



Punjab Industrial Estates Development and Management Company

**PROCUREMENT OF TECHNICAL
CONSULTANTS FOR QUID-E-AZAM
APPAREL PARK (QAAP) PROJECT
SHIEKHUPURA
REQUEST FOR PROPOSAL (RFP)**



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Background

Punjab Government has set up Punjab Industrial Estates (P.I.E.) Development and Management Company to achieve orderly, planned and rapid industrialization of the Punjab by developing new industrial estates and managing the existing industrial estates in a dynamic and innovative manner with a view to providing turnkey solutions to the prospective entrepreneurs thereby generating economic activity and creating mass employment opportunities.

The Government of Punjab (GoP) has initiated a project of “Quaid-e-Azam Apparel Park (QAAP)” and PIEDMC has been made responsible for its execution. The project is located on M-2, motorway near district Sheikupura, in order to facilitate the textile, garment & apparel sector all over the Pakistan.

Benefits/ Importance of Industrial Estate

The importance of establishment of modern industrial parks/estates can not be over emphasized in the present era of rapid growth of industrialization. Experience in the country and elsewhere strongly indicates that industries thrive better when established in a planned environment of an industrial estate.

The benefits of industrial estates include:

- i. Structured platform available to set up industries.
- ii. Support services/ utilities provided at one location.
- iii. Availability of skilled/ unskilled manpower
- iv. Strength of each region can be capitalized
- v. Relatively secure environment.
- vi. Easy to comply with environmental regulations

Presently, there is neither any organized or planned Garment/Apparel Zone neither in Punjab nor in the entire Country. Therefore, there is an utmost need for establishment of state-of-the-art Apparel / Garment Zone to encourage and promote garment related industrial activity. It can also become a source of foreign investment by projecting to international industrial community; in particular, South Asia, China and Central Asian States. As a matter of fact, establishment of Garment Zone will bring prosperity to the entire region at local and national levels. Since, the focus of Apparel / Garment Zone will be largely on industries like textiles and garments but allied and other general industries related to textile and garment will also be given the same importance as these industries will serve a major role in supporting and supplying to the main

industries. There will also be opportunities for industries producing value additions products, therefore planning and development be carried out in light of their (all types of textile, garment and related industries) combined technical and financial parameters.

The Apparel Zone will be developed on about 1536 acres which can meet the requirements to provide maximum possible facilities including infrastructure, amenities, CETP and grid station etc. to the potential industrialists.

Project Location

The proposed project is located on M-2, Motorway, District Sheikhupura, 40 km from the Lahore, provincial capital of Punjab province. The satellite image showing the location plan of QAAP project is attached.



Figure 1 Location Plan of Quaid-e-Azam Apparel Park

The approach roads connectivity details has also been given below:



Project Description

This assignment is for establishment of apparel industry at district Sheikhupura, first of its kind in the country, on a most advantageous location i.e. Motorway (M-2), with very powerful features. The Salient Features of projects are as follows:

- i. Recommended as Special Economic Zone (SEZ) by the Government of the Punjab to Federal Govt.
- ii. 1536 acres land is earmarked for the said project (QAAP).
- iii. Well located (40 kilometers away from Lahore city and 15 kilometers from District Sheikhupura).
- iv. 1.5 kilometers from existing overhead bridge on Motorway (M-2) which is being developed as an interchange to link directly with the site.
- v. All the utilities (Electricity, Sui Gas, Telephone etc) are within 10 kilometers range.
- vi. Plain land with minimal level differences, therefore, no problem for drainage.
- vii. Mix of agricultural, sandy land with normal soil strata.
- viii. Four kilometers away from Chichoo kee Mallyan railway station.
- ix. Also easily accessible from Lahore- Sheikhupura road other than Motorway
- x.

Purpose of the Document

The purpose of this document is to engage eligible, well versed Technical Consultants, for Development Works of Quaid-e-Azam Apparel Park in District Sheikhpura.

Brief of Works to be Carried Out

The consultant will provide the services for following activities: -

- i. Prequalification of Constructors / Consultants
- ii. Support Tendering Process
- iii. Award of Work
- iv. Preparation of Business Plan

Request For Proposal (RFP)

1. This Request for Proposals (RFP) consists of the following Parts:

- 1.1. Section-1 Letter of Invitation
- 1.2. Section-2 Terms and Conditions
- 1.3. Section-3 Scope of Work and Terms of Reference (TOR)
- 1.4. Section-4 Selection Criteria
- 1.5. Section-5 Technical Forms
- 1.6. Section-6 Financial Forms

SECTION-1: LETTER OF INVITATION

SUBJECT: REQUEST FOR PROPOSAL – PROCUREMENT OF TECHNICAL CONSULTANTS FOR QUID-E-AZAM APPAREL PARK (QAAP) PROJECT.

Dear Sir,

1. The Punjab Industrial Estates Development and Management Company (PIEDMC) is in the process of Development of Quid-e-Azam Apparel Park in Distt. Shiekhupura. We hereby invite proposals to provide the consultancy services for this assignment, the details of which are provided in the attached Terms of Reference (TOR).
2. The proposals should be addressed to:

General Manager-Planning & Contracts

Punjab Industrial Estates

Development and Management Company

Commercial Area North, Sundar Industrial Estate

Raiwind Road, Lahore.

3. The Consultant will be selected under “**Quality and Cost Based Selection**” (QCBS) method and procedures described in this RFP, in accordance with the guide lines issued by the Pakistan Engineering Council (PEC).
4. The RFP includes the following additional documents:
 - Section 2 – Terms and Conditions (including Data Sheet)
 - Section 3 – Scope of Work and Terms of Reference (TOR)
 - Section 4 – Selection Criteria
 - Section 5 - Technical Proposal - Standard Forms
 - Section 6 - Financial Proposal - Standard Forms
 - Section 7- Draft Agreement

5. It is mandatory for proposals to be made using the Standard Forms provided with this 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.
6. Firms should submit details of 2 of their most relevant assignments for technical evaluation using the prescribed format. Assignments submitted beyond the given number will not be considered.
7. CVs of key personnel should provide details of up to 5 projects done by the individual in the past 10 years.
8. The assignment is expected to commence in October 2016.
9. The proposals must reach the office on or before **17th October 2016**.

Yours faithfully,

(Muhammad Javed Ilyas)
General Manager-Planning & Contracts

SECTION 2: TERMS AND CONDITIONS

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) "Engineer" means General Manager Technical PIEDMC
- (g) "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.
- (h) "Instructions to Consultants" means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.
- (i) "LOI" means the Letter of Invitation included in the RFP as Section 1 being sent by the Client to the shortlisted Consultants.
- (j) "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.
- (k) "Proposals" means the Technical Proposal and the Financial Proposal.
- (l) "RFP" means the Request for Proposal to be prepared by the Client for the selection of Consultants, based on the Standard RFP.
- (m) "Services" means the work to be performed by the Consultant pursuant to the Agreement.
- (n) "Sub-Consultant" means any person or entity who is engaged by the Consultant with permission of the Client for any part of work / assignment.
- (o) "Terms of Reference" (TOR) means the document included in the RFP as Section 3 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 shortlisted 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 about 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 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 a shortlisted Consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Client shall make available to all shortlisted 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 6).

**Only one
Proposal**

1.10 Shortlisted 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

1.12 In case a shortlisted Consultant intends to associate with Consultants who have not been shortlisted and/or individual

- Sub-Consultants** 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 a shortlisted 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 either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if so indicated in the Data Sheet. A shortlisted Consultant must first obtain the approval of the Client if it wishes to enter into a joint venture with any other shortlisted Consultant(s). In case of association with non-shortlisted Consultant(s), the shortlisted Consultant shall act as association leader. 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 5). 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 5. 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 5).
- (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 5. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 5) 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 5).

