



# NATIONAL HIGHWAY AUTHORITY

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

No. 6(404)/GM (P&CA)/NHA/17/ 704

5<sup>th</sup> May, 2017

## Director General

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

Subject: **ANNOUNCEMENT OF EVALUATION REPORT (PPRA Rule-35):  
CONSULTANCY SERVICES FOR "HIRING OF SENIOR  
PROCUREMENT SPECIALIST"**

*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.

  
(Dawood Khan)  
Deputy 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 One Envelop Procedure
3.	Title of Procurement:	Hiring of Senior Procurement Specialist for NHA.
4.	Tender Inquiry No.:	6(404)
5.	PPRA Ref. No. (TSE):	TS293707E
6.	Date & Time of Bid Closing:	17 <sup>th</sup> November, 2016 at 1130 hours local time
7.	Date & Time of Bid Opening:	17 <sup>th</sup> November, 2016 at 1200 hours local time
8.	No of Bids Received:	Four (04) Proposals were received
9.	Criteria for Bid Evaluation:	Criteria of Bid Evaluation is attached at <b>Annex-I</b>
10.	Details of Bid(s) Evaluation:	As below

Name of Candidates	Marks			Fixed Cost (Pak Rs.)	Rule/Regulation/SBD*/ Policy/ Basis for Rejection / Acceptance as per Rule 35 of PP Rules, 2004.
	Technical on the basis of CV (60)	Technical on the basis of Interview (40)	Total		
1) Mushtaq Mehmood	55	31	86	8,243,000	Top scoring Consultant in CV evaluation and Interview (PPRA Rule 36(a))
2) Tahir Sharif	44	-	44	-	PPRA Rule 36(b) (v)
3) Engr. Liaqat Hayat	42	-	42	-	-do-
4) Syed Wajahat Ali Shah	-	-	-	-	-do-

**Top Ranked Candidate:**

**Mr. Mushtaq Mehmood**

11. **Any other additional / supporting information, the procuring agency may like to share:** The assignment is being financed by NHA funds; the procurement was carried out in line with PPRA Rules & Regulations. The bidding was done on QBS method with fixed budget. The score weightage was 60:40 Technical Proposal to Interview 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 - Hiring of Senior  
Procurement Specialist**

**May, 2017**



# NATIONAL HIGHWAY AUTHORITY

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

Ref: 6(404)/GM (P&CA)/NHA/16/1676

10<sup>th</sup> November, 2016

## All Prospective Individual Consultants

Subject: **Minutes of Pre-Proposal Meeting and Addendum No.1 for:  
Hiring of Senior Procurement Specialist for NHA**

Reference: *Request for Proposal Notice for subject Services appeared in daily newspapers on 22<sup>nd</sup> October, 2016*

Minutes of Pre-Proposal Meeting held on 1<sup>st</sup> November, 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 (03 Pages)  
Addendum No.1 (02 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 1<sup>st</sup> November 2016**

**Hiring of Senior Procurement Specialist for NHA**

A Pre-Proposal Meeting was held in NHA Auditorium at 1130 hours on 1<sup>st</sup> November, 2016 to discuss the Request for Proposal (RFP) for subject Services. Following NHA officers and individual consultants attended the meeting:

▪ **National Highway Authority**

- Mr. Arbab Ali ... General Manager (Planning)
- Imtiaz Ahmad Khokhar ... General Manager (P&CA)
- Mr. Muhammad Azam ... Director (P&CA) - III
- Mr. Dawood Khan ... Deputy Director (P&CA) - II

▪ **Consultants**

- Mr. Liaqat Hayat ... Individual Consultant
- Mr. Tahir Sharif ... Individual Consultant
- Mr. Mushtaq Mahmood ... Individual Consultant
- Syed Wajahat Ali Shah ... Individual Consultant
- Mr. Abdul Sattar ... Individual Consultant

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

Sr. No.	Queries	Reply
1.	<b>Page 6/Clause 1.8(c)</b>  Provision of Client's Satisfaction Certificates (Performance Reports) from the respective previous clients may not be possible in all cases because the International Financing Institutions (IFIs) like WB and ADB may not disclose the Performance Reports of their Consultants on their personal requests. Whereas extending contracts of the Consultants or hiring them for new contracts is always contingent upon their (past) satisfactory performance which is kept confidential by IFIs. Any Consultant with unsatisfactory performance is neither considered for extension of contract nor for hiring on a new contract; a Consultant with poor performance may even be debarred and this debarring is applied by all IFIs under Cross Debarring Policy. Accordingly NHA may exclude a Consultant, repeatedly engaged by an IFI, from submission of Performance Reports; likewise in case of a Consultant who is previously engaged by NHA.	Agreed; but the prospective individual consultants should note that the Client has rights to inquire about past performance of the candidate from his previous employer(s) at any time even after award of the services.



