

**DISTRICT EDOWMENT FUND TRUST FOR
HEALTH (DEFT-HEALTH) TANDO
MUHAMMAD KHAN**

REQUEST FOR PROPOSAL (RFP)

FOR

**Appointment of Consultants for “ESTABLISHMENT OF SHAHEED
MOHTARMA BENAZIR BHUTTO CARDIAC CARE HOSPITAL TANDO
MUHAMMAD KHAN (SMBBCCH-TMK)”**

**OFFICE OF THE DEPUTY COMMISSIONER TANDO MUHAMMAD
KHAN/SECRETARY EDOWMENT TRUST FUND FOR HEALTH
TANDO MUHAMMAD KHAN**

TABLE OF CONTENTS

Section - 1	Letter of Invitation	01
	Definitions	02
	General Information	03
	Form General-1 – Basic Information	04
	Form General-2 – Litigation History	05
Section - 2	Introduction	06
	Conflict of Interest	07
	Conflicting activities	07
	Resolution of Dispute	08
	Unfair Advantage	08
	Fraud and Corruption	08
	Only one proposal	09
	Proposal Validity	09
	Clarification and Amendment of RFP Documents	10
	Preparation of Proposal	11
	Technical Proposal Format and Content	11
	Financial Proposal	11
	Payment of Consultancy as Service Fee	12
	Taxes	12
	Submission, Receipt and Opening of Proposal	13
	Proposal Evaluation	14
	Evaluation of Technical Proposal	14
	Evaluation of Financial Proposal	14
	Negotiations	15
	Availability of Professional Staff/Experts	15
	Award of Agreement	15
	Confidentiality	16
	Force Majeure	16
	Data Sheet	17
	Appendix – I to Data Sheet	20
Section - 3	Technical Proposal – Standard Forms	22
	Form Tech – 1: Technical Proposal Submission Form	23
	Form Tech – 2: Consultant’s Organization and Experience	24
	A – Consultant’s Organization	24

	B – Consultant’s Experience	25
	C – Four Similar projects completed by consultant offered for evaluation	26
	Form Tech – 3: Comments and Suggestions on the Terms of Reference (TOR)	27
	Form Tech – 4: Description of Approach, Methodology and Project work plan for performing the assignment	28
	Form Tech – 5: Composition of team to be deployed for this assignment and task assigned	29
	Form Tech – 6: Curriculum Vitae (CV) for proposed professional Staff	30
	Form Tech – 7: Staffing Schedule	32
Section - 4	Financial Proposal	33
	Form FIN-1: Financial Proposal Submission Form	34
	Form FIN-2: Summary of Costs	35
Section -5	Terms of Reference (TOR)	36
1	Background	36
2	Preamble	36
3	Objectives	36
4	Scope of Services	36
5	Minimum Requirement of Professionals to be deployed at site	36
6	Payments	36

Letter of Invitation

Letter No _____;

Date: _____

TO,

Dear Mr./Ms.

The Deputy Commissioner Tando Muhammad Khan/ Secretary Edowment Fund Trust for Health Tando Muhammad Lakho (hereinafter called “Procuring Agency”) now invites proposals for appointment of Consultants for “ESTABLISHMENT OF SHAHEED MOHTARMA BENAZIR BHUTTO CARDIAC CARE HOSPITAL TANDO MUHAMMAD KHAN (SMBBCCCH-TMK)”. More details on the services are provided in the Terms of Reference.

It is not permissible to transfer this invitation to any other firm.

The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instructions to Consultants (including Data Sheet)

