

# REQUEST FOR PROPOSAL



**Consultancy Services for:**

**CONSTRUCTION SUPERVISION OF PKHA WORKS:  
FEASIBILITY STUDY, MASTER PLANNING & DETAILED  
DESIGN OF CONSTRUCTION OF PKHA COMPLEX AT TARNAB  
PESHAWAR**

**PAKHTUNKHWA HIGHWAYS AUTHORITY (PKHA)**

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## **Request for Proposal**

Country: Pakistan  
Province: Khyber Pakhtunkhwa  
District(s): Peshawar

Project Name:

***CONSTRUCTION SUPERVISION OF PKHA WORKS: FEASIBILITY STUDY, MASTER PLANNING & DETAILED DESIGN OF CONSTRUCTION OF PKHA COMPLEX AT TARNAB PESHAWAR***

Title of consulting Services: Construction Supervision of the project as referred above.

## **DEFINITIONS:**

- a) "Client" means the agency with which the selected Consultant signs the Contract for the Services.
- b) "Consultant" means any entity including a Joint Venture that will provide the Services to the Client under the Contract.
- c) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is the General Conditions (GC), the Special Conditions (SC) by which the GC may be amended or supplemented, and the Appendices.
- d) "Data Sheet" means such part of the Instructions to Consultants used to reflect specific assignment conditions.
- e) "Day" means calendar day.
- f) "Government" means the government of Khyber Pakhtunkhwa.
- g) "Instructions to Consultants" means the document which provides short listed Consultants with all information needed to prepare their Proposals.
- j) "Joint Venture" means a Consultant which comprises two or more Partners each of whom will be jointly and severally liable to the Client for all the Consultant's obligations under the Contract.
- k) "Personnel" means qualified persons provided by the Consultant and assigned to perform the Services or any part thereof.
- l) "Proposal" means a technical proposal or a financial proposal, or both.
- m) "QBS" means Quality-Based Selection.
- n) "QCBS" means Quality- and Cost-Based Selection.
- o) "RFP" means this Request for Proposal.
- p) "Services" means the work to be performed pursuant to the Contract.
- q) "SSS" means the Single Source Selection.
- r) "Standard Electronic Means" includes facsimile and email transmissions.
- s) "Sub-Consultant" means any person or entity with whom the Consultant associates for performance of any part of the Services and for whom the Consultant is fully responsible.
- t) "Terms of Reference" (TOR) means the document included in the RFP, 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.

## **LETTER OF INVITATION (LOI)**

Location & Date: Office of Pakhtunkhwa Highways Authority, Gate# 5, Attached  
Department Complex, Khyber Road Peshawar.

Name & Address of Consultant:

Attention:

As per shortlisted list of consultants with PKHA.

## 1. INTRODUCTION

- 1.1 You are hereby invited to submit a technical and a financial proposal for consulting services required for the Assignment named in the attached LOI Data Sheet (referred to as “Data Sheet” hereafter) annexed with this letter. Your proposal could form the basis for future negotiations and ultimately a contract between your firm and the Client named in the Data Sheet.
- 1.2 A brief description of the Assignment and its objectives are given in the Data Sheet. Details are provided in the attached TOR.
- 1.3 The Assignment shall be implemented in accordance with the phasing indicated in the Data Sheet. (When the Assignment includes several phases, continuation of services for the next phase shall be subject to satisfactory performance of the previous phase, as determined and directed by the Client).
- 1.4 The Client (Managing Director) has been entrusted the duty to implement the Project as Executing Agency by the (*Government of Khyber Pakhtunkhwa.*) and funds for the project have been approved for utilization towards the cost of the Assignment, and the Client intends to apply part of the funds to eligible payments under the contract for which this LOI is issued.
- 1.5 To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to pay a visit to the Client before submitting a proposal and attend a pre-proposal conference if specified in the Data Sheet. Your representative shall meet the officials named in the Data Sheet. Please ensure that these officials are advised of the visit in advance to allow adequate time for them to make appropriate arrangements. You must fully inform yourself of local conditions and take them into account in preparing your proposal.
- 1.6 The Client shall provide the inputs specified in the Data Sheet, assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.7 Please note that:

- i) The cost of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and
- ii) The Client is not bound to accept any of the proposals submitted.

