

**ISLAMIC REPUBLIC OF PAKISTAN
GOVERNMENT OF KHYBER PUKHTUNKHWA**



**REQUEST FOR PROPOSAL
(RFP)**

**Improvement of Drainage Hot Spots in jurisdiction of WSSP
Peshawar.**

**Provision for research studies/consultancies/ surveys/ detailed
design/ feasibility studies under ADP No. 1172/150189 (2022-23)**

PRF #: WSSP/Proj/28-4/2024

**WATER & SANITATION SERVICES
PESHAWAR**

Section 1: Letter of Invitation



WATER AND SANITATION SERVICES PESHAWAR (WSSP)

**LOCAL GOVERNMENT COMPLEX, KHYBER PAKHTUNKHWA.
Plot # 33, Street No. 13, Sector E-8, Phase-VII, Hayatabad,
Phone No# 091-9217723**

Letter No.
XX.YY.ZZZZ

Dated:

(Name and Address of Consultant)

Subject: **LETTER OF INVITATION.**

Dear Mr./ Ms.

1. The Water and Sanitation Services, Peshawar (WSSP) has been assured of the financial support in Annual Development Program (ADP) of Khyber Pukhtunkhwa for its project of Design of Drainage Hot Spots in jurisdiction of WSSP Peshawar.
2. The WSSP (herein after called “Client”) now invites proposals to provide consultancy services for **“Design of Drainage Hot Spots in jurisdiction of WSSP Peshawar.**
3. Details of the required services are provided in the Terms of Reference included in Request for Proposal (RFP) which can be downloaded from WSSP website: <https://wssp.gkp.pk/>
4. This request for proposal (RFP) has been addressed to eligible consultants registered with Pakistan Engineering Council, Pakistan Council of Architects and Town planners and Security & Exchange Commission of Pakistan (where required)
5. All the interested Consultants are required to provide following information along with their Technical Proposals, in addition to requirements in the RFP:
 - i. Legal entity, registration with FBR
 - ii. Registration with relevant professional bodies supported by latest/ updated renewal
 - iii. Profile of core staff relevant to the assignment
 - iv. Audited accounts for up to three years
 - v. List of similar works (completed or in-hand) with client, scope, cost of project, cost of consultancy and period details
 - vi. Undertaking by the consultant/ firm that it has not been black listed by any Government Agency/ Authority
6. The Consultant will be selected under the Quality and Cost Based Selection (QCBS) method and procedures described in this RFP, in accordance with the policies of the Government of Khyber Pakhtunkhwa and KPPRA

7. The RFP includes the following additional documents:

- i. Section 2 - Instructions to Consultants (including Data Sheet)
- ii. Section 3 - Technical Proposal - Standard Forms
- iii. Section 4 - Financial Proposal - Standard Forms
- iv. Section 5 - Terms of References

8. It is mandatory for proposals to be made using the Standard Forms of the RFP. Proposals that are not in the prescribed format may be discarded. If any information required in the forms is found missing or written elsewhere, no credit will be given in the relevant section of the evaluation.

9. Firms should submit details of **5** of their most relevant assignments for technical evaluation using the prescribed format. Assignments submitted beyond the given number will not be considered.

10. CVs of key personnel corresponding to the list given in the Data Sheet should provide details of **4** projects done by the individual in the past years with comparable scope of work.

11. At any time before submission of proposals the client may amend RFP by issuing an addendum to be posted on websites mentioned above.

(Pre-Proposal Conference will be held on **16th April 2024, at 3.00 PM.** at Conference Room , WSSP Head Office, Peshawar, Pakistan)

Name: Engr. Dr. M. Mahboob Alam
Designation: General Manager (Projects)
Address: WSSP, Head Office, Phase 7, Hayatabad
Peshawar. Pakistan
Email: Muhammad.mehboobalam@wsspeshawar.org.pk

Yours sincerely,

General Manager (HR|Admin/Proc.)
WSSP, Head Office, Plot # 33, Street No. 13, Sector
E-8, Phase-VII, Hayatabad Phase 7, Hayatabad,
Peshawar, Pakistan.

SECTION - 2

INSTRUCTIONS TO CONSULTANTS

Definitions

- (a) “Agreement” means the Agreement signed by the Parties and all the attached documents.
- (b) “Client” means the organization with which the selected Consultant signs the Agreement for the Services.
- (c) “Consultant” means any entity or person that may provide or provides the Services to the Client under the Agreement.
- (d) “Data Sheet” means such part of the Instructions to Consultants used to reflect specific conditions.
- (e) “Day” means calendar day.
- (f) “Government” means the Government of the Khyber Pakhtunkhwa and all its associated departments, agencies, autonomous/semi- autonomous bodies, local governments, boards, universities and similar other organizations.
- (g) “Instructions to Consultants” means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.
- (h) “LOI” means the Letter of Invitation included in the RFP as Section 1 being sent by the Client to the shortlisted Consultants.
- (i) “Personnel” means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside Pakistan; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile inside Pakistan.
- (j) “Proposal” means the Technical Proposal and the Financial Proposal.
- (k) “RFP” means the Request for Proposal to be prepared by the Client for the selection of consultants, based on the Standard RFP.
- (l) “Services” means the work to be performed by the Consultant pursuant to the Agreement.
- (m) “SRFP” means the Standard Request for Proposals, which must be used by the Client as a guide for the preparation of

the RFP.

- (n) “Sub-Consultant” means any person or entity with whom the Consultant sub agreements any part of the Services.
- (o) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

1. Introduction

- 1.1 The Client named in the Data Sheet will select a consulting firm/organization (the Consultant) in accordance with the method of selection specified in the Data Sheet.
- 1.2 The Consultants are invited to submit a Technical Proposal and a Financial Proposal for consulting services required for the assignment named in the Data Sheet. The proposals should be in separate marked and sealed envelopes. The Proposal will be the basis for agreement negotiations and ultimately for a signed Agreement with the selected Consultant.
- 1.3 Consultants should familiarize themselves with assignment conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment, Consultants are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional. Consultants should contact the Client’s representative named in the Data Sheet to obtain additional information on the pre-proposal conference. Consultants should ensure these officials are informed well-ahead of time in case they wish to visit the Client.
- 1.4 Consultants shall bear all costs associated with the preparation and submission of their proposals and agreement negotiation. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Agreement award, without thereby incurring any liability to the Consultants.
- 1.5 The consultant is required to associate with any local consulting firm(s) or entity to facilitate the transfer of technology to the locals and ensuring the application of technologies most suitable to this region.

Conflict of Interest

1.6 Government of Khyber Pakhtunkhwa policy requires that Consultants provide professional, objective, and impartial advice and at all times, hold the Client's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.

1.6.1 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

Conflicting activities

(i) A firm that has been engaged by the Client to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation. For the purpose of this paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

(ii) It should be noted that any combination of the functions of a consultant with those of a contractor and or a manufacturer or any association to, or an equity stake of a contractor or manufacturer in the Consultancy business of the firm submitting the proposal shall render the consultant disqualified for the project. The consultant should therefore furnish an undertaking to the effect that the firm is fully independent having no affiliation, direct or indirect, with any construction group or company.

