

SHAHEED BENAZIR BHUTTO HOUSING CELL CHIEF MINISTER SECRETARIAT GOVERNMENT OF SINDH



M-01, Beaumont Plaza, Behind PIOC House, Karachi Phone No. 99204178-9- Pax 35680117

NO:SBBHC/RFP/L.C.H/ 4376 /2014 Dated 29th September,2014

REQUEST FOR PROPOSAL

Shaheed Benazir Bhutto Housing Cell is hereby invites proposals from pre-qualified Civil Society Organizations (C.S.Os) having experience in supervision/monitering of construction of low cost houses by close community involvement. for construction of 200 housing units in District Tharparkar and 100 housing units in District Kashinore including 200 housing units in District Larkana.

C.S.Os will be assigned the following tasks:

- 1. Preparation of feasibility reports of porposed beneficairies, Social Mobilization and their training as mason.
- 2. Disbursement of government grant to beneficiaries for construction of houses on self help basis.
- 3. Supervision of construction work in accordance with approved design and specifications.
- 4. Monitoring of project activities through their qualified Engineers registered with P.E.C.

GENERAL TERMS & CONDITIONS

- I. Request for Proposal can be obtained from the office of SBBHC on submission of a request alongwith a non-refundable tender fees in sahpe of pay order of Rs.2500/- in favor of PEOPLES HOUSING CELL UP TO 20TH October,2014 from the date of publication of this NIT/RFP in news papers and on SPPRA website.RFP can can also be downloaded from the SPPRA website and can be submitted in SBBHC alongwith fixed fees Rs.5000/=(Note tender fees for each District will be charge seprately)
- 2. Single stage Two Envelop procedures, specified in SPP Rules-2010 shall be followed.
- 3. Sealed Proposals should be delivered at the SBBHC office on or before 21st October, 2014 by 2:30 pm. Technical Proposal will be opened at 3:00 pm on the same day in presence of the authorized representative of C.S.Os and the financial proposals of the technically qualified CSO's will be opened after technical evaluation of the RFP's in accordance with SPP Rules, 2010.
- 4. One pre-qualified CSO will be eligible to award the task for (01) one Districts only, however they can be apply for more than one District.
- 5. The CSO's who are already engagged by the SBBHC for supervising the construction of low cost houses in two Districts will not be eligible to apply.
- 6. Procuring Agency (SBBHC) reserve the right to accept or reject all or any application under relevant procursion of SPP Rules-2010.

√ASSISTANT DIRECTOR (A & F)



CHIEF MINISTER'S SECRETARIAT, SINDH KARACIII

Karachi, dated the

NOTIFICATION

No. SO/C-I/CMS/IV (07)-20/2014: In order to cause transparent and meritorious selection of procurement process in accordance with the rule 7 of the Sindh Public Procurement Rule. 2010 vide Notification No. SO (C-IV)/ SGA&CD/3-26/12 dated 23rd March, 2013. following procurement committee for Shaheed Benazir Bhutto Housing Cell is hereby constituted:

Director (Inspection/ Admin) SBBHC i.

Chairman

Deputy Director (Engineering), SBBHC ii.

Member/Secretary

Representative of Planning and Development Department Member Government of Sindh (to be nontinated by the Additional Chief Secretary, P&D)

> PRINCIPAL SECRETARY TO CHIEF MINISTER SINDH

No. SO/C-I/CMS/IV(07)-20/2013:

Karachi, dated the

March, 2014

A copy is forwarded for information and necessary action to:

1. The Additional Chief Secretary (Dev), Planning & Development Department,

2. The Chairman, Shaheed Benazir Bhutto Housing Cell, Karachi. The PS to Principal Secretary to Chief Minister Sindh Karachi.

Master File.

(NASRULLAH MAKO)

SECTION OFFICER (COORD-I)

DAWN FRIDAY OCTOBER 3, 2014



SHAHEED BENAZIR BHUTTO HOUSING CELL CHIEF MINISTER SECRETARIAT GOVERNMENT OF SINDH

NO: SBBHC/RFP/L.C.H/4376/2014

DATED: 29th September, 2014

" **[** #]

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- Preparation of feasibility reports of proposed beneficiaries, Social Mobilization and their training as mason. Disbursement of government grant to beneficiaries for construction of houses on self help basis.
- Supervision of construction work in accordance with approved design and specifications.
- 4. Monitoring of project activities through their qualified Engineers registered with RE.C.

GENERAL TERMS & CONDITIONS

- Request for Proposal can be obtained from the office of SBBHC on submission of a request along with a non-refundable tender fee in shape of pay order of Rs. 2500/- in favour of PEOPLES HOUSING CELL upto 20th October, 2014 from the date of publication of this NIT/REP in newspapers and on SPPRA website. REP can also be downloaded from the SPPRA website and can be submitted in SBBHC along with fixed fee of Rs. 2500/- (Note tender fee for each District will be charged separately).
- Single-stage Two-Erivelope procedure, specified in SPP Rule-2010 shall be followed.

 Sealed Proposals should be delivered at the SBBHC office on or before 21st October, 2014 by 2:30 pm. Technical Proposal will be opened at 3:00 pm on the same day in presence of the authorized representatives of C.S.Os and the financial proposal will be opened qualified CSO's will be be opened after technical evaluation of the RFP's in accordance with SPP Rules 2010.
- One pre-qualified CSO will be eligible to award the task for one (01) District only, however they can apply for more than one District.

 The CSO's who are already engaged by the SBBHC for supervising the construction of low cost houses in two Districts will not be eligible to apply. Procuring Agency (SBBHC) reserves the right to accept or reject any or all applications under relevant provision of SPP Rules-2010.

INF-KRY No. 3079/14

Don't make your life disaster with deadly Drugs.

