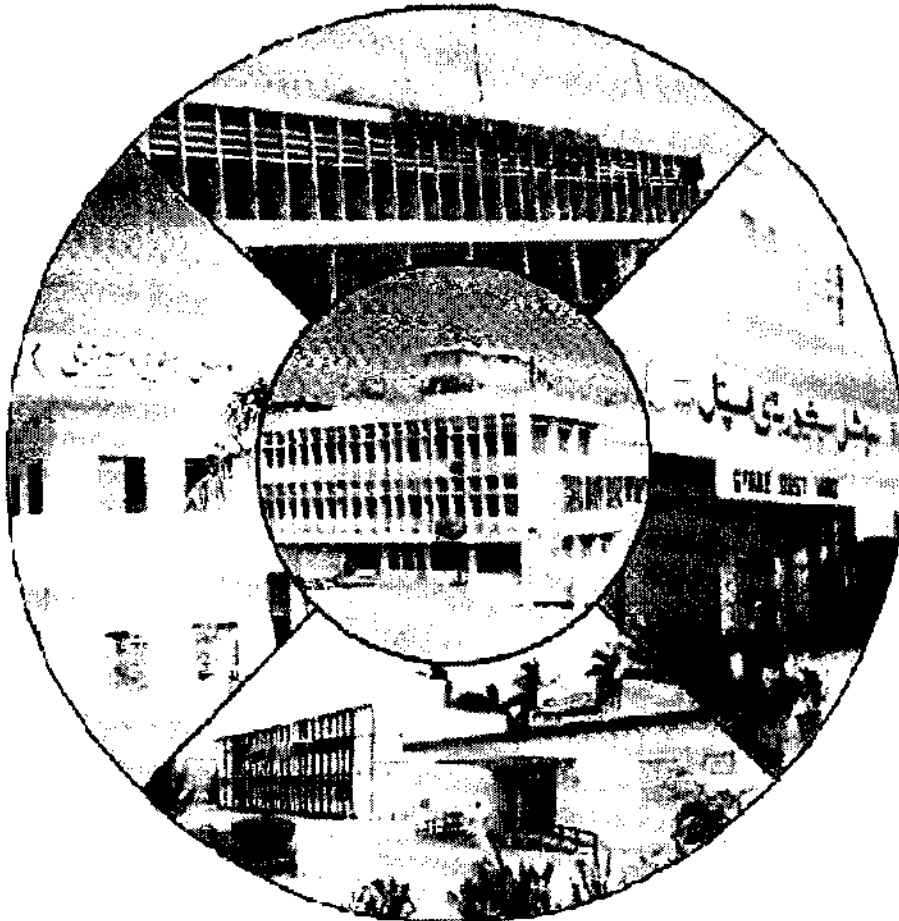


**INVITATION OF TECHNICAL AND FINANCIAL PROPOSALS  
FROM THE CONSULTING FIRMS TO TENDER CONSULTANCY  
SERVICES FOR PLANNING, DESIGNING / AND DETAIL  
SUPERVISION FOR CONSTRUCTION OF VARIOUS HOSPITALS /  
DISPENSARIES AND OFFICE BUILDING IN THE PROVINCE  
OF SINDH**

**TECHNICAL PROPOSAL**



**Sindh Employees' Social Security Institution**

ST-17 Block-6 Rashid Minhas Road Gulshan-e-Iqbal  
Karachi-75300, Phone No: 021-99243927

# GOVERNMENT OF SINDH

## Sindh Employees' Social Security Institution

(Social Security House, ST-17, Block#6 Aiwan-e-Mehnat Kash, Gulshan-e-Iqbal, Karachi)

### TERMS OF REFERENCE

#### FOR

INVITATION OF TECHNICAL AND FINANCIAL PROPOSALS FROM THE CONSULTING FIRMS TO RENDER CONSULTANCY SERVICES FOR PLANNING, DESIGNING / RENOVATION AND DETAILED CONSTRUCTION VARIOUS HOSPITAL/BUILDING WORKS AT SINDH.