- (e) Estimates of the staff input (staff-months of foreign and local professionals) needed to carry out the assignment (Form TECH-7 of Section 5). 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 5) 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 6). 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 foreign and 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 nonresident 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. Any such amounts shall not be included in the Financial Proposal as they will not be evaluated, but they will be discussed at agreement negotiations, and applicable amounts will be included in the Agreement.

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 6.

4. Submission, Receipt, and

4.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall contain no

Opening of Proposals

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 5, and FIN-1 of Section 6.

- 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 cause 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.

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| 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	Applicable as per PPRA Rules 2014.
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	7.1	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.
	7.2	The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.
8. Confidentiality	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.
9. Provisional Sums	9.1	"Provisional Sum" means a sum included in the Contract and so designated in the Bill of Quantities for the execution of any part of the Works or for the supply of goods, materials, Plant or services, or for contingencies, which sum may be used, in whole or in part, or not at all, on the instructions of the Engineer. The Consultant shall be entitled to only such amounts in respect of the work, supply or contingencies to which such Provisional Sums relate as the Project Director (PD) shall determine in accordance with this

Clause. The Project Director (PD) shall notify the Contractor of any determination made under this Sub-Clause, with a copy to the Engineer.

- 9.2 In respect of every Provisional Sum the Project Director (PD) shall have authority to issue instructions for the execution of work or for the supply of goods, material, Plant or services by the Contractor, in which case the Consultant shall be entitled to an amount equal to the value thereof as approved by the Engineer.
- 9.3 The Consultant shall produce to the PD all quotations, invoices, vouchers and accounts or receipts in connection with expenditure in respect of Provisional Sums, except where work is valued in accordance with rates or prices set out in the Financial Proposal.

DATA SHEET

Paragraph Reference	
Definitions (i)	Delete the word “ shortlisted ” from line 2
1.1	Name of the Client: Punjab Industrial Estates Development and Management Company (PIEDMC). Method of selection: Quality and Cost Based Selection Method (QCBS)
1.2	Delete the word “ shortlisted ” from line 1 Name of the assignment is as given in LOI to this document
1.3	Client’s representative: General Manager Planning & Contracts A pre-proposal conference will be held: Nil
1.4	PIEDMC will provide all available details regarding the project on request by the Consultants
1.6.4	Delete the word “ shortlisted ” from line 1 & 4
1.10	Delete the word “ shortlisted ” from line 1
1.11	Proposals must remain valid for 90 days after the submission date.
1.12	Delete the word “ shortlisted ” from line 1 & 2
2.1	Clarifications may be requested not later than 05 days before the submission date. The address for requesting clarifications is: same as Para 4.5
3.1	Proposals shall be submitted in English language
3.3 (a)	Delete the clause and replace with “ Consultants may associate with other Consultants to enhance its expertize for the assignment ”
3.3 (b)	NOT APPLICABLE
3.4 (a)	Firms should submit details of 2 assignments.
3.4 (f)	CVs should contain details on up to 5 projects done by the individual in the past 10 years.
3.4 (g)	Training is a specific component of this assignment: NO

3.7	Financial Proposal to be inclusive of all Levies and Taxes by Provincial and Federal Govt
3.8	NOT APPLICABLE
4.3	Consultant must submit the original and 1 copy of the Technical Proposal, and the original only of the Financial Proposal.
4.5	<p>The Proposal submission address is:</p> <p style="text-align: center;">General Manager-Planning & Contracts Punjab Industrial Estates Development and Management Company Commercial Area North, Sundar Industrial Estate, Raiwind Road, Lahore.</p> <p style="text-align: center;">Phone (Office):- 042-35297203-6 Fax:- 042-35297207 e-mail:- javedilyas355@hotmail.com</p> <p>Proposals must be submitted not later than the following date and time: <u>As per Letter of Invitation (LOI).</u></p>
5.7	<p>The weights given to the Technical (T) and Financial Proposals (F) are: T = 80% F = 20%</p> <p>The formula for determining the financial scores is the following: <i>[Insert either the following formula]</i></p> <p>i. Technical Bid Score: (Marks obtained by Firm / 100) * 80% = ii. Financial Bid Score : (M/B) * 20%</p> <p style="margin-left: 40px;">M → Minimum Bid B → the Bid</p>

SECTION-3: SCOPE OF WORK & TERMS OF REFERENCE (TOR)

1. Consultants will provide following services.

1.1. Foreign Contractors

- 1.1.1. Preparation of evaluation criteria for shortlisting of Foreign Contractors
- 1.1.2. Evaluation of technical outlay submitted in the profiles of contractors applying for pre-qualification.
- 1.1.3. Preparation of prequalification report after incorporating comments / recommendations of Financial and Legal Consultants.
- 1.1.4. Review and agreement of bidding documents prepared by CNTEX – ECSP JV
- 1.1.5. Technical evaluation of Contractor's Bids.
- 1.1.6. Preparation of Bid Evaluation report after incorporating comments / recommendations of Financial and Legal Consultants.

1.2. International Construction Supervision Consultants (Resident type)

- 1.2.1. Preparation of Expression of Interest (EOI) and evaluation criteria for shortlisting of International Construction Supervision Consultants (Resident type)
- 1.2.2. Technical Evaluation of Consultant's proposals applying for prequalification.
- 1.2.3. Preparation of prequalification report after incorporating comments / recommendations of Financial and Legal Consultants.
- 1.2.4. Preparation of RFP and qualification criteria for selection of International Consultants out of prequalified firms for Resident Type Construction Supervision.
- 1.2.5. Technical Evaluation of proposals submitted by the qualified Supervision Consultants
- 1.2.6. Preparation of Combined Evaluation report after incorporating comments / recommendations of Financial and Legal Consultants.

1.3. International Consultants for "Third Party Validation" (TPV)

- 1.3.1. Preparation of Expression of Interest (EOI) and evaluation criteria for shortlisting of International Consultants for "Third Party Validation" (TPV)
- 1.3.2. Technical Evaluation of Consultant's proposals applying for prequalification.
- 1.3.3. Preparation of prequalification report after incorporating comments / recommendations of Financial and Legal Consultants.
- 1.3.4. Preparation of RFP including Evaluation criteria for selection of "Third Party Validation" TPV Consultants out of prequalified TPV Consultants
- 1.3.5. Technical evaluation of qualified TPV Consultant's proposals
- 1.3.6. Preparation of Combined Evaluation report after incorporating comments / recommendations of Financial and Legal Consultants.

2. Price

2.1. Financial proposal is to be submitted on Lump Sum basis for following services: -

2.1.1. Foreign Contractors

2.1.2. International Construction Supervision Consultants (Resident type)

2.1.3. International Consultants for "Third Party Validation" (TPV)

3. Mode of Payment

3.1. Payment to the Consultants, for Services at para 1.1, 1.2 and 1.3 shall be made as per following yardstick

3.1.1. Signing of Contract (Mob Advance against Bank Guarantee from Scheduled Bank of Pakistan)	10%	%age is of total fee quoted for all service at para 1.1, 1.2 & 1.3 above
3.1.2. Submission of PQ documents	20%	%age is of fee quoted for the service at para 1.1, 1.2 or 1.3 above
3.1.3. Submission of PQ evaluation report	25%	
3.1.4. Submission of Bid evaluation report	25%	
3.1.5. After award of Work	20%	

4. Duration of Assignment

4.1. Duration of assignment will be as given under: -

S No	Description of Services	Duration (Days)	Remarks
1	<u>Foreign Contractors</u>		
	i. Preparation of evaluation criteria for shortlisting of Foreign Contractors	07	From the date of award of Consultancy Services
	ii. Evaluation of technical outlay submitted in the profiles of contractors applying for pre-qualification.	07	From the date of receipt of application
	iii. Preparation of prequalification report after incorporating comments / recommendations of Financial and Legal Consultants.	04	After receipt of comments from Legal & Financial consultants
	iv. Review & agreement of bidding documents prepared by CNTEX –	07	From the date of award of