(iii) Any false statement in this regard, disclosed at any stage of the contract, will

make the contract liable to cancellation beside any other punitive action deemed fit by the client.

Conflicting assignments

- (iv) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Client. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Client in the privatization of public assets shall not purchase, nor advise purchasers of, such assets. Similarly, a consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question.

Conflicting relationships

- (v) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Agreement, may not be awarded an Agreement, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Government of Khyber Pakhtunkhwa throughout the selection process and the execution of the Agreement.

1.6.2 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Agreement.

1.6.3 No agency or current employees of the Client shall work as Consultants under their own ministries, departments or agencies. Recruiting former government employees of the Client to work for their former ministries, departments or agencies is acceptable provided no conflict of interest exists.

When the Consultant nominates any government employee as Personnel in their technical proposal, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his technical proposal.

**Unfair
Advantage**

- 1.6.4 If a shortlisted Consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Client shall make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

**Fraud and
Corruption**

- 1.7 The Government of Khyber Pakhtunkhwa requires Consultants participating in its projects to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. In pursuance of this policy, the Government of Khyber Pakhtunkhwa:
- (b) defines, for the purpose of this paragraph, the terms set forth below as follows:
 - (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in agreement execution;
 - (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a agreement;
 - (iii) “collusive practices” means a scheme or arrangement between two or more consultants with or without the knowledge of the Client, designed to establish prices at artificial, noncompetitive levels;
 - (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a agreement.
 - (c) will reject a proposal for award if it determines that the Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in

competing for the agreement in question;

- (d) will sanction a consultant, including declaring the Consultant ineligible, either indefinitely or for a stated period of time, to be awarded a Government of Khyber Pakhtunkhwa agreement if at any time it determines that the Consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Government of Khyber Pakhtunkhwa agreement; and
- (e) will have the right to require that a provision be included requiring Consultants to permit the Government of Khyber Pukhtunkhwa to inspect their accounts and records and other documents relating to the submission of proposals and agreement performance, and have them audited by auditors appointed by the Government of Khyber Pakhtunkhwa.

1.8 Consultants, their Sub-Consultants, and their associates shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Khyber Pakhtunkhwa in accordance with the above para. 1.7. Furthermore, the Consultants shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Agreement.

1.9 Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Consultant is awarded the Agreement, as requested in the Financial Proposal submission form (Section 4).

1.10 Shortlisted Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.

1.11 The Data Sheet indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. Should the need arise, however, the Client may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for agreement award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

**Only one
Proposal**

**Proposal
Validity**

- Eligibility of Sub-Consultants**
- 1.13 In case a shortlisted Consultant intends to associate with Consultants who have not been shortlisted and/or individual expert(s), such other Consultants and/or individual expert(s) shall be subject to the eligibility criteria set forth in the Guidelines.
- 2. Clarification and Amendment of RFP Documents**
- 2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client’s address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.2.
- 2.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.
- 3. Preparation of Proposals**
- 3.1 The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language (s) specified in the Data Sheet.
- 3.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- 3.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:
- (a) If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other Consultants in a joint venture or sub-consultancy, it may associate with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if so indicated in the Data Sheet. A shortlisted Consultant must first obtain the approval of the Client if it wishes to enter into a joint venture with any other shortlisted Consultant(s). In case of association with non-shortlisted Consultant(s), the shortlisted Consultant

shall act as association leader. Any associations must be clearly indicated in the technical proposal. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.

- (b) For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
- (c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

**Technical
Proposal
Format and
Content**

3.4 The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3). Paragraph (c) (ii) indicates the recommended number of pages for the description of the approach, methodology and work plan of the Technical Proposal. A page is considered to be one printed side of A4 or letter size paper.

- (a) A brief description of the Consultants' organization and an outline of recent experience of the Consultants (each partner in case of joint venture) on assignments of a similar nature is required in Form TECH-2 of Section 3. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, agreement amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally engaged by the Client as a firm or as one of the major firms within a joint venture. Assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.
- (b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by the Client (Form TECH-3 of Section 3).

- (c) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.
- (d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5 of Section 3).
- (e) Estimates of the staff input (staff-months of professionals) needed to carry out the assignment (Form TECH-7 of Section 3). The staff-months input should be indicated separately for home office and field activities for Professional staff.
- (f) CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3) along with their Computerized National Identity Card numbers (if local) or Passport numbers (if foreign).
- (g) A detailed description of the proposed methodology and staffing for training, if the Data Sheet specifies training as a specific component of the assignment.
- (h) Within ten (10) days of the receipt of notification of award, the successful bidder shall furnish the performance security bond representing 10% (ten percent) of the total value of the contract, as per the Performance Security format provided in (Annex IV) of this section 2.
- (i) The performance security bond shall remain valid till 40 days beyond the completion date of the assignment, and shall be denominated in Rs in the form of Banker's cheque or bank guarantee from a reputable commercial bank.
- (j) Failure of the successful bidder to comply with the requirements shall constitute sufficient grounds for annulment of the award, in which event client

shall make the award to the next best bidder

- (k) In case of failure of successful bidder to mobilize. The Consultant Selection Committee (CSC) may consider taking up negotiation with second ranking qualified bidder.
- (l) Ten percent (10%) amount from each running payments shall be withheld as security deposit till the successful completion of assignment.
- (m) Equipment, office vehicles etc procured by the consultants to render the services covered by the contract shall be the property of WSSP and shall be handed over to WSSP on completion of the services without any charge thereof, in perfect working condition. The Consultant will also provide the vehicle to counterpart engineers of WSSP to render the services during design and implementation phase of treatment plant.

3.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

3.6 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff in the field and at the Consultants' office), and (b) reimbursable expenses indicated in the Data Sheet. If appropriate, these costs should be broken down by activity. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

Financial Proposals

Taxes

3.7 The Consultant may be subject to all taxes (such as: value added or sales tax or income taxes) on amounts payable by the Client under the Agreement. **The Client will state in the Data Sheet if the Consultant is subject to payment of any taxes.** Any such amounts shall not be included in the Financial Proposal as they will not be evaluated, but they will be discussed at agreement negotiations, and applicable amounts will be included in the Agreement. Payment of corporate and personal income taxes and other related dues shall be responsibility of the firm, as per the rules and regulations of the Government of Khyber Pakhtunkhwa and the Government of Pakistan. Payment of Custom duties, sales taxes and surcharges, and other

related dues if any levied on the office equipment required for rendering the aforementioned services shall be responsibility of the firm, as per the rules and regulations of the government of Khyber Pukhtunkhwa and the Government of Pakistan.

3.8 Consultants should express the price of their services in Pak Rs.

3.9 Commissions and gratuities, if any, paid or to be paid by Consultants and related to the assignment will be listed in the Financial Proposal Form FIN-1 of Section 4.