1.8 An invitation to submit proposals has been sent to the firms as listed/stated in the Data Sheet.

1.9 We wish to remind you that in order to avoid conflicts of interest:

- i) Any firm providing goods, works, or services with which you are affiliated or associated is not eligible to participate in bidding for any goods, works, or services (other than the Services and any continuation thereof) resulting from or associated with the project of which this Assignment forms a part; and

- ii) Any previous or ongoing participation in relation with the project by your firm, its professional staff, its affiliates or associates under a contract may result in rejection of your proposal. You should clarify your situation in that respect with the Client before preparing the proposal.

## **2. DOCUMENTS**

2.1 To prepare a proposal, please use the attached Forms/Documents listed in the Data Sheet.

2.2 Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than Ten (10) days before the proposal submission date. Any request for clarification in writing, or by cable, telex or telefax shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond by cable, telex or telefax to such requests and copies of the response shall be sent to all invited Consultants.

2.3 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment. The amendment shall be sent in writing or by cable, telex or telefax to all invited consulting firms and will be binding on them. The Client may



at its discretion extend the deadline for the submission of proposals.

### **3. PREPARATION OF PROPOSAL**

- 3.1 You are requested to submit a technical and a financial proposal. Your proposal shall be written in English language.

#### **Technical Proposal**

- 3.2 In preparing the technical proposal, you are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information shall be at your own risk and result in rejection of your proposal.

- 3.3 During preparation of the technical proposal, you must give particular attention to the following:

i) If you consider that your firm does not have all the expertise for the Assignment you may obtain a full range of expertise by associating with other firms or entities. You may also utilize the services of expatriate experts but only to the extent for which the requisite expertise is not available in any Pakistani Firm. You may not associate with the other firms invited for this Assignment unless specified in the Data Sheet.

ii) Subcontracting part of the Assignment to other consultants if considered desirable; the same sub-consultant may be included in several proposals, subject to limitations in the Data Sheet.

iii) The estimated number of key professional staff-months required for the Assignment is stated in the Data Sheet. Your proposal should be based on a number of key professional staff-months substantially in accordance with the above number. However you may propose changes in the light of your experience through your comments on the TOR.

iv) The key professional staff proposed shall be permanent employees of the firm unless otherwise indicated in the Data Sheet.

v) Proposed staff should have experience preferably under conditions similar to those prevailing in the area of the Assignment. The minimum required experience of proposed key staff shall be as listed in the Data Sheet.

vi) No alternative to key professional staff may be proposed, and only one curriculum vitae (CV) may be submitted for each position.

vii) Study reports must be in the English Language. Working knowledge of the national language by the firm's personnel is recommended. The knowledge of the regional language where the Assignment is located will be considered additional qualification.

3.4 Your technical proposal shall provide the following and any additional information, using the formats attached in Appendix 1:

I-Form-1 A brief description of the Consultant's organization and an outline of recent Five Years' experience on assignments of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff provided, duration, contract amount and firm's involvement.

I-Form-2 A list of projects presently being undertaken by the Firm and expertise-wise total number and number of staff deployed on the projects being presently under-taken.

I-Form-3 Consultants' understanding of the objectives of the project, their approach towards the assignment and a description of methodology that the consultants propose to perform on the activities and completion of the assignment.

I-Form-4 Any comments or suggestions on the TOR;  
The Consultant's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR.

I-Form-5 CVs recently signed by the proposed key professional staff. Key information should include number of years with the firm, and degree of

responsibility held in various assignments especially during the last ten (10) years.

I-Form-6 A monthly work plan, illustrated with a bar chart of activities and graphics of the critical path method (CPM) or Project Evaluation Review Techniques (PERT) type.

I-Form-7 A schedule for compilation and submission of various types of reports as envisaged in Appendix-B of TOR .

I-Form-8 A work plan and time schedule for the key personnel also showing the total number of person-months by each key person.

I-Form-9 The composition of the proposed staff team, the tasks which would be assigned to each staff members and their positions.

10. If the Data Sheet specifies training as a major component of the Assignment, a detailed description of the proposed methodology, staffing, budget and monitoring.

11. Any additional information as requested in the Data Sheet.

3.5 The technical proposal shall not include any financial information. The Consultant's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR shall be included in the technical proposal.