S No	Description of Services	Duration (Days)	Remarks
	ECSP JV		Consultancy Services
	v. Technical evaluation of Contractor's Bids.	03	From the date of receipt of Bids
	vi. Preparation of Bid Evaluation report after incorporating comments / recommendations of Financial and Legal Consultants.	05	From the date of receipt of Bids
2	<u>International Construction Supervision Consultants (Resident type)</u>		
	i. Preparation of Expression of Interest (EOI) and evaluation criteria for shortlisting of International Construction Supervision Consultants (Resident type)	07	From the date of award of Consultancy Services
	ii. Technical Evaluation of Consultant's proposals applying for prequalification.	07	From the date of receipt of application
	iii. Preparation of prequalification report after incorporating comments / recommendations of Financial and Legal Consultants	04	After receipt of comments from Legal & Financial consultants
	iv. Preparation of RFP and qualification criteria for selection of International Consultants out of prequalified firms for Resident Type Construction Supervision.	07	From the date of award of Consultancy Services
	v. Technical Evaluation of proposals submitted by the qualified Supervision Consultants	04	From the date of receipt of applications
	vi. Preparation of Combined Evaluation report after incorporating comments / recommendations of Financial and Legal Consultants.	05	After receipt of comments from Legal & Financial consultants
3	<u>International Consultants for "Third Party Validation" (TPV)</u>		
	i. Preparation of Expression of Interest (EOI) and evaluation criteria for shortlisting of	07	From the date of award of Consultancy

S No	Description of Services	Duration (Days)	Remarks
	International Consultants for “Third Party Validation” (TPV)		Services
	ii. Technical Evaluation of Consultant’s proposals applying for prequalification.	07	From the date of receipt of application
	iii. Preparation of prequalification report after incorporating comments / recommendations of Financial and Legal Consultants	04	After receipt of comments from Legal & Financial consultants
	iv. Preparation of RFP including Evaluation criteria for selection of qualified “Third Party Validation” TPV Consultants	07	From the date of award of Consultancy Services
	v. Technical evaluation of qualified TPV consultant’s proposals	04	From the date of receipt of Bids
	vi. Preparation of Combined Evaluation report after incorporating comments / recommendations of Financial and Legal Consultants.	05	After receipt of comments from Legal & Financial consultants

5. Penalty for Delay

- 5.1. Time is the essence of this project so a penalty of 0.25% of the fee for the specific component per day for the delay will be imposed up to a maximum of 10% of the fee for the specific component

SECTION-4: SELECTION CRITERIA

1. Mandatory Requirements

- 1.1. Firm should have license from Pakistan Engineering Council; or shall make Joint Venture with Pakistani consultants; as per Country regulation.
- 1.2. The Firm should have National Tax Number (NTN).
- 1.3. Firm should submit Documentary evidence of financial position / latest bank statement.
- 1.4. Provision of irrelevant / superfluous information may lead to disqualification

2. Selection Criteria

- 2.1. To qualify, applicant must score an aggregate of 70 marks out of 100.
- 2.2. The Selection Criteria is based on the following:

S. No.	Criteria	Max. Marks
A	<u>Profile of Firm</u>	10 Marks
	1. Ownership and Organizational Structure of the firms including year of establishment and office setup.	
	<input type="checkbox"/> Minimum 10-15 years (6 marks)	06 Marks
	<input type="checkbox"/> 15-20 years (additional 2 Marks)	02 Marks
	<input type="checkbox"/> Above 20 years (additional 2 Marks)	02 Marks
B	<u>Experience and Past Performance of the Firm</u>	40 Marks
	(Documentary Proof for each work is to be attached)	
	1. Public Sector Projects of similar nature completed in the last 10 years (12.5 Mark for each project)	25 Marks
	2. Public Sector Projects of similar nature in hand (06 Mark for each project)	12 Marks
	3. Certification with ISO latest standards (Updated)	03 Marks

S. No.		Max. Marks
C	<p><u>Key Personnel Qualification Experience</u> To be full time dedicated for this assignment (PEC registration certificates and CVs of Key Personnel (Engineers) are mandatory to be attached)</p>	20 Marks
	<p>1. Masters degree in relevant discipline from HEC recognized University with a minimum experience of 20 years on projects of similar nature (10 Marks)</p>	10 Marks
	<p>2. B.Sc. Engineers in relative discipline (01 Nos) from HEC recognized University having minimum experience of 15 Years on Projects of Similar nature (05 Marks per Engineer)</p>	05 Marks
	<p>3. Technical support staff specialized in relevant field</p>	05Marks
D	<p><u>Methodology</u> Methodology to undertake the assignment</p>	30 Marks

SECTION 5: 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

[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 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: [Insert a list with full name and address of each associated Consultant]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.

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

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.]

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.]

Firm Background:

Chief Executive Officer:

Chief Financial Officer:

Chief Technical Officer (or equivalent):

B - Consultant's Experience

*[Using the format below, provide information on each assignment completed and in hand 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, **without which marks will not be assigned for the said Project**]*

Assignment name:	Value of the Project (in PKR):
Country: Location within country:	Duration of assignment (months):
Name address & Tel No of Client:	Total No of staff-months (by your firm) on the assignment:
Start date (month/year): Completion date (month/year):	Value of consultancy services provided by the firm under the agreement (in PKR):
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:

**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.]

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.]

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (Maximum 25 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 anticipated problems to be 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, the procedure they will adopt to fulfil the responsibilities and proposed technical and support staff.]

FORM TECH-5 TEAM COMPOSITION AND TASK ASSIGNMENTS

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

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.]:

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

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: _____
Year: _____
Location: _____
Client: _____
Main project features: _____
Positions held: _____
Activities performed: _____

2) Name of assignment or project: _____
Year: _____
Location: _____
Client: _____
Main project features: _____
Positions held: _____
Activities performed: _____

3) Name of assignment or project: _____
Year: _____
Location: _____
Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

[Unroll the project details group and continue numbering (4, 5, ...) as many times as is required]

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: _____

FORM TECH-7 STAFFING SCHEDULE¹

Full time input

Part time input

Year: _____																
No	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 ³	Field	Total
1	[Home]															
	[Field]															
2																
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

FORM TECH-8 WORK SCHEDULE

		Year:											
N°	Activity ¹	Months ²											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1													
2													
3													
4													
5													
n													

- 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 6: FINANCIAL PROPOSAL - STANDARD FORMS

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

FORM 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 figures¹]. This amount is inclusive of all taxes including sales tax, withholding tax, income tax and etc.

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

Fee to be quoted on Lump sum basis

Item	Costs
	Pak Rupees
Foreign Contractors	
International Construction Supervision Consultants (Resident type)	
International Consultants for "Third Party Validation"(TPV)	
Total	

(Pak Rupees _____)

Signature of Authorized Person

Name:-

Seal



Punjab Industrial Estates Development and Management Company

PROCUREMENT OF FINANCIAL CONSULTANTS FOR QUID-E-AZAM APPAREL PARK (QAAP) PROJECT SHIEKHUPURA REQUEST FOR PROPOSAL (RFP)



Head Office:

Commercial Area (North), Sundar Industrial Estate,
Sundar-Raiwind Road, Lahore.

Tel :- 042-35297203-6 Fax :- 042-35297207

City Office:

27-Egerton Road, 3rd Floor Ajmal house,
Adjacent Hotel Holiday Inn, Lahore.

Tel :- 042-99203661-3 Fax :- 042-99203660

URL: www.pie.com.pk, Email: info@pie.com.pk

Background

Punjab Government has set up Punjab Industrial Estates (P.I.E.) Development and Management Company to achieve orderly, planned and rapid industrialization of the Punjab by developing new industrial estates and managing the existing industrial estates in a dynamic and innovative manner with a view to providing turnkey solutions to the prospective entrepreneurs thereby generating economic activity and creating mass employment opportunities.