## Sindh Employees' Social Security Institution

(Social Security House, ST-17, Block#6 Aiwan-e-Mehnat Kash, Gulshan-e-Iqbal, Karachi)

### TERMS OF REFERENCE

#### FOR

#### PLANNING DESIGNING/RENOVATION & DETAILED CONSTRUCTION SUPERVISION CONSULTANCY SERVICES

1. The SESSI intends to construct some new/renovate existing Hospital & other Buildings at various places with its Infrastructure Development works in Sindh for workers of the area and invites technical and financial proposals from the consulting firms with regard to planning, designing/renovation and detailed construction supervision of the works.
  - i. Conceptual design on the said purpose as per relevant building byelaws and location.
  - ii. Preparation of detailed Architectural/Engineering Design/Drawings, Specifications and tender documents.
  - iii. Cost/Engineers Estimate.
  - iv. Preparation of final plan for approval
  - v. Detailed construction supervision.
    - a. Location Province Sindh.

#### 2. The Scope of Services to be rendered by The Consultants:

The Consultant shall provide professional services, necessary for the proper execution of the facilities as required in the scope of services outlined below. The Consultant shall deploy a team of professionals with high qualified expertise in planning, design, execution and commissioning of relevant facilities.

The scope of services to be performed and successfully completed by the Consultant shall include but not be limited to the phases and stages as described herein.

### Terms of Reference (TORs)

3. As per appendix-A

### Agreement Timeframes & Administration

4. The service of the consultant would be retained for the projects of Renovation of all existing & new projects only. However in case of unsatisfactory performance the contract would be terminated on 15 days notice.

### REQUIREMENTS FOR SUBMISSION OF PROPOSALS

5. Consultant Companies/Firms having HO and / or Regional office in Karachi and having Hospital work experience of Sindh wishing to submit their offers as Consultant will submit formal technical proposal consisting of the following information:

<b>REQUIREMENTS FOR SUBMISSION OF TECHNICAL PROPOSALS</b>			
Companies/Firms/JVs wishing to submit their offers as Consultant will submit formal written technical proposal containing the following information as per attached format at Annexure: C of the TOR:			
<b>Know the firm</b>	1	Business Structure (individual entity/firm or Company with year of registration and complete address)	Attach proof as annex-1 (see application form-1)
	2	Registration with PEC and other regulatory bodies	Attach proof as annex-2
	3	NTN number	Attach proof as annex-3
	4	Number and location of offices with contact and bank detail	Provide details as annex-4
	5	Size and description of staff, including organizational chart.	Provide details as annex-5
	6	Last three years' financials of the Consulting firms.	Annexes 6 (also see application form- 2)
	7	Whether the company has been black listed in the past; if not an Affidavit on stamp paper of Rs. 50/- to this effect be provided.	Annex-7
<b>Specific experience relevant to assignment</b>	8	A description of the firm's experience and capabilities relating to designing of similar and other building works during last ten years. Provide extent of involvement in the project whether designing, estimate preparation or took the projects as a whole.	Annex-8 & 10 (also see application form- 3 & 5)
	9	Complete description of work in hand relating to scope and other building works.	Annex-9 & 11 (also see application form- 4 & 6)
	10	List of client references who may be contacted by the SESSI concerning the firm's quality of services.	Annex-12 (also see application form-3)
<b>Technical Staff Competence</b>	11	Resume of technical staff (including professional qualification and background)	Annex-13 (also see application form-7)
	12	Resume (including professional qualification and background) of the individuals suggested for the SESSI job	Annex-14 (also see application form-7)
	13	Any litigation with clients. How these were resolved?	Annex-15 (also see application form-9)

	14	Have any administrative or enforcement actions taken in the last three years against the firm, it's Officers, Directors or employees concerning the service provided by the firm along with outcome of such action.	Annex-16
<b>Technical approach and Methodology</b>	15	Technical approach & methodology proposed by the consultant for the project.	Annex-17
	16	Proposed work plan/time schedule chart of the project.	Annex-18
<b>Note: Documentary evidence is to be provided wherever necessary. All the pages of the documents should be duly signed and stamped. The set of documents should be properly referenced/indexed.</b>			

**Financial proposals:**

6. The financial proposal must contain a total fee, based as percentage of the project costs, for the deliverables based on TORs as per attached format at Annexure: D of the TOR.

