

## 1. INTRODUCTION

Quaid-e-Azam Industrial Estate previously known as 'Township Industrial Estate' was founded under Pakistani and Canadian Joint Assistance Program in 1960. Basically the scheme involved setting up of a Residential area and an Industrial Estate side by side, so as to accelerate industrial growth as well as urban development in Lahore, the cultural metropolis of Pakistan. The Estate was previously under the administration of the Department of Housing and Physical Planning Govt. of Punjab which passed on the control and ownership of the assets of the industrial estate to Lahore Development Authorities in 1993. Thereafter, in 2004, a major step towards professional development and control of industrial estates in the province was taken by the Government and the Punjab Industrial Estates Development and Management Company (PIEDMC) was established. Township Industrial Estate was renamed as Quaid-e-Azam Industrial Estate and was placed under PIEDMC.

QIE is one of the largest planned industrial estates of Punjab, spread over an area of 565 acres. It has 477 industrial plots of various sizes varying from 1 Kanal to 100 kanals. The Industries located in the estate comprise units of Textile, Dyeing & Printing, Auto Parts, Pharmaceuticals, Food, Household Appliances, Plastic ware, Chemicals, Rubber / Foam, Cosmetics etc. A total of 50,000 workers are employed which includes approximately 10,000 female workers.

## 2. QIE-Mission

To provide world class services and facilitate the industrialists in all industry related matters including general administration.

## 3. QIE-Vision

- To Establish a model Industrial Estate.
- To Provide world class infrastructure facilities to industrialists.
- To set up Cleaner & Healthier environment for the workers.
- To Facilitate entrepreneur by providing facilities through One Window.
- To provide Efficient resolution of problems of the industrialists, so that they may concentrate on their key business activities.

4. Objectives:

In this context, Board of Management Quaid-e-Azam Industrial Estate (Kot Lakhpat) Lahore intends to acquire of independent Engineering consulting firm to install fire hydrants of fully developed Industrial estate for further improvements / developments to make it leading industrial area for other industrial zones of the country.

Keeping in view the above, the main purpose is the re-planning and re-designing of the external infrastructure for next 25 years.

5. Scope & Services

The scope of services shall include but not limited to the following

5.1:- Planning & designing of Fire Hydrants and construction supervision of the project for whole of the industrial area, which is comprising of two blocks named “ S-Block” and “M-Block”.

- a). Total approximately length of roads = 18 Km.
- b). Existing range of right of way of roads = 40 ‘ to 200’ feet.
- c). Financial bid will be quoted on per kilometer length.
- d). Site Survey.
- e). Conceptual design,
- f). Architectural & structural design.
- g). Detailed design and construction design.
- h). Preparation of engineering cost estimate/BOQ,
- i). Preparation of tender documents 6-sets.
- j). Pre-qualification of contractors along with pre-qualification report.
- k). To assists the client to award the construction contract to contractors through bid evaluation report.
- l). To supervise construction work.

Note: Client will have the right to increase or decrease the scope of work.

6. Conceptual Design:

The consultant shall be required to provide the following various components of conceptual design:

- a) Prepare and submit conceptual architectural design/ outlines/ proposals.
- b) Prepare and submit preliminary conceptual design and cost estimates incorporating the client’s suggestions and comments.

Deliverables of this item of work include:

- i) A conceptual plan
- ii) Rough cost estimates

**7. MODE OF PAYMENT TO CONSULTANT.**

Payment for Services provided by the Consultant under the contract shall be made for design within thirty (30) days of receipt of invoices subject to the acceptance and approval of deliverables by the Client.

a). **For Design Stage.**

The Consultant shall quote design fee on lump sum basis for the total work layout. Tentative lump sum payment schedule for design stages to be as under:

i) Site Survey and Investigation Report	10% of Design fee
ii) Preliminary Design and Rough Cost Estimate	10% of Design fee
iii) Detailed Drawings and Engineer's Cost Estimate	25% of Design fee
iv) Tender Documents and Drawings	25% of Design fee
v) Construction Drawings	30% of Design fee