Sr. No.	Queries	Reply
	Whereas the Client is otherwise entitled to consult previous employers of the Candidates, in accordance with sub-paragraph 1 (c) under Appendix-B on page 20 of the RFP to verify their past performance, at any time.	
2.	<p><b>Page 16/Form A-6</b></p> <p>No Provisional Sum (PS) / Contingency is included to cover Adjustment of Remuneration [based on Combined Consumer Price Index (CPI) "General"] in accordance with PCC 6.2(a)(ii) of the applicable Standard Form of Contract (as per page 21 of the RFP); it is proposed to include <u>5% of the Salary Cost i.e.' Remuneration'</u> as PS (CPI) to avoid financial implication at a later stage.</p>	It can be included in due course of time.
3.	<p><b>Page 16/ Form A-6</b></p> <p>No Provisional Sum (PS) / Contingency is included to cover General Sales Tax, to be borne by the Client if enforced at any time, in accordance with Note 3 on page 13 as well as Note 2 on pages 14 and 16 of the RFP; it is proposed to include <u>16% of the 'Remuneration x 1.05 (to cover Adjustment of Remuneration based on CPI)' [Over and Above] as PS (GST)</u> to avoid financial implication at a later stage.</p>	It can be included in due course of time as and if required.
4.	<p><b>Page 2 /Para 1.4</b></p> <p>It is hoped that Approval of (revised) Cost of Consultancy Services [covering <b>PS (CPI)</b> and <b>PS (GST)</b> too] and Acceptance of Bid (Proposal) for Engagement of Consultant shall 'have been obtained, in accordance with Table: IV-2 given under Chapter Four - Engaging Consultants &amp; Administration of Consultancy Services - of the NHA Code, prior to signing of the Contract Agreement.</p>	As above.
5.	<p><b>Page 2 /Para 1.9</b></p> <p>I am, an Individual Consultant having dis-associated myself from NHA (from now), keeping myself distant from NHA particularly it's P&amp;CA Section.</p>	Agreed, there is no Conflict of Interest at the present.
6.	<p>In ITA Clause 1.8, it is mentioned "at least 15 years postgraduate experience in Highway sector with adequate knowledge in Procurement".</p> <p>Similarly In ITA Clause 5.2 (2), it is mentioned "General Experience: 15 years post-graduate experience in Highway Sector (15 marks); 1 mark per year experience in Highway Sector exceeding the said 15 years' experience (up to</p>	Agreed, see Addendum No.1, please.

The image shows a handwritten signature in blue ink over a circular official stamp. The stamp contains the text 'National Highway Authority of Pakistan' around the perimeter and a star in the center. The signature is written across the stamp.

Sr. No.	Queries	Reply
	<p>maximum of 10 marks)" <b>marks 25. Whereas marks given for procurement are 5.</b></p> <p>It looks that NHA wants to hire an engineer who is expert in planning, design and construction of highways with little knowledge of procurement. As per International as well as National best practice, ITA Clause 5.2 (3) needs to be amended as under:</p> <p>"Minimum 10 years experience in procurement of engineering development projects (20 marks); I mark per year experience exceeding the said 10 years' experience (up to maximum of 10 marks). <b>marks 30"</b></p> <p><b>Note:</b> Candidates scoring less than 20 marks shall be treated as unfit and shall be disqualified. If needed I can quote many International and National examples on the subject.</p>	

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## ADDENDUM No.1

### Hiring of Senior Procurement Specialist for NHA

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 1.8

Refer Page 6 of RFP; the second Para under sub Clause 1.8 starting with the words “Any Engineer having.....” And ending with words “.....(as counted on the last date specified for submission of proposals), who:” is deleted and replaced with following:

“Any Engineer having Bachelor of Civil Engineering Degree from a University recognized by HEC and PEC, who is above 40 years of Age, and having at least 15 years Experience in Civil Engineering projects after graduation (as counted on the last date specified for submission of proposals), who:”

##### 1.2. Sub Clause 5.2

Refer Page 7 of RFP; the sub Clause is deleted and replaced with following: words “post-graduate experience” appearing in first line under Sr. No.2: General Experience may be read as “experience after graduation”.