The project design fee will be paid in the following manner:-

Sr. No.	Occasion	Payment as percentage of the lump sum fee
1	2	3
<b>Project design fee</b>		
1	On signing the contract(Against Bank Guarantee)	10*
2	On submission of first draft of concept design, subject to discussions by SESSI	15
3	After presentation/approval of concept design by the SESSI	20
4	On preparation of estimates	20
5	On finalization of design, cost estimates subject to approval by the SESSI.	25
6	Award of Tender	20
<b>Total ( 2 to 6)</b>		<b>100</b>
(*) Advance paid against Bank Guarantee will be adjusted proportionately from payment made at each stage.		

**7.1 Project detail construction supervision fee:**

**For Construction Phase: ( 24 Months)**

a. Remuneration for construction supervision services under (3.1) as quoted by the successful bidder on percentage basis ( the cost of the works on completion) shall be paid in equal 24 monthly installments for stipulated period of construction of 24 months. The payment of services to be provided during liability period shall be deemed to be included in the construction cost for 24 months.

b. In case of work extending beyond 24 months period, remuneration for construction supervision services shall be mutually discussed and agreed depending upon the Consultants monthly/hourly charged rates and direct cost worked out in accordance with 'Conduct & Practice of Consultancy Engineers, Bye-Laws 1986 issued by Pakistan Engineering Council. However, if the work is delayed due to the fault on the part of the consultant, than no additional payment for that extended period will be made.

### **Submission of Proposals:**

8. Interested companies/firms serving in the field of consultancy may submit proposals to the SESSI. Following is the process. Technical proposals, in original and financial proposal must be submitted separately in sealed envelopes.

### **Process:**

9. Invitation of Technical and Financial proposals from consulting firms for planning, designing/renovation and detailed construction supervision of various Hospital and other infrastructure development works. The consultant will Survey the existing buildings prepare design, drawings and estimate of project cost. The Consulting firm should be registered with PEC and their Architects with Pakistan Council of Architect and Town Planners (PCATP). Selection of firm will be based on merit, reputation, and experience in hospitals and design excellence.

10. The Interested Consultancy firms can submit Technical and Financial bids provided the firm is:-

- a. Income tax registered with the concerned authorities.
- b. Registered with the Pakistan Engineering Council as Consultant.
- c. Have more than ten years' experience of designing, supervising the kind of hospital projects.

11. Other terms and conditions will be as under:-

- a. All the relevant details are to be given in the TOR with necessary proof.
- b. Validity of the offers should be for a minimum of six months.
- c. The fees/prices once finalized will remain freeze during the contract period.
- d. The successful bidder shall have to execute an agreement with the SESSI.
- e. Detailed TORs can be obtained from the undersigned on payment of Rs. 2,000/- (non-refundable) during working hours before the closing date i.e. 04-06-2015
- f. Technical & Financial proposals should be submitted in different sealed covers clearly subscribing "Technical Proposal" and "Financial Proposal" respectively. Further these two covers be enclosed in a sealed envelope and addressed to **Vice Commissioner SESSI**, super scribing "Tender for planning, designing/renovation, and detailed construction supervision of various Hospital Buildings at Sindh.
- g. The Technical and Financial proposals should reach "Office of the Director (Engineering) SESSI, on or before 05-06-2015 at 2:00 p.m at the address of Sindh Employees Social Security Institution, Social Security House, Aiwan-e-Mehnat, Gulshan-e-Iqbal Karachi. Technical proposals shall be opened on the same day, i.e. 05-06-2-015 till 2:30 p.m in presence of the parties who may be present.
- h. Technical section of the proposal shall be assessed based on specific experience relevant to the assignment, the consultant holding relevant experience associated with hospitals planning designing, technical staff competence and technical approach and methodology.
- i. Date of opening of financial proposals shall be intimated to those bidders whose 'technical proposals' have been found successful as per criteria.
- j. Only those offers will be considered who had purchased the bid documents from the office of the Director (Engineering), SESSI, Karachi on payment of Rs. 2,000/- (non-retundable).

