



**Program Management Unit (PMU)
Municipal Services Delivery Program (MSDP)
P&D Department, Government of Sindh**

Jacobabad Municipal Services Program

**APPOINTMENT OF ENGINEERING CONSULTANT FOR
CONSULTANCY SERVICES OF DESIGN REVIEW AND
SUPERVISION FOR REHABILITATION AND UP-GRADATION
OF SEWERAGE DISPOSAL AND TREATMENT SYSTEM AT
JACOBABAD**

PART –A (TECHNICAL PROPOSAL)

Request For Proposal

INSTRUCTIONS TO BIDDERS

BIDDING DATA

FORM OF BID AND SCHEDULE OF BID INCLUDING BOQ

FORMS

CONDITIONS OF CONTRACT

APRIL 2019

Issue to M/s

Pay Order No.

Dated

Bank:

Signature & Stamp of Issuing Authority

SINDH MUNICIPAL SERVICES DELIVERY PROGRAM
Tender Document – Appointment of Engineering Consultant

TABLE OF CONTENTS

SECTION – 1	1
REQUEST FOR PROPOSAL (TECHNICAL)	1
SECTION –2.....	3
INFORMATION TO CONSULTANTS.....	3
2.1 INTRODUCTION	3
2.2 DOCUMENTS COMPRISING THE PROPOSAL	4
SECTION – 3.....	5
TECHNICAL PROPOSAL.....	5
SECTION –3.....	8
TECHNICAL PROPOSAL BREAKUP	8
3 – A TECHNICAL PROPOSAL SUBMISSION FORM.....	9
3-B FIRM’S SPECIFIC EXPERIENCE IN RELEVANT FIELD.....	10
3–C COMMENTS AND SUGGESTION OF CONSULTANTS	11
ON THE TERMS OF REFERENCE.....	11
3-D APPROACH, METHODOLOGY AND WORK PLAN FOR	11
PERFORMING THE CONSTRUCTION SUPERVISION.....	11
ASSIGNMENT	11
3-F CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF.....	13
3-H ACTIVITY (WORK) SCHEDULE	15
SECTION – 4.....	17
FINANCIAL PROPOSAL.....	17
SECTION 4.....	19
FINANCIAL – STANDARD FORMS.....	19
4-A FINANCIAL PROPOSAL SUBMISSION FORM.....	20
4-B SUMMARY OF COSTS	21
4-C REMUNERATION	22
4-D Breakdown of Direct Cost & Reimbursable	24
SECTION-5.....	26
SUBMISSION, RECEIPT AND OPENING OF PROPOSALS	26
SECTION-6.....	27
PROPOSAL EVALUATION.....	27
SECTION – 7.....	28
AWARD OF CONTRACT	28

SECTION – 8	28
CONFIDENTIALITY	28
SECTION – 9	29
DATA SHEET	29
SECTION 10	30
TERMS OF REFERENCE	30
10.0 Background	30
10.1 Scope of Work	30
10.2 Design Review & Vetting	31
10.3 Construction Supervision	31
10.4 Consultant’s In-Put	31
SECTION-11	32
EVALUATION CRITERIA	32
SECTION-12	35
Integrity Pact	35

SECTION – 1

REQUEST FOR PROPOSAL (TECHNICAL)
APPOINTMENT OF ENGINEERING CONSULTANT
FOR CONSULTANCY SERVICES OF DESIGN REVIEW
&SUPERVISION FOR REHABILITATION &UP-GRADATION OF
SEWERAGE DISPOSAL &TREATMENT SYSTEM AT JACOBABAD.

1. The Program Management Unit (PMU), Sindh MSDP; P&D Department, Government of Sindh has received a grant from the USAID towards the cost of improvement of water supply, waste water & solid waste infrastructure at Jacobabad, leading to measurable improvement of governance and health outcomes and it is intended that part of the proceeds of the grant will be applied to eligible payments under the contract for the **APPOINTMENT OF ENGINEERING CONSULTANT FOR CONSULTANCY SERVICES OF DESIGN REVIEW &SUPERVISION FOR REHABILITATION &UP-GRADATION OF SEWERAGE DISPOSAL &TREATMENT SYSTEM AT JACOBABAD.**
2. The PMU, USAID- Sindh MSDP invites all interested consultant firms/ consultants/ joint ventures/ consortium, having a demonstrable experience in public sector preferably in providing the consulting services for local government. The consultant should have valid license of PEC of relevant category and having similar work experience along with registration of relevant tax authorities including Sindh Revenue Board for the above activities.
3. Consulting firms may obtain further information including Qualification Criteria and acquire the complete set of Request of Proposal (RFP) documents from the following office of the Procuring Agency during working hours from **Thursday, 11th April 2019** to **Thursday, 25th April 2019** on submission of a written application personally or through authorized representative from the above office on payment of a fees of Rs. 2000/- (non-refundable) in shape of Call Deposit/Pay Order/Demand Draft, RFP documents can also be downloaded from website of SPPRA www.pprasindh.gov.pk for review purpose only.

**The Program Management Unit (PMU)
USAID Sindh, MSDP
House No. D-18, Block-2, Kehkashan, Clifton
Karachi. Tel # 021-35810017-18**

4. The Expression of Interest, prepared in accordance with the instructions in the RFP Documents, accompanied by a bid security for a minimum amount of **3% of Bid Price** in Pak Rupees, either in the shape of Call Deposit, Demand Draft/Pay Order or Bank Guarantee and must be delivered to the above address at or before **02:30 PM on Thursday, 2nd May, 2019** .
5. Bids will be opened at **03:00 PM on Thursday, 2nd May, 2019** , in presence of the bidders or their authorized representatives who choose to attend at the same address. In case of emergency or holiday, then bids will be received and opened on next working day at the same time.
6. Pre-bid meeting will be held on **Wednesday, 24th April, 2019** in the PMU office at **11:00 AM**.
7. National Competitive Bidding Method (NCB) with Quality and Cost Based (QCBS) Method will be adopted.
8. Procuring agency reserves right to annul the bidding process and reject all bids or proposals, as per SPP Rules 2010 and amendment 2019.

**Program Director
MSDP Sindh-USAID
House No. D-18, Block-2,
Kehkashan, Clifton, Karachi**

SECTION –2

INFORMATION TO CONSULTANTS

2.1 INTRODUCTION

- 2.1.1 MSDP will select a firm/ consortium of Consultants, in accordance with the method of selection detailed evaluation criteria.
- 2.2.1 The Consultants are invited to submit both separately sealed and clearly marked envelope a technical proposal and a financial proposal on Single Stage Two Envelope System for consulting services required for the Assignment.
- 2.3.1 The Assignment shall be implemented in accordance with the phasing indicated in the Work Program.
- 2.4.1 The Consultants must familiarize themselves with local conditions and take them into account in preparing the proposal. The relevant information relating to the project is available and may be examined in the offices of the Program Director, MSDP.
- 2.5.1 The MSDP will assist the Consultants in obtaining necessary information available with Concerned Zone, to carry out the services, and make available relevant project data and reports.
- 2.6.1 Please note that the expenditure of preparing the proposal including any visit to MSDP or the site is not reimbursable.
- 2.7.1 Consultants or any of their affiliates shall not be hired for any assignment, which, by its nature, may conflict with another assignment of the Consultants.
- 2.8.1 In pursuance of the policy, consultants shall observe highest standards of ethics during selection and execution of such contracts.
 - a. Corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution, and fraudulent practice means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the MSDP, and includes collusive practices among Consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the MSDP of the benefits of free and open competition.

