

# National Highway Authority



## REQUEST FOR PROPOSAL FOR

TOPOGRAPHIC SURVEY WORK FOR IN HOUSE DESIGN

(Page 1 to 28)

**November 2009**

## Table of Contents

| <b>Sr. #</b> | <b>Description</b>         | <b>Page No.</b> |
|--------------|----------------------------|-----------------|
| 1.           | Letter of Invitation (LOI) | 03              |
| 2.           | Data Sheet                 | 10              |
| 3.           | Technical Proposal Forms   | 13              |
| 4.           | Financial Proposal Forms   | 21              |
| 5.           | Appendix A (TORs)          | 23              |

# APPENDIX (I)

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

Dated the \_\_\_\_\_  
Ref No. \_\_\_\_\_

## LETTER OF INVITATION

To,  
All Prospective Firms

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 specifically mentioned 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.

### 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 LOI 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 TOR.
- 1.3 The assignment shall be implemented in accordance with the phasing indicated in the Data Sheet.
- 1.4 The Client (NHA) has been entrusted the duty to implement the Project as Executing Agency by GOP and funds for the project for this phase are available in the budget.
- 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 officials named in the Data Sheet. Please ensure that these officials are advised of the visit in advance to allow adequate time for them to make appropriate arrangements. You must fully inform yourself of local conditions and take them into account in preparing your proposal.

1.6 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.
- iii. The existing load of work with a firm shall be considered as one of the factors for consideration in the award of work.
- iv. Form A3 is meant for comments on provision contained in RFP and TOR and unless the observations are noted in this particular forms, any thing written elsewhere on this account including financial implications, if any, shall be considered of no consequence in the evaluation process.

1.7 We wish to remind you that in order to avoid conflicts of interest:

- i. 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

## **2. DOCUMENTS**

2.1 To prepare a proposal, please use the Forms as enclosed.

2.2 Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than five (05) 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 indicated in the Data Sheet. The Client shall respond by cable, telex or telefax 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 telefax 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 Term of Reference, including such detailed information as you deem relevant, together with your appreciation of the Project from provided details and

- a. A detailed overall work programme to be provided with timing of the assignment of each expert or other staff member assigned to the project. This will also provide Employer an opportunity that Supervision Consultancy service to be provided will be able to effectively monitor work progress.
- b. Your estimate of the total number of man-months and project duration required.
- c. Clear description of the responsibilities of each expert staff member within the overall work programme.
- d. The Curriculum Vitae 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 mentioned. The Consultants are advised to suggest such names who 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 A9 of technical proposal. Further, the basis for the past performance is the report from Design Section and construction wing NHA.

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 A3. 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:

- i. 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. You may not associate with the other firms invited for this assignment unless specified in the Data Sheet. In case of Joint Venture, the proposal should state clearly partners will be "Jointly and Severally" responsible for performance under the Contract and one partner will be "solely"

responsible for all dealings with the Employer on behalf of the Joint Venture. His "Special Power of Attorney on this account is to be enclosed. JV will be got registered by PEC. Lead partner shall retain full and undivided responsibility for the performance of obligations and satisfactory completion of the consultancy services works. A copy of joint venture agreement to be provided at the time of finalizing the contract documents with specific responsibilities and assignments to be looked after by each partner.

- ii) Subcontracting part of the assignment to the other Consultants is not discouraged and Specialist Sub-Consultants may be included. This shall be a plus point in the evaluation process.

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 indicated 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 mentioned in the Form A-8.

3.2.2 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.

3.2.3 Costs may be expressed in currency (s) listed in the Data Sheet.

3.2.4 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 indicated in the Financial Proposal so as to make it consistent with that indicated 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 indicated 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 envelop bearing the address and information indicated in the Data Sheet. The envelope shall be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE."

4.2 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 and date stated 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 two-envelope procedure shall be adopted in ranking of the proposals. The technical evaluation shall be carried out first, followed by the financial evaluation. Firms 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 attributed a technical score (St). Firms scoring less than seventy (70) percent points shall be rejected and their financial proposals returned unopened.

