



NATIONAL HIGHWAY AUTHORITY

Procurement & Contract Administration Section
28 Mauve Area, G-9/I, Islamabad ☎ 051-9032727, 📠 051-9260419

No. 6(413)/GM (P&CA)/NHA/17/ 611

24th April, 2017

Director General

Public Procurement Regulatory Authority
1st Floor FBC Building near State Bank,
Sector G-5/2,
Islamabad.

Subject: **ANNOUNCEMENT OF EVALUATION REPORT (PPRA Rule-35):
CONSULTANCY SERVICES FOR PREPARATION OF NHA
COMPOSITE SCHEDULE OF RATES (CSR).**

Reference: PPRA Rule-35

Kindly find attached the duly filled and signed Evaluation Report along with Bid Evaluation Criteria (Annex-I) pertaining to the procurement of subject services in view of above referred PPRA Rule-35 for uploading on PPRA website at the earliest, please.

(Muhammad Azam)
Director (P&CA)

Encl: Evaluation Report along with Annex-I

Copy for kind information to:

- Member (Planning), NHA
- Member (Engineering-Coord), NHA
- General Manager (P&CA), NHA
- S.O (Tech.) to Chairman, NHA

EVALUATION REPORT

(As Per Rule 35 of PP Rules, 2004)

1.	Name of Procuring Agency:	National Highway Authority
2.	Method of Procurement:	Single Stage Two Envelop Procedure
3.	Title of Procurement:	Consultancy Services for Preparation of NHA Composite Schedule of Rates (CSR).
4.	Tender Inquiry No.:	6(413)
5.	PPRA Ref. No. (TSE):	TS293712E
6.	Date & Time of Bid Closing:	8 th November, 2016 at 1200 hours local time
7.	Date & Time of Bid Opening:	8 th November, 2016 at 1230 hours local time
8.	No of Bids Received:	Three (03) Proposals were received
9.	Criteria for Bid Evaluation:	Criteria of Bid Evaluation is attached at Annex-I
10.	Details of Bid(s) Evaluation:	As below

Name of Bidder	Marks		Evaluated Cost (PKR)	Rule/Regulation/SBD*/ Policy/ Basis for Rejection / Acceptance as per Rule 35 of PP Rules, 2004.
	Technical (if applicable)	Financial (if applicable)		
1) M/s Prime Engineering & Testing Consultants (Pvt.) Ltd. in association with M/s Republic Engineering Corporation (Pvt.) Ltd.	650	200	49,884,721	Top scoring firm in combined evaluation (PPRA Rule 36(b) (ix))
2) M/s Techno Legal Consultants (Pvt.) Ltd.	570	192	52,088,916	2 nd
3) M/s National Engineering Services Pakistan NESPAK (Pvt.) Ltd	568	117	85,410,709	3 rd

Top Ranked Bidder:

M/s Prime Engineering & Testing Consultants (Pvt.) Ltd. in association with M/s Republic Engineering Corporation (Pvt.) Ltd.

11. **Any other additional / supporting information, the procuring agency may like to share:** The Procurement was carried out in line with PPRA Rules & Regulations. The bidding was done on QCBS method with 80:20 Technical to Financial Proposals ratio.

Signature:

Official Stamp:

..... **General Manager (P&CA)**
National Highway Authority
Islamabad

*Standard Bidding Documents (SBD).

National Highway Authority



Annex-I
Criteria
FOR
Bid Evaluation

**Consultancy Services for Preparation of NHA
Composite Schedule of Rates (CSR)**

April, 2017



NATIONAL HIGHWAY AUTHORITY

Procurement & Contract Administration Section
28-Mauve Area, G-9/1, Islamabad Tel: 9032727, Fax: 9260419

Ref: 6(413)/GM (P&CA)/NHA/16/1648


4th November, 2016

All Prospective Consultants

Subject: **Minutes of Pre-Proposal Meeting and Addendum No.1 for:
Consultancy Services for Preparation of NHA Composite Schedule
of Rates (CSR)**

Reference: Request for Proposal Notice for subject Services appeared in daily newspapers on 22nd October, 2016

Minutes of Pre-Proposal Meeting held on 26th October, 2016 and Addendum No.1 for subject Services being integral part of the Request for Proposal, are enclosed herewith, for necessary action, please.


(Muhammad Azam)
Director (P&CA)

Enclosure:

**Minutes of Pre-Proposal Meeting (02 Pages)
Addendum No.1 (01 Page)**

Copy for kind information to:

- Member (Engineering Coordination), NHA, Islamabad;
- General Manager (P&CA), NHA, Islamabad;
- SO (Tech.) to Chairman, NHA;
- Office Copy.

**MINUTES OF PRE-PROPOSAL
MEETING HELD ON 26th October 2016**

Consultancy Services for Preparation of NHA Composite Schedule of Rates (CSR)

A Pre-Proposal Meeting was held in NHA Auditorium at 1100 hours on 26th October, 2016 to discuss the Request for Proposal (RFP) for subject Services. Following NHA officers and representatives of prospective consultants attended the meeting:

▪ **National Highway Authority**

- Mr. Muhammad Azam ... Director (P&CA) - III
- Mr. Dawood Khan ... Deputy Director (P&CA) - II
- Mr. Atta-ul-Mohsin ... Deputy Director (QS)

▪ **Consultants**

- Mr. Yasir Bashir ... M/s Techno Legal Consultants (Pvt.) Ltd.
- Mr. Aamir Ghori ... M/s Prime Engineering & Testing (Pvt.) Ltd.

2. The queries submitted during the above mentioned pre-proposal meeting and their clarifications/ replies are summarized below for information of all prospective bidders:

Sr. No.	Queries	Reply
1.	Clause 1.9 of Instruction to Consultants (Annex-A) Please clarify if further that whether a consultant engaged in NHA project for supervision purpose constitute any conflict of interest; in our view, preparation of CSR is an independent research work and has relation with Cost Estimates which the NHA Authority prepares. The present exercise is the tool to prepare such estimate.	No we see no Conflict of Interest.
2.	In the presence of RFP provision Section 3.1.2 (d); the provisions under section 3.1.4 (d) is not required; rather, such restrictions will limit the opportunity to select various expertise that are required for preparation of "just and transparent" web based CSR, based on the international standard. It may please also be noted that preparation of such CSR is not a regular exercise for which the consultancy services are sought; as such, relevant high qualities multidisciplinary personnel are not maintained on permanent basis by the consultant. Therefore, the Section 3.1.4 (d) may please be deleted.	Agreed, for this procurement, it is not mandatory that the proposed Key Personnel must be regular employee of the firm; however, the proposed Key Personnel must have the requisite qualification and experience mentioned in the TOR.
3.	With reference to the cited RFP we feel that the qualification requirement of the Project Manager does not provide sufficient competition. The requirement as stipulated is restricted to "Min. Registered B.E/B.Sc. (Civil Engg.)" with preference for higher qualifications. We feel that the assignment could be better undertaken by someone with a wider scope of understanding of the issues involved. Since membership of international professional bodies is attained after attaining graduation at the Bachelor's level or after being exempted from this, we would, therefore, request the following alternate qualification for the position of Project Manager may be included as an alternative: Professional qualification in Cost Engineering or Cost Accounting. The experience requirements should be revised to read: 20 years in estimation/costing or in the development of unit rates used in preparing engineer's estimates on not less than 10 highway projects at the National level. The skills requirement should include: <u>Experience of procurement Rules and Regulations</u> In effect the table of requirements for Key Staff in the Data Sheet should read as follows:	The proposed change in criterion is not agreed to for the position of Project Manager; however, the individual with the proposed qualification and experience shall be eligible for the position of Sr. Cost Engineer.



Sr. No.	Queries				Reply
	Designation (Office)	Qualification	Experience	Skills	
	Project Manager	Min. PEC Registered B.E./ B.Sc. (Civil Engg.), however advantage shall be given for higher education in the field, or Professional qualification in Cost Engineering or Cost Accounting	15 years in Quantity Surveying and Estimation over NHA Projects, or 20 years of estimation / costing or in the development of unit rates used in preparing engineer's estimates on not less than 10 highway projects at the National level.	Proficient in FIDIC Contracts and NHA General Specifications. Experience of procurement Rules and Regulations. Excellent command over MS Office.	

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ADDENDUM No.1

Consultancy Services for Preparation of NHA Composite Schedule of Rates (CSR)

Following amendments have been made in the Request for Proposal (RFP) for subject Services under this Addendum No.1, which shall be read and construed as an integral part of RFP and shall take precedence in case of any conflict(s)/ambiguity(s) amongst this Addendum No.1 and other provisions of the RFP.