### **Financial Proposal**

3.6 The financial proposal should list the costs associated with the Assignment. These normally cover remuneration for staff in the field and at headquarters, per diem, housing, transportation for mobilization and demobilization, services and equipment (vehicles, office equipment furniture and supplies), printing of documents, surveys and investigations. These costs should be broken into foreign (if applicable) and local costs. Your financial proposal should be prepared using the formats attached as Appendix 2 i.e. Form Nos. 1 through 6. Your financial proposal shall clearly state the amount supervision

phase.

- 3.7 The financial proposal shall also take into account the professional liability as provided under the relevant Contract for Engineering Consultancy Services Govt.of Khyber **Pakhtunkhwa C&W Deptt**; and cost of insurances specified in the Data Sheet.
- 3.8 Costs may be expressed in currency (ies) listed in the Data Sheet.

#### **4. SUBMISSION OF PROPOSALS**

- 4.1 You shall submit one original technical proposal and one original financial proposal and the number of copies of each indicated in the Data Sheet. Each proposal shall be in a separate envelope indicating original or copy, as appropriate. All technical proposals shall be placed in an envelope clearly marked “Technical Proposal” and the financial proposals in the one marked “Financial Proposal”. These two envelopes, in turn, shall be sealed in an outer envelope bearing the address and information indicated in the Data Sheet. The envelope shall be clearly marked, “DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.”
- 4.2 In the event of any discrepancy between the copies of the proposal, the original shall govern. The original and each copy of the technical and financial proposals shall be prepared in indelible ink and shall be signed by the authorized Consultant’s representative. The representative’s authorization shall be confirmed by a written power of attorney accompanying the proposals. All pages of the technical and financial proposals shall be initialed by the person or persons signing the proposal.
- 4.3 The proposal shall contain no interlineation or overwriting except as necessary to correct errors made by the Consultants themselves. Any such corrections shall be initiated by the person or persons signing the proposal.
- 4.4 The completed technical and financial proposals shall be delivered on or before the time and date stated in the Data Sheet.
- 4.5 The proposals shall be valid for the number of days stated in the Data Sheet from the date of its submission. During this period, you shall keep available the professional staff

proposed for the assignment. The Client shall make its best effort to complete negotiations at the location stated in the Data Sheet within this period.

## **5. PROPOSAL EVALUATION**

- 5.1 A two-envelope procedure shall be adopted in ranking of the proposals. The technical evaluation shall be carried out first, followed by the financial evaluation. Firms shall be ranked using a combined technical/financial score.

### **Technical Proposal**

- 5.2 The evaluation committee appointed by the Client shall carry out its evaluation, applying the evaluation criteria and point system specified in the Data Sheet. Each responsive proposal shall be attributed a technical score (St). Firms scoring less than seventy (70) percent points shall be rejected and their financial proposals returned un-opened.

### **Financial Proposal**

#### **For Quality cum Cost Based Selection**

- 5.3 The financial proposals of the consulting firms scoring more than 70%, on the basis of evaluation of technical proposals shall be opened in the presence of the representatives of these firms, who shall be invited for the occasion and who care to attend. The Client shall inform the date, time and address for opening of financial proposals as indicated in the data Sheet. The total cost and major components of each proposal shall be publicly announced to the attending representatives of the firms.
- 5.4 The evaluation committee shall determine whether the financial proposals are complete and without computational errors. The lowest financial proposal (Fm) among the three shall be given a financial score (Sf) of 100 points. The financial scores of the proposals shall be computed as follows:

$$Sf = \frac{100 \times Fm}{F}$$

F

(F = amount of specific financial proposal)

- 5.5 Proposals, in the quality cum cost based selection shall finally be ranked according to their combined technical ( $S_t$ ) and financial ( $S_f$ ) scores using the weights ( $T$ - the weight given to the technical proposal,  $P$  = the weight given to the financial proposal; and  $T+P=1$ ) indicated in the Data Sheet:

