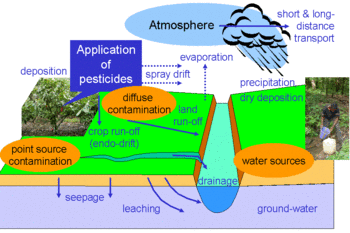


**Environmental Protection Agency**

**Government of Sindh**

STUDY OF ENVIRONMENTAL & HEALTH IMPACTS OF PESTICIDES AND CHEMICAL FERTILIZER IN SINDH PROVINCE

[](http://en.wikipedia.org/wiki/File:Env_contamination1.if.gif)

REQUEST FOR PROPOSAL (RFP)

Documents issued to………………………………………….

…………………………on……………………..

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**Environmental Protection Agency Sindh, Government of Sindh**

REQUEST FOR PROPOSALS

**Consultancy Services for Study of Environmental & Health Impacts of Pesticides and Chemical Fertilizer in Sindh Province**

The Study is intended to examine the existing methods of manufacture, transportation, storage , usage and safety measures practiced by the manufacturer, distributors , Retailers and consumers of pesticides and fertilizers in order to identify the shortcomings and failures , by investigating the presence of pollutants in the soil, surface water, ground water and agricultural products. The study would also examine the effects of such pollution on human beings, wild life and livestock. The Consultant would further propose remedial measures and phase wise standard Operating Procedures to prevent such pollution. The study would also propose how to enhance awareness among stakeholders about hazards of excessive use of pesticides and fertilizers and the dangers of sub-standards and fake fertilizers. The study would also examine the existing legislation and propose modifications or fresh legislation to improve its enforcement.

Under the Project consulting firm will help / assist EPA Sindh to plan, prepares, and execute strategies to reduce agriculture pollution in the province effectively and efficiently.

1. **BRIEF SCOPE OF WORK**

The details of Terms of Reference for Consulting firm is as under:

The Consultant will examine the existing methods of manufacture, transportation, storage , usage and safety measures practiced by the manufacturer, distributors , Retailers and consumers of pesticides and fertilizers in order to identify the shortcomings and failures , by investigating the presence of pollutants in the soil, surface water, ground water and agricultural products. The Consultant would also examine the effects of such pollution on human beings, wild life and livestock. The Consultant would further propose remedial measures and phase wise standard Operating Procedures to prevent such pollution. The Consultant would also propose how to enhance awareness among stakeholders about hazards of excessive use of pesticides and fertilizers and the dangers of sub-standards and fake fertilizers. The study would also examine the existing legislation and propose modifications or fresh legislation to improve its enforcement.

The study will provide base-line information and integrated approach to take Environmental Planning and Management Initiative (EPMI) for minimization of negative impacts attributed to the use of pesticides to protect the crops from diseases and improved production, has resulted in major drawbacks to human health, particularly to the farming community in Sindh. This study will help in identifying issues and aspects which laid to the deterioration of the human health Environmentthrough the use of Pesticides and Chemical Fertilizerin Sindh and restoration of this natural resources.

1. **MODE OF ACCESS FOR REQUEST FOR PROPOSAL**

This ‘Request for Proposal (RFP) document’ has been issued to all shortlisted bidders.

1. **SUBMISSION OF DOCUMENTS**

Sealed proposals should reach **Director (Admin & Fin),** EPA Sindh at the address for communication not later than 11.00 hrs on 14-03,-2016. Technical Proposals shall be opened on the same day at 12.00 hrs in the presence of bidders/their representative who choose to be present.

The Condition regarding award of work are stipulated in this RFP document.

**EPA Sindh,** will not be responsible for any delay in receiving the proposals and reserves the right to accept/ reject any or all proposals by assigning any reason thereof as per SPP rules 2010. The consultancy firms will be selected as per the guidelines indicated in this RFP document.

1. **ADDRESS FOR COMMUNICATION**

**Deputy Director (Admin & Fin)**

EPA Complex,Plot No. ST-2/1, Sector 23 Second Chowrangi, Korangi Industrial Area , Karachi

Phone N0: 0213-5065620

Fax No. : 0213-5065940

LETTER OF INVITATION

No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date March , 2016

To,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subject: Consultancy Services for** Study of Environmental & Health Impacts of Pesticides and Chemical Fertilizer in Sindh Province**.**

**I am directed refer your application regarding above mentioned project and** to inform you that Consultancy Services required for Study of Environmental & Health Impacts of Pesticides and Chemical Fertilizer in Sindh Province.

2. A detailed description of the assignment and its objectives are given in the enclosed Terms of Reference (TORs).

3. You are hereby invited to submit Technical Proposal for Consultancy services for the above assignment, which would form the basis for a contract agreement between your firm and the EPA Sindh (Client) should your proposal is found to be the lowest evaluated proposal.

4. A firm will be selected in accordance with the Procedures and the method of selection mentioned in the Evaluation Criteria appended with the Data Sheet of the Consultancy Services for the Project.

5. To enable you to submit a proposal, EPA Sindh provides the following suggested information:

Section- I Letter of Invitation

Section –II Information to Firms

Section-III Technical & Financial Proposal – Standard Forms

Section- IV Terms of Reference

Section – V Evaluation Criteria

6. In order to familiarize yourself with the project and to assess the extent of Services to be provided by your firm, you may wish collect information of the project, However, it should be clearly understood that any cost incurred by you for the Collection of preliminary information, preparation and submission of the proposal (s) or the subsequent clarifications required will not be reimbursed to you.

7. In the event that you desire additional information, EPA would endeavor to provide such information expeditiously if available with them but any delay in providing such additional information will not be considered as a reason for extending submission date of your proposal.

8. Your detailed Technical Proposal should be submitted (original and one copy) in sealed envelope to reach the office of the Director General, EPA Sindh,before 25-03 2013

9. A proposal will be treated as non-responsive and not considered for evaluation if any of the information requested in this letter of invitation is omitted or not complied and no proposal will be accepted upon expiry of deadline date and time.

(Irfan Ahmed Abbasi)

Director

**INTRODUCTION**

1.1 Technical Proposal is invited from competent / consulting firms/ companies registered with Registrar of Firms for the consultancy service of the project **‘Study of Environmental & Health Impacts of Pesticides and Chemical Fertilizer in Sindh Province’,** as per terms of reference of the project.

1.2 The Inception report has to be submitted complete in all respect within One month from the signing of the agreement with the Consultant. After completion of the Report, intermittent inputs will be required from the Consultants in the form of assistance and coordination from its Financial & Legal Consultants, preparation of the bid documents, answering the technical queries and clarifying technical points that the prospective developer may raise and accomplishment of pre-construction activities.

