



TRADE DEVELOPMENT AUTHORITY OF PAKISTAN

Consultancy Services for Preparation of Feasibility Study for Construction of Multi Storey Office Building for TDAP Islamabad

REQUEST FOR PROPOSALS

June, 2020

**Trade Development Authority of Pakistan
Government of Pakistan**
5th Floor, Block-A, Finance & Trade Centre, Shahrah-e-Faisal, Karachi
Tel: 021-99207216

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Section 1

LETTER OF INVITATION

Karachi: ___ June 2020

M/s _____

Trade Development Authority of Pakistan (TDAP) invites applications from well reputed Management Consultancy Firms registered with Pakistan Council of Architect and Town Planner (PCATP) and Pakistan Engineering Council (PEC) for Consultancy services for preparation of detailed Feasibility Study/ PC-II Document for Construction of Multi Storey Office Building on a plot measuring 3666 Sq. yards located at Mauve Area Sector G-9/1, Islamabad

2. RFP documents can be obtained from the office of Deputy Director (MS) at the address given below on any working day between 10:30 a.m. to 04:00 p.m. by paying an amount of Rs. 2000/- (Non-Refundable) through pay order in favor of Trade Development Authority of Pakistan (TDAP) on or before 08-July-2020 or can be downloaded from the website of www.tdap.gov.pk.

3. Bid Security equivalent to 2% of total bid value in the form of Pay Order in favor of TDAP, Karachi shall be submitted with the sealed financial proposal. Bids without the Bid Security will be rejected.

4. The firm will be selected based on Quality and Cost Based Selection (QCBS) under procedures described in this Request for Proposals document ("RFP"), in accordance with the policies of TDAP, PPRA Rules 2004 and regulations of Procurement of Consultancy Services Regulation 2010 (PCSR 2010)

5. Sealed bids will be submitted till 11.00 am on 09-July-2020 in the office of Deputy Director (MS) at the address given below and technical bids will be opened on the same day at 11:30 a.m. in the presence of representatives of participating firms.

6. Consultants will be required to submit proposed Table of Contents (TOC) for the Detailed Feasibility Study/ PC-II Document containing headings and sub-headings reflecting relevant features of the Detailed Feasibility Study as per requirements of the PC-II Document of the Planning Commission, Government of Pakistan. Proposals without the proposed TOC shall be declared as non-responsive.

7. This RFP document includes the following documents:

Section 1:	Letter of Invitation
Section 2:	Instructions to the Consultants
Section 3:	Terms of Reference/Scope of Services
Section 4:	Technical Proposal- Standard Forms
Section 5:	Standard Format of Financial Proposal
Section 6:	Format of Integrity Pact
Section 7:	Evaluation Criteria

8. Trade Development Authority of Pakistan reserves the right to reject any or all bids and annul bidding procedure in accordance with PPRA Rules.

Deputy Director (MS)
Trade Development Authority of Pakistan (TDAP)
5th Floor, Block-A, Finance & Trade Centre, Shahrah-e-Faisal, Karachi
Tel: 021-99207216

SECTION 2
INSTRUCTIONS TO THE CONSULTANTS

1. Definitions:

- a) "Client" means the TDAP or designated Department / Division or person within TDAP with which the selected Consultant signs the Contract for the Services.
- b) "Consultant" means any entity or person that may provide or provides the Services to the Client under the Contract. Term "Bidder" or "Service Provider" may also be used interchangeably to make an allowance for its usage in Procurement of Consultancy Services Regulation 2010 (PCSR 2010).
- c) "Contract" means the Contract to be signed by the Parties and all the attached documents listed therein
- d) "Data Sheet" means such part of the Instructions to Consultants used to reflect specific country and assignment conditions.
- e) "Day" means calendar day.
- f) "Government" means the Federal Government of Islamic Republic of Pakistan.
- g) "Instructions to Consultants" (Section 2 of the RFP) means the document which provides Consultants with all information needed to prepare their Proposals.
- h) "LOI" (Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the interested Consultants.
- i) "Personnel" means professionals and support staff provided by the Consultant and assigned to perform the Services or any part thereof;
- j) "Foreign Personnel" means such professionals and support staff who at the time of being so provided had their domicile outside the country (Pakistan);
- k) "Local Personnel" means such professionals and support staff who at the time of being so provided had their domicile inside the country.
- l) Shortlist would be interchangeably referred to as pre-qualification list.
- m) "Proposal" means the Technical Proposal.
- n) "RFPD" means the Request for Proposals Document.
- o) "Services" means the work to be performed by the Consultant pursuant to the Contract.