ASSISTANT DIRECTOR (A&F)

Sr. No.	
Issued to M/s	
Date:	_
Issued by:	



SHAHEED BENAZIR BHUTTO HOUSING CELL GOVERNMENT OF SINDH



REQUEST FOR PROPOSAL (RFP) TECHNICAL / FINANCIAL PROPOSAL

FOR

CONSTRUCTION OF ----- LOW COST HOUSING UNITS

AT

DISTRICT -----

M-1, Mezzanine Floor, Beaumont Plaza, Behind PIDC Building, Karachi Phone Nos. 021/99204178-9, Fax No. 021/35680117

LETTER OF INVITATION

No.BHC/DIST/GEN/2014/

Karachi, October, 2014

То,

- 1. Shaheed Benazir Bhutto Housing Cell, Government of Sindh intends to construct-------low-cost houses for poorest of the poor families of District------- on the land owned by the beneficiaries, by utilizing the services of reputed Civil Society Organization (CSO).
- 2. According to the project strategy, low-cost houses will be constructed by the beneficiary on self help basis.
- 3. Cost estimates for low-cost housing will be prepared by CSO, selected CSO will ensure to complete construction work by beneficiary on the cost estimate prepared by CSO.
- 4. Shaheed Benazir Bhutto Housing Cell will provide funds for construction of houses to the beneficiaries through selected CSO.
- 5. Selected Civil Society Organization (CSO) will also provide the following services to SBBHC to accomplish the above task:
 - Social Mobilization of the community
 - Training of local peoples as mason and skilled labour
 - Funds to the beneficiaries will be disbursed through CSO.
 - CSO will provide technical assistance to the beneficiary in construction of houses through their qualified Engineers and supervisors over construction work, ensuring the work is being carried out in accordance with the approved design and specifications.
- 6. CSO which fulfils technical criteria laid down in RFP and offers their services to SBBHC along with realistic and reasonable estimates shall be selected.
- 7. The executing agency for the project will be Shaheed Benazir Bhutto Housing Cell and implementation shall be carried out by the beneficiary through the reputed Civil Society Organization.
- 8. You are hereby invited to submit Technical & Financial Proposals to provide services to Shaheed Benazir Bhutto Housing Cell for the above assignment, ultimately leading to an agreement between you and SBBHC.
- 9. Selection of CSO will be made in accordance with the procedures and method of selection defined in the Evaluation Criteria for the Technical and Financial Proposals.
- 10. In order to familiarize yourself with the project and to assess the scope of services to be provided by you, you are welcome to visit the office of Shaheed Benazir Bhutto Housing Cell. However, it should be clearly understood that any cost incurred by you for collection of preliminary information and preparation of the proposal will not be reimbursed to you.

- 11. In the event that you desire additional information, SBBHC would provide such information expeditiously if available, but any delay in providing such additional information will not be considered as a reason for extending submission date of your proposal.
- 12. Detailed Technical Proposal should be submitted (original and one copy) along with Financial Proposal (original and one copy) in separate sealed envelope to reach at the office of Benazir's Housing Cell, M-1, Mezzanine Floor, Beaumont Plaza, Behind PIDC Building, Karachi on or before 21st October 2014 at 2.30 pm. The Technical Proposal will be opened at 3.00 pm on the same day in presence of the authorized representative of CSOs.
- 13. A proposal will be treated as non-responsive and will not be considered for evaluation if any of the information required in the Letter of Invitation is omitted or not complied with. No proposals will be accepted upon expiry of deadline date and time.
- 14. The documents have been prepared based on SPPRA-Rules2010. However, if there appears any discrepancy/deviation, then SPPRA-Rules will prevail.
- 15. The time for the service contract will be for six months.
- 16. The selected CSO will be required to submit Bank guarantee in shape of Demand Draft, Pay Order etc. equal to the amount of installment that will be disburssed to beneficiary families through them. This will be returned to CSO in due course of time on successfull disbursment of grant.
- 17. One CSO can be considered only for one district however CSO can apply for more than one district.

(CHAIRMAN)

Shaheed Benazir Bhutto Housing Cell, Karachi Phone 021/99204178-9, Fax 021/35680117

REQUEST FOR PROPOSAL OF ASSIGNMENT

1.0 SCOPE OF WORK:

- In order to undertake the project to construct --- low-cost houses for poor families of District ------, Shaheed Benazir Bhutto Housing Cell will require services of a Civil Society Organization (CSO).
- 1.2 Contractor shall not be allowed to undertake this work either directly or through subletting.
- 1.3 Grant in aid for construction of house will be provided by the SBBHC on behalf of the Government of Sindh.
- 1.4 Houses will be constructed in cluster of minimum five by the beneficiaries themselves on self help basis, involving local masons.
- 1.5 CSO will be responsible to record JPRS Coordinates of each house at the time of preparation feasibility report.
- 1.6 Beneficiaries will utilize their own land for this purpose, while CSO will provide the approved design of house to the beneficiaries and required technical assistance, which already had been approved by SBBHC, CSO will ensure that the work has to be carried out on that design though their qualified engineering staff.
- 1.7 Beneficiary families will be identified by elected representatives; however, CSO will furnish feasibility report on a prescribed Performa which will be provided by the Cell.
- 1.8 CSO will ensure that houses have to be constructed by beneficiary on the approved Drawing/design and within the limits of the cost estimates prepared by CSO.
- 1.9 CSO will socially mobilize the community and form one or more Community Organizations (COs) for this purpose and perform all functions through active involvement of COs.
- 1.10 CSO will be responsible for implementation and overall project management, supervision on procurement process, maintaining record of expenditures and timely completion of the project activities.
- 1.11 CSO will impart training to the people from the beneficiary villages as mason and skilled labour in accordance with standard rules and procedures for skill enhancement. The process of training will continue, throughout the project period as the trained masons will also provide on the job training to other people.
- 1.12 They will also impart training to the beneficiaries for the maintenance of their own houses after completion.
- 1.13 Cheques for the grant from the Government will be made out on installment basis.
- 1.14 CSO will motivate beneficiary to contribute in the form of unskilled labour. However CSO will not collect any cash what so ever in lieu of labour from beneficiary.
- Grant for construction of houses will be issued (as per the estimated cost of a single house) in four to five equal installments, through CSO.
- 1.16 CSO will be responsible for disbursement of grant to the beneficiary thorough a set procedure, however, they will obtain approval of the said procedure from SBBHC.
- 1.17 CSO will ensure that all amounts have been utilized by the community, before release of next installment.
- 1.18 CSO will be responsible for entering into an agreement with the beneficiary before disbursement of grant and monitor the procurement at all stages.
- 1.19 CSO will not sublet any work to any contactor within or outside the village.
- Beneficiary will utilize the grant for procurement of materials; however, CSO will strictly monitor the process and ensure procurement in a proper way.
- 1.21 A sufficient numbers of Engineers / Sub-Engineers will be deployed by CSO at the site for regular vigilance / monitoring and their experienced and qualified Engineers will provide technical assistance to the beneficiary in construction of his/her house.
- 1.22 CSO's Engineers will supervise the project to ensure that the construction work is being carried out in accordance with the design and specification and strictly in accordance with standard Engineering practices internationally acceptable.
- 1.23 CSO's Engineers will ensure standardized execution of work and stop the work if they observe any sub-standard practices. In such cases they will recommend not to release further installments.