$$S = S_t \times T \% + S_f \times P \%$$

## 6. NEGOTIATION

- 6.1 Prior to the expiration of proposal validity, the Client shall notify the successful Consultant that submitted the highest ranking proposal in writing, by registered letter, cable telex or facsimile and invite it to negotiate the Contract.
- 6.2 Negotiations normally take from two to five days. The aim is to reach agreement on all points and initial a draft contract by the conclusion of negotiations.
- 6.3 Negotiations shall commence with a discussion of your technical proposal. The proposed methodology, work plan, staffing and any suggestions you may have made to improve the TOR. Agreement shall then be reached on the final TOR, the staffing, and the bar charts, which shall indicate activities, staff, periods in the field and in the home office, staff months, logistics and reporting.
- 6.4 Changes agreed upon shall then be reflected in the financial proposal, using proposed unit rates (no negotiation of the staff month rates).
- 6.5 Having selected Consultants on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the staff named in the proposal. Prior to contract negotiations, the Client shall require assurances that the staff members will be actually available. The Client shall not consider substitutions of key staff except in cases of un-expected delays in the starting date or incapacity of key professional staff for reasons of health.
- 6.6 The negotiations shall be concluded with a review of the draft form of the contract. The

Client and the Consultants shall finalize the contract to conclude negotiations. If negotiations fail, the Client shall invite the Consultants that received the second highest score in ranking to Contract negotiations. The procedure will continue with the third in case the negotiation process is not successful with the second ranked consultants.

## **7. AWARD OF CONTRACT**

7.1 The contract shall be awarded after successful negotiations with the selected Consultants and approved by the competent authority. Upon successful completion of negotiations/initialing of the draft contract, the Client shall promptly inform the other Consultants that their proposals have not been selected.

7.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

## **8. CONFIRMATION OF RECEIPT**

8.1 Please inform the Client by telex/facsimile courier or any other means:

- i) that you received the letter of invitation;
- ii) whether you will submit a proposal; and
- iii) if you plan to submit a proposal, when and how you will transmit it.

## LETTER OF INVITATION (LOI)

### DATA SHEET

#### LOI Clause #

1.1 The name of the Assignment is :

***CONSTRUCTION SUPERVISION OF PKHA WORKS: FEASIBILITY STUDY, MASTER PLANNING & DETAILED DESIGN OF CONSTRUCTION OF PKHA COMPLEX AT TARNAB PESHAWAR***

The name of the Client is : MANAGING DIRECTOR PKHA

1.2 The description and the objectives of the Assignment are:

**Construction Supervision (Details are provided as per attached TOR's).**

1.3 Phasing of the Assignment (if any): N/A

1.5 Pre-Proposal Conference: Yes () No

if yes, indicate date, time and venue.

Office of the MANAGING DIRECTOR PKHA

1.6 The Client shall provide the following inputs: As per Appendix-E of Contract for Engineering Consultancy Services.

2.1 The Documents are: LOI, Data Sheet, Technical & Financial Proposal forms TOR / Background information, Draft Form of Contract, Sample formats / Appendices etc.



2.2 The address for seeking clarification is:

**Office of the MANAGING DIRECTOR PKHA**

3.3 (i) A short-listed firm may associate with another short-listed firm.

Yes (√) No \_\_\_\_\_

(ii) The sub-consultant shortlisted by client may participate in several proposals

Yes \_\_\_\_\_ No (√)

(iii) The estimated number of key professional staff months is: Attached as Annexure-A.

(iv) Proposed key staff shall be permanent employees who are employed with the consultants at least six months prior to submission of Proposal.

Yes \_\_\_\_\_ No (√)

(v) The minimum required experience of proposed staff is:

**A. KEY PERSONNEL:**

S.No.	Position	No.	Minimum Academic Qualification	No. of Years of Professional Experience	No. of Years of Professional Experience in similar projects	Minimum No. of similar project for specific expertise
1	Resident Engineer cum Quantity Surveyor	01	B.Sc (Civil Engineering)	12	7	5

**B.**

**SUPPORT STAFF:**

S.No.	Position	No.	Minimum Academic Qualification	No. of Years of Professional Experience	No. of Years of Professional Experience in similar projects	Minimum No. of similar project for specific expertise
1	Site Inspector	01	B.Sc (Civil Engg)/ DAE Civil	3/5	2/3	1/2
2	SLT	01	B.Sc (Civil Engg)/ DAE Civil	5	3	2
3	Surveyor	01	DAE Civil/ Survey Diploma	3	2	2
4	Survey Assistant	01	DAE Civil	1	1	2
5	Lab Assistant	01	DAE Civil	1	1	2
6	Computer	01	FA / FSC	2	2	3

	Operator		with one year DIT			
7	Office Boy	01	Matric	-	-	-

**C. FACILITIES**

S.No.	Description	Quantity
1	Rented Vehicles including driver salary with POL and Maintenance charges (vehicles not more than five year old)	1
2	Stationary and courier services etc.	1

3.4 (10) Training is an important feature of this Assignment:.