- p) “Terms of Reference” (ToR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

2. Introduction

- 2.1 The Trade Development Authority of Pakistan (“TDAP”) will select a consulting Partner (firm/organization/company) from those that may submit their proposals in response to the RFP and are short listed by TDAP in accordance with the evaluation criteria as given in this RFP (the “Evaluation Criteria”).
- 2.2 All the interested firms/organizations/companies (the “Consultant(s)”) are invited to submit their proposals (the “Proposal(s)”) containing a technical proposal (the “Technical Proposal(s)”) and a financial proposal (the “Financial Proposal(s)”) on the formats provided in this RFP respectively for providing consultancy services for making the detailed Feasibility Study/ PC-II Document (in accordance with requirements of the PC-II Form of the Planning Commission, Government of Pakistan for processing of projects through the CDWP/ECNEC route) for Construction of Multi Storey Office Building for TDAP Islamabad.
- 2.3 The TDAP will provide necessary assistance/ support to the selected consultant and satisfactory access for performance of services. Proposals submitted by the Consultants will be the basis for selection and ultimately awarding of the contract.
- 2.4 TDAP reserves the right to accept or reject any Proposal any time prior to the acceptance of the bid or proposal. TDAP shall, upon request, communicate to the consultant who submitted the bid/proposal, the ground for its rejection but is not required to justify those grounds.
- 2.5 The Rule 3(B) of the Procurement of Consultancy Services Regulation 2010 relating to Quality and Cost Based Selection (QCBS) shall be used by TDAP whereby the Proposals of the Consultants shall submit a single package containing two different envelopes with each envelope containing the Technical Proposal and Financial Proposal separately.
- 2.6 Consultants should familiarize themselves with relevant conditions and take them into account in preparing their Proposals. TDAP may conduct pre-proposal conference. The attendance of consultant shall be optional.

3. Eligible Consultants:

- 3.1 All the Consultants duly incorporated and based in Pakistan governed by rules, laws and statutes of Government of Pakistan shall be eligible.

4. Proposal:

- 4.1 Each Consultant may only submit one Proposal failing which all the Proposals submitted by it shall be disqualified.

- 4.2 The Proposal as well all related correspondence exchanged between the Consultant and the TDAP shall be in English language only.
- 4.3 The Consultant shall be expected to examine in detail the documents comprising the RFP since any material deficiency in providing the information requested may result in rejection of the Proposal.

Technical Proposals:

- 4.4 The Consultants are required to submit the Technical Proposal stating a brief description of the Consultant's organization, outlining their recent experience, Professional Staff who participated during the assignment, the technical approach, sample templates/prototypes of deliverables, methodology, work plan, organization and staff, comments and suggestions on the TOR including workable suggestions that could improve the quality and effectiveness of the assignment. The Technical proposal shall be duly initialed by the authorized representative of the Consultant and should not include any financial information otherwise it will be declared as non-responsive.

Financial Proposals:

- 4.5 The Financial Proposal shall be prepared using the standard form attached in section 4, duly initialed by the authorized representative of the Consultant. It should include all costs associated with the assignment including remuneration for staff and reimbursable expenses. The financial proposal should be separately sealed, as financial proposals of only the technically qualified bidders will be opened.

5. Payment Criteria

- 5.1 Consultant is expected to work in sequential stages and payment (in PKR) will be made to the Consultant in installments as per completion of predefined stages.
- 5.2 **Taxes:** The Consultant will be subject to all admissible duties and taxes except Provincial Sales Tax on Services which will be payable in accordance with relevant rules and regulations as applicable.

6. Submission, Receipt & Opening of Proposals:

- 6.1 The original and all copies made from the original of the Technical Proposal shall be placed in a sealed envelope clearly marked as Technical Proposal. If there are any discrepancies between the original and copy, the original will prevail. Similarly, the Financial Proposal shall be placed in a sealed envelope clearly marked as Financial Proposal followed by the name of the assignment with a warning "do not open with the Technical Proposal". The above if not complied with, shall constitute grounds for rejection.
- 6.2) All the Proposals in response to this RFP must be delivered to TDAP on or before the dates mentioned in Invitation for RFP.
- 6.3) Financial Bids of only qualified bidders shall be opened. The date, time and venue shall be conveyed to the bidders accordingly.

