

STANDARD REQUEST FOR PROPOSALS

For

Services of Firm/Organization/Institute to carry out a Recruitment Test for
Officers in Sindh Solid Waste Management Board



SINDH SOLID WASTE MANAGEMENT BOARD



Dr. Mir Nusrat Ali Pathan
Chairman pro-tem
Committee NO. III



Member/Secretary



Member

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LETTER OF INVITATION

Reference / Invitation No: _____

Dated: October --, 2015

Name and Address of Consultant

Attention: Mr./Ms. _____:

1. The Sindh Solid Waste Management Board (hereinafter called "Procuring Agency") now invites proposals to provide following consulting services: Hiring of Services of Firm/Organization/Institute to carry out a Recruitments Test for Officers in Sindh Solid Waste Management Board. More details on the services are provided in the Terms of Reference.

2. This Request for Proposal (RFP) has been addressed to the following shortlisted/interested Consultants:

- i. Abc*
- ii. Abc*
- iii. Abc*
- iv. Abc*

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

3. A firm will be selected under Quality and Cost Based Selection Method and procedures described in this RFP, in accordance with the SPPR 2010 amended 2013.

4. The RFP Document includes the followings:

- 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
- Section 6 - Standard Forms of Contract

5. Please inform us in writing at the following address Bungalow No. D - 47, Block-2, Clifton Karachi Pakistan, upon receipt:

- (a) that you received the Letter of Invitation; and
- (b) whether you will submit a proposal alone or in association.

Yours sincerely,

(Signature, Name and Title of Client's representative)

Section – 2
Instructions to Consultants

Instructions to Consultants

Definitions	<p>(a) “Client” means the Procuring Agency with which the selected Consultant signs the Contract for the Services.</p> <p>(b) “Consultant” means any entity or person that may provide or provides the services to the client under the contract.</p> <p>(c) “Contract” means the contract signed by the parties and all the attached documents listed in its clause 1, that are the General Conditions (GC), and Special Conditions (SC), and the appendices.</p> <p>(d) “Data Sheet” means such part of the Instructions to Consultants that is used to reflect specific country and assignment conditions.</p> <p>(e) “Day” means calendar day including holiday.</p> <p>(f) “Government” means the Government of the Client’s Country i.e. Government of Sindh.</p> <p>(g) “Instructions to Consultants” (Section 2 of the RFP) means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.</p> <p>(h) “LOI” (Section 1 of the RFP) means the Letter of Invitation being sent by the client to the shortlisted Consultants.</p> <p>(i) “Personnel” means professionals and support staff provided by the consultant or by and sub-consultant and assigned to perform the services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided head there domicile outside the Government’s Country; “Local Personnel” means such professionals and support staff who at the time of being so provided head there domicile inside the Government’s Country.</p> <p>(j) “Proposal” means the Technical Proposal and the Financial Proposal.</p> <p>(k) “RFP” means the Request For Proposal to be prepared by the client for the selection of Consultants based on SRFP.</p> <p>(l) “SRFP” means the Standard Request For Proposal which must be used by the client as a guide for the preparation of the RFP.</p> <p>(m) “Services” means the work to be performed by the Consultant pursuant to the contract.</p> <p>(n) “Sub-Consultant” means any person or entity to which the Consultant subcontracts any part of the Services.</p> <p>(o) “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 client, and expected results and deliverables of the assignment.</p>
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1. Introduction	1.1	The Client named in the Data Sheet will select a consulting firm/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet .
	1.2	The shortlisted Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet , for Consulting Services required for the assignment named in the Data Sheet . The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
	1.3	Consultants should familiarize themselves with conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment, Consultants are encouraged to visit the client before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet . Attending the pre-proposal conference is optional. Consultants should contact the client's representative named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference. Consultant should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
	1.4	The Client will timely provide at no cost to the Consultants the inputs and facilities specified in the Data Sheet.
	1.5	Consultant shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the rights to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Consultant.
Conflict of Interest	1.6	SPPRA policy requires the Consultants provide provisional, objective, 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.
		1.6.1 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 of the circumstances set forth below:
Conflicting Activities		(i) 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

		<p>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 purposed of the paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drillings, aerial photography and satellite imagery.</p>
Conflicting Assignments		<p>(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 Client. For example, a Consultant hired to prepare Engineering design for an infra structure project shall not be engaged to prepare and independent environmental assessments for the same project, and a Consultant assisting a Client in the privatization of public assets shall not purchase, nor advice purchaser of, such assets. Similarly, a Consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question.</p>
Conflicting Relationships		<p>(iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Client'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.</p>
		<p>1.6.2 Consultant have an obligation to disclose any situation of actual or potential contract that impacts their capacity to serve the best interest of their client of that may reasonably be perceived as having this effect. Failure to disclose said situation may leave to the disqualification of the Consultant or the termination of its Contract.</p>
		<p>1.6.3 No agency or current employees of the client shall work as Consultants under their own Ministries, Departments or Agencies. Recruiting former Government Employees of the Client to work their former Ministries, Departments or Agencies is acceptable provided no conflict of interest exists. When the Consultants nominate any Government Employee as personal in their Technical Proposal, such personal must have written certification from the Government or Employer confirming that they are on leave</p>

<p>Unfair Advantage</p>		<p>without pay from their official position and allowed to work full- time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his Technical Proposal.</p> <p>1.6.4 If a shortlisted Consultant could derive a competitive advantage from having provided Consulting Services related to the assignment in question, the Client shall make available to all shortlisted Consultants together with this RFP all the information that would in that respect give such Consultant any competitive advantage over competing Consultants.</p>
<p>Fraud and Corruption</p>	<p>1.7</p>	<p>It is the SPPRA's policy to require that Client, as well as consultants and their sub-consultants observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the SPPRA:</p> <p>(a) defines, for the purposes of this provision, the terms set forth below as follows:</p> <p>(i) "corrupt practices²" is the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence improperly the actions of another party;</p> <p>(ii) "fraudulent practices³" is any act or omission, including misrepresentation, that knowingly or recklessly mislead, a party to obtain financial or other benefit or to avoid an obligation;</p> <p>(iii) "Collusive practice⁴" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;</p> <p>(iv) "coercive practices⁵" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;</p> <p>(v) "obstructive practice"</p> <p>(aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a SPPRA investigation into allegations of a corrupt, fraudulent, coercive, or a</p>

1 In this context, any action taken by a consultant or a sub-consultant to influence the selection process or contract execution for undue advantage is improper.