**8. TIME SCHEDULE**

The time schedule for the submission of the documents from the date of award of assignment / contract is as under: -

i. Survey and Investigation etc.	2- Weeks
ii- Conceptual design etc	1-week
iii. Approval and amendment of conceptual Design if any.	1-week.
iv. Detailed design, tender documents, tender drawings and construction drawings.	2-Weeks

**9. PENALTY:**

Delay of 7 to 14 days	1% of agreed cost
Delay of 15 to 29 days	2% of agreed cost
Delay of 30 to 45 days	3% of agreed cost
Delay of 45 to 60 days	5% of agreed cost
Delay of more than 60 days	contract cancellation and confiscation of design fee.

## 10. RETENTION MONEY

Retention money 10% of total design fee will be withheld with QIE

### Where

- (i) 5% will be released on delivery of construction drawings
- (ii) 5% after successful completion of project & at issuance of completion certificate.

## 11. TAXES

All applicable Govt. taxes will be deducted at source.

## Section 1: Letter of Invitation

Dear Mr. /Ms.

The BOM-QIE invites proposals from Consultants to Conduct: *Planning/designing and construction supervision of fire hydrants at existing water supply lines in industrial area of QIE.*

1. Details of the services is provided in the Terms of Reference.
2. This Request for Proposal (RFP) is addressed to the competent and qualified Consulting Firms.
3. The Consultant will be selected under the **Least cost selection** method and procedures described in this RFP, in accordance with the Public Procurements Rules, 2014.
4. The RFP includes the following additional documents:  
Section 1 - Letter of invitation  
Section 2 - Instructions to Consultants (including Data Sheet)  
Section 3 - Technical Proposal - Standard Forms  
Section 4 - Financial Proposal - Standard Forms  
Section 5 - Terms of Reference
5. It is mandatory for proposals to be made using the Standard Forms of the RFP. Proposals that are not in the prescribed format may be discarded. If any information required in the forms is found missing or written elsewhere, no credit will be given in the relevant section of the evaluation.

Yours sincerely,

Mohammad Shahid  
Estate Engineer  
BOM-Quaid-e-Azam Industrial Estate Kot Lakhpat, Lahore.

Estate Engineer

Company Seal \_\_\_\_\_

Estate Manager

**INDEX**

1. Introduction
2. Clarification and Amendment of RFP Documents
3. Preparation of Proposals
4. Submission, Receipt, and Opening of Proposals
5. Proposal Evaluation
6. Association of Consultants
7. Negotiations
8. Award of Agreement
9. Confidentiality

**TECHNICAL**

- 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

**FINANCIAL**

- FIN-1** Financial Proposal Submission Form
- FIN-2** Breakdown of Costs by Activity
- FIN-3** Summary of Costs

## 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 sub agreements 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.
- 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.

**Conflict of Interest**

- 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 relationships**

- (iii) A Consultant (including its Personnel and 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.

**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.

- |  |   |
|--|---|
| <b>Eligibility of Sub-Consultants</b>                  | <b>1.12</b> 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.  |
| <b>2. Clarification and Amendment of RFP Documents</b> | <b>2.1</b> 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.<br><br><b>2.2</b> 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.  |
| <b>3. Preparation of Proposals</b>                     | <b>3.1</b> 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.<br><br><b>3.2</b> 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.<br><br><b>3.3</b> While preparing the Technical Proposal, Consultants must give particular attention to the following:<br><br><b>(a)</b> 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.<br><br><b>(b)</b> For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.<br><br><b>(c)</b> Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position. |
| <b>Technical Proposal Format and Content</b>           | <b>3.4</b> 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 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,

Estate Engineer

Company Seal \_\_\_\_\_

Estate Manager

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. 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 LCM**
- 5.3** Following the ranking of technical Proposals, when selection is based on quality only (Least cost Method), 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 LCM, 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. Association of Consultants**

**6.1** An association of consultants may take either the form of a joint venture or a subcontract and such association may participate in procurement process with the permission of the procuring agency

**6.2** Under a joint venture, all members, if awarded the contract, shall individually sign and be jointly and severally liable for the entire assignment and such an association may be known as a consortium, association or joint venture.