7. Evaluation:

- 7.1) The Proposal shall be evaluated by TDAP in a fair and transparent manner in accordance with the Evaluation Criteria and no Consultant should contact or influence TDAP in the evaluation of the Proposal. If any such effort is made, it shall result in the rejection of the Consultant's Proposal.

Evaluation of Technical Proposals:

- 7.2) Notwithstanding any method used pursuant to Rule 3(B) of PCSR 2010, the Evaluation Committee, a committee to be appointed by TDAP, shall evaluate the Technical Proposals on the basis of their responsiveness to this RFP giving each proposal a technical score. Proposals shall be rejected if they do not respond to the important aspects of this RFP.
- 7.3) The Evaluation Committee shall have no access to the Financial Proposal until the technical evaluation is completed, after which TDAP will notify in writing Consultants that have secured minimum qualifying mark plus the date, time and location for the opening of the Financial Proposals.

Evaluation of Financial Proposals:

- 7.4) The Financial Proposals shall be opened publicly with the total prices read aloud and recorded in the presence of the Consultant's representatives who choose to attend. The Financial Proposals of the Consultants that have met the minimum qualifying mark will be inspected to confirm that they have remained sealed and unopened.
- 7.5) Any computational errors shall be corrected by the Evaluation Committee. When correcting a discrepancy between a partial amount and total amount or amount in words and figures the former shall prevail.
- 7.6) The lowest evaluated Financial Proposal shall be given the maximum financial score of 100 points.
- 7.7) Proposals will be ranked according to their combined technical and financial scores using the weights specified in the evaluation criteria.

8. Clarification & Corrigendum:

- 8.1 Consultants may, before submitting the Proposals, within 7 days of receipt of RFP and not later than 4 days before the submission date of Proposals, request in writing or by standard electronic means, a clarification of any term or condition of the RFP. TDAP 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 TDAP deem it necessary to issue any corrigendum or supplemental to this RFP as a result of a clarification, it shall do so.

9. Discussions/Negotiations:

- 9.1 If required, prior to evaluation of the Technical Proposal and Financial Proposal, TDAP may, within 6-7 days of receipt of the Technical and Financial Proposals, call upon any of the Consultants to discuss or to ask for clarification about anything contained in the Technical Proposal submitted by that Consultant. The invited Consultant will, as a pre-requisite for attendance at such discussions, confirm

availability of its professional staff relevant to this assignment, failing which TDAP may proceed to discuss with another invited Consultant. Representatives conducting negotiations on behalf of a Consultant must have written authority to do so. Minutes of such discussions shall be sent to all the Consultants.

10. Revised Technical Proposals:

- 10.1 If after such discussions, the need arises; TDAP shall allow all the Consultants further time to submit a revised Technical Proposal within a period of 7 days from the date of the discussions. In the above case, all the references to the Technical Proposal in this RFP shall mean the revised Technical Proposal.

11. Supplemental Financial Proposals:

Supplemental Financial Proposal is not allowed

12. Availability of Professional Staff/Experts:

- 12.1 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the TDAP expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the TDAP will require assurances that the Professional staff will be actually available. TDAP will not consider substitutions during contract 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 along with forfeiture of his security deposit. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and his name be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate. The TDAP shall have the right to accept the substitution proposal if submitted in such cases or otherwise.

13. Award of Contract:

- 13.1 After completion of the technical evaluation, TDAP shall return the unopened Financial Proposals to the unsuccessful Consultants. Upon completion of the evaluation, TDAP shall announce the result of evaluation 5 to 10 days prior to the award of Contract.
- 13.2 The successful Consultant is expected to commence the assignment on the date and at the location as communicated to them by TDAP.

14. Integrity Pact:

- 14.1 The successful Consultant shall upon the award of the Contract execute an integrity pact with TDAP on the format given in section 5 of this RFP.

15. Fraud & Corruption:

- 15.1 It is TDAP's policy to require the bidders, suppliers, contractors and consultants to observe the highest standard of ethics during the procurement and execution of the contract.