2 "another party" refers to a public official acting in relation to the selection process or contract execution. In this context "public official" includes Procuring Agency's staff and employees of other organizations taking or reviewing selection decisions.

3 A "party" refers to a public official; the terms "benefit" and "obligation" relate to the selection process or contract execution; and the "act or omission" is intended to influence the selection process or contract execution.

4 "Parties" refers to participants in the procurement or selection process (including public officials) attempting to establish contract prices at artificial, non competitive levels.

5 "Party" refers to a participant in the selection process or contract execution.

		<p>collusive practice; and/or threatening, harassing, or intimidating and party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or</p> <p>(bb) acts intended to materially impede the exercise of the SPPRA's inspection and audit rights provided for under sub-clause (e) below.</p> <p>(b) will reject a proposal for award if it determines that the consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;</p> <p>(c) will sanction a consultant, including declaring ineligible, either indefinitely or for stated period of time, to be awarded if it any time determines that the consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for, or in executing, a contract; and</p> <p>(d) Will have the right to require that, in contracts financed by government of Sindh, a provision be included requiring consultants to permit the GoS to inspect their accounts and records and other documents relating to the submission of proposals and contract performance and to have them audited by auditors appointed by the GoS.</p> <p>1.8 Consultants, their Sub-Consultants, and their associates shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the SPPRA in accordance with the above para. 1.7. Furthermore, the Consultants shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract.</p> <p>1.9 Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Consultant is awarded the Contract, as requested in the Financial Proposal submission form (Section 4).</p> <p>1.10 A firm declared ineligible by the SPPRA in accordance with the SPPRA Guidelines On Preventing and Combating Fraud and Corruption in Projects Financed by Government shall be ineligible to be awarded a Government-financed contract during such period of time as the Government shall determine.</p> <p>1.11 In case a short listed Consultant intends to associate with Consultants who have not been short listed and/or individual expert(s), such other Consultants and/or individual expert(s), shall be subject to the eligibility criteria set forth in the Guidelines.</p>
Eligibility	1.10	
Eligibility of Sub-Consultants	1.11	

<p>Only one Proposal</p>	<p>1.12</p>	<p>Short listed Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Consultant, including individual experts, to more than one proposal.</p>
<p>Proposal Validity</p>	<p>1.13</p>	<p>The Data Sheet indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. Should the need arise; however, the Client 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 could submit new staff in replacement, which 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.</p>
<p>2. Clarification and Amendment of RFP Documents</p>	<p>2.1</p>	<p>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, or by standard electronic means to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.2.</p>
<p>3. Preparation of Proposals</p>	<p>2.2</p>	<p>At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. 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, if the amendment is substantial, extend the deadline for the submission of Proposals.</p>
<p>3.1</p>	<p>3.1</p>	<p>The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Consultants and the Client shall be written in language (s) specified in the Data Sheet.</p>

<p>Language</p> <p>Technical Proposal Format and Content</p>	<p>3.2</p> <p>3.3</p> <p>3.4</p>	<p>In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.</p> <p>While preparing the Technical Proposal, Consultants must give particular attention to the following:</p> <p>(a) If a shortlisted Consultant considered that it may enhance expertise for the assignment by associating with other Consultant in a joint venture or Sub-Consultancy, it may associate with either (a) non shortlisted Consultant (s), or (b) shortlisted Consultants if so indicated in the Data Sheet. A shortlisted Consultant must first obtain the approval of the Client if it wishes to enter in a joint venture with non-shortlisted or shortlisted Consultant (s). In case of association with non-shortlisted Consultant (s), the shortlisted Consultant shall act as association leader. In case of a joint venture all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.</p> <p>(b) The estimated number of Professional staff-months or the budget for executing the assignment shall be shown in the Data Sheet, but not both. However, the Proposal shall be based on the number of Professional staff-months or budget estimated by the Consultants.</p> <p>For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget, while the estimated number of Professional staff-months shall not be disclosed.</p> <p>(c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.</p> <p>(d) Documents to be issued by the Consultants as part of this assignment must be in the language(s) specified in the Reference Paragraph 3.1 of the Data Sheet. If Reference Paragraph 3.1 indicates two languages, the language in which the proposal of the successful Consultant will be submitted shall govern for the purpose of interpretation. It is desirable that the firm's Personnel have a working knowledge of the Client's national language.</p> <p>Depending on the nature of the assignment, Consultants are required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP). The Data Sheet indicates the format of the Technical Proposal to be submitted. Submission of the wrong</p>
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type of Technical Proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3). Paragraph (c) (ii) indicates the recommended number of pages for the description of the approach, methodology and work plan of the STP. A page is considered to be one printed side of A4 or letter size paper.

- (a) (i) For the FTP only: a brief description of the Consultants' organization and an outline of recent experience of the Consultants and, in the case of joint venture, for each partner, on assignments of a similar nature is required in Form TECH-2 of Section 3. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally contracted by the client as a corporation or as one of the major firms within a joint venture. Assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.
- (ii) For the STP the above information is not required and Form TECH-2 of Section 3 shall not be used.
- (b) (i) For the FTP only: comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by the Client (Form TECH-3 of Section 3).
- (ii) For the STP For TECH-3 of Section 3 shall not be used; the above comments and suggestions, if any, should be incorporated into the description of the approach and methodology (refer to following sub-para. 3.4 (c)(ii)).
- (c) (i) For the FTP, and STP: a description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is

		<p>provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.</p> <p>(ii) For the STP only; the description of the approach, methodology and work plan should normally consist of 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities.</p> <p>(d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5 of Section 3).</p> <p>(e) Estimates of the staff input (staff-months of foreign and local professionals) needed to carry out the assignment (Form TECH-7) of Section 3). The staff-months input should be indicated separately for home office and field activities, and for foreign and local Professional staff.</p> <p>(f) CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3).</p> <p>(g) For the FTP only: a detailed description of the proposed methodology and staffing for training, if the Data Sheet specifies training as a specific component of the assignment.</p>
	3.5	The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.
Financial Proposals	3.6	The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at the Consultants' office), and (b) reimbursable expenses indicated in the Data Sheet . If appropriate, these costs should be broken down by activity and if appropriate, into foreign and local expenditures. 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.
Taxes	3.7	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.