1.3 A detailed description of the assignment and its objectives are given in the enclosed Terms of Reference (TORs).

1.4 In a case you are considered that you/your firm possesses the requisite experience and the capabilities required for undertaking the assignment and is not under a declaration of ineligibility or debarred from doing business with Government of Sindh you may submit a proposal in response to this invitation. The manner in which the proposals are required to be submitted, evaluated and accepted is explained in this ‘Request for Proposal’ (RFP) document.

1.5 You are encouraged to inform yourself fully about the assignment and the local Conditions before submitting the proposal by paying a visit to the Client and the project site, sending written queries to the Client, and attending a pre-bid conference on the date, time and venue specified in the Data Sheet. Please note that no cost of any such visit or queries is reimbursable.

1.6 It shall be deemed that by submitting a Bid, the Bidder has:

* + 1. made a complete and careful examination of the Bidding Documents;
    2. received all relevant information requested from EPA Sindh;
    3. acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the Bidding Documents or furnished by or on behalf of EPA Sindh relating to any of the matters referred to in Clause 1.6 above;
    4. satisfied itself about all matters, things and information contained in this RFP hereinabove necessary and required for submitting Bid, execution of the Project in accordance with the Bidding Documents and performance of all of its obligations there under;
    5. acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information provided in the Bidding Documents or ignorance shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations, loss of profits etc. from the Procuring Agency, or a ground for termination of the Agreement; and
    6. agreed to be bound by the undertakings provided by it under and in terms hereof.

1.7 EPA Sindh shall not be liable for any omission, mistake or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP, the Bidding Documents or the Bidding Process, including any error or mistake therein or in any information or data given by the Procuring Agency.

1.8 Financial Proposals of only those firms as are qualified in accordance with clause 6.3 hereof will be opened.

1.9 Please note that (i) costs of preparing the proposal, are not reimbursable irrespective of the outcome of the evaluation process; and (ii) EPA Sindh, is not bound to accept any of the proposals submitted and reserves the right to reject any or all proposals by assigning any reason(s) thereof as per provision of SPP Rules 2010.

1.10 The proposals must be properly signed as detailed below:

i. by the proprietor in case of a proprietary firm

ii. by the partner holding the Power of Attorney in case of a firm in partnership (A certified copy of the Power of Attorney shall accompany the proposal).

1. by a duly authorized person holding the Power of Attorney in case of a Limited Company or a corporation (A certified copy of the Power of Attorney shall accompany the proposal).
2. by the authorized representative in case of Consortium (A certified copy of the authorization shall accompany the proposal).

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

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

1.10.2 In case of Consortium, It is expected that the lead partner would be authorized to incur liabilities and to receive instructions and payments for and on behalf of the Consortium. For a Consortium to be eligible for bidding, the experience of lead partner and other partner should be as indicated in the enclosed Data Sheet.

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

1.10.4 Where the Bidder is a Consortium, change in composition of the Consortium may be permitted by EPA Sindh during the Bid Stage, only where:

* 1. the Lead Member continues to be the Lead Member of the Consortium;
  2. the substitute is at least equal, in terms of Technical Capacity and Financial Capacity, to the Consortium Member who is sought to be substituted and the modified Consortium shall continue to meet the pre-qualification/ short-listing criteria for Applicants; and
  3. the new Member(s) expressly adopt(s) the Application already made on behalf of the Consortium as if it were a party to it originally, and is not an Applicant/Member of any other Consortium bidding for this Project.

1.10.5 Approval for change in the composition of a Consortium shall be at the sole discretion of EPA Sindh and must be approved by EPA Sindh in writing.

1.10.6 The modified/ reconstituted Consortium shall be required to submit a revised joint Bidding Agreement before the Bid Due Date.

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

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

**2. DOCUMENTS**

2.1 To enable you to prepare a proposal, please find and use the attached Documents listed in the Data Sheet.

2.2 Firms requiring a clarification of the Documents must serve upon the Client, a request in writing, two days before the Pre bid conference date. Any request for clarification must be made in writing and sent to the Client’s address indicated in the Data Sheet through courier or fax or email. The Client will respond in writing through fax or courier or email. Copies of the responses will be sent to all Consultants who get the RFP document.

2.3 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a Consulting firm, modify the Documents by amendment. The amendment will be notified in writing through fax or email to all consulting firms who got the RFP document and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals or change other specifications of the RFP which will be notified in writing through fax or email to all.

2.4.a At any time prior to the Proposal Due Date, The EPA Sindh may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP Document by the issuance of Addenda.

b. Any Addendum thus issued shall be sent in writing to all those who have shortlisted for the issuance of the RFP Document have duly intimated this fact to EPA Sindh giving their particulars including address for communication by fax (Registered Bidders). Bidders shall promptly acknowledge receipt thereof to EPA Sindh.

c. In order to provide the Bidders a reasonable time to examine the Addendum, or for any other reason, EPA Sindh may, at its own discretion, extend the Proposal Due Date.

**3. PREPARATION OF PROPOSAL**

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

**Cover 1**: Technical Proposal

**Cover 2**: Financial Proposal

**3.1** Technical Proposal

3.1.1 The envelope containing Technical Proposal shall contain all the information in the format prescribed in **Appendix I.**

|  |  |
| --- | --- |
| TECH-1 | Technical Proposal Submission Form |
| TECH-2 | Consultant’s *Specialization skills and access to particular technologies related to the assignment*   1. consultant’s *Specialized skills with reference to TOR of the project* 2. Firm’s Organization Strength in respect of physical assets and Technologies as per TOR of the Project |
| TECH-3 | ***Experience:*** *Consultants’ experience and past performance on similar contracts or assignments and in similar geographical conditions*   1. Firm’s Organization 2. Experience on assignments of **similar nature completed** in last ---years Consultant’s Experience 3. Scope**,** profile of staff engaged, duration, amount of the contract and firm’s involvement. |
| TECH-4 | ***Financial Capability:*** *Financial capability of the consulting firms may be evaluated with a view to ensuring that they can complete the assigned task in a timely manner;*   1. Income Tax Return of Firm. 2. AverageAnnual Turnover of last five years. |
| TECH-5 | ***Understanding of the Assignment:*** *Consultant’s understanding of the assignment;* Comments of Suggestions on the Terms of Reference on Counterpart Staff and Facilities to be Provided by the EPA.  A On the Terms of Reference  B On the Counterpart Staff and Facilities. |
| TECH-6 | ***Proposed Methodology.****;*  Description of the Approach, Methodology and work Plan for Performing the Assignment. |
| TECH-7 | ***Quality Management****: Availability of a well-established Quality Management system may be taken into account for large and complex assignments*  Team Composition and Task Assignments  Curriculum Vitae (CV) for proposed Professional Staff.  Staffing Schedule  Work Schedule |