- b. MSDP will reject a proposal for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
 - c. MSDP will declare a firm ineligible, either indefinitely or for a stated period, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.
 - d. MSDP will reject proposal of award if the Consultants quote extraordinary high rates not compatible with the existing market rates.
 - e. The “Integrity Pact” shall be signed by the firm/consortium at the time of Contract Agreement.
- 2.9.1 Consultants shall furnish information as described in the financial proposal submission form (section 4A).

2.2 DOCUMENTS COMPRISING THE PROPOSAL

- 2.2.1 Consultants may request a clarification in respect of any of the documents at least 7 days before the Proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile, or electronic mail to the MSDP’s address as indicated. The MSDP will respond by cable, telex, facsimile, or electronic mail to all invited Consultants and will send copies of the response to all invited Consultants and will send copies of the response to all invited Consultants who intend to submit proposals.
- 2.2.2 At any time before the submission of proposals, the MSDP may, for any reason, whether at its own initiative or in response to a clarification request by an invited firm, modify the documents by amendment. The amendment will be sent in writing by mail, facsimile, or electronic mail to all invited Consultants and will be binding on them. The MSDP may at its discretion extend the deadline for the submission of proposals.

SECTION – 3

TECHNICAL PROPOSAL

- 3.1 In preparing the Technical Proposal, Consultants are expected to examine the documents in detail. Any deficiency in providing the information requested in the NIT or other relevant Documents (Approach & Methodology) may result in rejection of a Proposal as “Non-responsive”.
- 3.2 While preparing the technical proposal, Consultants must give particular attention to the following:
- a. Those firms which have already formed consortium at the time of submitting Proposals shall comply with the following requirements:
 - i). A copy of the Joint Venture (JV) Agreement entered into by all partners shall be submitted with the bid. Alternatively, a Letter of Intent to execute a Joint Venture Agreement in the event of a successful bid shall be signed by all partners and submitted with the bid, together with a copy of the proposed JV agreement.
 - ii). One of the partners shall be nominated as being in charge, and this authorization shall be evidence by submitting a power of attorney signed by legally authorized signatories of all the partners;
 - iii). The partner in charge shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture and the entire execution of the Contract, including payment, shall be done exclusively with partner in charge;
 - iv). All partners of the joint venture shall be liable jointly and severally for the execution of the Contract in accordance with the contract terms, and a statement to this effect shall be included in the authorization mentioned under (3.2 a iii) above, as well as in the bid and in the Agreement (in case of successful bid).
 - v). Responsibility of each member of consortium shall be defined separately, which shall be the same as submitted in Proposals.
 - vi). Information on work load, personnel working on the current projects and the percentage of work remaining at time of submission of the proposal of each member of consortium.
 - vii). Team leader must be specifically mentioned.

SINDH MUNICIPAL SERVICES DELIVERY PROGRAM
Tender Document – Appointment of Engineering Consultant

- b. It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or has an extended and stable working relation with and stable.
 - c. Proposed professional staff must have at least the relevant experience or conditions similar to the project work.
 - d. Alternative professional staff shall not be proposed, and only one Curricula vitae (CV) may be submitted for each position.
 - e. The Consultants should provide list of staff presently working on their current Projects.
 - f. Litigation/blacklisting history for the last 10 years and blacklisting **if any**, be provided by the Consultants/JV partners.
 - g. The staff retired from MSDP during the last 3 years relating to project cannot be re-employed by the Consultants on this project.
- 3.3. The Consultants shall confirm that the information provided at the time of Pre-qualification still stands or submit details of the changes if any. Also that the Technical proposal to be submitted also contains the following information on the necessary formats.
- a. A brief description of the firm's specific experience in relevant field and an outline of recent experience on assignments (Section 3B) of a similar nature for each assignment are to be submitted. The outline should indicate, inter-alia, the profiles and names of the staff provided duration of the assignment, contract amount, and firm's involvement.
 - b. Any comments or suggestions on the Terms of Reference (Section 3C), and a description of methodology (work plan) by which the firm proposes to execute the services, illustrated, as appropriate, with bar charts of activities and graphics, or the program Evaluation Review technique (PERT) type. (Section 3D).
 - c. The composition of the proposed staff team, the tasks that would be assigned to each staff team member, and their timing.
 - d. Submit CVs signed by the proposed professional staff attested by the authorized representative submitting the proposal (Section 3E). Key information should include number of years working for the firm/entity, and degree of responsibility held in various assignments during the first ten (10) years.
 - e. Estimates of the total staff effort (professional) and support staff time to be provided to carry out the Assignment, supported by bar chart

SINDH MUNICIPAL SERVICES DELIVERY PROGRAM
Tender Document – Appointment of Engineering Consultant

diagrams showing the time proposed for each key staff team member, dived into project management and design teams. (Section 3F, 3G, 3H).

- f. Any additional information requested by MSDP.

3.4 The technical proposal shall not include any financial information.

SECTION –3

TECHNICAL PROPOSAL BREAKUP

- 3A. Technical proposal submission from
- 3B. Firm's specific experience in relevant field
- 3C. Firms comments and suggestions on the Terms of Reference
- 3D. Methodology and work plan for performing the assignment including list of equipment available with the firm/ consortia to perform the task enlisted.
- 3E. Composition of the team (personnel) task of each team member
- 3F. Curricula vitae of proposed professional personnel
- 3G. Time schedule for professional staff.
- 3H. Activity (work) schedules
- 3I. Financial Capability

3 – A TECHNICAL PROPOSAL SUBMISSION FORM

(On Consultant's letter head)

To,

The Program Director,
Municipal Services Deliver Program,
Karachi.

We, the undersigned, offer to provide for the Consultancy Services for “ENGINEERING FIRM CONSULTANCY SERVICES FOR DESIGN REVIEW AND SUPERVISION FOR REHABILITATION AND UP-GRADATION OF SEWERAGE DISPOSAL AND TREATMENT SYSTEM AT JACOBABAD” in accordance with your NIT & Proposal document. We are hereby submitting our proposal, which includes this technical proposal, and a financial proposal sealed under a separate envelope.

We understand that MSDP is not bound to accept our proposal.

Yours Sincerely,

Stamp / Seal

Signature

Name and Title

3-B FIRM'S SPECIFIC EXPERIENCE IN RELEVANT FIELD

Relevant Services carried out in the last ten years

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

(Use separate sheets if necessary in the same format but annexure should be avoided).