4. Submission, Receipt and Opening of Proposals	4.1	<p>The original Proposal (Technical Proposals and, if required, Financial Proposal; see para. 1.2) 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 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.</p>
	4.2	<p>An authorized representative of the consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written Power of Attorney accompanying the proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "ORIGINAL".</p>
	4.3	<p>The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. The Technical Proposals shall be sent to the addresses referred to in para. 4.5 and in the number of copies indicated in the Data Sheet. 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 Proposals, the original governs.</p>
	4.4	<p>The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" similarly. The original Financial Proposal (if required under the selection method indicated in the data sheet) shall be placed in a sealed envelope clearly marked "Financial Proposal" and the name of the assignment and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." The envelopes containing the Technical and Financial Proposal shall place into an outer envelope and sealed. This outer envelope shall bear the submission address. And be clearly marked "DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE [insert the time and date of the submission deadline indicated in the data sheet]". 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 above, this will constitute grounds for declaring the Proposal non-responsive.</p>
	4.5	<p>The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet, or any extension to this dte in accordance with para. 2.2. Any proposal received by the Client after the deadline for submission shall be returned unopened.</p>
	4.6	<p>The Client shall open the Technical Proposal immediately after the</p>

<p>5. Proposal Evaluation</p>	<p>5.1</p>	<p>deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.</p> <p>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.</p> <p>Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the Bank issues its "no objection".</p>
<p>Evaluation of Technical Proposal</p>	<p>5.2</p>	<p>The Procurement 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 (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.</p>
<p>Financial Proposals for LCS</p>	<p>5.3</p>	<p>Following the ranking of Technical Proposals, when selection is based on Low only (LCS), the first rank Consultant is invited to negotiate its proposal and the contract in accordance with the instruction given under para-6 of these instructions.</p>
<p>Public Opening and Evaluation of Financial Proposals (only for QCBS, FBS and LCS)</p>	<p>5.4</p> <p>5.5</p>	<p>After the technical evaluation is completed, the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their technical proposals and shall notify those Consultants whose proposals did not need the minimum qualifying mark or were considered non-responsive to the RFP and TOR, that the Financial Proposal will be returned unopened after completing the selection process. The client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date should allow Consultants sufficient time to make arrangements for attending the opening. Consultant attendance at the opening of Financial Proposals is optional.</p> <p>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.</p>

	5.6	<p>The Procurement 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, as indicated under para. 3.6, 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. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time-Based form of contract has been included in the RFP, the Evaluation Committee shall correct the qualification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total proposal cost, (ii) if the lump-sum form of contract has been included in the RFP no corrections are applied to the Financial Proposal in this respect. Price shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.</p>
	5.7	<p>In case of Quality and Cost Based Selection (QCBS), 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 using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet: $S = St \times T\% + Sf \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.</p>
6. Negotiations	6.1	<p>Negotiations will be held at the date and address indicated in the Data Sheet. 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 Client 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.</p>
Technical negotiations	6.2	<p>Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Client 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". Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare</p>

<p>Financial negotiations</p>	<p>6.3</p>	<p>minutes of negotiations which will be signed by the Client and the Consultant.</p> <p>If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the local tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability, in the Client's country, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. In the case of QCBS, unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates. For other methods, Consultants will provide the Client with the information on remuneration rates described in the Appendix attached to Section 4 - Financial Proposal - Standard Forms of this RFP.</p>
<p>Availability of Professional staff/experts</p>	<p>6.4</p>	<p>Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Client expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Client will require assurances that the Professional staff will be actually available. The Client 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.</p>
<p>Conclusion of the negotiations</p>	<p>6.5</p>	<p>Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Consultant will initial the agreed Contract. If negotiations fail, the Client will invite the Consultant whose Proposal received the second highest score to negotiate a Contract.</p>
<p>7. Award of Contract</p>	<p>7.1</p> <p>7.2</p>	<p>After completing negotiations, the Client shall award the Contract to the selected Consultant, publish in SPPRA on line the award of the Contract, and promptly notify all Consultants who have submitted proposals. After Contract signature, the Client shall return the unopened Financial Proposal to the unsuccessful Consultants.</p> <p>The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.</p>

8. Confidentiality	8.1	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 and may be subject to the provisions of the SPPRA's antifraud and corruption policy.
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Instruments to Consultants DATA SHEET

Paragraph Reference	
1.1	<p>Name of Client Sindh Solid Waste Management Board</p> <p>Method of Selection: LCS</p>
1.2	<p>Financial Proposal to be submitted together with Technical Proposal: Yes</p> <p>Name of the assignment is: <u>'Services of Firm/Organization/Institute to carry out a Recruitment Test For Officers in Sindh Solid Waste Management Board'</u></p>
1.3	<p>A pre-proposal conference will be held: Yes 12.11.2015, Thursday at 11:00 a.m. at Sindh Solid Waste Management Board (SSWMB), Govt. of Sindh, D-47, Block 2, Clifton, Karachi, (Sindh), Pakistan.</p> <p>The Client's representative is: The Managing Director (SSWMB), ADDRESS: D-47, Block 2, Clifton, Karachi, (Sindh), Pakistan. Tel: 021 3586 3026 - 28 Fax: 021-3586 3029</p> <p>Email: info@sswmb.gos.pk</p>
1.4	<p>The Client will provide the following inputs and facilities: -Job Description Requisite Academic Qualifications; -Collected applications; -Any other administrative order/directives, rules/regulations as and when required.</p>
1.14	<p>Proposals must remain valid for 45 days after the submission date i.e. up to <u>20.11.2015.</u></p>
2.1	<p>Clarifications may be requested not later than 05 working days before the submission date in writing.</p> <p>The Address for requesting clarification is: Sindh Solid Waste Management Board (SSWMB) D-47, Block 2, Clifton, Karachi, (Sindh), Pakistan. Tel: 021 3586 3026 – 28, Fax: 021-3586 3029</p>
3.1	<p>Proposals shall be submitted in the following language: English (only).</p>
3.3 (a)	<p>Short listed Consultants may associate with other short listed consultants: No</p>

