

## **REQUEST FOR PROPOSALS (RFP)** **HIRING OF CONSULTANCY SERVICES**

DUHS invites sealed bids from well reputed Consultants registered with Pakistan Engineering Council (PEC) for carrying out Material Planning, Design and Construction Supervision of the project. Consultant have work experience in Hospital Building and Medical Allied Services.

Bidding shall be conducted on 'Single Stage Two Envelope' basis. The name of the Bidder and tender description shall be clearly marked on the envelopes both Technical and Financial, separately. Bidders are requested to give their best & final prices as no negotiations will be done.

Bidders are required to submit the documents along with following information.

- Name, address, telephone, fax number and E-Mail address of consultants.
- Ownership and Organization Structure of the consultants.
- Financial Statement Summary for the past three years.
- List of major (similar) assignment under-taken over the past 10 years.
- Name and short CV's of Principal Staff.

Please note that:

- The Consultancy Firms / Consultants must submit the valid Registration Certificate with PEC along with the copy of National Tax Certificate and Income Tax Clearance certificate for last two years.
- Conditional, optional, incomplete and bid not meeting the Evaluation Criteria shall be considered as 'Non-Responsive'.
- Bidder is required to submit a Pay Order of Rs. 2000 (Non Refundable) in favor of Dow University of Health Sciences, Karachi.
- Financial Bid shall be accompanied with Earnest Money (refundable) equivalent of 2% of total bid value in shape of Pay Order. Bid without the Earnest Money shall not be considered.
- Further, personal canvassing or recommendations will also disqualify the Bidder.
- The rates quoted should be valid for a period of ninety (90) days from the date of bid opening.

Bidding documents containing Term of References (TORs), Evaluation Criteria and other terms & conditions can be downloaded from [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) and [www.duhs.edu.pk](http://www.duhs.edu.pk) Prospective bidders are requested to drop their sealed proposals on / before 31-05-2017 till 10:30 hours in the tender box placed at the Office of the Director Planning & Development, 3<sup>rd</sup> Floor Administration Block, DMC Campus, DUHS, Karachi.

Bidders can also send their proposals through courier at the below mentioned address. Technical proposals will be opened on same date at 11:30 Hrs. in the presence of bidders who intend to witness the proceedings. Proposals received after due date / time shall not be considered. DUHS will not be responsible for any postal delay. The contract with the successful Consultants will be executed as per the standard form of contract for engineering consultancy services (for large projects) available at [www.duhs.edu.pk](http://www.duhs.edu.pk) and harmonized with SPPRA Rules. In case of any unforeseen situation or government holiday resulting in closure of office on the date of opening, bids shall be submitted / opened on next working date at the given time.

### **PROJECT DIRECTOR**

Planning & Development Department  
Dow University of Health Sciences,  
Baba-e-Urdu Road, Karachi  
Tel / Fax # 021-99216065,  
E-Mail: [directorpd@duhs.edu.pk](mailto:directorpd@duhs.edu.pk)



**OFFICE OF THE REGISTRAR  
DOW UNIVERSITY OF HEALTH SCIENCES,  
KARACHI**

*Baba-e-Urdu Road  
Karachi -74200 Pakistan  
Phone: 021-9215754-7  
Facsimile: 021-2745826*

Ref.No. DUHS/REG/2017/05-133

Date: May 12, 2017

**OFFICE ORDER**

The Competent Authority, Dow University of Health Sciences is pleased to constitute the **Complaint Redressal Standard Committee** comprising of the following officers to address complaints regarding all procurement issues in the University in pursuance of Clause 31(1) of the SPPRA Rules & Regulations, the members of the committee are:

S.NO	NAME OF MEMBERS	DESIGNATION
1.	Pro-Vice Chancellor, DUHS, Karachi	Convener
2.	<b>REPRESENTATIVE OF ACCOUNTANT GENERAL</b> Government of Sindh	Member
3.	<b>INDEPENDENT PROFESSIONAL EXPERT(S)</b> (To be nominated from relevant field)	Member



**REGISTRAR**  
Dow University of Health Sciences  
Karachi

CC to:

1. The PS to Vice Chancellor, Dow University of Health Sciences, Karachi.
2. All above members.
3. Office File.



**OFFICE OF THE REGISTRAR  
DOW UNIVERSITY OF HEALTH SCIENCES,  
KARACHI**

*Baba-e-Urdu Road  
Karachi -74200 Pakistan  
Phone: 021-9215754-7  
Facsimile: 021-2745826*

Ref No. DUHS/REG/2017/05-132

Date: May 12, 2017

**OFFICE ORDER**

The University Administration has constituted the Procurement Committee comprising of the following officers for Construction, Renovation and Rehabilitation of Work and Services.