- Assignment Name
- Country
- Location within Country:
- Professional staff provided by your Firm/entity (profiles)
- Name of Client
- No. of staff
- Address:
- No. of staff – Months; duration of assignment
- Start Date (Month/Year)
- Completion Date (Month/Year)
- Approx. cost:
- Name of associated Consultants, if any
- Number of Months of professional staff provided by associated Consultants
- Name of senior staff/Team Leader
- Description of the Project
- Description of Services Provided by Staff

3-C COMMENTS AND SUGGESTION OF CONSULTANTS

ON THE TERMS OF REFERENCE

On the Terms of Reference

1. _____
2. _____
3. _____
4. _____
5. _____

3-D APPROACH, METHODOLOGY AND WORK PLAN FOR

PERFORMING THE CONSTRUCTION SUPERVISION

ASSIGNMENT

The Approach, Methodology and Work Plan to be submitted by the Consultants must include the following:

- A. Understanding of the Objectives of Project.
- B. Design Methodology
- C. The Work Plan
- D. The Manning Schedule
- E. Proposal Presentation.

Note:

In case the above Approach, methodology and Work Plan is not provided by the Consultants, the Technical Proposal shall be considered as “Non-responsive” and will be a cause for Rejection of the Consultant’s proposal.

3E. COMPOSITION OF THE TEAM (PERSONNEL), AND TASKS (S) OF EACH TEAM MEMBER

(Use separate sheets if necessary in the same format but annexure should be avoided)

1. Technical / Managerial Staff

Name	Position	Task

1. Support Staff

Name	Position	Task

3-F CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

(Use separate sheets if necessary in the same format but annexure should be avoided).

Proposed Position for this project: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____

Membership in professional Societies: _____

Detailed Tasks Assigned _____

Key Qualifications: _____

Education: _____

3-G SCHEDULE FOR PROFESSIONAL PERSONNEL

(Use separate sheet if necessary in the same format but annexure should be avoided).

Months (in the form of a Bar Chart)

Name Position	Reports Due/ Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of Months
														Subtotal (1)
														Subtotal (2)
														Subtotal (3)
														Subtotal (4)

Full-time: _____

Part-time

Reports Due: _____

Signature:

Activities Duration: _____

Full Name:

Address: _____

Title:

3-H ACTIVITY (WORK) SCHEDULE

Consultancy Services for the work of (ENGINEERING FIRM CONSULTANCY SERVICES FOR DESIGN REVIEW AND SUPERVISION FOR REHABILITATION AND UP-GRADATION OF SEWERAGE DISPOSAL AND TREATMENT SYSTEM AT JACOBABAD [1st, 2nd, etc are months from the start of assignment] (Use separate sheets if necessary in the same format but annexure should be avoided).

A. Phasing of Project Activities

Months (in the form of a Bar Chart)

	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
Activity (work)								

B. Completion & submission of Reports

REPORTS	DATE
1. Inception Reports	
2. Interim Progress Report a). First Status Report b). Second Status Report	
3. Draft Report	
4. Final Report	
5. PC-I of the Project	

3-I Financial Capability

The financial capability is mentioned in the evaluation criteria as in terms of turn over.

SECTION – 4

FINANCIAL PROPOSAL

- 4.1 The financial proposal should follow the Forms in the section. It lists all costs associated with the Assignment, including remuneration for staff, transportation services, equipment's, printing of documents, communications and surveys.
- 4.2 All cost listed in the financial proposal should include full amount (if required) regarding taxes, duties, fees, levies and other impositions imposed under the applicable law on the Consultants, the sub Consultants, if any. Consultants will be responsible to pay all taxes, duties, fees, levies and other impositions imposed under the applicable law of Pakistan on the firms and their personnel and MSDP will not take any responsibility thereof. All payments by MSDP will be subject to deduction of Income Tax as per Income Tax Ordinance. However, USAID funded projects are exempted from all taxes and duties.
- 4.3 All costs must be expressed in PAK Rupees.
- 4.4 Foreign technical input if proposed by the consortia shall have to be arranged by the firm/consortia/joint venture directly at Consultant own cost with no foreign currency implication on MSDP.
- 4.5 That the Pakistan Engineering Council method shall be adopted for Award of the Contract for Engineering Services whereby.
- 4.6 The Financial Proposals of pre-qualified Consultants will be opened publicly in the presence of such consulting engineers who care to be present and will publicly announce the prices and terms of all three proposals.
- 4.7 The bid found to be the best evaluated bid as per QCBS method shall be accepted.
- 4.8 The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract agreement unless exempted by relevant tax authority. However, USAID funded projects are exempted from all taxes and duties.

4.9 Mode of Payment of the consultant fee shall be accordingly to the agreed schedule as follows:

On Submission of Review (Vetting of Design)
On Submission of Detailed Design
On Submission of Engineer's Estimate
On submission of Construction Drawings

SECTION 4

FINANCIAL – STANDARD FORMS

4-A Financial Proposal submission form

4-B Summary of Costs

4-C Remuneration

4-D Breakdown of Direct Costs

4-A FINANCIAL PROPOSAL SUBMISSION FORM

(On Consultant's letter head)

Date:

To,

The Program Director,
Municipal Services Delivery Program,
Karachi.

We, the undersigned, offer to provide Consultancy Services for “**DESIGN REVIEW AND SUPERVISION FOR REHABILITATION AND UP-GRADATION OF SEWERAGE DISPOSAL AND TREATMENT SYSTEM AT JACOBABAD**” in accordance with your NIT & Proposal document, and our proposal (technical and financial). Our attached financial proposal is for the sum of [Amount in words and figures]. The Consultant will subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract agreement unless exempted by relevant tax authority. However, all the USAID funded projects are all exempted from all taxes and duties.

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

Yours sincerely,

Stamp/Seal

Signature

Name and Title

4-B SUMMARY OF COSTS

1. DESIGN

A. Remuneration (I-A) = Rs. _____

B. Direct Cost (II-A) = Rs. _____

Total Design Fee (1) = Rs. _____

2. CONSTRUCTION SUPERVISION

A. Remuneration (I-B) = Rs. _____

B. Direct Cost (II-B) = Rs. _____

Total Supervision Fee (2) = Rs. _____

Grand Total Fee (1 + 2) = Rs. _____

Total in Words = Pak Rupees _____

NOTE:

- The Design review (Vetting of Contractors working drawings) and construction supervision shall start simultaneously.

4-C REMUNERATION

Table – 1

A – Design (vetting of Contractors working drawings or any additional related works)

The engagement of any individual from following sprites shall be made jointly by the consultant and PMU on basis of assignment to assignment. (However the total man months of each individual should not exceed from the total man months as indicated below:-

SN	Position	Monthly Rate (in Rs.)	Total Man Months	Amount
1-A	Design Services (vetting of Contractors working drawings or any additional related works) Remuneration			
1.	Team Leader / Senior Engineer		3	
2.	Contract Engineer		3	
3.	Senior Engineer –I		3	
4.	Senior Engineer – II		3	
5.	Environmental Expert		3	
6.	Survey Engineer		3	
7.	Mechanical Engineer		3	
8.	Electric Engineer		3	
9.	Sociologist / Socio economist		3	
10.	Quantity Surveyor (2 Nos)		6	
11.	Junior Engineer-I		3	
12.	Junior Engineer-II		3	
13.	Land Surveyor (3 Nos)		9	
14.	CAD Operators (2 Nos)		6	
15.	Computer Operator (2 Nos)		6	
	Total Table (I-A)		60	

B – Construction Supervision Design (vetting of Contractors working drawings or any additional related works)

The engagement of any individual from following sprites shall be made jointly by the consultant and PMU on basis of assignment to assignment. (However the total man months of each individual should not exceed from the total man months as indicated below:-

1-B	Construction Supervision	I-B		
SN	Position	Monthly Rate (in Rs.)	Total Man Months	Amount
1.	Resident Engineer		24	
2.	Assistant Resident Engineer (1 Nos)		24	
3.	Electrical Engineer		12	
4.	Mechanical Engineer		12	
5.	Site Engineer (4 Nos.)		96	
6.	Surveyors (3 Nos)		72	
7.	Quantity Surveyor (2 Nos)		48	
8.	Environmental Engineer		6	
9.	CAD Operator		24	
10.	Computer Operator		24	
	Total Table (I-B)		342	

NOTE:

- The site office for the Supervising Staff of Consultants and their transportation shall be provided by the consultant, for which the bidder shall quote their prices in the relevant price schedule.
- The engagement of individual consultant team shall be made with joint consensus of consultant and the client (PMU).