**7. Negotiations**

**7.1** The procuring agency may negotiate with the highest ranked bidder for consultancy regarding methodology, work plan, staffing, contract price and special conditions of the contract.

**7.1.1.** Representatives conducting negotiations on behalf of the consultant must have written authority to negotiate to conclude agreement.

**7.1.2.** Technical Negotiations: 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.

- 7.1.3. Financial Negotiations: 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.
- 7.1.4. Availability of Professional Staff / Experts: 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.
- 7.1.5. Conclusion of the Negotiations: Negotiations will conclude with a review of the draft Agreement. To complete negotiations the Client and the Consultant will initial the agreed Agreement.

**7.2** In case of failure of negotiations, the procuring agency may invite the next ranked bidder.

**7.3** A committee of the procuring agency shall negotiate with the consultant and negotiation by a single person on behalf of the procuring agency shall not be allowed.

**8. Award of Agreement**

**8.1** After completing negotiations the Client shall award the Agreement to the selected Consultant and promptly notify all Consultants who have submitted proposals. After Agreement signature, the Client shall return the unopened Financial Proposals to the unsuccessful Consultants.

**8.2** The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

**9. Confidentiality**

**9.1** The procuring agency shall keep all information regarding the bid evaluation confidential until the time of the announcement of the evaluation report.

**Instructions to Consultants**  
*Data Sheet*

Paragraph Reference	
1.1	Name of the Client: <b>Quaid-e-Azam Industrial Estate Kot Lakhpat Lahore.</b> _____ Method of selection: <b>Least cost method</b>
1.2	Financial Proposal to be submitted together with Technical Proposal: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Name of the assignment is: <b><i>“Planning/designing and construction supervision of fire hydrants at existing water supply lines at industrial area of QIE.”</i></b>
1.3	A pre-proposal conference will be held: Yes <input type="checkbox"/> No <input type="checkbox"/> The Client’s representative is: Estate Engineer -QIE Address: 169-A/S Quaid-e-Azam Industrial Estate, Kot Lakhpat, Lahore. Telephone: 042-99262135-7 E-mail: <a href="mailto:info@qie.com.pk">info@qie.com.pk</a>
1.4	The Client will provide the requisite inputs: Coordination with Concerned Department / Agencies, Others as mentioned in Terms of Reference (TOR).
1.6.1 (a)	The Client envisages the need for continuity for downstream work: Yes <input type="checkbox"/> No <input type="checkbox"/>
1.12	Proposals must remain valid for <b>90 Days</b> after the submission date.
2.1	Clarifications may be requested not later than <b>02 days</b> before the submission date. The address for requesting clarifications is: <b>Estate Manager -QIE</b> <b>Address: 169-A/S Quaid-e-Azam Industrial Estate, Kot Lakhpat, Lahore.</b> <b>Telephone: 042-99262135-7</b>
3.1	Proposals shall be submitted in English language.
3.3 (a)	Shortlisted Consultants may associate with other shortlisted Consultants: Yes <input type="checkbox"/> No <input type="checkbox"/>
3.3 (b)	The Financial Proposal shall not exceed the available budget of: _____ <b>N/A</b> _____
3.4 (a)	Firms should submit details of <b>5</b> -No. assignments completed by the firm on the prescribed Performa attached.

