

Request for Proposal

Hiring of One (01) Individual Consultant (Advisory) for the Establishment of
Centre of Excellence for Autism
(Consultancy Services)

National

Single Stage-Two Envelope



July 14, 2026

*Ministry of Federal Education and Professional Training. (Ministry of Federal Education and Professional
Training), Section Officer
2nd Floor, C-Block, Pak-Sec Islamabad., Islamabad Capital Territory
Phone: +92-321-511-1688, Email: talat@moe.gov.pk*

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PROCUREMENT NOTICE

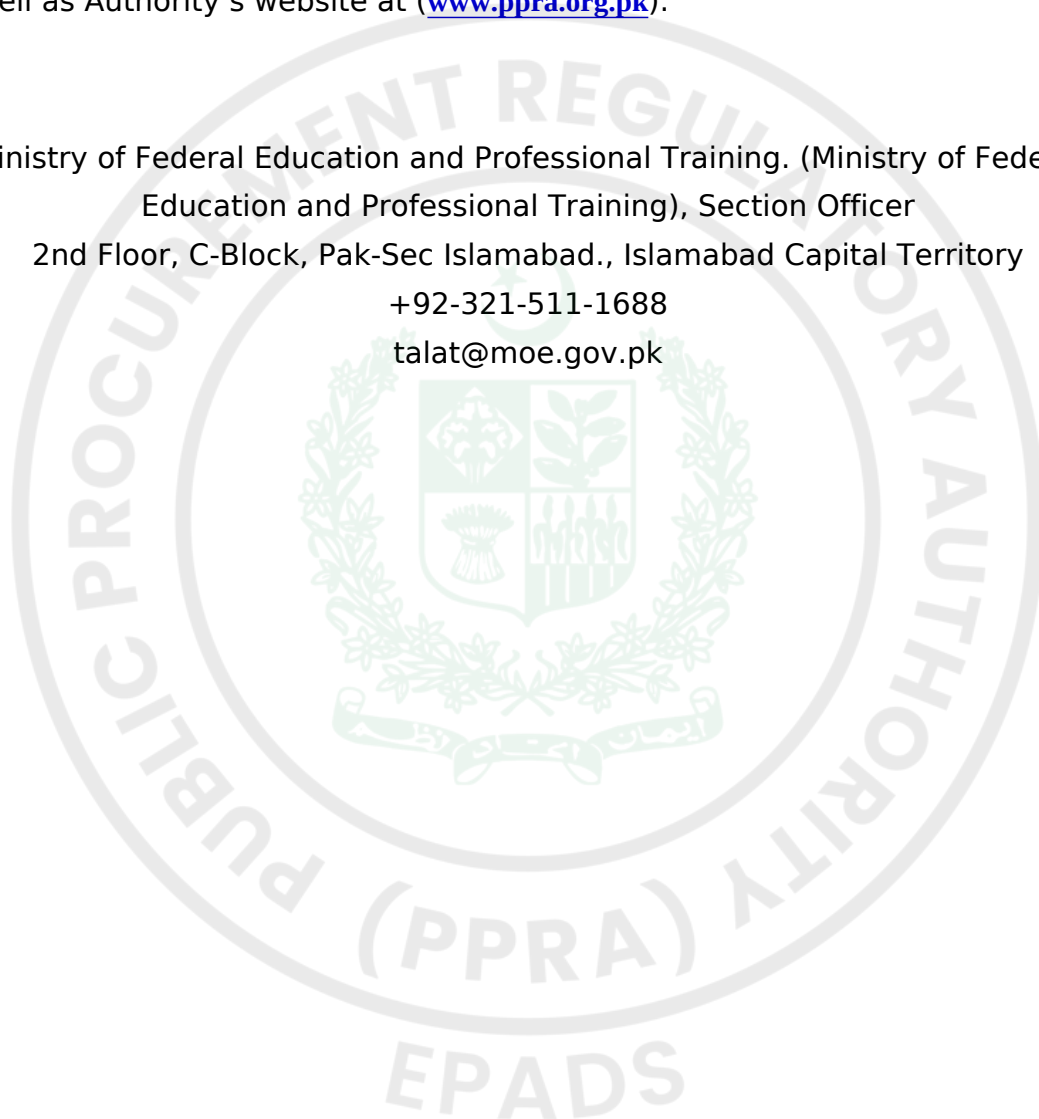
PROCUREMENT OF CONSULTANCY SERVICES

1. The **Ministry of Federal Education and Professional Training. (Ministry of Federal Education and Professional Training)** has reserved Funds for the procurement planned for FY **2026-27**. The **Ministry of Federal Education and Professional Training. (Ministry of Federal Education and Professional Training)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the consultancy services of **"Hiring of One (01) Individual Consultant (Advisory) for the Establishment of Centre of Excellence for Autism"** with the reference of **"P62267"**
2. The **Ministry of Federal Education and Professional Training. (Ministry of Federal Education and Professional Training)** invites RFP through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Consultancy Services.
3. **Single Stage-Two Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Quality and Cost Based Selection (QCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).
4. All proposals must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Others** or Bid Securing Declaration on the prescribed format described.
5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **<https://epads.gov.pk/opportunities/federal/procurements/62267>**.
6. The RFP, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Wednesday, July 29, 2026 02:00 PM**. Proposals will be opened on the

same day at **Wednesday, July 29, 2026 02:30 PM**. Manual submission of RFPs shall not be entertained. Those consultants/Firm who have not yet registered on the new version of **EPADS v2.0**, may register themselves on <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>

In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at (www.ppra.org.pk).

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+92-321-511-1688
talat@moe.gov.pk





Instructions to Bidders

A. General Provisions

1. Introduction

1.1. The Procuring Agency named in the Data Sheet intends to select a consultant, in accordance with the method of selection specified in the Data Sheet. The eligible Consultants are invited to submit a proposal, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet.

1.2. The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Consultants' expense.

1.3. The Procuring Agency will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in the Data Sheet.

2. Corrupt and Fraudulent Practices

2.1. The procuring agencies and the consultant are required to compliance Procurement Regulatory Framework in regard to corrupt and fraudulent practices as defined under Rule 2(1)(f) of the Public Procurement Rules.

B. Preparation of Proposals

3. General Considerations

3.1. In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

4. Language

5. The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Procuring Agency, shall

be written in the language(s) specified in the Data Sheet.

Documents Comprising the Proposal

5.1. The Proposal shall comprise the documents and forms listed in the Data Sheet.

6. Only One Proposal

6.1. The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the **Data Sheet** and subject to regulatory instructions, if any.

7. Proposal Validity

7.1. Proposals shall remain valid for the period specified in the Data Sheet after the Proposal submission deadline prescribed by the Procuring Agency (PA). To ensure the validity of proposal, it shall contain bid security or bid Securing declaration as a complementary bid securing instrument having the validity twenty-eight days more than the bid validity period.

7.2. During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.

7.3. If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to blacklisting and debarment in accordance with Clause 5 of this ITC.

7.4. Extension of Validity Period

7.4.1. If considered necessary, an extension in the bid validity can be made in accordance with the provision of public procurement rules, 2004 or any instructions issued in this regard.

8. Bid security/Bid Securing Declaration

8.1. The consultant shall submit bid security in the form and amount specified by the procuring agency before the submission deadline. Provided that in case where the procuring agency does not require the bid security, the bidder shall submit bid securing declaration on the format prescribed by the Authority in Standard Procurement Documents.

8.2. Any Proposal not accompanied by a Bid Security or Bid Securing Declaration shall be rejected by the Procuring Agency as non-responsive.

8.3. The Bid Securing Declaration of a joint venture must be in the name of the joint venture submitting the Proposal indicating all the members are jointly and severally responsible.

8.4. The successful Consultant's Bid Securing Declaration will be discharged upon the signing the contract with the Successful Consultant, and furnishing the performance security

9. Clarification and Amendment of RFP

9.1. The Consultant may request a clarification of any part of the RFP during the period indicated in the Data Sheet before three days prior to the Proposals' submission deadline through **EPADS v2.0** only. The Procuring Agency will respond to the same through **EPADS v2.0**. Should the Procuring Agency deem it necessary to amend the RFP as a result of a clarification or at its own initiative, it shall do so following the procedure described below:

9.1.1. At any time before the proposal submission deadline, the Procuring Agency may amend the RFP by issuing an amendment through **EPADS v2.0**.

9.1.2. If the amendment is substantial, the Procuring Agency may extend the proposal submission deadline to give the Consultants reasonable time to take an amendment into account in their Proposals.

9.2. The Consultant who has already submitted the proposal prior to any amendments in the RFP, may submit a modified Proposal based on the respective amendment in the RFP at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

10. Preparation of Proposals - Specific Considerations

10.1. While preparing the Proposal, the Consultant must give particular attention to the following:

10.1.1. The Procuring Agency may indicate in the Data Sheet the estimated Key Experts' time input (expressed in person-month) or the Procuring Agency's estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same.

10.1.2. If stated in the Data Sheet, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the Data Sheet) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the Data Sheet.

10.1.3. For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input is not disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.

10.1.4. The proposal may be subject to price adjustment in accordance with Data sheet and formula specified.

11. Financial Proposal

11.1. The Financial Proposal shall be prepared using the Standard Forms provided in the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the Data Sheet.

12. Taxes

12.1. The proposal submitted shall be inclusive of all the taxes unless otherwise stated in the Data Sheet. The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the Data Sheet. Information on taxes in the Procuring Agency's country is provided in the Data Sheet.

13. Currency of Proposal

13.1. The Consultant may express the price for its Services in the currency or currencies as stated in the Data Sheet. If indicated in the Data Sheet, the portion of the price representing local cost shall be stated in the national currency. Payment shall also be made in the currency specified in the data sheet or condition of the contract.

C. Submission, Opening and Evaluation

14. Submission/withdrawal of Proposals

14.1. The Consultant shall submit proposal through **EPADS v2.0** before the submission deadline.

14.2. A Proposal submitted by a Joint Venture shall be submitted through **EPADS v2.0** from the account of Lead Member. Reference to the EPADS account of all the JV Member shall be provided along with the proposal. Incase any of Member is not registered on the **EPADS v2.0**, may be registered on the **EPADS v2.0** or all his credential shall be provided along with the proposal for the evaluation of the procuring agency. JV agreement signed by all the members shall also be provided along with the proposal.

14.3. A Consultant may withdraw its Proposal after it has been submitted before the submission deadline.

15. Opening of Proposal

15.1. The Procuring Agency will open all Proposal through **EPADS v2.0**.

15.2. Financial Proposal, will remain unopened till the prescribed financial Proposal opening date.

16. Evaluation of Technical Proposals

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

17. Opening of Financial Proposals

17.1. After the technical evaluation is completed, the Procuring Agency shall issue the Technical Evaluation Report containing all the information regarding responsiveness or non-responsiveness of the consultant along with the technical scores (if any). The Procuring shall notify those Consultants that have achieved the minimum overall technical score and inform them of the date and time for the opening of the Financial Proposals.

17.2. The Financial Proposals shall be opened and evaluated through **EPADS v2.0**.

18. Correction of Errors

18.1. Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.

18.2. The Procuring Agency's evaluation committee will

(a) correct any computational or arithmetical errors, and

(b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Procuring Agency's 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.

19. Conversion to Single Currency

19.1. For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.

20. Selection Technique

20.1. Quality and Cost Based Selection

In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the Data Sheet. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.

20.2. Fixed-Budget Selection (FBS)

20.2.1. In the case of FBS, those Proposals that exceed the budget indicated in the Data Sheet shall be rejected.

20.2.2. The Procuring Agency will select the Consultant that submitted the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, and invite such Consultant to negotiate the Contract.

20.3. Least-Cost Selection.

In the case of Least-Cost Selection (LCS), the Procuring Agency will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score, and invite such Consultant for discussion on technical issues, without changing the cost and scope of services.

D. Negotiations and Award

21. Negotiations

21.1. The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.

21.2. The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Procuring Agency's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not alter the original scope of services under the TORs or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.

22. Availability of Key Experts

22.1. The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clauses of ITC. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Procuring Agency proceeding to negotiate the Contract with the next-ranked Consultant.

22.2. Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter

of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.