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

Yours sincerely,

Deputy Commissioner
Edowment Fund Trust for Health
Tando Muhammad Khan

DEFINITIONS

- (a)** “Government of Pakistan” means the Government of Pakistan and all its associated departments, agencies, autonomous, Semi-autonomous bodies boards, universities and similar other organizations.
- (b)** “Client” means Deputy Commissioner/Secretary Edowment Fund Trust for Health Tando Muhammad Khan with whom the selected consultants signs the agreement for the service.
- (c)** “Consultants” means any entity/firm/joint venture of the firms that may provide the services to the client under agreement.
- (d)** “Agreement” means the agreement signed by the Client and Consultants and all the attached documents.
- (e)** “Data Sheet” means such part of the Instructions to Consultants used to reflect specific conditions
- (f)** “Day” means Calendar day
- (g)** “Instructions to Consultants” means the document which provides Consultants with all information needed to prepare their proposal
- (h)** “Personnel: means professionals and support staff provided by the Consultants or by any Sub-Consultant and perform Services or any part thereof.
- (i)** “Proposal” means the Technical Proposal and the Financial Proposal
- (j)** “RFP” means the Request for Proposal issued by the client for the selection of consultants
- (k)** “Services” means the work to be performed by the consultants pursuant to the agreement
- (l)** “Sub-Consultants” means any person or entity with whom the consultants enter into sub agreement(s) for any part of services.
- (m)** “Terms of Reference” (TOR) means the document included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the client and consultants and expected results and deliverables of the assignment.

General Information

The consultants are required to provide following information which are necessary for further processing:

1. Applied as Single Entity or Joint Venture, Please specify
2. In case of Single Entity Specify the name of Firm and provide the information as per prescribed Form General-1 attached
3. In case of Joint Venture provide the following information as well as prescribed in attached Form General-1 for all JV partners.

S No	Name of JV partners	% share proposed for this assignment
1	Lead partner	
2	Partner No.1	
3	Partner No. 2	
4	Partner No. n	

4. The consultants are required to provide accurate information on any litigation or arbitration, arising out of the assignments completed or in progress over the last four years in the manner as prescribed in FORM General -2
5. Certificate/affidavit that form is not blacklisted by any government department authority.
6. Joint Venture Agreement (if applicable)

FORM GENERAL – 1 – BASIC INFORMATION

1. Name of Firm	
2. Office Address in Pakistan	
3. Office address overseas (If applicable)	
4. Organization Chart	Attach separation Sheet
5. Telephone No.	
6. Fax No.	
7. Email Address	
8. Contact Person	
9. Year of Registration with PEC <i>Attach copy of current PEC certificate</i>	
10. Country of Origin	
<p>11. Type of Organization</p> <ul style="list-style-type: none"> • Partnership • Sole proprietorship • Public Limited Company • Private Limited Company <p><i>Attach copy of memorandum of Article, Memorandum of Association.</i></p>	

Note: In cave of JV above information should be provided for all partners

FORM GENERAL – 2 – LITIGATION HISTORY

Consultants, including each of the partners of a Joint Venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the last four years or currently under execution. A separate sheet should be used for each partner of joint venture.

Party/Parties of claim/dispute	Nature of Claims/Dispute	Amount of the Claim/Dispute	Date Initiated	Status (Award for or Against Consultants)

INTRODUCTION

- 1.1 The client named in the Data Sheet will select a consulting firm/organization (the consultants) in accordance with the method of selection specified in the DATA SHEET.
- 1.2 The Consultants are invited to submit a Technical Proposal and a Financial Proposal for consulting services required for the assignment named in the Data sheet. The proposals should be in separate, marked and sealed envelopes. The proposals will be the basis for the agreement negotiations and ultimately for a signed Agreement with the selected Consultants
- 1.3 The Consultants should familiarize themselves with assignment conditions and take them into account in preparing their proposals. To obtain first-hand information on the assignment, Consultants are encouraged to visit client office before submitting a proposal and to attend a pre-proposal meeting if notified later on. Consultants should contact client's representative named in the Data Sheet to obtain information regarding the assignment. Consultants should ensure the from client office well ahead, in case they wish to visit the client
- 1.4 Consultants shall bear all costs associated with the preparation and submission of their proposals and agreement negotiation, the client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to agreement award, without thereby incurring any liability to the consultants
- 1.5 The Consultants shall perform the Services and carry-out their obligations with all due diligence, efficiency and economy in accordance with generally accepted professional techniques and practices and shall observe sound management practices and employ appropriate advances technology and safe methods. The Consultants shall always act, in respect of any matter relating to this Contract or to the Services as faithful advisers to the client and shall at all times support and safeguard the client's legitimate interests in any dealings with sub consultants or third parties
- 1.6 The consultants shall perform the services in accordance with the Applicable law and shall take all practicable steps to ensure that any sub consultants, as well as the personnel of the consultants and any sub consultants, comply with Applicable Law.
- 1.7 The remuneration of the Consultants pursuant to Clause 8 of Section 5 shall constitute the Consultants sole remuneration in connection with this Contract or the Services, and the Consultants shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the

Contract, and the Consultants shall use their best efforts to ensure that the Personnel, any sub consultants, and agents of either of them similarly shall not receive any such additional remuneration.

