulations applicable to the work are followed and issue all necessary instructions to the contractor under intimation to the Engineer Incharge.
- ix) The Consultant shall certify each work / bill of the contractor including Price Variation and shall ensure, that the works have been executed in accordance with established standards, criteria, procedures and as per approved design, drawings, standards, specifications, technically sanctioned estimate and within the provisions of contract agreement.
- x) The consultant shall supervise the contract in all matters concerning safety and care of work and advise the contractor and concerned Executive Engineer / Engineer Incharge of the Building Department on any problem arising in construction work during its execution well in time.
- xi) The consultant shall monitor progress and maintain up-to-date progress schedule in the form of bar charts, critical path diagrams and other appropriate systems developed during the project processing indicating the major items of work being performed according to work schedule provided with the contract agreement and approved by the Engineer Incharge. The consultant shall submit monthly progress report to the concerned Executive Engineer, Superintending Engineer and Secretary Punjab Assembly Lahore (Client Department) pointing out the deficiencies in the work besides recommending / suggesting, remedial measure.
- xii) The Consultants shall be 100% responsible for the accuracy of the measurement made on the work quantities executed by the contractor and certified for payment and shall maintain permanent record for all such measurements for the Engineer Incharge.
- xiii) The Consultants shall maintain permanent record of the results of all tests made on materials, items of work involved in the project, utilizing forms as approved by the Engineer Incharge/ employer.
- xiv) The Consultants shall certify and recommend under his seal, the contractor's running payment and final payment including Price Variation clearly indicating that the quantities of work executed / recommended are

according to specifications, design drawing, technically sanctioned estimates and contract agreement.

- xv) The Consultants shall keep the record of daily inspection reports and hand them over to the Executive Engineer / Engineer Incharge and client (Secretary Punjab Assembly) on fortnightly basis.
- xvi) The Consultants shall inform the employer (Secretary Punjab Assembly) and Engineer Incharge of problems of potential nature which might arise in connection with the construction contract and make recommendations for possible solution.
- xvii) The Consultants shall carry out any required revisions in plans and specifications as required by the Engineer Incharge / Executive Engineer and prepare all variation orders and assist Engineer Incharge in the negotiation necessary for the execution of changes. Revision shall only be encouraged where it improves the project performance. Copy may be forwarded to the client department.
- xviii) The Consultants shall assist employer / Engineer Incharge with interpretation of the drawings and contract documents, particularly with respect to any disputes with the contractor or other affected parties.
- xix) The Consultants shall evaluate and make recommendations to the Engineer Incharge for action to be taken against all contractor's claims, disputes, time extensions, and other changes beyond the scope of work.
- xx) The Consultants shall furnish timely assistance and directions to contractor in all matters relating to ground survey controls, quality control, testing and other matter relating to contract compliance and progress of the project.
- xxi) The Consultants shall assure the receipts and maintain permanent record in the shape of copies of all warranties required under terms of contract documents for materials including their sources and equipment accepted and incorporated in the project.
- xxii) The Consultants shall carry out detailed final inspection of the work and shall recommend to the Executive Engineer / Engineer Incharge for issuance of completion certificate stating that the work has been completed as per design, drawings, standard specifications and contract agreement.
- xxiii) The Consultants shall make arrangement for inspection of sites and ensure that all relevant information is available and up-to-date progress reports are provided before site inspection.
- xxiv) One month prior to expiry of the maintenance period of the work, the consultant shall carry out the detailed final inspection of the work and submit a report to the Department pointing out the defects, if any, in the work.

- xxv) The consultants shall prepare and submit list of office equipment, laboratory equipment survey equipment, furniture, vehicles, assess inventory and all other items provided by the contractor under the contract and which is the property of the employer.
- xxvi) Prepare and submit project completion report giving all details of the project in chronological order.
- xxvii) The Consultants shall incorporate all changes that may be required by the Client / Employer for the economical completion or due to technical grounds / site requirements without any additional charges during the execution of project and shall also submit the above documents accordingly as per requirement of the Engineer Incharge.
- xxviii) The Client will have a right to increase or decrease scope of work.
- xxix) The client (Secretary, Provincial Assembly of the Punjab Lahore) on the recommendation of Executive Engineer / Engineer Incharge may terminate this contract, by not less than thirty (30) days written notice of termination to the Consultants, to be given after the occurrence of any of the events specified in paragraphs (a) through (f):
 - (a) If the Consultant do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within further period as the client may have subsequently approved in writing;
 - (b) If the consultants become (or, if the Consultants consist of more than one entity, if any of their Members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
 - (c) If the Consultants fail to comply with any final decision reached as a result of arbitration proceedings pursuant clause 8 hereof;
 - (d) If the Consultant submit to the Client a statement which has a material effect on the rights, obligations or interests of the Client and which the Consultants know to be false;
 - (e) If, as the result of Force Majeure, the Consultant are unable to perform a material portion of the services for a period of not less than sixty (60) days;
 - (f) If the Client, in its sole discretion, decides to terminate this Contract.
- xxx) The Consultant shall verify the completion certificate duly submitted by the Contractor.
- xxxi) Any other related task assigned by the Client / Engineer Incharge necessary for the completion of the project.

