



Information, Science & Technology Department

Government of Sindh

SAFE CITY KARACHI PROJECT



REQUEST FOR PROPOSAL

**Hiring Consultant for Feasibility Study & Transaction Advisory
Services**

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1. INVITATION LETTER

Dear Sir/Madam,

Sub: Feasibility Study & Transaction Advisory Services, Safe City Karachi Project

1. The *Information, Science & Technology Department*, Government of Sindh (the “**Procuring Agency**”), invites “Technical and Financial proposals” for Feasibility Study and Transaction Advisory Services to develop the Safe City Karachi project under Public Private Partnership mode (the **Assignment**), from prospective firms/consortiums.
 2. Karachi is the largest and most populous metropolitan city of Pakistan and is main seaport and financial center of Pakistan, as well as the capital of Sindh province. The city has an estimated population of over 23.5 million people, and an area of approximately 3527 Square kilometers.
 3. The objective of Public Safety City for Karachi Project is to construct a public safety city to improve the efficiency of Sindh Government in the aspects of emergency response, command and dispatching, strengthen the ability of risk control, emergency management, and be capable of dealing with all kinds of social security events and sudden emergencies, such as crimes, traffic accidents, street criminal activities, terrorist attacks, natural disasters and so on.
 4. Crime and safety are major concerns by government. Criminal gangs, often with political party affiliations, operate with impunity in most parts of the city, and some areas are effectively cut off from police. Despite a large-scale security operation carried out by Pakistan Rangers and Police, violent crime continued to rise these past years, and by many accounts 2013-14 was the deadliest year recorded in Karachi.
 5. To ensure public safety, government and municipal agencies require the most advanced security solutions to proactively assess, investigate and manage high-risk situation and to assist for on-foot investigations and criminal pursuits and Collection of evidence for crime-scene investigations Counter-Terrorist Operations.
 6. A detailed description of the assignment and its objectives are given in the enclosed Terms of Reference (TORs).
 7. Prospective bidders/firms/consortiums are encouraged to acquaint fully with the Assignment and local conditions before submitting their proposals, by sending written queries to the Client, if any. Please note that no cost of any such visit or queries is reimbursable.
 8. A firm/consortium will be selected under Quality and Cost Based Selection Method (QCBS) described in this RFP, in accordance with the Sindh Public Procurement Rules, 2010 and amended from to time. The participants are therefore advised to carefully go through these statutes to understand nature of their possible relationship with the client and the rules governing this relationship.
5. The RFP includes the following documents:

Section1	Letter of Invitation
Section2	Instructions to Consultants (including Data Sheet)

Section3 Technical Proposal - Standard Forms
Section4 Financial Proposal - Standard Forms
Section5 Terms of Reference
Section6 Evaluation Criteria and Scoring System
Section7 Integrity Pact

Yours sincerely,
Additional Secretary
Information, Science & Technology
Department
Government of Sindh

2. INSTRUCTIONS TO CONSULTANTS

2.1 Definition

- (a) **“Contract”** means consultancy services contract to be executed between selected Consultant and Procuring Agency.
- (b) **“Consultant”** means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals.
- (c) **“Data Sheet”** means such part of the Instructions to Consultants that is used to reflect specific assignment conditions.
- (d) **“Day”** means calendar day including holiday.
- (e) **“Government”** means the Government of Sindh.
- (f) **“Instructions to Consultants”** (Section 2 of the RFP) means the document which provides Consultants with all information needed to prepare their Proposals.
- (g) **“LOI”** (Section 1 of the RFP) means the Letter of Invitation sent by the procuring agency to the Consultant.
- (h) **“Procuring Agency”** means the Information, Science & Technology Department with which the selected Consultant signs the Contract for the Assignment.
- (i) **“Proposal”** means the Technical Proposal and the Financial Proposal.
- (j) **“RFP”** means the Request for Proposal prepared by the Procuring Agency for the selection of Consultants.
- (k) **“Terms of Reference”** (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the procuring agency and the Consultant, and expected results and deliverables of the assignment.

2.2 Introduction

- 2.2.1 The Procuring Agency named in the Data Sheet will select a consulting firm/organization (the Consultant) in accordance with the method of selection specified in the Data Sheet.
- 2.2.2 The Consultants are invited to submit a Technical Proposal and a Financial Proposal as specified in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.