4-D Breakdown of Direct Cost & Reimbursable

TABLE – II

SN	Description	Units	Qty	Rate	Cost
(II-A)	Design (Vetting Phase)				
1.	Miscellaneous travel expenses	Nos	20		
2.	Communication Cost	Per Month	12		
3.	Drafting reproduction of reports	Per Month	6		
3.	Equipment, instrument material supplies etc	Lump sum	1		
4.	Laboratory tests	Nos	200		
5.	Local transportation costs (POL + Rental)	Per Month	6		
6.	Office Utilities	Per Month	9		
TOTAL (II-A)					

SINDH MUNICIPAL SERVICES DELIVERY PROGRAM
Tender Document – Appointment of Engineering Consultant

SN	Description	Units	Qty	Rate	Cost
(II-B)	Construction Supervision Phase				
1.	Miscellaneous travel expenses	Nos.	24		
2.	Communication Cost	Per Month	24		
3.	Drafting reproduction of reports	Per Month	24		
4.	Equipment, instrument material supplies etc	Lump sum	24		
5.	Local transportation costs (POL +Rental)	Per Month	24		
6.	Accommodation Rent	Per Month	24		
	TOTAL (II-B)				

Separately attached with Part-B. (Financial Offer)

SECTION-5

SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

- 5.1 The original proposal (technical proposal and financial proposal) shall be prepared in permanent ink. It shall contain no overwriting, except as necessary to correct errors made by the consultant himself. Any such corrections must be initialed by the person or persons who sign (s) the Proposals.
- 5.2 An authorized representative of the consultant/ consortia shall initialize all pages of the proposal. The representative's authorization is confirmed by the written power of attorney accompanying the proposal.
- 5.3 For each Proposal, the Consultant/ Consortia should prepare the number of copies as indicated. Each technical proposal and financial proposal should be marked Original or Copy as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.
- 5.4 The original and all copies of the technical proposal shall be placed in a sealed envelope clearly marked Technical Proposal. The financial proposal should be submitted in original only & shall be placed in a seal and warning do not open wit the Technical Proposal. Both envelopes shall be placed into an outer sealed envelope bearing the submission address and other information indicated and clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE".
- 5.5 The completed technical and financial proposal must be delivered at the submission address on or before the time and date. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- 5.6 A committee of officials shall open the technical proposal immediately after the closing time for submission of proposals. The Financial proposal shall remain sealed and deposited with independent authority until they are opened publicly.
- 5.7 The Consulting Firm will be informed in advance for opening of Financial Proposal.

SECTION-6

PROPOSAL EVALUATION

General

- 6.1 The Consultants shall not contact MSDP on any matter relating to their Proposal from the time of the opening of the technical proposal till the time the contract is awarded. Any effort by the firm to influence MSDP in the evaluation, Proposal comparison or contract award decisions may result in the rejection of the Consultants Proposal and blacklisting of the firm.
- 6.2 Evaluators of technical proposals shall have no access to the financial proposals until the technical evaluation, including any MSDP reviews and no objection, is concluded.

Evaluation of Technical Proposals

- 6.3 The individual member of the evaluation committee appointed by MSDP will carry out the evaluation of proposals on the basis of their responsiveness to the Terms of Reference, technical score. A proposal to be considered unsuitable shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference failed obtain 70 or more marks from Evaluation Criteria, and will be declared as Non Responsive. The MSDP shall notify Consultants of the rejection of their technical proposal indicating that their financial proposals if any will be returned unopened after completing the selection process.

Public Opening and Evaluation of Financial Proposals

- 6.4 All the financial proposals of qualified / responsive firm will be opened in presence of representatives of the Consultants/ Consortia and MSDP Evaluation Committee. Total cost of the proposal will be publicly announced.
- 6.5 The Evaluation Committee will check and make the arithmetical corrections if required, and examine compliance of all financial inputs by each bidder.
- 6.6 In case of difference of rate in words and numerical value; rate in words will be taken as correct and will be multiplied (if required) and cost of the item corrected accordingly.
- 6.7 Any financial item not priced it will be evaluated by adding the highest cost quoted by the other bidder of this offer.

SECTION – 7

AWARD OF CONTRACT

- 7.1 The contract will be awarded as per clause 72(3) of SPPRA Rules 2010 (QCBS) method.
- 7.2 The firm is expected to commence the Assignment on the date as specified in the Work Plan.

SECTION – 8

CONFIDENTIALITY

- 8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the proposals or to other persons not officially concerned with the process, until the award of contract is notified to the successful firm.

SECTION – 9

DATA SHEET

The name of the Assignment is: **CONSULTANCY SERVICES OF DESIGN REVIEW AND SUPERVISION FOR REHABILITATION AND UP-GRADATION OF SEWERAGE DISPOSAL AND TREATMENT SYSTEM AT JACOBABAD**

1. The name of the Client is: **Municipal Services Delivery Program**
2. The description and the objectives of the Assignment are: **CONSULTANCY SERVICES OF DESIGN REVIEW AND SUPERVISION FOR REHABILITATION AND UP-GRADATION OF SEWERAGE DISPOSAL AND TREATMENT SYSTEM AT JACOBABAD**
3. **Pre-Proposal Conference: YES _____ NO _____**
If yes, indicate date, time and venue.
4. The address for seeking clarification is: **Office of the Director General(Works), House NO#D-18, Block-2, Kehkashan Clifton, Karachi.**
5.
 - (i) A Short – Listed firm may associate with another short – listed firm.
YES _____ NO _____
6. The number of copies of the Proposal required are: **One Original and Two Copies**
7. The date and time of proposal submission are: **02:30 PM, on Thursday 2nd May,2019.**
8. Validity period of the proposal is (Days, Date): 90 Days
9. The location for submission of proposal is: **Office of the Director General (Works), House NO#D-18, Block-2, Kehkashan Clifton, Karachi.**
10. The points given to each category of evaluation criteria have been set out in section 11 Evaluation Criteria.
11. The Date, Time and Address of the Financial Proposal opening are:-
To be Notified

SECTION 10

TERMS OF REFERENCE

CONSULTANCY SERVICES FOR DESIGN REVIEW AND SUPERVISION FOR REHABILITATION AND UP-GRADATION OF SEWERAGE DISPOSAL AND TREATMENT SYSTEM AT JACOBABAD.

