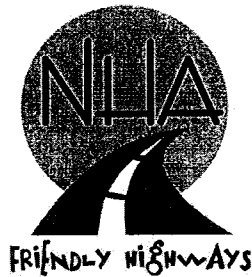


National Highway Authority



REQUEST FOR PROPOSAL

FOR

**CONSULTANCY SERVICES FOR
HIRING OF QUANTITY SURVEYING
SPECIALIST FOR DESIGN REVIEW,
IN-HOUSE FEASIBILITY STUDY &
DETAILED DESIGN OF NATIONAL
HIGHWAY AUTHORITY
(NHA) PROJECTS**

Tender No. 6(641-c)

(Page 1 to 73)

NOVEMBER, 2024

**GOVERNMENT OF PAKISTAN
NATIONAL HIGHWAY AUTHORITY
28-Mauve Area, G-9/1,
Post Box No. 1205,
ISLAMABAD**

Dated the _____

Ref No. _____

LETTER OF INVITATION (LOI)

To,

All suitable / competent candidates

Gentlemen!

We extend warm welcome to you and invite you for participating in this competition / Assignment. We hope that you will live up to your reputation and provide us accurate information so that the evaluation is carried out "just and transparent". Please understand that the contents of this Request for Proposal (RFP), where applicable, shall be deemed part of the contract Agreement, as and when required to be made. You are also advised to kindly read the RFP thoroughly specially to understand the requirements of terms of reference and the facilities to be offered by the Client and to accordingly propose remuneration rates and direct non-salary costs. In the end, we appreciate your participation and hope that you will feed a precise and complete proposal to merit consideration by NHA.

General Manager (P&CA)

National Highway Authority

Ministry of Communications

Government of Pakistan

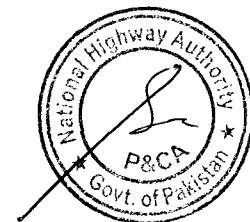
28-MauveArea,G-9/1

P.O. Box No. 1205, Islamabad

Phone: 051-9032727,Fax:051-9260419

Email: gmpca.nha@gmail.com ,

Website: www.nha.gov.pk

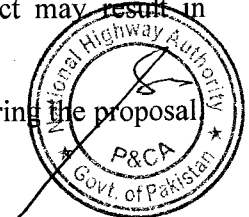


INSTRUCTIONS TO APPLICANTS (ITA)

1. INTRODUCTION

- 1.1 You are hereby invited to submit a proposal for consulting services as required for the Assignment named in the attached Data Sheet. Your proposal could form the basis for negotiations and a contract Agreement between you and the Client named in the Data Sheet.
- 1.2 A brief description of the Assignment and its objectives are given in the Data Sheet. Details are provided elsewhere in the RFP and will become part of contract Agreement.
- 1.3 The Assignment shall be implemented in accordance with the requirements of the Client.
- 1.4 The Client has been entrusted the duty to implement the Assignment as Executing Agency by Government of Pakistan and funds for it shall be arranged by the Client.
- 1.5 To obtain first-hand information on the Assignment and to seek any clarification in this regard, you are encouraged to attend pre-proposal conference; date, time and venue for which is specified in the Data Sheet.
- 1.6 Personnel, Equipment, Facilities and other Services to be provided by the Client are indicated in the Data Sheet.
- 1.7 Please note that:
- i. The costs of preparing and submitting the proposal including the visit to attend pre-proposal conference as well as to appear for interview and for negotiating the contract are not reimbursable; and
 - ii. The Client is not bound to accept any of the proposals submitted.
- 1.8 Minimum requirements for suitability of a Candidate are specified in the Data Sheet. Proposals of the Candidates which do not fulfill the minimum requirements **will be rejected and not evaluated.**
- 1.9 We wish to remind you that in order to avoid conflicts of interest:
- a. Any firm with which you are affiliated or associated is not eligible to participate in bidding for any goods, works, or services resulting from or associated with this Assignment; and
 - b. Any previous or ongoing participation in relation with this Assignment by your firm, its professional staff, its affiliates or associates under any contract may result in rejection of your proposal.