3.3 (b)	<p>The estimated number of professional staff – months required for the assignment to be completed is 01 month:</p> <ul style="list-style-type: none"> -Team Leader (full time for planning/design activities and intermittent for implementation/supervision) (10 days) -Program Officer (Planning/Design) (03 days) -Program Officer (Implementation) (10 days) -Program Officer (Quality Control Officer) (10 days) <ul style="list-style-type: none"> • The above staffing plan is absolutely tentative. • The above is absolutely tentative and the organization is expected to give its proposal aligned with its proposed methodology.
3.4	The format of the Technical Proposal to be submitted is: FTP
3.4 (g)	Training is a specific component of the assignment: Yes
3.6	<ol style="list-style-type: none"> (1) Cost of necessary travel, including transportation of the personal by the most appropriate means of transport and the most direct practicable route; (2) Cost of office accommodation, and surveys; (3) Cost of applicable local communications such as the use of telephone and facsimile required for the purpose of the Services; (4) Cost, rental and freight of any instruments or equipment required to be provided by the Consultants for the purposes of the Services; (5) Cost of printing and dispatching of the reports to be produced for the services; (6) Other allowances where applicable and provisional or fixed sums (if any); and (7) Cost of such further items required for purposes of the services not covered in the foregoing.
3.7	<p>Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: YES</p> <p>All applicable taxes shall be deducted at source form every invoice issued.</p>
3.8	Consultant to state local cost in the national currency: YES

4.3	Consultant must submit the original 03 copies of the Technical Proposal (along with a soft copy of the Technical Proposal). And the original of the Financial Proposal (sealed in separate envelope).																																										
4.5	<p>The Proposal submission is: The Managing Director (SSWMB), Sindh Solid Waste Management Board (SSWMB) D-47, Block 2, Clifton, Karachi, (Sindh), Pakistan. Tel: 021 3586 3026 – 28, Fax: 021-3586 3029 Proposals must be submitted/delivered, complete in all respects, no later than the following date and time: <u>20.11.2015 at 9:00 PM</u></p>																																										
5.2 (a) I	<p>Criteria, sub-criteria, and the point system for the evaluation of full Technical Proposals are:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right; vertical-align: bottom;">Points</td> </tr> <tr> <td>(i) Specific experience of the consultants relevant to the assignment:</td> <td style="text-align: right; vertical-align: bottom;">[10 Points]</td> </tr> <tr> <td colspan="2">(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:</td> </tr> <tr> <td> a) Technical approach and methodology</td> <td style="text-align: right; vertical-align: bottom;">[20 Points]</td> </tr> <tr> <td> b) Work plan</td> <td style="text-align: right; vertical-align: bottom;">[10 Points]</td> </tr> <tr> <td> c) Organization and staffing</td> <td style="text-align: right; vertical-align: bottom;">[10 Points]</td> </tr> <tr> <td style="text-align: right;">Total points criterion (ii):</td> <td style="text-align: right; vertical-align: bottom;">[40 points]</td> </tr> <tr> <td colspan="2">iii. Key Professional staff qualification and competence for the assignment:</td> </tr> <tr> <td> a) Team Leader</td> <td style="text-align: right; vertical-align: bottom;">[10 Points]</td> </tr> <tr> <td> b) [Program Officer (Planning/Design)]</td> <td style="text-align: right; vertical-align: bottom;">[2 Points]</td> </tr> <tr> <td> c) [Program Officer (Implementation)]</td> <td style="text-align: right; vertical-align: bottom;">[5 Points]</td> </tr> <tr> <td> d) [Program Officer (Quality Control Officer)]</td> <td style="text-align: right; vertical-align: bottom;">[5 Points]</td> </tr> <tr> <td colspan="2"><i>[position to be proposed by the consultant][13 max. Points will be awarded for staffing plan other than the key staff mentioned from a-d]</i></td> </tr> <tr> <td style="text-align: right;">Total points for criterion (iii):</td> <td style="text-align: right; vertical-align: bottom;">[35 Points]</td> </tr> <tr> <td colspan="2">The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub criteria and relevant percentage weights:</td> </tr> <tr> <td> 1) General Qualifications</td> <td style="text-align: right; vertical-align: bottom;">[30%]</td> </tr> <tr> <td> 2) Adequacy for the assignment</td> <td style="text-align: right; vertical-align: bottom;">[60%]</td> </tr> <tr> <td> 3) Experience in region and language</td> <td style="text-align: right; vertical-align: bottom;">[10%]</td> </tr> <tr> <td colspan="2">Total Weight: 100%</td> </tr> <tr> <td colspan="2">iv. Suitability of the transfer of the knowledge (training) program:</td> </tr> <tr> <td> a) Relevance of training program</td> <td style="text-align: right; vertical-align: bottom;">[6 Points]</td> </tr> </table>		Points	(i) Specific experience of the consultants relevant to the assignment:	[10 Points]	(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:		a) Technical approach and methodology	[20 Points]	b) Work plan	[10 Points]	c) Organization and staffing	[10 Points]	Total points criterion (ii):	[40 points]	iii. Key Professional staff qualification and competence for the assignment:		a) Team Leader	[10 Points]	b) [Program Officer (Planning/Design)]	[2 Points]	c) [Program Officer (Implementation)]	[5 Points]	d) [Program Officer (Quality Control Officer)]	[5 Points]	<i>[position to be proposed by the consultant][13 max. Points will be awarded for staffing plan other than the key staff mentioned from a-d]</i>		Total points for criterion (iii):	[35 Points]	The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub criteria and relevant percentage weights:		1) General Qualifications	[30%]	2) Adequacy for the assignment	[60%]	3) Experience in region and language	[10%]	Total Weight: 100%		iv. Suitability of the transfer of the knowledge (training) program:		a) Relevance of training program	[6 Points]
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iv. Suitability of the transfer of the knowledge (training) program:																																											
a) Relevance of training program	[6 Points]																																										

