

Section IV. Technical Proposal – Standard Forms

{Notes to Consultant shown in brackets { } throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

CHECKLIST OF REQUIRED FORMS

Required for FTP or STP (√)		FORM	DESCRIPTION	Page Limit
FTP	STP			
√	√	TECH-1	Technical Proposal Submission Form.	2
“√” If applicable		TECH-1 Attachment	If the Proposal is submitted by a joint venture, attach a letter of intent or a copy of an existing agreement.	5
“√” If applicable		Power of Attorney	No pre-set format/form. In the case of a Joint Venture, several are required: a power of attorney for the authorized representative of each JV member, and a power of attorney for the representative of the lead member to represent all JV members	5
√		TECH-2	Consultant's Organization and Experience.	20
√		TECH-2A	A. Consultant's Organization	5
√		TECH-2B	B. Consultant's Experience	15
√		TECH-3	Comments or Suggestions on the Terms of Reference.	10
√		TECH-3A	A. On the Terms of Reference	05
√	√	TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	20
√	√	TECH-5	Work Schedule and Planning for Deliverables	10
√	√	TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)	30
√	√	TECH-7	Financial Soundness	200

All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Consultant who signs the Proposal. CVs of key staff shall be signed by the individual himself.

Form TECH-1
Technical Proposal Submission Form

{Location, Date}

To: **Divisional Engineer ES E/M, PAA, Allama Iqbal International Airport**

Dear Sirs:

We, the undersigned, offer to provide the consulting services for **PLANNING, DESIGNING AND PROJECT EXECUTION SUPERVISION FOR REPLACEMENT OF FIRE FIGHTING SYSTEM AT AIAP LAHORE** 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.

{If the Consultant is a joint venture, insert the following: We are submitting our Proposal a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: "of our letter of intent to form a joint venture" or, if a JV is already formed, "of the JV agreement"} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

{OR

If the Consultant's Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firms as Sub-consultants: {Insert a list with full name and address of each Sub-consultant.}

We hereby declare that:

- (a) All the 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 Procuring Agency.
- (b) Our Proposal shall be valid and remain binding upon us until *[insert day, month and year in accordance with ITC 12.1]*.
- (c) We have no conflict of interest in accordance with ITC 3.
- (d) 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 the country of the Procuring Agency.
- (e) Except as stated in the Data Sheet, Clause 12.7, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC Clause 12 and ITC Clause 28.4 may lead to the termination of Contract negotiations.

- (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 30.2 of the Data Sheet.

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

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Consultant (company's name or JV's name): _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

Form TECH-2 (FOR FULL TECHNICAL PROPOSAL ONLY)

CONSULTANT'S ORGANIZATION AND EXPERIENCE

Form TECH-2: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant's role/involvement.

A - Consultant's Organization

1. Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.
2. Include organizational chart, a list of Board of Directors, and beneficial ownership

B –Consultant's Experience

1. List only previous similar assignments successfully completed in the last 10 years.
2. List only those assignments in TECH-2B & 2C for which the consultant was legally contracted by the procuring agency as a company or was one of the joint venture partners. Assignments completed by the consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the consultant or that of consultant's partners or sub-consultants but can be claimed by the experts themselves in their CVs. The consultant should be prepared to substantiate the claimed experience by presenting the copies of relevant documents or references, if so requested by the procuring agency.

FORM TECH – 2B**List of General/Specific Experience for Completed Projects**

<i>Name of Applicant or partner of a joint venture</i>
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The State Bank's "Exchange Rates for Market-to-Market Revaluation by Authorized Dealers in Foreign Exchange - Ready" 14 days prior to the submission deadline shall be used for conversion of other currencies to PKR.

[1] EXPERIENCE IN GENERAL ENGINEERING CONSULTANCY SERVICES

Sr.	Name of the Project	Employer	Date of Completion	Completion Cost of Project (PKR)
1.				
2.				

[2] SPECIFIC EXPERIENCE OF FIRE FIGHTING SYSTEM DESIGN OR / AND PROJECT SUPERVISION

Sr.	Name of the Project	Employer	Date of Completion	Completion Cost of Project (PKR)
1.				
2.				

FORM TECH – 2C**General / Specific Experience Details of Each Completed Project**

<i>Name of Applicant or partner of a joint venture</i>
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Use a separate sheet for each contract and attach a substantiating document with each sheet separately along with this Form to facilitate in evaluation process

The State Bank's "Exchange Rates for Market-to-Market Revaluation by Authorized Dealers in Foreign Exchange - Ready" 14 days prior to the submission deadline shall be used for conversion of other currencies to PKR.

Assignment name:	Approx. value of the contract (in current PKR):
Country: Location within country:	Duration of assignment (months):
Name of Client Name of Contractor	Total No. of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current PKR):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Sub-Criteria for Assessment of Experience as per table in Clause 3.1.1.2 <i>[A particular project will be considered against only one sub-criteria]</i>	Please tick the relevant sub-criteria: [1] Experience in General Engineering. Consultancy Services [2] Specific Experience of fire hydrant systems
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

FORM TECH-3 (FOR FULL TECHNICAL PROPOSAL)

**COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART STAFF, AND
FACILITIES TO BE PROVIDED BY THE PROCURING AGENCY**

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Procuring Agency, including: administrative support, office space, local transportation, equipment, data, etc.