4. Submission, Receipt, and Opening of Proposals

4.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.

4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

4.3 The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. The Technical Proposals shall be sent to the addresses referred to in para. 4.5 and in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the Assignment, clearly marked "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE SUBMISSION DEADLINE.**" The

Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

4.5 The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with para. 2.2. Any proposal received by the Client after the deadline for submission shall be returned unopened.

4.6 The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

5. Proposal Evaluation

5.1 From the time the Proposals are opened to the time the Agreement is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Agreement may result in the rejection of the Consultants' Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

Evaluation of Technical Proposals

5.2 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

Financial Proposals for QBS

5.3 Following the ranking of technical Proposals, when selection is based on quality only (QBS), the first ranked Consultant is invited to negotiate its proposal and the Agreement in accordance with the instructions given under para. 6 of these Instructions.

Public Opening and Evaluation of Financial Proposals (only for QCBS,

5.4 After the technical evaluation is completed, the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or

**Fixed Budget
Selection, and
Least-Cost
Selection)**

were considered non responsive to the RFP and TOR, that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional. The opening date shall be set so as to allow interested Consultants sufficient time to make arrangements for attending the opening.

- 5.5 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants, and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.
- 5.6 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the formers will prevail. In addition to the above corrections, as indicated under para. 3.6, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time-Based form of agreement has been included in the RFP, the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, (ii) if the Lump-Sum form of agreement has been included in the RFP, no corrections are applied to the Financial Proposal in this respect.
- 5.7 In case of QCBS, the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet: $S = St \times T\% + Sf \times P\%$. The firm achieving the highest combined technical and

financial score will be invited for negotiations.

5.8 In the case of Fixed-Budget Selection, the Client will select the firm that submitted the highest ranked Technical Proposal within the budget. Proposals that exceed the indicated budget will be rejected. In the case of the Least-Cost Selection, the Client will select the lowest proposal among those that passed the minimum technical score. In both cases the evaluated proposal price according to para. 5.6 shall be considered, and the selected firm is invited for negotiations.

6. Negotiations

6.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a prerequisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude an Agreement.

Technical negotiations

6.2 Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Client and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Agreement as “Description of Services”. Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the Consultant.

Financial negotiations

6.3 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to determine the tax amount to be paid by the Consultant under the Agreement. The financial negotiations will reflect the agreed technical modifications in the cost of the services. In the cases of QCBS, Fixed-Budget Selection, and the Least-Cost Selection methods, financial negotiations can involve the remuneration rates for staff or other proposed unit rates if there is a revision of scope or if the bid rate exceeds the available budget. For other methods, Consultants will provide the Client with the information on remuneration rates described in the Appendix attached to Section 4 - Financial Proposal - Standard Forms of this RFP.

Availability of Professional

6.4 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff,

staff/experts

the Client expects to negotiate an Agreement on the basis of the Professional staff named in the Proposal. Before agreement negotiations, the Client will require assurances that the Professional staff will be actually available. The Client will not consider substitutions during agreement negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

Conclusion of the negotiations

6.5 Negotiations will conclude with a review of the draft Agreement. To complete negotiations the Client and the Consultant will initial the agreed Agreement. If negotiations fail, the Client will invite the Consultant whose Proposal received the second highest score to negotiate an Agreement.

7. Award of Agreement

7.1 After completing negotiations the Client shall award the Agreement to the selected Consultant and publish details on the relevant forums and website/s and promptly notify all Consultants who have submitted proposals. After Agreement signature, the Client shall return the unopened Financial Proposals to the unsuccessful Consultants.


7.2 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

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 publication of the award of Agreement. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Consultant Selection Guidelines relating to fraud and corruption.

Instructions to Consultants

DATA SHEET

Paragraph Reference	
1.1	Name of the Client: WSSP., Govt. of Khyber Pakhtunkhwa Pakistan Method of selection: Quality Cost Based Selection (QCBS)
1.2	Financial Proposal to be submitted together with Technical Proposal: Yes ✓ Name of the assignment is: “Design of Drainage Hot Spots in jurisdiction of WSSP Peshawar
1.3	A pre-proposal conference will be held: Yes Date : 16th April, 2024 Time: 3:00 P.M Venue: WSSP Head Office, Hayatabad, Peshawar, Pakistan. <hr/> The Client’s representative is: GM (Projects), WSSP Address: WSSP Head Office, Hayatabad, Peshawar Pakistan Telephone: +92-91 9219098 E-mail: GM-PROJ@wsspeshawar.org.pk and MngrProj@wsspeshawar.org.pk
1.4	The Client will provide the following inputs and facilities: Assist to visit the proposed site
1.6.1 (a)	The Client envisages the need for continuity for downstream work: Yes
1.12	Proposals must remain valid for 120 days after the submission date. 

<p>2.1</p>	<p>Clarifications may be requested not later than 10 days before the submission date.</p> <p>The address for requesting clarifications is: GM (Projects), WSSP Address: WSSP Head Office, Hayatabad, Peshawar Pakistan</p>
<p>3.1</p>	<p>Proposals shall be submitted in the following language: English</p>
<p>3.3 (a)</p>	<p>Consultants required to associate with local consulting firm to facilitate the transfer of technology: Yes (in case foreign consultants are selected)</p>
<p>3.3 (b)</p>	<p>The Financial Proposal shall not exceed the available budget of: N.A</p>
<p>3.4 (a)</p>	<p>Firm should submit details of at least 5 assignments carried out in countries with similar conditions.</p>
<p>3.4 (f)</p>	<p>CVs should contain details on 4 projects done by the individual in the past years.</p>
<p>3.4 (g)</p>	<p>Training is a specific component of this assignment: N.A</p>
<p>3.6</p>	<p><i>[List the applicable Reimbursable expenses. A sample list is provided below for guidance: items that are not applicable should be deleted; others may be added.]</i></p> <p>All services as mentioned in TORs</p>
<p>3.7</p>	<p>Amounts payable by the Client to the Consultant under the agreement to be subject to local taxation: Yes</p>
<p>4.3</p>	<p>Consultant must submit the original and 03 copies of the Technical Proposal, and the original of the Financial Proposal.</p>