23. Award of Contract

23.1. The Procuring Agency will award the Contract to the Consultant whose Proposal has been determined to be substantially responsive to the RFP Documents and who has been declared as Successful Consultant, provided that the same is not in conflict with any other law or policy of the Federal Government

24. Grievance Redressal Mechanism

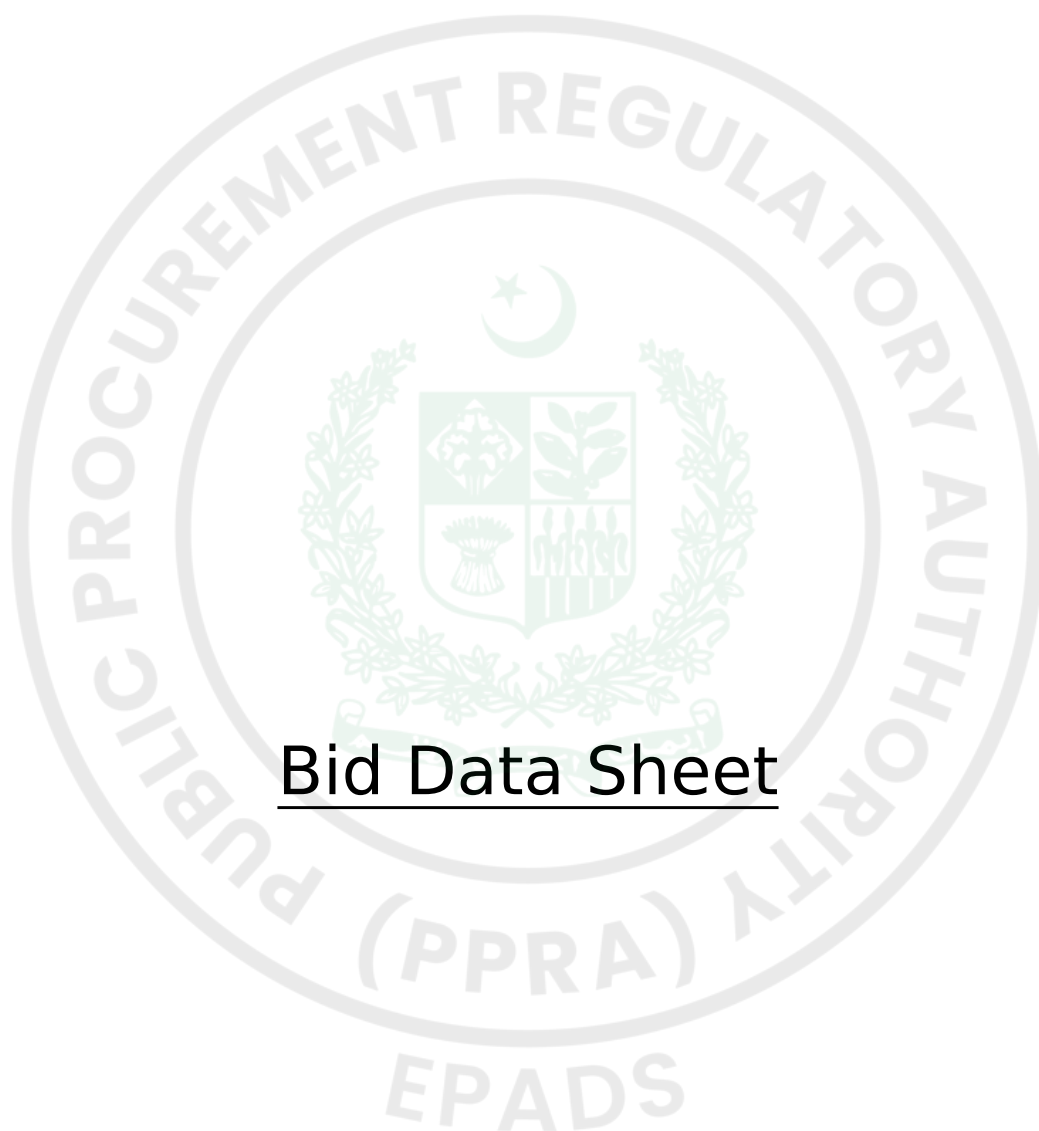
24.1. Grievance shall be redressed in accordance with procedure and mechanism defined under Rule 48 of the Public Procurement Rules, 2004 and Redressal of Grievance regulations.

25. Mechanism of Blacklisting

25.1. The Blacklisting shall be carried out in accordance with provision of Rule 19 of the Public Procurement Rules, 2004 and for Procedure of Filing and Disposal of Review Petition under Rule 19 (3), 2021, to be read with the Regulations on "Mechanism for Blacklisting and Debarment of Bidders or Contractors Regulations, 2024".

26. Environmental objectives

26.1. As per Rule 4 of Public Procurement Rules, 2004, The procuring agency may seek to procure services with a reduced environmental impact throughout their life cycle when compared to services with the same primary function that may otherwise be procured



Bid Data Sheet

Proposal Data Sheet (BDS)

The following specific data for the procurement of Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number

ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. General

1

1.1

Name of Procuring Agency: **Ministry of Federal Education and Professional Training. (Ministry of Federal Education and Professional Training)**

The subject of procurement is: **Hiring of One (01) Individual Consultant (Advisory) for the Establishment of Centre of Excellence for Autism**

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P62267**

BDS Clause Number 2

ITB Number 1.2 & 9.1

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date: Tuesday, July 21, 2026

Pre-Bid Meeting: Tuesday, July 21, 2026 12:00 AM

Venue: Room No. 213 2nd Floor, D-Block, Pak-Sec Islamabad.

B. Preparation of Proposals

BDS Clause Number 3

ITB Number 4.1

The language of the proposals is: **English**

BDS Clause Number 4

ITB Number 6.1

Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible? **No**

BDS Clause Number 6

ITB Number 7.1

Proposals shall be valid until **90 Days**

BDS Clause Number 7

ITB Number 9.1

List of documents required along with the bid: **No**

BDS Clause Number 8

ITB Number 10.2

The Consultant's Proposal must include the minimum Key Experts' time-input of _____person-months.

For the evaluation and comparison of Proposals only: if a Proposal includes less than the required minimum time-input, the missing time-input (expressed in person-month) is calculated as follows:

The missing time-input is multiplied by the highest remuneration rate for a Key Expert in the Consultant's Proposal and added to the total remuneration amount. Proposals that quoted higher than the required minimum of time-input will not be adjusted.]

BDS Clause Number 9

ITB Number 105

The price shall be **Adjustable**.

Price schedule will be provided according to the format defined and acquired. see section price schedule.

BDS Clause Number 10

ITB Number 11.1

The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 11

ITB Number 7.6

Services and Their related documents:

See section Required Services and ToR

C. Submission, Opening and Evaluation

BDS Clause Number 12

ITB Number 8.1 & 8.2

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**

The Bid Security shall be in the form of: **Others**

BDS Clause Number 13

ITB Number 13.1

Currency of the Bids shall be : **PKR**

BDS Clause Number 14

ITB Number 14.1

Proposal shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

2nd Floor, C-Block, Pak-Sec Islamabad., Islamabad Capital Territory

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Wednesday, July 29, 2026 02:00 PM**

BDS Clause Number 15

ITB Number 15.1

The Bids opening shall take place on **EPADS v2.0**.

Day : **Wednesday**

Date: **Wednesday, July 29, 2026**

Time : **02:30 PM**

BDS Clause Number 16

ITB Number 20

Selection technique adopted will be: **Quality and Cost Based Selection (QCBS)**

see Evaluation Criteria

F. Negotiation and Award

BDS Clause Number 18

ITB Number 21.5

The Performance guarantee shall: **0%**.

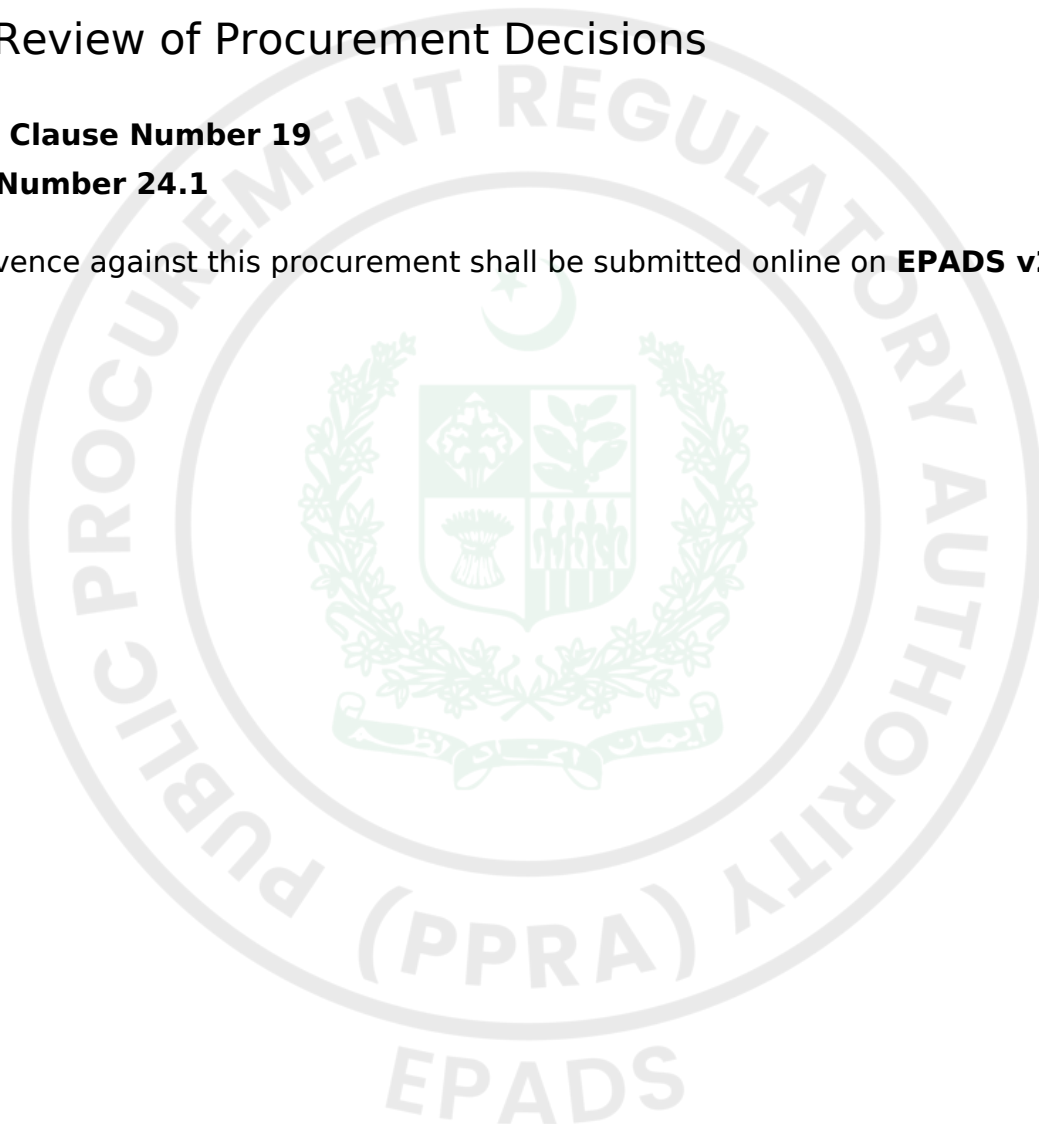
The Performance Guarantee shall be acceptable in the form of: **Nil**

G. Review of Procurement Decisions

BDS Clause Number 19

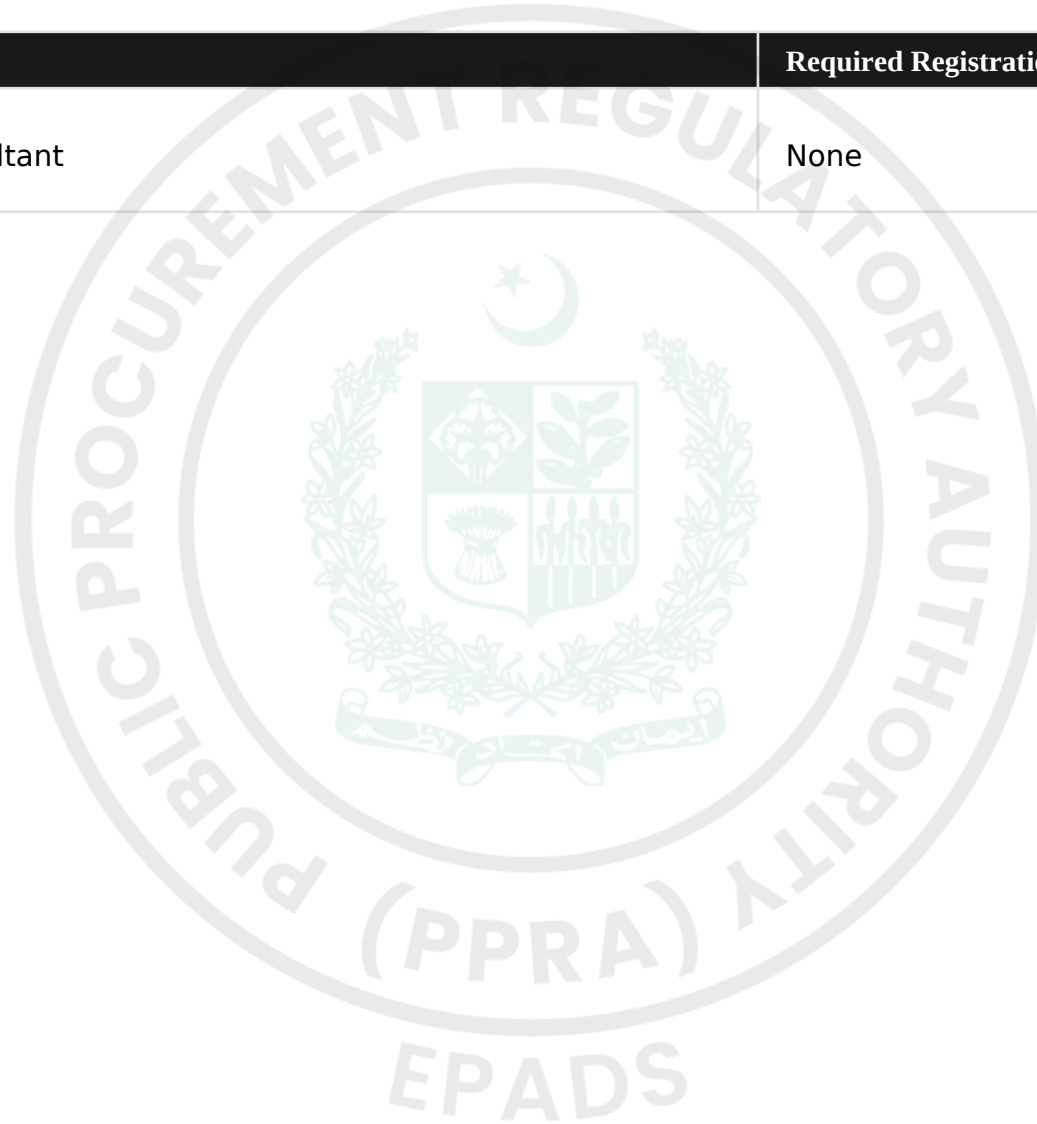
ITB Number 24.1

Grievence against this procurement shall be submitted online on **EPADS v2.0**.