1. DATA SHEET

1.1. Sub Clause 3.1.4 (d)

Refer Page 11 of RFP; the Sub-Clause 3.1.4 (d) the sentence starting with “Proposed key staff shall” and ending with words “.....prior to submission of Proposal” is deleted and replaced as under:

The Proposed key staff is not necessarily permanent employees of the consultants.

1.2. Sub Clause 3.1.4 (d)

Refer Page 11 of RFP; the qualification and experience criterion for Sr. Cost Engineer under the minimum required experience of proposed Key staff is replaced as under:

Designation (Office)	Qualification	Experience	Skills
Sr. Cost Engineer	PEC Registered B.E./B.Sc. (Civil Engg.) or Professional qualification in Cost Engineering or Cost Accounting	10 years in Quantity Surveying and Estimation over NHA Projects or 20 years of estimation / costing or in the development of unit rates used in preparing engineer's estimates on not less than 10 highway projects at the National level.	Proficient in FIDC Contracts and NHA General Specifications. Experience of procurement Rules and Regulations. Excellent command over MS Office.

2. All other terms and conditions shall remain same.

---ooOoo---



6(413)

National Highway Authority



REQUEST FOR PROPOSAL

for

CONSULTANCY SERVICES FOR PREPARATION OF NHA COMPOSITE SCHEDULE OF RATES (CSR)

Pages (1 to 88)

October, 2016

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**GOVERNMENT OF PAKISTAN
NATIONAL HIGHWAY AUTHORITY
27-Mauve Area, G-9/1,
Post Box No. 1205,
ISLAMABAD**

Dated the _____
Ref No. _____

LETTER OF INVITATION (LOI)

To,
All prospective consultants

Gentlemen!

We extend warm welcome to you and invite you for participating in this project. We hope that you will live up to your reputation and provide us accurate information so that the evaluation is carried out "just and transparent". Please understand that the contents of this RFP, where applicable, shall be deemed part of the contract agreement. An example to this affect can be the contents of your work plan and methodology which you shall be submitting in your technical proposal. Since that is the basis of the selection, therefore, it shall become part of the contract agreement subject to approval/revisions of the same by NHA during the negotiations. Similarly, all other services and the content contributing to services shall be deemed part of the contract agreement unless it is specified for any particular item up-front in your technical proposal which obviously will make your proposal a conditional proposal whereby, authorizing NHA to may or may not consider to evaluate your proposal. Please understand that if no such mention appears up-front (i.e. on front page of technical proposal) then it shall be deemed that the consultant is in 100% agreement to the above. You are also advised to kindly read the RFP thoroughly as it can drastically affect the price structure for various services which may not be appearing directly in the terms of reference. In the end, we appreciate your participation and hope that you will feed a good proposal to merit consideration by NHA.

General Manager (P&CA)
Telephone: +92-51-9032727,
Fax: +92-51-9260419
E-mail: gmpca.nha@gmail.com,
Website: www.nha.gov.pk



ATTACHMENTS

1. Instructions to Consultants (Annex A)
2. Data Sheet (Annex B)
3. Technical Proposal Forms
4. Financial Proposal Forms
5. Appendix A (Terms of Reference)
6. Appendix B (Person-Months and Activity Schedule)
7. Appendix C (Client's Requirements from the Consultants)
8. Appendix D (Personnel, Equipment, Facilities and other services to be provided by the Client).
9. Appendix E (Copy of Model Agreement)

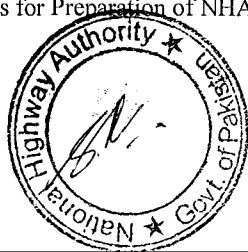
Say No to Corruption



INSTRUCTIONS TO CONSULTANTS

1. INTRODUCTION

- 1.1 You are hereby invited to submit a technical and a financial proposal for consulting services required for the assignment named in the attached Data Sheet (referred to as "Data Sheet" hereafter) annexed with this letter. Your proposal could form the basis for future negotiations and ultimately a Contract between your firm and the Client named in the Data Sheet.
- 1.2 A brief description of the assignment and its objectives are given in the Data Sheet. Details are provided in the attached RFP for consultancy services provided in the Documents, and will become part of agreement subsequently.
- 1.3 The assignment shall be implemented in accordance with the phasing specified in the Data Sheet.
- 1.4 The Client has been entrusted the duty to implement the Project as Executing Agency by Government of Pakistan (GoP) and funds for the project shall be arranged by the Client.
- 1.5 To obtain first-hand information on the assignment and on the local conditions, you are encouraged to pay a visit to the Client before submitting a proposal and attend a pre-proposal conference if specified in the Data Sheet. Your representative shall meet the named officials on the date and time specified 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.
- 1.6 The Client shall provide the inputs specified in the Data Sheet, assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.7 Please note that:
- i. The cost of preparing the proposal and of negotiating the Contract, including a visit to the Client, are not reimbursable as a direct cost of the Assignment, and
 - ii. The Client is not bound to accept any of the proposals submitted.
- 1.8 The names of the invited consultants are given in the Data Sheet.
- 1.9 We wish to remind you that in order to avoid conflicts of interest:
- a. Any firm providing goods, works, or services with which you are affiliated or associated is not eligible to participate in bidding for any goods, works, or services (other than the services and any continuation thereof) resulting from or associated with the project of which this assignment forms a part; and
 - b. Any previous or ongoing participation in relation with the project by your firm, its



professional staff, its affiliates or associates under a Contract may result in rejection of your proposal. You should clarify your situation in that respect with the Client before preparing the proposal.

2. DOCUMENTS

- 2.1 To prepare a proposal, please use the Documents specified in the Data Sheet.
- 2.2 Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than twenty one (21) days before the proposal submission date. Any request for clarification in writing, or by cable, telex or tele-fax shall be sent to the Client's address specified in the Data Sheet. The Client shall respond by cable, telex or tele-fax to such requests 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 an invited consulting firm, modify the Documents by amendment. The amendment shall be sent in writing or by cable, telex or tele-fax to all invited consulting firms and will be binding on them. The Client may at its discretion extend the deadlines for the submission of proposals.

3. PREPARATION OF PROPOSAL

It will consist of two parts – Technical and Financial

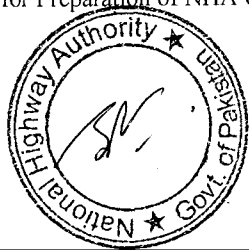
3.1 Technical Proposal

- 3.1.1 The Technical Proposal should be submitted using the format specified and shall include duly signed and stamped forms appended with the RFP. This is a mandatory requirement for evaluation of proposals and needs to be filled up carefully.
- 3.1.2 For Technical Proposal, the general approach and methodology which you propose for carrying out the services covered in the TOR, including such detailed information as you deem relevant, together with your appreciation of the Project from provided details and
- a. A detailed overall work program to be provided with timing of the assignment of each expert or other staff member assigned to the project. This will also provide the Client an opportunity to effectively monitor work progress.
 - b. Total number of man-months and project duration as per TOR.
 - c. Clear description of the responsibilities of each expert staff member within the overall work program.
 - d. The Curriculum Vitae (CV) of all Key Staff members and an affidavit that proposed staff shall be available for the assignment during the project duration and their present place of duty may also be specified. The Consultants are advised to suggest such names that shall be available for the Assignment.
 - e. The technical proposal shall include duly filled in forms provided with this RFP. The name, background and professional experience of each expert staff member to be assigned to the project, with particular reference to his experience of work of a nature similar to that of the proposed assignment.
 - f. Current commitments and past performance are the basic criteria of technical



proposal. You are required to provide the details of present commitments/on-going jobs as referred in the Form A-10 of technical proposal. Further, the basis for the past performance is the report from Design Section and Construction Wing of the Client.