4.5	<p>The Proposal submission address is: WSSP Head Office, Hayatabad, Peshawar, Pakistan</p> <p>Proposals must be submitted no later than the following date and time: 25th April 2024 up to 2:30 P.M or before and will be opened on same day at 3:00 pm.</p>																																										
5.2 (a)	<p>Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; border-bottom: 1px solid black;"><u>Points</u></th> </tr> </thead> <tbody> <tr> <td>(i) Company Profile:</td> <td style="text-align: right;">[200]</td> </tr> <tr> <td style="padding-left: 20px;">a) Number of similar assignments</td> <td style="text-align: right;">[120]</td> </tr> <tr> <td style="padding-left: 20px;">b) Value of similar assignments</td> <td style="text-align: right;">[80]</td> </tr> <tr> <td></td> <td style="text-align: right;">—</td> </tr> <tr> <td></td> <td style="text-align: right;">Total = A₁</td> </tr> <tr> <td>(ii) Key Personnel:</td> <td style="text-align: right;">[550]</td> </tr> <tr> <td style="padding-left: 20px;">(Key staff as per page-i of TORs)</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">Total = A₂</td> </tr> <tr> <td colspan="2" style="padding-top: 10px;"> <p>The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub criteria and relevant score:</p> </td> </tr> <tr> <td style="padding-left: 20px;">1) Education and qualifications</td> <td style="text-align: right;">[25]</td> </tr> <tr> <td style="padding-left: 20px;">2) Relevant background</td> <td style="text-align: right;">[70]</td> </tr> <tr> <td style="padding-left: 20px;">3) Time with firm</td> <td style="text-align: right;">[5]</td> </tr> <tr> <td></td> <td style="text-align: right;">Total score: 100</td> </tr> <tr> <td>(iii) Approach & Methodology:</td> <td style="text-align: right;">[250]</td> </tr> <tr> <td style="padding-left: 20px;">a) Understanding & Innovativeness</td> <td style="text-align: right;">[70]</td> </tr> <tr> <td style="padding-left: 20px;">b) Methodology & Work plan</td> <td style="text-align: right;">[180]</td> </tr> <tr> <td></td> <td style="text-align: right;">Total = A₃</td> </tr> <tr> <td colspan="2" style="text-align: center; padding-top: 20px;"> $T.S = 0.35A_1 + 0.45A_2 + 0.2A_3$ </td> </tr> <tr> <td colspan="2" style="padding-top: 20px;"> <p>If deemed necessary, the client will invite the consultants for presentation at the head office for the section iii) above.</p> </td> </tr> <tr> <td colspan="2" style="text-align: center; padding-top: 20px;"> <p>The minimum technical score St required to pass is: 65 Points</p> </td> </tr> </tbody> </table>		<u>Points</u>	(i) Company Profile:	[200]	a) Number of similar assignments	[120]	b) Value of similar assignments	[80]		—		Total = A ₁	(ii) Key Personnel:	[550]	(Key staff as per page-i of TORs)			Total = A ₂	<p>The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub criteria and relevant score:</p>		1) Education and qualifications	[25]	2) Relevant background	[70]	3) Time with firm	[5]		Total score: 100	(iii) Approach & Methodology:	[250]	a) Understanding & Innovativeness	[70]	b) Methodology & Work plan	[180]		Total = A ₃	$T.S = 0.35A_1 + 0.45A_2 + 0.2A_3$		<p>If deemed necessary, the client will invite the consultants for presentation at the head office for the section iii) above.</p>		<p>The minimum technical score St required to pass is: 65 Points</p>	
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5.7	<p>The formula for determining the financial scores is the following:</p> $S_f = 100 * \frac{F_m}{F}$ <p>Where: S_f is the financial score, F_m is the lowest price received F is the price of the proposal under consideration</p> <p>The weights given to the Technical (T) and Financial Proposals (P) are: T = 0.70 P = 0.30</p>
6.1	<p>Expected date and address for agreement negotiations: 30th May 2024 or Before Manager Procurement, WSSP Head Office, Hayatabad, Peshawar Pakistan</p>
7.2	<p>Expected date for commencement of consulting services 20th June 2024 or Before (Subjected to availability of Funds) at: Peshawar Pakistan</p>
3.4 (i)	<p>Performance Security Bond: 10% of total value of contract</p>

Section 3: Technical Proposal - Standard Forms

[Comments in brackets [] provide guidance to the Consultants for the preparation of their Technical Proposals; they should not appear on the Technical Proposals to be submitted.]

Refer to Reference Paragraph 3.4 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 3.4 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

- TECH-1 Technical Proposal Submission Form
- TECH-2 Consultant's Organization and Experience
 - A Consultant's Organization
 - B Consultant's Experience
- TECH-3 Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client
 - A On the Terms of Reference
 - B On the Counterpart Staff and Facilities
- TECH-4 Description of the Approach, Methodology and Work Plan for Performing the Assignment
- TECH-5 Team Composition and Task Assignments
- TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff
- TECH-7 Staffing Schedule
- TECH-8 Work Schedule

FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

GM, (Projects), WSSP
Local Government Complex, Khyber Pakhtunkhwa.
Plot # 33, Street No. 13, Sector E-8,
Phase-VII, Hayatabad,

Dear Sir,

We, the undersigned, offer to provide the consulting services for “**Design of Drainage Hot Spots in jurisdiction of WSSP Peshawar.**” in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope¹.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]²

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.12 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Agreement negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.2 of the Data Sheet.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

FORM TECH-2 CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity (including organ gram) and each associate for this assignment.]

1. Firm Background:
2. Chief Executive Officer:
3. Board of Directors / Partners.
4. Departmental Structure of the Firm
5. Organogram

A-I

Whether your Firm is ISO Certified? If so, provide a copy of ISO Certification.

B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this Assignment. Use maximum 20 pages. Please provide Client's certification and/or evidence of the contract agreement.]

Assignment name:	Cost of the Project
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N ^o of staff-months (by your firm) on the assignment:
Start date (month/year): Completion date (month/year):	1- Total Value of the Consultancy Agreement. 2- Value of consultancy services provided by your firm under the agreement
Name of associated Consultants, if any:	N ^o of professional staff-months provided by associated Consultants:
Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment	
1. Firms Name: 2. Certificate by the Client / Employer that the work was successfully completed by the consultant.	

**FORM TECH-3 COMMENTS AND SUGGESTIONS ON THE TERMS OF
REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED
BY THE CLIENT**

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

B - On Counterpart Staff and Facilities

[Comment here on counterpart staff and facilities to be provided by the Client according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]

FORM TECH-4 DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (50 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

FORM TECH-5 TEAM COMPOSITION AND TASK ASSIGNMENTS

Professional Staff					
Name of Staff	CNIC No.	Firm	Area of Expertise	Position Assigned	Task Assigned

FORM TECH-6 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position [*only one candidate shall be nominated for each position*]: _____

2. Name of Firm [*Insert name of firm proposing the staff*]: _____

3. Name of Staff [*Insert full name*]: _____

4. Date of Birth: _____ **Nationality:** _____

5. CNIC No : _____ **or Passport No:** _____

6. Education :

<i>Degree</i>	<i>Major/Minor</i>	<i>Institution</i>	<i>Date (MM/YYYY)</i>

7. Membership of Professional Associations: _____

8. Other Training [*Indicate significant training since degrees under 6 - Education were obtained*]: _____

9. Languages [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

10. Employment Record [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

<i>Employer</i>	<i>Position</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>

11. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]

- 1) Name of assignment or project & Location: _____ Cost of Project _____
Date of Start _____ Date of Completion _____
Actual Time Spent on the Project: _____ in months.
Client: _____
Main project features: _____
Positions held: _____
Activities performed: _____
- 2) Name of assignment or project & Location: _____ Cost of Project _____
Date of Start _____ Date of Completion _____
Actual Time Spent on the Project: _____ in months.
Client: _____
Main project features: _____
Positions held: _____
Activities performed: _____

