



# NATIONAL HIGHWAY AUTHORITY

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

No. 6(421)/GM (P&CA)/NHA/17/713

05<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: **ANNOUCNEMENT OF EVALUATION REPORT (PPRA Rule-35):  
CONSULTANCY SERVICES TO FORMULATE HIGHWAY  
RESEARCH AND TRAINING CENTRE (HRTC) CODE.**

*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 Envelope Procedure
3.	Title of Procurement:	Consultancy Services to Formulate Highway Research and Training Centre (HRTC) Code.
4.	Tender Inquiry No.:	6(421)
5.	PPRA Ref. No. (TSE):	TS294754E
6.	Date & Time of Bid Closing:	30 <sup>th</sup> November, 2016 at 1130 hours local time
7.	Date & Time of Bid Opening:	30 <sup>th</sup> November, 2016 at 1200 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 <b>Annex-I</b>
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 360 Technologies/Aspire Training & Consulting	648	200	8,904,960	Top scoring firm in combined evaluation (PPRA Rule 36(b) (ix))
2) M/s Sustainable Development Consultants (Pvt.) Ltd.	592	174	10,237,350	2 <sup>nd</sup>
3) M/s Zahid Jamil & Co Chartered Accountants	474	-	-	PPRA Rule 36(b) (v)

**Top Ranked Bidder:** M/s 360 Technologies/Aspire Training & Consulting.

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 to Formulate Highway  
Research and Training Centre (HRTC) Code**

**May, 2017**



# NATIONAL HIGHWAY AUTHORITY

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

Ref: 6(421)/GM (P&CA)/NHA/16/1764

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

## All Prospective Consultants

Subject: **Minutes of Pre-Proposal Conference:**  
**Consultancy Services to Formulate Highway Research & Training**  
**Centre (HRTC) Code**

Reference: *Request for Proposal Notice for subject Services appeared in daily newspapers on 4<sup>th</sup> November, 2016*

The Minutes of Pre-Proposal Conference held in NHA Auditorium (HQ) on 16<sup>th</sup> November, 2016 for subject Services being integral part of the Request for Proposal, is enclosed herewith, for necessary action, please.

  
(Muhammad Azam)  
Director (P&CA)

### **Enclosure:**

**Minutes of Pre-Proposal Conference (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 16<sup>th</sup> NOVEMBER 2016**

**CONSULTANCY SERVICES TO FORMULATE HIGHWAY RESEARCH & TRAINING CENTRE  
(HRTC) CODE**

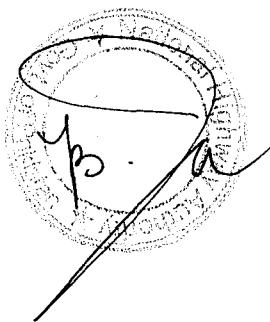
A Pre-Proposal Meeting was held in NHA Auditorium at 1100 hours on 16<sup>th</sup> November, 2016 to discuss the Request for Proposal (RFP) for subject Services. Following NHA officers and representatives of prospective consultants attended the meeting:

- **National Highway Authority**
  - Mr. Arbab Ali ... General Manager (Planning)
  - Dr. Shafiq Ahmed ... Executive Director (HRTC)
  - Mr. Muhammad Azam ... Director (P&CA) - III
  - Mr. Dawood Khan ... Deputy Director (P&CA) - II
- **Consultants**
  - Mr. Mazhar Ahmed ... M/s Zahid Jamil & Co.
  - Mr. Moinuddin Siddiqui ... M/s Sustainable Development Consultants
  - Mr. Mobashar Sadik ... M/s ASPIRE

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.	Page 4, Section 3.1.4 (a) requires the firm to be registered with PEC. Since the nature of Assignment is not engineering; can we suggest that this requirement be removed/ relaxed for all the participants?	Agreed; however, the requirement of Data Sheet Sub-Clause 1.8 (a) stands valid.
2.	First line of the 5 <sup>th</sup> page of RFP documents demand JV to be registered with PEC. Since this assignment does not directly involve engineering works so, if formed, shall our JV be required to get registered with PEC?	No; JV is not required to be registered from Pakistan Engineering Council.
3.	Can individual consultants, forming a group, participate in the bid?	Individuals can bid through firm or JV of firms who fulfils the basic eligibility requirements given in Data Sheet Clause 1.8.