INSTRUCTIONS TO CONSULTANT

DATA SHEET

Paragraph Reference.	
2.1	Name of the Client: Trade Development Authority of Pakistan, Islamabad Method of selection: Rule 3 (b) of Procurement of Consultancy Services.
2.2	Technical and Financial Proposals to be submitted: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • Name of the assignment: Consultancy Services for preparing a detailed Feasibility Study/ PC-II Report for Construction of Multi Storey Building on a plot measuring 3666 Sq. Yards located at Mauve Area Sector G-9/1, Islamabad. • Consultant must submit the original and 1 copy of the Technical Proposal and the original of the Financial Proposal.
	The TDAP will provide the following inputs and facilities: i. The TDAP will be responsible for providing adequate support for conducting services. ii. Reasonable assistance in obtaining access to data, reports and all other relevant information available with TDAP or with agencies other than TDAP. iii. Provide satisfactory access to the facilities for performing the services and obtain wherever necessary such formats which may be required.
4.0	Proposals must remain valid for 60 days after the submission date The Proposal submission address is: Deputy Director (MS) Trade Development Authority of Pakistan (TDAP) 5 th Floor, Block-A, Finance & Trade Centre, Shahrah-e-Faisal, Karachi Tel: 021-99207216 email: amanat.ali@tdap.gov.pk Proposals must be submitted no later than date and time mentioned in Invitation for RFP published in News Papers.
8.1	Clarifications may be requested not later than 4 days before the submission date. The address for requesting clarifications is: Deputy Director (MS) Trade Development Authority of Pakistan (TDAP) 5 th Floor, Block-A, Finance & Trade Centre, Shahrah-e-Faisal, Karachi Tel: 021-99207216 email: amanat.ali@tdap.gov.pk
7.3	Criteria, sub-criteria, and point system for the evaluation of Technical and Financial Proposals are as follows:

<p>1.</p> <p>2.</p> <p>3.</p>	<p><u>Approach & Methodology: [40] points</u></p> <ul style="list-style-type: none"> ● Understanding of the assignment, its scope, and requirements max [10] Points ● Approach, Methodology for the Feasibility Study/PC-II max [10] Points ● Proposed Table of Contents (ToC) for the Feasibility Study/PC-II max [15] Points ● Work Plan/ Time Schedule max [5] Points <p><u>Experience: [25] points</u></p> <p>a) Similar Assignments Completed (15)</p> <ul style="list-style-type: none"> ● Similar Assignments with the Govt. of Pakistan (2.5 Points/assign.) max [7.5] Points ● Similar Assignments with Provincial Govt. (1.5 Points/assign.) max [4.5] Points ● Other Similar Assignments (0.5 Points per assign.) max [3.0] Points <p>b) Similar Assignments in Hand (10)</p> <ul style="list-style-type: none"> ● Similar Assignments with the Govt. of Pakistan (2.5 Points/assign.) max [05] Points ● Similar Assignments with Provincial Govt. (1.5 Points per Project) max [03] Points ● Other Similar Assignments (0.5 Points per Project) max [2.0] Points <p><u>Consultant's Organization & Consulting Team for the Assignment [35] Points</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>1. Team Lead/ Management Expert Designated for the Assignment (10 Points)</td> </tr> <tr> <td>2. Technical/ Engineering Expert Designated for the Assignment (6 Points)</td> </tr> <tr> <td>3. Financial Expert Designated for the Assignment (6 Points)</td> </tr> <tr> <td>4. Economic Analysis Expert/ Economist Designated for the Assignment (3 Points)</td> </tr> <tr> <td>5. Size and Scope of Services of the Consultant's Organization (10 Points)*</td> </tr> </table> <p>* A complete list of professional consulting staff on Company's payroll reflecting their qualifications, areas of specializations, and years of experience must be provided with the proposal, in other case no score would be assigned under Sr. 5 above.</p> <p>Bidders are required to submit detailed CVs of the above professionals at Sr. 1 to 4 with proof of permanent employment with the firm such as salary slip, appointment letter, etc. in the absence of which no scores would be assigned.</p> <p>The minimum technical scope, (St) for passing is [70 out of 100]</p>	1. Team Lead/ Management Expert Designated for the Assignment (10 Points)	2. Technical/ Engineering Expert Designated for the Assignment (6 Points)	3. Financial Expert Designated for the Assignment (6 Points)	4. Economic Analysis Expert/ Economist Designated for the Assignment (3 Points)	5. Size and Scope of Services of the Consultant's Organization (10 Points)*
1. Team Lead/ Management Expert Designated for the Assignment (10 Points)						
2. Technical/ Engineering Expert Designated for the Assignment (6 Points)						
3. Financial Expert Designated for the Assignment (6 Points)						
4. Economic Analysis Expert/ Economist Designated for the Assignment (3 Points)						
5. Size and Scope of Services of the Consultant's Organization (10 Points)*						
	<p>Working for Total Scores:</p> <p>The formula for determining the financial score S_f is given below: $S_f = 100 \times F_m / F$, in which F_m is the lowest bid price and F is the price of the (bidder) proposal under consideration.</p> <p>If S_t = Technical Score obtained by the Bidder, then his Total Score, i.e. $S = S_t * T + S_f * F$</p> <p>The weights given to the Technical and Financial Proposals are: $T = [70\%]$, and $F = [30\%]$</p>					

