



RAWALPINDI DEVELOPMENT AUTHORITY

THIRD PARTY VALIDATION (TPV) For Optimal Route of Rawalpindi Ring Road Economic Corridor (R3 Project)

Request for Proposal (RFP)

Section 1: Letter of Invitation

Letter No: _____

Date: _____

[Name and Address of Consultant]

SUBJECT: LETTER OF INVITATION

Dear Mr./Ms.:

1. Rawalpindi Development Authority (RDA) invites proposals (Technical & Financial) to provide the following consulting services: **Third Party Validation of Rawalpindi Ring Road Project for Adoption of Optimal Route, Rawalpindi.** Details on the services are provided in the Terms of Reference.
2. It is not permissible to transfer this invitation to any other firm.
3. The Consultant will be selected under the Selection Method: **Quality and Cost based Selection Method** and procedures described in this RFP, in accordance with the policies of the Government of Punjab detailed in the Punjab procurement Rules, 2014.
4. The RFP includes the following additional documents:
 - Section 2 - Instructions to Consultants (including Data Sheet)
 - Section 3 - Technical Proposal - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference

It is mandatory for proposals to be made using the Standard Forms of the RFP. Proposals that are not in the prescribed format can 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.

5. Firms should submit details of three (03) completed pertaining to TPV of motorways/highways meeting AASHTO standard for technical evaluation using the prescribed format for phase I and three (03) completed assignment pertaining to urban master planning for technical evaluation using the prescribed format for Phase II. Assignments submitted beyond the given number will not be considered.
6. CVs of key personnels corresponding to the list given in the Data Sheet should provide details of 05 projects done by the individuals in the past.
7. This information in two sealed envelopes, separately containing Technical and Financial proposals should be sent to the following address, so as to reach latest on **19-September-2022** before 12:00 Noon.:

Designation: Dy. Project Director, PMU

Address: Project Management Unit, Commissioner's Office, Katchehry Chowk, Rawalpindi

Technical Proposals shall be opened on 19-September, 2022 at 12:30 P.M by the Consultant Selection Committee in the office of Director General, RDA in the presence of

bidders. For this purpose, you are invited to attend the meeting on above mentioned date, time and venue. If there is any change in date of opening of technical proposal it will be intimated to all bidders.

If no acknowledgment is received, it will be presumed that you are not interested in undertaking the assignment.

Yours sincerely,

Chief Engineer, RDA/DPD- PMU-R3

Section 2: Instructions to Consultants

Definitions	<ul style="list-style-type: none">a. 'Act' means the Punjab Procurement Regulatory Authority Act 2009;b. 'Agreement' means the Agreement signed by the parties and all the attached documents;c. 'Applicant' means a person or firm who seek to be enlisted or to be prequalified or to be short-listed in response to the advertisement given by the procuring agency;d. 'Associate' means any agency or person with whom the consultant associates in order to provide any part of the services;e. 'Authority' means the Punjab Procurement Regulatory Authority;f. 'Client' means the organization with which the selected Consultant signs the Agreement for the Services;g. 'Consultant' means any entity or person that may provide or provides the Services to the Client under the Agreement;h. 'Day' means calendar day;i. 'Government' means the Government of the Punjab and all its associated Departments, agencies, autonomous/semi-autonomous bodies, local governments, boards, universities and similar other organizations;j. 'Instructions to Consultant' means the document which provides short-listed Consultants with all information needed to prepare their Proposals.k. 'LOI' means the Letter of Invitation included in the RFP as Section - 1 being sent by the Client to the short-listed Consultants;l. 'Personnel' means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any Phase 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;m. 'Proposal' means the Technical Proposal and the Financial Proposal;n. 'RFP' means the Request for Proposal to be prepared by the Client for the selection of Consultants, based on the Standard RFP;
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	<ul style="list-style-type: none"> o. ‘Rules’ means Punjab Procurement Regulatory Authority (PPRA) rules 2014. p. ‘Services’ means the work to be performed by the Consultant pursuant to the Agreement; q. ‘Sub-Consultant’ means any person or entity with whom the Consultant sub agreements any part of the Services; r. ‘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.
<p>1. Introduction</p> <p>Conflict of Interest</p>	<p>1.1 The Client named in the Data Sheet will select a consulting firm/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.</p> <p>1.2 The Consultants are invited to submit a Technical Proposal and a Financial Proposal (single stage two envelopes) for consulting services required for the assignment as per the directions provided in the Data Sheet. Separate proposals shall be submitted against each phase as mentioned 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.</p> <p>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. If allowed 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.</p> <p>1.4 The Client will timely provide at no cost to the Consultants the inputs and facilities specified in the Data Sheet (if any), assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.</p> <p>1.5 Consultants shall bear all costs associated with the preparation and submission of their proposals and agreement negotiation.</p>

<p>Unfair Advantage</p> <p>Fraud and Corruption</p>	<p>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.</p> <p>(iii) 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 phase of;</p> <p>(a) the preparation of the Terms of Reference of the assignment;</p> <p>(b) the selection process for such assignment, or</p> <p>(c) 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 Punjab throughout the selection process and the execution of the Agreement.</p> <p>1.6.2 Consultants have an obligation to disclose 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.</p> <p>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.</p> <p>1.6.4 If a short-listed Consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Client shall make available to all short- listed Consultants together with this RFP all information that would in that</p>
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respect give such Consultant any competitive advantage over competing Consultants.