3.1.2 While submitting the Technical Proposal, the firm shall ensure the following:

1. The composition of the proposed team and Task Assignment to individual personnel shall be clearly stated. Consultants shall make their own assessment of support personnel to undertake the assignment. Additional staff or personnel if required to complete the assignment in the prescribed time, must be provided, within the total estimated cost only. Client shall not be responsible for any wrong assessment by Consultants and shall not in any case bear any additional cost arising there from.
2. No such key personnel shall be proposed for any position if the CV of the personnel does not meet the requirements of the TOR.
3. The key personnel shall remain available for the period indicated in the TOR. An undertaking to this effect must also be submitted. It is further clarified that all the key personnel are required available for full assignment period of 09 to 12 months.
4. No alternative proposal to any key personnel shall be made and only one CV for each position shall be furnished.
5. Each CV needs to have been recently signed with date in blue indelible ink by the key personnel and countersigned by the authorized official of the Firm. Photocopy or unsigned/countersigned CVs shall be rejected.
6. Each CV shall contain the proof of qualification as well as an undertaking from the key personnel about his availability for the duration prescribed in the TOR. In order to check incorrect/ inflated bio-data of Key Personnel, the Client has the right to verify details mentioned in CV by writing to the Employer/University/ Institute indicated in the CV. The Consultancy Firm shall be liable for any incorrect information.
7. If a firm as a Consortium is qualified on the strength of experience of a foreign company, requisite key personnel from that foreign company shall be fielded.
8. In case a firm is proposing key personnel from educational/research institutions, a ‘No Objection Certificate’ from the concerned institution shall be enclosed with his CV.
9. The telephone no. of each of key personnel in the CV at the time of submission of proposal shall be mentioned.

3.1.3 Failure to comply with the requirements spelt out in Para 3.1.2 shall make the proposal liable to be rejected and the evaluation of Financial Proposal shall not be undertaken. If, individual, key personnel makes an averment regarding his qualification, experience, and it turns out to be false, or his commitment regarding availability for the project is not fulfilled at any stage after signing of the agreement, he shall be debarred for any future assignment in/with/of the Client. The firm shall also be liable for its authorized representative counter signing a CV, which is subsequently found to contain false and misleading statements or claims.

**(Form-I)**

FORM TECH-1 Technical Proposal Submission FORM

**TECHNICAL PROPOSAL**

FROM: TO:

[Location, Date]

To:

**Director( Admin. &Fin.)**

EPA Sindh

Karachi

**Subject: Providing Consultancy Service for\_** Study of Environmental & Health Impacts of Pesticides and Chemical Fertilizer in Sindh Province

We, the undersigned, offer to provide the consulting services for Study of Environmental & Health Impacts of Pesticides and Chemical Fertilizer in Sindh Provincein accordance with your Request for proposal dated March ,2013 and our Proposal. We are hereby submitting our proposal sealed envelop.

We are submitting our Proposal in association with: [insert a list with full name and address of each associated Consultant, if applicable] 2

We herby declare that all the information and statement made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Proposal is binding upon us for a period of Ninety (90) days from the date of opening of Technical Proposal.

We understand you are not bound to accept any proposal you receive.

We remain,

Yours faithfully,

Authorized Signature [In full and initials]:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Authorized Representative)

***FORM TECH-2***

***Specialization: Consultants’ specialized skills and access to particular technologies related to the assignment;***

1. **Consultants’ *Specialized skills with reference to TOR of the project***
2. **Academic Qualifications of concerned consultants 30 marks**

**Research team include .**

1. Research Scholar.

* **Qualification:** Ph.D (Analytical Chemistry) 05
* **Experience:** 10 years relevant experience water analysis. 05

1. Research Scholar.

* **Qualification:** Ph.D (Soil Analysis) 05
* **Experience:** 10 years relevant experience. 05

1. Research Scholar.

* **Qualification:** Ph.D

(Effects of Pesticides residues in Environment) 05

* **Experience:** 10 years relevant experience. 05

1. **Experience in the concerned and related fields 50 Marks**

.

1. Experience of analysis of Pesticides residues in Environment

Projects (05 Mark for each project) 20 Marks

1. Experience of Survey and data Collection

(02 Marks for each project) 10 Marks

1. Experience of analysis soil, surface water, ground water and agricultural products.. (02 Marks for each project) 10 Marks
2. Experience of projects related to remove pollutants from water

(05 Marks for each project) 10 Marks

1. Experience of to enhance awareness among general public, academia and decision makers (05 Marks for each project) 10 Marks

*(Attach satisfactory completion certificates)*

**Firm’s Organization Strength in respect of physical assets and Technologies as per TOR if the Project**

1. **Organizational Set-up 15 Marks**
2. Period since Firm is in Chemical Analysis business. **05 Marks**

From 1 to 5 years. 01Marks

From 5 to 10 years. 02 Marks

Above 10 years. 02 Marks

(Attach certificates for each year)

* 1. Office facilities. **5 Marks**

In Karachi 01 Marks

In Hyderabad 01 Marks

In Sukkur 01 Marks

In Larkana 01 Marks

In Mirpurekhas 01 Marks

(Attach Properly / Rent Agreements)

1. **Details of Staff. 5 marks**
2. Microbiology Laboratory staff. 01
3. Chemical Lab. staff. 01
4. Field monitoring staff 01
5. Office staff 01
6. Availability of Equipments, Instruments and Logistics **20 marks**
7. Microbiology Lab. 05
8. Chemical Lab. 05
9. Field Equipments for field analysis 05
10. Number of field vehicles for analysis05

**(Form-III)**

**FIRM’S REFERENCES**

Relevant Services Carried out in the Last five Years Which Best Illustrate Qualifications.

[*Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted 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 separate pages for each assignment]*

**FIRM’S REFERENCES**

Relevant Services Carried out in the Last five Years Which Best Illustrate Qualifications.