- 3.1.3 In preparing the technical proposal, you are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information shall be at your own risk and may result adversely in the scoring of your proposal. The proposal should be prepared as per RFP and any suggestion or review of staff etc. should be clearly spelt out in form A-4. This will be discussed at the time of negotiation meeting as and when called.
- 3.1.4 During preparation of the technical proposal, you must give particular attention to the following:
- a. The Firm needs to be registered with Pakistan Engineering Council (PEC).
 - b. If you consider that your firm does not have all the expertise for the assignment you may obtain a full range of experience by associating with other firms or entities. You may also utilize the services of expatriate experts but only to the extent for which the requisite expertise is not available in any Pakistani firm. In case of Joint Venture, the proposal should state clearly partners will be "Jointly and Severally" responsible for performance under the Contract and one (Representative) partner will be responsible for all dealings with the Client on behalf of the Joint Venture. Its "Power of Attorney" on this account is to be enclosed. The representative partner shall retain the responsibility for the performance of obligations and satisfactory completion of the consultancy services. PEC registers a foreign consulting firm for issuing license to provide consultancy services in Pakistan, which is based on formation of JV with the condition that the foreign consulting firm shall provide only that share of consultancy services by the JV for which expertise is not available with Pakistani consulting firms. A copy of JV agreement to be provided at the time of finalizing the contract documents with specific responsibilities and assignments to be looked after by each partner.
 - c. Subcontracting part of the assignment to the other Consultants is not discouraged and Specialist Sub-Consultants may be included.
 - d. The key professional staff proposed shall be permanent employees of the firm unless otherwise specified in the Data Sheet. The minimum stay with the firm for such persons is Six months. No alternative to key professional staff may be proposed and only one CV may be submitted for each position. The minimum required experience of proposed Key Staff is specified in the Data Sheet.
 - e. The training shall be imparted during the currency of the contract if specified in the Data Sheet.
- 3.1.5 The technical proposal shall not include any financial information. The Consultant's comments, if any, on the data, services and facilities to be provided by the Client and specified in the TOR shall be included in the technical proposal.

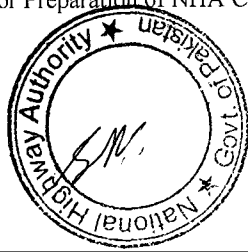


3.2 Financial Proposal

- 3.2.1 The financial proposal should be submitted using the format specified and enclosed with this RFP. This is a mandatory requirement for evaluation of proposals and needs to be filled up carefully. The total cost is to be specified in the Form A-17.
- 3.2.2 The financial proposal should list the costs associated with the Assignment. These normally cover remuneration for staff in the field and at headquarters, per diem, housing, transportation for mobilization and demobilization, services and equipment (vehicles, office equipment furniture and supplies), printing of documents, surveys and investigations. These costs should be broken into foreign (if applicable) and local costs. Your financial proposal should be prepared using the formats attached as forms A-11 to A-17.
- 3.2.3 The financial proposal shall also take into account the professional liability as provided under the relevant PEC Bye-Laws and cost of insurances specified in the Data Sheet.
- 3.2.4 Costs may be expressed in currency (s) listed in the Data Sheet.
- 3.2.5 The evaluation committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, activities and items described in the Technical Proposals but not priced, in the Financial Proposals shall be assumed to be included in the prices of other activities or items. In case an activity or item is quantified in the Financial Proposal differently from the Technical Proposal, the evaluation committee shall correct the quantification specified in the Financial Proposal so as to make it consistent with that specified in the Technical Proposal.

4. SUBMISSION OF PROPOSALS

- 4.1 You shall submit one original technical proposal and one original financial proposal and the number of copies of each specified in the Data Sheet. Each proposal shall be in a separate envelope indicating original or copy, as appropriate. All technical proposals 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 specified in the Data Sheet. The envelope shall be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE."
- 4.2 In the event of any discrepancy between the copies of the proposal, the original shall govern. The original and each copy of the technical and financial proposals shall be prepared in indelible ink and shall be signed by the authorized Consultant's representative. The representative's authorization shall be confirmed by a written power of attorney accompanying the proposals. All pages of the technical and financial proposals shall be initialed by the person or persons signing the proposal.
- 4.3 The proposal shall contain no interlineations or 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.



- 4.4 The completed technical and financial proposals shall be delivered on or before the time, date, and the location specified in the Data Sheet.
- 4.5 The proposals shall be valid for the number of days stated in the Data Sheet from the date of its submission. During this period, you shall keep available the professional staff proposed for the assignment. The Client shall make its best effort to complete negotiations at the location stated in the Data Sheet within this period.

5. PROPOSAL EVALUATION

- 5.1 A Single-Stage-Two-Envelope procedures shall be adopted in ranking of the proposals. The technical evaluation shall be carried out first, followed by the financial evaluation. The Consultants shall be ranked using a combined technical/financial score.

5.2 Technical Proposal

- 5.2.1 The evaluation committee appointed by the Client shall carry out its evaluation for all the projects as listed in Para 1.1, applying the evaluation criteria and point system specified in the Data Sheet. Each responsive proposal shall be given a technical score: S_t . The Consultants scoring less than seventy (70) percent points shall be rejected and their financial proposals returned un-opened.

5.3 Financial Proposal

- 5.3.1 The financial proposals of the three top-ranking qualifying Consultants on the basis of evaluation of technical proposals shall be opened in the presence of the representatives of these Consultants, who shall be invited for the occasion and who care to attend. The Client shall inform the date, time and address for opening of financial proposals as specified in the Data Sheet. The total cost and major components of each proposal shall be publicly announced to the attending representatives of the firms.

- 5.3.2 The evaluation committee shall determine whether the financial proposals are complete and without computational errors. The lowest financial proposal (F_m) among all shall be given a financial score: S_f of 1000 points. The financial scores of the proposals shall be computed as follows:

$$S_f = (1000 \times F_m) / F$$

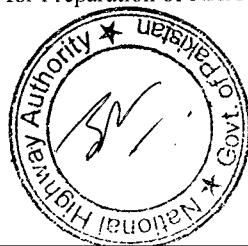
(F = amount of specific financial proposal)

- 5.3.3 Proposals, in the Quality Cum Cost Based Selection (QCBS) shall finally be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T- the weight given to the technical proposal, P = the weight given to the financial proposal, and $T+P=1$) stated in the Data Sheet:

$$S = S_t \times T \% + S_f \times P \%$$

6. NEGOTIATION

- 6.1 Prior to the expiration of proposal validity, the Client shall notify the successful Consultant who submitted the highest ranking proposal in writing, by registered letter, cable telex or facsimile and invite it to negotiate the Contract.



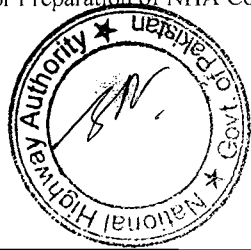
- 6.2 Negotiations normally take from two to five days. The aim is to reach agreement on all points and initial a draft contract by the conclusion of negotiations.
- 6.3 Negotiations shall commence with a discussion of your technical proposal. The proposed methodology, work plan, staffing and any suggestions you may have made to improve the TOR. Agreement shall then be reached on the final TOR, the staffing, and the bar charts, which shall indicate activities, staff, and periods in the field and in the home office, staff months, logistics and reporting.
- 6.4 Changes agreed upon shall then be reflected in the financial proposal, using proposed unit rates (no negotiation of the staff month rates).
- 6.5 Having selected Consultants on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the staff named in the proposal. Prior to contract negotiations, the Client shall require assurances that the staff members will be actually available. The Client shall not consider substitutions of key staff except in cases of un-expected delays in the starting date or incapacity of key professional staff for reasons of health.
- 6.6 The negotiations shall be concluded with a review of the draft form of the contract. The Client and the Consultants shall finalize the contract to conclude negotiations. If negotiations fail, the Client shall invite the Consultants that received the second highest score in ranking to Contract negotiations. The procedure will continue with the third in case the negotiation process is not successful with the second ranked consultants.

7. AWARD OF CONTRACT

- 7.1 The contract shall be awarded after successful negotiations with the selected Consultants and approved by the competent authority. Upon successful completion of negotiations/initialing of the draft contract, the Client shall promptly inform the other Consultants that their proposals have not been selected.
- 7.2 The selected Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

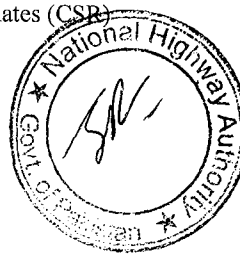
8. CONFIRMATION OF RECEIPT

- 8.1 Please inform the Client by telex/facsimile courier or any other means:
- (i) That you received the letter of invitation;
 - (ii) Whether you will submit a proposal; and
 - (iii) If you plan to submit a proposal, when and how you will transmit it.