1.7 The Government of Punjab 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 Punjab:

a) defines, for the purpose of this paragraph, the terms set forth below as follows:

‘corrupt and fraudulent practice’ means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the contractor in the procurement process or in contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following practices:

- (i) **coercive** practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any Party or the property of the Party to influence the actions of a Party to achieve a wrongful gain or to cause a wrongful loss to another Party;
- (ii) **collusive** practice by arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
- (iii) **corrupt** practice by offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another Party for wrongful gain;
- (iv) **fraudulent** practice by any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a Party to obtain a financial or other benefit or to avoid an obligation;
- (v) **obstructive** practice by 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 contract or deliberately destroying,

	<p>falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any Party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights;</p> <p>b) 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, coercive or obstructive practices in competing for the agreement in question;</p> <p>c) Will sanction a consultant, including declaring the Consultant ineligible, either indefinitely or for a stated period of time, to be awarded a Government of Punjab 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 Punjab agreement; and</p> <p>d) Will have the right to require that a provision be included requiring Consultants to permit the Government of Punjab 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 Punjab.</p> <p>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 Punjab 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.</p> <p>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)</p>
<p>Only One Proposal against each task, Separate team for Each phase</p>	<p>1.10 Consultants may submit only one proposal for the prescribed tasks as specified in the TORs. Different proposals submitted by the consultant for a particular task, such proposal shall be disqualified.</p>

Proposal Validity	<p>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, which 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.</p>
Eligibility of Sub-Consultants	<p>1.12 In case a short-listed Consultant intends to associate with any Consultants other than short-listed consultants and/or individual expert(s) (if allowed and provided in the data sheet), such other Consultants and/or individual expert(s) shall be subject to provision of copy of the agreement between consultant and sub consultant, on the legal format.</p>
2. Clarification and Amendments of RFP Documents	<p>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</p> <p>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 by standard electronic means and will be binding on them. Consultants shall acknowledge receipt of all amendments and take an amendment into account in their Proposals. The Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.</p>
3. Technical Proposal Format and	<p>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</p>

<p>Content</p>	<p>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.</p> <p>3.3 While preparing the Technical Proposal, Consultants must give Particular attention to the following:</p> <ul style="list-style-type: none"> a) If a short-listed 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 any Consultant(s) other than short-listed Consultant(s). b) In case of association with non-short-listed Consultant(s) (if allowed in data sheet), the short-listed Consultant shall act as association leader. Any associations must be clearly indicated in the technical proposal. c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position <p>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.</p> <ul style="list-style-type: none"> a) A brief description of the Consultants’ organization and an outline of recent experience of the Consultants 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
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<p>Financial Proposal</p> <p>Taxes</p>	<p>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).</p> <p>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.</p> <p>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)</p> <p>e) Estimates of the staff input (staff-months of foreign and local professionals) needed to carry out the assignment (Form TECH-7 of Section 3). The staff-months input should be indicated for field activities, for Professional staff.</p> <p>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.</p> <p>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.</p> <p>3.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive.</p> <p>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 (local), in the field 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</p>
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	<p>or items.</p> <p>3.7 The Consultant may be subject to any government taxes (such as: value added or sales tax or income in the Data Sheet if the Consultant is subject to payment of any taxes. Any such amounts shall be included in the proposal, and consultants are required to submit the financial proposal by incorporating the values of taxes under separate heads, the cost of taxes will be discussed at agreement negotiations, and applicable amounts will be included in the Agreement.</p> <p>3.8 Consultants should express the price of their services in Pakistan Rupees.</p> <p>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.</p>
<p>4. Submission, Receipt and Opening of Proposals</p>	<p>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.</p> <p>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”.</p> <p>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.</p> <p>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</p>

	<p>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.</p> <p>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.</p> <p>4.6 Under the presence of all the officers concerned, the Clients shall open the Technical Proposal immediately after the deadline for their submission (as provided in the Data Sheet). The envelopes with the Financial Proposal shall remain sealed and securely stored.</p>
<p>5. Proposal Evaluation</p> <p>Evaluation of Technical Proposal</p>	<p>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.</p> <p>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.</p> <p>5.3 After the technical evaluation is completed, the Client shall inform the Consultants who have submitted proposals the</p>

**Public Opening
and Evaluation of
Financial
Proposals (only for
QCBS and Least-
Cost Selection**

technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or 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.

5.4 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.

5.5 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.

5.6 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.

5.7 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: $S =$

	<p>$St \times T\% + Sf \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.</p>
<p>6. Negotiations</p>	<p>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.</p>
<p>Technical Negotiations</p>	<p>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.</p>
<p>Financial Negotiations</p>	<p>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, , 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.</p>
<p>Availability of Professional staff/experts</p>	<p>6.4 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, 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 assurance 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</p>
<p>Conclusion of Negotiations</p>	

	<p>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.</p> <p>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.</p>
<p>7. Award of Agreement</p>	<p>7.1 After completing negotiations, the Client shall award the Agreement to the selected Consultant and publish details on the RDA and PPRA website and promptly notify all Consultants who have submitted proposals. After Agreement signature, the Client shall return the unopened Financial Proposals to the unsuccessful Consultants.</p> <p>7.2 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.</p>
<p>8. Confidentiality</p>	<p>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 PPRA rules 2014 relating to fraud and corruption.</p>