3) Name of assignment or project & Location: _____ Cost of Project _____
 Date of Start _____ Date of Completion _____
 Actual Time Spent on the Project: _____ in months.
 Client: _____
 Main project features: _____
 Positions held: _____
 Activities performed: _____

[Unroll the project details group and continue numbering (4, 5, ...) as many times as is required]

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized representative of the staff] Date: _____
Day/Month/Year

Full name of authorized representative: _____

FORM TECH-7 STAFFING SCHEDULE¹



Full time input
Part time input

Year: _____		Staff input (in the form of a bar chart) ²												Total staff-month input		
N°	Name of Staff	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Home	Field ³	Total
1		[Home]												[Hatched]	[Hatched]	
		[Field]												[Hatched]	[Hatched]	
2														[Hatched]	[Hatched]	
														[Hatched]	[Hatched]	
3														[Hatched]	[Hatched]	
														[Hatched]	[Hatched]	
4														[Hatched]	[Hatched]	
														[Hatched]	[Hatched]	
Total														[Hatched]	[Hatched]	
5														[Hatched]	[Hatched]	
		[Home]												[Hatched]	[Hatched]	
6		[Field]												[Hatched]	[Hatched]	
														[Hatched]	[Hatched]	

- 1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
- 2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.
- 3 Field work means work carried out at a place other than the Consultant's home office.

Section 4: Financial Proposal - Standard Forms

[Comments in brackets [] provide guidance to the shortlisted Consultants for the preparation of their Financial Proposals; they should not appear on the Financial Proposals to be submitted.]

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

[The Appendix “Financial Negotiations - Breakdown of Remuneration Rates” is to be only used for financial negotiations when Quality-Based Selection, Selection Based on Qualifications, or Single-Source Selection method is adopted, according to the indications provided under para. 6.3 of Section 2.]

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Costs by Activity

FIN-4 Breakdown of Remuneration

FIN-5 Reimbursable expenses

Appendix: Financial Negotiations - Breakdown of Remuneration Rates

FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

GM, (HR. Admin & Procurement),
WSSP
Local Government Complex, Khyber Pakhtunkhwa.
Plot # 33, Street No. 13, Sector E-8, Phase-VII,
Hayatabad, Peshawar.

Dear Sir,

We, the undersigned, offer to provide the consulting services for “**Design of Drainage Hot Spots in jurisdiction of WSSP Peshawar**” in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is inclusive of the taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Agreement negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Agreement execution.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

FORM FIN-2 SUMMARY OF COSTS

Item	Costs ¹	
	[Indicate Foreign Currency # 1] ¹	Pak Rupees
Total Costs of Financial Proposal ²		

- 1 Indicate between brackets the name of the foreign currency if used.
- 2 Indicate the total costs, net of local taxes, to be paid by the Client. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

FORM FIN-3 BREAKDOWN OF COSTS BY ACTIVITY¹

Group of Activities (Phase):² <hr/> <hr/>	Description:³ <hr/> <hr/>	
Cost component	Costs⁴	
	Rs.	
Remuneration ⁵		
Reimbursable Expenses ⁵		
Subtotals		

- 1 Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. For each currency, the sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.
- 2 Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.
- 3 Short description of the activities whose cost breakdown is provided in this Form.
- 4 Indicate between brackets the name of the foreign currency if used.
- 5 For each currency, Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.

FORM FIN-5 BREAKDOWN OF REIMBURSABLE EXPENSES¹

(This Form FIN-5 shall only be used when the Time-Based Form of Agreement has been included in the RFP)

Group of Activities (Phase): _____						
N°	Description ²	Unit	Unit Cost ³	Quantity	RS	
	Per diem allowances	Day				
	International flights ⁵	Trip				
	Miscellaneous travel expenses	Trip				
	Communication costs between <i>[Insert place]</i> and <i>[Insert place]</i>					
	Drafting, reproduction of reports					
	Equipment, instruments, materials, supplies, etc.					
	Shipment of personal effects	Trip				
	Use of computers, software					
	Laboratory tests.					
	Subagreements					
	Local transportation costs					
	Office rent, clerical assistance					
	Training of the Client's personnel ⁶					
Total Costs						

1 Form FIN-5 should be filled for each of the Forms FIN-3 provided, if needed.

2 Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.

3 Indicate unit cost and currency.

4 Indicate between brackets the name of the foreign currency if used. Indicate the cost of each reimbursable item in the column of the relevant currency. Cost = Unit Cost x Quantity.

- 5 Indicate route of each flight, and if the trip is one- or two-ways.
- 6 Only if the training is a major component of the assignment, defined as such in the TOR

FORM FIN-5 BREAKDOWN OF REIMBURSABLE EXPENSES

(This Form FIN-5 shall only be used when the Lump-Sum Form of Agreement has been included in the RFP. Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the Client)

N°	Description ¹	Unit	Unit Cost ²
	Per diem allowances	Day	
	International flights ³	Trip	
	Miscellaneous travel expenses	Trip	
	Communication costs between [<i>Insert place</i>] and [<i>Insert place</i>]		
	Drafting, reproduction of reports		
	Equipment, instruments, materials, supplies, etc.		
	Shipment of personal effects	Trip	
	Use of computers, software		
	Laboratory tests.		
	Sub agreements		
	Local transportation costs		
	Office rent, clerical assistance		
	Training of the Client's personnel ⁴		

- 1 Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.
- 2 Indicate unit cost and currency.
- 3 Indicate route of each flight, and if the trip is one- or two-ways.
- 4 Only if the training is a major component of the assignment, defined as such in the TOR.

Appendix

Financial Negotiations - Breakdown of Remuneration Rates

(Not to be used when cost is a factor in the evaluation of Proposals)

1. Review of Remuneration Rates

1.1 The remuneration rates for staff are made up of salary, social costs, overheads, fee that is profit, and any premium or allowance paid for assignments away from headquarters. To assist the firm in preparing financial negotiations, a Sample Form giving a breakdown of rates is attached (no financial information should be included in the Technical Proposal). Agreed breakdown sheets shall form part of the negotiated agreement.

1.2 The Client is charged with the custody of government funds and is expected to exercise prudence in the expenditure of these funds. The Client is, therefore, concerned with the reasonableness of the firm's Financial Proposal, and, during negotiations, it expects to be able to review audited financial statements backing up the firm's remuneration rates, certified by an independent auditor. The firm shall be prepared to disclose such audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. Rate details are discussed below.

(i) Salary

This is the gross regular cash salary paid to the individual in the firm's home office. It shall not contain any premium for work away from headquarters or bonus (except where these are included by law or government regulations).

(ii) Bonus

Bonuses are normally paid out of profits. Because the Client does not wish to make double payments for the same item, staff bonuses shall not normally be included in the rates. Where the Consultant's accounting system is such that the percentages of social costs and overheads are based on total revenue, including bonuses, those percentages shall be adjusted downward accordingly. Any discussions on bonuses shall be supported by audited documentation, which shall be treated as confidential.