Evaluation of proposals, and interview, shall be based on the following Criteria:		
S. No.	Description of Criteria and Subdivision of Marks	Max Marks
1	<b>Academic Qualification:</b> Bachelor of Civil Engineering Degree from a University recognized by HEC and PEC (10 marks); preferably having Master’s degree in Highway Engineering or Business Administration or Law (5 marks).	15
2	<b>General Experience:</b> 15 years experience (after graduation) in Civil Engineering projects (5 marks); 1 mark per year experience in Highway Sector exceeding the said 15 years’ experience (up to maximum of 5 marks).	10
3	<b>Specific Experience:</b> Minimum 10 years (2 marks per year) experience exclusively in Procurement of Engineering Development Projects (for adequate knowledge of Procurement) (20 marks); 1 mark per year experience exclusively in Procurement of Engineering Development Projects exceeding the said 10 years’ experience (up to maximum of 5 marks). The Specific Experience may be <b>inclusive of the experience also marked under General Experience.</b>	25





4	<b>Credible Experience:</b> (a) Service abroad or under an International Organization in Highway Sector or Procurement (1 mark per year) and / or (b) Service as 'Procurement Specialist' in Highway Sector (1 mark per year).	5
5	<b>Professional Excellence:</b> (a) Foreign Training / Workshop and Official Meeting abroad in Highway Sector or Procurement (1 mark per Training / Workshop / Meeting) and / or (b) Publication authored (duly recognized by National / International Agency) relating to Highway Sector or Procurement (1 mark per Publication).	5
6	<b>Interview:</b> For evaluating Competence of the Candidate against desired level of Performance in NHA besides pre-assessment of his Integrity, also keeping in view past assignments completed anywhere particularly in Highway Sector and Procurement, by a Panel of officers headed by the Chairman NHA (subject to subsequent verifications, if required, prior to any contract award to the Selectee).	40
Total:		100
<p><b>Note: Candidates having total scores of at least 42 out of 60 Marks (i.e. 70%) in SN 1 to 5 above shall be shortlisted for interview. Threshold for clearing the interview is 28 out of 40 Marks (i.e. 70%) in SN 6.</b></p>		

2. All other terms and conditions shall remain same.

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# National Highway Authority



## REQUEST FOR PROPOSAL

*FOR*

## HIRING OF SENIOR PROCUREMENT SPECIALIST FOR NHA

*(Page 1 to 23)*

**OCTOBER, 2016**

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 suitable / competent candidates

Gentlemen!

We extend warm welcome to you and invite you for participating in this competition / Assignment. 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 Request for Proposal (RFP), where applicable, shall be deemed part of the contract Agreement, as and when required to be made. You are also advised to kindly read the RFP thoroughly especially to understand the requirements of terms of reference and the remuneration package and other facilities to be offered by the Client. In the end, we appreciate your participation and hope that you will feed a precise and complete proposal to merit consideration by NHA.

**General Manager (P&CA)**  
National Highway Authority  
Ministry of Communications  
Government of Pakistan  
28-Mauve Area, G-9/1, Islamabad  
E-mail: [gmpca.nha@gmail.com](mailto:gmpca.nha@gmail.com)  
Website: [www.nha.gov.pk](http://www.nha.gov.pk)  
Telephone: +92-51-9032727  
Fax: +92-51-9260419



# INSTRUCTIONS TO APPLICANTS (ITA)

## 1. INTRODUCTION

- 1.1 You are hereby invited to submit a proposal for consulting services as required for the Assignment named in the attached Data Sheet. Your proposal could form the basis for negotiations and a contract Agreement between you 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 elsewhere in the RFP and will become part of contract Agreement.
- 1.3 The Assignment shall be implemented in accordance with the requirement of the Client.
- 1.4 The Client has been entrusted the duty to implement the Assignment as Executing Agency by Government of Pakistan and funds for it shall be arranged by the Client.
- 1.5 To obtain first-hand information on the Assignment and to seek any clarification in this regard, you are encouraged to attend pre-proposal conference; date, time and venue for which is specified in the Data Sheet.
- 1.6 Personnel, Equipment, Facilities and other Services to be provided by the Client are indicated in the Data Sheet.
- 1.7 Please note that:
  - i. The costs of preparing and submitting the proposal including the visit to attend pre-proposal conference as well as to appear for interview and for negotiating the contract are not reimbursable; and
  - ii. The Client is not bound to accept any of the proposals submitted.
- 1.8 Minimum requirements for suitability of a Candidate are specified in the Data Sheet. Proposals of the Candidates which do not fulfill the minimum requirements **will be rejected and not evaluated.**
- 1.9 We wish to remind you that in order to avoid conflicts of interest:
  - a. Any firm with which you are affiliated or associated is not eligible to participate in bidding for any goods, works, or services resulting from or associated with this Assignment; and
  - b. Any previous or ongoing participation in relation with this Assignment by your firm, its professional staff, its affiliates or associates under any contract may result in rejection of your proposal.