Eligibility Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant	None



Evaluation Criteria

Quality and Cost Based Selection (QCBS)

Technical Marks	100
Passing Marks	70
Technical Evaluation Criteria	
General Experience of the Consultant (Quantitative)(Doc Required)	5
Specific Experience of the Consultant (Quantitative)(Doc Required)	15
Adequacy and quality of the proposed methodology, work plan and approach in responding to the ToRs (Quantitative) (Doc Required)	80

Required Services

Positions Without Lots :

Position	Delivery Schedule	Quantity	Bid Security
Individual Consultant	Address: 2nd Floor, C-Block, Pak-Sec Islamabad., Islamabad Capital Territory Schedule: 180 day Quantity: 1/Qty	1/Qty	0 PKR

Related Services :

No



TORS (Terms of References)

Positions Without Lots :

Position: Individual Consultant

TORs (Terms of Reference):

The Consultant shall be responsible, inter alia, for the following:

1. Advise on the development of an educational and therapeutic programme framework for the Centre, including curriculum guidelines, educational support services, intervention protocols, and staffing structure, in line with Evidence-Based Practices (EBPs).
2. Provide technical advisory input on environment planning and design — including spatial layout, sensory design (acoustics, lighting, materials, wayfinding), accessibility, and safety — for learning, therapy, recreational, and administrative spaces.
3. Review the approved PC-I, architectural/engineering designs, and project documents; provide a gap analysis and recommendations to align the Project with international standards and best practices for Autism Centres of Excellence.
4. Coordinate regularly with the Supervision Consultant and the Civil Works Contractor on design-related queries, site visits, and inspections to ensure that the design intent for inclusive and sensory-friendly environments is maintained throughout execution.
5. Support the Ministry / Project Management in quality assurance and compliance frameworks appropriate to the local context (e.g., relevant standards/guidance for autism services and Universal Design for Learning).

6. Facilitate liaison and coordination with relevant federal/provincial departments, special education institutions, professional associations, international experts/organizations, and parent/advocacy groups.
7. Prepare and present periodic progress reports/briefings to the Project Advisory Board and the Ministry, as required.
8. Undertake any other related advisory tasks assigned by the Ministry that are relevant and necessary for the successful establishment of the Centre.

Non-compliant proposals are non-responsive and not evaluated further.

Duration of Assignment

The assignment shall be for a period of six (6) months from the date of signing of the contract, extendable for a further similar period of six (6) months, subject to satisfactory performance of the Consultant, continued requirement of the Project, and approval of the Competent Authority. The total period of the assignment, including any extension, shall not exceed twelve (12) months.

Price Schedule

For Individual Positions

#	Position Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		





General Conditions of Contract

A. General Provisions

1. Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- 1.1. “**Affiliate(s)**” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.
- 1.2. “**Applicable Law**” means the laws and any other instruments having the force of law in Pakistan or as may be specified in the Special Conditions of Contract (SCC), as they may be issued and in force from time to time.
- 1.3. “**Consultant**” means an individual consultant or a consulting firm as the case may be;
- 1.4. “**Contractor’s Personnel**” means personnel whom the Contractor utilizes in the execution of its contract, including the staff, labor and other employees of the Contractor and each subcontractor; and any other personnel assisting the Contractor in the execution of the contract to be supervised by the Consultant (if applicable).
- 1.5. “**Day**” means calendar day unless indicated otherwise.
- 1.6. “**Effective Date**” means the date on which this Contract comes into force and effect pursuant to Clause GCC 11.
- 1.7. “**Experts**” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or JV member(s) assigned by the Consultant to perform the Services or any part thereof under the Contract.
- 1.8. “**Foreign Currency**” means any currency other than the Pakistani Rupees.
- 1.9. “**GCC**” means these General Conditions of Contract.
- 1.10. “**Government**” means the Government of Pakistan.
- 1.11. “**Joint Venture (JV)**” means an association with or without a legal personality distinct from that of its members, of more than one entity where one member has the authority to conduct all businesses for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Procuring Agency for the performance of the Contract.
- 1.12. “**Key Expert(s)**” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account in the technical evaluation of the Consultant’s proposal.
- 1.13. “**Local Currency**” means the currency of Pakistan
- 1.14. “**Non-Key Expert(s)**” means an individual professional provided by the Consultant or its Sub-consultant to perform the Services or any part thereof under the Contract.
- 1.15. “**Party**” means the Procuring Agency or the Consultant, as the case may be, and “**Parties**” means both of them.

1.16. "Procuring Agency's Personnel" refers to the staff, labor and other employees (if any) of the Procuring Agency engaged in fulfilling the Procuring Agency's obligations under the Contract; and any other personnel identified as Procuring Agency's Personnel, by a notice from the Procuring Agency to the Consultant

1.17. "**Proposal**" means the Technical Proposal and/or the Financial Proposal of the Consultant.

1.18. "**RFP**" means the Request for Proposals to be prepared by the Procuring Agency for the selection of consultants, based on the SRFP.

1.19. "**SCC**" means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.

1.20. "**Site**" (if applicable) means the land and other places where Works are to be executed or facilities to be installed, and such other land or places as may be specified in the Contractor's Contract as forming part of the Site.

1.21. "**SRFP**" means the Standard Request for Proposals, which must be used by the Procuring Agency as the basis for the preparation of the RFP.

1.22. "**Sub-consultants**" means an entity to whom/which the Consultant subcontracts any part of the Services while remaining solely liable for the execution of the Contract.

1.23. "**Third Party**" means any person or entity other than the Government, the Procuring Agency, the Consultant or a Sub-consultant.

1.24. "**TORs**" means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Procuring Agency and the Consultant, and expected results and deliverables of the assignment.

2. Relationship between the Parties

2.1. Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Procuring Agency and the Consultant. The Consultant, subject to this Contract, has complete charge of the Experts and Sub-consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

3. Law Governing Contract

3.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

4. Language

4.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Consultant and the Procuring Agency, shall be written in the English language unless otherwise stated in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

5. Headings

5.1. The headings shall not limit, alter or affect the meaning of this Contract.

6. Communications

6.1. Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC 4. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SCC.

6.2. A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the SCC.

7. Location

7.1. The Services shall be performed at such locations as are specified in Appendix A hereto and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the Procuring Agency may approve.

8. Authority of Member in Charge

8.1. In case the Consultant is a Joint Venture, the members hereby authorize the member specified in the SCC to act on their behalf in exercising all the Consultant's rights and obligations towards the Procuring Agency under this Contract, including without limitation the receiving of instructions and payments from the Procuring Agency.

9. Authorized Representatives

9.1. Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Procuring Agency or the Consultant may be taken or executed by the officials specified in the SCC.

10. Fraud and Corruption

10.1. Public Procurement Regulatory Authority requires that Procuring Agencies (including beneficiaries of Government funded projects) as well as Applicants/Bidders/Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts in accordance with the requirement of Procurement Regulatory Framework

B. Commencement, Completion, Modification and Termination of Contract

11. Effectiveness of Contract

11.1. This Contract shall come into force and effect on the date (the "Effective Date") of the Procuring Agency's notice to the Consultant instructing the Consultant to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the SCC have been met.

12. Termination of Contract for Failure to Become Effective

12.1. If this Contract has not become effective within such time period after the date of Contract signature as specified in the SCC, either Party may, by not less than twenty two (22) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.

13. Commencement of Services

13.1. The Consultant shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

14. Expiration of Contract

14.1. Unless terminated earlier pursuant to Clause GCC 19 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

15. Entire Agreement

15.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

16. Modifications or Variations

16.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

16.2. In cases of any modifications or variations, the prior written consent of the Procuring Agency is required.

17. Force Majeure

17.1. Definition

17.1.1. For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.

17.1.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Experts, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.

17.1.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

17.2. No Breach of Contract

17.2.1. The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

17.3. Measures to be Taken

17.3.1. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

17.3.2. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

17.3.3. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

17.3.4. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon instructions by the Procuring Agency, shall either:

17.3.4.1. demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Procuring Agency, in reactivating the Services; or

17.3.4.2. continue with the Services to the extent reasonably possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.

17.3.5. In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clauses GCC 49& 50.

18. Suspension

18.1. The Procuring Agency may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Consultant of such notice of suspension.

19. Termination

19.1. This Contract may be terminated by either Party as per provisions set up below:

a) By the Procuring Agency

19.1.1. The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) days' written notice of termination to the Consultant in case of the events referred to in (a) through (d); at least sixty (60) days' written notice in case of the event referred to in (e); and at least five (5) days' written notice in case of the event referred to in (f):

- (a) If the Consultant fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GCC 18;
- (b) If the Consultant becomes (or, if the Consultant consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GCC 49
- (d) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days;
- (e) If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;
- (f) If the Consultant fails to confirm availability of Key Experts as required in Clause GCC 13.

19.1.2. if the Consultant, in the judgment of the Procuring Agency has engaged in Fraud and Corruption, in competing for or in executing the Contract, then the Procuring Agency may, after giving fourteen (14) calendar days written notice to the Consultant, terminate the Consultant's employment under the Contract.

19.2. By the Consultant

The Consultant may terminate this Contract, by not less than thirty (30) days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

- (a) If the Procuring Agency fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clauses GCC 49.1 within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.
- (b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (c) If the Procuring Agency fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 49.1.
- (d) If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultant may have subsequently approved in writing) following the receipt by the Procuring Agency of the Consultant's notice specifying such breach.

19.3. Cessation of Rights and Obligations

Upon termination of this Contract pursuant to Clauses GCC 12 or GCC 19 hereof, or upon expiration of this Contract pursuant to Clause GCC 14, all rights and obligations of the Parties hereunder shall cease, except

- (i) such rights and obligations as may have accrued on the date of termination or expiration,
- (ii) the obligation of confidentiality set forth in Clause GCC 22,

(iii) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GCC 25 and to cooperate and assist in any inspection or investigation, and (iv) any right which a Party may have under the Applicable Law.

19.4. Cessation of Services

19.4.1. Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 19a or GCC 19b, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Procuring Agency, the Consultant shall proceed as provided, respectively, by Clauses GCC 27 or GCC 28.

19.5. e.Payment upon Termination

Upon termination of this Contract, the Procuring Agency shall make the following payments to the Consultant:

- (a) remuneration for Services satisfactorily performed prior to the effective date of termination, and reimbursable expenditures for expenditures actually incurred prior to the effective date of termination; and pursuant to Clause 43;
- (b) in the case of termination pursuant to paragraphs (d) and (e) of Clause GCC 19.1.1, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract, including the cost of the return travel of the Experts.

C. Obligations of the Consultant

20. General

20.1. Standard of Performance

20.1.1. The Consultant shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties.

20.1.2. The Consultant shall employ and provide such qualified and experienced Experts and Sub-consultants as are required to carry out the Services.

20.1.3. The Consultant may subcontract part of the Services to an extent and with such Key Experts and Sub-consultants as may be approved in advance by the Procuring Agency

20.2. Law Applicable to Services

20.2.1. The Consultant shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-consultants, comply with the Applicable Law.

21. Conflict of Interests

21.1. The Consultant shall hold the Procuring Agency's interest's paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

21.1.1. Consultant Not to Benefit from Commissions, Discounts, etc.

21.1.1.1. The payment of the Consultant pursuant to GCC F (Clauses GCC 42 through 47) shall constitute the Consultant's only payment in connection with this Contract and, subject to Clause GCC 21.1.3, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-consultants, as well as the Experts and agents of either of them, similarly shall not receive any such additional payment.

21.1.1.2. Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the Procuring Agency on the procurement of goods, works or services. Any discounts or commissions obtained by the Consultant in the exercise of such procurement responsibility shall be for the account of the Procuring Agency.

21.1.2. Consultant and Affiliates Not to Engage in Certain Activities

21.1.2.1. The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-consultants and any entity affiliated with such Sub-consultants, shall be disqualified from providing goods, works or non-consulting services resulting from or directly related to the Consultant's Services for the preparation or implementation of the project, unless otherwise indicated in the SCC.

21.1.3. Prohibition of Conflicting Activities

21.1.3.1. The Consultant shall not engage, and shall cause its Experts as well as its Sub-consultants not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.

21.1.4. Strict Duty to Disclose Conflicting Activities

21.1.4.1. The Consultant has an obligation and shall ensure that its Experts and Sub-consultants shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Procuring Agency, 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 Contract.

22. Confidentiality

22.1. Except with the prior written consent of the Procuring Agency, the Consultant and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Experts make public the recommendations formulated in the course of, or as a result of, the Services.

23. Liability of the Consultant

23.1. Subject to additional provisions, if any, set forth in the SCC, the Consultant's liability under this Contract shall be as determined under the Applicable Law.

24. Insurance to be Taken out by the Consultant

24.1. The Consultant (i) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at its (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage specified in the SCC, and (ii) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid. The Consultant shall ensure that such insurance is in place prior to commencing the Services as stated in Clause GCC 13.

25. Accounting, Inspection and Auditing

25.1. The Consultant shall keep, and shall make all reasonable efforts to cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Services in such form and detail as will clearly identify relevant time changes and costs.

25.2. Pursuant to paragraph 1.23 (e) of Attachment 1 to the General Conditions, the Consultant shall permit and shall cause its agents (where declared or not), subcontractors, sub-consultants, service providers, suppliers, and personnel, to permit, the procuring agency to inspect the site and/or the accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have such accounts, records and other documents. The Consultant's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 10.1 (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the Procuring Agency's inspection and audit rights constitute a prohibited practice subject to contract termination.

26. Reporting Obligations

26.1. The Consultant shall submit to the Procuring Agency the reports and documents specified in Appendix A, in the form, in the numbers and within the time periods set forth in the said Appendix.

27. Proprietary Rights of the Procuring Agency in Reports and Records

27.1. Unless otherwise indicated in the SCC, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Consultant for the Procuring Agency in the course of the Services shall be confidential and become and remain the absolute property of the Procuring Agency. The Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Procuring Agency, together with a detailed inventory thereof. The Consultant may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Procuring Agency.

27.2. If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of the plans, drawings, specifications, designs, databases, other documents and software, the Consultant shall obtain the Procuring Agency's prior written approval to such agreements, and the Procuring Agency shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned. Other restrictions about the future use of these documents and software, if any, shall be

specified in the SCC.

28. Equipment, Vehicles and Materials

28.1. Equipment, vehicles and materials made available to the Consultant by the Procuring Agency, or purchased by the Consultant wholly or partly with funds provided by the Procuring Agency, shall be the property of the Procuring Agency and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the Procuring Agency an inventory of such equipment, vehicles and materials and shall dispose of such equipment, vehicles and materials in accordance with the Procuring Agency's instructions. While in possession of such equipment, vehicles and materials, the Consultant, unless otherwise instructed by the Procuring Agency in writing, shall insure them at the expense of the Procuring Agency in an amount equal to their full replacement value.

28.2. Any equipment or materials brought by the Consultant or its Experts into the Procuring Agency's country for the use either for the project or personal use shall remain the property of the Consultant or the Experts concerned, as applicable.