A - On the Terms of Reference

{Improvements to the Terms of Reference, if any}

FORM TECH-4 (FOR FULL TECHNICAL PROPOSAL ONLY)
DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal (in FTP format):

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

- 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 including on the [environmental and] social aspects)" to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}

The consultants are expected to include but not limited to following in the methodology:

- A clear understanding of the project objectives and scope.
 - A detailed work plan that outlines the tasks to be performed, the timeline for completion, and the resources required.
 - A description of the proposed approach, including any innovative or alternative solutions that may be considered.
 - A risk management plan that identifies potential risks and outlines strategies for mitigating them.
 - A quality management plan that outlines the consultant's approach to ensuring that the work is completed to a high standard.
 - A communication plan that outlines how the consultant will communicate with the Procuring Agency and other stakeholders throughout the project.
- 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 (including interim approvals by the Procuring Agency), 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 here. The work plan should be consistent with the Work Schedule Form.}
- d) **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.}

FORM TECH-5

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables ¹ (D-..)	Months											
		1	2	3	4	5	6	7	8	9		n	TOTAL
D-1	{e.g., Deliverable #1: Report A												
	1) data collection												
	2) drafting												
	3) inception report												
	4) incorporating comments												
	5)												
	6) delivery of final report to Procuring Agency}												
D-2	{e.g., Deliverable #2:.....}												
n													

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Procuring Agency's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

FORM TECH-6

TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

N°	Name	Expert's input (in person/month) per each Deliverable (listed in TECH-5)										Total time-input (in Months)		
		Position		D-1		D-2		D-3		D-...		Home	Field	Total
KEY EXPERTS														
K-1	{e.g., Mr. Abbbb}	[Team Leader]	[Home]	[2 month]		[1.0]		[1.0]						
			[Field]	[0.5 m]		[2.5]		[0]						
K-2														
K-3														
N														
Subtotal														
NON-KEY EXPERTS														
N-1			[Home]											
			[Field]											
N-2														
n														
Subtotal														

	Total			
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- 1 For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC21.1.
- 2 Months are counted from the start of the assignment/mobilization. One (1) month equals twenty-two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
- 3 “Home” means work in the office in the expert’s country of residence. “Field” work means work carried out in the Procuring Agency’s country or any other country outside the expert’s country of residence.

 Full time input
Partial input

**FORM TECH-6
(CONTINUED)**

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous Procuring Agency's and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. XYZ, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved)	

Expert's contact information: (e-mail....., phone.....)

Certification:

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, as and when necessary, 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 Procuring Agency also Procuring agency may report PEC regarding this.

{day/month/year}

Name of Expert
Date

Signature

{day/month/year}

Name of authorized
Date

Signature

Representative of the Consultant
(the same who signs the Proposal)

Page limit: Maximum of five (5) pages per CV (excluding Certification, which does not count toward the five-page limit)

FORM TECH-7
FINANCIAL SOUNDNESS

[The Consultant's financial capacity to mobilize and sustain the Services is imperative. In the Proposal, the Consultant is required to provide information on its financial status. This requirement can be met by submission of the audited financial statements for the last three (3) years, supported by audit letters.

If the Proposal is submitted by a joint venture, all parties of the joint venture are required to submit their financial statements. The reports should be submitted in the order of the associate's significance in the joint venture, greatest to least.

Additionally, the following financial data form shall be filled out for the Consultant and all named associates, *and any other information necessary to verify the Annual Turnover and Working Capital of the Consultant*. The Procuring Agency reserves the right to request additional information about the financial capacity of the Consultant. A Consultant that fails to demonstrate through its financial records that it has the financial capacity to perform the required Services may be disqualified.]

Financial Information (PKR)	Historical information for the previous three (3) years (most recent to oldest or equivalence in (PKR)		
	Year 1 (Year)	Year 2 (Year)	Year 3 (Year)
Information from Balance Sheet			
(1) Total Assets (TA)			
(2) Current Assets (CA)			
(3) Total Liabilities (TL)			
(4) Current Liabilities (CL)			
Information from Income Statement			
(5) Total Revenue (TR)			
(6) Profits before Taxes (PBT)			
Net Worth (1) – (3)			
Current Ratio (2) / (4)			

[Provide information on current or past litigation or arbitration over the last ten (10) years as shown in the form below.]³

Litigation or arbitration in the last ten (10) years: No: _____ Yes: _____ (See below).

Litigation and Arbitration During Last Ten (10) Years
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³This information will be required only if the value of the procurement is over 5 million PKR.

Year	Matter in Dispute	Value of Award Against Consultant in PKR Equivalent