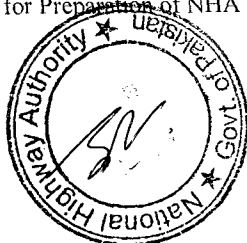


DATA SHEET

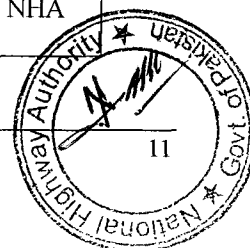
LOI Clause No.	DESCRIPTION OF CLAUSE
1.1	<p>The name of Assignment is:- Consultancy Services for “Preparation of NHA Composite Schedule of Rates (CSR)”</p> <p>The Client’s Name is:- National Highway Authority</p>
1.2	<p>The description and the objectives of the assignment are: As per TOR</p>
1.3	<p>Phasing of the Assignment (if any): Yes</p> <p>The Consultant shall commence the assignment upon signing of Contract Agreement between NHA and the successful Consultant in two phases as per TOR.</p>
1.5	<p>Pre-Proposal Conference: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>The name(s) and address(es) of the Official(s) is (are):</p> <p>General Manager (P&CA) National Highway Authority 28, Mauve Area, G-9/1 Islamabad</p> <p>Date, Time and Venue for Pre-proposal Conference:</p> <p>Date: 26th October, 2016 Time: 1100 hours Venue: NHA Auditorium (HQ) National Highway Authority 28, Mauve Area, G-9/1 Islamabad.</p>
1.6	<p>The Client shall provide the following inputs:</p> <p>As per TOR and Appendix D.</p>
1.7	<p>Following sub-clauses are added:</p> <p>iii. The Consultant may please note not to suggest names of key staff already proposed in other proposals with the Client or awarded recently. This will affect adversely marking of these professionals in evaluation of the technical proposal. Their secured points are liable to be reduced by 50% if their name appears in more than 1 previous proposal in which they are ranked No.1. Also the existing load of work with a firm shall be considered as one of the factors for the consideration in the award of the work.</p> <p>iv. Form A-4 is meant for comments on provision contained in RFP and Terms</p>



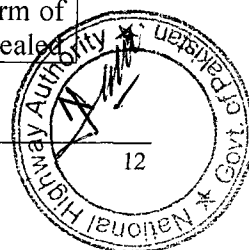
	of Reference (TOR) and unless the observations are noted in this particular form, anything written elsewhere on this account including financial implications, if any, shall be considered of no consequence in the evaluation process.
1.8	<p>The Invited Consultants / Eligible Consultants are:</p> <p>Any firm meeting the following requirements:</p> <p>(a) Valid Registration Certificate of Pakistan Engineering Council.</p> <p>(b) Affidavit in original bearing the subject with project name on stamp paper duly attested by the Oath Commissioner to the effect that the firm has neither been blacklisted nor any contract rescinded in the past for non-fulfillment of contractual obligations (By all partner firms in case of JV and/or sub-consultant).</p> <p>(c) Facilities available with the Consultant to perform their functions effectively (proper office premises, software, hardware, record keeping etc.)</p> <p>(d) Client's satisfaction certificates (Performance Reports) for the last three relevant assignments from the respective Clients. Moreover any adverse report regarding performance of Consultant on NHA projects received from NHA's any relevant quarter may become basis for its disqualification from the services above named in clause 1.1.</p> <p>(e) Person-months of staff and Project Duration as per TOR.</p>
2.1	<p>The Documents are:</p> <p>(a) Letter of Invitation (LOI).</p> <p>(b) Instructions to Consultants (ITC).</p> <p>(c) Data Sheet.</p> <p>(d) Technical Proposal Forms.</p> <p>(e) Financial Proposal Forms</p> <p>(f) Appendix – A: TOR and Background Information.</p> <p>(g) Appendix – B: Man-Months and Activity Schedule</p> <p>(h) Appendix – C: Client's Requirements from the Consultant.</p> <p>(i) Appendix – D: Personnel Equipment, Facilities and Other Services to be Provided by the Client.</p> <p>(j) Appendix – E: Copy of Model Agreement/ Draft Form of Contract & Appendices etc.</p> <p>(k) Form of Contract (<i>For Consultants to perform services as a Joint Venture</i>)</p>
2.2	<p>The words "Twenty one (21)" is deleted in its entirety and replaced with "Five (05)"</p> <p>The address for seeking clarification is:</p>



	General Manager (P&CA) National Highway Authority 28, Mauve Area, G-9/1, Islamabad E-mail: gmpca.nha@gmail.com		
3.1.1	Add following: The proposals should be bound in the hard book binding form to deny the possibility of removal or addition of page(s). All the pages of proposal must be signed and stamped in original by authorized representative of the firm/JV. All the pages must be numbered starting from first page to last. Any proposal found not adhering to these requirements will be rejected at the time of opening.		
3.1.4	d. Proposed key staff shall preferably be permanent employees who are employed with the consultants at least six months prior to submission of Proposal. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The minimum required experience of proposed Key staff is given below:		
FOR KEY STAFF			
	Designation (Office)	Qualification	Experience
	Project Manager	Min. PEC Registered B.E./B.Sc. (Civil Engg.), However advantage shall be given for higher education in the field.	15 years in Quantity Surveying and Estimation over NHA Projects
	Sr. Cost Engineer	PEC Registered B.E./B.Sc. (Civil Engg.)	10 years in Quantity Surveying and Estimation over NHA Projects
	Computer Programmer	M.Sc. (Computer Sciences) from HEC Recognized University	10 years in the Field of Computer software programming in relation to Quantity Surveying and Estimation.
	Quantity Surveyor	DAE (Civil)	10 years in Quantity Surveying and
			Proficient in NHA General



			Estimation over NHA Projects	Specifications. Excellent command over MS Office.
Assistant Quantity Surveyor (AQS)/ Data Entry Operator (DEO)	DAE (Civil) for AQS or B.Sc. (Computer Sciences) for DEO		3 years in Quantity Surveying and Estimation	Excellent command in MS Office and Data Entry.
Designation (Field)	Qualification	Experience	Skills	
Engineer	PEC Registered B.E./B.Sc. (Civil Engg.)	5 years in Quantity Surveying and Estimation over NHA Projects	Excellent command over Market input material, machinery and manpower sources.	
Assistant Quantity Surveyor	DAE (Civil)	3 years in Quantity Surveying and Estimation over NHA Projects	Excellent command over Market input material, machinery and manpower sources.	
<u>Note: The Consultants are advised to submit updated CV's strictly in compliance with the format of CVs given in Technical Proposal Form A-5. CVs submitted without regard to the said format may score low.</u>				
e. Training is an important feature of this Assignment: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If Yes, details of training are given in TOR				
3.2.1	The last line of this Para is deleted in its entirety and replaced with following: The total cost is to be specified in the Form A-17 and accordingly also in Form A-11			
3.2.3	Professional liability, insurances (description or reference to appropriate documentation): i. The Consultants shall be responsible for Professional Indemnity Bond of the required amount at their own cost. This bond shall be in the joint name of Consultant and the Client. ii. The Consultants are required to insure their Employees and Professionals for Hospitalization/ Medical, Travel and Accident Cover for the duration of the Contract. The details provided in Para 3.5 of Special Conditions of Contract in Model Contract.			
4.1	The number of copies of the Proposal required is: Technical Proposal: One Original and Three copies with CD (soft form of complete Technical Proposal in PDF Form) in sealed			