You should clarify your situation in this respect with the Client before preparing the proposal.



## 2. RFP DOCUMENTS

- 2.1 To prepare a proposal, please use the Documents included in this RFP.
- 2.2 Candidates requiring a clarification of the Documents must attend pre-proposal conference as specified in the Data Sheet.
- 2.3 At any time before submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification required by a Candidate during the pre-proposal conference, modify the Documents by amendment. The amendment shall be uploaded on NHA website ([www.nha.gov.pk](http://www.nha.gov.pk)); excepting any extension of time in submission of proposals which shall be published in all those media wherein the original advertisement was published.

## 3. PREPARATION OF PROPOSAL

### 3.1 Proposal

- 3.1.1 The proposal should be prepared using the format specified in the RFP Documents. The proposal shall further include, duly signed and stamped by NHA, Forms A-1, A-2 and A-3 as provided in the RFP. This is a mandatory requirement for evaluation of proposals and needs to be complied with.
- 3.1.2 The proposal prepared on the specified format shall be complete including your own documents as listed in the Data Sheet.
- 3.1.3 In preparing the proposal, you are expected to examine all terms and instructions included in the RFP Documents. **Failure to provide all requested information and your documents shall be at your own risk and may result adversely in scoring of your proposal.**
- 3.1.4 During preparation of the proposal, you must give particular attention to your suitability requirements listed in the Data Sheet (**revisit Clause 1.8 above**).

### 3.2 Financial Consideration

- 3.2.1 Forms A-4, A-5 and A-6 are attached for information regarding remunerations fixed for 'Consultant' named in the Data Sheet, its support staff and provision of direct non-salary cost items.
- 3.2.2 The Remuneration cost stated in Form A-4 accounts for the professional liability as provided under the Pakistan Engineering Council (Conduct and Practice of Consulting Engineers) Bye-laws, 1986 (updated till 23-04-2013) and requirement of insurances specified in the Data Sheet in accordance with Procurement of Consultancy Services Regulations, 2010 as notified by the Public Procurement Regulatory Authority (PPRA).

## 4. SUBMISSION OF PROPOSALS

- 4.1 You shall submit one original proposal and three copies in sealed envelope. Each proposal shall be in a separate envelope indicating original or copy, as appropriate. All proposals



shall be placed in an 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 proposal shall be prepared in indelible ink and shall be signed by the Candidate. All pages of the proposals shall be initialed by the Candidate.
- 4.3 The proposal shall contain no interlineations or overwriting except as necessary to correct errors made by the Candidate. Any such corrections shall be initialed by the Candidate.
- 4.4 The proposal complete in all respects shall be delivered on or before the time, on the date, at the location specified in the Data Sheet.

## 5. PROPOSAL EVALUATION

- 5.1 Single-Stage-One-Envelope procedure shall be adopted in evaluating and ranking of the proposals. The evaluation of proposals shall be carried out first, followed by the interviews of the qualifying Candidates. The Candidates shall be ranked using combined scores achieved in proposal evaluation and interview.
- 5.2 The evaluation committee appointed by the Client shall carry out its evaluation for the Assignment, applying the evaluation criteria and point system (marks) specified in the Data Sheet. Each responsive / suitable proposal shall be given a score. The Candidates scoring less than seventy (70) percent marks shall be treated as disqualified.
- 5.3 The Client shall notify the Candidates scoring minimum seventy (70) percent marks in the proposal evaluation, in writing, by registered letter, cable telex or facsimile and invite them for interview.

The date, time, and address of the place of interview shall be communicated after evaluation and approval of proposals.

- 5.4 Combined scores of proposal evaluation and interview will provide a Ranking List, as specified in the Data Sheet, and the basis of negotiation.

## 6. NEGOTIATION

- 6.1 The Client shall notify the highest ranked Candidate in writing, by registered letter, cable telex or facsimile and invite it to negotiate the contract.
- 6.2 Negotiations shall commence with a discussion of your proposal and conclude on an agreement regarding conditions of contract. Negotiations normally take from two to five days. The aim is to reach agreement on all points and initial a draft contract Agreement by the conclusion of negotiations.
- 6.3 If negotiations fail, the Client shall invite the second ranked Candidate to negotiate the contract. The procedure will continue with the third in case the negotiation process is not successful with the second ranked Candidate.



7 **AWARD OF CONTRACT**

- 7.1 The contract shall be awarded after successful negotiations with the selected Candidate and approval by the competent authority. Upon successful completion of negotiations / initialing of the draft contract Agreement, the Client shall promptly inform the other Candidates through notification of award on websites of the Client and PPRA in compliance of Rule 35 of the Public Procurement Rules, 2004.
- 7.2 The selected Candidate (**Consultant**) is expected to commence the Assignment on the date and at the location specified in the Data Sheet and / or as per conditions of the contract Agreement signed between the Client and the Consultant.