A) PROFESSIONAL LIABILITY FOR RESIDENT TYPE CONSTRUCTION SUPERVISION: -

Professional liability as stated in the prevalent conduct and practice of

Consulting Engineers prescribed by the P.E.C and as given in PPRA Rule 54 shall be applicable to the consultant.

B) SUBMISSION OF DOCUMENTS AND DRAWINGS

The Consultant is required to submit all project reports, drawings and documents in the format listed below with soft backup and formats standardized and approved by the Client. All items to be provided are deemed to be covered in the overall price submitted by the Consultant.

Sr. #	Description	No.	Size	Scale	Time Lines (Months)
1	General				
	Monthly Reports	3	A4		
	Fortnightly Reports	3	A4		
2	As Build Drawings	5	As per Requirement	As per Requirement	As soon as scope / execution completed at site

C) INTELLECTUAL PROPERTY RIGHTS: -

All documents, reports, designs, and all deliverables prepared by the consultant shall become and remain the property of the Client. Any future use of these documents and software by the consultant shall not be done without permission of Client.

D) MODE OF PAYMENT

The consultant’s fee for Resident Supervision stage will be linked to the contractor’s payment / physical progress of the work.

The Consultant shall be paid on the basis of satisfactory performance and certification of Engineer incharge of the scope of work and services, 10% of running bill payment shall be withheld by the Client Department/ Executing Agency as retention money, which shall be released after expiry of the maintenance period of the Civil work contract and finalization of accounts of contractor.

E) TIME DURATION OF PROPOSED CONSULTANCY

Sr: No.	Stage	Proposed Timelines (Months)
1.	Supervision Stage	24-Months (Subject to Provision of Funds)

Section 2: Instructions to Consultants

Definitions

- (a) “Agreement” means the Agreement signed by the Parties and all the attached documents.
- (b) “Client” means the organization with which the selected Consultant signs the Agreement for the Services.
- (c) “Consultant” means any entity or person that may provide or provides the Services to the Client under the Agreement.
- (d) “Data Sheet” means such part of the Instructions to Consultants used to reflect specific conditions.
- (e) “Day” means calendar day.
- (f) “Government” means the Government of the Punjab and all its associated departments, agencies, autonomous/semi-autonomous bodies, local governments, boards, universities and similar other organizations.
- (g) “Instructions to Consultants” means the document which provides Consultants with all information needed to prepare their Proposals.
- (h) “LOI” means the Letter of Invitation included in the RFP as Section 1 being sent by the Client to the interested Consultants.
- (i) “Personnel” means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside Pakistan; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile inside Pakistan.
- (j) “Proposal” means the Technical Proposal and the Financial Proposal.
- (k) “RFP” means the Request for Proposal to be prepared by the Client for the selection of Consultants, based on the Standard RFP.
- (l) “Services” means the work to be performed by the Consultant pursuant to the Agreement.
- (m) “SRFP” means the Standard Request for Proposals, which must be used by the Client as a guide for the preparation of

the RFP.

- (n) “Sub-Consultant” means any person or entity with whom the Consultant subagreements any part of the Services.
- (o) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

1. Introduction

- 1.1 The Client named in the Data Sheet will select a consulting firm/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 1.2 The interested Consultants are invited to submit a Technical Proposal and a Financial Proposal for consulting services required for the assignment named in the Data Sheet. The proposals should be in separate marked and sealed envelopes. The Proposal will be the basis for agreement negotiations and ultimately for a signed Agreement with the selected Consultant.
- 1.3 Consultants should familiarize themselves with assignment conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment, Consultants are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional. Consultants should contact the Client’s representative named in the Data Sheet to obtain additional information on the pre-proposal conference. Consultants should ensure these officials are informed well-ahead of time in case they wish to visit the Client.
- 1.4 The Client will timely provide at no cost to the Consultants the inputs and facilities specified in the Data Sheet, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.5 Consultants shall bear all costs associated with the preparation and submission of their proposals and agreement negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Agreement award, without thereby incurring any liability to the Consultants.