(iii) Social Costs

Social costs are the costs to the firm of staff's non-monetary benefits. These items include, *inter alia*, social security including pension, medical and life insurance costs, and the cost of a staff member being sick or on vacation. In this regard, the cost of leave for public holidays is not an acceptable social cost nor is the cost of leave taken during an assignment if no additional staff replacement has been provided. Additional leave taken at the end of an assignment in accordance with the firm's leave policy is acceptable as a social cost.

(iv) Cost of Leave

The principles of calculating the cost of total days leave per annum as a percentage of basic salary shall normally be as follows:

$$\text{Leave cost as percentage of salary } 1 = \frac{\text{total days leave} \times 100}{[365 - w - ph - v - s]}$$

It is important to note that leave can be considered a social cost only if the Client is not charged for the leave taken.

- (v) **Overheads**
Overhead expenses are the firm’s business costs that are not directly related to the execution of the assignment and shall not be reimbursed as separate items under the agreement. Typical items are home office costs (partner’s time, non-billable time, time of senior staff monitoring the project, rent, support staff, research, staff training, marketing, etc.), the cost of staff not currently employed on revenue-earning projects, taxes on business activities and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years’ overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The Client does not accept an add-on margin for social charges, overhead expenses, etc., for staff who are not permanent employees of the firm. In such case, the firm shall be entitled only to administrative costs and fee on the monthly payments charged for subcontracted staff.
- (vi) **Fee or Profit**
The fee or profit shall be based on the sum of the salary, social costs, and overhead. If any bonuses paid on a regular basis are listed, a corresponding reduction in the profit element shall be expected. Fee or profit shall not be allowed on travel or other reimbursable expenses, unless in the latter case an unusually large amount of procurement of equipment is required. The firm shall note that payments shall be made against an agreed estimated payment schedule as described in the draft form of the agreement.
- (vii) **Away from Headquarters Allowance or Premium**
Some Consultants pay allowances to staff working away from headquarters. Such allowances are calculated as a percentage of salary and shall not draw overheads or profit. Sometimes, by law, such allowances may draw social costs. In this case, the amount of this social cost shall still be shown under social costs, with the net allowance shown separately. For concerned staff, this allowance, where paid, shall cover home education, etc.; these and similar items shall not be considered as reimbursable costs.
- (viii) **Subsistence Allowances**
Subsistence allowances are not included in the rates, but are paid separately and in pakistani currency. No additional subsistence is payable for dependents—the subsistence rate shall be the same for married and single team members.

¹ Where *w* = weekends, *ph* = public holidays, *v* = vacation, and *s* = sick leave.

2. Reimbursable expenses

- 2.1 The financial negotiations shall further focus on such items as out-of-pocket expenses and other reimbursable expenses. These costs may include, but are not restricted to, cost of surveys, equipment, office rent, supplies, international and local travel, computer rental, mobilization and demobilization, insurance, and printing. These costs may be either unit rates or reimbursable on the presentation of invoices, in local currency.

3. Government of Khyber Pakhtunkhwa Guarantee

- 3.1 Payments to the firm, including payment of any advance based on cash flow projections, shall be verified according to an agreed estimated schedule ensuring the firm regular payments, as long as the services proceed as planned.

Sample Form

Consulting Firm:

Assignment:

Date:

Consultant's Representations Regarding Costs and Charges

We hereby confirm that:

- (a) the basic salaries indicated in the attached table are taken from the firm's payroll records and reflect the current salaries of the staff members listed which have not been raised other than within the normal annual salary increase policy as applied to all the firm's staff;
- (b) attached are true copies of the latest salary slips of the staff members listed;
- (c) the away from home allowances indicated below are those that the Consultants have agreed to pay for this assignment to the staff members listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

[Name of Consulting Firm]

Signature of Authorized Representative

Date

Name: _____

Title: _____

Consultant’s Representations Regarding Costs and Charges

(Expressed in *[insert name of currency]*)

Personnel		1	2	3	4	5	6	7	8
Name	Position	Basic Salary per Working Month/Day/Year	Social Charges ¹	Overhead ¹	Subtotal	Fee ²	Away from home Allowance	Proposed Fixed Rate per Working Month/Day/Hour	Proposed Fixed Rate per Working Month/Day/Hour ¹
Home Office									
Field									

1. Expressed as percentage of 1
2. Expressed as percentage of 4

ANNEXURE IV

Performance Security Bank Guarantee

Date: [insert: *date*]

Contract: [insert: *name or number of Contract*]

To: [insert: *name and address of Purchaser*]

Dear Sir or Madam:

We refer to the Contract Agreement ("the Contract") signed on [insert: *date*] between you and [insert: *name of Supplier*] ("the Supplier") concerning the supply and delivery of [insert: *a brief description of the goods*]. By this letter we, the undersigned, [insert: *name of bank*], a bank (or company) organized under the law, of [insert: *country of bank*] and having its registered/ principal office at [insert: *address of bank*], (hereinafter, "the Bank") do hereby jointly and severally with the Supplier irrevocably guarantee payment owed to you by the Supplier, pursuant to the Contract, up to the sum of [insert: *amount in numbers and words*].

This amount being equal to 10% of the Signed contract value.

We undertake to make payment under this Letter of Guarantee upon receipt by us of your first written demand signed by your duly authorized officer declaring the Supplier to be in default under the Contract and without cavil or argument any sum or sums within the above-named limits, without your need to prove or show grounds or reasons for your demand and without the right of the Supplier to dispute or question such demand. Our liability under this Letter of Guarantee shall be to pay to you whichever is the lesser of the sum so requested or the amount then guaranteed under this Letter in respect of any demand duly made under this Letter prior to expiry of this Letter of Guarantee, without being entitled to inquire whether or not this payment is lawfully demanded.

This Letter of Guarantee shall be valid from the date of issue until the date of expiration of the guarantee, as governed by the Contract. Except for the documents herein specified, no other documents or other action shall be required, notwithstanding any applicable law or regulation. Our liability under this Letter of Guarantee shall become null and void immediately upon its expiry, whether it is returned or not, and no claim may be made under this Letter after such expiry or after the aggregate of the sums paid by us to you shall "equal the sums guaranteed under this Letter, whichever is the earlier. All notices to be given under this Letter shall be given by registered (airmail) post

to the addressee at the address herein set out or as otherwise advised by and between the parties here to.

We hereby agree that any part of the Contract may be amended, renewed, extended, modified, compromised, released, or discharged by mutual agreement between you and the Supplier, and this security may be exchanged or surrendered without in any way impairing or affecting our liabilities hereunder without notice to and without the necessity for any additional endorsements, consent, or guarantee by us, provided, however, that the sum guaranteed shall not be increased or decreased.

No action, event, or condition that by any applicable law should operate to discharge us from liability hereunder shall have any right we may have to apply such law, so that in all respects our liability hereunder shall be irrevocable and, except as stated herein, unconditional in all respects.