CONFLICT OF INTEREST

1.8 Government of Pakistan policy requires that Consultants provide professional, objectives and impartial advice and at all times hold the Client's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.

1.8.1 Without limitation on the generality of the foregoing, Consultants and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any if the circumstances set fourth below;

1.9 Conflicting Activities

(a) A firm that has been engaged by the Client to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation. For the purpose of this paragraph services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography and satellite imagery.

(b) A consultant (including its personnel and sub consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the consultant to be executed for the same client. For example, a consultants hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a consultants assisting a client in the privatization of public assets shall neither purchase, nor advise purchasers of such assets. Similarly a consultants hired to prepare terms of reference for an assignment should not be hired for the assignment in question.

- (c) A consultant (including its personnel and sub consultants) that has a business or family relationship with the member of client's staff who is directly or indirectly involved in any part of (i) preparation of the TORs of the assignment, (ii) Selection process for such assignment, or (iii) supervision of the agreement, may not be awarded a agreement, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the client throughout the selection process and the execution of the agreement.

RESOLUTION OF DISPUTES

- 1.9 Any dispute or difference arising out of the Agreement which cannot be amicably settled between the Parties, shall be finally settled under the provisions of the Arbitration Act, 1940 (Act No. X of 1940) and Rules made there under as amended from time to time. The venue of arbitration shall be in Tando Muhammad Khan, Pakistan.

UNFAIR ADVANTAGE

- 1.10 If a consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Client shall make available to all applicants together with this RFP all information that would in that respect give such consultants any competitive advantage over competing consultants.

FRAUD AND CORRUPTION

- 1.11 The client required Consultants participating in its projects to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. In pursuance of this policy;

a) defines for the purpose of this paragraph, the terms set forth below as follows;

- (i) "Corrupt Practice" means the offering giving, receiving, or soliciting, directly or indirectly, of anything of the value to influence the action of a public official in the selection process or in agreement execution.
- (ii) "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement.
- (iii) "Collusive Practice" means a scheme or arrangement between two or more consultants with or without the knowledge of the client, designed to establish prices at artificial, non competitive levels;

(iv) “Coercive Practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of an agreement

b) Procuring Agency will reject a proposal for award if it determines that the consultants recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the assignment in question.

(c) will reject a consultants including declaring the consultants ineligible either indefinitely or for a stated period of time to be awarded a Government of Pakistan agreement if at any time it determines that consultant has directly or through an agent engaged in corrupt, fraudulent, collusive or coercive practice in competing for or in executing a Government of Pakistan agreement, and;

(d) will have the right to require that a provision be included requiring consultants to permit the Government of Pakistan in to inspect the or accounts and record and other documents relating to the submission of proposals and agreement performance and have them audited by auditors appointed by the Government of Pakistan.

ONLY ONE PROPOSAL

1.12 Each Consultants/JV can submit only one proposal. If a consultant submits or participates in more than one proposal, such proposals shall be disqualified.

PROPOSAL VALIDITY

1.13 The data sheet indicates how long consultants’ proposals must remain valid after submission date. During this period, Consultants shall maintain the availability of professional staff nominated in the proposal.

CLARIFICATION AND AMENDMENT OF RFP DOCUMENTS

- 2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the data sheet before the proposal submission date. Any request for clarification must be sent in writing to the procuring agency's address indicated in the data sheet. The procuring agency will respond in writing to all consultants the explanation of query. Should the client deem it necessary to amend RFP as a result of a clarification it shall do so following the procedure under para 2.2
- 2.2 At any time before submission of proposal the client may amend the RFP by issuing an addendum in writing. The addendum shall be sent to all consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give consultants reasonable time in which to take an amendment into account in their proposals the client may , extend the deadline for the submission of proposals,

PREPARATION OF PROPOSAL

In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies (deviation from scope, experience and qualification of personnel) in providing the information requested may result in rejection of a Proposal.