You should clarify your situation in this respect with the Client before preparing the proposal



2. RFP DOCUMENTS

- 2.1 To prepare a proposal, please use the Documents included in this RFP.
- 2.2 Candidates requiring a clarification of the Documents must attend pre-proposal conference as specified in the Data Sheet.
- 2.3 At any time before submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification required by a Candidate during the pre-proposal conference, modify the Documents by amendment. The amendment shall be uploaded on NHA website (www.nha.gov.pk); excepting any extension of time in submission of proposals which shall be published in all those media wherein the original advertisement was published.

3. PREPARATION OF PROPOSAL

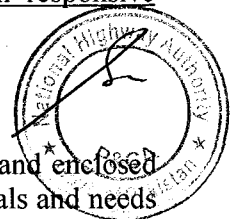
Desiring Candidates will submit a Technical and a Financial Proposal. The proposals shall be written in English language.

3.1 Technical Proposal

- 3.1.1 The Technical Proposal should be prepared using the format specified in the RFP Documents. The Technical Proposal shall further include, duly signed and stamped by NHA, Forms TECH-1, TECH-2 and TECH-3 as provided in the RFP. This is a mandatory requirement for evaluation of Technical Proposals and needs to be complied with.
- 3.1.2 The Technical Proposal prepared on the specified format shall be complete including your own documents as listed in the Data Sheet.
- 3.1.3 In preparing the Technical Proposal, you are expected to examine all terms and instructions included in the RFP Documents. **Failure to provide all requested information and your documents shall be at your own risk and may result adversely in scoring of your proposal.**
- 3.1.4 During preparation of the technical proposal, you must give particular attention to your suitability requirements listed in the Data Sheet (**revisit Clause 1.8 above**).
- 3.1.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing any financial information will be treated as non responsive resulting in to rejection of the proposal.

3.2 Financial Proposal

- 3.2.1 The Financial Proposal should be submitted using the format specified and **enclosed** with this RFP. This is a mandatory requirement for evaluation of proposals and needs to be filled up carefully. The total cost is to be mentioned in the Form FIN-4 and accordingly in Form FIN-1 too.



- 3.2.2 The Financial Proposal should list the costs associated with the Assignment. These normally cover remuneration for Consultant, his staff and provision of direct non-salary cost items. These costs should be broken into foreign (if applicable) and local costs. The Financial Proposal should be prepared using the formats attached as Forms FIN-1 to FIN-4
- 3.2.3 The Remuneration cost stated in Form FIN-2 accounts for the professional liability as provided under the Pakistan Engineering Council (Conduct and Practice of Consulting Engineers) Bye-laws, 1986 (updated till 23-04-2013) and requirement of insurances specified in the Data Sheet in accordance with Procurement of Consultancy Services Regulations, 2010 as notified by the Public Procurement Regulatory Authority (PPRA).
- 3.2.4 Costs may be expressed in currency(s) listed in the Data Sheet.

4. SUBMISSION OF PROPOSALS

- 4.1 You shall submit one original Technical Proposal and one original Financial Proposal and the number of copies of each indicated in the Data Sheet. Each proposal shall be in a separate envelope indicating original or copy, as appropriate. All Technical Proposals shall be placed in an envelope clearly marked "Technical Proposal" and the Financial Proposals in the one marked "Financial Proposal". These two envelopes, in turn, shall be sealed in an outer envelope bearing the address and information indicated in the Data Sheet. The envelope shall be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE."
- 4.2 In the event of any discrepancy between the copies of the proposal, the original shall govern. The original and each copy of the Technical and Financial Proposals shall be prepared in indelible ink and shall be signed by the Candidate. All pages of the Technical and Financial Proposals shall be initialed by the Candidate.
- 4.3 The proposal shall contain no interlineations or overwriting except as necessary to correct errors made by the Candidate. Any such corrections shall be initialed by the Candidate.
- 4.4 The Technical and Financial Proposals complete in all respects shall be delivered on or before the time, on the date, at the location specified in the Data Sheet.
- 4.5 The proposals shall be valid for the number of days stated in the Data Sheet from the date of its submission. The Client shall make its best effort to complete negotiations at the location stated in the Data Sheet within this period.