S.NO	NAME OF MEMBERS	DESIGNATION
1.	Project Director, Planning & Development, DUHS, Karachi	Convener
2.	Director Finance, DUHS, Karachi	Member
3.	<b>INDEPENDENT PROFESSIONAL EXPERT(S)</b> (To be nominated from relevant field)	Member



**REGISTRAR**  
Dow University of Health Sciences  
Karachi

CC to:

1. The PS to Vice Chancellor, Dow University of Health Sciences, Karachi.
2. All above members.
3. Office File.

# **DOW UNIVERSITY OF HEALTH SCIENCES, KARACHI**



## **(TOR) TERMS OF REFERENCES**

**CONSULTANCY SERVICES  
AT DOW UNIVERSITY OF HEALTH  
SCIENCES, KARACHI**

To,

M/S. \_\_\_\_\_

You are hereby invited to submit a technical and financial proposal for Consulting Services required for the Assignment in the attached LOI Data Sheet, annexed herewith.

Your proposal could form the basis for future negotiations and ultimately a contract between your Firm and the Client named in the Data Sheet.

## **1. INTRODUCTIONS**

- 1.1 A brief description of the Assignment and its objectives are given in the Data Sheet.
- 1.2 The Client is undertaking the duty to implement the Project as Executing Agency.
- 1.3 To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to visit to Client before submitting a proposal and attend a pre-proposal conference if specified in the Data Sheet. Your representative shall meet the officials named in the Data Sheet. Please ensure that these officials are advised of the visit in advance to allow adequate time for them to make appropriate arrangements. You must fully inform yourself of local conditions and take them into account in preparing your proposal.
- 1.4 The Client shall provide the inputs specified in the Data Sheet.
- 1.5 Please note that:
  - a). The cost of preparing the proposal and negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost for the Assignment.
  - b). The Client is not bound to accept any of the proposals submitted.
  - c). The firm needs to be registered with Pakistan Engineering Council.
  - d). Also please note that, the evaluation committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the former will prevail. In addition to the above correction, activities and items described in the technical Proposals but not priced in the financial proposals shall be assumed to be included in the prices of other activities or times. In case any activity or item is quantified in the financial proposal differently from the technical proposal the evaluation committee shall correct the quantification indicated in the financial proposal to make it consistent with that indicated in the technical proposal.

## **2. DOCUMENTS**

- 2.1 To prepare a proposal, please use the attached forms/documents listed in RFP.
- 2.2 Consultants requiring a clarification of the documents must notify the Client, in writing, not later than seven (07) days before the proposal submission date. Any request for clarification in writing, or by cable, telex or telefax shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond by cable, telex or telefax to such request and copies of the response shall be sent to all invited Consultants.

- 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 consulting firm, modify the Documents by amendment. The amendment shall be sent in writing or by cable, telex or telefax to all short listed consulting firms and will be binding on them. The Client may at its discretion extend the deadlines for the submission of proposals.

### 3.0 PREPERATION OF PROPOSAL

- 3.1 You are requested to submit technical & financial proposal. Your proposal shall be written in English language.

3.2 Technical Proposal

- a. In preparing the technical proposal, you are expected to examine all terms and instructions included in this RFP. Failure to provide requested information shall be at your own risk and may result in rejection of your proposal.
- b. During preparation of the technical proposal you must give particular attention to the followings:

Form-4	Comments of Suggestion on the Terms of Reference.
Form-5	Approach Paper on Methodology Proposed for Performing the Assignment including: <ul style="list-style-type: none"><li>• Understanding of Project Objectives and Scope of Work.</li><li>• Technical Approach and Methodology.</li><li>• Work Plan.</li><li>• Organization and Staffing.</li></ul>
Form-6	CVs signed by an authorized person of the firm. Key information should include number of years with the firm and degree of responsibilities held in various assignments.
Form-7	A work plan, illustrated with a bar chart of activities and graphics of the critical path method (CPM) or project evaluation review techniques (PERT) type.
Form-8	A work plan and time schedule for the key personnel showing the total number of person months.
Form-9	Current commitments of the firm.
Form-10	Any additional information as requested in the Data Sheet.

- c. The technical proposal shall not include any financial information.