TECHNICAL PROPOSAL FORMAT & CONTENT

The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

- 3.1A brief description of the consultant organization and an outline of recent experience on assignments (required in Form TECH-2 Section 3) of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.
- 3.2 Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the PA (required in Form TECH-3 Section 3).
- 3.3 A detailed description of the proposed methodology, work plan for performing the assignment, staffing, work plan and monitoring. (Form TECH-4 Section 3).
- 3.4 List of the proposed Professional Staff team by the area of expertise, position that would be assigned to each staff team member and their tasks (Form TECH-5 Section 3)
- 3.5 CVs signed by the proposed professional staff or the authorized representative submitting the proposal (Form TECH-6 Section 3). Key information should include number of years working for the consultant and degree of responsibility held in various assignments.
- 3.6 Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Form TECH-7 Section 3)
- 3.7 The Technical Proposal shall not include any financial information.

FINANCIAL PROPOSAL

- 3.8 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4)

PAYMENT OF CONSULANCY & SERVICES FEE

- 3.9 The amount of remuneration will be claimed/paid as per relevant clause of section-5 TOR
- 3.10 5% Retention Money will be deducted from each interim/monthly payment of assignments. Retention Money will be returned upon submission of Completion Report.

TAXES

- 3.11 The consultants may be subject to local taxes on amounts payable by the client under the agreement. The client will state in the Data Sheet if the consultants is subject to payment of any taxes. Payment of all taxes shall be the responsibility of the consultants. Such taxes shall be deducted at source by the client from interim/monthly payments of the consultants.

4. Submission, Receipt and Opening of Proposal

SUBMISSION, RECEIPT AND OPENING OF PROPOSAL

- 4.1 The original proposal (Technical & Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letter for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3 and FIN-1 of Section-4.
- 4.2 The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. The Technical Proposals shall be sent to the addresses referred in Data Sheet and in number of copies indicated in the Data Sheet. All required copies of Technical proposals are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal the original governs.
- 4.3 The original and all copies of technical proposal shall be placed in a sealed envelope clearly marked "TECHCNIAL PROPOSAL" similarly the original Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of assignment, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL". The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the Assignment, clearly marked "DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE SUBMISSION DEADLINE". The client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the proposal non-responsive.
- 4.4 The proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client not later than the time and date indicated in the Data Sheet, or any extension granted thereof. Any proposal received by the client after the deadline for submission shall be returned unopened.
- 4.5 The client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with Financial Proposal shall remain sealed and securely stored.

PROPOSAL EVALUATION

- 5.1 From the time the Proposals are opened to the time the Contract is awarded, the consultants should not contact the client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

EVALUATION OF TECHNICAL PROPOSAL

- 5.2 The consultants selection committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Data Sheet. After Technical evaluation is complete the client shall notify in writing to Consultants that have secured minimum technical qualifying marks, date, time and location for opening of the Financial Proposals. The un-qualified consultants shall be returned their Financial Proposals un-opened.

EVALUATION OF FINANCIAL PROPOSAL

- 5.3 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.
- 5.4 Proposal shall be evaluated on **Cost Based Selection CBS Method** the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores. The firm achieving the highest combined technical and financial score will be invited for negotiations.

NEGOTIATIONS

- 6.1 Negotiations will be held at the date and address indicated in the Data Sheet (if required). The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the PA proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.
- 6.2 Technical Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The PA and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Minutes of negotiations, which will be signed by the PA and the Consultant, will become part of Contract Agreement.