Instructions to Consultants

DATA SHEET

Paragraph Reference	
1.1	Name of the Client: <u>Director General, RDA</u> <u>Liaquat Bagh, Murree Road, Rawalpindi</u> Method of Selection: <u>Quality and Cost Based</u>
1.2	Financial Proposal to be submitted together with Technical Proposal: Yes Name of the assignment is: Phase I Third Party Validation of Rawalpindi Ring Road Project for Adoption of Optimal Route Phase-II – Land Use Plan Regarding Economic Corridor Along Third Party Validated Alignment The consultant shall submit the bid through single stage two envelopes’ criteria as per PPRA rules. The consultant shall submit Technical and Financial bid of phase I & II collectively but in separate envelopes for each phase I & II. However, Financial bid shall be opened who will be technically qualified in both phase I (St1) & Phase II (St2) simultaneously.
1.3	The Client will provide to the successful bidder all the feasibility studies conducted time to time for all route alignments.
1.4	The Client envisages the need for continuity for downstream work: No
1.5	Proposals shall be submitted as described in TORs.
1.6	Proposals must remain valid for One Hundred and Eighty days (180) days after the submission date,
2.1	Clarifications may be requested in a written form till, 13-September-2022 before 02:00 pm. The address for requesting clarifications is Deputy Project Director, Project Management Unit – Rawalpindi Development Authority, Commissioner’s Office, Katchehry Chowk, Rawalpindi, Ph No.051- 9293033

3.1	Proposals shall be submitted in the English language
3.3	Short-listed Consultants may associate with shortlisted consultants or other than short-listed Consultants: No
3.2	<p>Mandatory Requirements are as follow:</p> <ol style="list-style-type: none"> 1. Name of firm / address of the registered office with telephone / fax number and e-mail address including organization chart showing management structure. In case of JV, provide information of all JV members. 2. Certificate of incorporation/ constitution of the firm as legal entity. In case of JV / association / consortium / sub consultants, provide information of all firms. 3. Firm(s)/ joint venture(s) name, address, copy of the Registration Certificates with relevant professional bodies of the concerned Government. 4. For firms (entity or members of JV/association/consortium), registration with Pakistan Engineering Council (PEC) for the year 2022 and Securities & Exchange Commission of Pakistan (SECP). 5. Registration with Income Tax Department and Punjab Revenue Authority (PRA). 6. Memorandum/Article of Association/ Partnership Deed or Joint Venture Agreement (as applicable). 7. Company profile, ownership and organizational structure of the consultant/ Joint Venture. 8. List of identical works/ studies completed by the Firm during past years, indicating total cost of such works and cost of Consultancy Services received against those works along with date of start and completion of expected date of on-going works. 9. An undertaking by the consultants / firms / JVs to the effect that “Neither the firm / consultants / JVs nor its Directors, as a whole or as a part of the firm have even been Black-listed / defaulted by any Government Agency / Department / Organization and also that the information supplied by the consultants / firm / JVs is correct”. 10. Certificate / Affidavit that the consultants / firms /JVs are not indulged into litigation with any client in this regard. 11. False/ superfluous / irrelevant information shall lead to disqualification. 12. Audit Statement of account for the last 03-years including the Audited Balance Sheet and Profit & Loss Account of the Bidder (of each member in case of a consortium). 13. Details of net worth (Rs. 300/- Million), annual turnover & net cash accruals duly filled and signed. 14. Maximum three (03) numbers of firms are allowed to make JV / consortium. The same firm shall not be allowed to submit RFP individually and in JV with any other firm. For international firms, it is mandatory to make JV / consortium with local firm/firms. 15. List of permanent professional staff along with CVs of relevant core staff showing relevant project wise experience with exact time duration for each phase of the assignment.

3.3	<p>Firms should submit details of three (03) completed assignments pertaining to TPV of Motorways / highways meeting AASHTO Standard for Phase I assignment.</p> <p>Firms should submit details of three (03) completed assignments pertaining to urban master planning for Phase II assignment.</p> <p>Only completed assignments shall be evaluated. The consultant shall furnish competition certificate/performance certificate of completed assignments for technical evaluation.</p> <p>In case of joint venture relevant completed assignments will be jointly evaluated.</p>
3.4	<p>CVs should contain details of five (05) projects done by the individual in the past years.</p>
3.5	<p>(i) Cost of necessary travel, including transportation of the Personnel by the most appropriate means of transport and the most direct practicable route, supported with a vehicle on rental basis along with a provision of petrol, driver and maintenance charges (if any);</p> <p>(ii) Cost of office accommodation, inclusive of all utility expenditure;</p> <p>(iii) Cost of applicable local communications such as the use of telephone and facsimile required for the purpose of the services;</p> <p>(iv) Cost of printing and dispatching of the reports to be produced for the Services;</p> <p>(v) Miscellaneous Expenditure (Labor work i.e., office boy, data entry operator etc.)</p> <p>(vi) *Cost of testing required for validation and to check the quality of roads * Total no. of test multiplied by (X) rate of each test</p>
3.6	<p>Amounts payable by the Client to the Consultant under the agreement to be subject to all applicable taxes levied at the time of payment: Yes</p>
4.1	<p>Consultant must submit 01 (One) No. original and 02 (Two) No. copies of the Technical Proposal, and 01 (One) No. original Financial Proposal along with soft form in USB flash drive.</p> <p>Moreover, original Technical & Financial Proposals should be signed on each page by the competent / authorized representative of the firm.</p>
4.2	<p>The Proposal submission address is:</p> <p>Director General-RDA office Rawalpindi Development Authority, Liaqat Bagh, Murree Road Rawalpindi, Ph No.051- 9293033</p>
4.3	<p>Technical Proposals will be opened in the presence of all the concerned on 19-September-2022 at 12:30PM.</p>

5.1 (a)

Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are as follows:

Phase -I Optimal route Alignment of Rawalpindi Ring Road

i) Company Profile: [25 Marks]

a)	
a) Number of 5 similar assignments	10
b) Value of 5 similar assignments	10
c) Financial Capability (Audit Statements)	2.5
d) ISO and Well-defined Organizational Chart	2.5
Total Marks – A1	25

(ii) Project Team Marks [60]

Sr. No.	Designation	
1	Team Leader/Highway Engineer	10
2	Geometric Design Engineer	5
3	Pavement Design Engineer	5
4	Traffic Engineer	10
5	Geotechnical Engineer	2.5
6	Structure Engineer	2.5
7	Legal Expert	5
8	Environmental Engineer	2.5
9	Economist	5
10	Financial Expert	10
11	Chief Surveyor	2.5

Total Points for criterion (A2) 60

The number of points to be assigned to each of the above positions shall be determined considering the following three sub-criteria and relevant score

1)	Education & Qualification	25
2)	Relevant Background	70
3)	Time with Firm	5
Total		100

(iii) Approach & Methodology (Total 15-marks):

Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs).

	<p>a) Understanding & Innovativeness [40 %] b) Methodology & Work plan [60 %]</p> <p style="text-align: right;">Total (A3) =15</p> <p>Technical Score = A1+A2+A3</p> <p>The minimum technical score St1 (Phase I) required to pass is: 65 Points</p>																															
<p>5.1 (b)</p>	<p>Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are as follows:</p> <p style="text-align: center;">Phase-II – Land Use Plan Regarding Economic Corridor Along Third Party Validated Alignment</p> <p>i) Company Profile: [25 Marks]</p> <p>a)</p> <table border="1" data-bbox="472 801 1270 1099"> <tr> <td>a) Number of 5 similar assignments</td> <td style="text-align: center;">10</td> </tr> <tr> <td>b) Value of 5 similar assignments</td> <td style="text-align: center;">10</td> </tr> <tr> <td>c) Financial Capability (Audit Statements)</td> <td style="text-align: center;">2.5</td> </tr> <tr> <td>d) ISO and Well-defined Organizational Chart</td> <td style="text-align: center;">2.5</td> </tr> <tr> <td style="text-align: right;">Total Marks – A1</td> <td style="text-align: center;">25</td> </tr> </table> <p>(ii) Project Team Marks[60]</p> <table border="1" data-bbox="386 1173 1404 1960"> <thead> <tr> <th>Sr. No.</th> <th>Designation</th> <th>Experience</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Team Leader/Urban Planner</td> <td>M.Sc Engineering (City and Regional Planning) with 20 Years includes 5 Years' experience in Urban master planning</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Urban/Town Planner</td> <td>M.Sc Engineering (City and regional planning) or related disciplines with 12 Year Experience in urban planning</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Geometric Design Engineer</td> <td>M.Sc Engineering (Transportation) with 15 Year Experience</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Structural Engineer</td> <td>M.Sc Engineering (Civil/structural) with 15 Years OR B.Sc Engineering (Civil) with 20 Years Experience in urban planning</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Geotechnical Engineer</td> <td>M.Sc Engineering (Geotech) with 12 Year Experience</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Legal Expert</td> <td>L.L.M with 15 Year Experience includes 3 years' experience in PPP & Loan Based Projects</td> </tr> </tbody> </table>	a) Number of 5 similar assignments	10	b) Value of 5 similar assignments	10	c) Financial Capability (Audit Statements)	2.5	d) ISO and Well-defined Organizational Chart	2.5	Total Marks – A1	25	Sr. No.	Designation	Experience	1	Team Leader/Urban Planner	M.Sc Engineering (City and Regional Planning) with 20 Years includes 5 Years' experience in Urban master planning	2	Urban/Town Planner	M.Sc Engineering (City and regional planning) or related disciplines with 12 Year Experience in urban planning	3	Geometric Design Engineer	M.Sc Engineering (Transportation) with 15 Year Experience	4	Structural Engineer	M.Sc Engineering (Civil/structural) with 15 Years OR B.Sc Engineering (Civil) with 20 Years Experience in urban planning	5	Geotechnical Engineer	M.Sc Engineering (Geotech) with 12 Year Experience	6	Legal Expert	L.L.M with 15 Year Experience includes 3 years' experience in PPP & Loan Based Projects
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6	Legal Expert	L.L.M with 15 Year Experience includes 3 years' experience in PPP & Loan Based Projects																														

7	Environmental Engineer	M.Sc Engineering (Environment) with 15 Year Experience
8	Economist	MA. In Economics with 15 years' Experience includes 3 years' experience in road project
9	Financial Expert	FCA/FCCA/FCMA with 15 years' experience
10	Architect	M.Sc Engineering (Architect) with 12 Year Experience in urban planning
11	GIS Expert	M.Sc Engineering (Geological/GIS) with 12 Year Experience
12	Traffic Engineer	M.Sc Engineering (Transportation) with 15 Years OR B.Sc Engineering (Civil/Transportation) with 20 Years Experience
13	Chief Surveyor	Preferably B.Sc Engineering (Civil with 05-Years Relevant Experience) or DAE (Civil with 12-Years' Experience).

The number of points to be assigned to each of the above positions shall be determined considering the following three sub-criteria and relevant score

1) Education & Qualification	25
2) Relevant Background	70
3) Time with Firm	5
Total	100

(iii) Approach & Methodology

(Total 15-marks):

Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs).