The Government of Punjab (GoP) has initiated a project of “Quaid-e-Azam Apparel Park (QAAP)” and PIEDMC has been made responsible for its execution. The project is located on M-2, motorway near district Sheikupura, in order to facilitate the textile, garment & apparel sector all over the Pakistan.

Benefits/ Importance of Industrial Estate

The importance of establishment of modern industrial parks/estates cannot be over emphasized in the present era of rapid growth of industrialization. Experience in the country and elsewhere strongly indicates that industries thrive better when established in a planned environment of an industrial estate.

The benefits of industrial estates include:

- i. Structured platform available to set up industries.
- ii. Support services/ utilities provided at one location.
- iii. Availability of skilled/ unskilled manpower
- iv. Strength of each region can be capitalized
- v. Relatively secure environment.
- vi. Easy to comply with environmental regulations

Presently, there is neither any organized or planned Garment/Apparel Zone neither in Punjab nor in the entire Country. Therefore, there is an utmost need for establishment of state-of-the-art Apparel / Garment Zone to encourage and promote garment related industrial activity. It can also become a source of foreign investment by projecting to international industrial community; in particular, South Asia, China and Central Asian States. As a matter of fact, establishment of Garment Zone will bring prosperity to the entire region at local and national levels. Since, the focus of Apparel / Garment Zone will be largely on industries like textiles and garments but allied and other general industries related to textile and garment will also be given the same importance as these industries will serve a major role in supporting and supplying to the main industries. There will also

be opportunities for industries producing value additions products, therefore planning and development be carried out in light of their (all types of textile, garment and related industries) combined technical and financial parameters.

The Apparel Zone will be developed on about 1536 acres which can meet the requirements to provide maximum possible facilities including infrastructure, amenities, CETP and grid station etc. to the potential industrialists.

Project Location

The proposed project is located on M-2, Motorway, District Sheikhupura, 40 km from the Lahore, provincial capital of Punjab province. The satellite image showing the location plan of QAAP project is attached.



Figure 1 Location Plan of Quaid-e-Azam Apparel Park

The approach roads connectivity details has also been given below:



Project Description

This assignment is for establishment of apparel industry at district Sheikhupura, first of its kind in the country, on a most advantageous location i.e. Motorway (M-2), with very powerful features. The Salient Features of projects are as follows:

- i. Recommended as Special Economic Zone (SEZ) by the Government of the Punjab to Federal Govt.
- ii. 1536 acres land is earmarked for the said project (QAAP).
- iii. Well located (40 kilometers away from Lahore city and 15 kilometers from District Sheikhupura).
- iv. 1.5 kilometers from existing overhead bridge on Motorway (M-2) which is being developed as an interchange to link directly with the site.
- v. All the utilities (Electricity, Sui Gas, Telephone etc) are within 10 kilometers range.
- vi. Plain land with minimal level differences, therefore, no problem for drainage.
- vii. Mix of agricultural, sandy land with normal soil strata.
- viii. Four kilometers away from Chichoo kee Mallyan railway station.
- ix. Also easily accessible from Lahore- Sheikhupura road other than Motorway
- x.

Purpose of the Document

The purpose of this document is to engage eligible, well versed Legal Consultants, for Development Works of Quaid-e-Azam Apparel Park in District Sheikhpura.

Brief of Works to be Carried Out

The consultant will provide the Legal services for following activities: -

- i. Prequalification of Constructors / Consultants
- ii. Tendering Process

Request For Proposal (RFP)

1. This Request for Proposals (RFP) consists of the following Parts:

- 1.1. Section-1 Letter of Invitation
- 1.2. Section-2 Terms and Conditions
- 1.3. Section-3 Scope of Work and Terms of Reference (TOR)
- 1.4. Section-4 Selection Criteria
- 1.5. Section-5 Technical Forms
- 1.6. Section-6 Financial Forms

SECTION-1: LETTER OF INVITATION

SUBJECT: REQUEST FOR PROPOSAL – PROCUREMENT OF FINANCIAL CONSULTANTS FOR QUID-E-AZAM APPAREL PARK (QAAP) PROJECT.

Dear Sir,

1. The Punjab Industrial Estates Development and Management Company (PIEDMC) is in the process of Development of Quid-e-Azam Apparel Park in Distt. Shiekhupura. We hereby invite proposals to provide the consultancy services for this assignment, the details of which are provided in the attached Terms of Reference (TOR).
2. The proposals should be addressed to:

General Manager-Planning & Contracts

Punjab Industrial Estates

Development and Management Company

Commercial Area North, Sundar Industrial Estate

Raiwind Road, Lahore.

3. The Consultant will be selected under “**Quality and Cost Based Selection**” (QCBS) method and procedures described in this RFP, in accordance with the guide lines issued by the Pakistan Engineering Council (PEC).
4. The RFP includes the following additional documents:
 - Section 2 – Terms and Conditions (including Data Sheet)
 - Section 3 – Scope of Work and Terms of Reference (TOR)
 - Section 4 – Selection Criteria
 - Section 5 - Technical Proposal - Standard Forms
 - Section 6 - Financial Proposal - Standard Forms
 - Section 7- Draft Agreement

5. It is mandatory for proposals to be made using the Standard Forms provided with this 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.
6. Firms should submit details of 2 of their most relevant assignments for technical evaluation using the prescribed format. Assignments submitted beyond the given number will not be considered.
7. CVs of key personnel should provide details of up to 5 projects done by the individual in the past 10 years.
8. The assignment is expected to commence in October 2016.
9. The proposals must reach the office on or before **17th October 2016**.

Yours faithfully,

(Muhammad Javed Ilyas)
General Manager-Planning & Contracts

SECTION 2: TERMS AND CONDITIONS

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) "Engineer" means General Manager Technical PIEDMC
- (g) "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.
- (h) "Instructions to Consultants" means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.
- (i) "LOI" means the Letter of Invitation included in the RFP as Section 1 being sent by the Client to the shortlisted Consultants.
- (j) "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.
- (k) "Proposals" means the Technical Proposal and the Financial Proposal.
- (l) "RFP" means the Request for Proposal to be prepared by the Client for the selection of Consultants, based on the Standard RFP.
- (m) "Services" means the work to be performed by the Consultant pursuant to the Agreement.
- (n) "Sub-Consultant" means any person or entity who is engaged by the Consultant with permission of the Client for any part of work / assignment.
- (o) "Terms of Reference" (TOR) means the document included in the RFP as Section 3 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 shortlisted 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 about 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 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 a shortlisted Consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Client shall make available to all shortlisted 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 6).

**Only one
Proposal
Proposal
Validity**

1.10 Shortlisted Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.

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.

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| Eligibility of Sub-Consultants | 1.12 In case a shortlisted Consultant intends to associate with Consultants who have not been shortlisted and/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 | <p>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.</p> <p>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.</p> |
| 3. Preparation of Proposals | <p>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.</p> <p>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.</p> <p>3.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:</p> <p style="margin-left: 40px;">(a) If a shortlisted 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 either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if so indicated in the Data Sheet. A shortlisted Consultant must first obtain the approval of the Client if it wishes to enter into a joint venture with any other shortlisted Consultant(s). In case of association with non-shortlisted Consultant(s), the shortlisted Consultant shall act as association leader. 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.</p> |

- (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 5). 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 5. 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 5).
- (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 5. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 5) 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 5).
 - (e) Estimates of the staff input (staff-months of foreign and local professionals) needed to carry out the assignment (Form TECH-7 of Section 5). 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 5) 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 6). 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 foreign and 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 nonresident 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. Any such amounts shall not be included in the Financial Proposal as they will not be evaluated, but they will be discussed at agreement negotiations, and applicable amounts will be included in the Agreement.
- 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 6.