	<p>b) Training approach and methodology [2 points]</p> <p>c) Qualifications of the experts and trainers [2 points]</p> <p>Total points for criterion (iv): [10]</p> <p>v. Participation by nationals among proposed key staff [5]</p> <p>Total points for the five criteria: 100</p> <p>The minimum technical score S_t required to pass is: Points [70 Points]</p> <p>Remuneration Type (Lump Sum)</p>
5.2 (a) ii	Successful Consultant is required to submit performance security in form of pay order, demand draft or bank guarantee (5% of the contract amount)
5.2 (a) iii	Consultant undertakes to sign integrity pact for the procurement estimated to exceed Pak Rs.2.5 million.
5.2 (b)	The minimum technical score S_t required to pass is: <u>70</u> Points
5.7	<p>The formula for determining the financial scores is the following:</p> $S_f = 100 \times F_m / F$ <p>In which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposals are:</p> <p>T= 0.7, and P= 0.3</p>
6.1	<p>Expected date and address for contact negotiations:</p> <p>Month-Date-Day-Time 26.11.2015 at 3:00 PM</p> <p>In the office of The Sindh Solid Waste Management Board (SSWMB)</p> <p>D-47, Block 2, Clifton, Karachi, (Sindh), Pakistan.</p> <p>Tel: 021 3586 3026 – 28, Fax: 021-3586 3029</p>
7.2	<p>Expected date for commencement of services</p> <p>Month-Date-Day-07.12.2015 (Monday)</p>

Section 3. Technical Proposal – Standard Forms

Refer to Reference Paragraph 3.4 of the data sheet for format of Technical Proposal to be Submitted, and Paragraph 3.4 of section – 2 of the RFP for standard forms required and number of pages recommended.

Form TECH-1: Technical Proposal Submission Form	25
Form TECH-2: Consultant’s Organization and Experience	27
A – Consultant’s Organization	27
B – Consultant’s Experience	28
Form TECH-3: Comments and suggestions on the Terms of Reference and on counterpart staff and facilities to be provided by the Client	29
A – On the Terms of Reference	29
B – On the Counterpart Staff and Facilities	31
Form TECH-4: Description of approach, Methodology and Work Plan for performing the Assignment	32
Form TECH-5: Team Composition and task assignments	33
Form TECH-6: Curriculum Vitae (CV) for Proposed Professional Staff	34
Form TECH-7: Staffing Schedule	36
Form TECH-8: Work Schedule	37

Form TECH -1: Technical Proposal Submission Form

[Location] _____; [Date] _____

To: *The Managing Director (SSWMB),*
Sindh Solid Waste Management Board (SSWMB)
D-47, Block 2, Clifton, Karachi, (Sindh), Pakistan.

Dear Sirs/Madam:

We, the understand, offer to provide the consulting services for carrying out
'Services of Firm/Organization/Institute to carry out a Recruitment Test for Officers in
Sindh Solid Waste Management Board
in accordance with your Request For Proposal (RFP) *dated* _____ and our proposal. We are
hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal
sealed under a separate envelope.

We also declare by furnishing an affidavit to this effect on stamped paper duly
signed/witnessed on a prescribed format that we have never been blacklisted, till to-date, by any
institution/organization (govt./non-government) in Pakistan or abroad, nor we have renounced any
contractual obligations with any organization/institution, nor there are any serious enquiry
proceedings/references pending/ in progress/underway against us by any organization/institution
(govt./non-government) which may result in blacklisting or termination of a contract. We also affirm
that in the event of such situation, we will immediately (on the same Day) inform the client. We also
declare that we have been audited by certified chartered accountant for the last five years (as verified
by the submission of the audit reports/accounts of the years concerned).

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 Paragraph Reference 1.12 of 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 paragraph reference 7.2 of 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 the Organization: _____

Address: _____

Telephone & Fax No. : _____

Email 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 origination/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 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 Pak. PRs.):
Country: Location within Country:	Duration of assignment (months):
Name of Client:	Total N2 of Staff-months of the assignment:
Address:	Approx. Value of the services provided by your firm under the contract (in current Pak PRs.):
Start date (Month/year): Completion Date (Month/year):	N2 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:	
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
and on counterpart staff and facilities to be provided
by the Client**

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,]

B- On Counterpart Staff and Facilities

[Comment here on counterpart staff and facilities to be provided by the client according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]

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:

- a) Technical Approach and Methodology.
- b) Work Plan, And
- 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 (including interim approvals by the client), 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 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.*
- c) *Organization and staffing. In this chapter you should proposed 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]: _____
3. Name of Staff [Insert full name]: _____
4. Date of Birth: _____ Nationality: _____
5. Education [*Indicate college/ university and other specialized education of staff member, giving names of institutions, degree obtained, and date of obtainment*]: _____

6. Membership of Professional Associations: _____

7. Other Training [*Indicate significant training since degree under 5- education were obtained*]:

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

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

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

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

Employer: _____

Position Held: _____

<p>11. Detailed Tasks Assigned</p> <p>[List all tasks to be performed under the assignment]</p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Task 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 Project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main Project Features _____</p> <p>Position held: _____</p> <p>Activities performed: _____</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 if 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 ¹

No	Name of Staff	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	n	Home	Field ³	Total
Foreign		[Home] [Field]															
1																	
2																	
3																	
n																	
																	Total
Local		[Home] [Field]															
1																	
2																	
3																	
n																	
																	<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.

Full time input
 Part time input

FORM TECH-8 WORK SCHEDULE

No	Activity	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 report), and other benchmarks such as Client 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. Financial Proposal- Standard Forms

[Comments in brackets [] provide guidance to the shortlisted Consultants for the preparation of their Financial proposals; they should not appear on 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 para 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

[The Appendix "Financial Negotiations- Breakdown of Remuneration rates" is to be only used for financial negotiations when Quality-Based Selection, Selection Based on Qualifications, or Single-Source Selection method is adopted, according to the indications provided under para. 6.3 of Section2.]