AVAILABILITY OF PROFESSIONAL STAFF/EXPERTS

- 6.3 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the PA expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the PA will require assurances that the Professional staff will be actually available. The PA 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. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

AWARD OF AGREEMENT

7. After completing negotiations, the Procuring Agency shall award the Contract to the selected Consultant and within 15 days of the award of contract consultants will mobilize, The Client shall award the agreement to the selected Consultant, the agreement will be executed based on Standard Format of Pakistan Engineering Council (PEC)

CONFIDENTIALITY

8. Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

FORCE MAJEURE

9. The term "Force Majeure" as employed herein shall mean acts of God, strikes, lock-out or other industrial disturbances, acts of public enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions and any other similar events, not within the control of either Party and which by the exercise of due diligence neither Party is able to overcome. If either Party is temporarily unable by reason of Force Majeure or the laws or regulations of Pakistan to meet any of its obligations under the Agreement, and if such Party gives to the other Party written notice, of the event within fifteen (15) days after its occurrence, such obligations of the Party, as it is unable to perform by reason of the event, shall be suspended for as long as the inability continues. Neither Party shall be liable to the other Party for loss or damage sustained by such other Party arising from any event referred to as Force Majeure or delays arising from such event. Force Majeure shall not include insufficiency of funds or failure to make any payment required under the Agreement.

DATA SHEET

Clause No.	
1.1	<p><u>Name of Client:</u> Deputy Commissioner / Secretary Edowment Fund Trust for Health Tando Muhammad Khan</p> <p><u>Method of Selection</u> CBS (Cost Based System)</p>
1.2	<p><u>Name of Assignment:</u> Appointment of Consultants for “ESTABLISHMENT OF SHAHEED MOHTARMA BENAZIR BHUTTO CARDIAC CARE HOSPITAL TANDO MUHAMMAD KHAN (SMBBCCH-TMK)”</p>
1.3	<p>A pre-proposal/pre-bid meeting will be arranged if considered necessary, the date and time will be intimated.</p> <p>Not Applicable</p>
1.13	Proposals must remain valid for ninety (90) days after submission date
2.1	Clarifications may be requested not later than seven (07) days before the submission date
3.11	Local Taxes such as Income Tax and SST will be deducted as per prevailing government rules.
4.2	<p>Consultants must submit one (01) original and two (02) copies of the Technical Proposal and original of Financial Proposal.</p> <p><u>Proposal Submission Address:</u> Office of the Deputy Commissioner Tando Muhammad Khan Phone 022-3341009 Fax 022-3340292</p> <p><u>Proposal Submission Deadline</u> Date: 3rd August 2015 Time: 01:00 pm</p>
5.2	The minimum Technical Score to qualify is = 70 marks
5.2	<p>Criteria, Sub-criteria and point system for evaluation of Technical Proposals are;</p> <p style="padding-left: 40px;">(i) Company Profile 40%</p>

	(ii) Project Team 30% (iii) Approach & Methodology 30%
	<u>Description</u> (i) <u>Company Profile</u> [100] (a) Number of Similar Assignments [40] (b) Similar Experience in Sindh Area [40] (c) General Experience [20] Total=A1 (ii) <u>Project Team</u> [100] (a) Structural Engineer [25] (b) Senior Architect [25] (c) Civil Engineer [20] (d) Quantity Surveyor [20] (e) Site Engineer [10] Total=A2 (iii) <u>Approach & Methodology</u> [100] a) Understanding & innovativeness [40] b) Methodology & Project Work Plan [60] Total=A3 Technical Score= $\frac{A1[0.40]}{100} + \frac{A2[0.30]}{100} + \frac{A3[0.30]}{100}$ Further details of Evaluation Criteria are described in Appendix-I to Data Sheet
5.4	Technical = 80% Financial= 20% The formula for determining the Financial score is; $S_f = 100 \times F_m / F$ Sf= The Financial Score Fm= The lowest price F= The price of the proposal under consideration
6.1	<u>Address for Negotiations:</u> Office of the Deputy Commissioner Tando Muhammad Khan Phone 022-3341009 Fax 022-3340292

Details of Evaluation Criteria

(i) Company Profile [100 points] FORM TECH-2

(a) Number of Similar Assignments (in last 5 years) [40 marks]

Four Projects	= 40
Three Projects	= 30
Two Projects	= 20
Less Than Two	= 10

(b) Previous Experience in Sindh Area of similar assignments (in last 5 years) [40 marks]