Conflict of Interest

- 1.6 Government of Punjab policy requires that Consultants provide professional, objective, and impartial advice and at all times hold the Client’s interests paramount, strictly

avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.

- 1.6.1 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

Conflicting activities

- (i) A firm that has been engaged by the Client to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation. For the purpose of this paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

Conflicting assignments

- (ii) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Client. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Client in the privatization of public assets shall not purchase, nor advise purchasers of, such assets. Similarly, a Consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question.

Conflicting

- (iii) A Consultant (including its Personnel and

relationships

Sub-Consultants) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Agreement, may not be awarded an Agreement, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Government of Punjab throughout the selection process and the execution of the Agreement.

1.6.2 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Agreement.

1.6.3 No agency or current employees of the Client shall work as Consultants under their own ministries, departments or agencies. Recruiting former government employees of the Client to work for their former ministries, departments or agencies is acceptable provided no conflict of interest exists. When the Consultant nominates any government employee as Personnel in their technical proposal, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his technical proposal.

**Unfair
Advantage**

1.6.4 If an interested Consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Client shall make available to all interested Consultants together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

**Fraud and
Corruption**

1.7 The Government of Punjab requires Consultants participating in its projects to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. In pursuance of

this policy, the Government of Punjab:

- (b) defines, for the purpose of this paragraph, the terms set forth below as follows:
 - (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in agreement execution;
 - (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a agreement;
 - (iii) “collusive practices” means a scheme or arrangement between two or more consultants with or without the knowledge of the Client, designed to establish prices at artificial, noncompetitive levels;
 - (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a agreement.
- (c) will reject a proposal for award if it determines that the Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the agreement in question;
- (d) will sanction a Consultant, including declaring the Consultant ineligible, either indefinitely or for a stated period of time, to be awarded a Government of Punjab agreement if at any time it determines that the Consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Government of Punjab agreement; and
- (e) will have the right to require that a provision be included requiring Consultants to permit the Government of Punjab to inspect their accounts and records and other documents relating to the submission of proposals and agreement performance, and have them audited by auditors appointed by the Government of Punjab.

1.8 Consultants, their Sub-Consultants, and their associates shall not be under a declaration of ineligibility for corrupt

and fraudulent practices issued by the Government of Punjab in accordance with the above para. 1.7. Furthermore, the Consultants shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Agreement.

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| | 1.9 | Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Consultant is awarded the Agreement, as requested in the Financial Proposal submission form (Section 4). |
| Only one Proposal | 1.10 | Interested Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. |
| Proposal Validity | 1.11 | The Data Sheet indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. Should the need arise, however, the Client may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for agreement award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals. |
| Eligibility of Sub-Consultants | 1.12 | In case a Consultant intends to associate with Consultants or individual expert(s), such other Consultants and/or individual expert(s) shall be subject to the eligibility criteria set forth in the Guidelines. |
| 2. Clarification and Amendment of RFP Documents | 2.1 | Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.2. |
| | 2.2 | At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or |

by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.

3. Preparation of Proposals

3.1 The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language (s) specified in the Data Sheet.

3.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

3.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:

- (a) If interested Consultant considers that it may enhance its expertise for the assignment by associating with other Consultants in a joint venture or sub-consultancy, it may associate with other consultant Any associations must be clearly indicated in the technical proposal. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.
- (b) For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
- (c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

Technical Proposal Format and Content

3.4 The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3). Paragraph (c) (ii) indicates the recommended number of pages for the description of the approach, methodology and work plan of the Technical Proposal. A page is considered to be one printed side of A4 or letter size paper.

- (a) A brief description of the Consultants' organization and an outline of recent experience of the Consultants (each partner in case of joint venture) on assignments of a similar nature is required in Form TECH-2 of Section 3. For each

assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, agreement amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally engaged by the Client as a firm or as one of the major firms within a joint venture. Assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.