Form FIN-1: Financial Proposal Submission Form.....	39
Form FIN-2: Summary of Costs.....	40
Form FIN-3: Breakdown of Costs by Activity.....	41
Form FIN-4: Breakdown of the Remuneration (Lump-Sum)	42
Form FIN-5: Financial Proposal Submission Form	44

Form FIN – 1: Financial Proposal Submission Form

[Location] _____; [Date] _____

To: *The Managing Director (SSWMB),*
Sindh Solid Waste Management Board (SSWMB)
D-47, Block 2, Clifton, Karachi, (Sindh), Pakistan.

Dear Sirs/Madam:

We, the understand, offer to provide the consulting services for carrying out
'Services of Firm/Organization/Institute to carry out a Recruitment Test for Officers in
Sindh Solid Waste Management Board

In accordance with your Request for Proposal (RFP) *dated 05.11.2015* and our Technical Proposal. Our attached Financial Proposal is for the sum of [insert amount(s) in words and figures]

_____.
 This amount is exclusive of the local taxed, which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, upto expirations of the validity period of the proposal, i.e. before the date in Paragraph Reference 1.12 of the Data Sheet.

No Commissions and gratuities have been paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract.

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: _____

1 Amounts must coincide with the ones indicted under Total Cost of Financial Proposal in Form FIN-2

Form FIN-2: Summary of Costs

Item	Cost
	Pak. Rs.
Total Costs of Financial Proposal ¹	

1. Indicate the total costs, net of local taxes, to be paid by the client in Pak Rs. Such total costs must coincide with the sum of the relevant Subtotals indicate in all Form FIN-3 provided with the Proposal.

Form FIN – 3: Breakdown of Costs by Activity¹

Group of Activities (Phase): ² _____	Description: ³ _____
Cost Component	Costs ⁴
	Pak Rs.
Remuneration ⁵	
Reimbursable Expenses ⁵	
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. 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 Name of activities (Phase) should be the same as, or correspond to the ones indicated in the second of Form TECH-8.
- 3 Short description of the activities whose cost breakdown is provided in this Form.
- 4 Use the same column and currency of Form FIN-2
- 5 Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Form FIN-4 and Fin -5.

Form FIN – 4: Breakdown of Remuneration¹ (Lump-sum)

This Form FIN-4 shall only be used when the Lump-sum of the Contract has been included in the RFP. Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the client)

Name	Position	Staff-month Rate ⁴
Lower Staff		
		[Home]
		[Field]

1. Form FIN-4 shall be filled in for the same Professional and Support Staff Listed in Form TECH-7.
2. Professional Staff should be indicated individually; Support Staff should be indicted per category (e.g.: draftsmen, clerical staff).
3. Position of the Professional Staff shall coincide with the ones indicated in Form TECH-5.
4. Indicate separately Staff month rate and currency for home and field work.

Form FIN – 5: Break of Reimbursable Expenses (Lump-sum)

[Information to be provided in this Form shall only be used to establish payment to the Consultant for possible additional requested by the Client]

No	Description ¹	Unit	Unit Cost ²
	Per diem allowances	Day	
	Miscellaneous travel expenses	Trip	
	Domestic Flight ²	Day	
	Communication costs between [insert place] and [insert place]		
	Drafting, reproduction of reports		
	Equipment, instruments, material supplies, etc.		
	Use of computers, software		
	Laboratory Tests.		
	Subcontracts		
	Local transportations costs		
	⁴ Unfurnished Office rent, furnished clerical assistance etc.		

1. Delete items that are not applicable or add other item to paragraph Reference 3.6 of the Data Sheet.
2. Indicate unit cost in Pak. Rs.
3. Indicate the route of each flight, and if the trip is one- or two- ways.
4. In case of provision of unfurnished office space (01 room) in a district by the client, necessary adjustments will be required.

Sample Form

Consulting Firm:
Assignment:

Country:
Date:

Consultant’s Representations Regarding Costs and Charges

We hereby confirm that:

- (a) The basic salaries indicated in the attached table are taken from the firm’s payroll records and reflect the current salaried of the staff members listed which have not been raised other than within the normal annual salary increase policy as applied to all the firm’s staff.
- (b) Attached are true copies of the latest salary slips of the staff members listed;
- (c) The away from headquarters allowances indicated below are those that the Consultants have agrees to pay for this assignment to the staff member listed;
- (d) The factors listed in the attached table for social charge and overhead are based on the firm’s average cost experiences for the latest three years as represented by the firm’s financial statements; and
- (e) Said factors for overhead and social charges do not include any bounces or other means of profit-sharing.

[Name of consulting Firm]

Signature of Authorized Representatives

Date

Name: _____

Title: _____

Consultant’s Representations Regarding Costs and Charges

(Expressed in Pak Rs.)

Personal		1	2	3	4	5	6	7	8
Name	Position	Basic Salary Per working Month/Day/Year	Social Charges ¹	Overhead	Subtotal	Fee ²	Away From Headquarter Allowance	Proposed Fixed Rate Per Working Month/Day/Hour	Proposed Fixed Rate Per Working Month/Day/Hour
Home Office									
Field									

- 1. Expressed as percentage of 1
- 2. Expressed as percentage of 4

Section 5: Terms of References

For

‘Services of Firm/organization/Institute to carry out a Recruitment Test for Officer in Sindh Solid Waste management Board’

Detailed Terms of references (TOR)

Objective:

The board objective of the Test is to ensure the recruitment of the officers on merit under a transparent process

Preparation of Database:

- Testing Agency to prepare the database of all the applications received from the candidates.
- Category wise dissemination of list of the eligible candidates. The SSWMB has to hoist on the website at least twenty days before the actual conduct of test.
- Entertain the registered complaints of the candidates whose names may be missed from the list. The missing candidates may submit his/her query directly to the Consultant which will be responsible to entertain the complaint within fifteen (15) days before the conduct of the actual test. The SSWMB will be responsible to support/assist Consultant immediately in resolving queries of missing candidates in case the Consultant is unable to entertain the query of missing candidates individually.

Development of Admit cards

- Prepare and issue Category wise admit cards of the candidates under intimation to Sindh Solid Waste Management Board at least 20 days before the conducting of written test. The draft Admit card is placed at (Annex-1).
- The Consultant is required to develop a database of admit cards with advance features. The database will be accessible to each candidate to verify his/her name online using the prescribed database.
- Disseminate information about delivery of admit cards to district through public notice 20 days before the conduct of the actual test.
- Entertain the registered complaints of non-delivery of admit cards if any;

Test Development

- The Testing Agency (a reputable registered Firm/Institute/Organization) to develop and conduct the Recruitment tests of officer/ posts advertised in newspaper.