- 2.2.3 Consultants should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. Consultants may liaise with procuring agency's representative named in the Data Sheet for gaining better insight into the assignment.
- 2.2.4 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Procuring Agency reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Consultants in line with Sindh Public Procurement Rules, 2010 (amended from time to time).
- 2.2.5 While submitting the Technical Proposal, the composition of the proposed team and task assignment to individual personnel shall be clearly stated.
- 2.2.6 If a firm as a consortium is qualified/selected on the strength of experience of a foreign company, requisite key personnel from that foreign company shall be fielded.
- 2.2.7 In case a firm is proposing key personnel from educational/research institutions, a 'No Objection Certificate' from the concerned institution shall be enclosed with the CV of such person.

2.3 Conflict of Interest

- 2.3.1 Consultants are required to provide professional, objective, and impartial advice and holding the Procuring Agency interest paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Agency, or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its contract.
- 2.3.2 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 of the circumstances set forth below:
- i. A Consultant that has been engaged by the procuring agency to provide goods, works or services other than consulting services for a project, 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, 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.
 - ii. 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 or for another Procuring Agency.
 - iii. A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Procuring Agency's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the contract, may not be awarded a contract, unless the conflict stemming from this relationship has been resolved.

2.4 Conflicting Relationships

Government officials and civil servants may be hired as consultants only if:

- i. They are on leave of absence without pay;
- ii. They are not being hired by the agency they were working for, six months prior to going on leave; and
- iii. Their employment would not give rise to any conflict of interest.

2.5 Fraud and Corruption

2.5.1 It is Government's policy that Consultants under the contract(s), observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Agency follows the instructions contained in Sindh Public Procurement Rules 2010 (SPPR 2010) which defines:

"Corrupt and Fraudulent Practices" means either one or any combination of the practices given below;

- (i) **"Coercive Practice"** means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
- (ii) **"Collusive Practice"** means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
- (iii) **"Corrupt Practice"** means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- (iv) **"Fraudulent Practice"** means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (v) **"Obstructive 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 a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules

2.5.2 Under Rule 35 of SPPR 2010, the Procuring Agency can, *inter-alia*, blacklist Bidders found to be indulging in corrupt or fraudulent practices. Such action shall be duly publicized and communicated to the SPPRA.

2.6 Integrity Pact

Pursuant to Rule 89 of SPPR 2010 Consultant undertakes to sign an Integrity pact in accordance with prescribed format attached hereto for all the procurements estimated to exceed Rs. 2.5 million (Section 7).

2.7 Only One Proposal

Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. Participation of the same Sub-Consultant, including individual experts, to more than one proposal is not allowed.

2.8 Proposal Validity

- i. The Data Sheet indicates Proposals validity period. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Agency will make its best effort to complete negotiations within this period. Should the need arise; however, the Procuring Agency may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants may submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.
- ii. Consultants shall submit required bid security in the form of pay order, along with financial proposal defined in the data sheet. Bid security shall be released to the unsuccessful bidders once the contract has been signed with the successful bidder or the validity period has expired. The Bidder shall provide the Bid Security in accordance with the Sindh Public Procurement Rules, 2010 acceptable to the Client. The Bid shall be summarily rejected if it is not accompanied with the Bid Security.

2.9 Clarification and Amendment in RFP Documents

- i. Consultants may request for a clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of proposal. The procuring agency shall communicate such response to all parties who have obtained RFP document without identifying the source of inquiry. Should the PA deem it necessary to amend the RFP as a result of a clarification, it shall do so.
- ii. At any time before the submission of Proposals, the Procuring Agency may amend the RFP by issuing an addendum/ corrigendum in writing. The addendum shall be sent to all Consultants (or uploaded on procuring agency website) 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 Procuring Agency may, if the amendment is substantial, extend the deadline for the submission of Proposals.

2.10 Preparation of Proposals

- i. 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.
- ii. Your proposal shall be prepared in two separate parts, each to be contained in a separate cover as follows:

Cover 1: Technical Proposal

Cover 2: Financial Proposal

2.11 Language

The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Agency shall be written in English. However it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.

