

APPENDIX-I

TECHNICAL PROPOSAL FORMS

{Please do not provide information other than required in the specified format of particular Forms. Use exact format of the given Forms and provide required information in the requested format including project details, CVs etc.}

TECHNICAL PROPOSAL SUBMISSION FORM

(On Company/Firm's Letterhead)

To,

The Director (Works),
Workers Welfare Fund, Plot No. 2, Street No. 39,
10-Mauve Area, Sector G-10/4,
Islamabad.

Subject: **NAME OF THE PROJECT**

Dear Sirs,

We, the undersigned, offer to provide the consulting services for the subject works in accordance with your Request for Proposals dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

- a) All the data, information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may also be sanctioned by the Client.
- b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 4.5.
- c) We have no conflict of interest in accordance with Clause 1.8 and 1.9 of LOI.
- d) We meet the eligibility requirements as stated in Clause 1.1 of Data Sheet, and we confirm our understanding of our obligation to abide by the Client's Terms and Conditions.
- e) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in Pakistan.
- f) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 7.2 of the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Consultant: _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

FIRM'S REFERENCE

**Specific, Similar and General Services Successfully Completed
In the Last Ten Years of Similar Nature and Complexity
Which Best Illustrate Qualifications**

{Using in the format below, provide information on each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was largely contracted. Performance / Completion certificates from the Client(s) must be attached otherwise no credit shall be awarded.}

Assignment Name:		Country:
Location within Country:		Professional Staff Provided/being provided by Your Firm:
Name of Client:		No. of Staff:
Address:		No. of Staff Months:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current Rs.)
Name of Associated Firm (s), if any:		No. of Months of Professional Staff Provided/being provided by Associated Firm(s)
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved/being involved and functions performed/being performed:		
Narrative Description of Project:		
Description of Actual Services Provided/being provided by Your Staff:		

Consultants' Name: _____

Form 2**PRESENT STAFF DEPLOYMENT**

**Specific, Similar and General Services in Hand of Similar Nature and Complexity
Which Best Illustrate Qualifications**

(As of _____)

Project Name:
Location:
Associates(s):
Total Value of Work (Rs.):
Total Value of Services (In Current Rs.):
Estimated Completion Date (Year/Month):

Field of Expertise/Role of the Firm	Total Number of Permanent Staff	Staff Assigned to Above Projects

**DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN FOR
PERFORMING THE ASSIGNMENT**

{Please provide a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the approach and methodology proposed for the assignment.}

[{Suggested structure:

*a) **Technical Approach and Methodology.** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}*

*b) **Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included.}*

*c) **Organization and Staffing.** {Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}]*

COMMENTS/SUGGESTIONS OF CONSULTANT

{Describe proposed modifications or improvement to the Terms of Reference (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.}

On the Terms of Reference (TOR)

1.

2.

3.

4.

5.

6.

etc.

On the data, services and facilities to be provided by the Client indicated in the TOR:-

1.

2.

3.

4.

5.

etc.

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY STAFF

1. Proposed Position: _____
2. Name of Firm: _____
3. Name of Staff: _____
4. Profession: _____
5. Date of Birth: _____
6. Years with Firm: _____ (Appointment letter and salary slips to be attached)
7. Nationality: _____
8. Membership in Professional Societies: _____
(Attach valid Membership of PEC)
9. Detailed Tasks Assigned on the Project: _____

10. Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates, locations and amount of Projects. Use up to one page].

11. Education:

[Summarize college/university and other specialized education of staff member, giving names of institutions, dates attended and degrees obtained.]

12. Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, title of positions held and location of assignments. For experience in last six years, also give types of activities performed and Client references, where appropriate.

13. Languages:-

[Indicate proficiency in speaking, reading and writing of each language: excellent, good, fair, or poor].