Yes \_\_\_\_\_ No (√)

Additional information in the technical proposal includes: N/A

3.5 Professional liability, insurances (description or reference to appropriate documentation):  
Covered under clause 3.4 of KPK Contract for Engineering Consultancy Services.

4.1 The number of copies of the Proposal required is: One original and One copy.

4.2 The address for writing on the proposal is : Office of the Managing Director Pakhtunkhwa Highways Authority, Attached Departmental Complex, Khyber Road Peshawar.

Telephone: 091-9210557

Email : info@pkha.gov.pk

Fax: 091-9210434

4.3 The date and time of proposal submission is: - -2022 during working hours.

4.4 Validity period of the proposal is (days, date): 120 days

The location for submission of proposals is: Office of the Managing Director Pakhtunkhwa Highways Authority, Attached Departmental Complex, Khyber Road Peshawar.

5.2 The points given to each category of evaluation criteria are:

	<b><u>Description/Items</u></b>	<b><u>Points *</u></b>
i)	Specific experience of the consultants related to the Assignment	[35]
ii)	Adequacy of the proposed Work Plan and Methodology in responding to the TOR	[15]
iii)	Qualification and competence of the Key Staff for the Assignment	[45]

(iv) Suitability for the transfer of knowledge Programme (training) [0]

(v) Financial Soundness  
 • Audit reports of the latest year [3]  
 • Income tax Returns of the latest year [2]

**Total Points: 100**

The method of selection is:  
 Quality cum cost based selection method:

S.No.	Description	Points	Explanation / Detail for award of Marks
<b>1</b>	<b><u>Qualification and competence of the Key Staff for the Assignment</u></b>	<b><u>45</u></b>	
	i) Academic and General qualifications	10	- Detail CV's (with Picture of candidate) duly signed by proposed candidates. - - Attested Photocopy of highest qualification degree. - - Photocopy of employment status issued by PEC as Available on PEC web site (for Engr. Only) - - Photocopy of PEC card (for Engr. Only). -- Photocopy of CNIC.
	ii) Practical Experience	35	- Affidavit duly signed by the proposed staff that they will be available for the proposed position as and when required should also be attached.
<b>2</b>	<b><u>Experience and Standing</u></b>	<b><u>35</u></b>	
	i) Experience in Similar nature of work	25	Firm top Five (5) best projects (Buildings) with respect to cost of the project in hand or completed in last five years along with proof of work order and completion certificate in support from the relevant department.
	ii) General Experience	10	Firm top Five (5) best projects (General) with respect to cost of the project in hand or completed in last five years along with proof of work order and completion certificate in support from the relevant department.
<b>3</b>	<b><u>Description of Approach, Methodology and work plan for performing the assignment in responding of the TOR</u></b>	<b><u>15</u></b>	
	i) Technical approach & Methodology	8	

	ii) Work Plan	3	
	iii) Organization & Staffing / Manning schedule	2	
	iv) Innovativeness & Proposal Presentation	2	
4	<b><u>Financial Soundness</u></b>	<b><u>3</u></b>	Financial Report of the firm Audited by Chartered Accountant for latest year.
5	<b><u>Income Tax Return</u></b>	<b><u>2</u></b>	Tax Return certificate for latest year.
<b>Total Points</b>		<b>100</b>	
<b>Qualifying Marks</b>		<b>70/100</b>	

The weights given to the technical & financial proposal are 80:20

Expected date and address for contract negotiations: will be communicated later.

Successful consultant is required to submit Performance security in form of CDR / bank guarantee or Insurance Bond equal to 10 % of the contract amount valid till completion of the services.

The completion time of the requisite services is 24-months

5.3 The date, time and address of the financial proposal opening are:-

**Expected date and address for Financial Proposal opening will be notified after Technical Evaluation of proposal. The Financial proposal shall be opened in presence of authorized representatives of Firms.**

5.5 The weights given to the Technical and Financial Proposals are:-

Technical: 0.8  
Financial: 0.2

7.2 The Assignment is expected to commence on:-

Date: Immediate  
Location: Khyber Pakhtunkhwa.