5. PROPOSAL EVALUATION

- 5.1.1 A Quality Cost Based Selection (QCBS) procedure shall be adopted in ranking of the proposals. The evaluation of the technical proposals shall be carried out first, followed by the interviews of the Candidates who score at least seventy (70) percent marks in evaluation of technical proposals. The Candidates' technical score (S_t) shall be the combined scores achieved in technical proposal evaluation and interview. Candidates shall then be ranked using a combined technical/financial score.



5.1.2 The evaluation committee will correct any computational errors in Financial Proposals. When correcting computational errors, in case of discrepancy (i) between a partial (sub-total) amount and the total amount, or (ii) between the amount derived by multiplying unit price with quantity and the total price or (iii) between words and figures, the formers will prevail. However, items described in the Technical Proposals but not priced, in the Financial Proposals shall be assumed to be included in the prices of other activities or items and no corrections are made to the Financial Proposal. In case an activity or item is quantified in the Financial Proposal differently from the Technical Proposal, the evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal for further correction by applying the unit price included in the Financial Proposal to the consistent/ corrected quantity. However, the proposals that quote higher than the required input of person-months as per this RFP will not be adjusted. Whereas the proposals quoting lesser than the required input of person-months as per this RFP shall be adjusted as follows. If unit price for the subject person-month is available, the same shall be applied; and if the unit price for the subject person-months is not available, highest unit price for an activity or item of the same category (Key Personnel or other Personnel) as provided in the Financial Proposals shall be applied. The Reimbursable direct cost shall not be adjusted and the same shall be capped for the Assignment.

5.2 Technical Proposal

5.2.1 The evaluation committee appointed by the Client shall carry out its evaluation for the Assignment, applying the evaluation criteria and point system (marks) specified in the Data Sheet. Each responsive/ suitable technical proposal shall be given a score. The Candidate scoring less than seventy (70) percent marks shall be treated as disqualified.

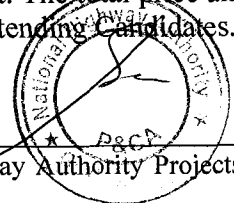
5.2.2 The Client shall notify the Candidates scoring minimum seventy (70) percent marks in the technical proposal evaluation, in writing, by registered letter, cable telex or facsimile and invite them for interview.

The date, time, and address of the place of interview shall be communicated after evaluation and approval of technical proposals.

5.2.3 Each Candidate on the basis of a responsive/ suitable technical proposal and successful interview shall be attributed a technical score (S_t). The Candidates scoring less than seventy (70) percent technical score/ marks shall be disqualified and their financial proposals returned un-opened.

5.3 Financial Proposal

5.3.1 The Financial Proposals of the technically qualifying Candidates on the basis of evaluation of technical proposals and interview shall be opened in the presence of Candidates, who shall be invited for the occasion and who care to attend. The Client shall inform the date, time and address for opening of Financial Proposals as indicated in the Data Sheet. The total price and major components of each proposal shall be publicly announced to the attending Candidates.



- 5.3.2 The evaluation committee shall determine whether the Financial Proposals are complete and without computational errors; all errors/discrepancies and deviations from respective Technical Proposals as well as RFP shall be dealt with for subsequent scoring in accordance with procedure and criteria given in Para 5.1.2 herein above. The Candidate with lowest Financial Proposal (F_m) among all shall be given a financial score (S_f) of 1000 points. The financial scores of the remaining Candidates shall be computed as follows:

$$S_f = (1000 \times F_m) / F$$

(F = amount of specific Financial Proposal)

- 5.3.3 Candidates, in the quality cum cost based selection shall finally be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T = the weight given to the Technical Proposal, P = the weight given to the Financial Proposal; and T+P=1) indicated in the Data Sheet:

$$S = S_t \times T \% + S_f \times P \%$$

- 5.4 The combined technical and financial scores mentioned in Para 5.3.3 will provide a Ranking List, and become the basis of negotiation.