- (b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by the Client (Form TECH-3 of Section 3).
- (c) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.
- (d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5 of Section 3).
- (e) Estimates of the staff input (staff-months of foreign and local professionals) needed to carry out the assignment (Form TECH-7 of Section 3). The staff-months input should be indicated separately for home office and field activities, and for foreign and local Professional staff.
- (f) CVs of the Professional staff signed by the staff themselves or by the authorized representative of

		the Professional Staff (Form TECH-6 of Section 3) along with their Computerized National Identity Card numbers (if local) or Passport numbers (if foreign).
	(g)	A detailed description of the proposed methodology and staffing for training, if the Data Sheet specifies training as a specific component of the assignment.
	3.5	The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.
Financial Proposals	3.6	The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at the Consultants' home office), and (b) reimbursable expenses indicated in the Data Sheet. If appropriate, these costs should be broken down by activity and, if appropriate, into local expenditures. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.
Taxes	3.7	The Consultant may be subject to local taxes (such as: value added or sales tax or income taxes on non resident Foreign Personnel, duties, fees, levies) on amounts payable by the Client under the Agreement. The Client will state in the Data Sheet if the Consultant is subject to payment of any taxes.
	3.8	Consultants should express the price of their services in Pakistan Rupees. Prices in other currencies should be converted to Pakistan Rupees using the selling rates of exchange given by the State Bank of Pakistan for the date indicated in the Data Sheet.
	3.9	Commissions and gratuities, if any, paid or to be paid by Consultants and related to the assignment will be listed in the Financial Proposal Form FIN-1 of Section 4.
4. Submission, Receipt, and Opening of Proposals	4.1	The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of

TECH-1 of Section 3, and FIN-1 of Section 4.

- 4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked “ORIGINAL”.
- 4.3 The Technical Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. The Technical Proposals shall be sent to the addresses referred to in para. 4.5 and in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL” Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the name of the assignment, and with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the Assignment, clearly marked “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE SUBMISSION DEADLINE**”. The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- 4.5 The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with para. 2.2. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- 4.6 The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely

stored.

**5. Proposal
Evaluation**

- 5.1 From the time the Proposals are opened to the time the Agreement is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Agreement may result in the rejection of the Consultants' Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

**Evaluation of
Technical
Proposals**

- 5.2 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

**Financial
Proposals for
QBS**

- 5.3 Following the ranking of technical Proposals, when selection is based on quality only (QBS), the first ranked Consultant is invited to negotiate its proposal and the Agreement in accordance with the instructions given under para. 6 of these Instructions.

**Public Opening
and Evaluation
of Financial
Proposals (only
for QCBS,
Fixed Budget
Selection, and
Least-Cost
Selection)**

- 5.4 After the technical evaluation is completed, the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and TOR, that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional. The opening date shall be set so as to allow interested Consultants sufficient time to make arrangements for attending the opening.
- 5.5 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants, and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to

confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.

- 5.6 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the formers will prevail. In addition to the above corrections, as indicated under para. 3.6, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time-Based form of agreement has been included in the RFP, the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, (ii) if the Lump-Sum form of agreement has been included in the RFP, no corrections are applied to the Financial Proposal in this respect.
- 5.7 In case of QCBS, the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet: $S = St \times T\% + Sf \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.
- 5.8 In the case of Fixed-Budget Selection, the Client will select the firm that submitted the highest ranked Technical Proposal within the budget. Proposals that exceed the indicated budget will be rejected. In the case of the Least-Cost Selection, the Client will select the lowest proposal among those that passed the minimum technical score. In both cases the evaluated proposal price according to para. 5.6 shall be considered, and the selected firm is invited for negotiations.

6. Negotiations

- 6.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to

negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude an Agreement.

Technical negotiations

- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Client and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Agreement as “Description of Services”. Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the Consultant.

Financial negotiations

- 6.3 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to determine the tax amount to be paid by the Consultant under the Agreement. The financial negotiations will reflect the agreed technical modifications in the cost of the services. Financial negotiations can involve the remuneration rates for staff or other proposed unit rates if there is a revision of scope or if the bid rate exceeds the available budget.

Availability of Professional staff/experts

- 6.4 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Client expects to negotiate an Agreement on the basis of the Professional staff named in the Proposal. Before agreement negotiations, the Client will require assurances that the Professional staff will be actually available. The Client will not consider substitutions during agreement negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

Conclusion of the negotiations

- 6.5 Negotiations will conclude with a review of the draft Agreement. To complete negotiations the Client and the Consultant will initial the agreed Agreement. If negotiations fail, the Client will invite the Consultant

whose Proposal received the second highest score to negotiate an Agreement.