SECTION 3

TERMS OF REFERENCE

Background Information

The Trade Development Authority of Pakistan (TDAP) is a premier trade promotion organization of Pakistan having its Headquarters at Karachi with its network all over the country. TDAP is mandated for trade development of Pakistan through formulating and implementing trade promotion strategies, conducting market/commercial intelligence reports and creating linkages between exports based manufacturing and potential markets by participation in exhibitions, composing exporters' delegation and handling trade facilitating measures. In addition, close interaction is established with respective public and private-sector stakeholders to extend facilitation for value-addition, market expansion, efficient supply-chain management and encouraging export oriented foreign investment and joint ventures. TDAP is also helping to improve market access through policy recommendations to the concerned government forums on matters of trade diplomacy and promoting the "business" image of Pakistan in the key export markets for Pakistani products and services.

SCOPE OF WORK

TDAP is planning to implement a construction project for Construction of Multi Storey Office Building on a plot measuring 3666 Sq. yards located at Mauve Area Sector G-9/1, Islamabad. In order to meet the procedural requirements for appraisal, financing and approval of this public sector project the TDAP is required to submit a detailed Feasibility Study/ PC-II Proforma on the project to concerned ministries and the Planning Commission, Government of Pakistan. The project will involve the following components:

- (i)** Construction of Office for TDAP Regional Office, Islamabad.
- (ii)** Trade Facilitation Centre
- (iii)** Display Centre
- (iv)** Auditorium
- (v)** Conference Halls
- (vi)** Business Support
- (vii)** Resource Centre
- (viii)** Office Space for rent/ commercial purpose

I. SCOPE OF WORK FOR THE FEASIBILITY STUDY/ PC-II PREPARATION:

The main purpose for preparation of a Feasibility Study/ PC-II for the KEC project is to enable formulation of a sound project. As per government regulations, feasibility study is a pre-requisite for preparation of a major development project on sound lines. It is basically an in-depth "three-in-one" study covering the technical, financial and economic viability of a project.

The Feasibility Study should provide basic information related to the Project of Construction of Multi Storey Office Building on the basis of collection and analysis of relevant information for the project. It should include technical, financial, economic, managerial, social and regional aspects of the project. A PC-II is prepared for undertaking a feasibility study in respect of a major project. The procedure for processing a PC-II is the same as for the PC-I. The relevant scrutinizing body and the sanctioning authority is also the same as for the PC-I. In short, all the rules and procedures in respect of the PC-I also apply to the PC-II.

Scope of work for preparation of the Feasibility Study/ PC-II for the Construction Project comprises the following main activities:

3.1.1 Preparation of a detailed Feasibility Study/ PC-II Proforma for the project for approval of the project by relevant Ministries and the Planning Commission, Government of Pakistan.