10.0 Background.

USAID is funding Municipal Services Project (MSP) Jacobabad to improve and upgrade the water supply, sanitation and solid waste management (WSS) systems of Jacobabad city. The Municipal Services Program will support the Government of Sindh to improve the delivery of local water, sanitation and hygiene services in Jacobabad, leading to measurable improvement of governance and health outcomes. The plan of the project consists of the following components:

- a) Construction of sewerage network including rehabilitation of existing drains and pump room in Zone A
- b) Construction of sewerage network including rehabilitation of existing drains in Zone B
- c) Construction of sewerage network including rehabilitation of existing drains in Zone C
- d) Construction of sewerage network including new pumping station, and rehabilitation of existing drains in Zone D
- e) Construction of Wastewater treatment facility in Zone C
- f) Procurement of equipment and machinery for sewer and drain cleaning

10.1 Scope of Work.

The existing sewerage system of Jacobabad is in very poor condition due to neglected operation and maintenance facilities, rapid growth in population, and non-availability of required resources for efficient operation and lack of professional management. These works are aimed to improve the sewerage system, which, in turn, would serve to improve the lifestyle of the people residing in Jacobabad. All the works of this project are intended to ensure the proper operation of sewage collection and disposal system up to the year 2030. In order to ensure an efficient sanitation and sewerage system, following objectives need to be met:

- To provide sewage disposal system to all streets covering nearly 100% area.
- Disposal of sewage to treatment plants.
- Treatment of influent to allowable degree with BOD 80 mg/l.
- The effluent can be used for agriculture purpose, tree plantation or development of parks in township area.

NOTE:

- The Consultant shall be the Engineer for execution of Waste Water System in Jacobabad.

10.2 Design Review & Vetting

In this regard a preliminary design was conceived by the existing consultant and it was reviewed by the 3rd party consultant. The successful consulting firm of this process is required to vet the working design prepared by the constrictor (s). In addition the tenders of all packages of waste water system which was already in the procurement process are needed to be evaluated by the successful consultant this process.

The unavoidable surveys/ studies for review of design, is needed, to be carried out by the consultant.

10.3 Construction Supervision

This will be the major component. The consultants shall provide onsite supervision of work in accordance with the Contract including verification of measurements, and payment certificates, Contract administration including any amendments, variations with prior approval of the Employer, all in accordance with the Contract.

10.4 Consultant's In-Put

Assignment shall be of not more than Thirty-three (33) months. 3 months of Design Review and Contractors' pre/post qualification, 24 months of construction supervision and 6 months of O&M Supervision and project closure and preparation of PC-IV. It will be a fast track project where Design review and construction activities may happen simultaneously.

Stage	Duration
Design Review (Vetting) & Tendering Process (Bid Evaluation) for Contractors (Stage I)	3 months
Construction Supervision and Project Management (Stage II)	24 months
Project Closure and Finalization of accounts and PC-IV and Overseeing O&M of executed works (Stage III)	6 months

SECTION-11

EVALUATION CRITERIA

Points System

Criteria, sub criteria, and point system for the evaluation of Simple Technical Proposals are:

		Points
(i)	Adequacy of the proposed technical approach, methodology and work plan in responding to the Terms of Reference:	
a.	Technical approach and methodology (Refer 3D Section of this doc) (Max of 5 Page Technical Proposal)	20
b.	Organization and staffing The organogram should be presented in two parts <ul style="list-style-type: none"> • For administration purpose of the project as well as firm • Will be for the execution purpose. This organogram should also be based on the working methodology as presented by the firm above. 	10
c.	Overall General Experience of the firm (Works completed in last 10 years and works in hand). 2 points for work experience with Foreign Donor Agency 2 points each for every work worth PKR 500 million or more where consultancy was provided by the firm (Attach award/completion letters) Maximum 10 Points	10
d.	Specific Experience of the Firm in the province of Sindh; preferably North Sindh having work done in Sewerage System of Secondary City (2 points) (Works completed in last 5 years works in hand). 2 points for each work worth PKR 500 million or more (where consultancy was provided by the firm) related to supervision of sewerage works, pumping stations etc. (Attach award/completion letters) Maximum 10 Points	6
e.	Financial Turnover of the firm for last 5 years. 1 point for every PKR 10 million Maximum of 4 points.	4
Total Points for Criterion		50

ii.	Key professional staff qualifications and competence for the assignment:	Points
a.	<p>Team Leader/Chief Project Manager – Design Office</p> <p>At least Master’s Degree in Civil/Environmental Engineering with at least 15 years’ experience of similar nature of work and preferably a PMP Certification</p> <p>At least Master’s Degree in Civil/Environmental Engineering with at least 10 years’ experience of similar nature of work and preferably a PMP Certification</p> <p>At least Master’s Degree in Civil/Environmental Engineering with less than 05 years’ experience of similar nature of work and preferably a PMP Certification</p>	<p>15</p> <p>15</p> <p>10</p> <p>07</p>
b.	<p>Resident Engineer – Site/Field Office</p> <p>Masters in Civil Engineering or relevant subject with 7 Years’ Experience of similar nature of work and Experience of similar nature of work and preferably a PMP Certification</p> <p>Bachelors in Civil Engineering or relevant subject with 10 Years’ Experience of similar nature of work and preferably a PMP Certification</p> <p>Bachelors in Civil Engineering or relevant subject with 5 to 9 Years’ Experience of similar nature of work and preferably a PMP Certification</p>	<p>15</p> <p>15</p> <p>12</p> <p>10</p>
c.	<p>Assistant Resident Engineer (Civil) – Site/Field Office</p> <p>Bachelors in Civil Engineering with at least 7 Years’ Experience of similar nature of work</p> <p>Bachelors in Civil Engineering with less than 7 Years Experience of similar nature of work</p>	<p>10</p> <p>10</p> <p>7</p>

d.	Assistant Resident Engineer (Electro-Mechanical) – Site/Field Office	10
	Bachelors in Electrical or Mechanical Engineering with at least 7 Years' Experience of similar nature of work	10
	Bachelors in Electrical or Mechanical Engineering with less than 7 Years' Experience of similar nature of work	7
Total Marks (I & II)		100
Total weightage for technical evaluation:		100%
Total points for the criteria of technical evaluation:		100
The minimum technical score required to pass is:		70 points

Note:

After completion of all compliance/ eligibility criteria/ conditions mentioned in the published RFP notice the evaluation shall be carried out considering a weightage ratio of 70:30 (Technical 70 & Financial 30)

SECTION-12

Integrity Pact

(Note: The signature by the consultant with stamp on this Integrity Pact is mandatory otherwise the firm shall be declared as non-responsive)