## **Arbitration**

- a. All disputes are to be settled within the jurisdiction of the Courts at Karachi.
- b. That any dispute arising out of this contract shall be referred to the SESSI, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of the arbitrator, who should be acceptable to both the parties, to be appointed by the Vice Commissioner SESSI. The decision of such arbitrator shall be final and binding on both the parties.

## ***Selection and Bid Evaluation Criteria***

12. The SESSI will consider following factors while selecting Consultants:

- a. Whether the Company is registered with the regulatory body i.e., PEC.
- b. Whether the firm has undertaken any such project before and in what numbers?
- c. Size of projects under taken by the firm during last ten years?
- d. Whether the firm has desired/requisite technical expertise.
- e. Experience of more than 10 years in the relevant disciplines would be an added advantage.
- f. Qualification of the lead person assigned to SESSI. Whether the said person has relevant qualification with sufficient experience.
- g. Quality of information disseminated in response to RFP.
- h. Financial health of the firm. In this context last three years' Financials would be analyzed.
- i. Concept design (Approach/Methodology) submitted by the firm.
- j. Detail of litigation cases with clients and how these were resolved, if any.
- k. A firm blacklisted at any time in the past will not be considered.
- l. Any other relevant matter discussed in the proposal or deemed of importance by the SESSI

13. The selection method and technical assessment procedure will be as under:-

The method of selection prescribed in Para 3(B) of the Procurement of Consultancy Services Regulations, 2010 shall be used and the evaluation of proposals shall be carried out in two stages in the following manner namely;

- (i) Quality and cost based selection: - This method shall be used where high quality is the prime consideration while cost is a secondary consideration; and

(ii) Procedures for selection of consultants.-

- a. A request for expression of interest as laid down in regulation 5 is advertised to invite interested applicants or firms to contest;
- b. A request for proposals shall be prepared and sent to short-listed consultants selected following the laid down criteria; and
- c. The evaluation of proposals shall be carried out in two stages in the following manner, namely:-
  - i. The technical proposals shall be evaluated and the procuring agency may discuss technical details, if it may deem necessary;
    - (ii) The financial proposals of technically responsive proposals shall be opened in the presence of the applicants or their representatives who may wish to attend the opening session; and
    - (iii) A combined evaluation of technical and financial proposals shall follow and the applicant with the winning proposal will be accepted.

**Evaluation Methodology**

- i. The technical proposals shall be evaluated as per following points' distribution:-
  - a. General: 15 marks
    - b. Specific experience relevant to the assignment. 25 marks
    - c. Building Projects General 20 marks
    - d. Technical staff competence of project Team. 20 marks
    - e. Technical approach and methodology. 20 marks
  - ii. Minimum qualifying score for technical proposal shall be 70 and the firm obtaining less than 70 marks shall not be qualified.
  - iii. All bids evaluated on the above mentioned technical criteria and those fulfilling the above minimum requirement will be declared as responsive technical proposals. The financial proposal of firms which are not found technically viable shall be returned un-opened.
  - iv. The financial proposals of technically responsive proposals shall be opened in the presence of the applicants or their representatives who may wish to attend the opening session.
  - v. A combined evaluation of technical and financial proposals with weighted average of 80% for Technical Proposal and 20% for Financial Proposal shall be followed. The bidder so having top ranking will be the winner.
  - vi. The above criteria is illustrated with the following example:-

S #	Name of Firm	Technical Proposal Score [out of 100]	Weightage of Technical Proposal [score/100x80]	Financial bids submitted by the firms (%)	Weightage of financial proposal [Lowest bid x 20 / offered bid price]	Overall Score (4+6)	
1	2	3	4	5	6	7	
1	A	75	60	720,000	19.44	79.44	The winner
2	B	70	56	700,000	20.00	76.00	
3	C	80	64	1,000,000	14.00	78.00	
4	D	55	Not qualified	Not to be opened	Securing less than 70 marks		
5	E	78	62.4	950,000	14.74	77.14	
Note: The Firm "A" will be the highest ranked firm.							

