



**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 (RE-INVITE)**

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**

NOVEMBER 2019

Issued to: _____

Dated: _____

PO#: _____

Dated: _____

SECTION– 1

EXPRESSIONS OF INTEREST

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

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 Re-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, 21st November 2019** to **Monday, 9th December 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.
4. The Expression of Interest, prepared in accordance with the instructions in the RFP Documents, accompanied by a bid security 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 Monday, 16th Dec, 2019**
5. Bids will be opened at **03:00 PM on Monday, 16th Dec, 2019**, in presence of the bidders or their authorized representatives who choose to attend at the

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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 **Tuesday, 27th Nov, 2019** in the PMU office at **3:00 PM**.
7. The tenders in sealed covers mentioning name of work and marked as “**Technical**” and “**Financial**” Offer should be dropped at the place and time mentioned above. Initially, the technical proposals will be opened by the Tender Opening Committee on the date and time mentioned above, whereas the financial proposal will be retained with MSDP till evaluation of the technical proposals.
8. The technical proposals submitted by the bidders will be evaluated by Procurement Committee and thereafter financial proposals of technically qualified bids will be opened by the same Committee on the date and time to be communicated to the bidders.
9. The financial proposals of the bids found technically non-responsive shall be returned unopened to the respective bidders.
10. Site visit will be facilitated by the staff of MSDP/PSU at Jacobabad on any working day:

Focal PSU Officer:

Mr. Babar Paleejo (0333-2013423)

Focal PMU Officer:

Mr. Yahya Noor Ansari (021-35810016-18)

11. National Competitive Bidding Method (NCB) with Quality and Cost Based (QCBS) Method will be adopted.
12. In case, due to any reason, no tenders are received on the above dates then the next date of sale, submission and opening will be **Friday, 13th December, 2019** and **Tuesday, 31st December 2019 at 02:30PM** and **Tuesday, 31st December 2019 at 03:00PM**, respectively.
13. 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.

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- 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.
- 12.1. 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 diagrams showing the time proposed for each key staff team member, divided 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 FIRMCONSULTANCY SERVICES FOR DESIGN REVIEW AND SUPERVISION FOR REHABILITATIONAND 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:

Title: _____

Address: _____

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). Weekly Report b).Monthly Report	
3. Draft Report	
4. Final Report	
5. PC-IV 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:

“The agreement will be based on Man Month basis of vetting of Design as well as construction supervision parts so payment will be made as per actual”

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 (meeting 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:-

I-A	Design Services (vetting of Contractors working drawings or any additional related works) Remuneration	I-A		
SN	Position	Monthly Rate (in Rs.)	Total Man Months	Amount
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		6	
11.	Junior Engineer-I		3	
12.	Junior Engineer-II		3	
13.	Land Surveyor		9	
14.	CAD Operators		6	
15.	Computer Operator		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:-

I-B	Construction Supervision	I-B		
SN	Position	Monthly Rate (in Rs.)	Total Man Months	Amount
1.	Team Leader		12	
2.	Resident Engineer		24	
3.	Assistant Resident Engineer (Civil)		48	
4.	Mechanical Engineer		18	
5.	Electrical Engineer		18	
6.	Site Engineer		96	
7.	Surveyors		72	
8.	Quantity Surveyor		48	
9.	Environmental Engineer		24	
10.	CAD Operator		48	
11.	Computer Operator		24	
Total Table (I-B)			432	

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. of Travels	20		
2.	Communication Cost	Per Month	12		
3.	Drafting reproduction of reports	Per Month	6		
4.	Equipment, instrument material supplies etc	Lump sum	1		
5.	Laboratory tests	Nos	200		
6.	Local transportation costs (POL + Rental)	Per Month	6		
7.	Office Utilities	Per Month	9		
TOTAL (II-A)					

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SN	Description	Units	Qty	Rate	Cost
(II-B)	Construction Supervision Phase				
1.	Miscellaneous travel expenses	Nos. of travels	40		
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)					

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 (RE-INVITE)**

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 (RE-INVITE)**
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 Monday, 16th Dec, 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 (RE-INVITE)

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:

- i. Construction of sewerage network including rehabilitation of existing drains and pump room in Zone A
- ii. Construction of sewerage network including rehabilitation of existing drains in Zone B
- iii. Construction of sewerage network including rehabilitation of existing drains in Zone C
- iv. Construction of sewerage network including new pumping station, and rehabilitation of existing drains in Zone D
- v. Construction of Wastewater treatment facility in Zone C
- vi. 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.
- Some part of Consultancies may be used for any other remaining towns of the project, i.e. Shehdad Kot, Kambar, Mehar, Juhi, Khairpur Nathan Shah

10.2 Design Review & Vetting (Where Needed)

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 constructor (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 and Also support in Procurement Process including preparation of bidding documents, if needed.