29. Code of Conduct

29.1. The Procuring Agencies and the Consultant are bound to follow the Code of Ethics to be issued by the Authority.

D. Consultant's Experts and Sub-Consultants

30. Description of Key Experts

30.1. The title, agreed job description, minimum qualification and time-input estimates to carry out the Services of each of the Consultant's Key Experts are described in Appendix B.

30.2. If required to comply with the provisions of Clause GCC 20a, adjustments with respect to the estimated time-input of Key Experts set forth in Appendix B may be made by the Consultant by a written notice to the Procuring Agency, provided (i) that such adjustments shall not alter the original time-input estimates for any individual by more than 10% or one week, whichever is larger; and (ii) that the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth in Clause GCC 42.2.

30.3. If additional work is required beyond the scope of the Services specified in Appendix A, the estimated time-input for the Key Experts may be increased by agreement in writing between the Procuring Agency and the Consultant. In case where payments under this Contract exceed the ceilings set forth in Clause GCC 42.2, the Parties shall sign a Contract amendment.

31. Replacement of Key Experts

31.1. Except as the Procuring Agency may otherwise agree in writing, no changes shall be made in the Key Experts.

31.2. Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant's written request and due to circumstances outside the reasonable control of the

Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.

32. Approval of Additional Key Experts

32.1. If during execution of the Contract, additional Key Experts are required to carry out the Services, the Consultant shall submit to the Procuring Agency for review and approval a copy of their Curricula Vitae (CVs). If the Procuring Agency does not object in writing (stating the reasons for the objection) within twenty two (22) days from the date of receipt of such CVs, such additional Key Experts shall be deemed to have been approved by the Procuring Agency.

The rate of remuneration payable to such new additional Key Experts shall be based on the rates for other Key Experts position which require similar qualifications and experience.

33. Removal of Experts or Sub-consultants

33.1. If the Procuring Agency finds that any of the Experts or Sub-consultant has committed serious misconduct or has been charged with having committed a criminal action, or shall the Procuring Agency determine that a Consultant's Expert or Sub-consultant has engaged in Fraud and Corruption while performing the Services, the Consultant shall, at the Procuring Agency's written request, provide a replacement.

33.2. In the event that any of Key Experts, Non-Key Experts or Sub-consultants is found by the Procuring Agency to be incompetent or incapable in discharging assigned duties, the Procuring Agency, specifying the grounds therefore, may request the Consultant to provide a replacement.

33.3. Any replacement of the removed Experts or Sub-consultants shall possess better qualifications and experience and shall be acceptable to the Procuring Agency.

34. Replacement/ Removal of Experts – Impact on Payments

34.1. Except as the Procuring Agency may otherwise agree, (i) the Consultant shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and (ii) the remuneration to be paid for any of the Experts provided as a replacement shall not exceed the remuneration which would have been payable to the Experts replaced or removed.

35. Working Hours, Overtime, Leave, etc.

35.1. Working hours and holidays for Experts are set forth in Appendix B. To account for travel time to/from the Procuring Agency's country, experts carrying out Services inside the Procuring Agency's country shall be deemed to have commenced or finished work in respect of the Services such number of days before their arrival in, or after their departure from, the Procuring Agency's country as is specified in Appendix B.

35.2. The Experts shall not be entitled to be paid for overtime nor to take paid sick leave or vacation leave except as specified in Appendix B, and the Consultant's remuneration shall be deemed to cover these items.

35.3. Any taking of leave by Key Experts shall be subject to the prior approval by the Consultant who shall ensure that absence for leave purposes will not delay the progress and or impact adequate supervision of the Services.

E. Obligations of the Procuring Agency

36. Assistance and Exemptions

36.1. Unless otherwise specified in the SCC, the Procuring Agency shall use its best efforts to:

36.1.1. Assist the Consultant with obtaining work permits and such other documents as shall be necessary to enable the Consultant to perform the Services.

36.1.2. Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Experts and their eligible dependents.

36.1.3. Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.

36.1.4. Assist the Consultant and the Experts and any Sub-consultants employed by the Consultant for the Services with obtaining exemption from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity in the Procuring Agency's country according to the applicable law in the Procuring Agency's country.

36.1.5. Assist the Consultant, any Sub-consultants and the Experts of either of them with obtaining the privilege, pursuant to the applicable law in the Procuring Agency's country, of bringing into the Procuring Agency's country reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Experts and of withdrawing any such amounts as may be earned therein by the Experts in the execution of the Services.

36.1.6. Provide to the Consultant any such other assistance as may be specified in the SCC.

37. Access to Project Site

37.1. The Procuring Agency warrants that the Consultant shall have, free of charge, unimpeded access to the project site in respect of which access is required for the performance of the Services. The Procuring Agency will be responsible for any damage to the project site or any property thereon resulting from such access and will indemnify the Consultant and each of the experts in respect of liability for any such damage, unless such damage is caused by the willful default or negligence of the Consultant or any Sub-consultants or the Experts of either of them.

38. Change in the Applicable Law Related to Taxes and Duties

38.1. If, after the date of this Contract, there is any change in the applicable law in the Procuring Agency's country with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in Clause GCC 42.2.

39. Services, Facilities and Property of the Procuring Agency

39.1. The Procuring Agency shall make available to the Consultant and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference (Appendix A) at the times and in the manner specified in said Appendix A.

39.2. In case that such services, facilities and property shall not be made available to the Consultant as and when specified in Appendix A, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Consultant for the performance of the Services, (ii) the manner in which the Consultant shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Consultant as a result thereof pursuant to Clause GCC 42.3.

40. Counterpart Personnel

40.1. The Procuring Agency shall make available to the Consultant free of charge such professional and support counterpart personnel, to be nominated by the Procuring Agency with the Consultant's advice, if specified in Appendix A.

40.2. If counterpart personnel are not provided by the Procuring Agency to the Consultant as and when specified in Appendix A, the Procuring Agency and the Consultant shall agree on (i) how the affected part of the Services shall be carried out, and (ii) the additional payments, if any, to be made by the Procuring Agency to the Consultant as a result thereof pursuant to Clause GCC 42.3.

40.3. Professional and support counterpart personnel, excluding Procuring Agency's liaison personnel, shall work under the exclusive direction of the Consultant. If any member of the counterpart personnel fails to perform adequately any work assigned to such member by the Consultant that is consistent with the position occupied by such member, the Consultant may request the replacement of such member, and the Procuring Agency shall not unreasonably refuse to act upon such request.

41. Payment Obligation

41.1. In consideration of the Services performed by the Consultant under this Contract, the Procuring Agency shall make such payments to the Consultant and in such manner as is provided by GCC F below.

F. Payments to the Consultant

42. Ceiling Amount

42.1. An estimate of the cost of the Services is set forth in Appendix C (Remuneration) and Appendix D (Reimbursable expenses).

42.2. Payments under this Contract shall not exceed the ceilings in foreign currency and in local currency specified in the SCC.

42.3. For any payments in excess of the ceilings specified in GCC42.2, an amendment to the Contract shall be signed by the Parties referring to the provision of this Contract that evokes such amendment.

43. Remuneration and Reimbursable Expenses

43.1. The Procuring Agency shall pay to the Consultant (i) remuneration that shall be determined on the basis of time actually spent by each Expert in the performance of the Services after the date of commencing of Services or such other date as the Parties shall agree in writing; and (ii) reimbursable expenses that are actually and reasonably incurred by the Consultant in the performance of the Services.

43.2. All payments shall be at the rates set forth in Appendix C and Appendix D.

43.3. Unless the SCC provides for the price adjustment of the remuneration rates, said remuneration shall be fixed for the duration of the Contract.

43.4. The remuneration rates shall cover: (i) such salaries and allowances as the Consultant shall have agreed to pay to the Experts as well as factors for social charges and overheads (bonuses or other means of profit-sharing shall not be allowed as an element of overheads), (ii) the cost of backstopping by home office staff not included in the Experts' list in Appendix B, (iii) the Consultant's profit, and (iv) any other items as specified in the SCC.

43.5. Any rates specified for Experts not yet appointed shall be provisional and shall be subject to revision, with the written approval of the Procuring Agency, once the applicable remuneration rates and allowances are known.

44. Taxes and Duties

44.1. The Consultant, Sub-consultants and Experts are responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the SCC.

44.2. As an exception to the above and as stated in the SCC, all local identifiable indirect taxes (itemized and finalized at Contract negotiations) are reimbursed to the Consultant or are paid by the Procuring Agency on behalf of the Consultant.

45. Currency of Payment

45.1. Any payment under this Contract shall be made in the currency(ies) specified in the SCC.

46. Mode of Billing and Payment

46.1. Billings and payments in respect of the Services shall be made as follows:

(a) Advance payment. Within the number of days after the Effective Date, the Procuring Agency shall pay to the Consultant an advance payment as specified in the SCC. Unless otherwise indicated in the SCC, an advance payment shall be made against an advance payment bank guarantee acceptable to the Procuring Agency in an amount (or amounts) and in a currency (or currencies) specified in the SCC. Such guarantee (i) is to remain effective until the advance payment has been fully set off, and (ii) is to be in the form set forth in Appendix E, or in such other form as the Procuring Agency shall have approved in writing. The advance payments will be set off by the Procuring Agency in equal installments against the statements for the number of months of the Services specified in the SCC until said advance payments have been fully set off.

(b) The Itemized Invoices. As soon as practicable and not later than fifteen (15) days after the end of each calendar month during the period of the Services, or after the end of each time interval otherwise indicated in the SCC, the Consultant shall submit to the Procuring Agency, in duplicate, itemized invoices, accompanied by the receipts or other appropriate supporting documents, of the amounts payable pursuant to Clauses GCC 45 and GCC 46 for such interval, or any other period indicated in the SCC. Separate invoices shall be submitted for expenses incurred in foreign currency and in local currency. Each invoice shall show remuneration and reimbursable

expenses separately.

(c) The Procuring Agency shall pay the Consultant's invoices within sixty (60) days after the receipt by the Procuring Agency of such itemized invoices with supporting documents. Only such portion of an invoice that is not satisfactorily supported may be withheld from payment. Should any discrepancy be found to exist between actual payment and costs authorized to be incurred by the Consultant, the Procuring Agency may add or subtract the difference from any subsequent payments.

(d) The Final Payment .The final payment under this Clause shall be made only after the final report and a final invoice, identified as such, shall have been submitted by the Consultant and approved as satisfactory by the Procuring Agency. The Services shall be deemed completed and finally accepted by the Procuring Agency and the final report and final invoice shall be deemed approved by the Procuring Agency as satisfactory ninety (90) calendar days after receipt of the final report and final invoice by the Procuring Agency unless the Procuring Agency, within such ninety (90) calendar day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report or final invoice. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated. Any amount that the Procuring Agency has paid or has caused to be paid in accordance with this Clause in excess of the amounts payable in accordance with the provisions of this Contract shall be reimbursed by the Consultant to the Procuring Agency within thirty (30) days after receipt by the Consultant of notice thereof. Any such claim by the Procuring Agency for reimbursement must be made within twelve (12) calendar months after receipt by the Procuring Agency of a final report and a final invoice approved by the Procuring Agency in accordance with the above.

(e) All payments under this Contract shall be made to the accounts of the Consultant specified in the SCC.

(f) With the exception of the final payment under (d) above, payments do not constitute acceptance of the Services nor relieve the Consultant of any obligations hereunder.

47. Interest on Delayed Payments

47.1. If the Procuring Agency had delayed payments beyond fifteen (15) days after the due date stated in Clause GCC 46.1 (c), interest shall be paid to the Consultant on any amount due by, not paid on, such due date for each day of delay at the annual rate stated in the SCC.

G. Fairness and Good Faith

48. Good Faith

48.1. The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

H. Settlement of Disputes

49. Amicable Settlement

49.1. Any dispute of any kind whatsoever shall arise between the Procuring Agency and the Service Provider in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the Project –whether during

developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

49.2. Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with GCC sub-clause 45.1, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Project. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940.

49.3. Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Procuring Agency shall pay the Service Provider any monies due the Service Provider.





Special Conditions of Contract

SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract>

Number of GC Clause 3.1

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 4.1

The language is **English**

Number of GC Clause 6.1 and 6.2

The addresses are:

The Procuring Agency is: Ministry of Federal Education and Professional Training. (Ministry of Federal Education and Professional Training), Section Officer 2nd Floor, C-Block, Pak-Sec Islamabad., Islamabad Capital Territory

The Consultant Address:

The title of the subject procurement is:Hiring of One (01) Individual Consultant (Advisory) for the Establishment of Centre of Excellence for Autism

Number of GC Clause 8.1

[Note: If the Consultant consists only of one entity, state "N/A";Or

The Lead Member on behalf of the JV is _____ *[insert name of the member]*

Number of GC Clause 9.1

The Authorized Representatives are:

The Authorized Representatives are:

For the Procuring Agency:

Ministry of Federal Education and Professional Training. (Ministry of Federal Education and Professional Training), Section Officer
2nd Floor, C-Block, Pak-Sec Islamabad., Islamabad Capital Territory
+92-321-511-1688
talat@moe.gov.pk

For the Bidder:

Name:

Designation:

Address:

Number of GC Clause 11.1

[Note: If there are no effectiveness conditions, state “N/A”]OR

List here any conditions of effectiveness of the Contract]

The effectiveness conditions are the following: *[insert “N/A” or list the conditions]*

Termination of Contract for Failure to Become Effective:

The time period shall be *[insert time period, e.g.: four months].*

Commencement of Services:

The number of days shall be *[e.g.: ten].*

Confirmation of Key Experts’ availability to start the Assignment shall be submitted to the Procuring Agency in writing as a written statement signed by each Key Expert.

Expiration of Contract:

The time period shall be *[insert time period, e.g.: twelve months].*

Number of GC Clause 23.1

No additional provisions.

The following limitation of the Consultant’s Liability towards the Procuring Agency can be subject to the Contract’s negotiations:

Number of GC Clause 24.1

The insurance coverage against the risks shall be as follows:

(a) Professional liability insurance, with a minimum coverage of *[insert amount and currency which should be not less than the total ceiling amount of the Contract];*

Number of GC Clause 33. Removal of Experts or Sub-consultants

[Note to Procuring Agency: include the following for supervision of infrastructure contracts (such as Plant or Works) and for other consulting service where the social risks are substantial or high, otherwise delete.]