Invitation to Firms

1. The Government of Pakistan (GOP) is committed to fight corruption in public contracting. As a part of this program, Engineering Department, Municipal Services Delivery Program has reviewed its arrangements for the letting and implementation of contracts against criteria of transparency and accountability.
2. In an effort to limit the scope for abuse, MSDP is introducing new procedures, which MSDP is sure your company will wish to support. The objective is to ensure that there is to ensure that there is fair competition for government business, and that competition takes place openly and in a manner that provides fair and equal opportunity for all competitors. The new procedures will also apply to the execution of contracts by the successful bidder/supplier. The new Procurement Procedures will be set out in the Letter of Invitation/Tender Documents.
3. As part of our confidence building strategy, MSDP will treat the oversight and monitoring of the implementation of these new procedures with the highest priority. MSDP will pay particularly close attention to the need to prevent any case of extortion, or acceptance of bribes, by MSDP officials. We are asking all those bidding for MSDP business to assist the government by reporting any instances of this occurring.
4. A special office for the investigation and handling of any reports of extortion or bribery in public procurement has been set up in the Project Manager Office.
5. MSDP hopes to obtain your company's endorsement of these procedures as fair and reasonable, and as having your full support.
6. The Consultants shall observe the highest standards of ethics during the selection and execution of such contracts. In pursuance of the policy i.e.
 - a. Corrupt practice means the offering, giving receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution, and fraudulent practice means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the MSDP, and includes collusive practices among Consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the MSDP of the benefits of free and open competition.

- b. MSDP will reject a proposal for award if determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
 - c. MSDP will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing contract.
1. Engineering Department, Municipal Services Delivery Program abides by the following procedures for Bidding for Public Sector Contracts.
 2. The following procedures will apply to the letting of contracts for consultancy services for design review and supervision for rehabilitation and up-gradation of sewerage disposal and treatment system at Jacobabad.
 3. These procedures are in addition to the standard legal and administrative requirements.
 4. They will form part of the terms and conditions of each contract and will be actionable, in the event of breach, by the MSDP and any of the competing bidders.
 5. Each Consultant must submit a statement, as integral part of the proposal, with the following text;
 - a. This Company places importance on competitive tendering taking place on a basis that is free, fair competitive and not subject to abuse. This Company is pleased to confirm that (i.) it has not offered or granted, and will not offer or grant, either directly or indirectly through agents or other third parties, any improper inducement or reward to any public official, their relations or business associates, in order to obtain or retain this contract or other improper advantage, and (ii.) it has not colluded, and will not collude, with others in order to limit competition for this contract.
 - b. This Company has a No-Bribery Policy/Code of Conduct and a Compliance Program which includes all reasonable steps necessary to assure that the no-bribery commitment given in the statement will be complied with by its managers and employees, as well as by all their parties working with this company on this Project, including agents, consultants, consortium partners, subcontractors and supplies. Copies of our No-Bribery Policy/Code of Conduct and Compliance Program are attached. Or

In cases where companies participate in the bidding which do not yet have a general no bribery policy/Code of Conduct:

- c. “This Company has developed, for the purposes of this tender, a Compliance program – copy attached – which includes all reasonable steps necessary to assure that the no-bribery commitment given in this statement will be complied with by its managers and employees, as well as by all third parties working with this Company on this Project, including agents, consultants, consortium partners, subcontractors and suppliers”.
 - d. This commitment is in the name and on behalf of this Company's Chief Executive Officer.
 - e. This Company agrees for the resolution of any damage claims arising from this contract under Law of Pakistan.”
6. Where a participating company is a foreign company and has a subsidiary in Pakistan, the commitment must extend to that subsidiary and its managers and employees as well. If the tender is submitted by the subsidiary in Pakistan, the no-bribery commitment needs to extend also to the parent company and its managers and employees.
 7. Consultants will also be required to submit similar no-bribery commitments from their subcontractors and consortium partners. The Consultant may however cover the sub-consultant and consortium partners in its own statement, provided the Lead Consultant assumes full responsibility.
 8. All payments shall be limited to appropriate compensation for legitimate services.
 9. Each Consultant will make full disclosure in the proposal documentation of the beneficiaries and amounts of all payments made or intended to be made relating to the proposal and, if successful, the implementation of the contract.
 10. The successful Consultant will also make full disclosure semi-annually of all payments to agents and other third parties during the execution of the contract.
 11. Within one year of the completion of the performance of the contract, the successful Consultant will formally certify that no bribes or other illicit commissions have been paid in order to obtain or retain this contract. The final accounting shall include brief details of the goods and services provided that are sufficient to establish the legitimacy of the payments made.
 12. Statements required according to subparagraph (b) and (d) of paragraph 5 will have to be certified by an appropriate senior corporate officer.
 13. In Pakistan, all forms of corruption are illegal, and the government will continue to prosecute offenders.

14. This IP however focuses on bribery in order to obtain or retain the contract or other improper advantage, including collusion with others in order to limit competition for this contract. This includes any payments or other favors offered or granted in order to win a contract award, get a contract change order (adjusting the price, the specifications, the time frame for implementation or any other important contract components) approved by MSDP, get sub-standard or sub-specification performance approved by a public official or the supervising engineer or his staff, circumvent tax, duty, license or any other legal obligations that should be met, or induce an official to breach his/her official duties in any other way.
15. If a Consultant fails to comply with its no-bribery commitment, the following sanctions will apply:
16. Denial or cancellation of the contract; liability for damages to MSDP, in the amount of five percent of the contract value, unless MSDP can demonstrate a higher damage, or the Consultant can demonstrate a lesser damage; forfeiture of the security deposit; and debarment by MSDP from bidding for further public contracts for such period as the MSDP may deem appropriate.
17. MSDP has made special arrangements for adequate oversight and monitoring of the procurement process and the execution of the contract. In this regard, MSDP has provided for public hearings on the procurement process, and for access by Civil Society including representatives of the local TI-Pakistan, to the minutes of the meetings of the Evaluation Committee, and to all documents relating to the evaluation of the competitive proposals, the award decision process and the execution of the project.
18. MSDP has also set up a special office in the Office of the Project Manager for the investigation and handling of any reports of extortion or bribery in public procurement.
19. The MSDP will publicly disclose the award decision including the evaluation report.
20. Proposals, which do not conform, to the requirements of these procedures will not be considered.

Agreed

Signed by, the Authorized Representative/CEO of the Applicant Firm/Consortium

Signed by Consultant

Signed by MSDP

Annexure-A1

The Consultants are expected to propose the financial model of this stage on Man-Month rates as per the attached formula. The requisite qualification for each position is given in the TORs. The consultants shall also propose a reimbursable rate for establishment of site office. The Consultants are expected to perform the following duties in this stage:

1. Inspect Contractor's work for conformance to Contract specifications.
2. Check/verify layouts, bench marks, levels/grades & ensure quality of workmanship.
3. Perform Contract Administration for Contractor adherence to contract terms.
4. Establish control procedures for the processing of Contractor submittals, review recommendations and comments relating to approval of Contractor's submittals.
5. Recommend necessary materials test frequencies and approval of external material test labs for specialized tests.
6. Inspect the quarry, if required and advise the Contractor for suitable construction material.
7. Review and approve job mix formula submitted by the Contractor as required by the specifications and site conditions.
8. Review and recommend for approval of the client, schedules submitted in accordance with original and revised contracts.
9. Monitor contract schedule and recommend alternative actions to the schedule delays.
10. Preparation of progress reporting formats and progress monitoring using modern software and preparation of periodic progress reports, covering physical and financial status of the Project with photographs.
11. Conduct periodic problem solving, interface, progress & QC/QA meetings with contractors and other interested concerned parties with participation of the Client representative.
12. Provision of interpretation for any ambiguity or discrepancy in contract documents, if required. Provide design clarifications and specifications' interpretation.
13. Maintain custody of contractor's drawing submittals as per client's directives.
14. Review requests for progress payments from contractor and recommend to the client for appropriate action.
15. Verification / Certification of interim and final payment certificates for approval of Client for payment to Contractor.