- a) Understanding & Innovativeness [40 %]
b) Methodology & Work plan [60 %]

Total (A3) =15

Technical Score = A1+A2+A3

The minimum technical score St2(Phase II) required to pass is: **65** Points

5.1 (c)

The formula for determining the financial scores of each phase (I&II) is the following:

Sf1 (Phase I)= $100 \times F_m / F$, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

Sf 2 (Phase II)= $100 \times F_m / F$, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

	<p>The weights given to the Technical (T) and Financial Proposals (F) are: T = <u>0.80</u> ,and F = <u>0.20</u></p> <p><u>The final score of ranking shall be the aggregate score of Phase I & Phase II.</u></p> <p>Final score of Ranking -FS = (St1x0.8+Sf1x0.20)+ (St2x0.8+Sf2x0.20)</p>
5.2	<p>The consultant shall submit the bid through single stage two envelopes' criteria as per PPRA rules.</p> <p>The consultant shall submit Technical and Financial bid of phase I & II collectively but in separate envelopes for each phase I &II. However, Financial bid shall be open who will be technically qualified in both phase I (St1) & Phase II (St2) simultaneously.</p>
5.3	<p>The work of Phase II will be awarded to the successful consultant upon completion of PHASE-I deliverables after formal approval from procuring agency, RDA Board and government of the Punjab. .</p>
5.4	<p>Any firm either individual or joint venture partner or any person employee of firm already involved/participated directly or indirectly in design & review of Rawalpindi Ring Road project shall not participate in TPV directly/indirectly as a joint venture or individually.</p>
6.1	<p>Expected date and address for agreement negotiations: - 20-October-, 2022</p>
7.1	<p>Expected date for commencement of consulting services – 01-November, 2022</p>

Section 3: Technical Proposal - Standard Forms

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
C	Financial Capability
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: [Name and address of Client]

Dear Sir,

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] 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 envelope.

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 4.5 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: _____

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity (including organogram).]

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 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. Provide 5 projects that best illustrate the assignment proposed. 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 No. 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 (in current PKR):
Name of associated Consultants, if any:	No. 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-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 (if Pakistani):** _____ **or Passport No:** _____

6. **Education:**

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

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</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 willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date:

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

Full name of authorized representative:

FORM TECH-7 STAFFING SCHEDULE¹

Full time input
 Phase time input

Year: _____		Staff input (in the form of a bar chart) ²												Total staff-month input		
N ^o	Name of Staff	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Home	Field	Total
1	[Field]															
2																
n																
														Subtotal		
														Total		

- 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.
- 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 short-listed 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. 6 of the Letter of Invitation.

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: [Name and address of Client]

Dear Sir,

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] 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 all applicable 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 1.11 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.

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
	Pak Rupees
Cost of Consultancy Services ¹	
All Applicable Taxes ²	
Total Costs of Financial Proposal	

1. Total Cost of Consultancy will include Remuneration and Reimbursable Cost. Cost of Consultancy Services must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.
2. Indicate the total costs, net of local taxes, to be paid by the Client in each currency.

FORM FIN-3 BREAKDOWN OF COSTS BY ACTIVITY¹

Group of Activities: ²	Description: ³
Cost component	Costs
	Pak Rupees
(A)	
Remuneration	
Reimbursable Expenses	
Sub Total (A)	
(B)	
Punjab Sales Tax @ 16%	
Sub Total (B)	
TOTAL (A+B)	

- 1 Form - FIN 3 shall be filled for the whole assignment. The sum of the relevant Subtotals of Form FIN-3 provided must coincide with the **Costs of Consultancy Services** indicated in Form FIN-2.
- 2 Names of activities 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 For each currency, Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.

Form FIN-4 BREAKDOWN OF REMUNERATION¹

Name ²	Position ³	Staff-month Rate ⁴	Input ⁵	Pak Rupees
Total Costs				

1. Form FIN-4 shall be filled for each of the Forms FIN-3 provided.
2. Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
3. Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5.
4. Indicate separately staff-month rate and currency field work.
5. Indicate the total expected input of staff for carrying out the group of activities or phase indicated in the Form.
6. For each staff indicate the remuneration in the column of the relevant currency for field work. Remuneration = Staff-month Rate x Input.

FORM FIN-5 BREAKDOWN OF REIMBURSABLE EXPENSES¹

No	Description	Unit	Unit Cost²	Quantit	Pak
	Transportation costs ⁴				
	Office accommodation / Office				
	Cost of applicable local communications				
	Drafting, reproduction of reports				
	Misc. (Labor work i.e., office boy, data entry operator, etc.)				
	Cost of testing required to check the quality of roads (tentative amount) ⁶				
Total Costs					

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 the cost of each reimbursable item in the column of the relevant currency. Cost = Unit Cost x Quantity.
4. Inclusive of POL and maintenance.
5. Inclusive of all utility expenditures.
6. Total no. of tests X rate of each tests and hence total amount will be reimbursable subject to the submission of actual bill/invoice of the testing laboratories.

TERMS OF REFERENCES

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9. DELIVERABLES & PAYMENT SCHEDULE	8
10. ROLE OF CLIENT AGENCY	9

1. INTRODUCTION

Project management Unit – Rawalpindi Ring Road Project of Rawalpindi Development Authority (PMU, RRR-RDA) has the mandate to plan, design, execute, construct and manage Rawalpindi Ring Road Project. To fulfill their mandate, **PMU, RRR-RDA** is in a process of implementing the Rawalpindi Ring Road project.