Sincerely,

**Managing Director**  
Pakhtunkhwa Highways Authority,  
Attached Departmental Complex, Khyber  
Road Peshawar.

#### **Enclosures**

- Sample Forms for:-
  - Technical Proposal
  - Financial Proposal
- Terms of Reference
- Contract for Engineering Consultancy Services

## **STANDARD FORMS**

## TECHNICAL PROPOSAL FORMS

**Form 1**

### *FIRM'S REFERENCE*

#### **Relevant Services Carried Out in the Last Five Years Which Best Illustrate Qualifications**

Using in the format below, provide information on each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was largely contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm:
Name of Client:		No of Staff:
Address:		No of Staff Months:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current USD/Rs.)
Name of Associated Firm (s), if any:		No. of Months of Professional Staff Provided by Associated Firm(s)
Name of Senior Staff (Project Director/Co-ordinator, Team Leader) involved and functions performed:		
Narrative Description of Project		
Description of Actual Services Provided by Your Staff		

Consultants' Name: \_\_\_\_\_

**PRESENT STAFF DEPLOYMENT**

(As of \_\_\_\_\_)

<b>Major Project(s) Presently Undertaken</b>		
<b>Project Name</b>	<b>Location</b>	<b>Associates(s)</b>

<b>Field of Expertise</b>	<b>Total Number of Permanent Staff</b>	<b>Staff Assigned to Above Projects</b>

***APPROACH PAPER ON METHODOLOGY PROPOSED  
FOR PERFORMING THE ASSIGNMENT***

Approach and Methodology proposed by the firm to carry out the assignment is sub divided in to several areas which include the following heads.

- Understanding of objectives
- Quality of Methodology
- Innovativeness
- Work Programed
  - Activity Schedule
  - Team Organization
  - Bar Chart
  - CPM
  - Staff Duty Matrix
  - Staffing Schedule
  - Estimate of Staff Months
- Feasibility Proposed for the Assignment
  - Support Staff
  - Office Accommodation/Furnishing
  - Living Accommodation
  - Equipment
  - Transport
- Conciseness, Clarity & Completeness in Proposal Presentation



***COMMENTS/SUGGESTIONS OF CONSULTANT***

On the Terms of Reference (TOR)

1.

2.

3.

4.

5.

6.

Etc.

On the data, services and facilities to be provided by the Client indicated in the TOR:-

1.

2.

3.

4.

5.

Etc.

**FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY STAFF**

1. Proposed Position: \_\_\_\_\_
2. Name of Firm: \_\_\_\_\_
3. Name of Staff: \_\_\_\_\_
4. Profession: \_\_\_\_\_
5. Date of Birth: \_\_\_\_\_
6. Years with Firm: \_\_\_\_\_
7. Nationality: \_\_\_\_\_
8. Membership in Professional Societies: \_\_\_\_\_  
(Membership of PEC is Mandatory)
9. Detailed Tasks Assigned on the Project: \_\_\_\_\_  
\_\_\_\_\_

10. Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to one page].

11. Education:

[ Summarize college/university and other specialized education of staff member, giving names of institutions, dates attended and degrees obtained.]

12. Employment Record:

[ Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.

13. Languages:-

[Indicate proficiency in speaking, reading and writing of each language: excellent, good, fair, or poor].

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these bio-data correctly describe myself, my qualifications and my experience.

\_\_\_\_\_  
Signature of Staff Member

Date: \_\_\_\_\_  
Day/Month/Year

**WORK PLAN/ACTIVITY SCHEDULE**

Items of Work/Activities	Monthly Programme from date of assignment in the form of a Bar Chart																								
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	

*Completion and Submission of Reports*

<b>Reports</b>	<b>Date</b>

**WORK PLAN AND TIME SCHEDULE FOR KEY PERSONNEL**

Name	Position	Months (in the form of a Bar Chart)															Number of Months
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	

Full Time: \_\_\_\_\_  
 Part Time: \_\_\_\_\_

Activities Duration \_\_\_\_\_

Yours  
faithfully,

Signature

\_\_\_\_\_  
 (Authorized Representative)