16. Review the construction details as given in the drawings critically and supply any missing data / information to the contractor with the approval of the Client.
17. Review and recommend for approval of the Client, of advance payments for bulk material, equipment and system components furnished by the contractor prior to installation.
18. Vetting of Contractor's proposal for design revision and material submissions.
19. Performance of document control functions regarding contractor furnished material, equipment and drawing submittals.
20. Revision in design to suit unexpected site conditions with justification statements to support design changes.
21. Review and recommend for approval of the Client, contractor's submissions schedule for material, equipment and drawing submittals.
22. Performance of documents control functions regarding contractor's submittals of
23. Operation and maintenance manuals, training, manuals etc.
24. Inspection and recommendation for acceptance of the Client as required contractor furnished temporary utilities, constructed buildings and accessories.
25. Review and recommend for approval of the Client of key resources/material installation schedule, manpower schedules, construction equipment reports and preparation of cash flow and progress schedule.
26. Monitor job site safety programs and satisfactory arrangements in case of accidents (Availability of doctor, first aid and ambulance at site)
27. Monitor and review the contractor's quality control program/procedures and perform quality audits of Contractor's works.
28. Approval on behalf of the Client on applicable test standard methods to be utilized, hiring of staff and supervision of all services performed on site by the independent testing laboratory.
29. Review and recommend for approval of the Client, Contractor's constructed mockups, prototypes at the site.
30. Monitor approval of application statement (work procedure) and manufacturer's supervision submittals received from the contractor.
31. Review manufacturer's warranty submittals.
32. Responsible for full time Construction Supervision of all ongoing activities at site.
33. Provide directions to the Contractor for the provision of project signs and location for its erection.

34. Review of shop drawings of the contractor to ascertain completion and constructability before forwarding it to Field Engineering Staff & monitoring and approval of As Built Drawings.
35. Revision in contract drawings, incorporate variations and (as built) information.
36. Preparation of cost estimates for variations, negotiations with the contractor, certification of variation and obtain Client's approval & maintenance of related files.
37. Scrutiny of contractor claims and advise the Client on resolution of contractor claims and resultant disputes.
38. Preparation of monthly progress reports.
39. Preparation of cost reports including monthly project forecasts.
40. Monitor contractor training program for Local Government or Client Staff, to confirm its adequacy and monitor its implementation and adequacy of teaching aids.
41. Monitor Contractor's procurement program and apprise Client from time to time.
42. In conjunction with the Client conduct pre-final inspection of lists of remedial and/or incomplete work (Punch List) and recommend final acceptance to the Client.
43. Assemble and organize for delivery to the Client all operating manuals required by the contract documents.
44. Assist Client to assume operation of all systems, including scheduling of instructions by the Contractor and Supplier required in contract document.
45. Inspection of all high medium and low voltage systems.
46. Issuance of completion/maintenance certificate to the contractor on behalf of the Client.
47. Advise the Client in review/approval of contractor's material and equipment submittals.
48. Witness factory performance test along with Client representative as required on equipment manufactured for the project.
49. Advise the client in, review of result of certain test performed by the independent testing laboratory; maintenance of contractual design documents, providing design interpretation and clarifications, review and approval of contractors submitted spare parts list, operation and maintenance manuals and training programs.
50. Assist the Client in providing clarifications and replies to the Government Audit paras of the project as and when required.
51. Assist the Client to monitor and obtain corrective action on warranty items.

52. Preparation of cash flow statement for funds disbursements planning by the Client.
53. Management / check of material supplies for consumption in permanent works. Daily record of material received, consumed available in stock at site to be maintained.
54. Provide statistical analysis /control charts of main construction materials used at project with standard of QC/QA achieved.
55. Any other activity pertaining to project management and construction supervision
56. Considered necessary and not mentioned hereof.
57. Responsible for the design and will not shift the responsibility to Contractor

Annexure-A2

Project Closure and Finalization of accounts and PC-IV and Overseeing O&M of executed works (Stage III)

Project closure and finalization of Project accounts is one of the most important phases of the Project. The client is expected to amicably settle all claims and finalized all project accounts, settle all audit paras and prepare the PC-IV document of the Project. In addition, as it is often observed with concerned that infrastructure machinery is not operated and maintained by the municipal bodies due to lack of skilled human resources and capacity development, therefore, USAID and MSDP intends to impart technical training, capacity enhancement as well as preparing the O&M Bidding Documents for the user.

The Consultant is expected to impart the following services during this stage:

1. Ensure works are substantially completed and are in operation before commencement of this stage.
2. Ensure the laid infrastructure and installed machinery is fully operational and maintained during these six months
3. Ensure all Human Resources and Machinery required to operate and maintain the infrastructure and machinery has been procured and in place.
4. Prepare Operations Manual in collusion with the vendors/suppliers for each product and civil infrastructure as well as Bidding Document for O&M of Sewerage System for user.
5. Ensure Client and LG staff is properly trained and requisite human resources have been made available by the end of this stage.
6. Submit and get approved proposed LG organogram to run the system post Stage III. Ensure proper training of the proposed staff.
7. Prepare and submit proper report of staff training and capacity enhancement.
8. Submit signed copy of handing/taking over certificate.
9. Handover Vendor Guarantees to the trained staff.
10. Establish troubleshoot handbook and handover to Client and LG trained staff.
11. Ensure all contracts under the development package are closed amicably.
12. Advise Client on amicable settlement of all claims.
13. Finalization of project accounts and preparation of PC-IV

14. Assist client in providing clarifications and replies to the Government Audit paras of the project as and when required.
15. Assistant the client to monitor and obtain corrective action on warranty items.
16. Checking / approval of final as built drawings.
17. Satisfactory attendance of punch list items by the contractor.
18. Completion of handing / taking over proceedings.
19. Provide complete diskettes for the client's future use which accurately reflect the complete specification actually implemented in construction and one complete set of as built drawings.
20. Processing final bills of the Contractors and release of retention money.
21. Issuance of NOCs in favor of Contractors for release from Contracts.
22. Finalization of Project accounts.
23. Verification of all as-built drawings.