Price adjustment on the remuneration *[insert “applies” or “ does not apply”]*

[If the Contract is less than 18 months, price adjustment does not apply.

If the Contract has duration of more than 18 months, a price adjustment provision on the remuneration for foreign and/or local inflation shall be included here. The adjustment should be made every 12 months after

the date of the contract for remuneration in foreign currency and – except if there is very high inflation in the Procuring Agency's country, in which case more frequent adjustments should be provided for – at the same intervals for remuneration in local currency. Remuneration in foreign currency should be adjusted by using the relevant index for salaries in the country of the respective foreign currency (which normally is the country of the Consultant) and remuneration in local currency by using the corresponding index for the Procuring Agency's country. A sample provision is provided below for guidance:

Payments for remuneration made in [foreign and/or local] currency shall be adjusted as follows:

{ or }

where

R_f is the adjusted remuneration;

R_{fo} is the remuneration payable on the basis of the remuneration rates (**Appendix C**) in foreign currency;

I_f is the official index for salaries in the country of the foreign currency for the first month for which the adjustment is supposed to have effect; and

I_{fo} is the official index for salaries in the country of the foreign currency for the month of the date of the Contract.

{ or }

where

R_l is the adjusted remuneration;

R_{lo} is the remuneration payable on the basis of the remuneration rates (**Appendix D**) in local currency;

I_l is the official index for salaries in the Procuring Agency's country for the first month for which the adjustment is to have effect; and

I_{lo} is the official index for salaries in the Procuring Agency's country for the month of the date of the Contract.

The currency of payment shall be the following: PKR

[The advance payment could be in either the foreign currency, or the local currency, or both; select the correct wording in the Clause here below. The advance bank payment guarantee should be in the same currency(ies)]

The following provisions shall apply to the advance payment and the advance bank payment guarantee:

Following is the guidance for Dispute Resolution

- i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.

ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.

iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Arbitrator's fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties.

Appointing Authority for Arbitrator:

By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.



Bid Securing Declaration

Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.: **P62267**

To: **Ministry of Federal Education and Professional Training. (Ministry of Federal Education and Professional Training), Section Officer 2nd Floor, C-Block, Pak-Sec Islamabad., Islamabad Capital Territory**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. Disagreement to arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.



Contract Form

FORM OF CONTRACT

This CONTRACT (hereinafter called the “Contract”) is made the [number] day of the month of [month], [year], between, on the one hand, [name of Procuring Agency or Recipient] (hereinafter called the “Procuring Agency”) and, on the other hand, [name of Consultant] (hereinafter called the “Consultant”).

[If the Consultant consist of more than one entity, the above should be partially amended to read as follows: “...(hereinafter called the “Procuring Agency”) and, on the other hand, a Joint Venture consisting of the following entities, each member of which will be jointly and severally liable to the Procuring Agency for all the Consultant’s obligations under this Contract, namely, [name of member] and [name of member] (hereinafter called the “Consultant”).]

WHEREAS

1. the Procuring Agency has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the “Services”);
2. the Consultant, having represented to the Procuring Agency that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;
3. the Procuring Agency has received [or has applied for] a loan [or credit or grant] from the [Insert as appropriate:)] toward the cost of the Services and intends to apply a portion of the proceeds of this [loan/credit/grant] to eligible payments under this Contract, it being understood that (i) payments will be made only at the request of the Procuring Agency; (ii) such payments will be subject, in all respects, to the terms and conditions of the [loan/financing/grant] agreement, including prohibitions of withdrawal from the [loan/credit/grant] account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import.

NOW THEREFORE the parties hereto hereby agree as follows:

The following documents attached hereto shall be deemed to form an integral part of this Contract:

- The General Conditions of Contract
- The Special Conditions of Contract;
- Appendices: Appendix
 - Terms of Reference Appendix
 - Key Experts Appendix
 - Remuneration Cost Estimates Appendix)
 - Reimbursable Cost Estimates Appendix
 - Form of Advance Payments Guarantee

In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract, including Attachment 1; Appendix A;

Appendix B; Appendix C and Appendix D; and Appendix E. Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

2. The mutual rights and obligations of the Procuring Agency and the Consultant shall be as set forth in the Contract, in particular:

- (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and
- (b) the Procuring Agency shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[Name of Procuring Agency]*

[Authorized Representative of the Procuring Agency – name, title and signature]

For and on behalf of *[Name of Consultant or Name of a Joint Venture]*

[Authorized Representative of the Consultant – name and signature]

[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.]

For and on behalf of each of the members of the Consultant *[insert the name of the Joint Venture]*

[Name of the lead member]

[Authorized Representative on behalf of a Joint Venture]

[add signature blocks for each member if all are signing]



Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract

Number: Contract

Value: Contract Title:

Dated:

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

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

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

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

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



Performance Guarantee Form

Performance Guarantee Form

To: **Ministry of Federal Education and Professional Training. (Ministry of Federal Education and Professional Training), Section Officer 2nd Floor, C-Block, Pak-Sec Islamabad., Islamabad Capital Territory**

WHEREAS *[name of Bidder]* (hereinafter called “the Bidder”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

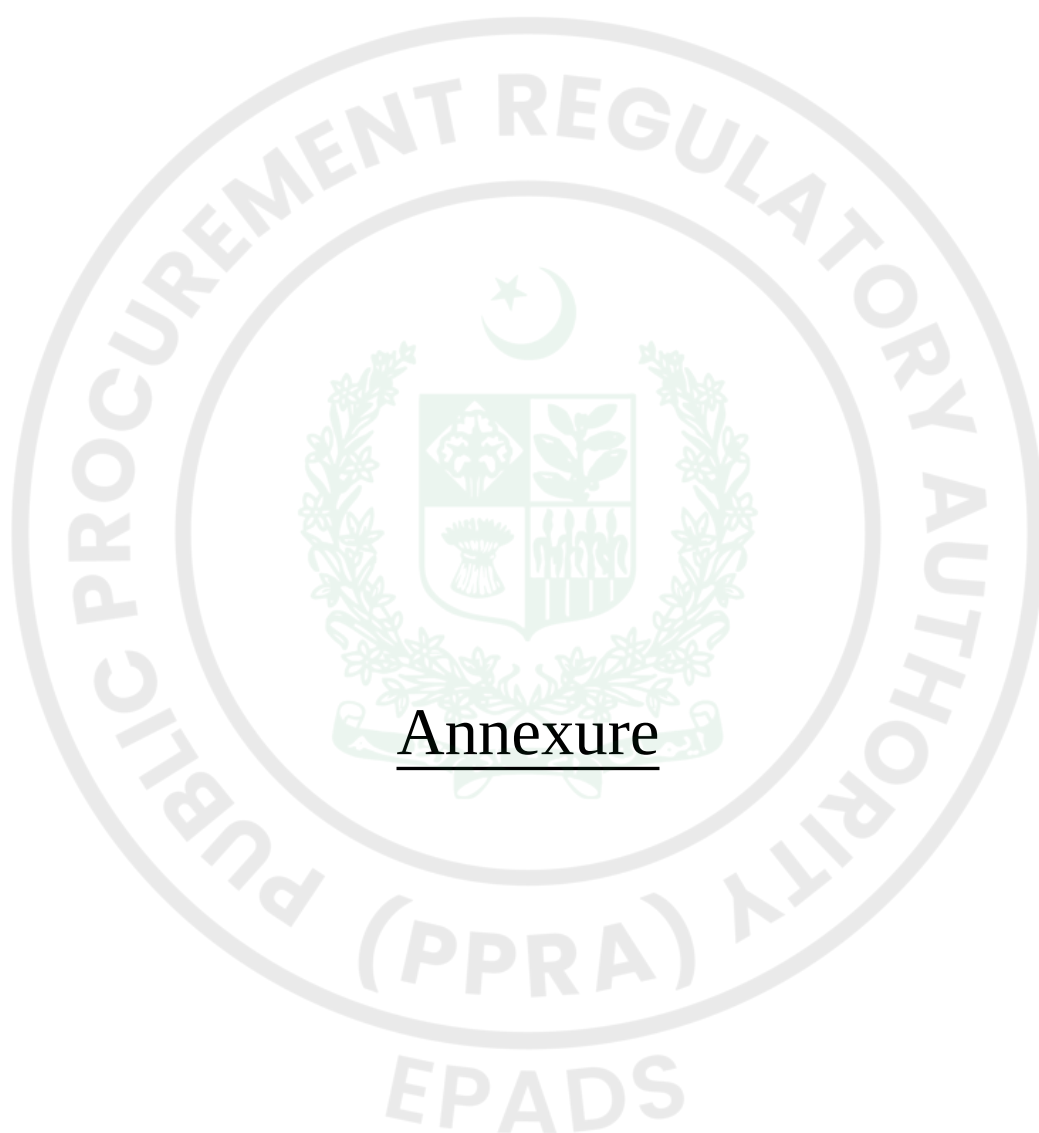
Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]





Annexure

Complete RFP

in case any document missing, the content of this RFP (Annexure) will prevail

Information (Read-Only)

See Form Under Additional Forms and Documents: **Complete RFP** (page number: 64)





Procurement Forms







Additional Forms and Documents

REQUEST FOR PROPOSAL

Procurement of Consultancy Services

(Individual Consultant – Advisory)

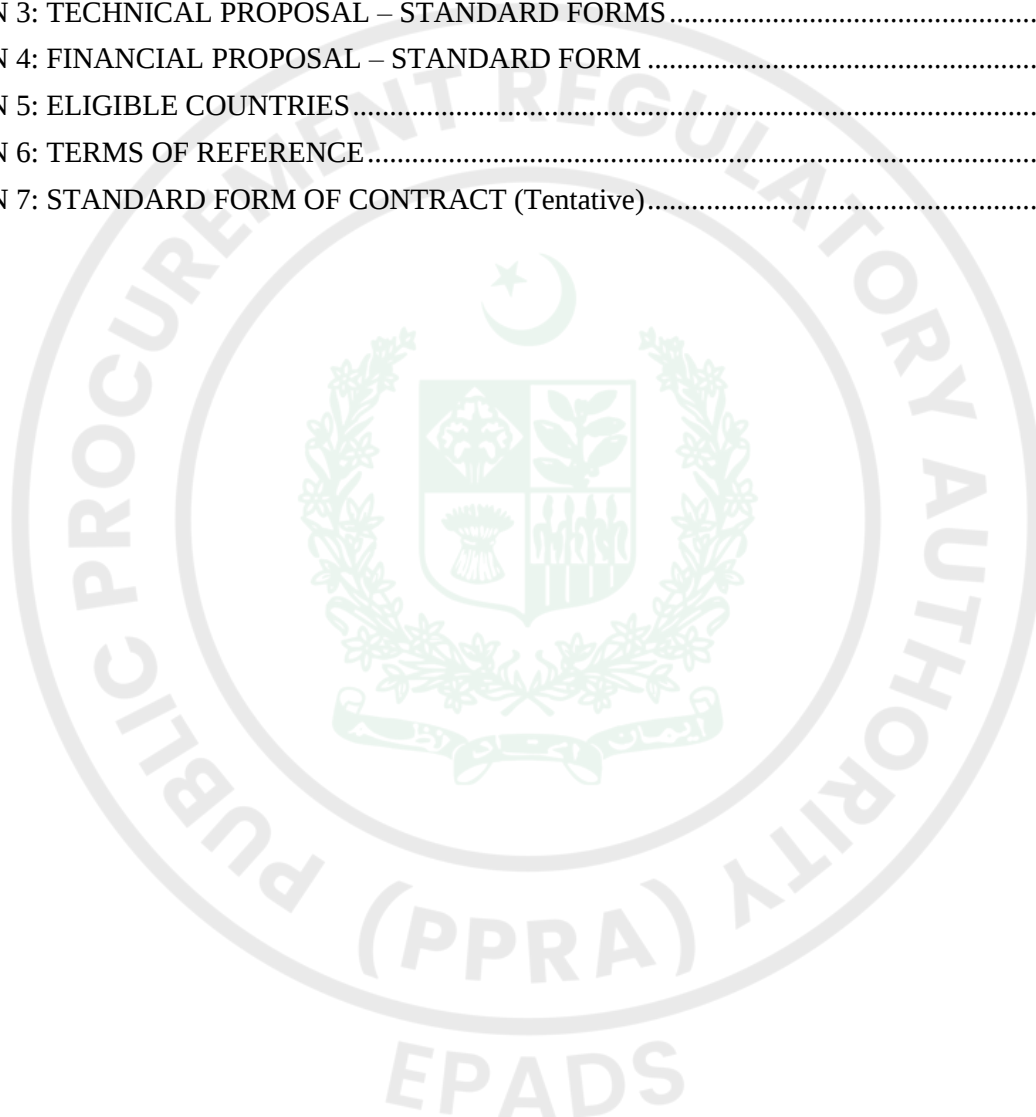
**Hiring of One (01) Individual Consultant (Advisory) for the
Establishment of Centre of Excellence for Autism**

**Ministry of Federal Education and Professional
Training, Pakistan**

July 2026

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SECTION 1: LETTER OF INVITATION

REQUEST FOR PROPOSAL

(INDIVIDUAL CONSULTING SERVICES – ADVISORY)

Ministry of Federal Education and Professional Training

Establishment of Centre of Excellence for Autism

Hiring of One (01) Individual Consultant (Advisory) for the Establishment of Centre of Excellence for Autism

1. This Invitation for submission of Proposals is issued by the Ministry of Federal Education and Professional Training (M/o FE&PT) for the hiring of one (01) Individual Consultant (Advisory) for the Project “Establishment of Centre of Excellence for Autism”, in accordance with the PPRA Procurement of Consultancy Services Regulations, 2010.
2. The M/o FE&PT now invites proposals from the eligible consultants to provide the Individual Consultant (Advisory) for the Establishment of Centre of Excellence for Autism. More details on the services are provided in the Terms of Reference (Section 6).
3. A consultant will be selected under Quality and Cost Based Selection (QCBS) and the procedures described in this RFP. Furthermore, the Consultant will be selected in accordance with the PPRA Rules 2004 Section 36(b) and the Procurement of Consultancy Services Regulations, 2010.
4. The RFP includes the following documents:
 - Section 1 – Letter of Invitation
 - Section 2 – Instructions to Consultants and Data Sheet
 - Section 3 – Technical Proposal (STP) – Standard Forms
 - Section 4 – Financial Proposal – Standard Forms
 - Section 5 – Eligible Countries
 - Section 6 – Terms of Reference
 - Section 7 – Standard Form of Contract (Time-based Contract)
5. The proposal must reach the address below in hard copy by courier, comprising the technical proposal and a sealed financial proposal stating the proposed monthly rate (inclusive of all taxes), no later than 28-07-2026 on or before 10:00 AM.