FullName\_\_\_\_\_

Designation\_\_\_\_\_

Address\_\_\_\_\_

***COMPOSITION OF THE TEAM PERSONNEL AND THE TASKS TO  
BE ASSIGNED TO EACH TEAM MEMBER***

**1. Technical/Managerial Staff**

<b>Name</b>	<b>Position</b>	<b>Task Assignment</b>

**2. Support Staff**

<b>Name</b>	<b>Position</b>	<b>Task Assignment</b>

## **APPENDIX-II**



## FINANCIAL PROPOSAL FORMS

**Form 1**

### BREAKDOWN OF RATES FOR CONSULTANCY CONTRACT

Project: \_\_\_\_\_ Firm: \_\_\_\_\_

Name	Position	Basic Salary per Cal. Month	Social Charges (%age of 1)	Overhead (%age of 1+2)	Sub-Total (1+2+3)	Fee (%age of 4)	Rate per Month for project Office	Field Allow. (%age of 1)	Rate per Month for Field Work
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**Notes:**

Item No. 1 Basic salary shall include actual gross salary before deduction of taxes. Payroll sheet for each proposed personnel should be submitted at the time of negotiations.

Item No. 2 Social charges shall include Client's contribution to social security, paid vacation, average sick leave and other standard benefits paid by the company to the employee. Breakdown of proposed percentage charges should be submitted and supported (see Form 2).

Item No. 3 Overhead shall include general administration cost, rent, clerical and junior professional staff and business getting expenses, etc. Breakdown of proposed percentage charges for overhead should be submitted and supported (see Form 3).

Item No. 5 Fee shall include company profit and share of salary of partners and directors (if not billed individually for the project) or indicated in overhead costs of the Company.

Item No. 7 Normally payable only in case of field work under hard and arduous conditions.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_





**ESTIMATED LOCAL CURRENCY SALARY COSTS/REMUNERATION**

<b>S.No.</b>	<b>Name</b>	<b>Position</b>	<b>Staff-Months</b>	<b>Monthly Billing Rate</b>	<b>Total Estimated Amount (Rs.)</b>
<b>I. Professional Staff</b>					
		<b>Sub-Total:</b>			

**ESTIMATED LOCAL CURRENCY SALARY COSTS/REMUNERATION**

S.No.	Name	Position	Staff-Months	Monthly Billing Rate	Total Estimated Amount (Rs.)
II	Non-Technical Staff				
		<b>Sub-Total:</b>			

**DIRECT (NON-SALARY) COSTS**

<b>S.No.</b>	<b>Nomenclature</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price (Rs)</b>	<b>Total Amount (Rs.)</b>	<b>Remarks</b>
1						
2						
3						

**Project Title :**

***CONSTRUCTION SUPERVISION OF FEASIBILITY STUDY, MASTER PLANNING & DETAILED DESIGN OF CONSTRUCTION OF PKHA COMPLEX AT TARNAB PESHAWAR***

**SUMMARY OF COST OF CONSULTANT**

				Millions
S.No.	Description	Design Phase	Construction Supervision Phase	Amount (Rs.)
1.	Salary Cost/Remuneration			
2.	Direct (Non-salary) Cost			
3.	Contingencies	N/A	N/A	N/A
4.	Grand Total			

Final cost (in figure)  
(in words)

Dated \_\_\_/\_\_\_/\_\_\_\_\_

Chief Executive/Authorized Signature & Seal \_\_\_\_\_

Address of the company \_\_\_\_\_

\_\_\_\_\_

*[Form 6 shall be submitted on Company letter head and signed by chief Executive or Authorized Agent]*

## Details

### TERMS OF REFERENCE (TORs)

The consultants will provide services during construction supervision phase as per Terms of Reference mentioned below.

#### CONSTRUCTION SUPERVISION OF FEASIBILITY STUDY, MASTER PLANNING & DETAILED DESIGN OF CONSTRUCTION OF PKHA COMPLEX AT TARNAB PESHAWAR