**Program Management Unit (PMU)
Municipal Services Delivery Program (MSDP)
P&D Department, Government of Sindh**

Jacobabad Municipal Services Program

**APPOINTMENT OF ENGINEERING CONSULTANT FOR
CONSULTANCY SERVICES OF DESIGN REVIEW AND
SUPERVISION FOR REHABILITATION AND UP-
GRADATION OF SEWERAGE DISPOSAL AND TREATMENT
SYSTEM AT JACOBABAD**

PART –B (FINANCIAL PROPOSAL)

**Request For Proposal
INSTRUCTIONS TO BIDDERS BIDDING
DATA
FORM OF BID AND SCHEDULE OF BID INCLUDING BOQ
FORMS
CONDITIONS OF CONTRACT**

APRIL 2019

SECTION – 1

REQUEST FOR PROPOSAL (TECHNICAL) **APPOINTMENT OF ENGINEERING CONSULTANT** **FOR CONSULTANCY SERVICES OF DESIGN REVIEW** **&SUPERVISION FOR REHABILITATION &UP-GRADATION OF** **SEWERAGE DISPOSAL &TREATMENT SYSTEM AT JACOBABAD.**

1. The Program Management Unit (PMU), Sindh MSDP; P&D Department, Government of Sindh has received a grant from the USAID towards the cost of improvement of water supply, waste water & solid waste infrastructure at Jacobabad, leading to measurable improvement of governance and health outcomes and it is intended that part of the proceeds of the grant will be applied to eligible payments under the contract for the **APPOINTMENT OF ENGINEERING CONSULTANT FOR CONSULTANCY SERVICES OF DESIGN REVIEW &SUPERVISION FOR REHABILITATION &UP-GRADATION OF SEWERAGE DISPOSAL &TREATMENT SYSTEM AT JACOBABAD.**
2. The PMU, USAID- Sindh MSDP invites all interested consultant firms/ consultants / joint ventures/ consortium, having a demonstrable experience in public sector preferably in providing the consulting services for local government. The consultant should have valid license of PEC of relevant category and having similar work experience along with registration of relevant tax authorities including Sindh Revenue Board for the above activities.
3. Consulting firms may obtain further information including Qualification Criteria and acquire the complete set of Request of Proposal (RFP) documents from the following office of the Procuring Agency during working hours from **Thursday, 11th April 2019** to **Thursday, 25th April 2019** on submission of a written application personally or through authorized representative from the above office on payment of a fees of Rs. 2000/- (non-refundable) in shape of Call Deposit/Pay Order/Demand Draft, RFP documents can also be downloaded from website of SPPRA www.pprasindh.gov.pk for review purpose only.

The Program Management Unit (PMU)
USAID Sindh, MSDP
House No. D-18, Block-2, Kehkashan, Clifton
Karachi. Tel # 021-35810017-18

4. The Expression of Interest, prepared in accordance with the instructions in the RFP Documents, accompanied by a bid security for a minimum amount of **3% of Bid Price** in Pak Rupees, either in the shape of Call Deposit, Demand Draft/Pay Order or Bank Guarantee and must be delivered to the above address at or before **02:30 PM on Thursday, 2nd May, 2019** .
5. Bids will be opened at **03:00 PM on Thursday, 2nd May, 2019** , in presence of the bidders or their authorized representatives who choose to attend at the same address. In case of emergency or holiday, then bids will be received and opened on next working day at the same time.
6. Pre-bid meeting will be held on **Wednesday, 24th April, 2019** in the PMU office at **11:00 AM**.
7. National Competitive Bidding Method (NCB) with Quality and Cost Based (QCBS) Method will be adopted.
8. Procuring agency reserves right to annul the bidding process and reject all bids or proposals, as per SPP Rules 2010 and amendment 2019.

Program Director
MSDP Sindh-USAID
House No. D-18, Block-2,
Kehkashan, Clifton, Karachi

4-B SUMMARY OF COSTS

1. DESIGN

A. Remuneration (I-A) = Rs. _____
-

B. Direct Cost (II-A) = Rs. _____
-

Total Design Fee (1) = **Rs.** _____
-

2. CONSTRUCTION SUPERVISION

A. Remuneration (I-B) = Rs. _____

B. Direct Cost (II-B) = Rs. _____

Total Supervision Fee (2) = **Rs.** _____

Grand Total Fee (1 + 2) = **Rs.** _____

Total in Words = Pak Rupees _____

NOTE:

- The Design review (Vetting of Contractors working drawings) and construction supervision shall start simultaneously.

4-C REMUNERATION

Table – 1

A – Design (vetting of Contractors working drawings or any additional related works)

The engagement of any individual from following sprites shall be made jointly by the consultant and PMU on basis of assignment to assignment. (However the total man months of each individual should not exceed from the total man months as indicated below:-

SN	Position	Monthly Rate (in Rs.)	Total Man Months	Amount
1-A	Design Services (vetting of Contractors working drawings or any additional related works) Remuneration			
1.	Team Leader / Senior Engineer		3	
2.	Contract Engineer		3	
3.	Senior Engineer –I		3	
4.	Senior Engineer – II		3	
5.	Environmental Expert		3	
6.	Survey Engineer		3	
7.	Mechanical Engineer		3	
8.	Electric Engineer		3	
9.	Sociologist / Socio economist		3	
10.	Quantity Surveyor (2 Nos)		6	
11.	Junior Engineer-I		3	
12.	Junior Engineer-II		3	
13.	Land Surveyor (3 Nos)		9	
14.	CAD Operators (2 Nos)		6	
15.	Computer Operator (2 Nos)		6	
	Total Table (I-A)		60	

B – Construction Supervision Design (vetting of Contractors working drawings or any additional related works)

The engagement of any individual from following sprites shall be made jointly by the consultant and PMU on basis of assignment to assignment. (However the total man months of each individual should not exceed from the total man months as indicated below:-

1-B	Construction Supervision	I-B		
SN	Position	Monthly Rate (in Rs.)	Total Man Months	Amount
1.	Resident Engineer		24	
2.	Assistant Resident Engineer (1 Nos)		24	
3.	Electrical Engineer		12	
4.	Mechanical Engineer		12	
5.	Site Engineer (4 Nos.)		96	
6.	Surveyors (3 Nos)		72	
7.	Quantity Surveyor (2 Nos)		48	
8.	Environmental Engineer		6	
9.	CAD Operator		24	
10.	Computer Operator		24	
	Total Table (I-B)		342	

NOTE:

- The site office for the Supervising Staff of Consultants and their transportation shall be provided by the consultant, for which the bidder shall quote their prices in the relevant price schedule.
- The engagement of individual consultant team shall be made with joint consensus of consultant and the client (PMU).

4-D Breakdown of Direct Cost & Reimbursable

TABLE – II

SN	Description	Units	Qty	Rate	Cost
(II-A)	Design (Vetting Phase)				
1.	Miscellaneous travel expenses	Nos.	20		
2.	Communication Cost	Per Month	12		
3.	Drafting reproduction of reports	Per Month	6		
3.	Equipment, instrument material supplies etc	Lump sum	1		
4.	Laboratory tests	Nos	200		
5.	Local transportation costs (POL +Rental)	Per Month	6		
6.	Office Utilities	Per Month	9		
TOTAL (II-A)					

SN	Description	Units	Qty	Rate	Cost
(II-B)	Construction Supervision Phase				
1.	Miscellaneous travel expenses	Nos.	24		
2.	Communication Cost	Per Month	24		
3.	Drafting reproduction of reports	Per Month	24		
4.	Equipment, instrument material supplies etc	Lump sum	24		
5.	Local transportation costs (POL +Rental)	Per Month	24		
6.	Accommodation Rent	Per Month	24		
	TOTAL (II-B)				