Estate Engineer

Estate Manager

Company Seal \_\_\_\_\_



3.4 (f)	CVs should contain details on 5-No. same nature projects done by the individual in the past.																																														
3.4 (g)	Consultants who have shown poor performance in their previous programme in other Government organization will not be considered for prequalification.																																														
3.6	(1) Cost of necessary travel, including transportation of the Personnel by the most appropriate means of transport and the most direct practicable route. (2) Cost of Office cum Residential accommodation. (3) Cost of printing & dispatching of the Reports to be produced for the Services will not be applicable.																																														
3.7	Amounts payable by the Client to the Consultant under the agreement to be subject to local taxation: <b>Yes</b> ___ <b>No</b> ___																																														
3.8	The date of exchange rates is: _____ <b>N/A</b> _____																																														
4.3	Consultant must submit <b>One</b> original copy of the Technical Proposal, and Financial Proposal, will be taken from technically qualified firms.																																														
4.5	The Proposal submission address is: Estate Manager-QIE Address: 169-A/S Quaid-e-Azam Industrial Estate, Kot Lakhpat, Lahore. Proposals must be submitted not later than the following date and time: On or before <b>17.02. 2020</b> during office hours till <b>02:00 pm</b>																																														
5.2 (a)	<p>Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are (<i>Refer Annexure-A of Data Sheet for Detailed Evaluation Criterion</i>).</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; border-bottom: 1px solid black;">Points</th> </tr> </thead> <tbody> <tr> <td>(i) Company Profile:*</td> <td style="text-align: right;">[100]</td> </tr> <tr> <td>    a) General Experience of the Firm (Max. 5 Assignments)</td> <td style="text-align: right;">[30]</td> </tr> <tr> <td>    b) Specific Experience of the Firm (Max. 5 Assignments)</td> <td style="text-align: right;">[60]</td> </tr> <tr> <td>    c) Organizational structure</td> <td style="text-align: right;">[10]</td> </tr> <tr> <td></td> <td style="text-align: right;">Total = A<sub>1</sub></td> </tr> <tr> <td>(ii) Project Team (Design phase)</td> <td style="text-align: right;">[100]</td> </tr> <tr> <td>    a) Senior Design Engineer (1 No.)</td> <td style="text-align: right;">[40]</td> </tr> <tr> <td>    b) Junior Design Engineer (1 No.)</td> <td style="text-align: right;">[30]</td> </tr> <tr> <td>    c) Quantity/Costing Engineer (1 No.)</td> <td style="text-align: right;">[20]</td> </tr> <tr> <td>    d) Diploma Engineer / Surveyor (1 No.)</td> <td style="text-align: right;">[10]</td> </tr> <tr> <td></td> <td style="text-align: right;">Total = A<sub>2</sub></td> </tr> <tr> <td>(iii) Project Team (Construction phase)</td> <td style="text-align: right;">[100]</td> </tr> <tr> <td>    a) Resident Engineer (1 NO.)</td> <td style="text-align: right;">[50]</td> </tr> <tr> <td>    b) Sub Engineer/Quantity surveyor (1 NO.)</td> <td style="text-align: right;">[30]</td> </tr> <tr> <td>    c) Computer Operator (1 No.)</td> <td style="text-align: right;">[20]</td> </tr> <tr> <td></td> <td style="text-align: right;">Total = A<sub>3</sub></td> </tr> <tr> <td>(iv). 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:</td> <td></td> </tr> <tr> <td>    1) Education and qualifications</td> <td style="text-align: right;">[25]</td> </tr> <tr> <td>    2) Relevant background</td> <td style="text-align: right;">[70]</td> </tr> <tr> <td>    3) Time with firm</td> <td style="text-align: right;">[5]</td> </tr> <tr> <td></td> <td style="text-align: right;">Total score: 100</td> </tr> <tr> <td></td> <td style="text-align: right;">Total = A<sub>4</sub></td> </tr> </tbody> </table>		Points	(i) Company Profile:*	[100]	a) General Experience of the Firm (Max. 5 Assignments)	[30]	b) Specific Experience of the Firm (Max. 5 Assignments)	[60]	c) Organizational structure	[10]		Total = A <sub>1</sub>	(ii) Project Team (Design phase)	[100]	a) Senior Design Engineer (1 No.)	[40]	b) Junior Design Engineer (1 No.)	[30]	c) Quantity/Costing Engineer (1 No.)	[20]	d) Diploma Engineer / Surveyor (1 No.)	[10]		Total = A <sub>2</sub>	(iii) Project Team (Construction phase)	[100]	a) Resident Engineer (1 NO.)	[50]	b) Sub Engineer/Quantity surveyor (1 NO.)	[30]	c) Computer Operator (1 No.)	[20]		Total = A <sub>3</sub>	(iv). 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:		1) Education and qualifications	[25]	2) Relevant background	[70]	3) Time with firm	[5]		Total score: 100		Total = A <sub>4</sub>
	Points																																														
(i) Company Profile:*	[100]																																														
a) General Experience of the Firm (Max. 5 Assignments)	[30]																																														
b) Specific Experience of the Firm (Max. 5 Assignments)	[60]																																														
c) Organizational structure	[10]																																														
	Total = A <sub>1</sub>																																														
(ii) Project Team (Design phase)	[100]																																														
a) Senior Design Engineer (1 No.)	[40]																																														
b) Junior Design Engineer (1 No.)	[30]																																														
c) Quantity/Costing Engineer (1 No.)	[20]																																														
d) Diploma Engineer / Surveyor (1 No.)	[10]																																														
	Total = A <sub>2</sub>																																														
(iii) Project Team (Construction phase)	[100]																																														
a) Resident Engineer (1 NO.)	[50]																																														
b) Sub Engineer/Quantity surveyor (1 NO.)	[30]																																														
c) Computer Operator (1 No.)	[20]																																														
	Total = A <sub>3</sub>																																														
(iv). 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:																																															
1) Education and qualifications	[25]																																														
2) Relevant background	[70]																																														
3) Time with firm	[5]																																														
	Total score: 100																																														
	Total = A <sub>4</sub>																																														