- ✓ To vet/review the structural design of building as submitted by design consultation & any changes required will be made after approval of client. Any documents needed in hard or soft will be provided by consultant.
- ✓ The quality and quantity assurance shall be the sole responsibility of the consultants being The Engineer In charge of the project.
- ✓ Full time supervision of the scheme since start of the work till final satisfactory completion of all components as mentioned in the scope of the work.
- ✓ Developing and ensuring Quality Assurance mechanism as per Engineering/Architectural standards.
- ✓ Expediting progress at the site as per work plan for timely completion of the project.
- ✓ Taking measurements of work done carried out by the contractor, preparations, submissions and verification of interim payment certificates (IPC) including final bill, security and any other advances extended to the contractors/Subcontractor (if any) as per Government rules.
- ✓ The detailed construction supervision shall include guidance, programming, inspection, monitoring of construction activities, contractor's performance, quality/quantity control, implementation of work plans, drawings, design and specifications, preparation and verification of variation orders including drawings/sketches, correspondence with the contractor in capacity of the Engineer in charge, and to maintain a good liaison with the client office including all other duties pertinent to the construction phase of the project with the prime objective to complete the work in the best Govt. interest.
- ✓ Submission of as-built drawings/inventories/project completion report after successful completion of the project and handover the building/facility to the client Department thereafter.



- ✓ The consultants will periodically visit completed projects during defect liability period for prompt & efficient maintenance work through the contractor.
- ✓ Processing and recommendation of contractor's security after successful completion of Defect Liability period.
- ✓ The consultant will be accountable for any defects or losses or damages as a result of proven faults, errors or omissions on the part of the consultants during or after the completion of the work being the Engineer in charge for which consultant will have to furnish **Indemnity Bond**.
- ✓ To review all documents already prepared by the design consultants and advise PKHA about their suitability without any additional cost. Prepare a detailed construction program consistent with the implementation schedule for the Project.
- ✓ Preparation and verification of variation orders and maintaining record of correspondence with the contractor and other stakeholders in capacity of The Engineer. Preparation of revised PC-I or Technical Sanction as per site requirement, if required.
- ✓ To maintain a good liaison with the PKHA office including all other duties pertinent to the construction phase of the project with the prime objective to complete the work in the best public interest.
- ✓ Preparation & submission of monthly progress reports as per PKHA requirements.
- ✓ Provide to the Contractor survey data necessary for setting out stakes for carrying out construction including identification of material sources.
- ✓ The role of consultant will be obligatory and they shall indemnify the PKHA against all type of qualitatively & quantitatively deficiencies, observations, audit objections, proceeding, inspection reports and monitoring reports etc. of various agencies.
- ✓ Inspect regularly the contractor's construction equipment, installations, housing, medical facilities etc. and ensure that they are adequate and in accordance with the terms and conditions specified in the contracts for civil works.
- ✓ Assist contractor in sampling & testing of materials and accompany him in testing from outsource laboratory.
- ✓ Test results & check requests (as provided by the consultant) should duly be checked and signed by the Resident Engineer, Inspector & Senior lab. Technician.
- ✓ To ease the contractor in execution of construction activities, if contractor executes work at night or over the weekend, consultant will ensure their presence.

- ✓ To ensure that work is executed as per specifications and resources are enough to meet target completion time.
- ✓ Maintain a permanent record of all measurements for the work quantities to be paid for and the results of all tests carried out for monitoring the quality of civil works.
- ✓ Verify and certify all payments to be made to the contractors both in qualitative as well as in quantitative terms along with the collection and deliverance of the cheques to the contractors will all financial responsibilities.
- ✓ Inform PKHA of problems arising in connection with the implementation of civil works and make recommendations for possible solutions.
- ✓ Evaluate and make recommendations to the PKHA in regard to contractor's claims, disputes, contract time extensions and other changes.
- ✓ Prepare periodic cash flow forecasts and certificates for payment including updated cost estimates for construction and supervision.
- ✓ Provide timely assistance to the contractors in all matters related to interpretation of the contract documents, ground survey controls, quality control testing and other matters relating to the contracts under the project.
- ✓ Prepare project completion report in a manner satisfactory to the authority and other associated department concerned after substantial completion of the civil works.
- ✓ The consultant shall from its own sources to meet expenses for transportation, boarding communication, lodging etc. for its staff at site and office not covered in the financial proposals.
- ✓ Before completion of services the consultant will submit a set of as built drawings of the work done. The final bill will be based on as built drawings of the work done.
- ✓ The consultant will be held responsible for the audit reports and if any over payment or recovery pointed out in the audit para and the recovery become proved the same will be recovered from the supervisory consultant because it was implementation by them.
- ✓ If any recovery pointed out by any investigating agency in the work done implemented and supervise by the consultant, the consultant will be responsible for below specification work and the resulted recovery will be made from consultant.