14. Certification: **(Compulsory)**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the PEC. _____

Date: _____

Signature of Staff Member

Day/Month/Year

or: _____ (Authorized official from the firm)

WORK PLAN/ACTIVITY SCHEDULE

Items of Work/Activities	Programme from date of assignment (in the form of a Gantt chart using Primavera/MS Project.)														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

COMPLETION AND SUBMISSION OF REPORTS

{Please fill this form in consideration of Appendix-B of the Draft Consultancy Contract}

Reports	Date
1. Inception Report	
2. Interim Physical & Financial Progress Report(s) - Monthly - Quarterly - Yearly	
3. Draft Completion Report	
4. Final Completion Report	

WORK PLAN AND TIME SCHEDULE FOR PERSONNEL

Name	Position	Months (in the form of a Bar Chart)															Number of Months
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	

Full Time: _____

Part Time: _____

Activities Duration _____

Yours faithfully,

Signature _____
(Authorized Representative)

Full Name _____

Designation _____

Address _____

**COMPOSITION OF THE TEAM PERSONNEL AND THE TASKS TO
BE ASSIGNED TO EACH TEAM MEMBER**

1. Technical/Managerial Staff

Sr. No.	Name	Position	Task Assignment

2. Support Staff

Sr. No.	Name	Position	Task Assignment

LITIGATION HISTORY

{Briefly describe litigation history of the firm including Mediations, Conciliations, Arbitrations and Appeals. Also attached copies of Awards, Judgements, Decrees, Decisions}

Sr. No.	Client	Project/Assignment	Contract Value (Rs.)	Disputed Amount (Rs.)	Won/Lost	Brief Description

APPENDIX-II
FINANCIAL PROPOSAL FORMS

FINANCIAL PROPOSAL SUBMISSION FORM

(On Company/Firm's Letterhead)

To,

The Director (Works),
Workers Welfare Fund, Plot No. 2, Street No. 39,
10-Mauve Area, Sector G-10/4,
Islamabad.

Subject: **NAME OF THE PROJECT**

Dear Sirs,

We, the undersigned, offer to provide the consulting services for the subject works in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Insert amount(s) in words and figures}, inclusive of all applicable taxes in accordance with Clause 3.6 in the Data Sheet.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause 4.5 of the Data Sheet.

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:

In the capacity of:

Address:

E-mail:

Contact:

Form 1**BREAKDOWN OF RATES FOR CONSULTANCY CONTRACT**

Project: _____ Firm: _____

Name	Position	Basic Salary per Cal. Month	Social Charges (%age of 1)	Overhead (%age of 1+2)	Sub-Total (1+2+3)	Fee (%age of 4)	Rate per Month
		(1)	(2)	(3)	(4)	(5)	(6)

Notes:

- Item No. 1 Basic salary shall include actual gross salary before deduction of taxes. Payroll (vouched account/CPR-IT etc) sheets for each proposed personnel should be submitted at the time of negotiations.
- Item No. 2 Social charges shall include Client's contribution to social security, paid vacation, average sick leave and other standard benefits paid by the company to the employee. Breakdown of proposed percentage charges should be submitted and supported (see Form 2).
- Item No. 3* Overhead shall include general administration cost, rent, clerical and junior professional staff and business getting expenses, etc. Breakdown of proposed percentage charges for overhead should be submitted and supported (see Form 3).
- Item No. 5 Fee shall include company profit and share of salary of partners and directors (if not billed individually for the project) or indicated in overhead costs of the Company.

Full Name: _____

Signature: _____

Title: _____

BREAKDOWN OF SOCIAL CHARGES

Sr. No.	Detailed Description	As a %age of Basic Salary

BREAKDOWN OF OVERHEAD COSTS

Sr. No.	Detailed Description	As a %age of Basic Salary and Social Charges

**ESTIMATED LOCAL CURRENCY SALARY COSTS/REMUNERATION
(Technical Staff)**

Sr. No.	Name	Position	Staff-Months	Monthly Billing Rate	Total Estimated Amount (Rs.)
Sub-Total:					

**ESTIMATED LOCAL CURRENCY SALARY COSTS/REMUNERATION
(Non-Technical Staff)**

Sr. No.	Name	Position	Staff-Months	Monthly Billing Rate	Total Estimated Amount (Rs.)
Sub-Total:					

SUMMARY OF COST OF CONSULTANT

Sr. No.	Description	Amount (PKR)
1.	Salary Cost/Remuneration	
2.	Grand Total	

ABSTRACT OF CONSULTANCY FEE

Sr. No.	Description	Quantity	Unit	Quoted Fee (PKR)	
				In figures	In words
1	Survey, Master Planning, Design etc. Fee	Complete Job	1		
2	Detailed Construction Supervision Fee	Complete Job	1		
TOTAL					

Note:

- Fee must be quoted as Lump Sum Cost for Survey, Master Planning, and Design (Phase-I) and on Man Month basis for Detailed Construction Supervision (Phase-II).
- Quoted Fee must be inclusive of all applicable taxes.