- 1.24 CSO will arrange regular meetings with the COs and fortnightly reports will be submitted to SBBHC.
- 1.25 CSO shall furnish a Work Plan including detailed information in narrative form and with bar diagrams.
- 1.26 CSO will submit a detailed monthly report to SBBHC showing progress and deviation form plans, schedule, designs etc if any.
- 1.27 CSO will submit a realistic cost estimate likely to be incurred for a house as per specifications. However, keeping in view the local condition SBBHC can make the changes in the design and specifications.
- 1.28 Any increase or decrease in the cost estimates will not affect the proposed service charges, as these charges are not linked with the cost estimates.
- 1.29 CSO will be responsible to furnish a Completion Certificate on the completion of house. This Certificate will be provided on a stamp paper signed by beneficiary CO head representative of CSO encounter signed by the Revenue Staff.

4. SPECIFICATIONS FOR TWO ROOM, HOUSE VERANDA AND BATH ROOM

Beneficiaries will construct their houses as per design/Given Drawing at annexure- A. Specification of a house are as follows should be read with the conjunction with the given drawing.

- 1. Load Bearing Structure with Girder of 2.50 kg / rft (3"x6") dully embossed BHC Monogram if possible and T-Iron of 700 gm / rft wt: including burnt Bricks roof tiles, 1" grouting and 3" mud plaster with water spouts as required.
- 2. Foundation of wall 1'-6"x 0-6"size with stone blast, first step 1'-6" x 1'-9", second step 0'-9" x 13" of Brick Masonry.
- 3. Super structure made of pakka brick .9" thick wall and a height of 10ft with 1:6 cement mortar.
- 4. Flooring, base having 1:4:8 PCC, 3"thick and top1:2:4 PCC, 2"thick.
- 5. Bathroom with 4' thick wall as shown in Drawing, W.C of medium size etc complete.
- 6. G.I framing 18 gauges chowkhat for doors and windows. fixing commercial plywood,3 ply in panels.
- 7. Distempering three coat at walls and enamel painting on doors, windows, Girders and T-Iron.
- 8. DPC made of 1:2;4 PCC ,3" thick.RCC Lintel size is given in Drawing.
- 9. Internal Plaster on walls of room and veranda and Bathroom. External plaster on front wall of House and Bath room 1/2" thick,1:6 ratio Cement Mortar.
- 10. Sulphate Resistance Cement should be used up to plinth level.

NOTE: Other specification equivalent or stronger than the above may be adopted with mutual consent by the selected CSO and SBBHC. For example Compressed Earth Block instead of bricks, Pyramid roof and other innovative materials like Ferro Conent etc.

5. COMMENCEMENT AND COMPLETION OF WORK

The selected CSO shall start its activities under this Contract within ten (10) Calendar days after issuance of work order and the signing of the Contract as specified in RFP. The period of completion of project will be six calendar months.

6. LOCAL LAWS, RULES & REGULATIONS

The CSOs should apprise themselves with the local laws, rules and regulations, which are relevant to the proposed service, contract particularly the contract Act etc.

7. PREPARATION OF PROPOSAL

CSO should prepare detailed Technical and Financial Proposals for undertaking the full scope of work described in the Request For Proposal. The required information should be given according to the following:

- A- The prospective CSO shall furnish complete information as required against each head of item. All statements should be complete and copies of certificates should be enclosed wherever required. Incomplete or nil information against any item may render the proposal liable to be rejected and shall be treated as non-responsive.
- B- All information should be entered in ink or typed in English. Information in any other language shall be accompanied by its translation in English. Failure to comply with this condition may disqualify the proposal.



- C- The CSO should give position and status of their organizations along with Certificate of Registration and Memorandum and Article of the firm showing the year when established, organizational set-up and registered office address etc.
- D- Appropriate answers should be given to all questions. Incomplete or confusing replies may make the Proposal liable for rejection.
- E- Erasing and other changes on the original Proposal forms are not permitted and deletions/ corrections should be noted over and initialed by the authorized Representatives signing the Proposal Forms.

8. GENERAL PERFORMANCE DATA:

- A- Prospective CSO must have extensive experience of similar projects. They will not be considered qualified unless they possess good reputation, ability, experience, qualified personnel, related facilities to be available for this work sufficient in the judgment of BHC to satisfactorily execute the contract and meet all obligations therein.
- B- Detailed financial statements for the last three years certified by registered auditors shall be attached. The percentage of foreign equity of the individual company or corporation or the Joint Venture should be given in their financial statements.
- C- Detailed dossier of key personnel available with the firm including Engineers, Sub Engineers Social mobilizer, Financal, legal expert and other supervisory staff etc, should be attached.
- D- Detailed experience for the last three years must be attached. The experience other than the current contracts shall be given separately, while giving details of the work done in Sindh province should be given first, then work done in other province/countries.
- E- List of current contracts on similar format shall be given separately.
- F- A certificate on format with a letter of reference from the CSO's Bank shall be attached.

9. INFORMATION REQUIRED:

Prospective CSO shall furnish all information required under each head. Incomplete or nil information may render the proposal able to be rejected. Statements must be completed with all details and all signatures and other documents must be properly executed.