For and on behalf of the Bank

Signed: _____

Date: _____

in the capacity of: *insert: title or other appropriate designation*]

Common Seal of the Bank

TERMS OF REFERENCE. (TOR)

Consultancy services for Design of Drainage Hot Spots in jurisdiction of WSSP Peshawar

1. Background of WSSP

In order to provide quality municipal services and integrate the fragmented water and sanitation related municipal functions into one entity, the government of Khyber Pakhtunkhwa, realized the need to establish a city wide single autonomous water and sanitation utility for the urban Peshawar. In the above context, the government of Khyber Pakhtunkhwa established the Water and Sanitation Services Peshawar (WSSP), a public limited company, registered with the securities and exchange commission of Pakistan (SECP), under section 42 of the companies Ordinance, 1984 in September 2014 for efficient delivery of water and sanitation services to around 2 million consumers residing in the urban Union Councils of Peshawar in the territorial jurisdiction of defunct Municipal Corporation Peshawar. It is the first of its kind water and sanitation company in Pakistan with integrated approach for delivery of water, sanitation and solid waste management services in the Urban Area under a corporate structure. With its head office located in Hayatabad, Peshawar, WSSP has four zonal offices appropriately located to be conveniently accessible to the general public. (To know more about WSSP, its working methodology and progress update, please visit WSSP website: www.wsspeshawar.org.pk)

2. Objective

As the urban problems are increasing everywhere and out of those sanitation services are of the most prioritized. In Peshawar during the rainy weather or monsoon season, the drains, sewers are choked in hot spot areas. Certain locations have been identified in the WSSP Sanitation Master Plan 2019. During every rainfall worker have to do firefighting in these areas.

In this context, Water and Sanitation services Peshawar (WSSP), intends to hire a consultant to carry out survey and suggest an engineering solution on to these hotspots. The objective of this Consultancy services is to design the most economical, suitable, sustainable drainage/sewerage system of drainage hotspots from source to outfall. Detail

PC-1 will be prepared as a result of this feasibility study and will be presented to the competent authority for their approval.

The project is aimed to create environmentally healthy, neat & clean-living conditions for the residents of Peshawar, using localized and customized solutions. Efficient collection and disposal of storm water and waste water will be given utmost attention to achieve the required goal.

3. Background of this study

The scale and complexity of urban problems are increasing everywhere and out of those most challenging is to meet the water and sanitation demands. The city of Peshawar has grown many times in size and population, initially due to the influx of Afghan Refugees, later due to Internally Displaced People (IDP's), and due to constant urban migration. The infrastructure got overburdened and deteriorated. During the rainy weather or monsoon season, the drainage system which comprises of drains and sewers are choked in hot spot areas due one or other reasons and the field workers solve the problems on firefighting basis. The sewage/runoff eventually end up/ inundated in streets and private properties causing hinderance and damages, which make the life of inhabitants miserable and exacerbate the environmental and public health hazards.

Taking cognizance of this pressing issue, the Government to the extent of Peshawar has already prepared a Sanitation Master Plan for Peshawar city, wherein some of the hot spots or problematic locations have been identified. A brief discussion on these hotspots is also attached as Annexure A. Now, WSSP intends to carry out a detailed feasibility survey to reach to the ultimate solution and solve these long-awaited problems on sustainable basis. The city was surveyed earlier and few hotspots have been identified where intervention is necessary. Few may be added during course of this study.

4. Scope of Work:

WSSP intends to hire the services of local engineering consulting firm well-versed in the field of design and mapping of sewerage network/storm water drainage system. The consultant will be responsible to study, survey and map drainage network associated with each identified hot spot from source to the outfall, and suggest appropriate solution. TORs will include but not limited to the following:

- a. The consulting firm will remain engaged primarily with WSSP for identifying drainage hotspots designing of Drainage System of hotspot to diminish the water ponding issues.
- b. The study will not be limited to the 36 drainage hotspots identified; consultant will carry out survey to identify other spots as well
- c. WSSP will also assist in identifying the additional drainage hot spots
- d. Detail topographic survey will be carried before existing conveyance system with profile will be mapped in CAD and GIS system.
- e. Quantum of discharge, peak flow and time of concentration Viz-a-Viz different precipitation intensity identified will be calculated for each hotspot, based on change in urban characteristic and climate change.
- f. Probable precipitation for each identified hotspots catchment area may be considered for hydraulic design.
- g. Intensity duration curves will be developed for each identified hotspot.
- h. Capacity of available system Viz-a- Viz peak load will be analysed. Design deficiencies in the existing system will be identified & quantified.
- i. Hydraulic design of the sewerage network ensuring efficient gravity flow throughout the network.
- j. Design calculation for hydraulic/structural design shall be carried out and accordingly the design/construction drawings, engineering cost estimates, BOQs, construction schedule shall be prepared.
- k. Present innovation solution for diversion of storm flow to available spaces on temporary basis for delaying the peak flow (bio retention)
- l. Installation & construction of appropriate number of covered manholes to ensure efficient maintenance of the network. Innovation be made in manholes for ease in cleaning and resistant against theft
- m. Detail PC-I, along with the technical specifications shall be prepared and validate for the approval from the competent authorities.
- n. Consultant will be responsible for seeking necessary legal and departmental approvals required for compilation and completion of the project.
- o. WSSP's Sanitation Master plan 2019 and designed intercept sewers in the project named "Diversion and handling of municipal wastewater from Irrigation Channels of Peshawar" will be given due consideration.

- p. Soft and hard copies of deliverables, inception report, survey, design modules/calculations, drawings, and completion report along with PC-1 will be handed over to WSSP.
- q. Arc GIS files, Auto CAD files, Excel sheet, Water CAD (or other applicable software) files will be submitted.

5. Work schedule:

The completion time is 04 months for the design.

6. Resources:

The consultant firm shall arrange manpower / logistic support in terms of technical or non-technical support staff, surveys, geotechnical investigations, transportation and travelling, accommodation, office space, equipment, printing, courier, and utilities etc. The consultants shall accordingly include cost of all the above and that of any other item(s) that the consultants consider necessary for the project execution.

7. Technical Evaluation Criteria (TEC)

Proposal evaluation criteria is as follows:

- 70% weightage to Technical whereas, 30% weightage to Financial Proposal will be given.
- Non-Responsive bidders will not be considered (criteria for non-responsiveness will be given in the “Expression of Interest”).

TEC Will be changed as per WSSP internal procedures before floating of RFD/EOI and not limited to the above.

8. Disbursement Criteria

The disbursement mechanism will be based on deliverables.

9. Terms & Conditions:

- a. The successful Firm must establish or have an office in Peshawar, otherwise non salary component will not be paid proportionally.
- b. If the successful consultants fail to complete the Project within the stipulated time frame, then the Consultant shall be responsible to complete the remaining services by their own risk and cost.