- | | |
|------------------------------|---|
| 7. Award of Agreement | <p>7.1 After completing negotiations the Client shall award the Agreement to the selected Consultant and publish details on the Planning & Development Department website and promptly notify all Consultants who have submitted proposals. After Agreement signature, the Client shall return the unopened Financial Proposals to the unsuccessful Consultants.</p> <p>7.2 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.</p> |
| 8. Confidentiality | <p>8.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Agreement. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Consultant Selection Guidelines relating to fraud and corruption.</p> |

Instructions to Consultants

Data Sheet

Paragraph Reference	
1.1	<p>Name of the Client: <u>Executive Engineer 4th Building Division Lahore.</u></p> <hr/> <p>Method of selection: <u>Quality and Cost-Based Selection (QCBS)</u></p>
1.2	<p>Financial Proposal to be submitted together with Technical Proposal: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Name of the assignment is: “Resident Construction Supervision of Main Building and Allied Services as well as Design of Allied Services such as Internal / External Electric Wiring System, Establishment of Electric Sub Station including HT / LT Panels (WAPDA & Consumer Panels), Power Cables, Emergency Wiring System, Power Distribution System, Cable Trays, Earthing Systems of Building / Equipment / Generators etc, Fire Alarm & Fire Fighting System, Internet/Telephone/ Intercom/ TV Cable / LAN / WAN Networking, Building Management System (BMS), Nurse Call System, Internal/ External Sewerage & Disposal System, Internal /External Water Supply System, Surface Drainage, Internal/ External Sui Gas Piping and Waste Water Collection and Disposal Works etc. for Mother & Child Block in Sir Ganga Ram Hospital Lahore (Group No.1)</p>
1.3	<p>A pre-proposal conference will be held: Yes <input checked="" type="checkbox"/> No <u>04-01-2021.</u></p>
1.4	<p>The Client will provide the following inputs and facilities:</p> <p><u>Coordination with Concerned Department / Agencies</u></p>
1.6.1 (a)	<p>The Client envisages the need for continuity for downstream work: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
1.12	<p>Proposals must remain valid <u>120 Days</u> after the submission date, that is until: _____</p>
2.1	<p>Clarifications may be requested not later than 08 days before the submission date.</p> <p>The address for requesting clarifications is:</p>

	Executive Engineer 4th Building Division Lahore 04299201450														
3.1	Proposals shall be submitted in the English language.														
3.3 (b)	The Financial Proposal shall not exceed the available budget of: _____ <u>N/A</u> _____														
3.4 (a)	Firms should submit details of 05 assignments for Resident Supervision and 02 Nos. for Design of Allied Services in past 5-years completed by the firm on the prescribed Performa attached alongwith completion certificate issued by the client department / agency														
3.4 (f)	CVs should contain details on <u>05</u> projects done by the individual in the past.														
3.4 (g)	Training is a specific component of this assignment: Yes <u> </u> No <u> ✓ </u>														
3.7	Amounts payable by the Client to the Consultant under the agreement to be subject to local taxation: Yes <u> ✓ </u> No <u> </u> .														
3.8	The date of exchange rates is: _____ <u>N/A</u> _____														
4.3	Consultant must submit the original and <u>Three</u> copies of the Technical Proposal, and the original of the Financial Proposal.														
4.5	The Proposal submission address is: Executive Engineer 4th Building Division Lahore 04299201450 Proposals must be submitted no later than the following date and time: On or before <u>07-01-2021</u> during office hours till 12:00 AM														
5.2 (a)	The Evaluation of Technical proposals shall be done in accordance with Guide lines of Hand Book for Consultant Selection formulize by Planning & Development Department Government of Punjab Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are: <table border="0" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th></th><th style="text-align: right;"><u>Points</u></th></tr> </thead> <tbody> <tr> <td>(i) Company Profile:*</td><td style="text-align: right;">[100]</td></tr> <tr> <td> a) Number of similar assignments</td><td style="text-align: right;">[40]</td></tr> <tr> <td> b) Value of similar assignments</td><td style="text-align: right;">[40]</td></tr> <tr> <td> (c) Financial Capability (Provide Last 3 years Revenues/ Audited statements)</td><td style="text-align: right;">[10]</td></tr> <tr> <td> (d) Organogramme and Availability of Quality Management System</td><td style="text-align: right;">[10]</td></tr> <tr> <td></td><td style="text-align: right;">_____</td></tr> </tbody> </table>		<u>Points</u>	(i) Company Profile:*	[100]	a) Number of similar assignments	[40]	b) Value of similar assignments	[40]	(c) Financial Capability (Provide Last 3 years Revenues/ Audited statements)	[10]	(d) Organogramme and Availability of Quality Management System	[10]		_____
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(i) Company Profile:*	[100]														
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(d) Organogramme and Availability of Quality Management System	[10]														