10. <u>CERTIFICATE OF REGISTRATION</u>:

Local (Pakistani) CSO shall submit attested copy of the Certificate of Registration in duplicate. The original Certificate of Registration shall be produced whenever called for and will be returned.

11. SUBMISSION OF PROPOSAL:

- 11.1 The proposal shall be submitted on the proposed document forms (original) along with ONE ADDITIONAL COPY placed in separate scaled envelope marked as "Technical Proposal" and "Financial Proposal" for providing services as per Request for Proposal.
- 11.2 The proposal should be submitted either through registered post, with acknowledgment due or to be delivered in the office of SBBHC, located at Beaumont Plaza, M-1, Mczzanine Floor, Behind PIDC Flouse, Karachi, before the schedule date and time.
- 11.3 If the envelope is not sealed and marked as instructed, no responsibility will be accepted for any misplacement of the proposal documents. Only sealed proposal will be considered, un-scaled proposal is not eligible for participation.
- It shall be the CSO's responsibility to determine the manner by which timely delivery of proposal will be accomplished either in person or by messenger or by mail.
- 11.5 Upon request acknowledgement of receipt of proposal will be provided to those making delivery in person or by messenger.

12. <u>BIDDING SELECTION PROCEDURE:</u>

- 12.1 Selection procedure for CSOs shall be strictly according to the following:-
- 12.2 The bidding process shall be based on Single Stage- Two envelope procedure:
 - i. The bid shall be comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
 - ii. The envelope shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion;
 - iii. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;

- iv. The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;
 - v. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which do not confirm to the specified requirements;
 - vi. During the technical evaluation no amendments in the Technical Proposal shall be permitted;
 - vii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
 - viii. After the evaluation and approval of the technical proposal the procuring agency, shall at a time with in the bid validity period, publicly open the financial proposals of the technical accepted bids only. The Financial Proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders;
 - ix. The bid found to be the lowest evaluated bid shall be accepted.

13. ACKNOWLEDGEMENT OF CONTRACT:

- 13.1 The bidder whose offer is accepted shall promptly be informed through a letter of intent which shall be deemed to be the agreement for this contract till such time as actual Contract Agreement is signed.
- Within 20 days of issue of this letter of intent the successful bidder shall provide a non-Judicial stamp paper of appropriate value for execution of agreement failing which the agreement shall stand null and void.
- 13.3 The successful bidder shall acknowledge receipt of the letter of intent and thereafter, they shall promptly arrange to sign the Contract Agreement with SBBHC.

14. DOCUMENTS NOT TO BE RETURNED:

The Technical Proposal submitted by CSO in connection with the proposal will be treated as confidential and will not be returned.

15. QUALIFIED STAFF:

The CSO shall employ qualified and competent staff to carry out the work and shall be responsible for complying with the orders and instructions given by SBBHC from time to time. Senior staff will be available during office hours for discussion and review during the execution of the Project.

16. INDEMNITY:

SBBHC shall not be liable for or in respect of any damage or compensation in consequence of any accident or injury to any staff / workman or other persons.

17. OBSERVANCE OF LOCAL LAWS AND ORDINANCE:

The prospective CSO shall observe and comply with all Federal Government, Provincial Government and Municipal Law, Ordinances and rules and regulations which may in any manner effect those engaged or employed on the work to be done or to which may in any respect Government control or otherwise effect to conduct of such work or any part thereof and they shall protect and indemnify SBBHC against any claim or liability arising from or based on violation of any such Laws, Ordinances and rules and regulations etc. whether by themselves or an age

18- PROGRESS

- a) Targets fixed for work
- b) Progress of activity on times achieved since the last report with narration and charts.
- c) Total progress achieved in percentage.
- d) Change in work Plan, if any.
- e) Reasons of delay, if any.

19. ARBITRATION:

If any dispute arises between the CSO and the elient in connection with this contract, the parties shall attempt in good faith to settle the same by negotiation. If dispute is not settled by negotiation, it shall be submitted to arbitration in accordance with the following;

A- PROCEDURE:

The demand for arbitration shall be in writing and shall be served on the other party and shall be specify the arbitrate RFP chosen by the party making the demand. Within thirty (20) days after receipt of the demand, the other party shall appoint an arbitrator by the written notice served on the party making the

demand. The two members of the Arbitration Committee thus appointed shall agree upon a third member to act the Chairman. If agreement on the third member can not be reached within fifteen (15) days from the date of the appointment of the second arbitrator, the case will be referred to the Civil Court having jurisdiction for the appointment of the third member to act as Chairman. If the other party fails to appoint as arbitrator within 30 days of the demand then the case will be referred to the civil court having jurisdiction for appointment of second arbitrator and Chairman by the Party making the demand. Arbitration shall be conducted in Pakistan in accordance with the Laws of Pakistan. The award of the Arbitration Committee shall be final and binding on all parties.

B- REMUNERATION OF ARBITRARFPS:

Arbitrators shall be remunerated for their services at reasonable rates, as quoted by each arbitrator in accordance with the laws of Pakistan.

Each party shall be responsible for payment of fees to the arbitrator appointed by it. The fees of the Chairman shall be paid one-half by each party. Other costs shall be shared by the parties as may be determined by the Arbitration Committee.

20. TAXES

The CSO and their other staff shall be subject to and required to pay all taxes, assessments of whatever nature levied or assessed by the Government of Pakistan or other Local Bodies or Corporation whether collected in cash, by stamps or by other means and whether called contract tax, corporate tax, Capital Tax, Remittance Tax, Levies, Licenses or otherwise applying to payment made under the contract or any profit derived by the firm as a result of the Contract.