The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the client stated below:

|  |  |  |
| --- | --- | --- |
| Assignment Name: | | Approx. value of the contract (in Pak Rs.): |
| Duration of assignment (months): | | Professional Staff Provided by your firm: |
| Name of Client : | | No. of Staff : month of the assignment. |
| Address : | | No. of Staff Months : |
| Start Date  (Month /  Year) | Completion Date  (Month / Year) | Approx. Value of Services : (in current PKR) : |
| Name of Association Firm(s) if any : | | No. of Months of Professional Staff provided by Associated Firm(s) |
| Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and functions performed: (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 | | |

**Signature of Authorized Representative**

**(Certificate from Employer regarding experience should be furnished)**

**(FORM-IV)**

**CONSULTANT NAME:**

1. **Financial Capability 5 Marks**

**1.** Income Tax Return of Firm.

1. Last year only 01
2. Last Continuous 5 years 01

**2.** AverageAnnual Turnover of last five years.

i. Rs 4.00 Million and above. 01

ii. Between RS 2.00 Millionto Rs 4.00 Million. 01

iii. Below RS 20.00 Million. 01

**(FORM-V)**

**CONSULTANT NAME:**

**APPROACH AND METHODOLOGY   
PROPOSED FOR PERFORMING THE ASSIGNMENT**

**COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE Procuring Agency**

*[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,]*

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

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

**FORM TECH-6**

**DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objective 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 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 table 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 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.

d) Proposal Presentation A presentation on multimedia by your authorized representative encompassing all the above aspects of your proposal will be required as an essentially important element of the proposal.

**Composition of the Team Personnel and the task  
which would be assigned to each Team Member**

**I. Key Staff**

S.No. Name Position Task Assignment

1

2

3

4

5.

6.

7.

**II. Support Staff**

S.No. Name Position Task Assignment

1

2

3

**FORM TECH-7**

**COMPOSITION OF THE TEAM (PERSONNEL), AND TASK(S) OF EACH TEAM IMEMBER**

(Use separate sheets if necessary in the same format but annexure should be avoided).

**1. Technical / Managerial Staff**

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Task** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**2. Support Staff**

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Task** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**FORM TECH-7 CURRICULUM VIATE (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 name of institutions, degrees obtained, and date of obtainment*]:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Membership of Professional Associations:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**7. Other Training** [*indicate significant training since degrees 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

and writing]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**10. Employment Record** [*starting with present position, list in reverse order employment*

*held bye 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]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procuring Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Positions held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **11.Detailed**  **Tasks Assigned**  [List all tasks  to be  performed  under this  assignment] | **12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned.**    [*Among the assignment in which the staff has been involved. indicate the following information for those assignment that best illustrate staff capability to handle the tasks listed under point 11*.]  Name of assignment or project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Main project features: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Positions held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Activities performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**13. Certification:**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature of staff member or authorized representative of the firm] Day/Month/Year

Full name of authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORM TECH-7 STAFFING SCHEDULE 1**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **N** | **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** | **Field3** | **Total** |
| **1** |  | [Home] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| [Field] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | | | | | | | | | | | **Subtotal** | | | |  |  |  |
| **Total** | | | |  |  |  |

1. For Professional Staff in the input should be indicated individually; for Support staff it should be indicated by category (e.g. draftsman, clerical staff, etc).
2. Months are counted from the start of the assignment. For each 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.

**FORM TECH-8 WORK SCHEDULE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **N0** | **Activity1** | **Months 2** | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **n** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| N |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. Indicate all main activities of the assignment, including delivery of report,(e.g. inception, interim, and final reports), and other benchmarks such as client approval. For phased assignment indicate activities, delivery of report, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in the form of a bar char.

**(Form-VII)**

**Format of Curriculum Vitae (CV) For Proposed Key Staff**

1. Proposed Position:
2. Name of Staff:
3. Date of Birth :
4. Nationality:
5. Educational Qualification:

(Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained).

***(Please furnish proof of qualification)***

1. **Membership of Professional Societies:**
2. Publications:

***(List of details of major technical reports/papers published in recognized national and international journals)***

1. **Employment Record:**

(Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience **period of specific assignment must be clearly mentioned,**also give client references, where appropriate).

1. **Summary of the CV**

(Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV).

**A) Education:**

Field of Graduation and year

Field of post graduation and year

Any other specific qualification

**B) Experience**

1. Total experience: \_\_\_\_\_ Yrs.
2. Responsibilities held: i) Yrs.

ii) Yrs.

iii) Yrs.

1. Relevant Experience: Yrs.

**C) Permanent Employment with the Firm** (Yes/No): If yes, how many years:

If no, what is the employment?

Arrangement with the firm?

1. Details of the current assignment and the time duration for which services are required for the current assignment.
2. **Certification:**

1. I am willing to work on the project as indicated in the deployment schedule and as required during the assignment period.

2 I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes myself my qualification and my experience.

3. I understand that EPA, Government of Sindh may initiate departmental proceedings against me if I abandon the assignment before its completion.

**Signature of the Candidate**

Place

Date

**Signature of the Authorized Representative of the firm**

Place

Date

**Note:**

i) Each page of the CV shall be signed in ink by both the staff member and the Authorized Representative of the firm. Photocopies will not be considered for evaluation.

ii) In order to check incorrect inflated bio-data of pay personnel, the client shall verify the details mentioned in CV by writing to the Employer indicated in the CV. The Consultancy firm shall be liable for any incorrect information.

**(Form-VIII)**

**WORK PROGRAM AND TIME SCHEDULE FOR KEY PERSONNEL  
MONTHS (in the Form of Bar Chart)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name** | **Position** | **Report Due/ Activities** | **Months** | | | | | | | | **Number of Months** |
| 1 |  |  |  |  |  |  |  |  |  |  |  | Sub Total (1) |
| 2 |  |  |  |  |  |  |  |  |  |  |  | Sub Total (2) |
| 3 |  |  |  |  |  |  |  |  |  |  |  | Sub Total (3) |
| 4 |  |  |  |  |  |  |  |  |  |  |  | Sub Total (4) |
| ... |  |  |  |  |  |  |  |  |  |  |  |  |
| .... |  |  |  |  |  |  |  |  |  |  |  |  |

Field Full: Part Time:

Reports Due:

Activities:

Duration:

**(Form-IX)**

**FIELD INVESTIGATION**

(1st, 2nd etc. are months from the date of assignment)

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Item of Work / Activities** | **Months** |

1

2

3

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**COMPLETION AND SUBMISSION OF REPORTS**

|  |  |  |
| --- | --- | --- |
| **S.No** | **Reports** | **Program** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

**4. SUBMISSION OF PROPOSALS**

**4.1 The Applicants shall submit all the details required in this RFP Document. All pages should be numbered serially and by giving an index of submissions.**

4.2 You must submit the proposal as indicated in the Data Sheet. Each proposal will be sealed in an outer envelope which will bear the address and information indicated in the Data Sheet. The envelope must be clearly marked:

**“Consultancy Services for Study of Environmental & Health Impacts of Pesticides and Chemical Fertilizer in Sindh Province”**

**Do not open, except in presence of the Evaluation Committee**

4.2.1 This envelope will clearly marked **‘Technical Proposal’**.

4.2.2 The Technical Proposal must be prepared in indelible ink and must be signed by the authorized representative of the Firm. The letter of authorization must be confirmed by a written power of attorney accompanying the proposals. All pages of the original Technical Proposal must be numbered and initialed by the person or persons signing the proposal.