Estate Engineer

Estate Manager

Company Seal \_\_\_\_\_

	<p>(v) Approach &amp; Methodology: [100]  a) Understanding &amp; Innovativeness [40]  b) Methodology &amp; Work plan [60]</p> <p style="text-align: right;">Total = A<sub>5</sub></p> $\text{Technical Score}^* = \frac{A_1[20]}{100} + \frac{A_2[40]}{100} + \frac{A_3[25] + A_4[5] + A_5[10]}{100}$ <p>The minimum technical score to qualify for each category is: <b>65% Marks</b></p> <p>The overall minimum technical score required to pass is : <b>70% Marks</b></p>
5.7	<p>The formula for determining the financial scores is the following:  <math>S_f = 100 \times F_m / F</math>, in which <math>S_f</math> is the financial score, <math>F_m</math> is the lowest price and <math>F</math> the price of the proposal under consideration.  The weights given to the Technical (T) and Financial Proposals (F) are:  T = .70 and  F = .30</p>
6.1	<p>Expected date and address for agreement negotiations: Expected date: <b>05.03.2020.</b>  <b>Office of the Estate Manager-QIE</b>  <b>Address: 169-A/S Quaid-e-Azam Industrial Estate, Kot Lakhpat, Lahore.</b></p>
7.2	<p>Expected date for commencement of assignment, <b>15.03.2020.</b></p>

### A. Minimum Experience of Key Staff ( Design Phase)

The minimum required experience of proposed Key staff is:

#### Senior Design Engineer

- i. Minimum BSc. (Civil Engg.).
- ii. Minimum 10 years of experience on Planning & designing of fire hydrants.
- iii. Should be well conversant with of Planning & designing of fire hydrants.
- iv. He should be computer literate with working knowledge of Fire Hydrants.

#### Junior Design Engineer

- i. Minimum BSc. (Civil Engg.).
- ii. Minimum 5 years of experience on planning and designing of fire hydrants.
- iii. Should be well conversant with planning and designing of fire hydrants.
- iv. He should be computer literate with working knowledge of planning and designing of fire hydrants.