04 Projects	= 40
03 Projects	= 30
02 Projects	= 20
Less Than 02	= 10

(c) General Experience (Last 5 years) [20 marks]

20 Projects or more than projects	= 20
Less than 20 Projects > 15 projects	= 15
Less than 15 Projects > 10 projects	= 10
Less than 10 Projects > 5 projects	= 05

(ii) Project Team [100 points] FORM TECH-6

Each member of Consultant's team will be evaluated on the following criteria;

i) Education (35%)

A. For Engineers

Masters of Engineering	= 100%
Bachelors of Engineering	= 80%

B. For Senior Architect

Registered with Pakistan Council of Architects & Town Planners (PCATP)
=100%

C. For Civil Engineer

Masters of Engineering	= 100%
Bachelors of Engineering	= 80%

Details of Evaluation Criteria

ii) Experience (35%)

- Four years or more = 100%
- 2 to less than 4 years = 80%
- Less than two years = 60%

iii) No. of Similar Assignment (30%)

- Four or more = 100%
- 2 to less than 3 projects = 80%
- Less than 2 projects = 60%

(iii) Approach & Methodology [100 marks] FORM TECH-4

Methodology submitted by Consultants will be analyzed by evaluating team and graded as under;

Quality	Grade	Weightage
Excellent	A	100%
Good	B	70%
Average/Below Average	C	50%
Absent	D	0

Methodology will be analyzed based on following;

a) Understanding & Innovativeness

- i) What is the depth of the firm’s understanding of the requirements and objectives of the consultancy assignment?
- ii) What is the quality of the improvements to the TOR suggested by the consultants to improve the outcome of the assignment?
- iii) What is the level of the identification of the potential risks that will affect the execution of the assignment and what is the quality of the mitigation strategies proposed?

b) Methodology & Project Work Plan

- i) How in depth is the Statement of work: does it fully cover the scope of the assignment and is it sufficiently developed to ensure assignment completely
- ii) How developed is the work breakdown structure (WBS) for assignment?

SECTION – 3 : Technical Proposal – Standard Forms

Consultants are required to prepare Technical Proposal as per following forms;

TECH-1 Technical Proposal Submission Form

TECH-2 Consultant's Organization and Experience

A- Consultant's Organization

B- Consultant's Experience

C- List of Four Projects offered for Evaluation

TECH-3 Comments or Suggestions on Terms of Reference

TECH-4 Description of Approach, Methodology and Work Plan

TECH-5 Composition of Team to be deployed for the assignment and Task Assigned

TECH-6 Curriculum Vitae (CV) of Proposed Staff

TECH-7 Staffing Schedule

FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

To:
Deputy Commissioner / Secretary
Edowment Fund Trust for Health
Tando Muhammad Khan

Subject: **Appointment of Consultants for “ESTABLISHMENT OF SHAHEED MOHTARMA BENAZIR BHUTTO CARDIAC CARE HOSPITAL TANDO MUHAMMAD KHAN (SMBBCCCH-TMK)”**

Dear Sir,

We, the undersigned, offer to provide the “Consulting services for “ESTABLISHMENT OF SHAHEED MOHTARMA BENAZIR BHUTTO CARDIAC CARE HOSPITAL TANDO MUHAMMAD KHAN (SMBBCCCH-TMK)” in accordance with your Request for Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelopes.

We hereby declare that all the information and statements and 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, we undertake to negotiate of the proposed staff. Our Proposal is binding upon us and subject to the modification resulting from Agreement negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet of the proposal.

We understand 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

Please provide the following of your firm/entity and each associate of JV (if any) for this assignment

1. Firm Background and Achievements (minimum two pages)
2. Organization Structure

FORM TECH-2 CONSULTANT'S ORGANIZATION AND EXPERIENCE

B- Consultant's Experience

*[Using the format below, provide information on each assignment for which your firm, and each Joint Venture partner or sub-Consultant for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within a joint venture or sub-consultancy, for carrying out consulting services similar to the ones requested under this assignment. **Please provide Client's Certificate completion or Work order for evidence of the assignment]***