	<div style="text-align: right;">Total = A₁</div> <p>(ii) Core Team</p> <p><u>Construction Supervision Staff</u></p> <p>Resident Engineer / Team Leader 15</p> <p>Assistant Resident Engineer / (Civil) Material Engineer 10</p> <p>Assistant Resident Engineer / Electrical Engineer 10</p> <p>Site Inspector (Civil) 05</p> <p>Site Inspector (Public Health) 05</p> <p>Site Inspector (Elect) 05</p> <p>Quantity Surveyor 05</p> <p><u>Design Services</u></p> <p>Team Leader 15</p> <p>Electrical Engineer 10</p> <p>Public Health Engineer 10</p> <p>Draftsman/AutoCad Operator 05</p> <p>Quantity Surveyor 05</p> <div style="text-align: right;">Total = 100 A₂</div> <p>The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub criteria and relevant score:</p> <p>1) Education and qualifications 25</p> <p>2) Relevant background 70</p> <p>3) Time with firm 05</p> <p style="text-align: right;">—</p> <p>(ii) Approach & Methodology: [100]</p> <p>a) Understanding & Innovativeness [40]</p> <p>b) Methodology & Work plan [60]</p> <div style="text-align: right;">Total = A₃</div> $\text{Technical Score}^* = \frac{A_1[20]}{100} + \frac{A_2[60]}{100} + \frac{A_3[20]}{100}$ <p>The minimum technical score St required to pass is: 65 Points (For Detailed Criteria see Annex-A)</p>
	<p>The formula for determining the financial scores is the following: $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial Proposals (F) are:</p> <p>T = <u>0.80</u> and</p> <p>P = <u>0.20</u></p>
6.1	Expected date and address for agreement negotiations: Immediate after selection.
7.2	Expected date for commencement of consulting services: Immediate after selection.

Section 3: Technical Proposal - Standard Forms

Refer to Reference Paragraph 3.4 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 3.4 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

- TECH-1 Technical Proposal Submission Form
- TECH-2 Consultant's Organization and Experience
 - A Consultant's Organization
 - B Consultant's Experience
- TECH-3 Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client
 - A On the Terms of Reference
 - B On the Counterpart Staff and Facilities
- TECH-4 Description of the Approach, Methodology and Work Plan for Performing the Assignment
- TECH-5 Team Composition and Task Assignments
- TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff
- TECH-7 Staffing Schedule
- TECH-8 Work Schedule

FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

Location: _____ Date _____

To:

Dear Sir,

We, the undersigned, offer to provide the consulting services for [Name of assignment] in accordance with your Request for Proposal dated [_____] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope¹.

We are submitting our Proposal in association with: [_____] ²

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.12 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Agreement negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.2 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

FORM TECH-2 CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity (including organogram) and each associate for this assignment.]

1. Firm Background:
2. Chief Executive Officer:
3. Board of Directors / Partners.
4. Departmental Structure of the Firm
5. Organogram/Availability of quality Management System

A-I

1. Whether your Firm is ISO Certified? If so provide a copy of ISO Certification.
2. Firms Quality Management System. How does your firm maintain quality at every step of consultancy assignment? Provide your firm's quality management mechanism in descriptive form.

B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this Assignment. Use maximum 20 pages. Please provide Client's certification and/or evidence of the contract agreement.]

Assignment name:	Cost of the Project
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N° of staff-months (by your firm) on the assignment:
Start date (month/year): Completion date (month/year):	1- Total Value of the Consultancy Agreement. 2- Value of consultancy services provided by your firm under the agreement (in current PKR or US\$):
Name of associated Consultants, if any:	N° of professional staff-months provided by associated Consultants:
Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment	
1. Firms Name: 2. Certificate by the Client / Employer that the work was successfully completed by the consultant.	