PMU, RRR-RDA intends to hire a well-experienced and reputable consultancy firm to provide Third Party Validation (TPV) services on behalf of the Client. TPV is required to validate/ improve the feasibility studies conducted in year 2018, 2020 and 2021 to determine optimal Route of Rawalpindi Ring Road Economic Corridor by evaluating the conducted/ improved feasibility studies on Technical, Financial/Economical and Legal parameters.

2. PROJECT BACKGROUND

2.1 NESPAK, KPMG & MTC (JV) prepared & submitted preliminary feasibility study on PPP mode with following reports on proposed alignment i.e. 38.3 km main carriageway Baanth N-5 to Thalian (M-2) with 3 optional links i. 12.5km Rawat link (Dual Carriageway) ii. 1.5km Girja Chowk iii. 6.5Km Rehabilitation of existing Fateh Jang Tarnol Road.

- Topographic Survey Report
- Geotechnical soil and material investigation report
- Traffic Study Report
- Preliminary Design Report for structures
- Preliminary drawings
- Financial/Economical Analysis including option Analysis.

2.2 Later on, consultant worked on PPP mode was halted due to change of financing mode from PPP to loan mode and Government of the Punjab decided through approval from summary to CM to execute the Rawalpindi Ring Road project on Asian Infrastructure Investment Bank (AIIB) loan. For this purpose, further studies were required in accordance with AIIB guidelines such as Environmental and Social Impact Assessment and Resettlement plan. In pursuance, M/s Zeeruk International and Engineering General Consultants (EGC) (JV) was hired for detailed design, E&SIA and Resettlement plan according to AIIB guidelines with the scope that is already proposed by M/s NESPAK preliminary feasibility Study on alignment i.e. 38.3 km main carriageway Baanth N-5 to Thalian (M-2) with 3 optional links i. 12.5km Rawat link (Dual Carriageway) ii. 1.5km Girja chowk iii. 6.5 Km Rehabilitation of existing Fateh Jang Tarnol Road. Later. In February 2020, M/s Zeeruk & JV proposed a new alignment of 65.3 Km from Radio Pakistan to Sangjani and submitted the following studies;

- Topographic Survey Report
- Soil Investigation Report
- Geotechnical Investigations Report
- Environmental & Social Impact Assessment Study
- Pavement Design Report
- Highway Drawings
- Engineer Estimates / BOQ
- Detailed Structure Drawings
- Bridges Design Report
- Pavement Design Report
- Land Acquisition & Utilities Services

2.3 But later on, Inquiry was initiated on direction of Chief Minister, Punjab and approved fact-finding report 65.3 Km proposed alignment declared void ab inito.

2.4 Afterwards, M/s ECSP was hired for review and update the NESPAK 2017 preliminary study 38.3 km main carriageway Baanth N-5 to Thalian (M-2) excluding 3 optional links i. 12.5km Rawat link (Dual Carriageway) ii. 1.5km Girja chowk iii. 6.5 Km Rehabilitation of existing Fateh Jang Tarnol Road on ADP mode in October 2021. M/s ECSP submitted updated reports including PC-I for construction of Rawalpindi Ring Road 38.3 Km Main carriageway (Baanth N-5 to Thalian (M-2)). The PC-I was cleared by PDWP and CDWP and approved by ECNEC.

Upon approval of ECNEC, M/s NESPAK was re-hired for detailed design of 38.3 Km Main carriageway (Baanth N-5 to Thalian (M-2)). M/s NESPAK submitted report in February, 2022. Consequently, M/s FWO has been awarded the project through competitive bidding in March 2022. M/s Nespak conducted and submitted the following studies;

- Preliminary Report
- ROW Coordinated plan
- Environmental Impact Assessment (EIA)
- Topographic Survey Report
- Cost Estimate and BOQ
- Structure Design Report
- Utility Plans

3. OBJECTIVES OF PROPOSED CONSULTANCY

3.1 Prime Minister office directed to conduct third party validation of Rawalpindi ring road project for adoption of optimal route on the existing studies as follow;

3.1.1 M/s NESPAK & JV 2017 preliminary feasibility study - 38.3 km main carriageway Baanth N-5 to Thalian (M-2) with 3 optional links i. 12.5km Rawat link (Dual Carriageway) ii. 1.5km Girja chowk iii. 6.5 Km Rehabilitation of existing Fateh Jang Tarnol Road

3.1.2 Zeeruk & JV detailed design of 65.3 Km form Radio Pakistan (N5) to Sangjani (N5).

3.1.3 M/s NESPAK detailed design of 38.3 Km Main carriageway (Baanth N-5 to Thalian (M-2)).

And

3.2 Land Use plan regarding economic corridor along third party validated alignment.

4. SCOPE OF ASSIGNMENT

PMU, RRR-RDA intends to hire Consultancy Firm for Third Party Validation (TPV) of optimal route based on above mentioned feasibilities studies in section 2.3. The assignment consists Two (02) phases i.e. Phase-I & Phase-II -as follows

4.1 Phase -I Optimal route Alignment of Rawalpindi Ring Road

- a. Review of all previous studies undertaken, particularly the engineering investigations, surveys, traffic projections, and geometric designs with an independent perspective and carry out detail optional analysis of all the proposed alignments.