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 5, and FIN-1 of Section 6.
- 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 cause 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	Applicable as per PPRA Rules 2014.
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	7.1	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.
	7.2	The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.
8. Confidentiality	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.
9. Provisional Sums	9.1	"Provisional Sum" means a sum included in the Contract and so designated in the Bill of Quantities for the execution of any part of the Works or for the supply of goods, materials, Plant or services, or for contingencies, which sum may be used, in whole or in part, or not at all, on the instructions of the Engineer. The Consultant shall be entitled to only such amounts in respect of the work, supply or contingencies to which such Provisional Sums relate as the Project Director (PD) shall determine in accordance with this Clause. The Project Director (PD) shall notify the Contractor of any

determination made under this Sub-Clause, with a copy to the Engineer.

- 9.2 In respect of every Provisional Sum the Project Director (PD) shall have authority to issue instructions for the execution of work or for the supply of goods, material, Plant or services by the Contractor, in which case the Consultant shall be entitled to an amount equal to the value thereof as approved by the Engineer.
- 9.3 The Consultant shall produce to the PD all quotations, invoices, vouchers and accounts or receipts in connection with expenditure in respect of Provisional Sums, except where work is valued in accordance with rates or prices set out in the Financial Proposal.

DATA SHEET

Paragraph Reference	
Definitions (i)	Delete the word “ shortlisted ” from line 2
1.1	Name of the Client: Punjab Industrial Estates Development and Management Company (PIEDMC). Method of selection: Quality and Cost Based Selection Method (QCBS)
1.2	Delete the word “ shortlisted ” from line 1 Name of the assignment is as given in LOI to this document
1.3	Client’s representative: General Manager Planning & Contracts A pre-proposal conference will be held: Nil
1.4	PIEDMC will provide all available details regarding the project on request by the Consultants
1.6.4	Delete the word “ shortlisted ” from line 1 & 4
1.10	Delete the word “ shortlisted ” from line 1
1.11	Proposals must remain valid for 90 days after the submission date.
1.12	Delete the word “ shortlisted ” from line 1 & 2
2.1	Clarifications may be requested not later than 05 days before the submission date. The address for requesting clarifications is: same as Para 4.5
3.1	Proposals shall be submitted in English language
3.3 (a)	Delete the clause and replace with “ Consultants may associate with other Consultants to enhance its expertise for the assignment ”
3.3 (b)	NOT APPLICABLE
3.4 (a)	Firms should submit details of 2 assignments.
3.4 (f)	CVs should contain details on up to 5 projects done by the individual in the past 10 years.
3.4 (g)	Training is a specific component of this assignment: NO

3.7	Financial Proposal to be inclusive of all Levies and Taxes by Provincial and Federal Govt
3.8	NOT APPLICABLE
4.3	Consultant must submit the original and 1 copy of the Technical Proposal, and the original only of the Financial Proposal.
4.5	<p>The Proposal submission address is:</p> <p style="text-align: center;">General Manager-Planning & Contracts Punjab Industrial Estates Development and Management Company Commercial Area North, Sundar Industrial Estate, Raiwind Road, Lahore.</p> <p style="text-align: center;">Phone (Office):- 042-35297203-6 Fax:- 042-35297207 e-mail:- javedilyas355@hotmail.com</p> <p>Proposals must be submitted not later than the following date and time: <u>As per Letter of Invitation (LOI).</u></p>
5.7	<p>The weights given to the Technical (T) and Financial Proposals (F) are: T = 80% F = 20%</p> <p>The formula for determining the financial scores is the following: <i>[Insert either the following formula]</i></p> <p>i. Technical Bid Score: (Marks obtained by Firm / 100) * 80% = ii. Financial Bid Score : (M/B) * 20%</p> <p style="margin-left: 40px;">M → Minimum Bid B → the Bid</p>

SECTION-3: SCOPE OF WORK & TERMS OF REFERENCE (TOR)

1. Consultants will provide following services.

1.1. Foreign Contractors

1.1.1. Evaluation of financial outlay provided in the profile of Contractors applying for pre-qualification.

1.1.2. Evaluation of financial bids submitted by the contractors

1.2. International Construction Supervision Consultants (Resident type)

1.2.1. Evaluation of financial outlay provided in the profile of the consulting firms applying for shortlisting as Supervision Consultants.

1.2.2. Evaluation of Financial proposals submitted by the Supervision Consultants.

1.3. International Consultants for “Third Party Validation” (TPV)

1.3.1. Evaluation of financial outlay provided in the profile of Consulting firms applying for shortlisting as TPV Consultants.

1.3.2. Evaluation of Financial proposals submitted by the TPV Consultants.

1.4. Business and Marketing Plan

1.4.1. Preparation and submission of Business and Marketing plan for the Project

2. Price

2.1. Financial proposal is to be submitted on Lump Sum basis for following services: -

2.1.1. Foreign Contractors

2.1.2. International Construction Supervision Consultants (Resident type)

2.1.3. International Consultants for “Third Party Validation” (TPV)

2.1.4. Business and Marketing plan

3. Mode of Payment

3.1. Payment to the Consultants, for Services at para 1.1, 1.2 and 1.3 shall be made as per following yardstick

3.1.1. Signing of Contract (Mob Advance against Bank Guarantee from Scheduled Bank of Pakistan)	10%	%age is of total fee quoted for all service at para 1.1, 1.2 & 1.3 above
3.1.2. Leal evaluation of Contractor's / Consultant's documents	35%	%age is of fee quoted for the service at para 1.1, 1.2 or 1.3 above
3.1.3. Legal evaluation of Financial Bid / Proposal	35%	
3.1.4. After award of Work	20%	

3.2. Payment to the Consultant for services at para 1.4 shall be made as per following yardstick

1.1.1. Signing of Contract (Mob Advance against Bank Guarantee from Scheduled Bank of Pakistan)	10%	%age is of fee quoted for relevant service at para 1.4 above
1.1.2. Submission Draft Business and Marketing plan	40%	
1.1.3. Submission Final Business and Marketing Plan	50%	

2. Duration of Assignment

2.1. Duration of assignment will be as given under: -

S No	Description of Services	Duration (Days)	Remarks
1	<u>Foreign Contractors</u>		
	i. Evaluation of financial outlay provided in the profile of Contractors applying for pre-qualification.	03	From the date of submission by Tech Consultants
	ii. Evaluation of financial bids submitted by the contractors	03	From the date of submission by Tech Consultants
2	<u>International Construction Supervision Consultants (Resident type)</u>		
	i. Evaluation of financial outlay provided in the profile of the consulting firms applying for shortlisting as Supervision Consultants.	03	From the date of submission by Tech Consultants
	ii. Evaluation of Financial proposals submitted by the Supervision Consultants.	03	From the date of submission by Tech Consultants
3	<u>International Consultants for "Third Party Validation" (TPV)</u>		
	i. Evaluation of financial outlay provided in the profile of Consulting firms applying for shortlisting as TPV Consultants.	03	From the date of submission by Tech Consultants
	ii. Evaluation of Financial proposals submitted by the TPV	03	From the date of submission

S No	Description of Services	Duration (Days)	Remarks
	Consultants.		by Tech Consultants
4	<u>Business and Marketing Plan</u>		
	i. Submission of Draft Business and Marketing plan	30	From the date of award of Consultant's services
	ii. Submission of Final Business and Marketing Plan	10	From the date of approval of draft Business Plan

3. Penalty for Delay

- 3.1.** Time is the essence of this project so a penalty of 0.25% of the fee for the specific component per day will be imposed for the delay up to a maximum of 10% of the fee for the specific component