- (i) The Consultant will prepare a detailed Feasibility Study/ PC-II for the Construction of Multi Storey Office Building Project on behalf of the TDAP. The detailed Feasibility Study should fully comply to all the requirements of the Planning Commission of Pakistan in accordance with the PC-II Proforma to enable processing of the project for approval and funding through the Public Sector Development Program (PSDP) taking the CDWP, ECNEC, etc. route.
- (ii) The detailed Feasibility Study/ PC-II should generate all the data/ information for subsequent preparation of complete PC-I document for submission to the relevant Ministries, Departments, and the Planning Commission, Government of Pakistan by TDAP's Design Consultants for the project.
- (iii) Accordingly, the consulting companies submitting their proposals/ bids for this assignment are required to possess full knowledge, expertise, and in-house capacity for preparation of the Feasibility Study/ PC-II for the project in accordance with the requirements of the concerned Ministries / Planning Commission, Government of Pakistan based on their past experience of undertaking similar assignments of this nature and magnitude.
- (iv) Furthermore, the prospective bidders/ consultancy companies

for this assignment are also required to get them fully updated/ apprised/ refreshed on the current requirements of concerned Ministries/ Departments/ Planning Commission in this connection before submitting their bids for this assignment to the TDAP. Any lack of knowledge or ignorance of the bidders about the nature, scope, purpose, depth of information, approval processing cycle, etc. of the detailed Feasibility Study/ PC-II required for the purpose of this assignment shall not be accepted as an excuse for any relaxation or cost escalation at the assignment delivery stage.

3.1.2 Providing Technical Assistance/ Technical Support to the TDAP/ Ministry of Commerce during the approval stages of the Project complete through the DDWP/CDWP/ECNEC, etc. route till its final approval.

- (i) The Consultant/Bidder selected for the assignment shall be required to fully assist/ accompany/ represent the TDAP/ Ministry of Commerce as per requirements for processing approval of the project through relevant agencies (Departments/ Ministries/ Divisions, etc.) at different approval stages in all technical matters relating to Feasibility Study/ PC-II of the project prepared by the Consultant under this assignment.
- (ii) This would include both answering of relevant questions raised by appraising/ approving authorities verbally or in writing as well accompanying/ representing TDAP/ Ministry of Commerce in meetings where physical presence of the Consultant may be required.
- (iii) Accordingly, the delivery of the assignment would stand completed only upon approval of the project by relevant quarters, or upon expiry of the six month period from delivery of the Final Feasibility Study/ PC-II to the TDAP by the selected Consultant, whichever is earlier.
- (iv) However, in case the KEC project's final approval process gets delayed beyond the six month time frame laid out under sub-para (iii) above, the Consultant would be responsible for and required to remain available for providing technical assistance to the TDAP on matters relating to Feasibility Study/ PC-II of the project till final approval of the project on mutually agreed terms based on anticipated input requirements and time frame at that stage.

SECTION 4

Section 4 - Technical Proposal - Standard Forms

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, Proposed Payment Schedule, and Facilities to be provided by the Client A. On the Terms of Reference B. On the Facilities
TECH-4	Approach, Methodology, Table of Contents for the Feasibility Study/ PC-II, and Work Plan for Performing the Assignment
TECH-5	Current Professional/ Consulting Staff of Firm
TECH-6	Team Composition and Task Assignments
TECH-7	Curriculum Vitae (CV) of Professional Consulting Team Proposed

Section 4 - Technical Proposal - Standard Forms

FORM TECH-1 Technical Proposal Submission Form

Deputy Director (MS)

Trade Development Authority of Pakistan (TDAP)

5th Floor, Block-A, Finance & Trade Centre, Shahrah-e-Faisal, Karachi

Tel: 021-99207216

Dear Sirs:

We, the undersigned, offer to provide consulting services for “Preparation of the Detailed Feasibility Study/ PC-II for Construction of Multi Storey Office Building at Mauve Area Sector G-9/1, Islamabad” in accordance with your Request for Proposal dated 25th June 2020 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

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 4 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 Contract negotiations.

We further undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph 13.2 of the RFP document.

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

We remain,

Yours sincerely,

Authorized Signature

[In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

FORM TECH-2 Consultant's Organization and Experience

A - Consultant's Organization

[Provide here a brief (up to two pages) description of the background and organization of your firm/entity and each associate for this assignment, firms retention ratio in terms of employees, international affiliations (if any), ratings , years in related business etc.]

B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually 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.]