### 4. SUBMISSION OF PROPOSAL

- 4.1 You shall submit one original technical proposal and one original financial proposal and number of copies of each indicated in the Data Sheet. Each proposal shall be in a separate envelop indicating original or copy, as appropriate. All copies of technical proposal shall be placed in an envelope clearly marked "Technical Proposal" and the financial proposals in the one marked "Financial Proposal". These two envelopes, in turn, shall be sealed in an outer envelope bearing the address and information indicated in the Data Sheet. The envelope shall be clearly marked "DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE".
- 4.2 The proposal shall contain no interlineations of overwriting except as necessary to correct errors made by the consultants themselves. Any such corrections shall be initialed by the person or persons signing the proposal.
- 4.3 The completed technical and financial proposals shall be delivered on or before the time and date indicated in the Data Sheet.



- 4.4 The proposal shall be valid for the number of days indicated in the Data Sheet from the date of its submission. During this period, you shall keep available the professional staff proposed for the assignment.

## 5. PROPOSAL EVALUATION

- 5.1 Technical Proposal The evaluation committee appointed by the CLIENT shall carry out Technical Proposal Evaluation, applying the evaluation criteria and point system specified in the Data Sheet. Each responsive proposal shall be attributed a technical score (st). Firms scoring less than seventy (70) percent points shall be rejected and their financial proposal shall be returned unopened.
- 5.2 Financial Proposal: The financial proposals of the technically qualified consulting firms on the basis of evaluation of technical proposals shall be opened in the presence of the representatives of these firms, who shall be invited for the occasion and care to attend. Client shall inform the technically qualified firms regarding the date and time for opening the financial proposals. The total cost of each proposal shall be publicly announced to the attending representatives of the firms.

The evaluation committee shall determine whether the financial proposals are complete and without computational errors. The lowest financial proposal (Fm) among all the qualified bidders shall be given a financial score of (Sf) 100 points. The financial scores of the other qualified proposals shall be computed as follows:

$$Sf = \frac{100 \times Fm}{F}$$

(F= amount of specified financial proposal)

After evaluation of Financial Proposals, final ranking of technically qualified firms shall be worked out for a combined technical and financial score using the weights indicated in the Data Sheet.

## 6. NEGOTIATIONS

The proposal evaluated as combined ranked No.1, will be invited to negotiate technical and other terms of the contract without delay. The representatives conducting negotiations on your behalf must have written authority to negotiate all terms and to conclude a binding agreement failing which proposal evaluated as combined ranked No.2 will be invited for negotiations. The negotiations will conclude with an agreed form of the contract. On completion of negotiations the client and the firm will initial the agreed draft contract.

## 7. AWARD OF CONTRACT

The contract shall be awarded after successful negotiations with the selected Consultants and approved by the Competent Authority.

### DATA SHEET

1.	The name of the Assignment is: Consultancy Services for Planning, Designing and Construction Supervision of Hospital Buildings and Medical Allied Services at DUHS, Karachi.
2.	The name of the Client is: Dow University of Health Sciences, Karachi (DUHS)
3.	The description and the objectives of the assignment are: Objectives of the assignment is to get the buildings constructed in accordance with specifications and standards:
4.	Phasing of the Assignment (if any): Yes _____ No _____
5.	The consultants are requested to submit written queries on the content of these documents if they wish. A written addendum can be issued subsequently, to all invited participants.
6.	The Client shall provide the following inputs: All Data and Reports available with Client
7.	Association with other Short Listed Consulting Firms : Note Allowed
8.	The number of copies of the Financial Proposal required are: Original Only
9.	Date and time of proposal submission is 31-05-2017 @ 1030 Hours
10.	Date and time of opening of Technical Proposal is 31-05-2017 @ 1100 Hours
11.	Opening of Financial Proposal shall be intimated separately after technical evaluation process is completed.
12.	Validity period of the proposal is: 90 Days
13.	Method of Evaluation Proposals will be evaluated in accordance with Quality cum Cost Based Selection Method. Weightings given to Technical & Financial Proposal are as under: Technical Proposal 80% Financial Proposal 20%
14.	Assignment Completion Period a. Planning, Designing and Tender Documents 06 Months b. Construction Supervision 18 Months



## EVALUATION CRITERIA

Participants will be evaluated as per criteria defined below:

### **1. Profile & Experience**

- Experience of the only registered consultants will be accepted from the date of registration with Pakistan Engineer Council.
- In case of firm, experience certificate should be signed by CEO / Senior Executive with supporting documents.