### **5.3 Financial Proposal**

- 5.3.1 The financial proposals of the qualifying consulting firms on the basis of evaluation of technical proposals shall be opened in the presence of the representatives of these firms, who shall be invited for the occasion and who care to attend. The Client shall inform the date, time and address for opening of financial proposals as indicated 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 (Fm) among the three shall be given a financial score (Sf) of 1000 points. The financial scores of the proposals shall be computed as follows:

$$Sf = (1000 \times Fm) / F$$

(F = amount of specific financial proposal)

- 5.3.3 Proposals, in the quality cum cost based selection 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  $T+P=1$ ) indicated 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 that 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, 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.



General Manager (P&CA)  
National Highway Authority  
Ministry of Communications  
Government of Pakistan  
28-Mauve Area, G-9/1, Islamabad  
E-mail [gmpca@nha.gov.pk](mailto:gmpca@nha.gov.pk)  
Website: [www.nha.gov.pk](http://www.nha.gov.pk)  
Telephone: 9251-8351727  
Fax: 9251-9260419

**LETTER OF INVITATION  
DATA SHEET**

LOI

Clause # \_\_\_\_\_

1.1 The name of the Assignment is:

**Topographic Survey work for In House Design.**

The name of the Client is:

**National Highway Authority**

1.2 The description and the objectives of the assignment are:

As per TOR

1.3 Phasing of the Assignment (if any):

Nil

The Consultant shall commence the services for detailed design upon receipt of Letter of Acceptance (LOA).

1.5 Pre-Proposal Conference: Yes \_\_\_\_\_ No  \_\_\_\_\_

The name(s) and address (es) of the Official(s) is (are):

General Manager (P&CA)  
National Highway Authority  
28 Mauve Area, G-9/1  
Islamabad

1.6 The Client shall provide the following inputs:

**As per TOR and Appendix D**

1.8 The Invited firms are:

Any firm meeting the requirements as per advertisement notice.

2.1 The Documents are:

**RFP Enclosed**

2.2 The address for seeking clarification is:

GM (P&CA)  
National Highway Authority  
28 Mauve Area, G-9/1,  
Islamabad  
E-mail [gmpeca@nha.gov.pk](mailto:gmpeca@nha.gov.pk)

3.3

i) Proposed key staff shall preferably be permanent employees who are employed with the consultants at least six months prior to submission of Proposal.

Yes  No \_\_\_\_\_

4.1 The number of copies of the Proposal required is:  
Technical Proposal: One Original and Three copies.  
Financial Proposal: One Original with CD in sealed envelope.

4.2 The address for writing on the proposal is  
**General Manager (P&CA)**  
**National Highway Authority**  
**28, Mauve Area G-9/1 Islamabad**  
**Telephone: 051-8351727**  
**Facsimile 051-9260419**

4.3 The date and time of proposal submission is: **1100 hours on 21<sup>st</sup> November 2009**

4.4 Validity period of the proposal is:  
**120 days.**  
The location for submission of proposal is:  
**GM (P&CA) Office, NHA.**

5.2 The evaluation of technical proposal shall be based on following criteria:

| <u>Description/Items</u>                 | <u>Points</u> |
|--|---------------|
| i. Firm Experience                       | [400]         |
| ii. Approach & Methodology               | [100]         |
| iii. Work Plan                           | [100]         |
| iv. Facilities available with the firm   |               |
| v. Organization of the firm              | [100]         |
| vi. Proposed team for assignment         | [100]         |
| vii. Present Commitment                  | [50]          |
| viii. Past performance of the firm       | [50]          |
| <b>Total Points:</b>                     | <b>1000</b>   |
| - The minimum qualifying technical score | <b>70%</b>    |

5.3 The date, time and address of the financial proposal opening are: After evaluation and approval of technical proposals (to be informed later).

5.4 The weights given to the Technical and Financial Proposals are:  
**Technical (80%)**  
**Financial (20%)**

7.2 The assignment is expected to commence in:

Date: **December 2009**