## 1. Technical issues

The planning, designing/renovation and detailed construction supervision of Various Hospital & other building with its Infrastructure development works for which the consultant/designer shall have to address while preparing design concepts. These are:-

### 1.1 Safety and Security:

Building Safety and Security is naturally top of the list of concerns for the owners. Structures designed to the latest building codes are capable of comfortably withstanding the powerful forces of earthquakes, wind, gravity, fire and most man-made catastrophic events without fear of failure.

The building framing plans should be so developed that it goes well with the architectural plans and also there should be adequate room for provision of lateral load resisting system (shear wall, braced frames etc).

The lateral load resisting system should be so placed that the inelastic horizontal deflection (drift and sway) and the rotational deflection in plan may be within code specified limit.

Furthermore the separation (seismic joint) between two adjacent buildings on part of building should be adequately designed to avoid the collision of two buildings during an earthquake.

### 1.2 Emergency Response Plans during an Emergency:

The design should have Sound Emergency Response Plans to handle the situation during an emergency such as an earthquake and breaking of a fire. The building should have safe and efficient evacuation system for the people during an emergency situation.



### 1.3 Green Building Concept:

Earth-friendly, green building design is driven partly by energy efficiency and other cost savings. Green buildings provide fresh air, some connections to nature, day lighting and greater comfort. The green buildings reduce life-cycle costs and improve staff productivity. This concept should be taken in mind during design phase.

### 1.4 Energy Issue:

Pakistan is faced with acute energy crises, whereas a building is power hungry engineering structure. It is imperative to design a reliable and economical power supply system.

### 2.5 Specialty Consultants

The consultant will also provide specialty services for the following facilities:

- a) Master Planning
- b) Horticulture/Landscape Consultant
- c) EIA Study

The consultants would provide all design coordination with these specialists as required in order to incorporate their input into the architectural & engineering design.

## 3 Project Execution (Construction Phase)

The consultant will also supervise the project execution/construction.

### Application Form (1)

#### General information

1	Name of Firm	
2	Head Office Address	
	Branch Office Address	
3	Telephone	Contact
4	Fax	Email
5	Place of incorporation/registration	Year of incorporation/registration
6	PEC Registration #	Validity

7	PCA/PCATP Registration #	Validity
8	NTN #	Validity

\* Attached valid PEC/PCATP certificate(s)

**Application Form (2)**

**General Experience Record**

Name of Applicant

All firms are requested to complete the information in the form. The information supplied should be the annual turnover of the Applicant, in terms of the amounts billed to clients for each year for work in progress or completed over the past three years.

Year	Annual Turnover (Consultancy Only)
*1 2011-2012	
*2 2012-2013	
*3 2013-2014	
Total	
Average	

**Application Form (3)**

**Details of Projects of Similar Nature and Complexity completed in last 10 years**

- Use separate sheet for each project

1	Name of Project	
2	Name of Employer/Address	
3	Location of Project	
4	Nature of works	
5	Project Cost	

6	Scope of project	
7	Number of Beds/ Total covered area	
8	Date of award	
9	Stipulated date of Completion of assignment	
10	Actual date of completion Duration/In case of delayed completion, state reasons for delay	
11	Contract role	
12	Additional Information	
13	Contact No. of the consultant who may be contacted by WWF	
<b>Application Form (4)</b>		

**Ongoing Project/ Commitments/Work in Progress of Similar Nature and Complexity**  
 Applicant's should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion.

1	Name of Project	
2	Name of Employer/Address	
3	Location of Project	
4	Nature of works	
5	Project Cost	
6	Scope of project	
7	Number of Beds/Total covered area	
8	Date of award/anticipated date of award	
9	Stipulated date of completion	
10	Actual date of completion duration/In case of delayed completion, state reasons for delay	
11	Contract role	
12	Additional Information	

**Application Form (5)****Completed Work General Building Works:**

Applicants should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion.