Assignment Name:	Approximate value of the contract (in current PKR)
Country/Province: Location within the Country:	Duration of Assignment (Months):
Name of Client	Total No. of Staff Months of the Assignment
Address:	Approximate value of the services provided by associated Consultants:
Start Date (Date/Month/Year): Completion Date (Month/Year): Scope (%age)of the Project Completed:	No. of Professional Staff months provided by associated Consultants.
Name of Associated Consultants, if any:	Name of Senior Professional Staff of your involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative Description of the Project	
Description of Actual Services provided by your staff within the assignment:	

Firm's Name: _____

FORM TECH-3 Comments and Suggestions on the Terms of Reference and Facilities to be provided by the TDAP

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the deliverables 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 Facilities

[Comment here on counterpart staff and facilities to be provided by the TDAP like administrative support, office space, local transportation, equipment, data, etc. as applicable]

FORM TECH-4 Approach, Methodology, Proposed Table of Contents of the Feasibility Study/PC-II, and Work Plan for performing the Assignment

- a) Technical Approach and Methodology,
 - b) Proposed Table of Contents (ToC) for the Feasibility Study/ PC-II
 - c) Work Plan, and
 - d) Organization and Staffing
 - e) Post Feasibility Report/ PC-II Services.
-
- a) Technical Approach and Methodology.
In this Section 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
 - b) Proposed Table of Contents (ToC) for the Feasibility Study/ PC-II
Under this section you should provide your proposed Table of Contents (ToC) for the Feasibility Study/ PC-II for the assignment detailing headings, sub-headings, along brief coverage/ contents under respective headings and sub-headings to provide a clear idea of the overall scope of the Feasibility Study/ PC-II document and its outline and depth of coverage of various areas.
 - c) Work Plan.
In this Section you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones
 - d) Organization and Staffing.
In this Section you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the Team Lead responsible, and proposed technical and support staff.
 - e) Post Implementation Services.
In this Section you should define the level and kind of assistance you will provide after delivery of the final Feasibility Study/ PC-II in terms of post implementation services, technical support, etc.

FORM TECH-5- Current Professional/ Consulting Staff of Firm

In this section, you are required to provide information regarding your current Professional/ Consulting Staff on Payroll of the Firm

Form TECH-6 Team Composition and Task Assignments

Name of Staff	Position Assigned	Task Assigned

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FORM TECH-7 Curriculum Vitae (CV) for Proposed Professional Staff

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

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

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

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

5. **Education** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates when obtained]:

6. **Membership of Professional Associations:**

7. **Countries of Work Experience:** [List countries where staff has worked in the last ten years]: _____

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

9. **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.]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

10. **Detailed Tasks Assigned**

[List all tasks to be performed under this assignment]

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

[Among the assignments in which the staff has been involved, indicate for those assignments that best illustrate staff capability to handle this task]

Name of assignment or project:

Year: _____

Location: _____

TDAP: _____

Main project features: _____

Positions held: _____

Activities performed: _____

14. 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 willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of authorized staff member or representative]

Dated: _____
[Day/Month/Year]

Full name of authorized representative:

SECTION 5

RESPONDENT CONSULTANT'S FINICIAL PROPOSAL FORM
(to be submitted on Respondent Letter head)

Fees for the Preparation of a detailed Feasibility Study/PC-II for the project of Construction of Multi Storey Office Building for TDAP Islamabad Office at Mauve Area Sector G-9/1, Islamabad.

Total Cost (Rs.) Lump Sum (till completion of the assignment in all respects)

- In Figure:..... (Excluding VAT)
- In Words:..... (Excluding VAT)

Payment Terms (Please mention below)

Date:

Signature:

Name:

In the Capacity of and duly authorized to sign proposals for and Behalf of

Witnessed by:

Signature:

Name:

Title:

Date:

Affix Corporate Seal (if Incorporated):

SECTION 6
INTEGRITY PACT

Declaration of Fees, Commissions and Brokerage etc. Payable by the Suppliers of Goods, Services & Works Pursuant To Rule 7 Public Procurement Rules 2004

_____ [the Seller/Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [the Seller/Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[The Seller/Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[The Seller/Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [the Seller/Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Seller/Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

FOR AND ON BEHALF OF

Signature: _____

Name: _____

NIC No: _____

WITNESSES:

Signature: _____

Name: - _____

NIC NO: - _____

Signature: _____

Name: - _____

NIC NO:- _____