#### Surveyor / Diploma Engineer

- i. Diploma in Civil Engineering.
- ii. Must have minimum 10 years of experience of relevant fire hydrants.
- iii. An upto date knowledge of current practices and modern survey techniques.

**PERSONNEL EVALUATION SHEET FOR DESIGN PHASE**

POSITION / AREA OF EXPERTISE	Name	Academic and General Qualification Weight 25%		Project related Experience Weight 70%		Time with the Firm 5%		OVERALL RATING (Sum of Weighted Ratings)
		Percentage Rating	Weighted Rating (A)	Percentage Rating	Weighted Rating (B)	Percentage Rating	Weighted Rating (C)	(A+B+C)
Senior Design Engineer								
Junior Design Engineer								
Diploma Engineer / Surveyor								

**Rating:- Excellent 100%, Very good 90%, Above Average 80%, Average 70%, Below Average 50%, Non-complying 0%.**

**Score = Maximum Weight X rating / 100**

**Ph.D. 100% M.Sc 90%, B.Sc 80%, Diploma 60%**

**Full time 100%, Part time with previous associations 50%, Part time only for this assignment 0%**

**B. Minimum Experience of Key Staff ( Supervision Phase)**

The minimum required experience of proposed Key staff is:

**Resident Engineer**

- i. Minimum BSc. (Civil Engg.).
- ii. Minimum 10 years of experience on construction Supervision of fire hydrants works.
- iii. Should be well conversant with of construction Supervision of fire hydrants.
- iv. He should be computer literate.

**Sub Engineer/Quantity Surveyor**

- i. Minimum DAE. 3-Years (Civil Engg.).
- ii. Minimum 5 years of experience on construction Supervision of fire hydrants works.
- iii. Should be well conversant with construction Supervision of fire hydrants.
- iv. He should be computer literate with working knowledge as quantity surveyor.

**Computer Operator**

- i. Minimum Metric & Diploma in MS office.
- ii. Must have minimum 5 years of experience of relevant field.

**PERSONNEL EVALUATION SHEET FOR SUPERVISION PHASE**

POSITION / AREA OF EXPERTISE	Name	Academic and General Qualification Weight 25%		Project related Experience Weight 70%		Time with the Firm 5%		OVERALL RATING (Sum of Weighted Ratings)
		Percentage Rating	Weighted Rating (A)	Percentage Rating	Weighted Rating (B)	Percentage Rating	Weighted Rating (C)	(A+B+C)
Resident Engineer								
Sub Engineer/Quantity surveyor								
Computer Operator								

Estate Engineer

Estate Manager

Company Seal \_\_\_\_\_

Rating:- Excellent 100%, Very good 90%, Above Average 80%, Average 70%, Below Average 50%, Non-complying 0%.

Score = Maximum Weight X rating / 100

Ph.D. 100% M.Sc 90%, B.Sc 80%, Diploma 60%

Full time 100%, Part time with previous associations 50%, Part time only for this assignment 0%

**A- SUMMARY EVALUATION SHEET FOR FULL TECHNICAL PROPOSALS (LEAST COST METHOD)**

Evaluation Criteria		Max Weight	Firm 1		Firm 2		Firm 3	
			Rating	Score	Rating	Score	Rating	Score
<b>I. Company Profile</b>		<b>A<sub>1</sub>=100</b>						
	General Experience of the firm	30						
	Specific Experience of the firm	60						
	Organization Structure	10						
<b>II. Project Team (Supervision Phase )</b>		<b>A<sub>2</sub>=100</b>						
	Resident Engineer (1 No.)	30						
	Sub Engineer/Quantity surveyor (1 No.)	30						
	Computer Operator (1 No.)	40						
<b>iii. Project Team (Design phase)</b>		<b>A<sub>3</sub>=100</b>						
	Senior Design Engineer (1 No.)	40						
	Junior Design Engineer (1 No.)	30						
	Quantity/Costing Engineer (1 No.)	20						
	Diploma Engineer / Surveyor (1 No.)	10						
<b>Iv. Approach and Methodology</b>		<b>A<sub>4</sub>=100</b>						
	• Understanding of Objectives	20						
	• Innovativeness	20						
	• Quality of Methodology	40						
	• Work Plan	20						

Rating:- Excellent 100%, Very good 90%, Above Average 80%, Average 70%, Below Average 50%, Non-complying 0%.