SECTION-4: SELECTION CRITERIA

1. Mandatory Requirements

- 1.1. Firm should have license from Pakistan Engineering Council; or shall make Joint Venture with Pakistani consultants; as per Country regulation.
- 1.2. The Firm should have National Tax Number (NTN).
- 1.3. Firm should submit Documentary evidence of financial position / latest bank statement.
- 1.4. Provision of irrelevant / superfluous information may lead to disqualification

2. Selection Criteria

- 2.1. To qualify, applicant must score an aggregate of 70 marks out of 100.
- 2.2. The Selection Criteria is based on the following:

S. No.	Criteria	Max. Marks
A	<u>Profile of Firm</u>	10 Marks
	1. Ownership and Organizational Structure of the firms including year of establishment and office setup.	
	<input type="checkbox"/> Minimum 10-15 years (6 marks)	06 Marks
	<input type="checkbox"/> 15-20 years (additional 2 Marks)	02 Marks
	<input type="checkbox"/> Above 20 years (additional 2 Marks)	02 Marks
B	<u>Experience and Past Performance of the Firm</u> (Documentary Proof for each work is to be attached)	40 Marks
	1. Public Sector Projects of similar nature completed in the last 10 years (12.5 Mark for each project)	25 Marks
	2. Public Sector Projects of similar nature in hand (06 Mark for each project)	12 Marks
	3. Certification with ISO latest standards (Updated)	03 Marks
C	<u>Key Personnel Qualification Experience</u> To be full time dedicated for this assignment (CVs of Key Personnel are mandatory to be attached)	20 Marks
	1. Masters degree in relevant discipline from HEC recognized University with a minimum experience of 20 years on projects of similar nature (10 Marks)	10 Marks
	2. Bachelor Degree in relative discipline (01 Nos) from HEC recognized University having minimum experience of 15 Years on Projects of Similar nature (05 Marks per Engineer)	05 Marks
	3. Technical support staff specialized in relevant field	05Marks

D **Methodology**

30 Marks

Methodology to undertake the assignment

SECTION 5: 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

[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 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: [Insert a list with full name and address of each associated Consultant]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.

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

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.]

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.]

Firm Background:

Chief Executive Officer:

Chief Financial Officer:

Chief Technical Officer (or equivalent):

B - Consultant's Experience

*[Using the format below, provide information on each assignment completed and in hand 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, **without which marks will not be assigned for the said Project**]*

Assignment name:	Value of the Project (in PKR):
Country: Location within country:	Duration of assignment (months):
Name address & Tel No of Client:	Total No of staff-months (by your firm) on the assignment:
Start date (month/year): Completion date (month/year):	Value of consultancy services provided by the firm under the agreement (in PKR):
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:

**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.]

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.]

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (Maximum 25 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 anticipated problems to be 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, the procedure they will adopt to fulfil the responsibilities and proposed technical and support staff.]

FORM TECH-5 TEAM COMPOSITION AND TASK ASSIGNMENTS

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

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.]:

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

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: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

2) Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

3) Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____
Positions held: _____
Activities performed: _____
 <i>[Unroll the project details group and continue numbering (4, 5, ...) as many times as is required]</i>

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: _____

FORM TECH-7 STAFFING SCHEDULE¹

Full time input

Part time input

Year:		Staff input (in the form of a bar chart) ²												Total staff-month input		
No	Name of Staff	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Home	Field ³	Total
1	[Home]															
	[Field]															
2																
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

FORM TECH-8 WORK SCHEDULE

		Year:											
N°	Activity ¹	Months ²											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1													
2													
3													
4													
5													
n													

- 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 6: FINANCIAL PROPOSAL - STANDARD FORMS

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

FORM 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 figures¹]. This amount is inclusive of all taxes including sales tax, withholding tax, income tax and etc.

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

Fee to be quoted on Lump sum basis

Item	Costs
	Pak Rupees
Foreign Contractors	
International Construction Supervision Consultants (Resident type)	
International Consultants for "Third Party Validation"(TPV)	
Business and Marketing Plan	
Total	

(Pak Rupees _____)

Signature of Authorized Person

Name:-

Seal



Punjab Industrial Estates Development and Management Company

PROCUREMENT OF LEGAL CONSULTANTS FOR QUID-E-AZAM APPAREL PARK (QAAP) PROJECT SHIEKHUPURA REQUEST FOR PROPOSAL (RFP)



Head Office:

Commercial Area (North), Sundar Industrial Estate,
Sundar-Raiwind Road, Lahore.

Tel :- 042-35297203-6 Fax :- 042-35297207

City Office:

27-Egerton Road, 3rd Floor Ajmal house,
Adjacent Hotel Holiday Inn, Lahore.

Tel :- 042-99203661-3 Fax :- 042-99203660

URL: www.pie.com.pk, Email: info@pie.com.pk

Background

Punjab Government has set up Punjab Industrial Estates (P.I.E.) Development and Management Company to achieve orderly, planned and rapid industrialization of the Punjab by developing new industrial estates and managing the existing industrial estates in a dynamic and innovative manner with a view to providing turnkey solutions to the prospective entrepreneurs thereby generating economic activity and creating mass employment opportunities.

The Government of Punjab (GoP) has initiated a project of “Quaid-e-Azam Apparel Park (QAAP)” and PIEDMC has been made responsible for its execution. The project is located on M-2, motorway near district Sheikupura, in order to facilitate the textile, garment & apparel sector all over the Pakistan.

Benefits/ Importance of Industrial Estate

The importance of establishment of modern industrial parks/estates cannot be over emphasized in the present era of rapid growth of industrialization. Experience in the country and elsewhere strongly indicates that industries thrive better when established in a planned environment of an industrial estate.

The benefits of industrial estates include:

- i. Structured platform available to set up industries.
- ii. Support services/ utilities provided at one location.
- iii. Availability of skilled/ unskilled manpower
- iv. Strength of each region can be capitalized
- v. Relatively secure environment.
- vi. Easy to comply with environmental regulations

Presently, there is neither any organized or planned Garment/Apparel Zone neither in Punjab nor in the entire Country. Therefore, there is an utmost need for establishment of state-of-the-art Apparel / Garment Zone to encourage and promote garment related industrial activity. It can also become a source of foreign investment by projecting to international industrial community; in particular, South Asia, China and Central Asian States. As a matter of fact, establishment of Garment Zone will bring prosperity to the entire region at local and national levels. Since, the focus of Apparel / Garment Zone will be largely on industries like textiles and garments but allied and other general industries related to textile and garment will also be given the same importance as these industries will serve a major role in supporting and supplying to the main industries. There will also

be opportunities for industries producing value additions products, therefore planning and development be carried out in light of their (all types of textile, garment and related industries) combined technical and financial parameters.

The Apparel Zone will be developed on about 1536 acres which can meet the requirements to provide maximum possible facilities including infrastructure, amenities, CETP and grid station etc. to the potential industrialists.

Project Location

The proposed project is located on M-2, Motorway, District Sheikhupura, 40 km from the Lahore, provincial capital of Punjab province. The satellite image showing the location plan of QAAP project is attached.



Figure 1 Location Plan of Quaid-e-Azam Apparel Park

The approach roads connectivity details has also been given below:



Project Description

This assignment is for establishment of apparel industry at district Sheikhupura, first of its kind in the country, on a most advantageous location i.e. Motorway (M-2), with very powerful features. The Salient Features of projects are as follows:

- i. Recommended as Special Economic Zone (SEZ) by the Government of the Punjab to Federal Govt.
- ii. 1536 acres land is earmarked for the said project (QAAP).
- iii. Well located (40 kilometers away from Lahore city and 15 kilometers from District Sheikhupura).
- iv. 1.5 kilometers from existing overhead bridge on Motorway (M-2) which is being developed as an interchange to link directly with the site.
- v. All the utilities (Electricity, Sui Gas, Telephone etc) are within 10 kilometers range.
- vi. Plain land with minimal level differences, therefore, no problem for drainage.
- vii. Mix of agricultural, sandy land with normal soil strata.
- viii. Four kilometers away from Chichoo kee Mallyan railway station.
- ix. Also easily accessible from Lahore- Sheikhupura road other than Motorway
- x.