	<p>envelope.</p> <p>Financial Proposal: One Original with CD (soft form of complete Financial Proposal in PDF as well as MS Word/Excel Forms) in sealed envelope.</p> <p>The address for writing on the proposal is:</p> <p>General Manager (P&CA) National Highway Authority 28, Mauve Area G-9/1 Islamabad Telephone: +92-51-9032727 Facsimile: +92-51-9260419</p>																												
4.4	<p>The date and time of proposal submission is:</p> <p>Date: 8th November, 2016 Time: 1200 hours Location of Submission : NHA Main Auditorium National Highway Authority 27, Mauve Area G-9/1 Islamabad.</p>																												
4.5	<p>Validity period of the proposal is: 180 days The bid shall remain valid upto 7th May, 2017.</p> <p>The location for negotiation of proposal is:</p> <p>General Manager (P&CA) National Highway Authority 28, Mauve Area G-9/1 Islamabad Telephone: +92-51-9032727 Facsimile: +92-51-9260419</p>																												
5.2	<p>The evaluation of technical proposal shall be based on following criteria:</p> <table border="1"> <thead> <tr> <th>Description / Items</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>i. Qualification of the Firm</td> <td>125</td> </tr> <tr> <td> a) General Experience (25)</td> <td></td> </tr> <tr> <td> b) Specific Experience of the Firm (100)</td> <td></td> </tr> <tr> <td>ii. Approach & Methodology</td> <td>230</td> </tr> <tr> <td> a) Understanding of Objectives (20)</td> <td></td> </tr> <tr> <td> b) Quality of Methodology (50)</td> <td></td> </tr> <tr> <td> c) Innovativeness/Comments on TOR (20)</td> <td></td> </tr> <tr> <td> d) Work Program (40)</td> <td></td> </tr> <tr> <td> e) Staffing Schedule (40)</td> <td></td> </tr> <tr> <td> f) Presentation (50)</td> <td></td> </tr> <tr> <td> g) Conciseness, clarity and completeness in proposal presentation (10)</td> <td></td> </tr> <tr> <td>iii. Qualification and Experience of the Key Staff</td> <td>500</td> </tr> <tr> <td>iv. Present commitment of the Firm</td> <td>025</td> </tr> </tbody> </table>	Description / Items	Points	i. Qualification of the Firm	125	a) General Experience (25)		b) Specific Experience of the Firm (100)		ii. Approach & Methodology	230	a) Understanding of Objectives (20)		b) Quality of Methodology (50)		c) Innovativeness/Comments on TOR (20)		d) Work Program (40)		e) Staffing Schedule (40)		f) Presentation (50)		g) Conciseness, clarity and completeness in proposal presentation (10)		iii. Qualification and Experience of the Key Staff	500	iv. Present commitment of the Firm	025
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	<p>v. Past performance of the firm</p> <p style="text-align: right;">Total Points: 1000</p> <p style="text-align: right;">120</p> <p>Minimum qualifying technical score: 700</p> <p>The points earmarked for evaluation sub-criteria (iii) for suitability of Key Staff are:-</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Description / Items</th> <th style="text-align: right;">Points (%)</th> </tr> </thead> <tbody> <tr> <td>i. Academic and General Qualifications</td> <td style="text-align: right;">30</td> </tr> <tr> <td>ii. Professional experience related to the Project</td> <td style="text-align: right;">60</td> </tr> <tr> <td>iii. Status with the firm (Permanent & duration with Firm as per LOI Clause 3.1.4 (d))</td> <td style="text-align: right;">10</td> </tr> <tr> <td style="text-align: right;">Total Points:</td> <td style="text-align: right;">100</td> </tr> </tbody> </table>	Description / Items	Points (%)	i. Academic and General Qualifications	30	ii. Professional experience related to the Project	60	iii. Status with the firm (Permanent & duration with Firm as per LOI Clause 3.1.4 (d))	10	Total Points:	100
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ii. Professional experience related to the Project	60										
iii. Status with the firm (Permanent & duration with Firm as per LOI Clause 3.1.4 (d))	10										
Total Points:	100										
5.3.1	<p>Following is added:</p> <p>The words “three top-ranking qualifying consulting firms” is deleted in its entirety and replaced with the words “qualifying consultants”</p> <p>The date, time, and address of the financial proposal opening are:</p> <p>After evaluation and approval of technical proposals (TO BE INFORMED LATER).</p>										
5.3.3	<p>The weights given to the Technical and Financial Proposals are:</p> <p>Technical: 80% Financial: 20%</p>										
6.3	<p>Add following at the end of this Para:</p> <p>The final person-months of each expert are subject to adjustment at the stage of contract negotiation in line with demonstrated approaches methodology and need bases.</p>										
7.2	<p>The assignment is expected to commence in: February, 2017</p>										
8	<p>The Clause is deleted in its entirety.</p>										



SUMMARY EVALUATION SHEET FOR FULL TECHNICAL PROPOSALS (QCBS)

EVALUATION CRITERIA		Max. Weight*	Firm 1		Firm 2	
			Rating	Score	Rating	Score
I. Firms Experience		125				
	a) General Experience of the firm	25				
	b) Specific Experience of the firm	100				
II. Approach and Methodology		230				
	a) Understanding of Objectives	20				
	b) Quality of Methodology	50				
	c) Innovativeness / Comments on TOR	20				
	d) Work Program	40				
	e) Staffing Schedule	40				
	f) Presentation	50				
	g) Conciseness, clarity and completeness in proposal presentation	10				
III. Personnel (Areas of Expertise - Qualification and Competence of Key Staff)		500				
	Office Key Personnel					
	a. Project Manager	120				
	b. Sr. Cost Engineer	85				
	c. Computer Programmer	50				
	d. Quantity Surveyor	60				
	e. Assistant Quantity Surveyor (AQS)/ Data Entry Operator (DEO)	50				
	Field Key Personnel					
	f. Engineer	85				
	g. Assistant Quantity Surveyor	50				
VI. Present commitment of the firm		25				
VII. Past performance of the consultant in last three assignments		120				
The basis for Past Performance of the consultant is the report from various quarters in NHA particularly Design Section. The Client's satisfaction certificates are also required to be attached for last three completed projects of comparable magnitude.						
The current commitments are to be assessed as per works in hand by the consultant.						
TOTAL		1000				

Excellent - 100% Very Good - 90-99% Above Average - 80-89% Average - 70-79% Below Average - 1-69% Non-complying - 0%

Score: Maximum Weight x rating / 100.

Minimum qualifying score is 70% or 700 marks.



PERSONNEL EVALUATION SHEET

POSITION / AREA OF EXPERTISE	Name	Academic and General Qualification* Weight 30%		Project related Experience Weight 60%		Status with the Firm 10%		OVERALL RATING (Sum of Weighted Ratings) (A+B+C)
		Percentage Rating	Weighted Rating (A)	Percentage Rating	Weighted Rating (B)	Percentage Rating	Weighted Rating (C)	
(Show all experts to be evaluated)								
Office Key Personnel								
a. Project Manager								
b. Sr. Cost Engineer								
c. Computer Programmer								
d. Quantity Surveyor								
e. Assistant Quantity Surveyor (AQS)/ Data Entry Operator (DEO)								
Field Key Personnel								
f. Engineer								
g. Assistant Quantity Surveyor								

Rating: - Excellent - 100%

Very good - 90-99%

Above Average - 80-89%

Average - 70-79%

Below Average - 1-69%

Non-complying - 0%

Score: Maximum Weight X rating / 100.

* For positions of Project Manager, Sr. Cost Engineer, Engineer:

M.Sc. 100% B.Sc. with additional trainings/ courses relevant to assignment 80% B.Sc. 70%

For position of Computer Programmer: Ph.D. 100% M.Sc. with additional trainings/ courses relevant to assignment 90% M.Sc. 70%

For positions of Quantity Surveyor, Assistant Quantity Surveyor:

M.Sc. 100% B.Sc. with additional trainings/ courses relevant to assignment 90% B.Sc. 80% Diploma 70%

Full time - 100% Part time with previous association - 50% Part time only for this assignment - 0%



TECHNICAL PROPOSAL FORMS

Say No to Corruption



TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

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

{If the Consultant is a joint venture, insert the following: We are submitting our Proposal in a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: "of our letter of intent to form a joint venture" or, if a JV is already formed, "of the JV agreement"} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

OR

If the Consultant's Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firm(s) as Sub-consultants: {Insert a list with full name and country of each Sub-consultant.}

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or may be sanctioned by the Client.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 4.5.
- (c) We have no conflict of interest in accordance with LOI Clause 1.9.
- (d) We meet the eligibility requirements as stated in Data Sheet Clause 1.8.
- (e) Neither we, nor our JV Partner(s)/sub-consultant(s) or any of the proposed experts prepared the TOR for this consulting assignment.
- (f) Within the time limit stated in the Data Sheet, Clause 4.5, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in Letter of Invitation, Clause 6.5 may lead to the termination of Contract negotiations.



- (g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the Assignment not later than the date mentioned in Data Sheet 4.5 (or the date extended with the written consent of Consultant in case of delay in procurement process)

We understand that the Client is not bound to accept any or all Proposal(s) that the Client receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Consultant (company's name or JV's name): _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

{For a joint venture, either all members shall sign or only the representative member, in which case the power of attorney to sign on behalf of all members shall be attached}

Say No to Corruption



CLIENT'S REFERENCE

**Relevant Services (as per RFP notice) Carried Out in the Last Ten Years
Which Best Illustrate Qualifications**

Using in the format below, provide information on each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was largely contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm:
Name of Client:		No of Staff:
Address:		No of Staff Months:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$ /Rs.)
Name of Associated Firm (s), if any:		No. of Months of Professional Staff Provided by Associated Firm(s)
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project		
Description of Actual Services Provided by Your Staff		

Consultants' Name: _____



APPROACH PAPER ON METHODOLOGY PROPOSED FOR PERFORMING THE
ASSIGNMENT

Say No to Corruption



COMMENTS/SUGGESTIONS OF CONSULTANT

On the Terms of Reference (TOR)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Etc.

On the data, services and facilities to be provided by the Client specified in the TOR.

- 1.
- 2.
- 3.
- 4.
- 5.

Etc.

Say No to Corruption



Form A-5

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY STAFF

1. Proposed Position: _____
2. Name of Firm: _____
3. Name of Staff: _____
4. Profession: _____
5. Date of Birth: _____
6. Years with Firm: _____
7. Nationality: _____
8. N.I.C Number: _____
9. Cell Number: _____
10. Membership in Professional Societies: _____
(Membership of PEC is Mandatory)
10. Detailed Tasks Assigned on the Project: _____

11. Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to one page].