6. NEGOTIATION

- 6.1 The Client shall notify the highest ranked Candidate in writing, by registered letter, cable telex or facsimile and invite him to negotiate the contract.
- 6.2 Negotiations shall commence with a discussion of your proposal and conclude on an agreement regarding conditions of contract. Negotiations normally take from two to five days. The aim is to reach agreement on all points and initial a draft contract Agreement by the conclusion of negotiations.
- 6.3 If negotiations fail, the Client shall invite the second ranked Candidate to negotiate the contract. The procedure will continue with the third in case the negotiation process is not successful with the second ranked Candidate.

7 AWARD OF CONTRACT

- 7.1 The contract shall be awarded after successful negotiations with the selected Candidate and approval by the competent authority. Upon successful completion of negotiations / initialing of the draft contract Agreement, the Client shall promptly inform the other Candidates through notification of award on websites of the Client and PPRA in compliance of Rule 35 of the Public Procurement Rules, 2004.
- 7.2 The selected Candidate (**Consultant**) is expected to commence the Assignment on the date and at the location specified in the Data Sheet and / or as per conditions of the contract Agreement signed between the Client and the Consultant.



DATA SHEET

ITA Clause No.	DESCRIPTION OF THE CLAUSE
1.1	The name of the Assignment is: Consultancy Services for Design Review, in-house Feasibility Study and Detailed Design of National Highway Authority Projects- Appointment of Expert: Quantity Surveying Specialist The Client's name is: National Highway Authority
1.2	As per TOR
1.5	Date, Time and Venue for Pre-Proposal Conference: Date: 26th November, 2024 Time: 1100 hours Venue: NHA Auditorium (HQ) National Highway Authority 28, Mauve Area, G-9/1 Islamabad.
1.6	The Client shall provide the following inputs: As per TOR.
1.8	Minimum requirements for suitability/eligibility of a Candidates who: (a) is Civil Engineer duly registered from PEC as Professional Engineer? (b) Provides affidavit in original (as per format attached at ANNEX-A) bearing the subject with the name of Assignment on Judicial Stamp Paper duly attested by Oath Commissioner (attestation other than Oath Commissioner like Notary Public, Vendors etc. shall not be accepted.) to the effect that the Candidate has never been blacklisted and none of the contracts in which the Candidate was party has been rescinded in the past for non-fulfillment of contractual obligations; and confirms therein his availability as per person-months allocated in TOR. (c) Provides Client's Satisfaction Certificates (Performance Reports) from the respective previous clients of at least three past assignments. [Note: any Candidate who provided services in past to NHA in any capacity shall be disqualified from the Assignment, named under Clause 1.1 above, if any adverse report regarding his previous performance on NHA assignment(s) is received from any quarter of NHA. (d) Provides proposal in hard book binding from duly signed in original (Scanned documents/sign are not acceptable). (e) Provides Forms TECH-1, TECH-2 and TECH-3 duly completed and signed.
3.1.2	Required documents include: a. Copies of CNIC and valid registration of Pakistan Engineering Council. b. Copies of Degree(s) in Engineering and others, Experience Certificates and other Certificates/ Credentials/ Evidence/ Reference/ Contact Person etc. for seeking respective scores during evaluation. c. Other necessary documents including those mentioned in sub-paragraphs (a), (b), (c), (d), and (e) under Clause 1.8 above.
3.2.1	'Consultant' shall be named as:

Design Review, In-House Feasibility Study and Detailed Design of National Highway Authority Projects- Appointment of Experts :Quantity Surveying Specialist