- b. Comparison and evaluation of all feasibility's studies, detailed design and cost estimates of each route.
 - c. Comparison and validation of the designs as per AASHTO Standards specifications (including AASHTO Green Book) applicable on motorways in Pakistan.
 - d. Validate design as per previous contract agreements between client and consultants.
 - e. Validation of the traffic study report to assess the impact of the project on decongestion of traffic in twin cities. The TPV consultant shall conduct new traffic study to assess the accuracy and completeness of traffic data and identify gaps in previous studies. The scope of traffic study is defined in Annex-I
 - f. Validate that the design conforms with Federal/ Provincial axle load regime laws/regulations.
 - g. Financial assessment of the existing proposed alignments in terms of economy, efficiency and effectiveness.
 - h. Evaluate, analyze and compare all financial parameters of design using financial techniques but not limited to NPV, IRR, cost benefit ratio, payback and value for money analysis in context with financing mode of project i.e., Government funding (ADP), foreign bank soft loan and Public Private Partnership.
 - i. The consultant shall ascertain the concept of economic corridor alongside of Rawalpindi Ring Road and develop a conceptual plan for each alignment to assess the benefits of economic corridor alongside Rawalpindi Ring Road for public interest at large.
2. The TPV consultant may adopt any technique/methodology in addition to above to ensure fairness and transparency in consultation with the client.
 3. The TPV Consultant may conduct field surveys of each alignment to assess the existing terrain, waterways, residential properties, agricultural land, and religious sites etc. to assess the design parameters.
 4. The TPV consultant shall clearly mention the pros and cons of each alignment and give its recommendation accordingly.
 5. The TPV consultant shall clearly report the optimal route of Rawalpindi Ring Road Project from existing proposed alignments in terms of technical, legal and financial/Economical parameters.

4.2 Phase-II – Land Use Plan Alongside Rawalpindi Ring Road

The work of Phase II will be awarded to the successful consultant upon completion of PHASE-I deliverables after formal approval from procuring agency, RDA Board and government of the Punjab. The consultant shall perform following assignment in relation with the alongside of third party validated alignment as follow:

1. Identify ways to build on economic potential land use plan in the interest of public at large and develop strategies to prioritize the most productive way to allocate scarce resources; and (b) identify opportunities, infrastructure needs, and policy and regulatory requirements includes but not limited to Health, Sports, education zones, etc.
2. The consultants shall advise a plan and propose regulations, building codes and by-laws for development of land use plan to overcome urban sprawl and enable vertical expansion alongside of Rawalpindi Ring Road.
3. The identified land use plan shall be geographic area based on topographic survey.
4. Identified land use plan shall be bankable or attractive for public private partnership with existing and future economic potential.
5. The consultant shall adopt all modern techniques/methodologies such as GIS to identify and mark the land use plan and provide all soft data to the client.
6. The consultant shall coordinate with revenue department and all relevant local authorities/departments i.e., RDA, Local Municipal corporation, Irrigation, forest etc. while devising the land use plan and superimpose (as per revenue records) the exiting government and private infrastructure of the identified area.
7. The consultant shall develop an evidence-based targeted strategy for delivering an affordable and efficient land use plan.
8. The consultants shall development Risk matrix of all component of land use plan individually and collectively and define all risk mitigation schemes of each component.
9. The consultant shall advise the federal, provincial, and local governments' roles and responsibilities and respective laws/rules/ regulations for the development of land use plan.
10. The consultant shall identify and evaluate the envisaged environmental impacts of each zone with respect to the baseline, and mitigate the measures to avoid environmental hazards.
11. The consultant shall collect, summarize, categorize primary data by sector of all type of small and medium size business in Rawalpindi city. The consultant shall prepare report based on business that cause congestion and advise detail relocation plan of small & medium business includes but not limited to /fruit & vegetable/grain markets, Trucks/logistics terminals in Rawalpindi city to reduce the congestion considering the aspect of blue-collar economy of the twin cities. Further, the consultant shall provide complete plan of relocation with estimated timelines
12. The consultant shall also devise a plan in context of _____ for shifting/relocation of small and medium size business.
13. The consultants shall conduct survey and through seminar to get the feedback of the local inhabitants/business chambers/local market heads or other stakeholders while advising the relocation plan and consider all factors as received in feedback.

14. The consultants shall prepare in consultation with relevant authorities sustainable, workable and achievable traffic management plan of twin cities in terms of considering the futuristic growth of twin cities in term of Infrastructure, urban and industrial development and impact of Rawalpindi Rong Road on traffic of Rawalpindi city.

5. DURATION OF ASSIGNMENT

Phase I - Duration of the Assignment is Sixty (60) Days.

Phase II - Duration of the Assignment is Ninety (90) Days. (After completion of Phase -I and subject to award of work)

6. THIRD PARTY VALIDATION CONSULTANCY FIRM PROFILE

Any firm either individual or joint venture partner or any person employee of firm involved/participated directly or indirectly in design & review of Rawalpindi Ring Road project shall not participate in TPV directly/indirectly as a joint venture or individually.

7. STAFFING REQUIREMENTS

The Consultants shall provide the key personnel involved in road project design in accordance with AASHTO standards as given below: -

7.1 Phase -I Optimal route Alignment of Rawalpindi Ring Road Key Staff

Sr. No.	Designation	Experience	Qty
1	Team Leader/Highway Engineer	M.Sc Engineering (Transportation) with 20 Years OR B.Sc Engineering (Civil/Transportation) with 25 Years Experience in road projects includes 3 Years' experience of TPV of road projects	1
2	Geometric Design Engineer	M.Sc Engineering (civil/Transportation) with 15 Year Experience in Highway/road design	2