2.12 Technical Proposal Format and Content

While preparing the Technical Proposal, Consultants must give particular attention to the following:

- i. If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy, as appropriate. The international consultants are encouraged to seek the participation of local consultants by entering into a joint venture with, or subcontracting part of the assignment to, national consultants.
- ii. It is desirable that majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- iii. Proposed professional staff must, at a minimum, have the experience indicated in the Evaluation Criteria as given in Section 6, preferably working under similar geographical condition.
- iv. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall be submitted for each position.

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

- i. A brief description of the consultant organization and an outline of recent experience on assignments (Form Tech-2) 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.
- ii. 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 (Form Tech-3).

- iii. A detailed description of the proposed methodology, work plan for performing the assignment, staffing (Form Tech-4).
- iv. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Form Tech-5).
- v. CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Form Tech-6). Key information should include number of years working for the consultant and degree of responsibility held in various assignments.
- vi. 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 and Form Tech-8).
- vii. Any additional information requested in the Data Sheet.

The Technical Proposal shall not include any financial information.

2.13 Financial Proposals

The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

2.14 Taxes

The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of Contract agreement unless exempted by relevant tax authority.

2.15 Submission, Receipt, and Opening of Proposals

- 2.15.1 Proposal shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4. All pages of the original Technical and Financial Proposals will be initialed by an authorized representative of the Consultants (Individual Consultant). The authorization shall be in the form of a written power of attorney accompanying the Proposal.
- 2.15.2 All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 2.15.3 The Technical Proposal shall be submitted, in triplicate (one original and two copies) and shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" followed by name of the assignment, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" 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.

- 2.15.4 The Proposals must be sent to the address indicated in the Data Sheet and received by the PA no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any proposal received by the PA after the deadline for submission shall be returned unopened. In order to avoid any delay arising from the postal or PA's internal despatch workings, Consultants should ensure that proposals to be sent through couriers should reach a day before the deadline for submission.

2.16 Proposal Evaluation

- 2.16.1 From the time the Proposals are opened to the time the contract is awarded, the Consultants should not contact the PA on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the PA 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.

- 2.16.2 A QCBS will be adopted in evaluating the proposal. In the first stage a technical evaluation will be carried out. Only those Technical proposals, which score at least 80 points out of 100, shall be considered for financial evaluation in the second stage. The evaluation of the technical and financial bids shall be held under the Quality and Cost Based Selection (QCBS) method. The Evaluation criteria under QCBS is at Section 6A.

2.17 Evaluation of Technical Proposals

- 2.17.1 The evaluation 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 (TS). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Section 6A.

- 2.17.2 After the technical evaluation is completed, the PA shall notify in writing Consultants that have secured the minimum qualifying marks, the date, time and location, allowing a reasonable time, for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional. Financial proposals of those consultants who failed to secure minimum qualifying marks shall be returned un-opened.

2.18 Evaluation of Financial Proposals

- 2.18.1 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. Copy of the record shall be sent to all Consultants.

- 2.18.2 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above

corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

- 2.18.3 The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (FS) of 100 points. The financial scores (FS) of the other Financial Proposals will be computed as indicated in the Section 6A. Proposals will be ranked according to their combined marked technical (TSw) and financial (FSw) scores using the marks indicated in the Section 6A. The firm achieving the highest combined technical and financial score will be invited for negotiations.

2.19 Negotiations

Negotiations will be held at the date and address to be communicated by the Procuring Agency. 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.

2.20 Technical Negotiations

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 part of the Scope of Work. Minutes of negotiations, which will be signed by the PA and the Consultant, will become part of Contract agreement.

2.21 Availability of Professional staff/experts

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.

2.22 Award of Contract

- 2.22.1 After completing negotiations, the Procuring Agency shall award the contract to the selected Consultant and within seven days of the award of contract, Procuring Agency shall publish on the website of the Authority and on its own website, if such a website exists, the result of the bidding process, identifying the bid through procuring identifying number, if any and the following information, evaluation report, form of contract and letter of award, bill of quantity or schedule of requirement, as the case may be.

2.22.2 After publishing of award of contract Consultant required to submit a performance security at the rate indicated in date sheet.

2.23 Confidentiality

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.

2.24 Consortium Agreement

2.24.1 In case of Consortium of firms, the proposal shall be accompanied by a certified true copy of the Consortium Agreement. The Consortium Agreement as applicable shall confirm the following therein:

- i. Date and place of signing;
- ii. Purpose of consortium (must include the details of contract works for which the consortium has been invited to bid) ;
- iii. A clear and definite description of the proposed administrative arrangements for the management and execution of the assignment;
- iv. Delineation of duties, responsibilities and scope of work to be undertaken by each along with resources committed by each partner/member of the Consortium for the proposed services;
- v. An undertaking that the firms are jointly and severally liable to the Client for the performance of the services;
- vi. Duties, responsibilities and powers of the lead firm;
- vii. The authorized representative of the consortium.

2.24.2 In case of Consortium, it is expected that the lead partner would be authorized to incur liabilities and to receive instructions and payments for and on behalf of the consortium. For a consortium to be eligible for bidding, the experience of lead partner and other partner should be indicated.

2.24.3 Any alternative proposal, such as one by a firm in sole capacity and another in Consortium with another firm or as a part of 2 or more consortiums, for the assignment will be summarily rejected. In such an event, all the proposals submitted by such firm and its Consortium or associate shall be rejected.

2.24.4 The proposal of a firm is liable to be rejected if the firm makes any false or misleading statement in the proposal(s) without prejudice to the rights of the Client to initiate further proceedings against the said firm(s).

2.24.5 Notwithstanding anything to the contrary contained in this RFP, the detailed terms specified in the draft Contract agreement shall have overriding effect; provided, however, that any conditions or obligations imposed on the Bidder hereunder shall continue to have effect in addition to its obligations under the Contract.

DATA SHEET

The following specific data shall supplement the provisions in the Document.

1	Project Name	Safe City Karachi Project
2	Address and Contact Person of Procuring Agency	Information, Science & Technology Department, Mr.Aftab Alam, Address: 1st Floor, Building No. 06, Sindh Secretariat, Kamal-Ata-Turk Road, Karachi Tel: +92-21-99213676 Email: aftabalam1433@yahoo.com
3	Address and Contact Person of PPP Unit	Director, PPP Unit, Finance Department, Government of Sindh, 7th Floor, A.K. Lodhi Block (Building No.6), Kamal Atta-Turk Road, Sindh Secretariat, Karachi, Pakistan. Tel: +92 21 9922 2193 Email: pppunitsindh@gmail.com
4	Address for Submission of Bids	Additional Secretary, Information, Science & Technology Department Address: 1st Floor, Building No. 06, Sindh Secretariat, Kamal-Ata-Turk Road, Karachi
5	Pre-Bid Meeting	11:00 A.M, 15 th September 2015 at Committee Room of Information, Science & Technology Department, Building No. 6, Sindh Secretariat, Karachi
6	Submission Deadline date and time	02:00 P.M. Pakistan time on September 29, 2015
7	Bid Opening	02:30 P.M. Pakistan time on September 29, 2015
8	Envelopes	“ORIGINAL PROPOSAL” DOCUMENTS IN TECHNICAL PROPOSAL or FINANCIAL PROPOSAL as appropriate; and, DO NOT OPEN, EXCEPT IN PRESENCE OF THE CONSULTANT SELECTION COMMITTEE on outer envelope.
9	Language of Bid and correspondence	English
10	Proposal Validity	90 days from the closing date of submission of proposal.

11	Evaluation Criteria	Minimum 80 points for technical proposal qualification for eligibility of financial proposal opening. Refer Section 6A
12	Evaluation System	Refer Section 6B
13	Method of Selection	Quality and Cost Based Selection Method
14	Bid Security	The Consultant shall deposit a bid security in original Financial Proposal of an amount equivalent to 1% (one per cent) of the bid price in the form of Pay Order favoring “Information, Science & Technology Department”, which shall remain valid for a period of 28 days beyond the Proposal validity period for bids, in order to provide the Procuring Agency reasonable time to act, if the security is to be called;
15	Performance Security	2% in the form of Pay Order
16	Contract Stamping	Duly stamped @ 0.03% of bid price by successful bidder at its own cost
17	Tax Liability	Government of Sindh will only deduct Income Tax on Services. Consultant has to assess all other applicable taxes while quoting the price in the financial proposal.
18	Eligibility Criteria	Registration with relevant tax authorities under applicable laws.

3. TECHNICAL PROPOSAL – STANDARD FORMS

[Comments in brackets [] provide guidance to the Consultants for the preparation of their Technical Proposals; they should be deleted from the Technical Proposals to be submitted.]

Form TECH-1. Technical Proposal Submission Form

Form TECH-2. Consultant's Organization and Experience

A – Consultant's Organization

B – Consultant's Experience

Form TECH-3. Comments and Suggestions on the Terms of Reference

Form TECH-4. Description of Approach, Methodology and Work Plan for Performing the Assignment

Form TECH-5. Team Composition and Task Assignment

Form TECH-6. Curriculum Vitae (CV) for Proposed Professional Staff

Form TECH-7. Staffing Schedule

Form TECH-8. Work Schedule

FORM TECH-1. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:
Additional Secretary,
Information, Science & Technology Department
Karachi

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: *[Insert a list with full name and address of each associated Consultant]*

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We 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.

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

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B – Consultant’s Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually or as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment.]

Assignment Name:	Country:	
Location within Country :	Professional Staff Provided by your firm	
Name of Client :	No. of Staff :	
Address :	No. of Staff Months :	
Start Date (Month / Year)	Completion Date (Month / Year)	Approx. Value of Services : (in current PKR) :
Name of Association Firm(s) if any :	No. of Months of Professional Staff provided by Associated Firm(s)	
Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project :		
Description of actual services provided by your staff within the assignment:		

Firm’s Name: _____

FORM TECH-3. COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE

On the Terms of Reference (TORs)

[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.]

1.

2.

3.

4.

5.

..

..

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

The approach and methodology will be detailed precisely under the following topics.

[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:

- 1) **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.*

- 2) **Work Plan.** In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the PA), 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. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form-VIII.*

- 3) **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. TEAM COMPOSITION AND TASK ASSIGNMENT

I. Professional Staff					
S. No	Name	Firm	Area of expertise	Position	Task Assignment
1					
2					
3					
4					
..					
...					

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

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____
2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____
3. **Name of Staff** [*insert full name*]: _____
4. **Date of Birth**: _____
5. **Nationality**: _____
6. **Educational Qualification**: [*Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained*]: _____
7. **Membership of Professional Societies**: _____
8. **Other Training** [*indicate significant training since degrees under 6 - Education were obtained*]: _____
9. **Countries of Work Experience**: [*list countries where staff has worked*]: _____
10. **Languages** [*for each language indicate proficiency: good, fair, or poor in speaking, reading and writing*]: _____

11. Employment Record:

[Starting with present position, list in reversed order, every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, position held]:

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

Employer: _____

Position held: _____

12. Detailed Tasks Assigned [*List all tasks to be performed under this assignment*]:

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

[*Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 12*]:

Name of assignment or project: _____

Year: _____

Location: _____

PA: _____

Main project features: _____

Positions held: _____

Activities performed: _____

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly

describes me, 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 of the staff] Day/Month/Year

Full name of authorized representative: _____

FORM TECH-7. STAFFING SCHEDULE

Months (in the Form of Bar Chart)

S. No.	Name	Position	Report Due/ Activities	Months												Number of Months
1															Sub Total (1)	
2															Sub Total (2)	
3															Sub Total (3)	
4															Sub Total (4)	
...																
....																

Part
Time :

FORM TECH-8. WORK SCHEDULE

S. No	Activity ¹	Months												
		1	2	3	4	5	6	7	8	9	10	11	12	n
1														
2														
3														
4														
5														
n														

1 Indicate all main activities of the assignment, including delivery of reports (e.g. inception, interim, and final reports), and other benchmarks such as PA approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.

2 Duration of activities shall be indicated in the form of a bar chart.

4. FINANCIAL PROPOSAL – STANDARD FORMS

[Comments in brackets [] provide guidance to the Consultants for the preparation of their Financial Proposals; they should be deleted from the Financial Proposals to be submitted.]

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under Section 2. Such Forms are to be used as per the selection method.

Form FIN-1. Financial Proposal Submission Form
Form FIN-2. Summary of Costs

FORM FIN-1. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:
Additional Secretary,
Information, Science & Technology Department
Karachi

Subject: Providing Consultant’s Services for Safe City Karachi Project

Dear Sirs:

We, the undersigned, offer to provide the consulting services for **Safe City Karachi Project** in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹].

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet.

Yours faithfully,

Authorized Signature [*In full and initials*]_____

Name and Title of Signatory _____

Name of Firm _____

Address_____

[*The Financial Proposal is to be filled strictly as per the format given in RFP.*]

¹ Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

FORM FIN-2 SUMMARY OF COSTS (in Local Currency PKR)

Description		Amount (in Rs)
Phase I: <u>Technical Feasibility</u>	50%	
Phase II: <u>Feasibility and Project Structuring</u>	30%	
Financial Viability Assessment	10%	
PPP Options Analysis	10%	
Legal Viability Assessment	10%	
Phase III: <u>Bid Process Management and Transaction Marketing</u>	20%	
Procurement Package	10%	
Transaction Negotiation & Financial Close	10%	
Total Costs inclusive of Taxes		

** Total Costs net of taxes shall be considered for financial evaluation

Note: No escalation shall be payable during the services

5. TERMS OF REFERENCE

5.1 Project Background

Safe City Karachi project is a complex program of organizational change enabled by state of the art public safety systems support through complex technologies and systems. The implementation and initial operation of the Safe City Karachi project requires suitably qualified consultancy firms who have deep understanding of the command and control environment, operational and support processes as well as the enabling system and technologies. In addition, the consultant shall be responsible for developing the bidding documents for the Contractor as well as the subsequent evaluation of the bids to select the right bidder to deliver and implement Safe City Karachi project.

5.2 The Assignment

5.2.1 The transaction advisor (successful bidder) shall be required to conduct feasibility study and structure the transaction for Safe City Karachi Project in PPP mode.

5.2.2 The scope of work for the transaction advisor has been broadly categorized into three phases. However, the Government reserves the right to end the Transaction Advisory Services for this assignment at the end of any of the Phases if it is satisfied that proceeding further will not help achieve the Government Objectives.

5.3 Terms of Reference

5.3.1 **Phase 1: Technical Feasibility** shall include but not limited to the following components:

5.3.1.1 Initial Assessment

- i. Prepare the analysis of micro-environment including the political, economic, and social and culture to assess the initial condition of the project;
- ii. Prepare the analysis of social security and criminal situation of Karachi in recent years.

5.3.1.2 Technical Viability Assessment

- i. Prepare the analysis of existing CT and IT infrastructures and facilities in Karachi and assess the current situation of developing and potential requirements;
- ii. Prepare the analysis of technical developing trend and propose the appropriate and future-proof technologies recommended for the project;
- iii. Prepare the analysis of business development and propose the safe city business model for the project;
- iv. Prepare technical viability assessment report along with justification for recommended technology for Project Facility.

5.3.1.3 Action Plan and Methodology

Develop a comprehensive plan for effective implementation of Safe City Karachi project which may include but not limited to following:

- a) Command and control center and systems;
- b) Communication and dispatching system;
- c) CCTV monitoring and video analytical system;

- d) Crime management system;
- e) Traffic management system;
- f) Mobile application.
- g) Synchronization and Integration of any existing similar project in Sindh.

5.3.2 **Phase 2: Financial Feasibility and Project Structuring** shall include but not limited to the following components:

5.3.2.1 Financial Viability Assessment

- a) Develop financial model of the Project covering the projected revenues, construction/development and Operations & Maintenance cost estimates over the life of the Project;
- b) Prepare cost estimates for allied facilities and ancillary works based on the schematic designs;

5.3.2.2 PPP Options Analysis

- a) Prepare a viable transaction structure for implementation of the Project;
- b) Value for Money (VfM) analysis based on public sector comparator model;
- c) Identify possible PPP options and their impact on the financial and commercial viability, financial model and transaction structuring;
- d) Identify possible Government support may be required by developer, both financial and other
- e) Identify the project risks and develop risk matrix.

***Note:** The Transaction Advisor would be responsible to undertake all related surveys needed for preparation of feasibility study report.*

5.3.2.3 Legal Viability Assessment

- a) What laws, rules, regulations will be involved in the project implementation?
- b) What kind of District, Provincial and Federal approvals are required for establishing the project?
- c) Draft any law or bill, if required

5.3.3 **Phase 3: Bid Process Management and Financial Closure** shall include but be not limited to the following:

5.3.3.1 Marketing

- a) Develop a marketing and communication strategy for sensitizing potential investors and other project stakeholders with the project;
- b) Sensitize potential investors, operators and financiers for the project and seek their feedback for incorporation in the project structure;
- c) Seek investor interest and feedback on project prior to launch of official solicitation;
- d) Arrange investor/bidder conferences, road shows and investor visits to market the project;
- e) Assist the Client to establish a data room which will include all the relevant documents and information on the project for investor due diligence.

5.3.3.2 Bid Management

- a) Prepare Request for Proposal (the RFP) documents, concession agreements and project information memorandum for bidders;
- b) Help the Client to invite the bids;
- c) Assist the Client to invite proposals and handle queries, if any received in response to the RFP, by holding a pre-bid conference(s)
- d) Assist the Client to evaluate the bids.

5.3.3.3 Transaction Negotiation and Financial Closure

- a) Assist in final negotiation with preferred party;
- b) Assist in execution of the PPP agreement between GOS, Special Purpose Vehicle/Company (SPV) and the successful bidder;
- c) Assist the GoS by achieving financial close.

6. EVALUATION CRITERIA & SYSTEM

A – Evaluation Criteria

The evaluation of the technical and financial bids shall be held under the Quality and Cost Based Selection (QCBS). The total score of the technical and financial evaluation shall be 100, out of which 80% mark-age shall be for the technical and remaining 20% mark age shall be for the financial.

1. Evaluation of Technical Proposals

- 1.1. The Technical Proposal will be evaluated on the basis of Consultants' relevant experience, its understanding of assignment, proposed methodology, financial capability and Work Plan, the experience of Key professional staff. Only those Consultants' whose Technical Proposals score 80% marks or more shall qualify for further consideration, and shall be ranked from highest to lowest on basis of their raw technical score (RTS). Financial proposals of those bidders who secure less than 80% marks shall be returned un-opened to the firm/consortium.
- 1.2. The total score of the technical and financial evaluation shall be 100, out of which 80% weight-age shall be for the technical and remaining 20% weight-age shall be allocated to the financial evaluation.
- 1.3. The technical proposals shall be assigned marks/ score without weight-age as RTS on the basis of the criteria mentioned at Section 6B.
- 1.4. The final technical score (TSw) shall be calculated in the following manner: $TSw = RTS \times 0.80$.

2. Financial Bid opening

- 2.1 A public Financial Bid opening shall be held at the time, date and venue which shall be communicated to all technically qualified Bidder(s).
- 2.2 Confirm submission of bid security. In case the bid security is not submitted along with the financial proposal in the same sealed envelope, such proposal(s) shall be rejected without being evaluated.
- 2.3 The financial proposals shall first be checked for arithmetic errors. Financial scores shall be computed on the basis of following formula: $FS = 100 \times (RFS_{min}/RFS)$. Where 'RFS_{min}' is the lowest bid price and 'RFS' is the bid price of the proposal under consideration. The financial scores thus obtained shall be assigned weight-age (20%) and final marked score will be arrived at $FSw = FS \times 0.20$, FSw is marked financial score.

3. Combined Score

- 3.1 The combined technical and financial proposal (CS) shall be calculated in the following manner, namely: $CS = TSw + FSw$.
- 3.2 Bid obtaining maximum combined score shall be declared as the Best Evaluated Bid and the consultants offering the Best Evaluated Bid shall be declared the successful Bidder and issued Letter of Acceptance, containing invitation for contract negotiation. Any factor having a bearing on the quoted price shall not be subject to negotiations.
- 3.3 The Contract shall however, be signed after getting the same duly vetted and approved from the competent authority.

B – Evaluation System

The Technical Proposal will be evaluated on the basis of the criteria given below:

Criteria	Marks
<p>1. Consultants’ Relevant Experience & Qualification</p> <p><u>Transaction Advisory experience for PPP projects or Public Sector projects</u></p> <p><i>(Please note: Bid preparation experience for Consultancy experience is not applicable)</i></p> <p>4 or more projects 8 marks 3 projects 6 marks 2 project 4 marks 1 project 2 marks</p>	8
<p><u>Feasibility study experience of local or International IT/Public Security related projects</u></p> <p><i>(Please note: Bid preparation experience for Consultancy experience is not applicable)</i></p> <p>6 or more projects 12 marks 5 projects 10 marks 4 projects 8 marks 3 projects 6 marks 2 projects 4 marks 1 project 2 marks</p>	12
<p><u>Consultancy experience for Public Security related projects</u></p> <p><i>(Please note: Bid preparation experience for Consultancy experience is not applicable)</i></p> <p>6 or more projects 12 marks 5 projects 10 marks 4 projects 8 marks 3 projects 6 marks 2 project 4 marks 1 project 2 marks</p>	12
<p><u>Consultancy experience (contract value) for Public Security Related projects</u></p> <p><i>(Please note: Bid preparation experience for Consultancy experience is not applicable)</i></p> <p>3 or more projects ≥ 600,000/- USD 12 marks 1 or more projects ≥ 600,000/- USD 09 marks 1 project ≥ 500,000/- _ USD 07 marks 1 project ≥ 400,000/- USD 05 marks 1 project ≥ 300,000/- USD 03 marks 1 project ≥ 150,000/- USD 01 mark</p>	12
TOTAL	44

	Financial Team	
	Financial Team Leader	05 marks
	Financial Specialist	05 marks
2. Key Professional Staff	Technical Team	
	Technical IT Expert-I	10 marks
	Technical IT Expert-II	10 marks
	Legal Team	
	Legal Expert	10 marks
	TOTAL	40
3. Financial Capability	* Average Annual Turn-over of last three years of any Bidder/Member in case of Consortium	10
	PKR 100 million or above	10 marks
	PKR 80 million	08 marks
	PKR 60 million	06 marks
	PKR 40 million	04 marks
	<i>* bidders to submit audit financial statements of last three years</i>	
4. Understanding of the Assignment and Proposed Methodology	Approach and Methodology	02
	Appreciation of TOR	02
	Work Plan and Manning Schedule	02
	TOTAL	06
	GRAND TOTAL	100

The Information, Science & Technology Department may conduct a Presentation from bidders during the technical evaluation period for clarity on proposed methodology for the assignment.

The mark age points given to evaluation sub-criteria for qualifications and competence of key staff are:

Weight-age points for Key Professionals

Description			Weight (%)
1. General Qualifications			25
Technical IT Expert	Financial Team	Legal Team	
PHD (25 marks)	CA/CFA/MBA (Finance) (25 marks)	LLM (25 marks)	
Masters (20 marks)	Bachelor (15 marks)	LLB (20 marks)	
Bachelor (15 marks)			

2. Employment with the firm			5
5 or more years	5 marks		
4 years	4 marks		
2-3 years	3 marks		
Less than 2 years	2 marks		
3. Relevant Experience and Adequacy for the Project			70
12 or more years	70 marks		
9-10 year	56 marks		
7-8 years	42 marks		
5-6 years	28 marks		
Less than 5 years	14 marks		
Technical Specialist	Financial Team	Legal Team	
1. Technical IT Expert-I Experience in designing and planning of safe city or similar projects	1.Financial Team Leader: Experience of financial advisory	Legal Expert: Experience of drafting procurement documents (EOIs, RFQ, RFP), Concession/PPP agreements, EPC contracts, agreement negotiations	
1. Technical IT Expert-II Experience in designing and planning of safe city or similar projects	2.Financial Specialist: Experience of developing financial models		
Total			

7. INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS 10.00 MILLION OR MORE

Contract No. _____ Dated _____

Contract Value: _____

Contract Title: _____

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

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

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

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

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

Name of Buyer:

Name of Seller/Supplier:

Signature:

Signature:

[Seal]

[Seal]