- Different tests using frame work will be developed for all posts.
- There will be 100 marks for each test. All the questions will be multiple choice questions (MCQs) consisting 1 mark for each MCQ.
- The test will be focusing on the contents of job description laid down against respective positions. Moreover, contents from prescribed subject and grades for each post may be taken into considerations.
- Test for each post will be focused on prescribed subjects which would consist of 90% of the total marks. 10% marks test for position will be allocated to measure the interpersonal skills of candidates.
- Each test of Director will measure in-depth subject knowledge/ contents of prescribed subjects which would consist of 90% of the total marks. The 10% marks for the post of Director will be conducted to measure the leadership skills of candidate who applied for the post of respective Director.
- All the tests will be focusing on testing knowledge, Understanding and problem (Application) solving skills of the relevant subjects.
- The Consultant is required to arrange pilot testing of test items to measure the difficulty level of each test item. The sample for piloting will be selected with the consultation of Sindh Solid Waste Management Board (SSWMB), GoS and the result of piloting will be shared with the department i.e. SSWMB.
- The third party will arrange at least three different versions of each test to increase the possibility of fair and transparent test conduct.

The Consultant would provide the Sindh Solid Waste Management Board with a sample test for review the test items/ paper specification and SSWMB will provide a review within three to four days and draft general Instructions for the candidates (**Annex-2**).

- Maintenance of secrecy shall be the first and foremost responsibility of the Testing Agency. In case of failure to maintain the same at any stage of the whole process it shall be the responsibility of the Consultant to conduct fresh test, if decided by the competent authority.
- Written Test for three level 1. Director, 2. Deputy Director, 3. Assistant Director. Develop question papers for each category of post.
- There will be at least 3 versions of each level/ stream test, with a different set of questions in each version.

The Logistics of Testing in Testing Centre:

- Map should be developed showing the center and also the distances between centers (**Annex-3**). This would enable the Consultant to identify the number of personnel required for the distribution and monitoring activities.

Testing Centre to be finalized:

The Testing Centre would be identified with the Sindh Solid Waste Management Board whereas preference would be given to the secured building of the secured area. (Cantonments Area). Once identified, the Testing Agency would visit and agree/not agree the identified centre taking into account the number of rooms required for testing the candidates and as result the number of test administrator required for rigorous testing to take place twenty days before at least conduct of actual tests. The representatives from Sindh Solid Waste Management Board will be the member of test Centre finalized.

- In case the test is conducted in an open ground, the Consultant will provide the furniture for conducting the written test at each center along with the center wise-list of candidates.
- The Consultant will ensure alternate power system (generators) with adequate facilities at each test center.
- The Centre will not exceed the 500, candidates and the Invigilators and candidate ratio will be 1/25.
- Female candidates will sit separately from male candidate.
- The Consultant will conduct training/ orientation sessions for all selected test administrative/invigilators.

1. Date for Recruitment Testing

The written tests will be held on dates mutually agreed by Testing Agency and Sindh Solid Waste Management Board. Tests will be conducting in the following order:

- a. Assistant Director (s)
- b. Deputy Director (s)
- c. Director (s)

2. Preparation for Recruitment Testing

- **Test Preparation**

The Consultant will develop frame work for each test as per prescribed specifications by the Sindh Solid Waste Management Board. This would provide them with the opportunity as a group to develop and agree what was required at all stages of the development and anticipate where there might be any difficulties.

- **Printing the Officers Recruitment Tests**

Maintenance of secrecy would be the first and foremost responsibility of the Testing Agency. In case of failure to maintain the same at a Centre it will be the responsibility of the Testing Agency to conduct fresh test, if candidate by the competent authority.

- **Arranging Test Administrators (Invigilators)**

All test administrators would be employees by the Consultant. They must be experienced in examination administration.

- **Distribution and Collection of Test Materials**

Materials would be sent to the Test Centre Coordinator the day actual day on test conduct. Materials would be distributed and collected by vehicle from the Consultant accompanied by two or four guards.

- **Scoring the Tests**

The Consultant should demonstrate the use of the OMR (Optical Machine Readable) for scoring the test so that ability for the test results to be interrogated. For example, all the results could be provided and also the results could be provided according to achieving in literacy and pedagogy separately. In fact each section of the test results could be provided separately. This would be useful to enable the identification of areas which need to be improved in the system.

There is need for the gender of all candidates to be clear on the score sheets. Without this it would be difficult to match recruited officers to the appropriate room.

- **Dissemination of the Scores**

The Consultant should agree with the SSWMB that the scores of the Officers Recruitment Test could be uploaded on to the Consultant Testing Centre website within 48 hours' time. This could be done by category wise. The testing Centre would have a specific domain for officer Recruitment.