4.3 The proposal must contain no interlineations or overwriting except as necessary to correct errors made by the Consultants themselves, in which cases such corrections must be initialed by the person or persons signing the proposal.

4.4 Your completed proposal must be delivered on or before the time and date stated in Data Sheet. EPA Sindh, Government of Sindh shall not be liable for any delay in submission of the Proposal within the stipulated period on any account whatsoever.

4.5 No bidder shall be allowed to alter or modify his bid(s) after the expiry of deadline for the receipt of the bids; Provided that EPA Sindh may ask the bidders for clarifications needed to evaluate the bids but shall not permit any bidder to change the substance or price of the bid.

4.5 Your proposal must be valid for the number of days stated in the Data Sheet from the closing date of submission of proposal.

**5. CANCELLATION OF BIDDING PROCESS**

5.1 A procuring agency may cancel the bidding process at any time prior to the acceptance of a bid or proposal;

5.2 EPA Sindh shall incur no liability towards the bidders, solely by virtue of its invoking 5.1

5.3 Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security shall be returned along with such intimation.

5.4 EPA Sindh shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds.

1. **PROPOSAL EVALUATION**

6.1 A Single Stage two envelope procedure will be adopted in evaluating the proposal. In the first stage a technical evaluation will be carried out. Only those Technical proposals, which score at least 70 points out of 100 shall be considered for financial evaluation in the second stage. The evaluation of the technical and financial bids shall be held under the Quality and Cost Based Selection (QCBS) method. The Evaluation criteria under QCBS is at Appendix III

6.2Evaluation of Technical Proposal

The Consultant Evaluation Committee (CEC) appointed by the Client will carry out its evaluation applying the evaluation criteria and point system specified in the Data Sheet.

6.3 Evaluation of Financial Proposal

6.3.1 For financial evaluation, total cost of Financial Proposal will be considered including all taxes.

6.3.2 The CEC will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm/Consultant to be compensated and the liability to fulfill its obligations as per the terms of reference within the total quoted price shall be that of the Consultant. The committee will correct any computational errors and convert prices in different currencies to the single currency specified in the Data Sheet. The evaluation shall exclude those taxes, duties, fees, levies and other charges imposed under the applicable law as applicable on foreign and domestic inputs.

**7 BID SECURITY**

The Consultant shall deposit a Bid Security equivalent to 1% (one per cent) of the bid price, which shall remain valid for a period of 28 days beyond the validity period for bids, in order to provide EPA Sindh reasonable time to act, if the security is to be called; Bid security shall be released to the unsuccessful bidders once the contract has been signed with the successful bidder or the validity period has expired. The Bidder has the option to provide the Bid Security either as a Demand Draft, Pay Order or in the form of a Bank Guarantee, acceptable to the Procuring Agency. The Bid shall be summarily rejected if it is not accompanied by the Bid Security.

**8 DISQUALIFICATION OF CONSULTANTS**

8.1 EPA Sindh shall disqualify consultant, whether already pre-qualified or not, if it finds at any time, that the information submitted by him concerning his qualification and professional, technical, financial, legal or managerial competence as, consultant, was false and materially inaccurate or incomplete; or

8.2 At any stage has indulged in corrupt and fraudulent practices, as defined in Section 2 (q) of Part I-General Provisions of SPPRA rules 2010;

* 1. A consultant being aggrieved by the decision of EPA Sindh regarding disqualification may seek relief through the mechanism of grievance redressal, as provided under Rule 31of SPPRA 2010.

1. **BAR ON HIRING IN CASE OF CONFLICT OF INTEREST**

Consultants shall not be hired if there is a conflict of interest. Any Consulting firm(s)/Consortium found to have a Conflict of Interest shall be disqualified.

1. **MISCELLANEOUS**

The Bidding Process shall be governed by this RFP, and construed in accordance with, the laws of Pakistan and the Courts at Karachi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.

1. **INDEMNITY**

The Consultants will indemnify the Client for any direct loss or damage that is caused due to deficiency in services.

1. **AWARD OF CONTRACT**

The Contract shall be awarded to the best evaluated Consultant.

**13. CONFIRMATION**

We would appreciate you informing us by Telephone/fax/Email

1. Your receipt of the RFP.
2. Whether or not you will submit a proposal.

Thanking you.

Deputy Director (Admin & Fin)

EPA Complex,Plot No. ST-2/1, Sector 23 Second Chowrangi, Korangi Industrial Area , Karachi

Phone N0: 0213-5065620

Fax No. : 0213-5065940

**(Form-VII)**

**Format of Curriculum Vitae (CV) For Proposed Key Staff**

1. Proposed Position:
2. Name of Staff:
3. Date of Birth :
4. Nationality:
5. Educational Qualification:

(Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained).

***(Please furnish proof of qualification)***

1. **Membership of Professional Societies:**
2. Publications:

***(List of details of major technical reports/papers published in recognized national and international journals)***

1. **Employment Record:**

(Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience **period of specific assignment must be clearly mentioned,**also give client references, where appropriate).

1. **Summary of the CV**

(Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV).

**A) Education:**

Field of Graduation and year

Field of post graduation and year

Any other specific qualification

**B) Experience**

1. Total experience: \_\_\_\_\_ Yrs.
2. Responsibilities held: i) Yrs.

ii) Yrs.

iii) Yrs.

1. Relevant Experience: Yrs.

**C) Permanent Employment with the Firm** (Yes/No): If yes, how many years:

If no, what is the employment?

Arrangement with the firm?

1. Details of the current assignment and the time duration for which services are required for the current assignment.
2. **Certification:**

1. I am willing to work on the project as indicated in the deployment schedule and as required during the assignment period.

2 I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes myself my qualification and my experience.

3. I understand that EPA, Government of Sindh may initiate departmental proceedings against me if I abandon the assignment before its completion.