Purpose of the Document

The purpose of this document is to engage eligible, well versed Legal Consultants, for Development Works of Quaid-e-Azam Apparel Park in District Sheikhpura.

Brief of Works to be Carried Out

The consultant will provide the Legal services for following activities: -

- i. Prequalification of Constructors / Consultants
- ii. Tendering Process

Request For Proposal (RFP)

1. This Request for Proposals (RFP) consists of the following Parts:

- 1.1. Section-1 Letter of Invitation
- 1.2. Section-2 Terms and Conditions
- 1.3. Section-3 Scope of Work and Terms of Reference (TOR)
- 1.4. Section-4 Selection Criteria
- 1.5. Section-5 Technical Forms
- 1.6. Section-6 Financial Forms

SECTION-1: LETTER OF INVITATION

SUBJECT: REQUEST FOR PROPOSAL – PROCUREMENT OF LEGAL CONSULTANTS FOR QUID-E-AZAM APPAREL PARK (QAAP) PROJECT.

Dear Sir,

1. The Punjab Industrial Estates Development and Management Company (PIEDMC) is in the process of Development of Quid-e-Azam Apparel Park in Distt. Shiekhupura. We hereby invite proposals to provide the consultancy services for this assignment, the details of which are provided in the attached Terms of Reference (TOR).
2. The proposals should be addressed to:

General Manager-Planning & Contracts

Punjab Industrial Estates

Development and Management Company

Commercial Area North, Sundar Industrial Estate

Raiwind Road, Lahore.

3. The Consultant will be selected under “**Quality and Cost Based Selection**” (QCBS) method and procedures described in this RFP, in accordance with the guide lines issued by the Pakistan Engineering Council (PEC).
4. The RFP includes the following additional documents:
 - Section 2 – Terms and Conditions (including Data Sheet)
 - Section 3 – Scope of Work and Terms of Reference (TOR)
 - Section 4 – Selection Criteria
 - Section 5 - Technical Proposal - Standard Forms
 - Section 6 - Financial Proposal - Standard Forms
 - Section 7- Draft Agreement

5. It is mandatory for proposals to be made using the Standard Forms provided with this 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.
6. Firms should submit details of 2 of their most relevant assignments for technical evaluation using the prescribed format. Assignments submitted beyond the given number will not be considered.
7. CVs of key personnel should provide details of up to 5 projects done by the individual in the past 10 years.
8. The assignment is expected to commence in October 2016.
9. The proposals must reach the office on or before **17th October 2016**.

Yours faithfully,

(Muhammad Javed Ilyas)
General Manager-Planning & Contracts

SECTION 2: TERMS AND CONDITIONS

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) "Engineer" means General Manager Technical PIEDMC
- (g) "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.
- (h) "Instructions to Consultants" means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.
- (i) "LOI" means the Letter of Invitation included in the RFP as Section 1 being sent by the Client to the shortlisted Consultants.
- (j) "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.
- (k) "Proposals" means the Technical Proposal and the Financial Proposal.
- (l) "RFP" means the Request for Proposal to be prepared by the Client for the selection of Consultants, based on the Standard RFP.
- (m) "Services" means the work to be performed by the Consultant pursuant to the Agreement.
- (n) "Sub-Consultant" means any person or entity who is engaged by the Consultant with permission of the Client for any part of work / assignment.
- (o) "Terms of Reference" (TOR) means the document included in the RFP as Section 3 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 shortlisted 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 about 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 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 a shortlisted Consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Client shall make available to all shortlisted 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 6).

**Only one
Proposal
Proposal
Validity**

1.10 Shortlisted Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.

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 shortlisted Consultant intends to associate with Consultants who have not been shortlisted and/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 a shortlisted 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 either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if so indicated in the Data Sheet. A shortlisted Consultant must first obtain the approval of the Client if it wishes to enter into a joint venture with any other shortlisted Consultant(s). In case of association with non-shortlisted Consultant(s), the shortlisted Consultant shall act as association leader. 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 5). 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 5. 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 5).
- (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 5. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 5) 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 5).
 - (e) Estimates of the staff input (staff-months of foreign and local professionals) needed to carry out the assignment (Form TECH-7 of Section 5). 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 5) 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 6). 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 foreign and 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 nonresident 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. Any such amounts shall not be included in the Financial Proposal as they will not be evaluated, but they will be discussed at agreement negotiations, and applicable amounts will be included in the Agreement.
- 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 6.

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 5, and FIN-1 of Section 6.
- 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 cause 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	Applicable as per PPRA Rules 2014.
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	7.1	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.
	7.2	The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.
8. Confidentiality	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.
9. Provisional Sums	9.1	"Provisional Sum" means a sum included in the Contract and so designated in the Bill of Quantities for the execution of any part of the Works or for the supply of goods, materials, Plant or services, or for contingencies, which sum may be used, in whole or in part, or not at all, on the instructions of the Engineer. The Consultant shall be entitled to only such amounts in respect of the work, supply or contingencies to which such Provisional Sums relate as the Project Director (PD) shall determine in accordance with this Clause. The Project Director (PD) shall notify the Contractor of any

determination made under this Sub-Clause, with a copy to the Engineer.

- 9.2 In respect of every Provisional Sum the Project Director (PD) shall have authority to issue instructions for the execution of work or for the supply of goods, material, Plant or services by the Contractor, in which case the Consultant shall be entitled to an amount equal to the value thereof as approved by the Engineer.
- 9.3 The Consultant shall produce to the PD all quotations, invoices, vouchers and accounts or receipts in connection with expenditure in respect of Provisional Sums, except where work is valued in accordance with rates or prices set out in the Financial Proposal.

DATA SHEET

Paragraph Reference	
Definitions (i)	Delete the word “ shortlisted ” from line 2
1.1	Name of the Client: Punjab Industrial Estates Development and Management Company (PIEDMC) . Method of selection: Quality and Cost Based Selection Method (QCBS)
1.2	Delete the word “ shortlisted ” from line 1 Name of the assignment is as given in LOI to this document
1.3	Client’s representative: General Manager Planning & Contracts A pre-proposal conference will be held: Nil
1.4	PIEDMC will provide all available details regarding the project on request by the Consultants
1.6.4	Delete the word “ shortlisted ” from line 1 & 4
1.10	Delete the word “ shortlisted ” from line 1
1.11	Proposals must remain valid for 90 days after the submission date.
1.12	Delete the word “ shortlisted ” from line 1 & 2
2.1	Clarifications may be requested not later than 05 days before the submission date. The address for requesting clarifications is: same as Para 4.5
3.1	Proposals shall be submitted in English language
3.3 (a)	Delete the clause and replace with “ Consultants may associate with other Consultants to enhance its expertise for the assignment ”
3.3 (b)	NOT APPLICABLE
3.4 (a)	Firms should submit details of 2 assignments.
3.4 (f)	CVs should contain details on up to 5 projects done by the individual in the past 10 years.
3.4 (g)	Training is a specific component of this assignment: NO

3.7	Financial Proposal to be inclusive of all Levies and Taxes by Provincial and Federal Govt
3.8	NOT APPLICABLE
4.3	Consultant must submit the original and 1 copy of the Technical Proposal, and the original only of the Financial Proposal.
4.5	<p>The Proposal submission address is:</p> <p style="text-align: center;">General Manager-Planning & Contracts Punjab Industrial Estates Development and Management Company Commercial Area North, Sundar Industrial Estate, Raiwind Road, Lahore.</p> <p style="text-align: center;">Phone (Office):- 042-35297203-6 Fax:- 042-35297207 e-mail:- javedilyas355@hotmail.com</p> <p>Proposals must be submitted not later than the following date and time: <u>As per Letter of Invitation (LOI).</u></p>
5.7	<p>The weights given to the Technical (T) and Financial Proposals (F) are: T = 80% F = 20%</p> <p>The formula for determining the financial scores is the following: <i>[Insert either the following formula]</i></p> <p>i. Technical Bid Score: (Marks obtained by Firm / 100) * 80% = ii. Financial Bid Score : (M/B) * 20%</p> <p style="margin-left: 40px;">M → Minimum Bid B → the Bid</p>

SECTION-3: SCOPE OF WORK & TERMS OF REFERENCE (TOR)

1. Consultants will provide following services.

1.1. Foreign Contractors

- 1.1.1. Legal Evaluation of documents submitted by the contracting firms applying for Prequalification.
- 1.1.2. Legal Evaluation of documents submitted by the contracting firms with the Bids.