- **System of Appeal**

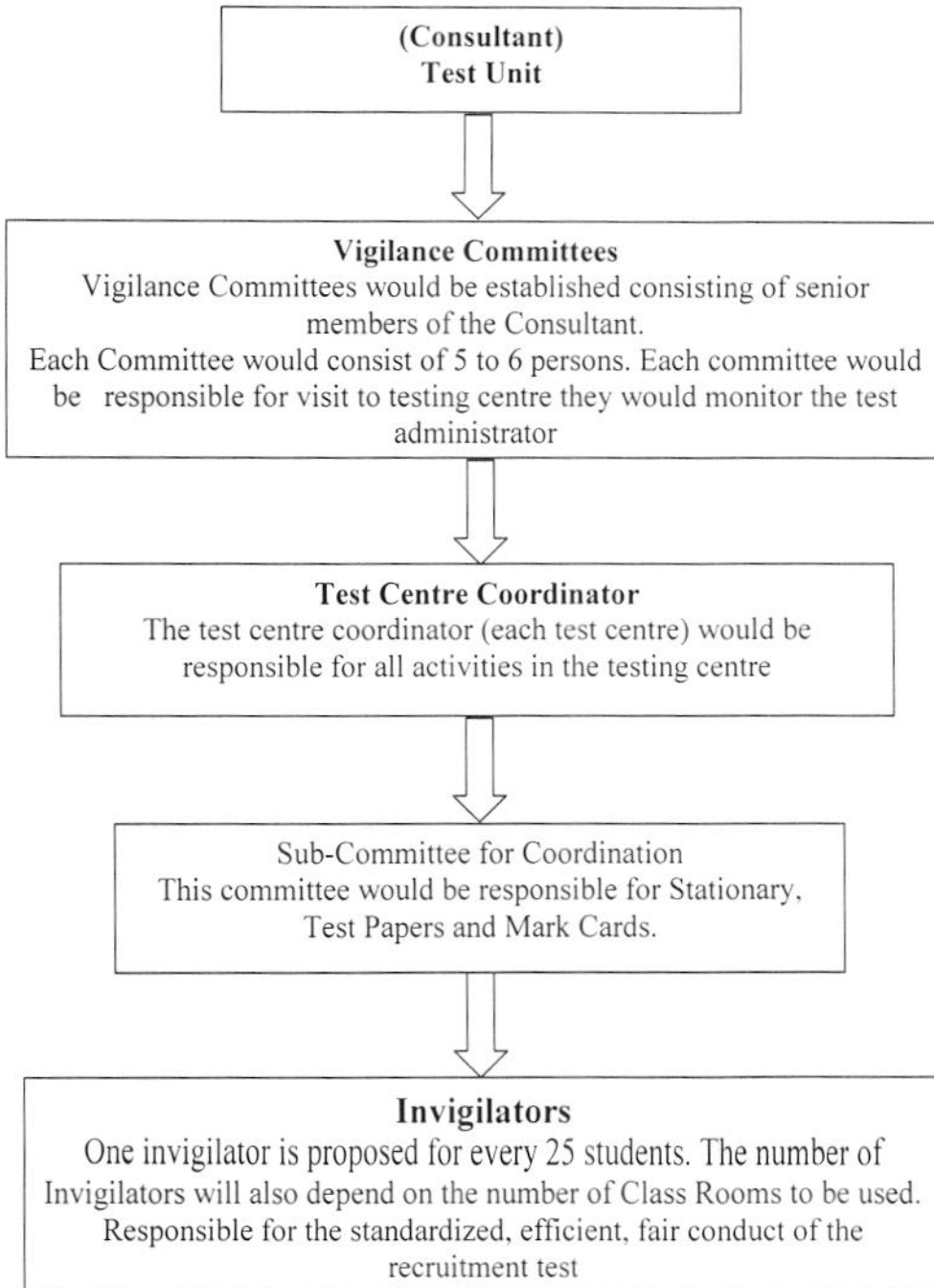
The Consultant should agree that there is a need for an appeal system to be established. We recommend that on the payment of Rs 500, the candidates would be facilitated to recount his questions performance able to access their test sheets as well as the answer sheet.

The appeal would be entertained within 15 days after the dissemination of test result.

- **Reporting on the officer Recruitment Testing**

It is to be agreed that on the completion of all activities a report should be presented to the SSWMB. This report would reflect the activities in the Test Framework and be supported by a complete set of data and documentation including hard and soft versions.

In case of failure to conduct the written test by Consultant at the centre on scheduled date and time, the contract will be cancelled and advance payment if made will be liable to be recovered. However, in case the test is not conducted due to non-availability of venue or non-availability of furniture or due to unforeseen reasons, or candidates not getting information on time, Consultant will conduct fresh test for the candidates of the centre on the time and date mutually agreed between Sindh Solid Waste Management Board and Consultant.

The management structure for testing would be as follows:

General Instruction for the Sample Test:

- I. Question Paper must have Column to write the Name of the Candidate, Surname, Father's/ Husband's Name to avoid misuse of the question paper.
- II. There should be hundred questions and all the questions are required to be attempted.
- III. Four options may be given and candidate to choose only correct option.
- IV. There should be clearly written that more than one answer will be treated as wrong answer.
- V. There should be clearly written that all question carry equal marks and each correct answer carries one mark.
- VI. There should be no negative marking.
- VII. Time may be allowed 90 minutes for the test.
- VIII. There should be signature on the answer sheet so that sheet may not been misused.

General Instruction

- IX. Use of Calculators, Digital Dictionaries, Mobile Phones or other devices will not be allowed
- X. During the test candidate are not allowed to talk, whisper or turn their eyes/ head away from their question paper.
- XI. During the test any evidence of cheating or non-compliance of instructions may disqualify candidate from the test and their names may be removed for the candidacy.
- XII. Question paper/ test sheet may be collected immediately after the completion of test.
- XIII. No Test paper will be accepted after the due time.

*** Maintenance of all project data/ documents**

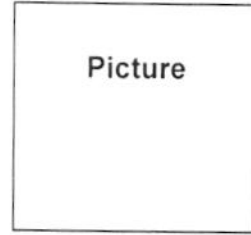
The consultant will be required to maintain all project data/ information during the tenure of the assignment and prepare all required reports (both periodic and on demand) in both soft and hard copies and provide it to the client during the tenure of the contract, and shall also handover all data/ documents (hard/soft copies) to the client on completion of the assignment. The Consultant will also be bound not to share any project data/report/ information to any unauthorized person.

Draft Admit Card



Sindh Solid Waste Management Board

Seat No:



Post Applied: Director: _____

Deputy Director: _____

Assistant Director: _____

ADMIT CARD FOR THE RECURITMENT OF OFFICERS

Name _____

Father's/ Husband's name _____

Caste/ Surname _____

Date of Birth: _____

CNIC No: _____

Gender: _____

Address: _____

Contact No: _____

Test Centre: _____

Date of the Test: _____

Reporting Time at the Test Venue: (1hour before)

Applicant's Signature

Seal Third party

Instructions:

- I. The applicant's must bring their original CNIC/ any authenticated original document for the identification, Admit Card, Pen and Pencil.
- II. The use of Mobile Phones, calculators or other Digital/ Electronic Devices/ Equipments is strictly prohibited.
- III. Evidence of cheating or non-compliance of instruction will disqualify the candidate from test and his/ her name will be removed from the list of candidacy.

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