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# APPENDIX-A

## TERMS OF REFERENCE

(TOR)



# Highway Research & Training Centre (HRTC) Code

## 1. Scope of Services

The main objective of assignment is formulation of HRTC's Code including administrative, operational and financial Manuals. Further, a business model is to be prepared which shall be based on technical feasibility and economic viability also including assessed income/ expenditure to work out Benefit/ Cost ratio and Self Sustainability of HRTC. By and large, the consultant will be required to carry out following tasks:-

### i. Detailed review of:-

- a. HRTC's approved Structure, current organizational arrangement and operational handicaps.
- b. Organizational systems of compatible Entities, in Pakistan and abroad.
- c. NHA Code and Financial Manual etc.

### ii. Formulation of HRTC Administrative Manual. Salient features will include:-

- Organization Structure
- Creation, Conversion & Abolition of Posts
- Qualifications, Experience, Age, Quota, Job Description/ToR's etc. of HRTC Staff;
- Formulation of Pay Packages, Allowances & Fringe benefits, etc.;
- Recruitment Procedures;
- Rules for Promotions, Transfers, Deputations (to & from HRTC) etc.;
- Selection & Promotion Committees;
- Competent Authorities for Appointment;
- Rules to determine Seniority;
- Formulation of rules for availing facilities (Medical, Transport etc.);
- Appointment of Local & Foreign Consultants/Advisors (Long & Short Term);
- Rules for Short & Long Term Leaves;
- Rules for movement on temporary duty, retirement, benefits after retirement etc.;
- Performance Evaluation Reports;
- Rules regarding Contract Employees, Trainees, Research Assistants & Associates to be hired for HRTC;
- Adjustment/absorption of well trained, on-board Staff serving HRTC into proposed set up;
- Temporary Appointments;
- Efficiency & Discipline Rules;



- Assets Management (movable and immovable assets);
- Regulations for Security & Safety Arrangements;
- Regulations for usage of Utilities, Vehicles etc.;
- Trainings and visits abroad (conferences, seminars etc.) of HRTC Officers & Staff;
- Regulations for Auctions of Redundant assets
- Any other Regulations deemed necessary;

Draft of all requisite/relevant Pro forma will be part of this Manual.

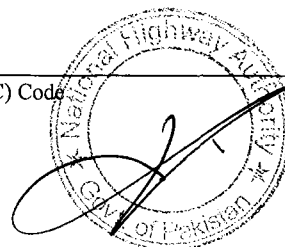
iii. Formulation of HRTC Operational Manual. Salient features will include:-

- Purpose, Functions/ Duties & Organization of HRTC
- Powers & Duties of HRTC Governing Board
- Delegation of Powers
- Approval of Research Proposals & Training Programs
- Allocation of Funds
- Arrangement of Funds/Revenue Generation for HRTC
- Technical Scrutiny Committees
- Powers regarding contract administration of developmental/maintenance schemes
- Procurement of Works, Goods, Services and repairs/retrofitting (including Equipment, Tools, Plants, Vehicles, Gifts, Books, Technical Journals etc.) including hiring and leasing of HRTC equipment/machines for testing purposes
- Rules for Entertainment & Gifts
- Procedures & Powers to Write Off Losses
- Any other Regulations deemed necessary.