Shah Jehan
Deputy Secretary

Ministry of Federal Education and Professional Training,
Room No. 227, D-Block, Pak Secretariate, Islamabad
Tel: 051-9103915

SECTION 2: INSTRUCTIONS TO CONSULTANTS AND DATA SHEET

INSTRUCTIONS TO CONSULTANTS

General Instructions to Consultants

A. Preparation of Proposals

1. Definitions

1.1 The following definitions shall apply throughout this RFP:

“Applicable Law” means the laws and any other instruments having the force of law in Pakistan, as they may be issued and in force from time to time.

“Consultant” means the individual professional consultant who may provide or provides the Services to the Procuring Agency under the Contract.

“Contract” means the legally binding written agreement signed between the Procuring Agency and the Consultant and includes all the attached documents listed in its Clauses.

“Data Sheet” means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the ITC.

“Day” means a calendar day.

“ITC” means this Section 2 of the RFP, i.e., the Instructions to Consultants that provides the Consultant with all information needed to prepare the Proposal.

“LOI” means Section 1 of the RFP, i.e., the Letter of Invitation being sent by the Procuring Agency to the Consultant.

“Personnel” means, collectively, the Consultant and any other personnel deployed by the Consultant in the performance of the Services.

“Proposal” means the Technical Proposal and the Financial Proposal of the Consultant.

“Procuring Agency (PA)” means the Ministry of Federal Education and Professional Training (M/o FE&PT).

“RFP” means this Request for Proposals prepared by the Procuring Agency for the selection of the Consultant.

“Services” means the work to be performed by the Consultant pursuant to the Contract.

“TORs” means the Terms of Reference (Section 6 of the RFP) that explain the objectives, scope of work, activities, tasks, responsibilities, expected results and deliverables of the assignment.

2. Introduction

2.1 The Procuring Agency named in the Data Sheet intends to select a Consultant from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet. The eligible Consultant is invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet, for the consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.

2.2 The Consultant should familiarize himself/herself with the local conditions and take them into account in preparing the Proposal, including attending a pre-proposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Consultant's expense.

- 2.3 The Procuring Agency will timely provide, at no cost to the Consultant, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in the Data Sheet.

3. Conflict of Interest

- 3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Procuring Agency's interests paramount, strictly avoiding conflicts with other assignments or his/her own interests, and acting without any consideration for future work.
- 3.2 The Consultant has an obligation to disclose to the Procuring Agency any situation of actual or potential conflict that impacts his/her capacity to serve the best interest of the Procuring Agency. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of the Contract and/or sanctions by the Authority.
- 3.3 Without limitation on the generality of the foregoing, the Consultant shall not be hired under the circumstances set forth below:
- i. Conflict between consulting activities and procurement of goods, works or non-consulting services related to the assignment.
 - ii. Conflict among consulting assignments that, by their nature, may be in conflict with another assignment of the Consultant for the same or another Procuring Agency.
 - iii. Relationship with the Procuring Agency's staff: a Consultant who has a close business or family relationship with a professional staff of the Procuring Agency who is directly or indirectly involved in the preparation of the ToRs, the selection process, or the supervision of the Contract, may not be awarded a Contract, unless the conflict has been resolved in a manner acceptable to the Authority.

4. Unfair Competitive Advantage

- 4.1 Fairness and transparency in the selection process require that the Consultant competing for this assignment does not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Procuring Agency shall indicate in the Data Sheet and make available to all eligible Consultants together with this RFP all information that would in that respect give any Consultant an unfair competitive advantage over competing Consultants.

5. Corrupt and Fraudulent Practices

- 5.1 The Authority requires compliance with its Regulatory Framework in regard to corrupt and fraudulent practices.
- 5.2 In further pursuance of this Regulatory Framework, the Consultant shall permit and shall cause its agents, sub-contractors, service providers, suppliers, and personnel to permit the Procuring Agency to inspect all accounts, records and other documents relating to any short-listing process, Proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Agency.

6. Eligibility

- 6.1 The Procuring Agency permits consultants (individuals) from all eligible countries to offer consulting services for the project, subject to the provisions of Section 5 (Eligible Countries).
- 6.2 It is the Consultant's responsibility to ensure that he/she meets the eligibility requirements.
- 6.3 Sanctions: A firm or an individual declared blacklisted by the Authority shall be ineligible to participate in the procurement process or to be awarded a contract, during such period of time as

the Authority shall determine. The list of debarred firms and individuals is available at the electronic address specified in the Data Sheet.

- 6.4 Prohibitions: Firms and individuals of a country may be ineligible if so indicated in Section 5 (Eligible Countries).
- 6.5 Restrictions for public employees: Government officials and civil servants of Pakistan are not eligible to be engaged as the Consultant unless such engagement does not conflict with any employment or other laws, regulations, or policies of the Government of Pakistan, and they (i) are on leave of absence without pay, or have resigned or retired; (ii) are not being hired by the same agency they were working for before going on leave of absence without pay, resigning, or retiring (in case of resignation or retirement, for a period of at least two years, or the period established by statutory provisions applying to civil servants, whichever is longer); and (iii) their hiring would not create a conflict of interest.

B. Preparation of Proposals

7. General Considerations

- 7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

8. Cost of Preparation of Proposal

- 8.1 The Consultant shall bear all costs associated with the preparation and submission of the Proposal, and the Procuring Agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Procuring Agency is not bound to accept any proposal, and reserves the right to annul the selection process in accordance with the procurement regulatory framework at any time prior to Contract award, without thereby incurring any liability to the Consultant.

9. Language

- 9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Procuring Agency, shall be written in the language specified in the Data Sheet.

10. Documents Comprising the Proposal

- 10.1 The Proposal shall comprise the documents and forms listed in the Data Sheet.

11. Only One Proposal

- 11.1 The Consultant shall submit only one Proposal. If a Consultant submits or participates in more than one proposal, all such proposals shall be disqualified and rejected.

12. Proposal Validity

- 12.1 Proposals shall remain valid for the period specified in the Data Sheet after the Proposal submission deadline prescribed by the Procuring Agency. To ensure the validity of the proposal, it shall contain a proposal securing declaration as a complementary proposal securing instrument having a validity twenty-eight (28) days more than the proposal validity period.
- 12.2 During this period, the Consultant shall maintain the original Proposal without any change, including his/her availability, the proposed rate and the total price.

- 12.3 If it is established that the Consultant nominated in the Proposal was not available at the time of Proposal submission, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to blacklisting and debarment in accordance with Clause 5 of this ITC.
- 12.4 Extension of Validity Period: If considered necessary, an extension can be made in case of exceptional circumstances (beyond the control of the Procuring Agency) after recording the reason(s) in writing. Such extension shall be only once, and shall not be more than the original bid validity period. Any such extension shall be solicited and procured in advance prior to the expiry of the original bid validity period. The Proposal Securing Instrument shall also be extended in conformity with the period of extension.
- 12.5 The Consultant has the right to refuse to extend the validity of the Proposal, in which case such Proposal will not be further evaluated.
- 12.6 Sub-Contracting: The Consultant shall not subcontract the whole of the Services.
- 12.7 The Proposal Securing Declaration is required to protect the Procuring Agency against the risk of the Consultant's conduct which would warrant the Consultant to face blacklisting or debarment proceedings in accordance with the regulatory framework. Any Proposal not accompanied by a Proposal Securing Declaration shall be rejected by the Procuring Agency as non-responsive.
- 12.8 The successful Consultant's Proposal Securing Declaration will be discharged upon signing the contract and furnishing the performance security. A Consultant shall be suspended from being eligible for tendering for the period indicated in the Proposal Securing Declaration if the Consultant withdraws the Proposal (except as provided in ITC 12.5) or, in the case of a successful Consultant, if the Consultant fails within the specified time limit to sign the contract or furnish the required performance security.

13. Clarification and Amendment of RFP

- 13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the Data Sheet before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Procuring Agency's address indicated in the Data Sheet. The Procuring Agency 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 its source) to all eligible Consultants. Should the Procuring Agency deem it necessary to amend the RFP as a result of a clarification or at its own initiative, it may amend the RFP by issuing an amendment in writing before the proposal submission deadline. If the amendment is substantial, the Procuring Agency may extend the proposal submission deadline to give the short-listed Consultants reasonable time to take the amendment into account in their Proposals.
- 13.2 The Consultant who has already submitted the proposal prior to any amendment in the RFP may submit a modified Proposal or a modification to any part of it based on the respective amendment at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

14. Preparation of Proposals – Specific Considerations

- 14.1 While preparing the Proposal, the Consultant must give particular attention to the following:
- i. The Procuring Agency may indicate in the Data Sheet the estimated time input (expressed in person-months) or the estimated total cost of the assignment, but not both. This estimate is indicative, and the Proposal shall be based on the Consultant's own estimates for the same.
 - ii. If stated in the Data Sheet, the Consultant shall include in the Proposal at least the same time input indicated in the Data Sheet, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals.

15. Technical Proposal Format and Content

- 15.1 The Technical Proposal shall not include any information regarding the Financial Proposal. A Technical Proposal containing material financial information shall be declared non-responsive.
- 15.2 The Consultant is required to submit a Simplified Technical Proposal (STP) as indicated in the Data Sheet, using the Standard Forms provided in Section 3 of the RFP.

16. Financial Proposal

- 16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall state the proposed monthly lump-sum rate (inclusive of all taxes) for the Services.
- 16.2 Taxes: The Consultant is responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the Data Sheet. Information on taxes in the Procuring Agency's country is provided in the Data Sheet.
- 16.3 Currency of Proposal: The Consultant may express the price for the Services in the currency stated in the Data Sheet. The portion of the price representing local cost shall be stated in the national currency.
- 16.4 Currency of Payment: Payment under the Contract shall be made in the currency in which the payment is requested in the Proposal.

C. Submission, Opening and Evaluation

17. Submission, Sealing, and Marking of Proposals

- 17.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The submission can be done by mail or by hand.
- 17.2 The Consultant shall sign the original submission letters in the required format for both the Technical Proposal and the Financial Proposal and shall initial all pages of both.
- 17.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.
- 17.4 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.
- 17.5 The original and all copies of the Technical Proposal shall be placed inside a sealed envelope clearly marked "TECHNICAL PROPOSAL", the name of the assignment, reference number, name and address of the Consultant, and with a warning "DO NOT OPEN UNTIL [insert the date and the time of the Technical Proposal submission deadline]."
- 17.6 Similarly, the original Financial Proposal shall be placed inside a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL."
- 17.7 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, the Consultant's name and address, and shall be clearly marked "DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]."

- 17.8 If the envelopes and packages with the Proposal are not sealed and marked as required, the Procuring Agency will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
- 17.9 The Proposal or its modifications must be sent to the address indicated in the Data Sheet and received by the Procuring Agency no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Procuring Agency after the deadline shall be declared late and rejected, and promptly returned unopened.
- 17.10 A Consultant may withdraw the Proposal after it has been submitted, provided that written notice of the withdrawal is received by the Procuring Agency prior to the deadline for submission of the Proposal. A revised Proposal may be submitted after the withdrawal of the original Proposal.

18. Confidentiality

- 18.1 From the time the Proposals are opened to the time the Evaluation Report is published, the Consultant should not contact the Procurement Evaluation Committee of the Procuring Agency on any matter related to the Technical and/or Financial Proposal. Information relating to the evaluation of Proposals shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Evaluation Report.
- 18.2 Any attempt by the Consultant or anyone on behalf of the Consultant to influence improperly the Procuring Agency in the evaluation of the Proposals may result in the rejection of the Proposal, and may be subject to the application of prevailing blacklisting procedures.
- 18.3 Notwithstanding the above, from the time of the Proposals' opening to the time of publication of the evaluation report, if a Consultant wishes to contact the Procurement Evaluation Committee or the Procuring Agency on any matter related to the selection process, it should do so only in writing.

19. Opening of Proposals (Technical Proposals)

- 19.1 The Procuring Agency will open all Proposals, in public, in the presence of the Consultant(s) or their representatives who choose to attend, and other parties with a legitimate interest, at the place, on the date and at the time specified in the Data Sheet. The representatives present shall sign a register as proof of their attendance.
- 19.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out, and the envelope with the corresponding Proposal shall not be opened but returned to the Consultant. No Proposal withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization and is read out at bid opening.
- 19.3 The Procuring Agency's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the Consultants' authorized representatives who choose to attend (in person, or online if this option is offered in the Data Sheet). The envelopes with the Financial Proposal shall remain sealed until they are opened in accordance with Clause 23 of the ITC.
- 19.4 At the opening of the Technical Proposals the following shall be read out: (i) the name and country of the Consultant; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to the proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the Data Sheet.

20. Proposals Evaluation

- 20.1 Subject to the provision of Clause 15.1 of the ITC, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

- 20.2 The Consultant is not permitted to alter or modify the Proposal in any way after the proposal submission deadline. The Procuring Agency will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.

21. Evaluation of Technical Proposals

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

22. Public Opening of Financial Proposals

- 22.1 After the technical evaluation is completed, the Procuring Agency shall issue the Technical Evaluation Report containing all the information regarding responsiveness or non-responsiveness of the Consultant along with the technical scores. The Financial Proposals of non-responsive consultants will be returned unopened after completing the selection process and contract signing. The Procuring Agency shall notify in writing those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals.
- 22.2 The Financial Proposals shall be opened by the Procuring Agency's evaluation committee in the presence of the representatives of those Consultants whose proposals have passed the minimum technical score. At the opening, the names of the Consultants, and the overall technical scores, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened, then opened, and the total prices read aloud and recorded. Copies of the record shall be sent to all Consultants who submitted Proposals.