1	Name of Project	
2	Name of Employer/Address	
3	Location of Project	
4	Nature of works	
5	Project Cost	
6	Scope of project	
7	Total covered area	
8	Date of award	
9	Stipulated date of completion	
10	Actual date of completion duration/In case of delayed completion, state reasons for delay	
11	Contract role	
12	Additional Information	

**Application Form (6)****Ongoing Project/ Commitments/Work in Progress General Building Works:**

Applicants should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion.

1	Name of Project	
2	Name of Employer/Address	
3	Location of Project	
4	Nature of works	
5	Project Cost	
6	Scope of project	
7	Total covered area	
8	Date of award/anticipated date of award	

9	Stipulated date of completion	
10	Actual date of completion duration/In case of delayed completion, state reasons for delay	
11	Contract role	
12	Additional Information	

**Application Form (7)**

**Personnel Capacities (Professional and Para Professional)**

Only personnel whom the applicant firm intends to employ on the project for planning, designing and detailed construction supervision of various Hospital & other Buildings with its Infrastructure Development works at Sindh

1	Title of Position
	Name of Candidate
	PEC #/PCATP #
2	Title of Position
	Name of Candidate
	PEC #/PCATP #
3	Title of Position
	Name of Candidate
	PEC #/PCATP #
4	Title of Position
	Name of Candidate
	PEC #/PCATP #

\* Use Additional Sheet where required

**Application Form (8)**

**Equipment of Capabilities**

List of equipment which will be available for use of Projects



## **4 DESIGN PHASE**

### **4.1 Survey and Data Collection:**

- i) Obtaining the Owner's requirements in detail for the facilities required and other pertinent data, analysis and project brief.
- ii) Topographic survey of proposed site.
- iii) Geo-Technical Investigation.

Note :- Cost incurred on account of Topographical Survey & Geo-Technical Investigation will be reimbursed to the consultants as per actual.

### **4.2 Schematic Design:**

- i) Preparing, describing and illustrating preliminary Architectural/ Engineering design of the Project with details of plans, floor plans, showing elevations, finishes, allocation of spaces, scheme of structural framework and proposals for utilities etc.
- ii) Preparing and submitting the final schematic design for approval of SESSI incorporating the amendments, if any, proposed by the Client.
- iii) Preparation of submittal plans for approval to the concerned agency / agencies and technical assistance for approval.

### **4.3 Detailed Design:**

- i) Preparing detailed Architectural and Engineering Design and drawings of the Project incorporating structural, electrical, and other internal/external utilities including electricity, water supply, sewerage, storm water drainage, sui gas, medical gases, complete in all respects for the functioning of the hospital/other buildings.
- ii) Preparing detailed Engineering Designs and drawings for required infrastructure of roads, walkways, parking, storm water drainage, water supply, sanitary sewerage, sui-gas, electrification and landscaping for complete functioning of the Project.
- iii) Preparing detailed project documents viz-a-viz, bid document/bid advertisement etc. as per the instructions of Planning & Development Division (Pakistan Engineering Council) and SPPRA/PPRA Rules and any other document/presentation which would be required by the client with respect to items (i) to (iv) above.

### **4.4 Approval of concerned Agencies:**

Get approval of plans from the local authority and other concerned agencies responsible for extending utilities. However, Govt. fees/official fee of the concerned agencies will be borne by the client as per actual.

#### **4.5 Tender Documents:**

- i) Preparing specifications, and such particulars as may be necessary for the preparation of bills of quantities.
- ii) Preparing B.O.Q and cost estimates based on current Pak PWD Schedule of Rates, for schedule items, and for non-schedule items, based on market rate supported with rate analysis.
- iv) Preparing Tender documents in respect of the Project. Following PEC Standard Bidding Documents and SPPRA/PPRA Rules.
- v) Rendering all necessary assistance to the Client in pre-qualification of contractors, the invitation and scrutiny of the bids.
- vi) Advising and assisting the Client in evaluation of bids of contractors and awarding of work accordingly.