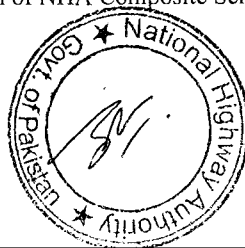
12. Education

[Summarize college/university and other specialized education of staff member, giving names of institutions, dates attended and degrees obtained].

13. Employment Record

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and Client references, where appropriate].

14. Languages



[Indicate proficiency in speaking, reading and writing of each language: excellent, good, fair, or poor].

15. Certification

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

- (i) This CV correctly describes my qualifications and experience
- (ii) I am not a current employee of the Executing or the Implementing Agency
- (iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in Form A-9 provided team mobilization takes place within the validity of this proposal.
- (iv) I was not part of the team who wrote the terms of reference for this consulting services assignment
- (v) I am not currently debarred by any department/organization/ (semi-autonomous / autonomous) bodies or such like institutions in Pakistan.
- (vi) I certify that I have been informed by the firm that it is including my CV in the Proposal for the {name of project and contract}. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.

If CV is signed by the firm's authorized representative:

- (vii) I, as the authorized representative of the firm submitting this Proposal for the {name of project and contract}, certify that I have obtained the consent of the named expert to submit his/her CV, and that s/he will be available to carry out the assignment in accordance with the implementation arrangements and schedule set out in the Proposal, and confirm his/her compliance with paras (i) to (v) above.
- (viii) Latest colored attested photograph stapled attached with the CV.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature of expert or authorized representative of the firm

Date: _____
Day/Month/Year

Full name of authorized representative: _____

Note: copy or scanned signatures are not allowed



COMPLETION AND SUBMISSION OF REPORTS AS PER TOR

	Reports	Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		



Say No to Corruption

COMPOSITION OF THE TEAM PERSONNEL AND THE TASKS TO BE ASSIGNED TO EACH TEAM MEMBER

1. Technical / Managerial Staff

Name	Position	Tasks Assignment	Present location	Name of assignment involved and clients name

Say No to Corruption



WORK PLAN / ACTIVITY SCHEDULE

Items of Work/Activities	Monthly Program from date of assignment (in the form of a Bar Chart)														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15



Say No to Corruption

WORK PLAN AND TIME SCHEDULE FOR KEY PERSONNEL

Name	Position	Months (in the form of a Bar Chart)															Number of Months	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		

Full Time: _____

Part Time: _____

Activities Duration _____

Yours faithfully,

Signature _____
(Authorized Representative)

Full Name _____
Designation _____
Address _____



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CURRENT COMMITMENTS OF THE FIRM

(List MUST be comprehensive including projects from clients other than NHA as well)

Name of project	Single or JV	Task Assignment	Start date of the project	Expected date of completion



Say No to Corruption

FINANCIAL PROPOSAL FORMS

Say No to Corruption



FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert the Project Name] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Insert amount in words and figures}, including all Federal, Provincial & Local taxes applicable as per law of the land. {Please note that all amounts shall be the same as in Financial Proposal Form A-17}.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause 4.5 of the Data Sheet.

We confirm that we have no condition to state that may have financial implications over and above the amount quoted above.

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

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____

{For a joint venture, either all members shall sign or only the representative member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached.}



BREAKDOWN OF RATES FOR CONSULTANCY CONTRACT

Project: _____ Consultant: _____

Name	Position	Basic Salary per Cal. Month	Social Charges (%age of 1)	Overhead (%age of 1+2)	Sub-Total (1+2+3)	Fee (%age of 4)	Rate per Month for project Office	Field Allow. (%age of 1)	Rate per Month for Field Work
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Notes:

- Item No. 1 Basic salary shall include actual gross salary before deduction of taxes. Payroll sheet for each proposed personnel should be submitted at the time of negotiations.
- Item No. 2 Social charges shall include Client's contribution to social security, paid vacation, average sick leave and other standard benefits paid by the company to the employee. Breakdown of proposed percentage charges should be submitted and supported (see Form A-13).
- Item No. 3 Overhead shall include general administration cost, rent, clerical and junior professional staff and business getting expenses, etc. Breakdown of proposed percentage charges for overhead should be submitted and supported (see Form A-14).
- Item No. 5 Fee shall include company profit and share of salary of partners and directors (if not billed individually for the project) or specified in overhead costs of the Company.
- Item No. 7 Normally payable only in case of field work under hard and arduous conditions.
 - Note 1 The minimum percentage of item (1) should preferably be 50% of (8).
 - Note 2 The consultant is to provide appointment letter and affidavit/undertaking duly signed by each of the individual staff members showing salary rates as above. Further during execution each invoice will also be provided showing that the professionals have been paid their salaries as per basic rates specified therein. Failing to which, the Client will take punitive action against the consultant and shall deduct the deficient amount from his monthly invoice. Moreover, it will be considered as a negative mark on his performance that will be considered for future projects.

Full Name: _____
 Signature: _____
 Title: _____



BREAKDOWN OF OVERHEAD COSTS

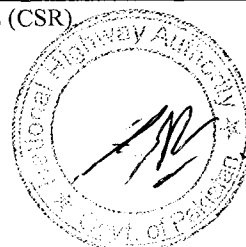
Sr. No.	Detailed Description	As a %age of Basic Salary and Social Charges

Say No to Corruption



ESTIMATED LOCAL CURRENCY SALARY COSTS/REMUNERATION

Sr. No.	Position	Name	Staff-Months	Monthly Billing Rate	Total Estimated Amount (Rs.)
I. Professional / Key Staff					
A.	For CSR-I				
	<i>Office Staff</i>				
1.	Project Manager		09		
2.	Sr. Cost Engineer		09		
3.	Computer Programmer		09		
4.	Quantity Surveyor		09		
5.	Assistant Quantity Surveyor/ Data Entry Operator		09		
	<i>Field Staff</i>				
6.	Engineer		15		
7.	Assistant Quantity Surveyor		15		
B.	For CSR-II				
	<i>Office Staff</i>				
8.	Project Manager		06		
9.	Sr. Cost Engineer		06		
10.	Computer Programmer		03		
11.	Quantity Surveyor		06		
12.	Assistant Quantity Surveyor/ Data Entry Operator		06		
	<i>Field Staff</i>				
13.	Engineer		05		
14.	Assistant Quantity Surveyor		05		
Sub-Total:					



ESTIMATED LOCAL CURRENCY SALARY COSTS/REMUNERATION

Sr. No.	Position	Staff-Months	Monthly Billing Rate	Total Estimated Amount (Rs.)
II. Non-Key / Support Staff				
A.	For CSR-I			
	<i>Office Staff</i>			
1.	Photocopy Machine Operator	09		
2.	Office Helper/Peon	09		
	<i>Field Staff</i>			
3.	Market Data Collector	15		
B.	For CSR-II			
	<i>Office Staff</i>			
4.	Office Helper/Peon	06		
	<i>Field Staff</i>			
5.	Market Data Collector	05		
Sub-Total:				

Note: The bidders are required to quote the rates of Non Key/ Support Staff given in the TOR in above table. The bidder(s) may propose Non Key/ Support Staff Person-Months in addition to those given in TOR; however, in such a case tenable reasons must be given in the Technical Proposal Submission Form A-4 "Comments on TOR". The Client's negotiation committee will deliberate on the requirement of additional staff during negotiation meeting. It is also to be noted that the Client is not bound to agree to the reasons given in Form A-4.



DIRECT (NON-SALARY) COSTS

Sr. No.	Nomenclature	Unit	Qty	Unit Price (Rs.)	Total Amount (Rs.)
	For CSR-I + CSR-II				
1.	Furnished Office with Monthly Maintenance/Bills (Rental)	P. Month	09+06		
2.	Vehicle with driver, fuel and full maintenance etc. (Rental)	Vehicle Months	24+12		
3.	Provide Heavy Duty Photocopier Konica Minolta Bizhub or equivalent	Each	1		
4.	Provide Desktop Computer with Latest specifications	Each	5		
5.	Provide Latest Laser Printer (Color)	Each	1		
6.	Provide Latest Laser Printer (Black & White)	Each	4		
7.	Provide Latest Fax Machine	Each	1		
8.	Stationery, Printing, Binding, Posting etc.	P. Month	09+06		
9.	CSR Programming Software with Training etc.	PS	-	-	1,500,000
10.	Per Diem				
	Project Manager/ Sr. Cost Engineer	Man-days	30+15		
	Engineer	Man-days	450+ 150		
	Assistant Quantity Surveyor	Man-days	450+ 150		
	Market Data Collector	Man-days	450+ 150		
	Air travelling for Project Manager/ Sr. Cost Engineer	PS	-	-	300,000+ 150,000
11.	Support Staff as needed for Key Professional Staff along with number, charge rate and category for review	L.S			
12.	Others not covered above to comply with TOR requirement*	L.S			
	Total				

* Any additional item/ cost quoted against this line item must have provided solid/ tenable justification(s) detailed in Technical Proposal Submission Form A-4 "Comments on TOR" without indicating financial value therein. The Client's negotiation committee will deliberate on the requirement of additional item/ cost in case such Firm stands top ranked. It is also to be noted by the Consultants that the Client is not bound to agree to the reasons given in Form A-4.