**Signature of the Candidate**

Place

Date

**Signature of the Authorized Representative of the firm**

Place

Date

**Note:**

i) Each page of the CV shall be signed in ink by both the staff member and the Authorized Representative of the firm. Photocopies will not be considered for evaluation.

ii) In order to check incorrect inflated bio-data of pay personnel, the client shall verify the details mentioned in CV by writing to the Employer indicated in the CV. The Consultancy firm shall be liable for any incorrect information.

**(Form-VIII)**

**WORK PROGRAM AND TIME SCHEDULE FOR KEY PERSONNEL  
MONTHS (in the Form of Bar Chart)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name** | **Position** | **Report Due/ Activities** | **Months** | | | | | | | | **Number of Months** |
| 1 |  |  |  |  |  |  |  |  |  |  |  | Sub Total (1) |
| 2 |  |  |  |  |  |  |  |  |  |  |  | Sub Total (2) |
| 3 |  |  |  |  |  |  |  |  |  |  |  | Sub Total (3) |
| 4 |  |  |  |  |  |  |  |  |  |  |  | Sub Total (4) |
| ... |  |  |  |  |  |  |  |  |  |  |  |  |
| .... |  |  |  |  |  |  |  |  |  |  |  |  |

Field Full: Part Time:

Reports Due:

Activities:

Duration:

**(Form-IX)**

**FIELD INVESTIGATION**

(1st, 2nd etc. are months from the date of assignment)

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Item of Work / Activities** | **Months** |

1

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3

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**COMPLETION AND SUBMISSION OF REPORTS**

|  |  |  |
| --- | --- | --- |
| **S.No** | **Reports** | **Program** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

Appendix III

Evaluation Criteria

The evaluation of the technical and financial bids shall be held under the Quality and Cost Based Selection (QCBS).

1. **Evaluation of Technical Proposals**

1.1 The Technical Proposal will be evaluated on the basis of Consultants’ relevant experience, its understanding of assignment, proposed methodology and Work Plan, the experience of Key Personnel. Only those Consultants’ whose Technical Proposals score 70% marks or more shall qualify for further consideration, and shall be ranked from highest to the lowest on the basis of their technical score. Financial proposals of those bidders who secure less than 70% marks shall be returned un-opened to the firm/consortium.

1.2 The total score of the technical and financial evaluation shall be 100, out of which 70% weight age shall be for the technical and remaining 30% weight age shall be allocated to the financial evaluation.

1.3 The technical proposals shall be assigned marks/ score without weight age (Str) on the basis of the criteria mentioned at 4.1.4. Subsequently, this score shall be scaled up by assigning weightage as mentioned above to this proposal. The final technical score (Stw) shall be calculated in the following manner:

**Stw = Str x 0.70**

1. **Financial Bid opening**

2.1 A public Financial Bid opening shall be held at the time, date and venue which shall be communicated to all technically qualified Bidder(s).

2.2 Confirm submission of bid security. In case the security is not submitted along with the financial proposal in the same sealed envelope, such proposal(s) shall be rejected without being evaluated.

2.3 The financial proposals shall first be checked for arithmetic errors. Financial scores shall be computed on the basis of following formula.

Sf = 100 x (Fmin/Ff)

Where Fmin = Lowest Total bid fee and Ff = Total bid fee by the consortium under consideration.

The financial scores thus obtained shall be assigned weightage (30%) and final weighted score will be arrived at.

Sfw = Sf x 0.30

Sfw is weighted financial score.

1. **Combined Score**

3.1 The combined Technical Proposal (Sc) shall be calculated in the following manner, namely:

Sc = Stw + Sfw

3.2 The Bid obtaining the maximum combined score shall be declared as the Best Evaluated Bid and the consultants offering the Best Evaluated Bid shall be declared the successful Bidder and issued Letter of Acceptance, containing invitation for contract negotiation. Any factor having a bearing on the quoted price shall not be subject to negotiations.

3.3 The Agreement shall however, be signed after getting the same duly vetted and approved from the competent authority.

DATA SHEET

(References to corresponding paragraphs of LOI are mentioned alongside)

1. (a) Date, Time and Venue of Bid Evaluation committee meeting  **March 14, 2016 at 1300 hrs at Conference Room EPA Complex .**

(b) Date of Receiving Clarification regarding RFP: **Mach 14, 2016 (Before 4:00pm)**

2. The Documents are:

(i) Terms of Reference (TOR)

(ii) Appendices

1. Appendix-I: **Formats for Technical Proposal**
2. Appendix-II: **Evaluation Criteria**

(Ref. Para 2.1)

3. The Name of the Client is:  **Director General EPA Sindh, Government of Sindh**

(Ref. Para 2.2)

1. The address is:

EPA Complex,Plot No. ST-2/1, Sector 23 Second Chowrangi, Korangi Industrial Area , Karachi

Phone N0: 0213-5065620

Fax No. : 0213-5065940

(Ref. Para 2.2, 4.2)

**5. Tax liability**

Government of Sindh will only deduct Income Tax on Services. Consultant has to assess all other taxes and cost of insurance while quoting the price in the financial proposal

(Ref. Para 3.2.2 (iii)

**6. The envelopes must be clearly marked:**

1. “ORIGINAL PROPOSAL”
2. DOCUMENTS IN TECHNICAL PROPOSAL or FINANCIAL PROPOSAL as appropriate; and,
3. DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE on the outer envelope.
4. Consultancy Package
5. Name and Address of Consultant

|  |  |  |
| --- | --- | --- |
|  |  | (Ref. Para 4.2) |
|  | **The date and time of proposal submission are:** | **January 27, 2013** |
|  |  | (up to 11 hrs) |
|  |  | (Ref. Para 4.4) |
|  | **Opening of technical proposal (Technical Proposal Shall be opened before the Bidders who choose to be present)** | Same Day at (12:00 NOON) |
|  | **Proposal Validity period (days, date): 90days** | (Ref. Para 4.5) |
| **8.** | **Evaluation criteria** | (Ref. Para 5) |

**9.1 First stage: Technical Evaluation**

The evaluation of the technical and financial bids shall be held under Quality and Cost Based Selection (QCBS) method.

(Ref. Para 3.1 & 5.2)

9.1.1 Evaluation of selected key personnel of the firms qualifying in the first stage will be carried out following a marking system.