Draft of all requisite/relevant Pro forma will be part of this Manual.

iv. Formulation of HRTC Financial Manual. Salient features will include:-

- Review of current Financial System
- Functions, & Responsibilities of Finance Section
- Sources of Funding
- Budgeting
- Funds Management
- Formulation of Accounts System/Policies
- Re-appropriation Procedures
- Control of Expenditures
- Regulations for Audit





- Procedure for processing Invoices
- Research and Training Projects Accounting
- Procedures for Variation Orders
- Powers of Payments
- Procedures for handling of Bank Accounts
- Petty Cash Management
- Bookkeeping and Financial Statements
- Maintenance of Service Documents and Issuance of Pay Slips
- Loans, Advances, Honorariums & Performance Based Incentives etc. to Employees
- Cash Flow Statements & Balance Sheets
- Handling of Grant Money
- Revenue Disbursements
- Tax Depositions & Returns
- Any other Regulations deemed necessary

Draft of all requisite/relevant Pro forma will be part of this Manual.

The Consultant may suggest any other document/rules deemed necessary for conducting official matters of HRTC.

- v. Preparation of HRTC Business Model comprising of technical feasibility, economic viability, Benefit/ Cost ratio and Self Sustainability of HRTC.

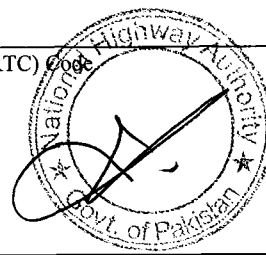
## 2. Time of Commencement

The Consultants shall commence the services immediately upon signing of the Contract Agreement or such other time period as the Parties may agree in writing.

## 3. Time of Completion, Deliverables & Reporting Requirements

Services shall be completed and all requisite documents shall be submitted in the form and format acceptable to the Client, within **Six (06) months** from the date of Commencement of Services as per following schedule:-

S. No.	Deliverable	Schedule for Submission
1.	Inception Report to include methodology and strategy	Within two (02) weeks of the Date of Commencement
2.	Interim Report based on: <ul style="list-style-type: none"> <li>▪ Detailed review of HRTC's approved Structure, current organizational arrangement and operational handicaps</li> <li>▪ Detailed review of organizational systems of compatible Entities, in Pakistan and abroad</li> <li>▪ Detailed review of NHA Code and Financial</li> </ul>	Within four (04) weeks of the Date of Commencement



S. No.	Deliverable	Schedule for Submission
	Manual etc.	
3.	Formulation of Draft Administrative, Operational & Financial Manuals as well as Business Model including technical feasibility, economic viability, Benefit/ Cost ratio and Self Sustainability of HRTC	Within eighteen (18) weeks of the Date of Commencement
4.	Final Report. Finalized Administrative, Operational & Financial Manual as well as Business Model including technical feasibility, economic viability, Benefit/ Cost ratio and Self Sustainability of HRTC	Within twenty four (24) weeks of the Date of Commencement

**Notes:**

- The Consultants shall submit 5 copies each for reports highlighted and will make comprehensive presentation at each stage.
- All the deliverables will be evaluated and approved by the NHA/HRTC Evaluation and Approval Committee.
- Observations/comments during presentations and suggested amendments in submitted documents at each stage shall be incorporated by the Consultants.

**4. Provision of Soft Data (Copies)**

In addition to hard copies, the Consultants shall submit complete set of documents listed above on two (02) nos. USBs/ CDs. All files shall be properly indexed/ cataloged for record purpose and use/reproduction at a later stage by NHA/ HRTC.

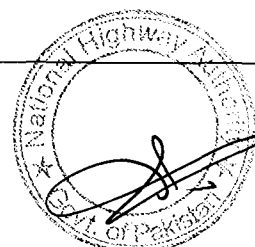
**5. Responsibilities during Approval from Competent Forums**

The Consultants will be responsible for providing due support for seeking necessary approvals from the competent forums and incorporate any revisions deemed necessary.