Say No to Corruption



## DATA SHEET

ITA Clause No.	DESCRIPTION OF THE CLAUSE
1.1	<p>The name of the Assignment is:</p> <p>Hiring of <b>'Senior Procurement Specialist'</b> for NHA.</p> <p>The Client's name is: <b>National Highway Authority</b></p>
1.2	<p>Brief description and the objectives of the Assignment are:</p> <p>The Assignment, as named above, is primarily selection and appointment of 'Senior Procurement Specialist' as Consultant, in accordance with Pakistan Engineering Council (Conduct and Practice of Consulting Engineers) Bye-laws, 1986 as amended till 23-04-2013 and Procurement of Consultancy Services Regulations, 2010.</p> <p>Objective of the Assignment which shall be tasked to the Senior Procurement Specialist is to enhance capacity of the Client in accordance with the TOR provided in the RFP.</p>
1.5	<p>Date, Time and Venue for Pre-proposal Conference:</p> <p><b>Date: 1<sup>st</sup> November, 2016</b>  <b>Time: 1130 hours</b>  <b>Venue: NHA Auditorium (HQ)</b>  National Highway Authority  28, Mauve Area, G-9/1  Islamabad.</p>
1.6	<p>The Client shall provide the following inputs:</p> <p><b>As per TOR.</b></p>
1.8	<p>Minimum requirements for suitability of a Candidate are:</p> <p>Any Engineer having Bachelor of Civil Engineering Degree from a University recognized by HEC and PEC, who is above 40 years of Age, and having at least 15 years post-graduate Experience in Highway Sector with adequate knowledge in Procurement (as counted on the last date specified for submission of proposals), who:</p> <p>(a) Is registered with Pakistan Engineering Council (PEC).</p> <p>(b) Provides affidavit in original bearing the subject with the name of Assignment on Judicial Stamp Paper duly attested by Oath Commissioner to the effect that the Candidate has never been blacklisted and none of the contracts in which the Candidate was party has been rescinded in the past for non-fulfillment of contractual obligations; and confirms therein his availability as per person-months allocated in TOR.</p> <p>(c) Provides Client's Satisfaction Certificates (Performance Reports) from the respective previous clients of at least three past assignments. [Note: any Candidate who provided services in past to NHA in any capacity shall be disqualified from the Assignment, named under Clause 1.1 above, if any adverse report regarding his previous performance on NHA assignment(s) is received from any quarter of NHA.</p>
3.1.2	<p>Required documents include:</p> <p>a. Forms A-1, A-2 and A-3 duly completed and signed.</p> <p>b. Copies of CNIC and valid registration of Pakistan Engineering Council.</p>