**FORM TECH-3 COMMENTS AND SUGGESTIONS ON THE TERMS OF
REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED
BY THE CLIENT**

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

N.A

B - On Counterpart Staff and Facilities

[Comment here on counterpart staff and facilities to be provided by the Client according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]

_____ N.A _____

FORM TECH-4 DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (50 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

FORM TECH-5 TEAM COMPOSITION AND TASK ASSIGNMENTS

Professional Staff					
Name of Staff	CNIC No./Passport No.	Firm	Area of Expertise	Position Assigned	Task Assigned

FORM TECH-6 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position [*only one candidate shall be nominated for each position*]: _____

2. Name of Firm [*Insert name of firm proposing the staff*]: _____

3. Name of Staff [*Insert full name*]: _____

4. Date of Birth: _____ **Nationality:** _____

5. CNIC No (if Pakistani): _____ **or Passport No:** _____

6. Education :

<i>Degree</i>	<i>Major/Minor</i>	<i>Institution</i>	<i>Date (MM/YYYY)</i>

7. Membership of Professional Associations: _____

8. Other Training [*Indicate significant training since degrees under 6 - Education were obtained*]: _____

9. Languages [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

10. Employment Record [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

<i>Employer</i>	<i>Position</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>

11. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]

- 1) Name of assignment or project & Location:** _____ **Cost of Project** _____
Date of Start _____ Date of Completion _____
Actual Time Spent on the Project: _____ in months.
Client: _____
Main project features: _____
Positions held: _____
Activities performed: _____

- 2) Name of assignment or project & Location:** _____ **Cost of project** _____
Date of Start _____ Date of Completion _____
Actual Time Spent on the Project: _____ in months.
Client: _____
Main project features: _____
Positions held: _____
Activities performed: _____

<p>3) Name of assignment or project & Location: _____ Cost of Project _____</p> <p>Date of Start _____ Date of Completion _____</p> <p>Actual Time Spent on the Project: _____ in months.</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p> <p>4) Name of assignment or project & Location: _____ Cost of project _____</p> <p>Date of Start _____ Date of Completion _____</p> <p>Actual Time Spent on the Project: _____ in months.</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p> <p>5) Name of assignment or project & Location: _____ Cost of project _____</p> <p>Date of Start _____ Date of Completion _____</p> <p>Actual Time Spent on the Project: _____ in months.</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
--

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized representative of the staff] Date: _____
Day/Month/Year

Full name of authorized representative: _____

FORM TECH-7 STAFFING SCHEDULE¹

Full time input
Part time input



Year: _____																
	Name of Staff	Staff input (in the form of a bar chart) ²												Total staff-month input		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Home	Field ³	Total
Local																
1		[Home]														
		[Field]														
2																
3																
N																
												Subtotal				
												Total				

- 1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
- 2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.
- 3 Field work means work carried out at a place other than the Consultant's home office.

Section 3: Technical Proposal – Form TECH-8
Punjab Standard RFP | v1.1

Section 4: Financial Proposal - Standard Forms

[Comments in brackets [] provide guidance to the shortlisted Consultants for the preparation of their Financial Proposals; they should not appear on the Financial Proposals to be submitted.]

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Costs by Activity

FIN-4 Breakdown of Remuneration

FIN-5 Reimbursable expenses

Appendix: Financial Negotiations - Breakdown of Remuneration Rates

FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name of Client]

Dear Sir,

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is inclusive of all applicable taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Agreement negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Agreement execution.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

FORM FIN-2 SUMMARY OF COSTS

Item	Costs
	Pak Rupees
Total Costs of Financial Proposal ²	

Indicate the total costs, inclusive of all applicable local taxes. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

FORM FIN-3 BREAKDOWN OF COSTS BY ACTIVITY¹

Sr No.	Activities	Estimated Cost of Component on which the services are required	Qouted Consultancy Fee	Amount in words
1	Design Fee	274.970 (M)	L.S	
2	TPV of Work Done	870.000 (M)	L.S	
3	Resident Supervision	1467.144 (M)	%	
	TOTAL			

- 1 Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. For each currency, the sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.
- 2 Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.
- 3 Short description of the activities whose cost breakdown is provided in this Form.
- 4 The Consultant shall meet all operational / Running expense for all above mentioned activities, at his own cost.