SUMMARY OF COST

Sr. No.	Description	Amount (Rs.)
1.	Salary Cost / Remuneration	
1(a).	Sales Tax @ 16% on item 1 above which shall be kept as Provisional Sum in the Contract Agreement	
2.	Direct (Non-Salary) Cost	
3.	Grand Total:	

Note: 1- This cost is supposed to be built up in bid price and if anything is left blank it shall be deemed to be included in the cost.

- 2- The dues and salaries of staff are payable by the consultant in time and not later than 10th of the following month positively. In case of failure to do so Client shall intervene and pay these dues and salaries of the concerned Personnel and recover from the invoice of the consultant at actual charges paid plus 1% of the amount. This will also be accounted for adversely in making assessment of the Consultant in the next evaluation process for selection of consultants with report of such defaults.
- 3- The grand total is inclusive of all the applicable Federal, Provincial and Local taxes. All these taxes (except the Sales Tax) are required to be built in the quoted rates and not be mentioned separately.
- 4- Any Omission or arithmetical error made by the Consultants in entering the amount against item 1(a) shall also be rectified during evaluation of the Financial Proposal.



APPENDIX-A

TERMS OF REFERENCE

(TOR)

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TECHNICAL PROPOSAL FOR PREPARATION OF NHA COMPOSITE SCHEDULE OF RATE (CSR)

1. PREAMBLE:

- 1.1. NHA Composite Schedule Rates (CSR) was originally prepared in 1990 and since then it had been revised / updated till 2014 as per market input rates.
- 1.2. National Highway Authority has been compiling / updating the Composite Schedule of Rates for estimation of highways and motorways. The main objective of the NHA Composite Schedule of Rates is to provide a realistic uniform reference base for preparing cost estimates / PC-I and Evaluation of Bids, for projects based on NHA Specifications.
- 1.3. Keeping in view the huge fluctuation in market input rates/prices of major constructional materials since preparation of CSR-2014, the new schedule of rates need to be prepared / revised as per current market input rates of various construction materials, manpower and equipment.
- 1.4. Resultantly, National Highway Authority intends to hire the services of a Consultant for the Preparation of one (1) No. CSR-I (2016-17) and Updation of one (1) No. CSR-II (2017-18) for each district of Pakistan, Azad Jammu & Kashmir and Gilgit Baltistan Areas on the lines of already prepared CSR 2014. The Services to be provided by the consultant are as under:
 - 1.4.1. Preparation of one (1) No. CSR-I (2016-17) on the lines of already prepared CSR 2014.
 - 1.4.2. Updation of one (1) No. CSR-II (2017-18) on the lines of already prepared CSR-I (2017-18) based on latest market input rates.
 - 1.4.3. To prepare a computerized software Program for establishing NHA CSR.
 - 1.4.4. Preparation of addendum/corrigendum for NHA General Specification especially for newly added items in NHA CSR.
 - 1.4.5. Capacity Building and Training of NHA Staff.
- 1.5. In order to prepare an authentic Schedule of Rates and to keep it effective, the Basic Requirements are:
 - 1.5.1. Collection of first hand healthy information regarding Manpower, Materials and Equipment costs.
 - 1.5.2. To work out the transportation rates.
 - 1.5.3. To work out in detail overheads, profit & other factors affecting the rate analysis.
 - 1.5.4. Rate analysis should be worked out at 95% management efficiency.
 - 1.5.5. Merging the above information in a proper proportions according to construction requirements in line with NHA General Specifications to create the rates of a work item as per prevailing best engineering practices.



2. SCOPE OF WORK/SERVICES:

Details of the works / services to be carried out by the Consultant are as under:-

2.1. Preliminary Works: (Islamabad Office Team)

- 2.1.1. A team comprising Project Manager, Sr. Cost Engineer and Quantity Surveyor along with support staff shall be provided for the period of 15-months who will study each item of General Specifications and prepare the format of requirement of materials, machinery & manpower as per current best engineering practice for all CSR Construction items.
- 2.1.2. This team shall be stationed at Islamabad in a furnished office to be arranged on Rental basis by the Consultant in close proximity to NHA HQ, Islamabad. The team will collect/compile rates from standard manufacturers of road construction materials such as cement, bitumen, steel, concrete pipes, bricks etc. for all items available in each district of Pakistan, Azad Jammu & Kashmir and Gilgit Baltistan Areas and maintain the record. Further renowned manufacturers / suppliers of special engineering products such as neoprene pad, bearing devices, expansion joints, traffic signs, paints, structural steel, joint fillers, road safety furniture etc. shall be contacted to collect the authentic up to date market input rates of their relevant items.
- 2.1.3. The Islamabad Office team shall also collect the information regarding all road and construction machinery/equipment prices and their performance/efficiency and maintenance standards along with prices of required lubricant, tires etc. to work out the Machinery owning and operating costs.
- 2.1.4. Five field teams (One for each province and one for AJK/GB) will be established to collect field information/data at district level on the prescribed Performa. The collected field information shall be scrutinized and recorded in HQ to work out the CSR Item Rates.

2.2. Field Works:

The field teams (5 Nos.; one for each province and one for AJK/GB) will visit the sources of construction materials to collect following information/data as per prescribed Performa and maintain the record:

- 2.2.1. List of available construction materials at quarries (like Sub-base, Base Course, Crushed Aggregate, WBM & sand etc).
- 2.2.2. Expected available Quantum of Construction Material at source.
- 2.2.3. Current Price of Construction Material at quarry source.
- 2.2.4. Visit Brick Kilns to collect quality and rates of bricks.
- 2.2.5. Visit Pipe Manufacturers to collect the information about type, size, price and quality of pipes as per ASTM standard.
- 2.2.6. Royalty and applicable taxes/levies on construction materials information.
- 2.2.7. Haulage from quarry to relevant district headquarters.
- 2.2.8. Collect Transportation rates of materials from quarry site to district headquarters from Goods Agencies.

- 2.2.9. Collect Transportation rates of other materials like cement, brick, pipe, steel etc. from nearest factory to district headquarters from Goods Agencies.
- 2.2.10. Construction Machinery/Equipment rental charges shall be collected from Machinery Suppliers.
- 2.2.11. Collect Manpower rates in each district.
- 2.2.12. Coordinate with NHA Field Management (Regional Offices and Units) to seek/share any important information regarding quarry material rates and transportation charges etc.
- 2.2.13. Collect information regarding any other item(s) required to complete CSR working appropriately.

This exercise is to be very exhaustive and should be highly accurate to prepare a representative CSR to make it acceptable to all stakeholders within NHA, its Contractors & Consultants. This is essential as any erratic information can create lot of problems during the application of CSR.

Field Teams, one for each province/region consisting of one Engineer, one Assistant Quantity Surveyor and one Market Data Collector will tour the respective province/region for about 90-days for CSR-I and 30-days for CSR-II; to collect above information and convey their findings on prescribed Performance to General Manager (Design) on weekly basis. Director (QS), NHA Headquarter (Focal person) under the supervision of GM (Design) shall monitor the field team's progress on preparation of CSR regularly.

2.2.14. Resources Required:

For Preparation of CSR-I (2016-17)

Engineer	5 Nos. for 3 months
Assistant Quantity Surveyor	5 Nos. for 3 months
Market Data Collector	5 Nos. for 3 months
1600CC Car/Jeep (Field work)	5 Nos. for 3 months

For updation of CSR-II (2017-18)

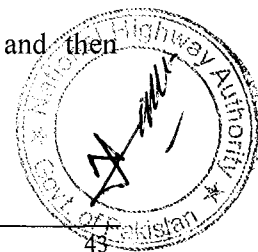
Engineer	5 Nos. for 1 month
Assistant Quantity Surveyor.	5 Nos. for 1 month
Market Data Collector.	5 Nos. for 1 month
1600CC Car/Jeep (Field work)	5 Nos. for 1 months

2.3. Office Works:

2.3.1. Monitoring of field team's works and Data Entry:

Project Manager will overall monitor the working and progress of field teams.

Sr. Cost Engineer and Quantity Surveyor(s) will scrutinize, analyze and then punctuate the data coming from field for data entry.