	<p>c. Copies of Matriculation Certificate, Degree(s) in Engineering and others, Experience Certificates and other Certificates / Credentials / Evidence / Reference / Contact Person etc. for seeking respective scores during evaluation.</p> <p>d. Other necessary documents including those mentioned in sub-paragraphs (b) and (c) under Clause 1.8 above.</p> <p>e. Forms A-1, A-2 and A-3, duly signed and stamped by NHA, as provided in the RFP (ITA 3.1.1)</p>												
3.2.1	<p>'Consultant' shall be named as:</p> <p><b>Senior Procurement Specialist</b></p>												
3.2.2	<p>Professional liability and insurances:</p> <p>i. The Consultant shall be responsible for providing Professional Indemnity Bond of the required amount. This bond shall be in the joint name of The Consultant and the Client.</p> <p>ii. The Consultant shall be encouraged to insure itself for Hospitalization / Medical as well as Travel and Accident Cover for the duration of the Contract at his own cost.</p> <p>[The details will be provided under Clause 3.5 of Special Conditions of Contract.]</p>												
4.1	<p>The address for writing on the proposal:</p> <p><b>General Manager (P&amp;CA)</b>  National Highway Authority  28, Mauve Area G-9/1 Islamabad  Telephone: +92-51-9032727  Facsimile: +92-51-9260419</p>												
4.4	<p>The Date, Time and Location for submission of proposal:</p> <p>Date: <b>10<sup>th</sup> November, 2016</b>  Time: <b>1130 hours</b>  Location of Submission : <b>NHA Main Auditorium</b>  National Highway Authority  27, Mauve Area G-9/1 Islamabad.</p>												
5.2	<p><b>Evaluation of proposals, and interview, shall be based on the following Criteria:</b></p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Description of Criteria and Subdivision of Marks</th> <th>Max Marks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><b>Academic Qualification:</b> Bachelor of Civil Engineering Degree from a University recognized by HEC and PEC (15 marks); preferably having Master's degree in Highway Engineering or Business Administration or Law (5 marks).</td> <td>20</td> </tr> <tr> <td>2</td> <td><b>General Experience:</b> 15 years post-graduate experience in Highway Sector (15 marks); 1 mark per year experience in Highway Sector exceeding the said 15 years' experience (up to maximum of 10 marks).</td> <td>25</td> </tr> <tr> <td>3</td> <td><b>Specific Experience:</b> 1 additional mark per year experience of Procurement related Assignments (for adequate knowledge of Procurement) <b>inclusive of the experience also marked under General Experience.</b></td> <td>5*</td> </tr> </tbody> </table>	S. No.	Description of Criteria and Subdivision of Marks	Max Marks	1	<b>Academic Qualification:</b> Bachelor of Civil Engineering Degree from a University recognized by HEC and PEC (15 marks); preferably having Master's degree in Highway Engineering or Business Administration or Law (5 marks).	20	2	<b>General Experience:</b> 15 years post-graduate experience in Highway Sector (15 marks); 1 mark per year experience in Highway Sector exceeding the said 15 years' experience (up to maximum of 10 marks).	25	3	<b>Specific Experience:</b> 1 additional mark per year experience of Procurement related Assignments (for adequate knowledge of Procurement) <b>inclusive of the experience also marked under General Experience.</b>	5*
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2	<b>General Experience:</b> 15 years post-graduate experience in Highway Sector (15 marks); 1 mark per year experience in Highway Sector exceeding the said 15 years' experience (up to maximum of 10 marks).	25											
3	<b>Specific Experience:</b> 1 additional mark per year experience of Procurement related Assignments (for adequate knowledge of Procurement) <b>inclusive of the experience also marked under General Experience.</b>	5*											



	4	<b>Credible Experience:</b> (a) Service abroad or under an International Organization in Highway Sector or Procurement (1 mark per year) and / or (b) Service as 'Procurement Specialist' in Highway Sector (1 mark per year).	5
	5	<b>Professional Excellence:</b> (a) Foreign Training / Workshop and Official Meeting abroad in Highway Sector or Procurement (1 mark per Training / Workshop / Meeting) and / or (b) Publication authored (duly recognized by National / International Agency) relating to Highway Sector or Procurement (1 mark per Publication).	5
	6	<b>Interview:</b> For evaluating Competence of the Candidate against desired level of Performance in NHA besides pre-assessment of his Integrity, also keeping in view past assignments completed anywhere particularly in Highway Sector and Procurement, by a Panel of officers headed by the Chairman NHA (subject to subsequent verifications, if required, prior to any contract award to the Selectee).	40
		<b>Total:</b>	<b>100</b>
		* Candidates scoring less than 5 Marks in SN 3 shall be treated as unfit and disqualified.	
		<b>Note: Candidates having total scores of at least 42 out of 60 Marks (i.e. 70%) in SN 1 to 5 above shall be shortlisted for interview. Threshold for clearing the interview is 28 out of 40 Marks (i.e. 70%) in SN 6.</b>	
5.4		Ranking List, based on total scores in SN 1 to 6 above, shall be prepared of the Candidates who clear the interview.	
7.2		Expected Date and location to commence the Assignment: <b>Date:</b> 1 <sup>st</sup> December, 2016 <b>Location:</b> Procurement and Contract Administration Section National Highway Authority 28, Mauve Area, G-9/1 Islamabad.	



## PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sir:

I, the undersigned, offer to provide the consulting services as **Senior Procurement Specialist** in accordance with your Request for Proposals dated [Insert Date]. I am hereby submitting my Proposal sealed in envelope.

I hereby declare that:

- (a) All the information and statements made in this Proposal are true and I accept that any misinterpretation or misrepresentation contained in this Proposal may lead to my disqualification and I may be sanctioned by the Client.
- (b) My Proposal shall be valid for an indefinite period unless I regret, on reasonable grounds, at the time of receipt of call from the Client in this regard.
- (c) I have no conflict of interest in accordance with ITA Clause 1.9.
- (d) I meet the eligibility requirements as stated in Data Sheet Clause 1.8.
- (e) I have not prepared the TOR for this Consultancy Services.
- (f) My Proposal is binding upon me and subject to any modifications resulting from the Contract negotiations.

I undertake, if my Proposal is accepted and the contract Agreement is signed, to commence and complete the Consultancy Services in accordance with the conditions of contract.