21 RESPONSIBILITY OF THE SELECTED CSO:

- 21.1 Complete all assignments as per RFP.
- 21.2 Provide all necessary professional, technical, administrative and supporting staff including all logistics such as all supplies and transportation to enable the project to be undertaking in accordance with the RFP.
- 21.3 Provide detailed supervision of construction to ensure satisfactory execution of the project in accordance with the approved design/drawings and specifications of project in the following manners:
- 21.3.1 Review the construction programmed, methods of execution, procedures, manner and progress of work and recommendations for measures to achieve completion targets.
- 21.3.2 Supervision of construction work so as to achieve quality standards and to ensure that the beneficiaries carried out the works strictly according to the approved drawings and specifications.
- 21.3.3 Monitoring day to day progress to achieve scheduled targets and help eliminate interface problems, if any to ensure that the beneficiary fulfill his obligations generally and particularly in respect of time schedule

23. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

- 23.1 The original proposal (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no overwriting, except as necessary to correct errors itself. Any such corrections must be initialed by the person or persons who sign (s) the Proposals.
- 23.2 An authorized representative of the CSO shall initial all pages of the proposal. The representative's authorization is confirmed by the written power of attorney accompanying the proposal.
- 23.3 For each proposal, the CSO should prepare the number of copies as indicated. Each Technical proposal and Financial Proposal should be marked original or copy as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.
- 23.4 The original and all copies of the technical proposal shall be placed in a sealed envelope clearly marked Technical Proposal. The Financial Proposal should be submitted in original only & shall be placed in a sealed envelope with a warning "Do Not Open with the Technical Proposal". Both envelopes shall be placed in to an outer sealed envelope bearing the submission address and other information indicated and clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE CSO's REPRESENTATIVE"

23.5 The completed technical and financial proposal must be delivered at the mentioned address on or before the time and date. Any proposal received after the closing time for submission of proposals shall be returned unopened.

24. OPENNING OF TECHNICAL PROPOSALS

The Technical Proposals shall be opened and registered in the presence of contenders immediately, after the closing time for submission of proposals. The Financial proposal shall remain scaled and deposited with independent authority until they are opened publicly.

25. PROPOSAL EVALUATION GENERAL

- 25.1 The CSO shall not contact SBBHC on any matter relating to their Proposal from the time of the opening of the technical proposal till the contract is awarded. Any effect by the firm to influence SBBHC in the evaluation, Proposal comparison or contract award decisions may result in the rejection of the Firms Proposal and blacklisting of the firm.
- 25.2 Evaluators of technical proposal shall have no access to the financial proposals until the technical evaluation reviews and no objection concluded.

26. EVALUATION OF TECHNICAL PROPOSALS

A Consulting Committee to evaluate the Technical Proposals will be constituted by Government. The individual members of the evaluation committee will carry out the evaluation of proposals on the basis of their responsiveness to the Request for Proposal, applying the evaluation criteria and point system. Each responsive proposal will be given a technical score. A proposal shall be considered unsuitable and shall be rejected if it does not respond to important aspects of the Request for Proposal and will be declared as Non Responsive.

27. EVALUATION OF FINANCIAL PROPOSALS:

All Financial proposals will be opened in presence of representatives of the CSOs and Consulting Committee, result will be publicly announced.

28. AWARD OF CONTRACT

The contract will be awarded to the successful CSO. SBBHC will promptly notify other firms which become unsuccessful.

The CSO is expected to commence the assignment on the date and at the location specified in the Work Plan.

29. CONFIDENTIALITY

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the CSOs who submitted the proposals or to other persons not officially concerned with the process, until the award of contract is notified to the successful CSO.

30. SELF EVALUATION BY CSO

In case of rejection of a CSO due to "Non-responsiveness" in the Technical Proposal, the CSO can self-evaluate its position with the Evaluation Criteria.

A CSO can also be rejected due to "Non-Responsiveness" in the Financial Proposal. Thus it is required that all details and information required must be completed.



EVALUATION CRITERIA

70 MARKS SHOULD BE SCORED IN TECHNICAL PROPOSOL FOR QUALIFY TO PARTICIPATE IN FINANCIAL BIDDING.

<u>EVA</u>	EVALUATION OF TECHNICAL PROPOSAL		
i-	STANDING OF CSO	(30 MARKS)	
	 i. No. of qualified Engineers associated. (5 marks for each) ii. No. of Social Mobilization Officers . (3 marks for each) iii. Annual Financial turnover. (Minimum 1.0 Million) 	(10 marks) (15 marks) (05 marks)	
II-	EXPERIENCE OF CONSTRUCTION PROJECTS / HANDLING CIVIL WORKS.	(40 MARKS)	
	 This includes the experience in handling similar type of projects with close community participation, within the province. 	(35 marks)	
	ii- Experience in similar type of project in the specific district of Sindh Province	(05 marks)	
III-	PRESENTATION ON UNDERSTANDING OF OBJECTIVES AND APPROACH	(15 MARKS)	
IV-	WORK PLAN	(15 MARKS)	
	 i- Scheduling for project activities with logical sequence ii- Plan to undertake the task iii- Targets for completion of work 	(05 marks) (05 marks) (05 marks)	

EVALUATION OF FINANCIAL PROPOSAL

Lowest estimated cost and Service Charges of Single House

IMPORTANT NOTE

Non-responsiveness or non-compliance of the Technical Proposal in respect of the information required by the scope of work may result in rejection of proposal and return of un-opened Financial Proposal to the CSO.

The information submitted by the CSOs in their Technical Proposal (Qualification of Firm, Key Personnel and Team leaders etc.) should conform to the above Evaluation criteria. Therefore, formats and documents should be prepared and submitted accordingly.

PROPOSED DRAFT AGREEMENT, INTEGRETY PACT AND OTHER FORMAT FOR TECHNICAL PROPOSAL

DRAFT CONTRACT AGREEMENT

This CONTRACT AGREEMENT is made between SBBHC andto construct low-cost
houses for poorest of poor families of District on the land owned by the beneficiaries (hereafter,
together with its attachments and annexure refer to as "AGREEMENT") is made day of the
month of 2014, between, on the one hand, Shaheed Benazir Bhutto Housing Cell
(hereafter refer to as "CLIENT" which expression shall include their successor-in-interest and assign)
hereafter called the "CLIENT" and on the other hand Civil Society Organization "CSO"
which expression shall include their successor-in-interest and assigns).

