

# GOVERNEMENT OF KHYBER PAKHTUNKHWA



## REQUEST FOR PROPOSAL (RFP)

FOR

**ADP No 744/50191(2017-18)  
PLANNING & DESIGN OF MULTI STOREY COMMERCIAL BUILDING AT  
MARDAN (2.85 KANAL) & PABBI (12 KANAL) AT STATE LAND.**

April,2018

**PROVINCIAL HOUSING AUTHORITY**

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## **Request for Proposal**

Country: Pakistan

Province: Khyber Pakhtunkhwa

District: Mardan & Nowshera

ADP No. **ADP No 744/50191(2017-18)**

Project Name: **ADP No 744/50191(2017-18)**

Title of consulting **Planning & Design Of Multi Storey Commercial Building At Mardan (2.85 Kanal) & Pabbi (12 Kanal) At State Land.**

Services. As refered 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)

ADP No.

**ADP No 744/50191(2017-18)**

Location & Date:

Director General Provincial Housing Authority  
University Road Peshawar.

Name & Address of Consultant:

Attention:

<b>S.NO.</b>	<b>Name of the firms</b>
<b>1.</b>	JV lalazar consultants LC & Engineering consultants ESC
<b>2.</b>	Pyramids consulatnting Engineers & Architect.
<b>3.</b>	National Engineering services Pakistan (Pvt) Limited.
<b>4.</b>	Young Associates consulting Engineers,Architects.
<b>5.</b>	JV GSK Engineers & Mascot consulatnts.
<b>6.</b>	Allied Engineering consultants (pvt) Ltd.

## 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 (Provincial Housing Authority) has been entrusted the duty to implement the Project as Executing Agency by the (*Provincial housing authority.*) and funds for the project for the phase have been approved and provided in the budget under **PROVINCIAL** ADP No 744-50191(2017-18) 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 (05) 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 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 under taken 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 indicate fixed cost** inclusive of 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 for design pahse.

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 PHA and cost of insurances specified in the Data Sheet.

3.8 Costs may be expressed in Pak Rs.as 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 envelop 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 initialed 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 (Ts). Firms scoring less than seventy (70) percent points shall be rejected and their financial proposals returned unopened.

### Financial Proposal

#### For Quality cum Cost Based Selection

- 5.3 The financial proposals of the consulting firms scoring 70% or above, 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) shall be given a financial score (Sf) of 100 points. The financial scores of the proposals shall be computed as follows:

$$S_f = \frac{100 \times F_m}{F}$$

(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 (St) and financial (Sf) 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/initialling 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 : ADP No 744/50191(2017-18)  
Planning & Design Of Multi Storey Commercial Building At Mardan (2.85 Kanal) & Pabbi  
(12 Kanal) At State Land.

The name of the Client is : Provincial Housing Authority Govt. of Khyber Pakhtunkhwa

1.2 The description and the objectives of the Assignment are: Planning & Design Of Multi  
Storey Commercial Building At Mardan (2.85 Kanal) & Pabbi (12 Kanal) At State Land.  
(Details are provided as per attached TOR)

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

1.5 Pre-Proposal Conference: Yes () No

if yes, indicate date, time and venue.

If any information or discussion required may be obtained form the office  
Director General, Provincial housing authority ATI campus Jamrud road  
Peshawar phone:0919224298

1.6 The Client shall provide the following inputs: As per Appendix-E of Contract  
for Engineering Consultancy Services.(in case of contract agreement).

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



2.2 The address for seeking clarification is: Office of **Director General, Provincial housing authority ATI campus Jamrud road Peshawar phone:0919224298**

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

Yes No  \_\_\_\_\_

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

Yes \_\_\_\_\_ No

(iii) The estimated number of key professional staff months is as per (v) below.

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 Key staff is]:

Description	Qualification
Team Leader	M.Sc civil Engineer (20 years exp)
Architecte	M.Sc Architecture (20 years exp)
Geotechnical Engineer	M.Sc in Geotech(10 years exp)
Structure engineer	M.Sc structure (10 years exp)
Environmental Engineer	M.Sc Environment (10 years exp)
Plumbing engineer	M.Ss plumbing (10 years exp)
Electrical Engineer	M.Sc Elecrical engineer (10 years exp)
Mechanical engineer	M.Sc Mechanical Engineer(10 years exp)
Quantity Survoyer	5 years experience
CAD operator	5 years experinc

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

Yes \_\_\_\_\_ No

(vi) Additional information in the technical proposal includes: **N/A**

3.7 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 copies.