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

I remain,

Yours sincerely,

Signature {In full and initials}: \_\_\_\_\_

Name of the Candidate: \_\_\_\_\_

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

Contact information (phone and e-mail): \_\_\_\_\_



## FORMAT OF CURRICULUM VITAE (CV) FOR THE CANDIDATE

1. Name of Candidate: \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_
3. Nationality: \_\_\_\_\_
4. CNIC Number (**Attach a copy**): \_\_\_\_\_
5. Email Address: \_\_\_\_\_
6. Cell Number: \_\_\_\_\_
7. Name of current employer, if any: \_\_\_\_\_
8. Procedure for Availability as **Senior Procurement Specialist**, if selected: \_\_\_\_\_
9. Membership in Professional Societies: \_\_\_\_\_  
(Membership of PEC is Mandatory - **Attach valid certificate**)
10. Detailed Tasks to be Assigned (TOR): \_\_\_\_\_

## 11. Key Qualifications:

[Give an outline of your experience and training most pertinent to the Tasks. Describe degree of responsibility held by you on relevant previous assignments and give dates and locations. Use up to one page].

## 12. Academic Qualifications: (Education)

[Summarize college / university and other specialized education, giving names of institutions, dates attended and degrees / certificates obtained (**Attach documentary evidences**)].

## 13. General and Specific Experience: (Employment Record)

[Starting with present position, list in reverse order every employment held. List all positions held by you since graduation, giving dates, names of employing organizations, title of positions held and location of assignments (**Attach documentary evidences**). For experience in last twenty five (25) years, also give types of activities performed and **email of Contact Persons in the employing organizations**, where appropriate to indicate General Experience and Specific Experience in Highway Sector and **Procurement** related assignments respectively; specify number of months in any assignment / task performed for precise evaluation, failing which the evaluators shall not be held responsible for any lower scoring].



14. Credible Experience

[List your service abroad or under an International Organization in Highway Sector or Procurement; and service as 'Procurement Specialist' in Highway Sector (**Give email of Contact Persons in the employing organizations**)].

15. Professional Excellence

[List your foreign trainings, workshops and official meetings abroad in Highway Sector or Procurement; and Publications authored (duly recognized by National / International Agency) relating to Highway Sector or Procurement (**Attach documentary evidences**)].

16. Languages

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

17. Certification

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

- (i) This CV correctly describes my qualifications and experience etc.
- (ii) I am not a current employee of the Executing or the Implementing Agency.
- (iv) I was not part of the team who wrote the terms of reference for this Consultancy Services.
- (v) I am not currently debarred by any department / organization / (semi-autonomous / autonomous) bodies or such like institutions in Pakistan.
- (vi) I undertake, if my Proposal is accepted and the contract Agreement is signed, to commence and complete the Consultancy Services in accordance with the conditions of contract.

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

\_\_\_\_\_  
Signature of the Candidate

Date: \_\_\_\_\_  
Day / Month / Year

**Note: copy or scanned signatures are not allowed**



**CURRENT COMMITMENTS OF THE CANDIDATE**  
(List MUST be comprehensive including assignments from clients other than NHA as well)

Name of assignment	Single or JV	Tasks assigned	Start date of the assignment	Expected date of completion



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**ESTIMATED SALARY COSTS / REMUNERATION**

Sr. No.	Position	Name	Staff-Months	Monthly Billing Rate (Pak Rs.)	Total Amount (Pak Rs.)
<b>I. Professional Staff</b>					
1.	Senior Procurement Specialist		24	425,000	10,200,000
		<b>Sub-Total:</b>			<b>10,200,000</b>

Note:

1. Above remuneration includes, in addition to basic salary, transportation from home to office and local visits (including rentals & maintenance of vehicle, salary of driver & POL charges), House hiring, Utilities allowance, Communication charges (including mobile and landline telephone at residence) and medical allowances.
2. Above remuneration accounts for the professional liability as provided under the Pakistan Engineering Council (Conduct and Practice of Consulting Engineers) By-laws, 1986 (updated till 23-04-2013) and requirement of insurances specified in the Data Sheet in accordance with Procurement of Consultancy Services Regulations, 2010 as notified by the Public Procurement Regulatory Authority.
3. Above remuneration rate is inclusive of all applicable Federal, Provincial and Local taxes (excluding General Sales Tax).