**Each key personnel must score a minimum of 75 marks out of 100. Evaluation of key personnel will be carried out according to criteria provided at 9.1.2.**

9.1.2 **Rating System**

The Technical Proposal will be evaluated on the basis of Firms Experience and the experience of the personnel. The criteria to be used for evaluation and working system to be followed shall be as over leaf:

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Description** | **Points** | Break-up  details as given below |
| 1 | Firm’s Relevant Experience | 20 |
| 2 | Adequacy of Approach and Methodology | 40 |
| 3 | Qualification and Relevant Experience of the Proposed Key Personal | 40 |
| **Total** | | **100** |

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

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Firm’s relevant experience** | | | **Points** |
|  | Experience of Consultant in Relevant field | | 10 |
|  | Experience in interior surface decoration | | 10 |
| **Total** | | | **20** | |

|  |  |  |
| --- | --- | --- |
| 1. **Adequacy of the proposed work plan and methodology in responding to the TOR** | | |
| (a) | Understanding of TOR and Comments | 15 |
| (b) | Quality of Approach and Methodology | 15 |
| (c) | Work Program and Manning Schedule | 10 |
| **Total** | | **40** |

|  |  |  |
| --- | --- | --- |
| 1. **Qualifications and competence of the key staff for adequacy of the Assignment** | | |
| **S.No.** | **Key Personal** | **Points** |
|  | **Technical and Creative Team** | 40 |
| 1 |  | 09 |
| 2 |  | 09 |
| 3 |  | 10 |
| 4 |  | 04 |
| 5 |  | 04 |
| 6 |  | 04 |
| **Total** | | **40** |

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

**Weight-age Points for Key Professionals**

|  |  |
| --- | --- |
| **Description** | **Weight (%)** |
| General Qualification | 25 |
| Employment with firm | 5 |
| Relevant Experience and Adequacy for the Project | 70 |
| **Total** | **100** |

**9.2 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.

9.2.1 The common currency is **“Pak Rupee”.** (Ref. Para 5.3.2)

9.2.2 Commencement of Assignment: The Consultant shall commence the services from the date of effectiveness of the contract at the project site.

(Ref. Para 9.2)

TERMS OF REFERENCE (TORs)

The details of Terms of Reference for Consulting firm is as under:

Task 1 – . Profile of usage of pesticides and chemical fertilizers in Sindh.

Task 2 – To launch and regular updating website for compilation of all existing data/studies regarding effects of pesticides / agro-chemicals and their application procedures, and current application practices in Sindh.

Task 3 - Study of the post environmental & health impacts and social repercussion due to use and non use of pesticides and chemical fertilizers.

Task 4 - Capacity building of **Personnel** of EPA Sindh for sustainable implementation of recommendations in coordination with other stake holders.

Task 5 - – Develop / propose legislative framework for controlled mechanism (import / export, manufacturing, production, storage, handling, distribution, transportation, application, disposal and waste management).

Task 6-- Propose mechanism to enhance awareness among stakeholders about hazards of excessive use of pesticides and fertilizers and the dangers of sub-standards and fake fertilizers.

Task 7 – Proposal to setup a body to implement proposal of the project and to control agriculture pollution.

After the selection the consulting firm proposes and submit Inception Report to EPA Sindh for approval of Project Implementation Committee .

**Task 1 – . Profile of usage of pesticides and chemical fertilizers in Sindh.**

To accomplish this task Consulting Firm study the existing methods of manufacture, transportation, storage , usage and safety measures practiced by the manufacturer, distributors , retailers and consumers of pesticides and fertilizers and current and indigenous application practices. Evaluation of branded pesticides manufacturer and adulterated pesticides and develop their database. Develop mechanism for management of agriculture pollution which include characterization of pesticides and agro chemicals (also cover obsolete pesticides/chemicals) their usage, storage, transport and ultimate disposal. Evaluation of branded pesticides manufacturer and adulterated pesticides and develop their database**.** The Consulting Firm will develop a database for branded pesticides manufacturer and adulterated pesticides in Sindh.

* Collection of district wise data of consumption of chemical fertilizer and pesticides in Sindh province.
* Details of pesticides import in the province.
* Procedure of registration of pesticide marketing companies
* Procedure for packing , handling ,storing, distribution and Retail selling
* evaluation of obsolete and unwanted chemicals, especially obsolete pesticides and their environmental risks (inventory survey, and risk assessment)
* To study the existing quality control/assurance systems in the facilities of Pesticides manufacturers/formulators inSindh, adequacy of their inbuilt quality control/assurance and evaluation systems and recommend a code of conduct/good manufacturing processes/quality control practices for the industry to adopt.
* To assess the existing system of quality control/assurance mechanism of imported pesticides and make practical recommendations for improving the effectiveness of the control of technical grade Pesticides imported for formulation, or precursors imported for manufacturing pesticides, in Sindh, including establishing some benchmarks for quality and the periodic sampling and monitoring of imported shipments.
* To study the existing Quality Control System in the Agricultural Laboratories working under Agriculture Department
* To study the adequacy of quality testing infrastructure in Sindh and suggest for practical means of creating/hiring the required testing infrastructure and the needed incentive system to promote creation of such infrastructure.

**Task 2 – To launch and regular updating website for compilation of all existing data/studies regarding effects of pesticides / agro-chemicals and their application procedures, and current application practices in Sindh.**

The Consulting Firm will compile and gather all reports studies conducted by research scholars on effects pesticides and chemical fertilizer on human health and on environment. The Consulting Firm will launch and regular updating website for compilation of all existing data/studies regarding effects of pesticides / agro-chemicals and their application procedures, and current application practices in Sindh. Consulting Firm will present summarization of the existing/ current and old/ indigenous agricultural practices and engage stakeholders and interested parties involved in the project.

**Task 3 - Study of the post environmental & health impacts and social repercussion due to use and non use of pesticides and chemical fertilizers.**

For the accomplishment of above task the Consulting Firm will submit proposal on the basis Task-2. The study will focus those area not covered in pervious conducted studies also focuses authenticity pervious conducted studies. This Proposal contain target area , population and crops. This proposal will also contain study effects due to non usage of pesticides and chemical fertilizers.

The Consulting Firm analysis of the contamination by pesticides and chemical fertilizers in crops & vegetable, live stock, fish, serum, ground water (sub surface), surface water and soil in designed areas.