One Computer Programmer will prepare the CSR software program using latest relevant software (Genuine software may be purchased for NHA if required) and Assistant QS/ Data Entry Operators will feed data in the software for all districts of Pakistan, AJK and GB.

Project Manager and Sr. Cost Engineer will also collect various information regarding the fleet of equipment / machinery which are normally used in road and bridge projects. Thus equipment / machinery owning and operating cost for each type of equipment will be prepared based on present market rates for use in the CSR. The consultants will work out in detail overheads, profit & other factors affecting the rate analysis.

The consultants will provide the back up working of equipment owning & operating cost and backup working of CSR complete to the NHA.

2.3.2. Computer Program and Software

This consultant will prepare web based client server software program for NHA CSR having open source my SQL or MS SQL based database at back end and PHP at front end. This must have an admin panel to update/change rates at client end with the ability to export all analytical and data files in MS Excel file format.

The Computer Programmer will prepare the CSR software program using latest relevant software (Genuine software may be purchased for NHA if required), operate the software and complete the program. The program will then be checked by Project Manager and Sr. Cost Engineer from various angles to check its accuracy and efficacy. Further the efficacy and validity of Program will be confirmed by the NHA's nominated IT Expert.

This Software Program shall be properly handed over to General Manager (Design), NHA HQ in CD and USB Format along with printed/soft operational manual. Software shall also be installed at Two Nos. Computers in NHA HQ with all Coding/Decoding authorities to cover all aspects including source codes of Program related to operate, update and amend it so that NHA may operate/update it as per future requirements.

2.3.3. Analysis, Comparison and Reports:

- 2.3.3.1. The consultants shall compare the worked out machinery rates with already collected equipment / machinery rates by the field teams to check the rationality of their worked out owning & operating cost of new equipment / machinery.
- 2.3.3.2. The new Scheduled Rates shall be compared with previous CSR-2014 rates to check the accuracy and rationality of rates as per prevailing market input rates.
- 2.3.3.3. The Consultant shall also compare worked out CSR Rates with schedules issued by other organizations such as PWD, MES, C&W and WAPDA etc. for the sake of guidance and rationality.
- 2.3.3.4. At least 20 Nos. Project estimates from NHA and other organizations shall be re-estimated based on new CSR rates to check accuracy and impact of new CSR in comparison with previous CSR's of NHA and other organizations.

2.3.4. Resources Required:For Preparation of CSR-I

Project Manager	09 Man Months
Sr. Cost Engineer	09 Man Months
Computer Programmer	09 Man Months
Quantity Surveyor	09 Man Months
Assistant Quantity Surveyor/ Data Entry Operator	09 Man Months
1600CC Car	09 Vehicle Months

For Updation of CSR-II

Project Manager	06 Man Months
Sr. Cost Engineer	06 Man Months
Computer Programmer	03 Man Months
Quantity Surveyor	06 Man Months
Assistant Quantity Surveyor/ Data Entry Operator	06 Man Months
1600CC Car	06 Vehicle Months

Manpower's Traveling, Hoteling and Communications Expenditures may be mentioned in Financial Proposal.

Now as the quantum of work is briefly described here above it can be seen that proposed manpower and equipment input is extremely essential to gather the ground information and to avoid objection from any quarter regarding rates of items on which the all planning and tendering is based.

2.4. Documentation and Submission:

Consultant shall submit following documents to NHA.

2.4.1. General Documents:

As a very first step the consultant shall submit the interim report stating working methodology and Performa to collect field information within the period of 15-days after the Date of Commencement.

2.4.1.1. CSR-I Documents:

2.4.1.1.1. Materials rates, transportation rates, Manpower rates & equipment rates shall be submitted as first document for this CSR along with all backup data to NHA within the period of 3½ months after the Date of Commencement of CSR-I.

2.4.1.1.2. Quarry Materials Report showing location of quarries on GPS map and availability of suitable materials and its quantum on these quarries shall be submitted to NHA within the period of 3½ months after the Date of Commencement of CSR-I.

- 2.4.1.1.3. Draft CSR-I (5 Nos. Copies) shall be submitted to NHA along with comparisons and analysis mentioned under Section 2.3.3 of TOR for review and comments within 4½ months after the Date of Commencement of CSR-I along with complete backup and calculations in hard and soft form. NHA's comments will be furnished to the consultant within 30-days.
- 2.4.1.1.4. Final Draft CSR-I shall be submitted to NHA for approval within 6-months after the Date of Commencement of CSR-I along with complete backup and calculations in hard and soft form. NHA's approval process shall be initiated immediately after submission of Final Draft and the Consultant will assist NHA during the approval process by making presentations of new CSR and other relevant information/data/analysis as per the requirements of NHA Executive Board. Necessary corrections/amendments if required during the approval process shall be compiled by the Consultant ASAP.
- 2.4.1.1.5. Copies (10 Nos.) of approved CSR-I shall be submitted as a final document to NHA in high quality colored print with proper binding.

2.4.1.2. CSR-II Documents:

- 2.4.1.2.1. Materials rates, transportation rates, Manpower rates & equipment rates shall be submitted as first document for this CSR along with all backup data to NHA within the period of 1½ months after the Date of Commencement of CSR-II.
- 2.4.1.2.2. Quarry Materials Report showing location of quarries on GPS map and availability of suitable materials and its quantum on these quarries shall be submitted to NHA within the period of 1½ months after the Date of Commencement of CSR-II.
- 2.4.1.2.3. Draft CSR-II (5 Nos. Copies) shall be submitted to NHA along with comparisons and analysis mentioned under Section 2.3.3 of TOR for review and comments within 3 months after the Date of Commencement of CSR-II along with complete backup and calculations in hard and soft form. NHA's comments will be furnished to the consultant within 30-days.
- 2.4.1.2.4. Final Draft CSR-II shall be submitted to NHA for approval within 5-months after the Date of Commencement of CSR-II along with complete backup and calculations in hard and soft form. NHA's approval process shall be initiated immediately after submission of Final Draft and the Consultant will assist NHA during the approval process by making presentations of new CSR and other relevant information/data/analysis as per the requirements of NHA Executive Board. Necessary corrections/amendments if required during the approval process shall be compiled by the Consultant ASAP.



2.4.1.2.5. Copies (10 Nos.) of approved CSR-II shall be submitted as a final document to NHA in high quality colored print with proper binding.

2.5. Office, Equipment and Project Record:

The Consultant shall arrange a rental furnished office at Islamabad in close proximity to NHA HQ, Islamabad where consultant's office team shall be stationed. Office Equipment shall be purchased and used during the project life. At the end of project, office equipment, stores, software with complete source codes, documents and project's record shall be handed over to NHA's Focal Person. In case of non-submission of any above mentioned item to NHA, the consultant may be penalized (up to full amount spent on purchase of the equipment, stores, software etc.).

2.6. Capacity Building and Training of NHA Staff:

The Consultant shall train NHA's nominated staff on mutually agreed schedule to establish capacity building in NHA staff for the sake of undertaking future CSR's Updation (if required) and therefore the services of CSR's Specialists Team (Project Manager, Sr. Cost Engineer, Computer Programmer and QS) may be extended as per the requirements.

Moreover, the Consultant shall train NHA's nominated persons to operate the CSR software program with full command over coding/decoding authorities.

2.7. Consultant's Non Key Staff Qualification, Experience and Skill Requirements:

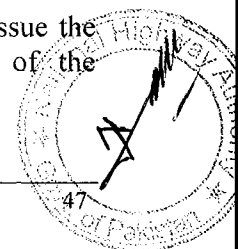
The Consultant shall provide staff having following qualification, experience and skills:

Designation (Office)	Qualification	Experience	Skills
Photocopy Machine Operator	Matric	5 years in Operating Photocopy Machine.	Excellent command in operation and maintenance of Photocopy Machine.
Office Helper/Peon	Middle	3 years in Office Support Services.	Excellent command in Office kitchen management and tea-making etc.

Designation (Field)	Qualification	Experience	Skills
Market Data Collector	Matric (Science)	3 years in the sales and marketing	Excellent command over Market input material, machinery and manpower sources.

2.8. Duration & Commencement Of Works/Services:

2.8.1. After signing of Agreement and award of works, the GM (Design) shall issue the Letter of Commencement of CSR-I to the Consultant for initiation of the Services/Works under the Agreement.



- 2.8.2. The consultant will initiate the Working over CSR-II as and when communicated by GM (Design) within the Project Duration vide Letter of Commencement for CSR-II.
- 2.8.3. Total effective duration of the Contract will be **thirty (30) months** starting from the first commencement date. However the consultant's services shall be paid as per the scheduled duration mentioned in Financial Proposal.



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