ESTIMATED SALARY COSTS / REMUNERATION

Sr. No.	Position	Staff-Months	Monthly Billing Rate (Pak Rs.)	Total Amount (Pak Rs.)
<b>II. Support Staff</b>				
1.	Computer Operator cum Administrative Assistant	24	40,000	960,000
2.	Helper / Peon	24	20,000	480,000
	<b>Sub-Total:</b>			<b>1,440,000</b>

- Note: 1. Above remuneration includes, in addition to basic salary, transportation from home to office, House hiring, Utilities allowance, Communication charges (including mobile and landline telephone at residence) and medical allowances.
2. Above remuneration rates are inclusive of all applicable Federal, Provincial and Local taxes (excluding General Sales Tax). The Consultant shall deduct only the applicable taxes from the Monthly Billing Rates to pay the net amounts to the Support Staff.





## DIRECT (NON-SALARY) COSTS

Sr. No.	Nomenclature	Unit	Qty	Unit Price (Pak Rs.)	Total Amount (Pak Rs.)
1.	Stationary including toners – on actual but maximum	P.S	-	-	100,000/-
2.	Payments for site visits within Pakistan to Consultant shall be as under: a) Traveling Allowance (1) Travel by air: Air ticket of economy class on actual basis (2) Travel by road Rs.15/Km + toll tax on actual basis b) Daily Allowance for out station visits Fixed @ Rs.7500/day	P.S			400,000/-
<b>Total</b>					<b>500,000/-</b>



## SUMMARY OF COST OF THE CONSULTANT

Sr. No.	Description	Amount (Pak Rs.)	
1.	Salary Cost / Remuneration	Professional Staff	10,200,000/-
		Support Staff	1,440,000/-
2.	Direct (Non-Salary) Cost	500,000/-	
3.	Grand Total:	12,140,000/-	

## Note:

1. The dues and salaries of Support Staff for the month, for which the Consultant has been paid by NHA, shall be paid by the Consultant positively within three days of receiving the payment. In case of failure to do so the Client shall intervene and pay these dues and salaries of the concerned staff member(s) and recover from the next month's invoice of the Consultant at actual charges paid plus 1% of the amount. This will account for adversely in making assessment of the Consultant for future assignments of National Highway Authority.
2. The grand total is inclusive of all the applicable Federal, Provincial and Local taxes (excluding General Sales Tax).



# APPENDIX A

## TERMS OF REFERENCE (TOR)

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## SCOPE OF SERVICES/TERMS OF REFERENCE

Responsible for:

- 1) Assistance in tendering process from procurement inception till contract award;
- 2) Assistance in Planning/ Scheduling of Procurement actions;
- 3) Keeping P&CA Section Up to date in the light of procurement procedures of International Funding Agencies/ PPRA Rules/ PEC Bylaws/ Guidelines;
- 4) Preparation of Terms of Reference (TORs) and designing of qualification/ evaluation criteria for NHA projects to be tendered, based on input from concerned Section;
- 5) Preparation of Expression of Interest (EOI), Pre-qualification (PQ) Notices/ Invitation for Bids;
- 6) Overall management of bid process including preparation/ review of prequalification/ bidding documents/ Request for Proposals;
- 7) Assistance in evaluation of Expression of Interest/ Prequalification/ technical and financial proposals (Works & Services) and ensure that evaluation is in accordance with predefined evaluation criteria;
- 8) Dissemination of information on results of procurements as per PPRA Rules
- 9) Preparation of Standard Agreement(s) and Contract Document(s) and review Agreements and Contracts prepared by others and facilitate award of the contracts;
- 10) Assistance in determining the supply side capacity of construction industry in Pakistan;
- 11) Procurement oversight;
- 12) Clarification on the procurement issues till signing of contract and after award;
- 13) Prepare replies of Audit Paras and pursue it till settlement of Para;
- 14) Advise on contractual provisions and their interpretation;
- 15) Train NHA officers in Procurement of Works and Services;
- 16) Review and evaluate amendments to the Contract(s) as necessary;
- 17) Procurement of Works, Services and Goods;
- 18) Vetting of Request for Proposals;
- 19) Interpretation of contractual issues; and
- 20) Any other task entrusted to him by the Chairman NHA/ Member (Engg. Coord.) NHA;

Note: He will perform his duties as Senior Procurement Specialist under the administrative control/ guidance of Member (Engg. Coord.) at NHA HQ. Islamabad.



**Facilities and Equipment to be provided by the Client**

The Client shall provide the following facilities to the Consultant:

- Office accommodation and office furnishing with services.
- One (01) desktop computer, One (01) Laptop, one A-4 printer, one telephone set, internet facility with required maintenance.
- Provision/purchase of relevant software, toner and stationery etc. (As per demand).
- Full utilization of NHA library.

**Counterpart Staff to be provided by the Client**

The Client shall provide the following Counterpart Staff to the Consultant:

- Deputy Directors – 5 Nos.
- Assistant Directors – 8 Nos.
- Trainee Engineers – 4 Nos.