Assignment name:	Approx. value of the contract:
Country:	Duration of assignment (months):
Location within country:	
Name of Client:	
Start date (month/year):	Approx. value of the services provided by your firm under the contract:
Completion date (month/year):	
Name of joint venture partner or sub-Consultants, if any:	No. of professional person-months provided by the Joint Venture Partners or the Sub-Consultants:
Name of senior regular full time employees ¹ of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	
Narrative description of Project:	
Description of Actual services provided by your staff within the assignment:	

FORM TECH-2 CONSULTANT'S ORGANIZATION AND EXPERIENCE

C- List of Four Similar Projects, Completed by the Consultant Offered for Evaluation

Sr. No	Name of similar Project/Assignment	Brief Description	Year of completion	Value of Consultancy Services (Pak Rs.)	Value of Project (Pak Rs.)
1.					
2.					
3.					
4.					

FORM TECH-3 COMMENTS OR SUGGESTIONS ON TOR

[Present and justify here any modifications or improvement to the Terms of Reference 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.]

FORM TECH-4 DESCRIPTION OF APPROACH, METHODOLOGY AND PROJECT WORK PLAN FOR PERFORMING THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters]:

- a) Technical Approach and Methodology,**
- b) Project Work Plan**
- c) Organization and Staffing**

- a) Technical Approach and Methodology. In this chapter 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, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*
- b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.*
- c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]*

FORM TECH-5 COMPOSITION OF TEAM TO BE DEPLOYED FOR THIS ASSIGNMENT AND TASK ASSIGNED

Name of Staff	Firm	Area of Expertise	Position	Task Assigned

FORM TECH-6 CURRICULUM VITAE (CV) OF PROPOSED PROFESSIONAL STAFF

1. Proposed Position : _____
2. Name of Firm : _____
3. Name of staff: _____
4. Date of Birth: _____ Nationality: _____
5. CNIC No (if Pakistani): _____ or Passport No: _____
6. Education:

Degree	Major/Minor	Institution	Date (mm/yyyy)

7. Membership of Professional Associations:

8. Other Training: *[Indicate Significant training since degrees]*

9. Language _____

10. Employment Record:

Employer	Position	Form (MM/YYYY)	To (MM/YYYY)

11. Detailed Tasks Assigned

12. Work Under that Best Illustrates Capability to Handle the Tasks Assigned

- 1) Name of assignment of project: _____
 Year : _____
 Location: _____
 Client: _____
 Main project features: _____
 Position held: _____
 Activities performed: _____

- 2) Name of assignment of project: _____
 Year : _____
 Location: _____

Client: _____ Main project features: _____ Position held: _____ Activities performed: _____ <hr/> 3) Name of assignment of project: _____ Year : _____ Location: _____ Client: _____ Main project features: _____ Position held: _____ Activities performed: _____
--

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualification, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature of staff member or authorized representative]

Full name of authorized representative: _____

FORM TECH-7 STAFFING SCHEDULE

N°	Name of Staff /Position	Staff input (in the form of a bar chart) ²												Total Staff-month Input			
		1	2	3	4	5	6	7	8	9	10	11	12	Home	Field ³	Total	
1																	
2																	
3																	
										<i>Subtotal</i>							
										Total							

- 1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g :draftsmen, clerical staff, etc.).
- 2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.
- 3 Field work means work carried out at a place other than the Consultant’s home office.

SECTION 4: FINANCIAL PROPOSAL – STANDARD FORMS

Financial Proposal Standard Forms shall be used for the preparation of the financial Proposal.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FORM FIN -1 FINANCIAL PROPOSAL SUBMISSION FORM

[Location, _____ 2015]

To:
**Deputy Commissioner / Secretary
Edowment Fund Trust for Health
Tando Muhammad Khan**

Subject: **Appointment of Consultants for “ESTABLISHMENT OF SHAHEED MOHTARMA BENAZIR BHUTTO CARDIAC CARE HOSPITAL TANDO MUHAMMAD KHAN (SMBBCCH-TMK)”**

Dear Sir,

We, the undersigned, offer to provide the “Consulting services for “ESTABLISHMENT OF SHAHEED MOHTARMA BENAZIR BHUTTO CARDIAC CARE HOSPITAL TANDO MUHAMMAD KHAN (SMBBCCH-TMK)” in accordance with your Request for the sum of _____ [insert percentage] in words _____. This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Agreement negotiations, up to expiration of the validity period of the Proposal.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Agreement execution.