1.2. International Construction Supervision Consultants (Resident type)

- 1.2.1. Legal Evaluation of documents submitted by the Supervision Consultants for prequalification.
- 1.2.2. Legal Evaluation of the documents submitted by the Supervision Consultants with their Proposals.

1.3. International Consultants for “Third Party Validation” (TPV)

- 1.3.1. Legal Evaluation of documents submitted by the TPV Consultants for prequalification.
- 1.3.2. Legal Evaluation of documents submitted by the TPV Consultants with their Proposals.

2. Price

2.1. Financial proposal is to be submitted on Lump Sum basis for following services: -

- 2.1.1. Foreign Contractors
- 2.1.2. International Construction Supervision Consultants (Resident type)
- 2.1.3. International Consultants for “Third Party Validation” (TPV)

3. Mode of Payment

3.1. Payment to the Consultants, for Services at para 1.1, 1.2 and 1.3 shall be made as per following yardstick

3.1.1. Signing of Contract (Mob Advance against Bank Guarantee from Scheduled Bank of Pakistan)	10%	%age is of total fee quoted for all service at para 1.1, 1.2 & 1.3 above
3.1.2. Leal evaluation of Contractor's / Consultant's documents	35%	%age is of fee quoted for the service at para 1.1, 1.2 or 1.3 above
3.1.3. Legal evaluation of Financial Bid / Proposal	35%	
3.1.4. After award of Work	20%	

4. Duration of Assignment

4.1. Duration of assignment will be as given under: -

S No	Description of Services	Duration (Days)	Remarks
1	<u>Foreign Contractors</u>		
	i. Legal Evaluation of documents submitted by the contracting firms applying for Prequalification.	03	From the date of submission by Tech Consultants
	ii. Legal Evaluation of documents submitted by the contracting firms with the Bids.	03	From the date of submission by Tech Consultants
2	<u>International Construction Supervision Consultants (Resident type)</u>		
	i. Legal Evaluation of documents submitted by the consultancy firms applying for Prequalification.	03	From the date of submission by Tech Consultants
	ii. Legal Evaluation of documents submitted by the consultancy firms with the Financial Proposal.	03	From the date of submission by Tech Consultants
3	<u>International Consultants for "Third Party Validation" (TPV)</u>		
	i. Legal Evaluation of documents submitted by the consultancy firms applying for Prequalification.	03	From the date of submission by Tech Consultants
	ii. Legal Evaluation of documents submitted by the consultancy firms with the Financial Proposal	03	From the date of submission by Tech Consultants

5. Penalty for Delay

5.1. Time is the essence of this project so a penalty of 0.25% of the fee for the specific component per day will be imposed for the delay up to a maximum of 10% of the fee for the specific component

SECTION-4: SELECTION CRITERIA

1. Mandatory Requirements

- 1.1. Firm should have license from Pakistan Engineering Council; or shall make Joint Venture with Pakistani consultants; as per Country regulation.
- 1.2. The Firm should have National Tax Number (NTN).
- 1.3. Firm should submit Documentary evidence of financial position / latest bank statement.
- 1.4. Provision of irrelevant / superfluous information may lead to disqualification

2. Selection Criteria

- 2.1. To qualify, applicant must score an aggregate of 70 marks out of 100.
- 2.2. The Selection Criteria is based on the following:

S. No.	Criteria	Max. Marks
A	<u>Profile of Firm</u>	10 Marks
	1. Ownership and Organizational Structure of the firms including year of establishment and office setup.	
	<input type="checkbox"/> Minimum 10-15 years (6 marks)	06 Marks
	<input type="checkbox"/> 15-20 years (additional 2 Marks)	02 Marks
	<input type="checkbox"/> Above 20 years (additional 2 Marks)	02 Marks
B	<u>Experience and Past Performance of the Firm</u> (Documentary Proof for each work is to be attached)	40 Marks
	1. Public Sector Projects of similar nature completed in the last 10 years (12.5 Mark for each project)	25 Marks
	2. Public Sector Projects of similar nature in hand (06 Mark for each project)	12 Marks
	3. Certification with ISO latest standards (Updated)	03 Marks
C	<u>Key Personnel Qualification Experience</u> To be full time dedicated for this assignment (CVs of Key Personnel are mandatory to be attached)	20 Marks
	1. Masters degree in relevant discipline from HEC recognized University with a minimum experience of 20 years on projects of similar nature out of 5 years must be as Advocate Supreme Court and 10 Years as Advocate High Court (10 Marks)	10 Marks

2. Bachelor Degree in relative discipline (01 Nos) from HEC recognized University having minimum experience of 15 Years on Projects of Similar nature out of which 03 years must be as Advocate High Court (05 Marks per Engineer) 05 Marks
3. Technical support staff specialized in relevant field 05Marks

D Methodology 30 Marks

Methodology to undertake the assignment

SECTION 5: 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

[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 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: [Insert a list with full name and address of each associated Consultant]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.

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

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.]

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.]

Firm Background:

Chief Executive Officer:

Chief Financial Officer:

Chief Technical Officer (or equivalent):

B - Consultant's Experience

*[Using the format below, provide information on each assignment completed and in hand 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, **without which marks will not be assigned for the said Project**]*

Assignment name:	Value of the Project (in PKR):
Country: Location within country:	Duration of assignment (months):
Name address & Tel No of Client:	Total No of staff-months (by your firm) on the assignment:
Start date (month/year): Completion date (month/year):	Value of consultancy services provided by the firm under the agreement (in PKR):
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:

**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.]

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.]

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (Maximum 25 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 anticipated problems to be 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, the procedure they will adopt to fulfil the responsibilities and proposed technical and support staff.]

FORM TECH-5 TEAM COMPOSITION AND TASK ASSIGNMENTS

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

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.]:

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

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: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

2) Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

3) Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____
Positions held: _____
Activities performed: _____
 <i>[Unroll the project details group and continue numbering (4, 5, ...) as many times as is required]</i>

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: _____

FORM TECH-7 STAFFING SCHEDULE¹

Full time input

Part time input

Year:		Staff input (in the form of a bar chart) ²												Total staff-month input		
No	Name of Staff	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Home	Field ³	Total
1	[Home]															
	[Field]															
2																
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

FORM TECH-8 WORK SCHEDULE

		Year:											
N°	Activity ¹	Months ²											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1													
2													
3													
4													
5													
n													

- 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 6: FINANCIAL PROPOSAL - STANDARD FORMS

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

FORM 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 figures¹]. This amount is inclusive of all taxes including sales tax, withholding tax, income tax and etc.

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

Fee to be quoted on Lump sum basis

Item	Costs
	Pak Rupees
Foreign Contractors	
International Construction Supervision Consultants (Resident type)	
International Consultants for "Third Party Validation"(TPV)	
Total	

(Pak Rupees _____)

Signature of Authorized Person

Name:-

Seal