#### **5 CONSTRUCTION PHASE:**

- 5.1** The Consultant will assume the role of "The Engineer" as per standard Pakistan Engineering Council (PEC) documents. The Consultant shall provide but not to be limited to the following services:-
- i) Detailed site supervision of the work as per approved construction drawings and technical specifications.
  - ii) Monitoring of progress/performance of the contractors.
  - iii) Scrutiny/verification of the contractors, bill, variation order etc., for payment (interim / final).
  - iv) Preparation of punch lists and issuance of substantial completion certificate, finalization of project accounts.
  - v) Services during defect liability period.
  - vi) Installation, testing, commissioning, verification of Furniture/medical equipment as per approved Technical specification and drawings i.e., installation supervision, certification as per specs, preparation of inventory list etc., Letter of credit opening supervision, Installation and commissioning of Furnitures/medical / non-medical equipments etc.
- 5.2** The Consultant shall serve as an integral part of the Employer. The scope of works stated in this TOR, concentrates on deliverables, however, the Consultant should provide a complete proactive consultancy services, attending monthly meetings and workshops as and when required and give comments and advice to other team members when required.
- 5.3** It is the responsibility of the Consultant to obtain all pertinent information and other data as shall be necessary and liaise with the Employer, End Users, Facility Operator, other Consultants (if any) and third parties to carry out his obligations under this request for proposal.
- 5.4** The Consultant shall, in performing the services, use its best endeavors to identify those technical and economic solutions that are most suited to the requirements of the Project and the Project construction budget.



5.5 It is expected that the Consultant will pay attention but not to be limited to, towards the following discipline / area necessitated for modern hospital/building planning / design.

i) **Architectural Planning and Designing**

- Architecture.
- Interior design.
- Internal and External Signage and way finding.
- Acoustics.
- Landscaping including reticulation and landscape lighting.

ii) **Engineering Services**

- Structure
- Services
  
- Water Supply Sewerage and Drainage.
  
- Waste Management Services.
  
- Solid waste.
- Waste water.
  
- HVAC.
- Provision of Lifts.
- Electrical.
- Roads and Infrastructure.
  
- **Electricals** (HT, LV, External & Internal Lighting, Energy Conservation, IT, Communication, Security etc).

6. **TIME SCHEDULE:**

Following time period for completion of services has been envisaged:-

i)	Design Phase	---	04 Weeks
ii)	Construction Supervision Phase	---	24 months

7. **GENERAL CONDITIONS:**

- a) No cost shall be paid on account of expenses incurred on preparation of Technical and Financial Proposals.
- b) Incomplete proposal and conditional offers will not be entertained.
- c) The Technical and Financial Proposals shall remain valid for 120 days from the date of submission of proposals.
- d) The SESSI reserves the right to accept or reject any or all the proposals submitted without assigning any reasons.
- e) The proposals complete in all respects as mentioned above must reach on or before ~~05-06-2015~~ up to 04.00 p.m at the address of SESSI. Technical proposals shall be opened on ~~05-06-2015~~ at 2:30 P.M in presence of the parties who may be present.

- f) The remuneration will be paid in Pak Rupees.
- g) Contract Agreement with Consultant shall be concluded on Pakistan Engineering Council document, "Standard Form of Contract for Engineering Consulting Services. General Conditions of Contracts, in the aforesaid documents shall be modified to meet specific requirements of this project but not to be limited to as outlined in this TERMS OF REFERENCE, the "Special Condition of Contract" and shall form part of Contract.

**RESPONDENT CONSULTANT FEE PROPOSAL FORM**  
(To be submitted on Respondent Letterhead)

Lump Sum fees for the Consultancy Service for the Planning, designing/Renovation and Supervision of Construction of Various Hospital & other Buildingd with its Infrastructure Development Works at Sindh.

1. **Design Phase :** \_\_\_\_\_%(\_\_\_\_\_in words\_\_\_\_\_ ) of the total cost of the works on completion.
2. **Construction Phase:** \_\_\_\_\_% (\_\_\_\_\_in wards\_\_\_\_\_ ) of the total cost of the works on completion.

Date this .....2015

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: