

KARACHI METROPOLITAN CORPORATION (KMC)

**ZULFIQARABAD OIL TANKERS PARKING
TERMINAL, KARACHI**

APPOINTMENT OF CONSULTANTS

FOR

**PLANNING, DESIGNING & CONSTRUCTION SUPERVISION
SERVICES**

REQUEST FOR PROPOSALS

SEPTEMBER, 2015

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Section 1

Letter of Invitation

Section 2

Instructions to Consultants (including Data Sheet)

EVALUATION CRITERIA

S. No.	Description	Points
1	Firm's Relevant Experience	40
2	Adequacy of Approach and Methodology	10
3	Qualification and Relevant Experience of the Proposed Key Personnel	40
4	Financial Soundness	10
Total		100

Note: Only those proposals which achieve at least 80 points will be considered for further evaluation.

The number of points to be given under each of the evaluation criteria is:

S. No.	(1) Firm's relevant experience	Points
1.1	Experience of Master Planning and Design of infrastructure development projects worth more than Rs. 5 billion each in the last ten (10) years	20
	More than 5 projects	20 marks
	3 - 5 projects	14 marks
	1 - 2 projects	6 marks
1.2	Experience of designing Parking Lots / Tanker Parking or Container Yards / Flyovers / Bridges in the last ten (10) years	10
	More than 5 projects	10 marks
	3-4 projects	7 marks
	1 - 2 projects	3 marks
1.3	Construction supervision for projects worth more than Rs. 2 billion each in last 5 years	10
	More than 5 projects	10 marks
	3-4 projects	7 marks
	1 - 2 projects	3 marks
Total		40

S. No.	(2) Adequacy of the proposed work plan and methodology in responding to the TOR		Points
2.1	a)	Understanding of the project	4
	b)	Quality of Approach and Methodology	4
	c)	Work Program and Manning Schedule	2
Total			10

S. No.	(3) Qualification and Relevant Experience of the Proposed Key Personnel to be deputed on the assignment	Points
3.1	Project Manager	8
3.2	Road Design Engineer	5
3.3	Pavement Expert	5
3.4	Structural Engineer	5
3.5	Architect	5
3.6	Contracts Engineer	4
3.7	Traffic Engineer	4
3.8	Resident Engineer	4
Total		40

The weightage points given to evaluate sub-criteria for qualifications and competence of key staff are:

S. No.	Description	Weight (%)
a	Qualification	30%
	Masters in relevant field	100%
	Bachelors in relevant field	60%
b	Employment with Firm	30%
	More than 15 years	100%
	11-15 years	75%
	6-10 years	50%
	1-5 years	25%
c	Relevant Experience	40%
	More than 20 years	100%
	16-20 years	75%
	6-15 years	50%
	1-5 years	25%
Total		100%

S. No.	(4) Financial Soundness	Points
4.1	Average Working Capital for last three (3) years audited accounts	7
	- Minimum Working Capital Rs. 500 Million : 4 marks (For each additional Rs. 50 Million 0.5 point subject to max. Rs. 300 Million)	
4.2	Average Gross Revenue from last three years audited account	3
	- Minimum Gross Revenue Rs. 60 Million : 1 mark (For each additional Rs. 10 Million 0.5 point subject to max. Rs. 40 Million)	
	Total	10

12.2 Second Stage --Evaluation of Financial Proposal

Financial Proposal of all the firms who pass in Technical Evaluation will be opened and award shall be made according to Quality and Cost Based Selection (QCBS) method.

Section 3

FORMATS FOR TECHNICAL PROPOSAL

FORM TECH-1. TECHNICAL PROPOSAL SUBMISSION FORM

To: [Name and address of PA] [Location, Date]

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 envelope1.

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: _____

For FTP Only

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.]

(Form-II)

NAME OF PROJECT FOR WHICH TECHNICAL AND FINANCIAL PROPOSALS HAVE BEEN SUBMITTED

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. Use 20 pages.]

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of PA:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ or Euro):
Start date (month/year): Completion date	No of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	

Firm's Name: _____

For FTP Only

FORM TECH-3. COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE PA

A - On the Terms of Reference

[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-IV) CONSULTANT NAME

Approach and Methodology proposed for performing the assignment

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

- 1) Composition of the team with reference to the ToR.
- 2) Methodology for services, surveying, data collection, analysis, design and supervision in responding to the ToR.
- 3) Approach for consultancy assignment with reference to the ToR.

**FORM TECH-4. DESCRIPTION OF APPROACH, METHODOLOGY AND
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 (50 pages, inclusive of charts and diagrams) divided into the following three chapters:

Technical Approach and Methodology; Work Plan; and Organization and Staffing,

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.

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 TECH-8.

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-6. 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]:

Name of Staff [Insert full name]:

Date of Birth: Nationality: _____

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

Membership of Professional Associations:

Other Training [Indicate significant training since degrees under 5 - Education were obtained]:

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

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

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

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

Positions held: _____

<p>11. Detailed Tasks Assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p> <p>Main project features: Positions held:</p> <p>Activities performed: PA:</p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[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 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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13.

Certification:

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

Name of Staff	Staff input (in the form of a bar chart)												Total				
Foreign																	
												Subtotal					
Local																	
												Subtotal					
												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.

Full time input



Part time input



FORM TECH-8. WORK SCHEDULE

	Activity ¹	Months ²											

- 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.

Section 4

FORMATS FOR FINANCIAL PROPOSAL

(Form-I) FINANCIAL PROPOSALS

FROM:

TO:

DATE:.....

SUBJECT: **Consultancy Services for Development Works of Oil Tankers Parking Terminal at Zulfiqarabad,**

Regarding: **Price**
Proposal

I/We Consultant/ Consultancy Consortium firm herewith enclose Financial Proposal for selection of my/our firm/organization as consultant for

Yours
sincerely,

Signature _____ Full Name _____

_ Designation _____ Address _____

(Authorized Representative) _____

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

**(FIN FORM-II) Format of Financial Proposal
Summary of Cost (in Local Currency PKR)**

	Description	Amount (in PKR)
	Subtotal (Including withholding Tax)	
	Applicable GST	
	TOTAL COSTS (Including All Applicable Taxes)**	

** Total Cost Including all applicable Taxes shall be considered for financial evaluation

Note: No escalation shall be payable during the services

Cost of Insurances shall not be allowed separately. These will be incidental to main items. Rates for all items shall be quoted in figures as well as in words.

FORM FIN-3. BREAKDOWN OF COSTS BY ACTIVITY¹

Group of Activities (Phase): <hr/> <hr/>	Description:			
	Costs			
Cost component	[Indicate Foreign Currency # <i>1</i>]		[Indicate Foreign Currency # <i>3</i>]	[Indicate Local Currency]
Remuneration				
Reimbursable Expenses				
Subtotals				

1 Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. For each currency, the sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.

2 Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.

3 Short description of the activities whose cost breakdown is provided in this Form.

4 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2.

Request for Proposal (RFP) – Consultancy Services for Development Works of Oil Tankers Parking
Terminal at Zulfiqarabad

Section 5

TERMS OF REFERENCE

TERMS OF REFERENCE

A. Project Brief

The Government of Sindh (GoS) is setting up Zulfiqarabad Oil Tankers Terminal (ZOT) on an area of 200-acres in the outskirts of the Karachi city on National Highway near Razzakabad. Oil tankers which are presently parked in different areas of Karachi including Shireen Jinnah Colony will be provided parking facility at ZOT. This will help to alleviate the environmental and traffic problems being currently caused due to the haphazard manner in which tankers are parked in the city especially in the vicinity of thickly populated residential areas.

The main objectives and goals of the project are to:

- Provide dedicated parking space to the oil tankers.
- Reduce congestion in the city due to existing parking on roads.
- Provide allied facilities to the oil tankers such as shops, washrooms etc.

The Parking Terminal will be a staging area for tankers coming from different parts of the country. The tankers will leave the Terminal for fuel dispensing stations at Kemari only when the respective tankers are called for the filling operation. In order to ensure a safe and functional environment at the Terminal, basic facilities such as water, electricity, fire station, a dispensary, washrooms, bank, mosque, plots for workshops, shops, offices and rest areas along with security and boundary wall shall be provided.

For the implementation of the project, the GoS through Karachi Metropolitan Corporation (KMC) had earlier initiated planning, designing and construction supervision through its in-house appointed consultant.

Some of the development works at ZOT have already been carried out and remaining works need to be completed.

A summary of the completed works at ZOT is given below. However; Consultants are required to visit the site to assess the existing works and site conditions before preparing their proposals.

1. Leveling & Grading Works:

Leveling & Grading works over most of the project area has been completed.

2. Carpeting of Internal Roads:

A single track access road to the terminal has been completed. All internal roads envisaged in Stage-1 are completed, to given access to the tankers to parking area.

3. Cafeteria:

Two sheds have been completed and reserved for Cafeteria.

4. *Supply of Electricity:*

All required cable networks have been completed and energized for Stage-1 i.e. Tankers Parking Area, Cafeteria, Retiring Sheds, Toilet Blocks, Wazoo Khana and Pump Room, etc.

5. *Other Allied Facilities:*

Two Watch Towers including rooms at Main Entrance Gate have been completed.

6. *Operation & Maintenance:*

Charged Parking Department KMC has been entrusted the assignment for smooth operation of Zulfiqarabad Oil Tankers Parking (ZOTP) Terminal.

To assist KMC in fast track completion, development and implementing the project, suitably qualified consultants are to be appointed. Technical & Financial proposals are invited from local engineering consulting firms having adequate experience of similar projects.

B. Scope of Services for the Consultants

The scope of services for providing engineering consultancy services for the Project shall comprise of the following.

B1. Planning and Design

1. Review existing Master Plan and already executed works.
2. Carrying out topographic survey of the entire project site (approx. 200 acres)
3. Up-date/prepare the Master Plan (in consultation with all stake holders)
4. Planning and Designing of:
 - 4.1 Dual carriageway approach road including interchange(s) at National Highway.
 - 4.2 Entry/Exit gates and gate houses
 - 4.3 Parking areas
 - 4.4 Levelling and grading for remaining areas
 - 4.5 Improvement of existing waiting / rest areas, washroom / tuck Shop, etc. for drivers / cleaners and design of new facilities, as required
 - 4.6 Surface Water Drainage System
 - 4.7 Fire Fighting System as per NFPA requirements
 - 4.8 Area illumination and external electrification works including review of existing arrangement
 - 4.9 Water storage and supply network
 - 4.10 Boundary wall

B2. Geo-Technical Investigations

Geo-Technical Investigations for the purpose of planning and designing shall be undertaken. The Consultant will prepare a program of works and supervise the investigation. The geotechnical investigation firm shall be hired by KMC and the

Request for Proposal (RFP) – **Consultancy Services for** Development Works of Oil Tankers Parking Terminal at Zulfiqarabad
payment for the required investigations shall be made by KMC on recommendation of Consultant directly to be the geotechnical investigation firm. The cost of investigation shall not be included in the Consultant’s Financial Proposal.

B3. Tender/Bidding Documents

Preparation of Bidding Documents including drawings, BOQ, specifications and conditions of contract as per standard PEC format.

B4. Assisting the Client in prequalification of Contractors

B5. Assisting the Client in Bid Evaluation and award of work

B5. Contract and Construction Management Services

These Services shall be for period of approximately 09 months. The consultant shall perform the duties of the “Engineer” for the Project.

A full-time construction supervision shall be required for the Project with at least following staff.

- One (01) Resident Engineer
- One (01) Civil Engineer
- Two (02) Civil Supervisors (Diploma Holders)
- One (01) Electrical Supervisor
- One (01) Surveyor

C. Time Frame for Services

The time period for planning and design is two (02) months and execution of work (construction supervision) is estimated at nine (09) months.

DRAFT INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC PAYABLE BY THE CONSULTANTS

Contract Number: _____

Dated: _____

Contract Value: _____

Contract Title: _____

[Name of Supplier/Contractor/Consultant] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Karachi Mass Transit Cell (KMTC) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (KMTC) through any corrupt business practice.

Without limiting the generality of the foregoing, [Name of Supplier/Contractor/Consultant] 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 Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

[Name of Supplier/Contractor/Consultant] 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 PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

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

Notwithstanding any rights and remedies exercised by PA in this regard, [Name of Supplier/Contractor/Consultant] agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier/Contractor/Consultant] 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 PA.

[Procuring Agency]
[Consultant]

[Consultant]