**6. Schedule of Payment**

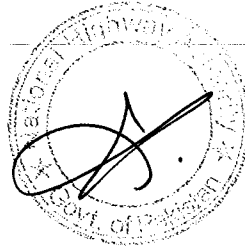
The Consultants will be paid by NHA against submission of deliverables as per the following schedule:

Sr. No.	Description	% age of the Contract Price
1.	Inception Report to include methodology and strategy	05%
2.	Interim Report based on:	
	• Detailed review of HRTC's approved Structure, current organizational arrangement and operational handicaps	05%
	• Detailed review of organizational systems of compatible Entities, in Pakistan and abroad	05%
	• Detailed review of NHA Code and Financial Manual etc.	05%
3.	Formulation of Draft Administrative, Operational & Financial Manuals as well as Business Model including technical feasibility, economic viability, Benefit/ Cost ratio and Self Sustainability of HRTC	50%



Sr. No.	Description	% age of the Contract Price
4.	Final Report. Finalized Administrative, Operational & Financial Manual as well as Business Model including technical feasibility, economic viability, Benefit/ Cost ratio and Self Sustainability of HRTC	20%
<b>T O T A L</b>		<b>90%</b>

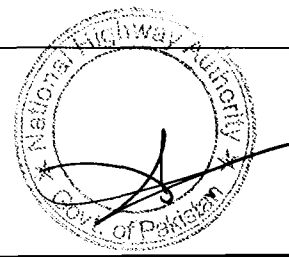
**Note: -** Final payment i.e. the remaining Ten per cent (10%) of the Contract Amount will be made on approval of Final Report.



## 7. Minimum Key Professionals & Support Staff Requirements

### Technical Staff

S. No.	Key Professionals	Nos.	Minimum Qualification	Experience (Min)	Man Months
<b>Key Personnel</b>					
1	<b>Organizational Re-Engineering Specialist/ Expert</b> (Administration & Management)	1	Master in Law or MBA (Human Resource Management) Marks Allocated: 39	15 years' experience of relevant field in Public/Private Sector: <b>(26 Marks)</b> Must have produced Policy Manuals, Reports etc. for similar Research & Training Centres/ Institutes: <b>(26 Marks)</b> Familiarity with Financial & Audit Rules will be a plus: <b>(16 Marks)</b> Good analytical, decision-making and communication skills: <b>(10 Marks)</b>	6
2	<b>Organizational Re-Engineering Specialist/ Expert</b> (Financial Management)	1	M. Com or MBA (Finance) Marks Allocated: 39	15 years' experience of relevant field in Public/Private Sector: <b>(26 Marks)</b> Must have developed Accounting & Procurement Systems/ Rules for similar Research & Training Centres/ Institutes: <b>(26 Marks)</b> Familiarity with Management & Operational Rules of similar Centres/ Institutes will be a plus: <b>(16 Marks)</b> Good analytical, decision-making and communication skills: <b>(10 Marks)</b>	6
3	<b>Legal Advisor</b>	1	Law Graduate Marks Allocated: 21	8-10 years' experience of relevant field in Public/Private Sector: <b>(15 Marks)</b> Must have accomplished 2 assignments of similar nature: <b>(10 Marks)</b> Familiarity with Management & Operational Rules of similar Centres/ Institutes will be a plus: <b>(10 Marks)</b> Good analytical, decision-making and communication	3



				skills: (07 Marks)	
<b><i>Non-Key Personnel/ Support Staff</i></b>					
4	Document Controller	2	B.A/B.Sc. with 6 months certificate Computer Course	3 years' experience of document handling /preparations. Computer skills are essential.	6 each
5	Computer Operator	2	F.A/F.Sc. with 6 months certified Computer Course	2 years' experience with good knowledge of MS Office, Power Point etc.	6 each

#### 8. Responsibilities of Client

The Consultants shall be provided with an appropriate office in HRTC premises, Burhan on need basis. The Consultants will be provided reasonable access to all the information for performing the Services.

A competent officer of HRTC will work with the Consultants as Counterpart Staff.

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