3	Pavement Design Engineer	M.Sc Engineering (civil/Transportation) with 15 Year Experience in Highway/road.	1
4	Traffic Engineer	M.Sc Engineering (Transportation) with 15 Years OR B.Sc Engineering (Civil/Transportation) with 20 Years' Experience including 3 Years' experience of TPV of road project	2
5	Geotechnical Engineer	M.Sc Engineering (Geotech) with 12 Year Experience in Highway/road design.	1
6	Structure Engineer	M.Sc Engineering (Structures) with 12 Year Experience in Highway/road design.	1
7	Legal Expert	L.L.M with 15 Year Experience includes 3 years' experience in PPP & Loan Based Projects	1
8	Environmental Engineer	M.Sc Engineering (Environment) with 15 Year Experience in EIA approval.	1
9	Economist	MA. In Economics with 15 years' Experience includes 3 years' experience in road project	1
10	Financial Expert	FCA/FCCA/FCMA with 15 years' experience in financial management/business feasibilities/Risk Analysis of projects.	1
11	Chief Surveyor	Preferably B.Sc Engineering (Civil with 05-Years Relevant Experience) or DAE (Civil with 12-Years' Experience).	1

Sub-Total

7.2 Support Staff

1	Surveyors		3
2	CAD Operators		2

3	Computers Operators		2
4	Helpers		4

7.3 Phase-II – Land Use Plan regarding economic corridor along third party validated alignment

Sr. No.	Designation	Experience
1	Team Leader/Urban Planner	M.Sc Engineering (City and Regional Planning) with 20 Years includes 5 Years' experience in Urban master planning
2	Urban/Town Planner	M.Sc Engineering (City and regional planning) or related disciplines with 12 Year Experience in urban planning
3	Geometric Design Engineer	M.Sc Engineering (Transportation) with 15 Year Experience in urban planning projects.
4	Structural Engineer	M.Sc Engineering (Civil/structural) with 15 Years OR B.Sc Engineering (Civil) with 20 Years Experience in urban planning
5	Geotechnical Engineer	M.Sc Engineering (Geotech) with 12 Year Experience urban planning projects.
6	Legal Expert	L.L.M with 15 Year Experience includes 3 years' experience in PPP & Loan Based Projects
7	Environmental Engineer	M.Sc Engineering (Environment) with 15 Year Experience urban planning projects.
8	Economist	MA. In Economics with 15 years' Experience includes 3 years' experience in urban planning projects.
9	Financial Expert	FCA/FCCA/FCMA with 15 years or MBA (finance) with 20 years' experience in financial management/business feasibilities/Risk Analysis of projects.
10	Architect	M.Sc Engineering (Architect) with 12 Year Experience in urban planning projects.
11	GIS Expert	M.Sc Engineering (Geological/GIS) with 12 Year Experience in urban/infrastructure projects.
12	Traffic Engineer	M.Sc Engineering (Transportation) with 15 Years OR B.Sc Engineering (Civil/Transportation) with 20 Years' Experience in highways project.

13	Chief Surveyor	Preferably B.Sc Engineering (Civil with 05-Years Relevant Experience) or DAE (Civil with 12-Years' Experience).
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8. PROFESSIONAL LIABILITY OF CONSULTANT

Professional Liability as stated in the prevalent conduct and practice of consulting Engineers prescribed by PEC and as given under Rule-54 of Punjab Procurement Rules, 2014 shall be applicable to the consultant.

9. DELIVERABLES & PAYMENT SCHEDULE

9.1 Phase -I Optimal route Alignment of Rawalpindi Ring

Sr.#	Deliverable	Payment %
1	Preliminary Report	10%
2	Traffic Study Report	20%
3	Draft Report including comprehensive presentation on optimal route under heading of a) Technical b) Legal c) Financial/Economical	40%
4	Final Report with conclusion	30%

9.2 Phase-II – Land Use Plan Alongside Rawalpindi Ring Road

Sr.#	Deliverable	Payment %
1	Preliminary Report	10%
2	Identification of land use Plan including topographic survey	10%
3	Evidence based land use plan	10%
4	Financial & Economic Analysis report	10%
5	Environmental Sensitive Analysis report	10%
6	Detailed Risk Analysis by component	10%
7	Legal Frame work of land use plan	5%
4	Local business relocation report	10%
5	Traffic Management Plan	20%
6	Final Report	5%

10.ROLE OF CLIENT AGENCY

The PMU -RRR of the client agency shall provide all relevant data/reports of existing studies to the consultant for review and validation.

Annex -I Traffic Assessment Study

Traffic count at all the important points will be carried out to assess the volume and the composition of traffic loads on the proposed Carriageway besides the future projection of these counts for 25 years. Traffic count should be taken at all important stations thrice at the interval of one week for each peak period. It should represent peak and off-peak days of week.

Traffic counts at the appropriate nodes shall be corroborated with P&D Directorate, RDA Department by applying seasonal factors recommended by the NTRC/P&D-Directorate for the development of Traffic Volume Map. Confirm the representative growth rates both for freight and passenger traffic by using results of (National Transport studies 1995 to 2022) as a guideline, Historical data of traffic count published by the Punjab highway Department shall also be used to supplement at spot counting and deviations, if any, shall be reported to the Client/Client's representative. With a projected traffic volume map, Traffic count may be broken down in different categories such as cars / jeeps, pickups buses, mini buses, tractors, trucks, (two axles, three axles) and large trucks / trailers for determining diverted / generated traffic. The Consultant will work out Average daily traffic (ADT) and Average annual daily traffic (AADT) and Peak time Traffic analysis and assessment as well. Further, a detailed analysis with traffic counts of through and through (Outbound) traffic and inbound traffic to Rawalpindi/Islamabad cities must be done to assess the potential number vehicle that will use of Rawalpindi Ring Road .