- c. Consultancy will be awarded on a lump sum cost and payment will be made as per deliverables.
- d. Liquidate charges for the delay @.05 % of the consultancy cost per day but not more than 10% of the total consultancy amount after the approval by the competent Authority.
- e. The bidding process for hiring of consultant will be carried out under the KPPRA rules and regulations.
- f. All Federal, Provincial duties, taxes including KPRA taxes will be recoverable as per directives of Government enforcement and amended from time to time.
- g. Incomplete, conditional, or late submitted proposals shall not be acceptable.
- h. The Competent Authority reserves the right to accept or reject any one or all the proposals, the reasons for rejections shall be communicated upon request.
- i. In case of any conflict General Conditions of Contract and Special conditions of contract as mentioned in standard bidding Documents KPPRA 2014 will be referred to.
- j. It will be a lump sum contract and payment will be based on deliverables.

10. Scoring Criteria:

- a. Financial: 30%
- b. Technical: 70%

Drainage Hotspots in Peshawar City							
S.No	Zone	UC	Location	Coordinate X	Coordinate Y	Length(M)	Type of Drain
1	A	6	NB Colony, Warsak Road	71'.32`-13" E	34'01`23" N	100-150	Brick work and PCC, covered by RCC slab
2	A	4	Kabootar chowk	71.60602155	34.031787		RCC
3	A	9	Changar Abad Siphon	71.59035216	34.01894679		Siphon
4	A	2	Road Patang Chowk Ring	71.58365718	34.03309769	2000	Main Sewer line
5	A	1	Children Hospital	71.60876533	34.0167182		RCC (Secondary)
6	A	04&01	Hashtnagri Chowk, GT Road	71'.34`-38" E	34'00`48" N	100	Main Sewer line
7	A	04&01	Madina colony	71.5925486	34.01890048		M-Zai Drain
8	A	04&01	Charsadda Road/Ring Road Junction	71.16681272	34.07298764	200	RCC
9	A	7	Badshah khan chowk	71.58311082	34.01507831	2000	Main Sewer line
10	A		Near Mufti Mehmood Fly over	<u>71.614390</u>	<u>34.029066</u>		
11	B	9	Gul Bahar Police Station	71'.35`-30" E	34'00`54" N	40	Sewer (Primary)
12	B	9	GT Service Road	71.15720967	34.05430936		Sewer line
13	B	10	Durrani road	71.59564611	34.01395777		RCC Drain
14	B	09&14	Sikander Pura Bazaar	71'.34`-54" E	34'00`53" N	600	Sewer (Secondary)
15	B	21	Lakhti Ghara drain	738420	3764980		Drain
16	B	23&18	Kohati Gate	71.57003908	34.00416412		Drain (Primary)
17	C	31	Nothia Bazar, Phatak Chowk	71.5417485	33.99565561	200	PCC (Primary)
18	C	34	Maskeen Abad	71.54174904	33.99567363		PCC
19	C	University Road	Near Usmania Restaurant, Main University road	71.50929174	34.0068526	100	PCC (Primary)

20	C	University Road	Near Usmania Restaurant, Main University road	71.51013807	34.0072861	100	PCC (Primary)
21	C	Kohat Road	Kohat Road to Shahi katta	71.562297)	33.983645		Sewer line & open drain
22	C	University road	University road near maqbool ice cream	71.503354	34.003781		Covered Drain
23	C	University road Link road	Arbab road link road near bilal lane	71.50393	34.002935		Open Drain
24	C	University road Link road	Arbab road link road near bilal lane	71.505259	34.002583		Covered & Open Drain
25	C	University road Link road	Arbab road link road Madani street	71.505343	34.002554		Covered & Open Drain
26	C	Near Danish Abad	Akbar Town	<u>71.472672</u>	<u>33.995410</u>		
27	D	40	Laboratory Road	71.07110472	34.0529521		RCC (Secondary)
28	D	38	Gas Zone CNG, Warsak Road	71°32`-21" E	34°01`36" N		RCC
29	D	University road	Near Hotel Grand University road	71.510262	34.00664		Covered Drain
30	D	Rahatabad Road	Peshawar Zoo	71°29.401E	34°1.018N		
31	D	Nasir Bagh Road	Canal Town Street 8	71.472952	34.00627		
32	D	Main Warsak Rd	Near FATA Secretariate	71.534802	34.026632		
33	E	Near Ring Raod	Khamosh Colony	71.591772	34.031498		

34	E	Near Ring Raod	Chungi Chowk	<u>71.558932</u>	<u>33.995130</u>		
35	E	Near kohat road	Khushal khan town	<u>71.564341</u>	<u>33.980156</u>		
36	E	Ring Road	Jamil Chowk	<u>71.605628</u>	<u>33.997528</u>		

Deliverable & Payment Schedule

S. No.	Deliverable	% Payment
1	a) Inception report comprising the following b) Work plan c) Understanding of ToR's d) Methodology/implementation strategy e) Propose any Innovation in the described scope of work. f) Project/activity team	5
2	Preparation of detailed Land Survey report including L-Section, maps for existing sewerage and drainage system, along with identification of starting to disposal routes, points, catchment areas of all drains and sewer lines of each hotspot.	20
3	Flow quantum, peak flow and time of concentration viza viz different precipitation intensity calculation for each hotspot based on urban characteristic and climate change. Hydraulic Modeling & Deficiencies in existing conveyance system from source till outfall.	20
4	Design Report	10
5	a) Drawings and Specifications b) PC-1 prepared and validate for approval	25
6	Draft Completion Report	10
7	Final Completion Report.	10

QUALIFICATION AND EXPERIENCE OF THE CONSULTANTS

Consultant will assign adequate qualified key personnel to carry out the consultancy services of the project as described in the TOR. The key personnel should possess the qualifications and relevant experience as indicated against each position.

HR DETAILS OF DESIGN CONSULTANTS				
S.NO	POSITION	Nos	Duration (Months)	Man Months
1	Hydrologist, BE Civil, MS Water Resources (Hydrology Expert) 10 Years' experience	2	4	8
2	Design Engineer: BE Civil, MS in Hydrology/ Hydraulic/ Water Resources Engineering and 10 years of relevant experience in design	2	4	8
3	Structural Engineer: BE Civil, MS in Structural Engineering and 5 years of relevant experience in design	1	4	4
4	GIS Expert (BCS or BS GIS) with 3 years relevant experience	1	4	4
5	Quantity Surveyor: DAE Civil with 10 years' experience	1	4	4
6	Senior Surveyor: DAE Civil with 10 years relevant experience. The candidate must be GIS expert	4	4	16
7	CAD Operators: DAE Civil Engineering and Certification in Auto CAD with 10 years CAD experience	1	4	4
8	Helpers	4	4	16

NON-SALARY DETAILS OF DESIGN CONSULTANTS

S.No	Item	Qty	Duration in Months
1	Office Rent	1	4
2	Utility Bill and other office Equipments	1	4
3	Vehicles with drivers	3	4
4	Fuel (300 for each vehicle)	900	4
5	Office Boy	1	4
6	Sanitary worker	1	4
7	Stationery	1	4