4.2 The address for writing on the proposal is : **Director General, Provincial Housing Authority Road Peshawar .**

Telephone: **091-9224298**

Cable: \_\_\_\_\_

Telex: \_\_\_\_\_

Facsimile: 091-9224256

4.3 The date and time of proposal submission are: **11/06/2018 till 12 Noon**

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

The location for submission of proposals is: **Director General, Provincial Housing Authority 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	[50]
ii) Adequacy of the proposed Work Plan and Methodology in responding to the TOR	[20]
iii) Qualification and competence of the Key Staff for the Assignment	[30]
(iv) Suitability for the transfer of knowledge Programme (training)	[0]
<b>Total Points:</b>	<b>100</b>

-

- The minimum qualifying technical score [70] Points.

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

**24<sup>th</sup> June, 2018 at 2.00 pm in the office of Secretary to Govt:of Khyber Pakhtunkhwa Housing Department at the same time.**

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

Technical: 0.7  
Financial : 0.3

7.2 The Assignment is expected to commence on:-

Date: By the end of june,2018

Location: mardan & pabbi .

Sincerely,

Director General,  
Provincial housing authority  
ATI campus Jamrud road Peshawar .

**Enclosures**

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

**Note : Duration of Study is 03 Month from the date of Award of The Contract.**

## **STANDARD FORMS**

## **APPENDIX-I**

# 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 Programme
  - 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***

<b>Items of Work/Activities</b>	<b>Monthly Programme from date of assignment (in the form of a Bar Chart)</b>														
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>

*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)

Full Name \_\_\_\_\_  
 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>
I.	Professional Staff				
		<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**

S.No.	Nomenclature	Unit	Quantity	Unit Price (Rs)	Total Amount (Rs.)	Remarks
1						
2						
3						
4						
5						
6						
7		-				
8		-	-	-	-	-

**Note:** No direct costs shall be admissible as impact of said cost has already been included in overhead in form-3. Only details be furnished which is mandatory.

**Project Title :** Planning & Design Of Multi Storey Commercial Building At Mardan (2.85 Kanal) & Pabbi (12 Kanal) At State Land.

**ADP No 744/50191(2017-18)**

**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	N/A	N/A	N/A
3.	Contingencies	N/A	N/A	N/A
4.	Grand Total			

Final cost (in figure)  
(in words)

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

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

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

\_\_\_\_\_

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



# **PROVINCIAL HOUSING AUTHORITY**

## **ADP No744/ 50191(2017-18)**

**SH:i.e. Planning & Design Of Multi Storey Commercial Building At Mardan (2.85 Kanal) & Pabbi (12 Kanal) At State Land.**

### **SCOPE/TERMS OF REFERENCE (TOR)**

The consultant are required to provide their services for planning, & designing of multi purpose commercial complexes at Mardan and Pabbi as per laid down scope and TOR which shall inter alia cover technical, financial, economic & environmental aspects.

The consultant shall have to complete the preliminary planning, designing work of the project as per lay down scope & TOR within total period of 90 days. The scope of work includes but not limited to the following: -

- i) To Conduct all types of surveys, soil investigation required for planning & designing of the building, including seismic consideration as per revised building code of Pakistan 2007.
- ii) Preparation of 2 different Architectural proposals on modern lines for each site.
- iii) Upon approval of the draft planning, the consultant shall have to complete the detail engineering Drawing & designing keeping in view the seismic provision.
- iv) A Comprehensive business plan for commercial/residential units based on actual market survey needs to be prepared.
- v) Preparation of PC-I, tender drawings/documents, detail construction drawings, design calculations, bar bending schedule, BOQ, detailed cost estimate, conditions of contract as per PEC/KPPRA, specifications, implementation schedule & submission of requisite documents etc in required set complete as follows.
  - a) Draft tender documents  
(containing drawings, BOQ, conditions of 3-sets (with soft copy)

- contract as per PEC/KPPRA, specification & cost estimate etc)
- b) Tender documents (containing drawings, BOQ, conditions of 5-sets ( with soft copy)contract as per PEC/KPPRA, specification & cost estimate etc)
- c) Detail construction drawings  
(including both Architectural & detail structure drawings). 5-sets (with soft copy)
- d) Design calculations & bar bending schedule.  
(Keeping in view seismic provision) 5-sets (with soft copy)
- e) PC-I, including project implantation plan(item wise) 20 copies (with soft copy)
- f) Detailed cost estimate for the purpose of obtaining technical sanction. 5 copies (with soft copy)

other any Instruction from the Competent Authority Regarding the said work.

**Director General**

Provincial Housing Authority  
ATI Campus  
University Road  
Peshawar.  
Tel: 0919224351  
Fax:0919224256

**CONTRACT FOR ENGINEERING/PLANNING CONSULTANCY SERVICES**