The unavoidable surveys/ studies for review of design, to provide value engineering as needed 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 Eighteen (18) months as mentioned below. It will be a fast track project where Design review and construction activities should be happen simultaneously

Stage	Duration
Construction Supervision and Project Management (Stage-I)	10-12 months
Design Review (Vetting)& Tendering Process (Bid Evaluation) for Contractors (Stage-II)	Simultaneously within stage-I as & when Needed
Project Closure and Finalization of accounts and PC-IV and Overseeing O&M of executed works (Stage III)	6 months

SECTION-11

PART (A) ELIGIBILITY CRITERIA

S. No	Eligibility Criteria (All Criteria must be complied for further evaluation)
Adequacy of the firm to participate in the bidding process (responsive bid): (The firms fulfilling all the below mentioned clauses/ terms of the eligibility criteria will be subject to further quantitative valuation of the documents.	
i	A demonstrable experience in public sector preferably in providing the consulting services in the field of Water & Sewerage sector in general & especially in Waste water Works in the civic populated areas of Municipal/ Cantonment Board Limits.
ii	Valid license of PEC of relevant category (1204) as well as should have at least service codes 0507, 0518, 0537, 0542, 0543 0544 & 0546
iii	Registration Sindh Revenue Board
iv	NTN Certificate
v	No Black Listing Certificate from the firm/bidder
vi	Signed & Stamp integrity pact on specified format as attached with this document.
vii	Bid Security as mentioned in the NIT
Eligible / Not eligible	

Part (B) 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 10 Page Technical Proposal)	10	
i.	Working Methodology specially elaborating the plan to complete the task within given time period		2.5 Points
ii.	List of equipment's / Machinery to meet your execution plan		2.5 Points
iii.	Understanding of main working area		2.5 Points
iv.	Approach to overcome the expected site problems during execution		2.5 Points

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b.	Organization and staffing The organogram should be presented in two parts		10
	i. For administration purpose of the project as well as firm	(5 points)	
	ii. Will be for the execution purpose. This organogram should also be based on the working methodology as presented by the firm above.	(5 points)	
c.	Overall General Experience of the firm (Works completed in last 10 years and works in hand). i. 2 points for work experience with Foreign Donor Agency (Maximum 4 points) ii. 1 point each for every executed work worth PKR 500 million or more where consultancy was provided by the firm (Attach award/completion letters) Maximum 03 Points		07
d.	1. Specific Experience of the Firm in the North part of the province of Sindh; having work done in Water & Sewerage System of Secondary City (Works completed or works in hand in last 10 years). Maximum 6 Points 2. 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 06 Points. 3. 2 points for each work worth PKR 300 million or more (when Consultancy firm) related to open drain sewerage system (Tertiary / Security / Primary) Max 04 Points 4. 2 points for work experience of urban sewerage system.		18
e.	Financial Turnover of the firm for last 5 years. 1 point for every PKR 10 million Maximum of 5 points.		5
Total Points for Criterion			50

II.	Key professional staff qualifications and competence for the assignment:	Points
a.	Team Leader/Chief Project Manager – Design / Construction office	15
	i. At least Master's Degree in Civil/Environmental Engineering with at least 15 years' experience of Water & Sewerage nature of work including minimum 7 years of Sewerage Works (Design & Contractor Supervision both) and preferably a PMP Certification.	15
	OR	
	At least Master's Degree in Civil/Environmental Engineering at least 10 years' experience of Water & Sewerage nature of work including minimum 5 years of Sewerage Works (Design & Contractor Supervision both) and preferably a PMP Certification.	10
	OR	
	At least Master's Degree in Civil/Environmental Engineering with	07

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	<p>less than 5 years' experience of Water & Sewerage nature of work including minimum 2 years of Sewerage Works (Design & Contractor Supervision both) and preferably a PMP Certification.</p> <p>ii. (In each above optional qualification criteria 02 points reserved for PMP Certification) .</p>	
b.	<p>Resident Engineer – Site/Field Office</p> <p>i. Masters in Civil Engineering or relevant subject with 10 Years' Experience of Water & Sewerage nature of work including minimum 5 years sewerage experience.</p> <p style="text-align: center;">OR</p> <p>ii. Bachelors in Civil Engineering or relevant subject with 07 Years' Experience of Water & Sewerage nature of work including minimum 03 years sewerage experience.</p> <p style="text-align: center;">OR</p> <p>iii. Bachelors in Civil Engineering or relevant subject with less than 5 Experience of Water & Sewerage nature of work including minimum 1 Year sewerage experience.</p>	<p>15</p> <p>15</p> <p>12</p> <p>10</p>
c.	<p>Assistant Resident Engineer (Civil) – Site/Field Office</p> <p>i. Bachelors in Civil Engineering with at least 7 Years' Experience of similar nature of work including drain type construction experience.</p> <p style="text-align: center;">OR</p> <p>ii. Bachelors in Civil Engineering with less than 7 Years Experience of similar nature of work including drain type construction experience.</p>	<p>10</p> <p>10</p> <p>7</p>
d.	<p>Assistant Resident Engineer (Electro-Mechanical) – Site/Field Office</p> <p>i. Bachelors in Electrical or Mechanical Engineering with at least 7 Years' Experience of similar nature of work</p> <p style="text-align: center;">OR</p> <p>ii. Bachelors in Electrical or Mechanical Engineering with less than 7 Years' Experience of similar nature of work</p>	<p>10</p> <p>10</p> <p>7</p>
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)

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.

PAYABLE BY THE CONTRACTOR FOR WORKS IN CONTRACTS WORTH RS. 10.00 MILLION OR MORE

Contract No. _____ Dated _____
Contract Value: _____
Contract Title: _____

..... [name of Contractor] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GOP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GOP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Contractor] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP, except that which has been expressly declared pursuant hereto.

[name of Contractor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GOP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GOP under any law, contract or other instrument, be voidable at the option of GOP.

Notwithstanding any rights and remedies exercised by GOP in this regard, [name of Contractor] agrees to indemnify GOP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GOP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP.

Name of Employer: KMC
Signature: _____
[Seal]

Name of Contractor:
Signature:
[Seal]

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. Assist 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.