Score: Maximum Weight X rating / 100, Minimum qualifying score is 70%.

$\text{Technical Score} = A_1*(20)/100 + A_2*(60)/100 + A_3*(20)/100$
---

**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

Estate Engineer

Estate Manager

Company Seal \_\_\_\_\_

- TECH-5 Team Composition and Task Assignments
- TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff
- TECH-7 Staffing Schedule
- TECH-8 Work Schedule

TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

Location: \_\_\_\_\_ Date \_\_\_\_\_

To:

-----  
-----  
-----

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 Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope<sup>1</sup>.

We are submitting our Proposal in association with: *[Insert a list with full name and address of each associated Consultant]*<sup>2</sup>

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: \_\_\_\_\_

Estate Engineer

Estate Manager

Company Seal \_\_\_\_\_

- 
- 1 [In case Paragraph Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: "We are hereby submitting our Proposal, which includes this Technical Proposal only."]
  - 2 [Delete in case no association is foreseen.]

---

## 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

#### A-I

Whether your Firm is ISO Certified? If so provide a copy of ISO Certification.

### 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 10 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 Nº of staff-months (by your firm) on the assignment:
Start date (month/year):	1- Total Value of the Consultancy Agreement.

Estate Engineer

Estate Manager

Company Seal \_\_\_\_\_

Completion date (month/year):	2- Value of consultancy services provided by your firm under the agreement (in current PKR or US\$):
Name of associated Consultants, if any:	Nº 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.	

**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*

Estate Engineer

Company Seal \_\_\_\_\_

Estate Manager

activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

## 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.]

### 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 (5 to 10 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.]

CNIC No	Firm	Area of Expertise	Position Assigned	Task Assigned

**TECH-5 TEAM COMPOSITION AND TASK ASSIGNMENTS**

---

**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:** \_\_\_\_\_

---

Estate Engineer

Company Seal \_\_\_\_\_

Estate Manager

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.]:

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

11. Detailed Tasks Assigned

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: \_\_\_\_\_ Contact No. \_\_\_\_\_  
Main project features: \_\_\_\_\_  
Positions held: \_\_\_\_\_  
Activities performed: \_\_\_\_\_

Estate Engineer

Company Seal \_\_\_\_\_

Estate Manager

**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: \_\_\_\_\_ Contact No. \_\_\_\_\_  
Main project features: \_\_\_\_\_  
Positions held: \_\_\_\_\_  
Activities performed: \_\_\_\_\_

**3) Name of assignment or project & Location:** \_\_\_\_\_ **Cost of Project** \_\_\_\_\_  
Date of Start \_\_\_\_\_ Date of Completion \_\_\_\_\_  
Actual Time Spent on the Project: \_\_\_\_\_ in months.  
Client: \_\_\_\_\_ Contact No. \_\_\_\_\_  
Main project features: \_\_\_\_\_  
Positions held: \_\_\_\_\_  
Activities performed: \_\_\_\_\_

**4) Name of assignment or project & Location:** \_\_\_\_\_ **Cost of project** \_\_\_\_\_  
Date of Start \_\_\_\_\_ Date of Completion \_\_\_\_\_  
Actual Time Spent on the Project: \_\_\_\_\_ in months.  
Client: \_\_\_\_\_ Contact No. \_\_\_\_\_  
Main project features: \_\_\_\_\_  
Positions held: \_\_\_\_\_  
Activities performed: \_\_\_\_\_

**5) Name of assignment or project & Location:** \_\_\_\_\_ **Cost of project** \_\_\_\_\_  
Date of Start \_\_\_\_\_ Date of Completion \_\_\_\_\_  
Actual Time Spent on the Project: \_\_\_\_\_ in months.  
Client: \_\_\_\_\_ Contact No. \_\_\_\_\_  
Main project features: \_\_\_\_\_  
Positions held: \_\_\_\_\_  
Activities performed: \_\_\_\_\_

**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.

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

Full name of authorized representative: \_\_\_\_\_

**TECH-7 STAFFING SCHEDULE<sup>1</sup>**

Full time input  
 Part time input

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

- 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.