### **2. No. of Assignments / Projects successfully completed**

- Over 10, well recognized Assignments undertaken in last 10 years, worth more than or equal to 100 million preferably public sector Enterprise at National / International level.
- Between 6 to 9, well recognized Assignments undertaken in last 10 years, worth more than or equal to 100 million preferably public sector Enterprise at National / International level.
- 05, well recognized Assignments undertaken in last 10 years, worth more than or equal to 100 million preferably public sector Enterprise at National / International level.
- Participant will provide the list of clients along with completion certificates.

### **3. Qualification and Competence of the Key Staff detailed**

A dedicated team of full time personnel who have adequate exposure to undertake the project. Personnel constituting the team would comprise of Senior Professionals & Lead Consultant.

PERSONNEL	QUALIFICATION	NO. OF PERSONNEL
Project Manager / Team Leader	M.S, B.E (Preferred in relevant field) 20 year's experience, minimum 05 year's service with existing firm.	01
Sr. Associates	B.E (Preferred in relevant field) 15 years experience, minimum 05 years service with existing firm.	01
Design Engineers	B. Architect.	01
	B.E (Electrical Engineering) 15 year's experience.	01
	B.E (Mechanical / HVAC&R)	01
Site Engineers	B.E (Civil)	01
	B.E (Electrical)	01

#### 4. Financial Position of the Firm

ANNUAL TURN OVER
Average Annual turnover of last three years > PKR 75 Millions
Average Annual Turnover of last three years > PKR 50 Millions
Average Annual Turnover of last three years > PKR 25 Millions

Financial statement duly audited by a firm of chartered accountant registered with institute of chartered of Pakistan (ICAP).

#### 5. Adequacy of the proposed Work Plan and Methodology in responding to TORs

<u>QUALIFICATION</u>
Organizational Structure illustrating the composition and reporting relationship of the team
Methodology and approach for tasks identified in TORs
Work plan giving comprehensive description of the work activities and time schedule etc.

**ANNEXURE-A**

**TECHNICAL PROPOSAL FORMS**

**TECHNICAL PROPOSAL SUBMISSION LETTER**

To:

(insert name and address of client)

Sub: \_\_\_\_\_

Dear Sir,

We, the undersigned, offer to provide the consultancy services for *(insert name of project)* in accordance with your request for proposal vide Advertisement dated \_\_\_\_\_.

We are hereby submitting our Proposal which includes this Technical Proposal *(insert number of copies)* and Financial Proposal sealed under a separate envelope.

We are submitting our Proposal as \_\_\_\_\_ *(insert JV or single entity)*. We hereby 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. If negotiations are held during the period of validity of the Proposal i.e. indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed Personnel.

Our proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

For \_\_\_\_\_

Signature \_\_\_\_\_

Designation Official Stamp

Registration with PEC / PCATP Provide copies of registration with Pakistan Engineering Council and Pakistan Council of Architects and Town Planners.

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Provide brief description of the firm (not more than 02 A4 size pages)

**FIRM REFERENCE  
RELEVANT SERVICES CARRIED OUT THAT BEST  
ILLUSTRATE QUALIFICATION**

PROJECT NAME:		COUNTRY:
PROJECT LOCATION WITHIN COUNTRY:		PROFESSIONAL STAFF PROVIDED BY THE FIRM :
NAME OF CLIENT:		NO. OF STAFF:
START DATE (Month/Year):	COMPLETION DATE (Month/Year).	APPROX. VALUE OF SERVICES:
NAME OF ASSOCIATED FIRM(S) OF ANY:		NO. OF MAN-MONTHS OF PROFESSIONAL STAFF PROVIDED BY ASSOCIATED FIRM(S):
NAME OF SENIOR STAFF INVOLVED AND FUNCTIONS PERFORMED:		
DETAILED NARRATIVE DESCRIPTION OF PROJECT:		
DETAILED DESCRIPTION OF ACTUAL SERVICES PROVIDED BY THE FIIM		



**COMMENTS OR SUGGESTIONS ON TOR**

It is suggested that any Comments / Observations on Terms of Reference may be presented in this form.

**APPROACH PAPER ON METHODOLOGY PROPOSED FOR PERFORMING THE  
ASSIGNMENT**

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present the Technical Proposal, divided into following sections.

- Understanding of Project Objectives and Scope of Work
- Technical Approach and Methodology
- Work Plan
- Organization and Staffing