WHEREAS:

A-The Client intends to carry out activities for designing and constructing 200 low-cost houses for poorest of the poor families of District Larkana. These low-cost houses will be constructed by the



beneficiary on self help basis on the design and cost estimates prepared by CSO. Shaheed Benazir Bhutto Housing Cell will provide grant for construction of houses to the beneficiaries through selected CSO. Civil Society Organization (CSO) will also provide the following services to SBBHC to accomplish the above task:

- Social Mobilization of the community
- Training of local people as mason and skilled labour
- Funds to the beneficiaries will be disbursed through selected society
- Civil Society Organization will provide technical assistance to the beneficiary in construction of houses through their qualified Engineers and supervision over construction work, ensuring the work is being carried out in accordance with the approved design and specifications.

Now THEREFORE the parties have agreed to as follows:

a- Proposal Documents with all its Contents.

FOR AND ON BEHALF OF THE CLIENT

b- Proposal Documents submitted by the Prospective Civil Society Organization.

In WITNESS WHEREOF, the Parties hereto have caused this contract to be signed in their respective names as of the day and year first above written.

The client and the CSO have mutually agreed to accomplish the task as per RFP and completion of the work under this contract.

- a- The CSO shall provide the services in accordance with the provisions of contract.
- b- The client shall provide full support to the CSO to accomplish the task in accordance with the provision of the contract.

Ву	
Authorized Representative	
FOR AND ON BEHALF OF THE CSO (Each member of the consortium to signed this agreement)	
1	
BY	
Authorized Representative	
2	
BY	
3	
BY	
WITNESSES:	
I. NAME	SIGNATURE

BHC

2. NAME

SIGNATURE

THE INTEGRITY PACT

- 1- The following procedures will apply to the letting of contracts.
- 2- These procedures are in additional for the standard legal and administrative requirements.
- 3- They will form part of the terms and conditions of each contract and will be actionable, in the event of breach, by the SBBHC, and any of the competing bidders.
- 4- Each bidder must submit a statement, as integral part of the Tender Documents, with the following text:
 - a-The Company places importance on competitive tendering taking place on basis that is free, fair, competitive and not subject to abuse. This Company is pleased to confirm that (i) it has not offered or granted, and will not offer or grant, either directly or indirectly through agents or other third parties, any improper inducement or reward to any public official, their relations or business associates, in order to obtain or retain this contract or other improper advantages, and (ii) it has not colluded, and will not collude, with others in order to limit competition for this contract.
 - b- This Company has a No-Bribery Policy / Code of conduct and a Compliance program which includes all reasonable steps necessary to assure that the no-bribery policy is being followed by the employees, as well as by all third parties working with this company on the project, including agents, consultants, consortium partners, subcontract RFPs and suppliers, Copies of No-Bribery Policy / Code of Conduct and Compliance Program of the firm should be attached.
 - c-"This Company has developed for the purposes of this tender, a Compliance Program which includes all reasonable steps necessary to assure that the no-bribery commitment given in this statement will be complied with by its manager and employers, as well as by all third parties working with the Company, including agents, consultants, consortium partners and subcontract RFPs and suppliers".
 - d- This commitment is in the name of or on behalf of this Company's Chief Executive Officer.
 - e- The company agrees for the resolution of any damage claims arising from this contract under "Law of Pakistan".
- Where a bidding company is a foreign company and has a subsidiary in Pakistan, the commitment must extend to that subsidiary and its Managers and employees as well. If the submitted by the subsidiary in Pakistan, the no-bribery commitment needs to extend also to the parent company and its managers and employees.
- 6- HC will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing contract.
- 7- Bidder will also be required to submit similar no-bribery commitments from their subcontract RFPs and consortium partners. The bidder may however cover the subcontract RFPs and consortium partners in its own statement, provided the bidder assumes full responsibility.
- 8- All payments shall be limited to appropriate compensation for legitimate services.
- 9- To successful bidder also make full disclosure semi-annually of all payments to agents and other parties during the execution of the contract.
- 10- Within one year of the completion of the performance of the contract, the successful bidder will formally certify that no bribes or other illicit commissions have been paid in

order to obtain or retain this contract. The final accounting shall include brief details of the goods and services provided to establish the legitimacy of the payments made.

- 11- In Pakistan, all forms of corruption are illegal, and the Government will continue to prosecute offenders.
- This IP however focuses on bribery in order to obtain or retain the contract or other improper advantages, including collusion with other in order to limit competition of this contract. This includes any payment or other favors offered or granted in order to win a contract award, get a contract change order (component) approved by SBBHC get substandard or sub-specification performance approved by a public official or the supervising engineer or his staff, circumvent tax, duly license or any other legal obligations that should be met or induce an official to breach his / her official duties in any other way.
- 15- SBBHC had made special arrangements for adequate oversight and monitoring of the procurement process and the execution of the contract. In this regard, SBBHC has provided for public hearings on the procurement process, and for access, for Civil Society to the minutes of the meetings of the Technical Committee and to all documents relating to the evaluation of the competitive tenders, the award decision process and the execution of the project.
- 16- SBBHC will also nominate special officers in the office of SBBHC for investigation and handling of any reports of exploitation or bribery in public procurement.
- 17- The SBBHC will publicly disclose the award decision.
- 18- Bids which do not confirm to the requirement of these procedures will not be considered.

Agreed

Signed by, the Authorized Representative / CEO of the Applicant CSO

PARTICULARS OF CSO

1. 2.	Name of the CSO with date of establishment Full name of the Managing Partner	
	 i. Partners or Managing Director/ Chief ii. Executive/ Chairman if the applicant is a CSO or a limited concern. iii. CNIC NO. 	
3-	Permanent registered office with address.	
4- 5-	Telephone number Fax Email Title of firm Sole proprietor, Partnership Any other specify	
6-	Provide partnership deed if working with partners firm.	Consortium / Joint Venture with any
	Name of the firms:	
	NAME I:	
	NAME II:	

NAME III:

CSO'S	PRC	FII	F

Registered as approved CSO with the Government, enclose copies of registration of the CSO / consortium/
Joint Venture along with update renewal and registration partnership deed among the partners and given list
of all such organizations where the CSO is registered.

Name	l:	
Name	II:	
Name	III:	

TECHNICAL STANDING OF THE CSO

List of technical personnel with qualification in permanent employment of the CSO / consortium/joint venture for the last one to ten years.