23. Correction of Errors

- 23.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.
- 23.2 The Procuring Agency's evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail.

24. Taxes

- 24.1 The Procuring Agency's evaluation of the Consultant's Financial Proposal shall be in accordance with the instructions in the Data Sheet.

25. Conversion to Single Currency

- 25.1 For evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.

26. Combined Quality and Cost Evaluation (QCBS)

- 26.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the Data Sheet. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.

D. Negotiations and Award

27. Negotiations

- 27.1 The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant or his/her authorized representative who must have written authority to negotiate and sign a Contract on behalf of the Consultant.
- 27.2 The Procuring Agency shall prepare minutes of negotiations that are signed by the Procuring Agency and the Consultant.
- 27.3 Technical negotiations: The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Procuring Agency's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not alter the original scope of services under the TORs or the terms of the contract.
- 27.4 Financial negotiations: There shall be no financial negotiations, however, it may include only the clarification of the Consultant's tax liability and how it should be reflected in the Contract.

28. Conclusion of Negotiations

- 28.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Procuring Agency and the Consultant.
- 28.2 If the negotiations fail, the Procuring Agency shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to respond. If disagreement persists, the Procuring Agency shall terminate the negotiations and invite the next-ranked Consultant to negotiate a Contract. Once the Procuring Agency commences negotiations with the next-ranked Consultant, it shall not reopen the earlier negotiations.

29. Award of Contract

- 29.1 Subject to ITC 28, the Procuring Agency will award the Contract to the Consultant whose Proposal has been determined to be substantially responsive to the RFP Documents and who has been declared as the Most Advantageous Consultant, provided that such Consultant has been determined to be (a) eligible in accordance with the provisions of ITC 6; (b) qualified to perform the Contract satisfactorily; and (c) successful negotiations have been concluded, if any.

30. Grievance Redressal Mechanism

- 30.1 The Procuring Agency shall constitute a Grievance Redressal Committee (GRC) comprising an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of the Procurement Evaluation Committee, and must have one subject specialist depending on the nature of the procurement.
- 30.2 Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to the provisions of the Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the bid submission deadline.
- 30.3 Any bidder feeling aggrieved by any act of the Procuring Agency after the submission of the bid may lodge a written complaint concerning grievances not later than seven days of the announcement of the technical evaluation report and five days after issuance of the final evaluation report. The GRC shall investigate and decide upon the complaint within ten days of its receipt. Any bidder or the Procuring Agency not satisfied with the decision of the GRC may file an Appeal before the Appellate Committee of the Authority in accordance with the "Redressal of Grievance Regulations, 2021".

31. Mechanism of Blacklisting

- 31.1 The Procuring Agency shall bar, for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in its procurement proceedings, any bidder or contractor who is involved in corrupt and fraudulent practices as defined in Rule-2 of the Public Procurement Rules, fails to perform his contractual obligations, or fails to abide by the bid securing declaration. The blacklisting and debarment process shall be undertaken in accordance with the applicable PPRA Rules and Regulations, including the issuance of a show-cause notice, an opportunity of personal hearing, and the right of review/representation before the Authority.



DATA SHEET**Special Instructions to Consultants**

ITC Clause Reference	Particulars
A. General	
2.1	Name of the Procuring Agency: Ministry of Federal Education and Professional Training. Method of selection: Quality and Cost Based Selection (QCBS) as per PPRA Procurement of Consultancy Services Regulations, 2010.
2.2	Financial Proposal is to be submitted in a separate envelope as per the Single Stage Two Envelope Bidding Procedure. The name of the assignment is: Hiring of One (01) Individual Consultant (Advisory) for the Establishment of Centre of Excellence for Autism.
2.3	A pre-proposal conference/meeting will be held: No. Any Query can be asked by: Email: akhanzada@hec.gov.pk Cell No. 03453582628
2.4	The Procuring Agency will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals: The approved PC-I, relevant project documents and design information may be shared with the short-listed Consultant, as required.
4.1	Unfair Competitive Advantage: N/A.
6.3	A list of debarred firms and individuals is available at the PPRA website: https://ppra.org.pk/
B. Preparation of Proposals	
9.1	The language of the Bid is “English”. All correspondence shall be in the English language. The language for translation of supporting documents and printed literature is Urdu.
10.1	The Proposal shall comprise the following: 1st Inner Envelope – Technical Proposal (See Section 3 for Standard Forms): (1) TECH-1: Technical Proposal Submission Form (2) TECH-2: Consultant’s Curriculum Vitae (CV) and Experience (3) TECH-3: Comments and Suggestions on the Terms of Reference (4) TECH-4: Description of Approach, Methodology, and Work Plan (5) TECH-5: Work Schedule and Planning for Deliverables 2nd Inner Envelope – Financial Proposal (See Section 4 for Standard Forms): (1) FIN-1: Financial Proposal Submission Form (2) FIN-2: Summary of Financial Proposal
10.2	Statement of Undertaking is required: No.

11.1	Participation of the Consultant in more than one Proposal is permissible: No.
12.1	Proposals shall be valid until 120 days from the proposal submission deadline.
13.1	Clarifications may be requested no later than 07 days prior to the submission deadline. The contact information for requesting clarifications is: Asim Khanzada Email: akhanzada@hec.gov.pk Cell No. 03453582628
14.1	Estimated input of the Consultant's time-input: Six (06) months, extendable up to a total of twelve (12) months subject to satisfactory performance, continued requirement and approval of the Competent Authority. Estimated total cost of the assignment: Not disclosed.
15.2	The format of the Technical Proposal to be submitted is: Simplified Technical Proposal (STP). Submission in a wrong format may lead to the Proposal being deemed non-responsive.
16.2	A price adjustment provision applies to remuneration rates: No.
16.3	Information on the Consultant's tax obligations can be found as per the applicable tax law for consulting services prevailing in Pakistan.
16.4	The Financial Proposal shall be stated in Pakistani Rupees (PKR). The Financial Proposal must state the lump-sum monthly rate (inclusive of all taxes) in PKR.
C. Submission, Opening and Evaluation	
17.1	The Consultant does not have the option of submitting the Proposal electronically. Submission shall be manual (hard copy by courier / by hand).
17.4	The Consultant must submit: (a) Technical Proposal: one (1) original; (b) Financial Proposal: one (1) original.
17.7 & 17.9	The Proposals must be submitted no later than: Date: Wednesday, 29th July 2026 Time: 02:00 PM The Proposal submission address is: Shah Jehan Deputy Secretary Ministry of Federal Education and Professional Training, Room No. 227, D-Block, Pak Secretariate, Islamabad
19.1	The opening of the Technical Proposals shall take place at: Date: Wednesday, 29th July 2026 Time: 02:30 PM Venue: Same as the Proposal submission address. An online option for the opening of the Technical Proposals is offered: Yes (Zoom Meeting). Will be provided on request

21.1	(Eligibility Criteria – Mandatory): i. PhD Degree in Architecture, Education, Social Sciences, Environmental Design, or any other allied discipline, with a research focus on Autism, Special Education, or Inclusive Education, and a minimum of fifteen (15) years of relevant professional experience; or ii. Master's degree (18 years of education) in Architecture, Education, Social Sciences, Environmental Design, or any other allied discipline, with specialization, research, or demonstrable professional expertise in Autism, Special Education, or Inclusive Education, and a minimum of twenty (20) years of relevant professional experience Non-compliant proposal shall not be further evaluated Technical Evaluation Criteria (Total 100 marks; Technical weightage 80%): (i) General Experience of the Consultant: 05 (ii) Specific Experience relevant to the Assignment: 15 (iii) Adequacy and quality of the proposed methodology, work plan and approach in responding to the ToRs: 80 The minimum technical score (St) required to pass is: 70%. Detailed evaluation criteria are provided in Section 6 (Terms of Reference).
22.1	An online option for the opening of the Financial Proposals is offered: Yes (Zoom Meeting).
24.1	For the purpose of the evaluation, the Procuring Agency will consider the final quoted price of the Consultant (inclusive of all taxes).
25.1	The single currency for the conversion of all prices is: Pakistani Rupees (PKR).
26.1	The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores is: $Sf = 100 \times Fm / F$, where “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration. The weights given to the Technical (T) and Financial (P) Proposals are: T = 80%, and P = 20%. Proposals are ranked according to their combined technical and financial scores: $S = St \times T\% + Sf \times P\%$.
D. Negotiations and Award	
27.1	Expected date and address for contract negotiations: Date: To be intimated to the successful Consultant in writing. Address: Ministry of Federal Education and Professional Training, Pakistan
29.1	Publication of the contract award information will be done at: https://ppra.gov.pk/ ; https://mofept.gov.pk/ within 07 days after the contract signing. Expected date for the commencement of the Services: Immediately upon signing of the Contract.

SECTION 3: TECHNICAL PROPOSAL – STANDARD FORMS

FORM TECH-1: TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Procuring Agency]

Dear Sir/Madam,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposals dated [Insert Date] and my Proposal. I am hereby submitting my Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

I hereby declare that:

1. All the information and statements made in this Proposal are true, and I accept that any misinterpretation or misrepresentation contained in this Proposal may lead to my disqualification by the Procuring Agency.
2. My Proposal shall be valid and remain binding upon me until [insert day, month and year in accordance with ITC 12.1].
3. I have no conflict of interest in accordance with ITC 3.
4. My Proposal is binding upon me and subject to any modifications resulting from the Contract negotiations.

I undertake, if my Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in the Data Sheet. I understand that the Procuring Agency is not bound to accept any Proposal that it receives.

Yours sincerely,

Name and Title of Signatory: _____

Address: _____

Contact information (phone and e-mail): _____

FORM TECH-2: CONSULTANT’S CURRICULUM VITAE (CV) AND EXPERIENCE

Form TECH-2: Provide the Consultant’s Curriculum Vitae along with a brief description of the recent experience that is most relevant to the assignment. For each assignment, the outline should indicate the duration of the assignment, and the Consultant’s role/involvement. List only previous similar assignments successfully completed.

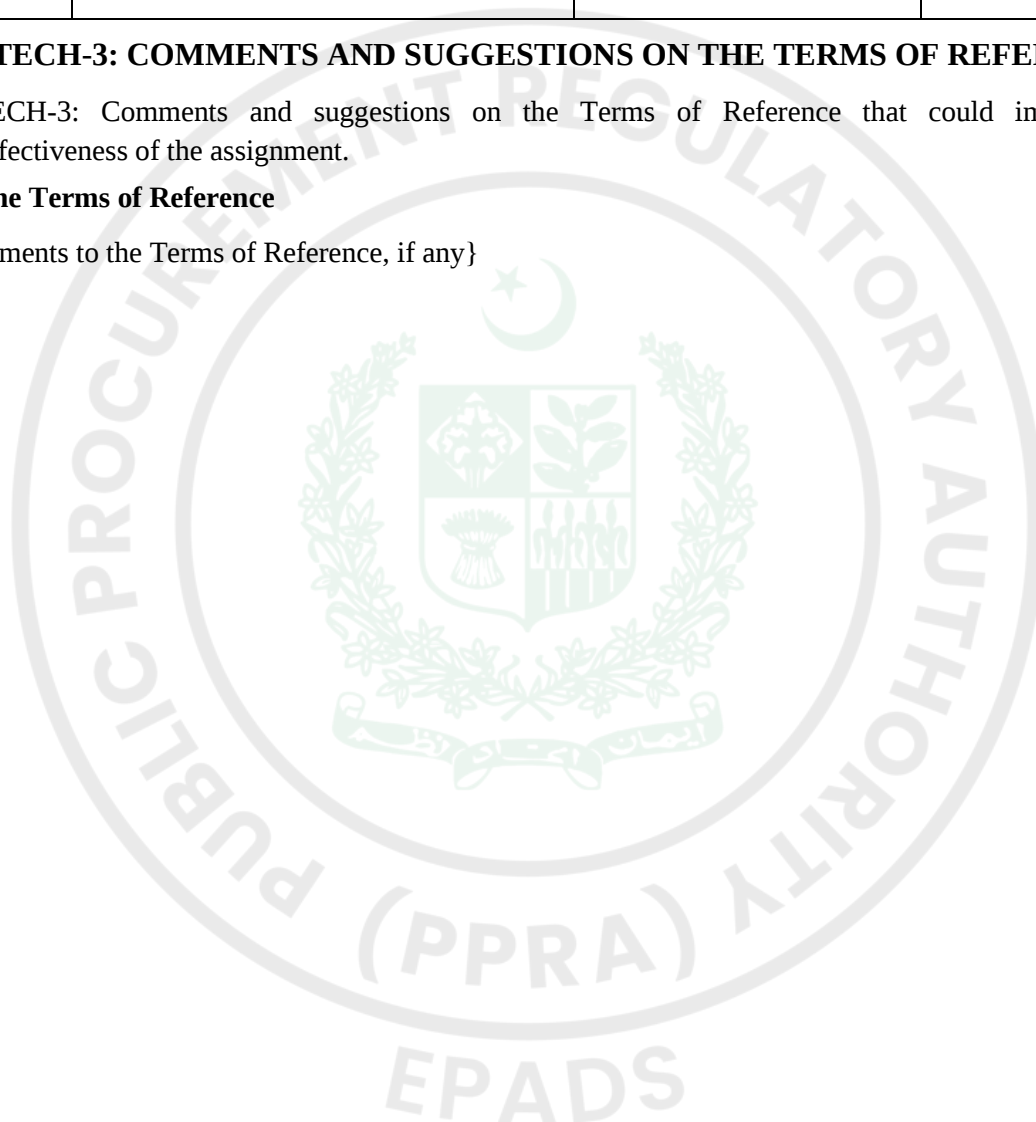
Duration	Assignment name & brief description of main deliverables/outputs	Name of Organization & Country of Assignment	Role on the Assignment

FORM TECH-3: COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE

Form TECH-3: Comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment.

A – On the Terms of Reference

{Improvements to the Terms of Reference, if any}



FORM TECH-4: DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN

Form TECH-4: A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology.