Estate Engineer

Estate Manager

Company Seal \_\_\_\_\_

**TECH-8 WORK SCHEDULE**

Year: _____
-------------

N°	Activity <sup>1</sup>	Months <sup>2</sup>											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1													
2													
3													
4													
5													

- 1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar chart

**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.

*[The Appendix “Financial Negotiations - Breakdown of Remuneration Rates” is to be only used for financial negotiations when Quality-Based Selection, Selection Based on Qualifications, or Single-Source Selection method is adopted, according to the indications provided under para. 6.3 of Section 2.]*

- FIN-1 Financial Proposal Submission Form
- FIN-2 Breakdown of Remuneration
- FIN-3 Summary of Costs

Estate Engineer

Estate Manager

Company Seal \_\_\_\_\_

**FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM**

---

[Location, Date]

To: [Name and address 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 figures<sup>1</sup>]. This amount is inclusive of the 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 BREAKDOWN OF COSTS**

<b>A. Phase - I (DESIGN)</b>						
a	<b>Remuneration</b>					
Sr. NO	Name	Position	Min relevant Exp	Man-month	Rate ( Rs) Per month	Amount (Rs.)
			In years	A	B	( A x B )
1		Senior Design Engineer	10	1.5		
2		Junior Design Engineer	5	1.5		
3		Diploma Engineer/Surveyor	10	1.5		
4		Surveyor Helpers	5	3		
b	<b>Direct Cost</b>					
	<b>Description</b>		<b>Amount</b>		<b>Remarks</b>	
1	Site Survey					
2	Conceptual Design					
3	Architectural/Structural Design					
4	Detailed Design and construction Drawings					
5	Preparation of Engineering Estimate/BOQ					
6	Preparation of Tender documents 6-sets					
7	Cost of each additional set of tender documents other than 6-sets					
8	Pre-qualification of contractors					
<b>Total designing/planning fee</b>			<b>in figure</b> _____ <b>in words</b> _____			
<b>B. Phase - II (CONSTRUCTION SUPERVISION)</b>						
a	<b>Remuneration</b>					
	Position	Min relevant Exp	Man month	Salary/month Rs	Amount	
		In years	(A)	(B)	( AxB )	
1	Resident Engineer	10	3		-	
2	Sub Engineer/ Quantity Surveyor (Civil)	5	3		-	
3	Computer Operator	5	3		-	
<b>Total construction supervision fee</b>			<b>in figure</b> _____ <b>in words</b> _____			

Estate Engineer

Estate Manager

Company Seal \_\_\_\_\_

- Note: (i) Requisite field staff attendance will be ensured at site  
(ii) Consultant will also provide authorized annual leave details of firm for employees.  
(iii) Working will be 6-days a week.  
(iv) Consultant will be required to complete the project within stipulated period  
(v) Attach proof of at least (5-five) projects of same nature designed by the firm.  
(vi) Also Attach, Two pay orders of 3% as a security, one for quoted designing fee and 2<sup>nd</sup> for supervision fee in favour of **PIEDMC Quaid-e-Azam Industrial Estate Board Lahore.**

**FIN-3 SUMMARY OF COSTS**

Item	Costs
	Pak Rupees
A. Total Costs of Financial Proposal (Design Phase)	
B. Total Costs of Financial Proposal (Construction Supervision Phase)	
Total (A+B)	In figure _____ in word _____