Note: If joint venture of two or more than two firms / CSO is applying, individual responsibility of JV partners should be declared separately for each partner.

Sr. No.	Name	Designation	Qualification	Experience

FINANCIAL STANDING

I- Income Tax Registration No.

- Attach Income Tax statement for last 3 years.
- Provide surety from schedule Bank and credibility limit.
- 4- Name of Banks:

1_____

2______

- 5- Attach a letter from Bank stating financial soundness & credit worthiness. Attach an attested copy of Bank statement showing last year transactions.
- 6- Audited Balance Sheet of the firm.

SPECIFIC EXPERIENCE IN RELEVANT FIELD RELEVANT SERVICES CARRIED OUT IN THE LAST FIVE YEARS

This includes the experience of the CSO in planning, designing and executing similar type projects at national / international level on self-financing basis.

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

(Use separate sheets if necessary in the same format but annexes should be avoided).

Assignment N	Name:	
1.	Country.	

- 2. Location within country.
- 3. Name of Client
- 4. Address
- 5. Start Date (Month/Year)
- 6. Completion Date (Month/Year)
- 7. Approx. Cost
- 8. Name of Senior Staff/Team Leader
- 9. Description of the Project

NOTE: DOCUMENTRY PROOF WILL BE REQUIRED AT THE TIME OF EVALUATION

PROPOSED FORMAT FOR FINANCIAL PROPOSAL

A: Estimated Cost

DESCRIPTION OF WORK	PROPOSAL
Estimated cost of two room house i/c veranda and bathroom as per	Rs.
specification/ given drawing, excluding service charge.	

B: Service Charge

DESCRIPTION OF WORK	PROPOSAL
Service charge that you will charge for providing services for construction of single house (not more than 4% of estimated cost of single house)	Rs.
GRAND TOTAL (A + B)	Rs.

Signed by, the authorized representative / CEO of the applicant Civil Society Organization.



شهيد بينظر بينو باؤسنك بيل شائع تحرياركرش 200 باؤسنك يغش اورضلع تشمورش 100 باؤسنك ييش بشول منع لاز کاندیں 200 ہوئٹ پینس کی تعیر کیلیے قریکا کیوٹی کی شمولیت کے ذریعے کم قیت مکانات کی تعمیر کی سپرویژن/ مانیترنگ میں تجربه کی حامل پری کوالیفائیڈ سول سوسائی آرگنا نزیشنر (C.S.Os) ہے ہذر بعہ بندا پرویوز لزید موکر تاہے۔

C.S.Os كومندرجيذ بل ثاسكس تفويض كيح جاكيس مخير-

مود وسيفشر يز ووشل مو بلازيش اور بطوريسن ان كى تربيت كى فزيبلى ريورش كى تيارى

فرونت کی بنادیر مکاتات کی تعبر کیلئے پینفشریز کوسرکاری مرانت کی ادا لیگ

منظور كرودة يزائن اورتصريحات يعصطابقت بين تغييراتي كام كي سيرديزان

P.E.C کے پاس جسٹر واسینے کوالیفائیڈ انجینئر زے ذریعے پروجیکٹ سرگرمیوں کی مائیٹرنگ

عمومى قواعد و ضوابط

1- ورخواست برائے پرو بوز ل-88.2500 كى تا تالى والى ئىندرليس يشكل يدآ رۇر بحق بىلىز باؤسٹے بیل کے ہمراہ ورخواست بیش کرنے پر اخبارات میں اور SPPRA ویب سائٹ پر NIT/RFP نداك اشاعت كى تاريخ في 201 كوبر 2014 كك وفتر SBBHC سے ماصل كيا جاسكا ب SPPRA REP ويب سائث سع محى ذاؤن لوذكيا جاسكا ب اورمقرره فيس -Rs. 2500/ عبراه SBBHC مين جع كرايا جاسك يد (نوت: برملع كيلع نيندرفين جدا گاند جارت كي جائي كي)

2- SPP رائر 2010 شرروستكل التي ثواية يلب طريقتكام كا ويروى كى جاسك ك-

ر يم يرويوزل SBBHC دنتر عن 21 أكتوبر 2014 يوقت ون 2:30 بيج تك ارسال كروسية حالی رئیکنیکی پرویزال C.S.Os سے مجاز تمائندول کی موجودگی بین ای یوم بوت سد بیر 3:00 بے کھونے جائیں ہے اور تکنیکی طور بر کوالیفائیڈ C.S.Os ہے فنانشل پروپوزلز . SPP. روز 2010 يندم طابقت من RFPs كي يمينكل والواليوش سفي بعد كفول جاسس م

4 - ایک بری کوالیفائی CSO ایک شاخ کیلے کام کے ابوار فاکا الل موگاء تا ہم دوایک سے زیادہ شاخ سيليج ورخواست دسيانتها عيد

5. C.S.Os جو وو احداد على على أم لا أحد ك مكانات كي تعير كي برويان كيلية SBBIC كي جانب سے بہلے بی مقرر کے جانے جی دہ ور جواست ویے کے الل میں ہیں۔

6 _ بروكورنگ ايمنى (SBBHC) كابيا سخقال سے كر SPPروالر 2010 كے مندر جات ك . تخت تمام یاسی درخواست کوتبول یامستر وکردے۔

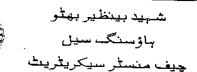
03/10 كالم Express 03/10 استنت دائر يكثر (A&F)

SNG. 21540

1)

2)

3)



BHC BHC

44: بيورىنى پلازد مالب 2012: مائرس كراچي نون:490:4178-021 نيكس:356:80117

<u>ح</u>كومت سنده ــــــ

درخواست برائے تجویز

شہید وینظیر بہنو ہاؤسٹک بتل کوکیوڈئی مداخلت سے قریب ٹم لائستہ دائے کمر کی تغییرات کی تحمرانی ' ایمیہ بتدار بیمن تجربه رکھے دائے بری کوابشائیڈسول سوسا گئی آرگانا زیشن (C.S.Os) ہے شک جنمی بارکر میں 200 ہاؤسٹک اپنے نہ درمنطع تھور میں 100 ہاؤسٹک ایونٹ جھول طبلع لاز کا نہ میں 200 ہاؤسٹک بوٹٹ کی تغییرات کیلئے تنہ وئرا مطلقہ میں ب

سول موسائی آر ممنائز بیشن مندرجه ذیل کام کی تقویض کرے گیا

1 بچوز و قائد واشیائے والی جنود بر کی رپورٹ کی تیاری ، اور بیسائز بیشن اور ایفیرست ایک ئرینگ -2- این عدد آب کی غیاد برگھر وال کی تعمیرات کیلئے پینیفشر براکونکوشی منظور کی گرانسی -

رور بن معدد من ما در این اور کوانف سے مطابق تعیر ال کام کی محرانی ...