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. Please do not repeat/copy the ToRs here.}

- Advisory support for the development of the educational and therapeutic programme framework for the Centre.
- Technical input on environment planning and sensory design of learning, therapeutic and administrative spaces.
- Coordination between the Ministry, the Supervision Consultant and the Civil Works Contractor to ensure the design intent is realized.
- Quality assurance, compliance benchmarking, stakeholder engagement, and periodic progress reporting to the Project Advisory Board.

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, and with the Work Schedule Form.}

FORM TECH-5: WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N° Key Areas / Tasks	1	2	3	4	5	6	Total
T-1 Inception Report (work plan, methodology, timelines)							
T-2 Programme & operational framework advisory							
T-3 Environment planning / design review advisory							
T-4 Coordination, site visits & inspections							
T-5 Monthly progress reports & Advisory Board briefings							
T-6 Final Report & handover recommendations							



SECTION 4: FINANCIAL PROPOSAL – STANDARD FORM

FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Procuring Agency]

Dear Sir/Madam,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and my Technical Proposal. My attached Financial Proposal is for the total monthly amount of {Insert Currency} {Insert Amount in words and figures}, which is inclusive of all taxes in accordance with Clause 24.1 of the Data Sheet.

My Financial Proposal shall be valid and remain binding upon me, subject to the modifications resulting from Contract negotiations, until [insert day, month and year in accordance with ITC 12.1]. I understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Name and Title of Signatory: _____

Address: _____

E-mail: _____

FORM FIN-2: SUMMARY OF FINANCIAL PROPOSAL

S. No	Description	Gross Rate (per month in PKR) – Inclusive of all taxes
1	Monthly lump-sum professional fee of the Individual Consultant (Advisory)	

Note: The Consultant shall quote a single monthly lump-sum rate (inclusive of all applicable taxes) in PKR. Taxes shall be deducted at source as per applicable law.

SECTION 5: ELIGIBLE COUNTRIES

All the short-listed eligible consultants are allowed to participate in the subject procurement without regard to nationality, except consultants of certain nationalities prohibited in accordance with the policy of the Federal Government.

The following countries are ineligible to participate in the procurement process:

1. India
2. Israel

The Ministry of Interior, Government of Pakistan has notified the List of Business Friendly Countries (BVL); information can be accessed through the following link:

<http://www.dgip.gov.pk/Files/Visa%20Categories.aspx>



SECTION 6: TERMS OF REFERENCE

TERMS OF REFERENCE (ToRs)

Hiring of Individual Consultant (Advisory) for Establishment of Centre of Excellence for Autism

1. Background

The Government of Pakistan, through the Ministry of Federal Education & Professional Training (M/o FE&PT), has approved a PC-I for the project “Establishment of Centre of Excellence for Autism” (hereinafter referred to as “the Centre” / “the Project”). The civil works contract for the Project has been awarded, execution is currently underway, and a Supervision Consultant has already been engaged for oversight of the infrastructure component.

In order to ensure that the Centre is developed and operationalized as a state-of-the-art, internationally benchmarked facility for autism education, therapy, and inclusive learning, the Ministry intends to engage, on a contractual basis, an Individual Consultant (Advisory) possessing specialized multidisciplinary expertise in healthcare/educational environment planning, infrastructure logistics and operations, autism education consultation, environment planning, educational support services, and applied research relevant to autism and inclusive design.

The hiring of this Consultant shall be carried out in accordance with the Procurement of Consultancy Services Regulations, 2010, issued by the Public Procurement Regulatory Authority (PPRA), as elaborated in Section 10 of this ToR.

2. Objectives of the Assignment

The overall objective of this assignment is to provide high-level technical advisory, coordination, and strategic guidance support to the Ministry / Project Management for the establishment of the Centre, ensuring that planning, design, infrastructure development, programme structuring, and operational readiness of the Centre are aligned with international best practices and evidence-based standards for autism education and care environments.

Specific objectives include:

- To prepare preliminary programming for the Centre for the development of the Centre’s educational, therapeutic, and operational programme framework.
- To provide expert technical input on environment planning and design of the Centre’s learning, therapeutic and sensory spaces.
- To coordinate effectively between the Ministry, the Supervision Consultant, and the Civil Works Contractor to ensure the design intent is realized during execution and fit-out.
- To support the Ministry in maintaining quality assurance and compliance benchmarks for the Centre.
- To facilitate engagement with relevant stakeholders, including specialized institutions, professional bodies, and advocacy groups.
- To provide periodic progress updates and recommendations to the Project’s Advisory Board.

3. Scope of Work / Key Responsibilities

The Consultant shall be responsible, inter alia, for the following:

1. Advise on the development of an educational and therapeutic programme framework for the Centre, including curriculum guidelines, educational support services, intervention protocols, and staffing structure, in line with Evidence-Based Practices (EBPs).

2. Provide technical advisory input on environment planning and design — including spatial layout, sensory design (acoustics, lighting, materials, wayfinding), accessibility, and safety — for learning, therapy, recreational, and administrative spaces.
3. Review the approved PC-I, architectural/engineering designs, and project documents; provide a gap analysis and recommendations to align the Project with international standards and best practices for Autism Centres of Excellence.
4. Coordinate regularly with the Supervision Consultant and the Civil Works Contractor on design-related queries, site visits, and inspections to ensure that the design intent for inclusive and sensory-friendly environments is maintained throughout execution.
5. Support the Ministry / Project Management in quality assurance and compliance frameworks appropriate to the local context (e.g., relevant standards/guidance for autism services and Universal Design for Learning).
6. Facilitate liaison and coordination with relevant federal/provincial departments, special education institutions, professional associations, international experts/organizations, and parent/advocacy groups.
7. Prepare and present periodic progress reports/briefings to the Project Advisory Board and the Ministry, as required.
8. Undertake any other related advisory tasks assigned by the Ministry that are relevant and necessary for the successful establishment of the Centre.

Non-compliant proposals are non-responsive and not evaluated further.

4. Duration of Assignment

The assignment shall be for a period of six (6) months from the date of signing of the contract, extendable for a further similar period of six (6) months, subject to satisfactory performance of the Consultant, continued requirement of the Project, and approval of the Competent Authority. The total period of the assignment, including any extension, shall not exceed twelve (12) months.

5. Place of Posting

Islamabad. The Consultant shall be required to travel to the Project site and other locations within Pakistan, as and when required, for the purposes of this assignment. Travel arrangements, if any, shall be governed by the Ministry's applicable rules and/or as specified in the contract.

6. Reporting and Coordination

The Consultant shall report to the Project Director / Focal Person nominated by the Ministry of Federal Education & Professional Training for the Project. The Consultant shall maintain close coordination with:

- The Supervision Consultant engaged for the infrastructure / civil works component of the Project;
- The Contractor executing the civil works contract;
- Relevant officials/wings of the Ministry and other stakeholders, as required.

The Consultant shall present Project progress, advisory inputs, and recommendations periodically (at least monthly, or as otherwise required) to the Project's Advisory Board.

7. Deliverables

1. Inception Report — within two (2) weeks of commencement of the assignment, outlining the work plan, methodology, and timelines.

2. Monthly Progress Reports — summarizing activities undertaken, advisory inputs provided, coordination carried out, and recommendations made.
3. Technical Advisory Notes / Design Review Comments — as and when required, on design, infrastructure, or programme-related matters.
4. Advise Operational & Programme Framework — covering the educational/therapeutic programme structure, staffing plan, and SOPs for the Centre.
5. Presentations to the Project Advisory Board — as scheduled by the Ministry.
6. Final Report — at the end of the assignment period, summarizing the work undertaken, key outcomes, and recommendations for the next phase / operational handover of the Centre.

8. Required Qualification, Experience and Skills

8.1 Essential Qualification

- PhD (or equivalent terminal qualification) in a relevant discipline such as Architecture, Education, Social Sciences, Environmental Design, or an allied field, with research specialization/focus on Autism, Special / Inclusive Education, or Environment-Behaviour Studies.
- Candidates holding a relevant Master's degree (e.g., in Architecture, Interior Design, or Education) with extensive (20+ years) specialized professional experience in the domains described in this ToR may also be considered.

8.2 Essential Experience (Minimum 15 Years)

- Demonstrated experience in healthcare and/or educational environment planning, design, infrastructure logistics, and operations.
- Demonstrated experience in autism education consultation — environment planning, educational support services, curriculum/programme support, and/or related research.
- Experience working on, or advising, projects related to special / inclusive education facilities, sensory design, or therapeutic learning environments.
- Experience coordinating with multidisciplinary teams (architects, contractors, educators, healthcare professionals) and with government / public sector or international organizations.
- International exposure, with experience of working across more than one country, will be an advantage.
- Demonstrated research output (publications, conference presentations) in autism, inclusive design, neuro-architecture, or related fields.

8.3 Desirable Attributes

- Familiarity with relevant international standards/frameworks for autism services and inclusive design (e.g., standards relating to national autism associations, Autism CRC, Universal Design for Learning).
- Experience in academic / educational leadership, curriculum development, or programme accreditation and review processes.
- Active professional affiliations with relevant bodies in architecture/design research, health-design, or autism / special education associations.

8.4 Skills

- Excellent analytical, advisory, and report-writing skills.
- Strong stakeholder management, coordination, and presentation skills.

- Ability to work independently, exercise sound judgment, and deliver within agreed timelines.

9. Remuneration / Financial Provision

The Consultant's professional fee shall be paid on a monthly lump-sum basis including all applicable taxes, as determined by the Ministry / Competent Authority through negotiation with the selected Consultant, in accordance with applicable Government rules, and subject to applicable taxes/deductions. No other allowances or benefits shall be admissible unless explicitly provided for in the contract.

10. Selection Procedure

The Consultant shall be selected through an open, transparent, and competitive process, in accordance with the Procurement of Consultancy Services Regulations, 2010, issued by the Public Procurement Regulatory Authority (PPRA), for hiring of an Individual Consultant. The evaluation shall follow the Quality and Cost Based Selection (QCBS) methodology set out in this RFP, with a technical-to-financial weightage of 80:20, and shall incorporate the evaluation criteria specified below.

Technical Evaluation Criteria

S. No	Criteria	Sub-Criteria	Points
1	General Experience of the Consultant	Overall professional standing and relevant academic qualification	05
2	Specific Experience of the Consultant	Specific experience in autism education / inclusive & special education environment planning and advisory (10) Specialized qualifications, research output & technical skills (05)	15
3	Adequacy and quality of the proposed methodology, work plan and approach in responding to the ToRs	Technical Approach and Methodology (50) Work Plan (30)	80
	Total Marks (80% weightage)		100

Evaluation Method – QCBS (80:20): Technical Proposals will be opened and evaluated first. Only technically qualified applicants (meeting the minimum score of 70%) will have their Financial Proposals opened, in the presence of applicants who wish to attend. The final ranking will be based on a combined score: 80% Technical + 20% Financial. For the financial score, the lowest evaluated price will receive the full 20 points; other prices will receive a proportionate score using the formula $\text{Financial Score} = 20 \times (\text{Lowest Price} / \text{Offered Price})$. The highest-ranked consultant will be recommended for award.

11. General Terms and Conditions

- The Consultant shall work on a contractual basis for the duration of the assignment, as specified in the contract.
- The Consultant shall maintain confidentiality of all Project-related information and documents, both during and after the assignment.
- The contract may be extended, suspended, or terminated by either party as per the terms specified in the contract agreement.
- The Ministry reserves the right to amend, modify, or cancel these ToRs, or the recruitment process, at any stage, without assigning any reason.

SECTION 7: STANDARD FORM OF CONTRACT (Tentative)

Date: XX-XX-20XX

CONTRACT AGREEMENT BETWEEN M/O FE&PT AND THE CONSULTANT FOR THE ESTABLISHMENT OF CENTRE OF EXCELLENCE FOR AUTISM

THIS CONTRACT (“Contract”) is entered into force on XX-XX-20XX, by and between the Ministry of Federal Education & Professional Training, Government of Pakistan (the “Client”) having its principal place of business at Block-C, Pakistan Secretariat, Islamabad, and [Name of the Consultant] (“the Consultant”) having his/her principal office/residence located at [Address].

WHEREAS, the Client wishes to have the Consultant perform the services hereinafter referred to, and WHEREAS, the Consultant is willing to perform these services.

NOW, THEREFORE, THE PARTIES hereby agree as follows:

1. Services	The Consultant shall perform the services specified in Annex-A, “Terms of Reference”, which is made an integral part of this Contract (“the Services”).
2. Term of Engagement	The Consultant shall be engaged by the Client for a period not exceeding six (6) months from the date of commencement, extendable for a further period of up to six (6) months subject to satisfactory performance and approval of the Competent Authority, provided that the total period shall not exceed twelve (12) months. The Client may at any time, upon giving reasonable notice in writing or 30 days’ pay in lieu thereof, terminate this Agreement. The Consultant shall not engage in any other assignment that conflicts with this consultancy during its term. The Client shall provide necessary facilities to enable the Consultant to perform the consultancy services effectively.
3. Compensation	The Client shall pay to the Consultant remuneration in respect of the Services performed during the Term of the Engagement at the rate of PKR _____ (Pakistani Rupees _____ only) per month, inclusive of all taxes.
4. Out-of-Pocket Expenses	The Client will reimburse the Consultant for out-of-pocket expenses, such as travel and daily allowances (TA/DA), based on actual incurred costs, provided that original vouchers are presented for verification. Any expenses exceeding the predefined limits require prior approval from the Client.
5. Effectiveness	This Agreement shall become effective upon execution by the Client and the Consultant.
6. Project Administration	The Client designates the Deputy Secretary (or nominated Focal Person) as the Client’s Coordinator.
7. Performance Standards	The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity as per the attached ToRs.
8. Confidentiality	The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client’s business or operations without the prior written consent of the Client.
9. Ownership of Material	Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

10. Consultant Not to be Engaged in Certain Activities	The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
11. Assignment & Subcontracting	The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
12. Law Governing Contract and Language	The Contract shall be governed by the laws of the Islamic Republic of Pakistan, and the language of the Contract shall be English.
13. Dispute Resolution	Both parties will make efforts to amicably resolve any disputes. However, any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the Arbitration Act, 1940.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of the Client

Deputy Secretary
M/o FE&PT, Islamabad

For and on behalf of the Consultant

[Name of the Consultant]
Individual Consultant (Advisory)