We understand 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 FIN -2 SUMMARY OF COST

S no	Description	Consultant's Fee
1.	Review of on-going works for existing planning and design Re-validate existing structural design of hospital	_____ % of total of cost of project
2.	Review of present tender documents	_____ % of total of cost of project
3.	Re-visit space allocation and circulation plan as per modern facilities	_____ % of total of cost of project
4.	Preparation of Proposal for procurement of latest hospital equipments on competitive rates worldwide	_____ % of total of cost of project
	TOTAL COST	_____ % of total of cost of project

Note: All costs should be inclusive of all taxes and any other cost required to complete the assignment as per TOR.

Authorized Signature of Consultants

Name and title of signatory : _____

Official Seal of Consultants

SECTION-5: TERMS OF REFERENCE (TOR)

1. Background

A cardiac care hospital is being established at Tando Muhammad Khan under the name Shaheed Mohtarma Benazir Bhutto Cardiac Care Hospital. The said hospital shall be established from the funds of District Edowment Fund Trust for Health Tando Muhammad Khan.

In order to provide the consultancy services for, Secretary Edowment Fund Trust T.M Khan is desirous to hire a consultant firm of technically sound and good repute.

In this regard the proposals are acquired to hire the services of Consultants, registered with PEC for “ESTABLISHMENT OF SHAHEED MOHTARMA BENAZIR BHUTTO CARDIAC CARE HOSPITAL TANDO MUHAMMAD KHAN (SMBBCCCH-TMK)”

2. Preamble

The consultants will spell out, in their methodology and work plan, anything which is required to be included or eliminated to achieve the performance objectives with the best professional inputs. But the consultants shall not include in their financial proposal any adjustments for increase in the scope of the work/resulting from such proposed improvements/changes in the TOR. In case any proposal or suggestion is accepted by the Client the same shall be dealt with as per prevailing SPPRA/PPRA rules before finalizing the bids.

3. Objectives

These TORs are for the guidance of the consultants willing to provide technical services for preparing Feasibility Study, Detailed Engineering Design, Tender Documents and Construction Supervision at Site for Thar Lodges at Islamkot

4. Scope of Services

The Consultants will perform the role of “The Engineer” as per construction contract. His services include but limited to the following;

- 4.1 Review of ongoing works for existing planning and design
- 4.2 Revalidate existing structural design of hospital
- 4.3 Carry out Detailed Geological survey of the site.
- 4.4 Review of existing Tender Documents
- 4.5 Revisit space allocation and circulation plan as per modern facilities.
- 4.6 Preparation of detailed Architectural Planning and its Structural Designing.
- 4.7 Preparation of detailed drawings for all Civil, Electrical and Plumbing Works.
- 4.8 Preparation of Bill of Quantities (BOQ) of all works and preparation of Engineer’s Cost Estimates
- 4.9 Preparation of Technical Specifications for Civil and Electrical Works.

- 4.10 Proposal for procurement of latest hospital equipments on competitive rates world wide.
- 4.11 Any other facilities in the best interest of general public

5. Minimum Requirement of Professionals to be deployed at site

Following is the minimum requirement of professional to be appointed for the project for carrying out works listed in Section-4.

- i) Structural Design Engineer
Must have 10 years of relevant experience

- ii) Senior Architect
Must be registered with PCATP

- iii) Civil Engineer
Must be a Civil Engineer having minimum experiences of 10 years in relevant field

- iv) Quantity Surveyor
Must be a minimum of Diploma in Associate Engineer in Civil having minimum experience of 10 years in relevant field.

6. Payment

Fee shall be paid subject to following

- 6.1 Income tax and other taxes as applicable at the time of execution not the Agreement will be deducted at source
- 6.2 No payment will be deducted at source
- 6.3 Any change made in design or layout as per site conditions or required by the client during construction will be done by the consultant without any extra cost.
- 6.4 Payment shall be paid to consultants as per the percentage quoted by consultants on actual tender cost of the project.