**Task 4 - Capacity building of Personnel of EPA Sindh for sustainable implementation of recommendations in coordination with other stake holders.**

The Consulting Firm will provide necessary training for using field equipments, GPS and other instruments and sample collection, storage. The consulting firm should equipped with Laboratories advanced research facilities and including necessary equipments, trained staff, good access to international literature and data bases as well as validated methodologies. Training and availability of technical and logistic support to monitoring activities which adhere to the endorsed monitoring plans;

For the sustainable implementation of recommendationsof the project it is necessary to build the capacities and capabilities of the institutions/ stakeholders . Therefore Consulting Firm will review the existing facilities of stakeholders and recommend strategies This should include:

* + - 1. education and training and awareness
      2. availability of resources needed
      3. sufficient safety information about chemicals and fertilizers
      4. development of infrastructure for regulatory system (e.g. accredited laboratories)

**Task 5 - – Develop / propose legislative framework for controlled mechanism (import / export, manufacturing, production, storage, handling, distribution, transportation, application, disposal and waste management).**

The Consulting Firm will examine the existing legislation and propose modifications and fresh legislation to improve its enforcement. Legal instruments required to manage all aspects of chemical fertilizer and pesticides in the Sindh are far from being sufficient or efficient. Legislation addressing pesticides are contained in different instruments, the most important of direct relevance are the Pakistan Agriculture Ordinance; the Environmental Protection Act, 1997; the chemical fertilizers, industrial chemicals and consumer chemicals are not covered by any legislation. The Environmental Protection Act is an umbrella legislation delineating the necessary polices and guidelines for the protection and improvement of the environment. It supports other acts pertaining the pollution control.

The Environmental Protection 1997 Act is abroad general umbrella law with various explanations and specific details, which may require periodical revisions. The Consulting firm will propose Rules , Regulation and Guidelines dealt with in following bylaws (not limited) relevant bylaws, which are easy to amend on periodical terms as necessary. A list of these bylaws is given below;

1. Bylaw for commercial handling(storage, transportation) of pesticides and pest control products.
2. Bylaw for inspection of pesticides and pest control products.
3. Bylaw for the Importation &Registration of pesticides and pest control products.
4. Bylaw for the Formulation of pesticides and pest control products.
5. Standards and acceptable limits for chemicals and Fertilizers release in environment (including water, air, soil)
6. Food laws would also be reviewed proposal also be made Maximum Residual level in food and consumer goods.

**Task 6-- Propose mechanism to enhance awareness among stakeholders about hazards of excessive use of pesticides and fertilizers and the dangers of sub-standards and fake fertilizers.**

Awareness raising in the whole community addressing the hazards of chemicals and how the humans and environment can be protected.

* + 1. development of awareness programme which cover all health and environmental impact of chemical and their judicious and safe use
    2. establishment of poison control centres with sufficient clinical and analytical capacities in addition to functions of treatment and prevention
    3. incorporation of the provisions of the international conventions in which the country is party, in policy and programmes of chemicals management
    4. establishment of pesticides use surveillance and monitoring programme to obtain information on use conditions and their impact on the environment

The Consulting Firm will hold meetings and provide presentation of all reports and studies to the stakeholders.

**Task 7 – Proposal to setup a body to implement proposal of the project and to control agriculture pollution.**

Specific tasks are as under

* Enforcement of laws and regulations as well as other guidance in the province;
* Implement strategic plan for continuous monitoring of hazardous chemical residues in various environmental compartments;
* Similarly a plan for research should set forward and follow the strategic goals and research activities should serve the specific goals set-out in the development plan;
* Following integrated pest management program utilizing all available methods in integrated manner to reduce the use of pesticides and chemical fertilizer in various sectors;
* Similarly releases of other hazardous chemicals in the environment have to be managed and reduced to the minimum;
* Awareness raising in the whole community addressing the hazards of chemicals and how the humans and environment can be protected.

**Draft** **Integrity Pact**

**(to be filled and submitted with Bid documents by Bidding consulting firm)**

**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 Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) 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 time 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]

Preparation and Submission of proposal

Part I Preparation of Technical Proposal

The applications shall be complete with the following documents:

a. Letter of proposal submission

b. Application form for Expression of Interest including the details of

similar projects undertaken

c. Consultancy organization and Experience including Capability

Statement

d. Comments and suggestions on the terms of reference including a

write-up on the understanding of the assignment.

e. Description of approach, methodology and work plan for performing

he assignment

f. Team composition and task assignment

g. Details of educational qualifications and experience details of

personnel assigned to the work

h. Staffing schedule

i. Work schedule

j. Comments/modifications suggested on draft contract

**The information shall be furnished in the formats prescribed in Appendices I and II.**

Preparation and Submission of proposal

Part I Preparation of Technical Proposal

The applications shall be complete with the following documents:

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f. Team composition and task assignment

g. Details of educational qualifications and experience details of personnel assigned to the work

h. Staffing schedule

i. Work schedule

j. Comments/modifications suggested on draft contract

a. To study the existing system of registration of pesticides and make recommendations for making it efficient from the point of ensuring quality control/assurance so as to ensure supply of quality pesticides to the farmers. Also study the existing human resource in terms of quality and recommend for improving them for delivery of services in terms of capacity building, outsourcing, application of ICT etc.,

b. To study the existing quality control/assurance systems in the facilities of Pesticides manufacturers/formulators in the country, adequacy of their inbuilt quality control/assurance and evaluation systems and recommend a code of conduct/good manufacturing processes/quality control practices for the industry to adopt.

c. To study the existing system of licensing by the states for manufacturing pesticides and measures to be taken including minimum infrastructure to be in place to improve it so as to ensure the supply of quality pesticides.

d. To study the existing system of licensing of traders and distributors of pesticides and make recommendations for improving quality of distributors for ensuring quality assurance of pesticides and simplification of its operation. This shall also include minimum technical knowledge required to be possessed by the dealers/distributors.

e. To assess the existing system of quality control/assurance mechanism of imported pesticides and make practical recommendations for improving the effectiveness of the control of technical grade Pesticides imported for formulation, or precursors imported for manufacturing pesticides, in SINDH, including establishing some benchmarks for quality and the periodic sampling and monitoring of imported shipments

f. To study the existing Pesticides Samples Collection system and Quality Certification System by Insecticides Inspectors as per the Insecticides Act, 1968 and Rules framed their under and recommend changes for improvement and prescribe standard procedures for risk based quality control systems.

g. To study the existing Quality Control System in the Central Insecticide Laboratory (CIL), Regional Pesticides Testing Laboratories (RPTLs), State Pesticides Testing Laboratories (SPTLs) and recommend – this should include the existing system of Coding adopted by CIL and other laboratories - and recommend changes for improvement.

h. To study the adequacy of quality testing infrastructure in the country and suggest for practical means of creating/hiring the required testing infrastructure and the needed incentive system to promote creation of such infrastructure.