4 ليداي ي كم القرر جز داسية كاليفائية الجيئز و كادر يعاضو به ي سركونيون كالرياسة

عام شرائط و منوابط

ا یہ تجویز کیلے ورخواست ایس فی فی ای می کے وفتر ہے ۔/2500 دو ہے کی ٹینڈ رفیس بھورت ہے ۔ اسانہ میں ا باؤسٹ سل کے ساتھ ایک ورخواست کی قرائی پرافیارات اور SPPRA کی ویب سنت پائد تا میڈ سے 120 کو برر 2014ء ویک ماصل کر تکے ہیں ججو پر کیلئے ورخواست SPFRA کی ویب سائٹ سے کھی ڈٹ ن اوو کی جاکتی ہے اور مقرر وفیس 2500، وہے کے ساتھ ایس کی فیالئی کی تیں جن ک جاشنے ہے ۔ اسانہ سا

SPP_2 رولز 2010 شي مقرر بسنكل النبح رولغاند طريقة كارا فتنيار كيا جا ينكا-

3. سر ممبر تجاویر الی لی بی این می کے دفتر پر 121 کتوبر ، 2014 مود و پیر 2:30 بیجائک وال سے بیٹ است و سر تی یو گئی میکنیکل جمویرای دور سر پیر 3 بیچادی C.S.Os کے مواز انداز کال کی سوجود کی سب تعدال ہو آب است کہ میکنیکل طور پر کوالیفائیڈ ہونے والی نتائش تجمویر SPP-SCOs دائر 2010 کے مطابق تبروی کا سات کہ جیکنیکل جائے کے بعد کھولے گا۔

ر ایک پری کوالیفائیڈ CSO مرف ایک (01) تصلیح کوکام دینے کا الی ہوگا ، جبکہ ن کیک سے : مرتسوع کی کار ایل ایک کرکتے ہیں۔۔

ب و برائے ہوئے۔ CSOs_5 جو پہلے جی ایس لِبالِ ایک می کی جانب سے دواملائ میں کم لاگت والے مرکز تنب مند میں مست

ے، پیان سرے واس میں ایس اور ایس کی اور گئی کا میں اور کی منطقہ قانون کے بھتے تمام اور کئی در اور سے کو اسٹ کر 6۔ پروکیورنگ بجنسی (ایس کی بی اور گئی کی PP در از 2010 کے منطقہ قانون کے بھتے تمام اور کئی در اور سٹ کر اور سٹ کر اور اسٹر در کرنے کا میں محفوظ رکھتی ہے۔

> ۔ اسسٹینٹ ڈائریکٹر راپے اینڈ آیف)

INF-KRY-3079/14

مے رحم منشیات سے اپنی زندگی برباد نه کریں۔



SHAHEED BENAZIR BHUTTO HOUSING CELL CHIEF MINISTER SECRETARIAT GOVERNMENT OF SINDH

NO: SBBHC/RFP/L.C.H/4376/2014

DATED: 29th September, 2014

: (*)

Shaheed Benazir Bhutte Heusing Cell is hereby invites proposals from pre-qualified Civil Society Organizations (C.S.Os) having experience in supervision / menitering of construction of law cost houses by close community involvement for construction of 200 housing units in District Tharparkar and 100 housing units in District Kashmore including 200 housing units in District Larkana.

701:

C.S.Os will be assigned the following tasks: Preparation of feasibility reports of proposed baneficiaries, Social Mobilization and their training as mason.

Disbursement of government grant to beneficiaries for construction of houses on self help basis

Supervision of construction work in accordance with approved design and specifications.

Monitoring of project ectivities through their qualified Engineers registered with P.E.C.

Request for Proposal can be obtained from the office of SBBHC on submission of a request along with a non-refundable tender fee in shape of pay order of Rs. 2500/- in favour of PEOPLES HOUSING CELL upto 20th October, 2014 from the date of publication of this shape of pay order of Rs. 2500/- (Note tender fee on also be downloaded from the SPPRA website and can be submitted in SBBHC NT/REP in newspapers and on SPPRA website. REP can also be downloaded from the SPPRA website and can be submitted in SBBHC along with fixed fee of Rs. 2500/- (Note tender fee for each District will be charged separately). Single-stage Two-Envslope procedure, specified in SPP Rule-2010 shall be followed. Sealed Proposals should be delivered at the SBBHC office on or before 21st October, 2014 by 2:30 pm. Technical Proposals of the technically at 3:00 pm on the same day in presence of the authorized representatives of C.S.Os and the financial proposals of the technically at 3:00 pm on the same day in presence of the authorized representatives of C.S.Os and the financial proposals of the technically adjusted CSO's will be opened after technical evaluation of the REP's in accordance with SPP Rules 2010. One pre-qualified CSO will be eligible to award the task for one (01) District only, however they can apply for more than one O.strict. One pre-qualified CSO will be eligible to award the task for one (01) District only, however they can apply for more than one O.strict. The CSO's who are atready engaged by the SBBHC for supervising the construction of low cost houses in two Districts will not be eigible to apply. Procuring Agency (SBBHC) reserves the right to accept or reject any or all applications under relevant provision of SPP Rules-2010. GENERAL TERMS & CONDITIONS

Procuring Agency (SBBHC) reserves the right to accept or reject any or all applications under relevant provision of SPP Rules-2010.

Down

Den't make your life disester with deadly Drugs.

ASSISTANT DIRECTOR (A&F)