	Quantity Surveying Specialist			
3.2.2	Professional liability and insurances: i. The Consultants shall be responsible for Professional Indemnity Bond of the required amount at their own cost. This bond shall be in the joint name of The Consultant and the Client. ii. The Consultant shall be encouraged to insure itself for Hospitalization / Medical as well as Travel and Accident Cover for the duration of the Contract at his own cost. [The details will be provided in the Special Conditions of Contract.]			
3.2.4	Consultant shall quote the rates of remuneration and direct non-salary cost items in Pak. Rupees only.			
4.1	The number of copies of the Proposal required is: Technical Proposal: One Original and Three copies with USB (soft form of complete Technical Proposal) in sealed envelope. Financial Proposal: One Original with USB (soft form of complete Financial Proposal in PDF as well as MS Word/ Excel Forms) in sealed envelope. The address for writing on the proposal: General Manager (P&CA) National Highway Authority 28-MauveArea,G-9/1,Islamabad Phone: 051-9032727, Fax:051-9260419			
4.4	The Date, Time and Location for submission of proposal: Date: 12th December, 2024 Time: 1130 hours Location of Submission: NHA Main Auditorium National Highway Authority 27, Mauve Area G-9/1 Islamabad.			
4.5	Validity period of the proposal is: 270 days (Proposal shall be valid for 270 days after the date of submission of proposal). Location for Negotiation is: NHA Main Auditorium National Highway Authority 27, Mauve Area G-9/1 Islamabad.			
5.2	Qualifications, Experience and Evaluation of proposals, & interview, shall be based on the following Criteria:			
	Sr. No.	Component	Description of Criteria and Subdivision of Marks	Marks
	1	Academic Qualification	Minimum: B.Sc. (Civil /Transportation Engineering) Marking: B.Sc. (Engg.) –Up to 70%	150

		<p>B.Sc. (Engg.) with relevant trainings –Up to 80% M.Sc. (in filed relevant to this position)-85 %</p> <p>M.Sc. (in field relevant to this position) with relevant trainings up to 90%</p> <p>Ph.D. (in field relevant to this position)—95%</p> <p>Ph.D. (in field relevant to this position) with relevant trainings up to 100%</p> <p>In case of any foreign qualification, (on provision of degree duly certified by HEC), 5% additional marks shall be given.</p>	
2	Specific Experience	<p>Marking:</p> <p>(a) Minimum: 20 years' experience in reviewing and developing BoQs and Engineer Estimates for road infrastructure project.</p> <p>20 years – up to 70%</p> <p>>20 & < 25 years – up to 80 %</p> <p>>25 & < 30 years – up to 90 %</p> <p>>30 years – up to 100 %</p> <p>The above marking will take into account number of years in conjunction with quality of experience and provision of attested copies of experience certificates etc.</p>	200
		<p>(b) Design and design review of National Highway/ Motorway Projects (length> 25 KM) as Quantity Surveying Specialist based on number of assignments.</p> <p>10 Projects -- up to 70%</p> <p>>10 & < 15 Projects - up to 80 %</p> <p>>15 & < 20 Projects – up to 90 %</p> <p>>20 Projects -- up to 100 %</p>	200
		<p>(c) International experience Quantity Surveying Engineer/ Specialist (<i>proof/ experience certificates must be attached</i>)</p>	100
		<p>(d) Experience on National Highways and Motorways etc.</p>	50
3	Interview	<p>Candidate(s) securing minimum cumulative 70% marks (i.e. 490) against Sr. No. 1 to 2 will be called for interview. The candidate(s) appearing for interview will be required to secure minimum 70 % marks (i.e. 210) in the interview.</p> <p>Note: Familiarity with relevant standards, specifications and software etc. as per the TOR will be checked at the time of Interview.</p>	300
4	Note	<p>All experience should be post- qualification and substantiated with client's Certificates(s). Candidates securing less than 70% marks against Qualification & Specific Experience and Interview, independently shall be disqualified and their financial proposals will be returned un-opened.</p>	

	The Quantity Surveying Specialist will act as Team Leader. He/she will appoint their supporting staff (Key & Non-Key) under relevant provisions of TOR with mandatory prior formal approval of NHA.
5.3.1	The date, time and address of the Financial Proposal opening are: The information will be communicated after evaluation, approval of Technical Proposals and interviews.
5.3.3	The weights given to the Technical and Financial Proposals are: Technical: 80% Financial: 20%
6.1	Add following at the end of this para: Negotiation meeting will be called if required by the Client.
7.2	Expected Date and location to commence the Assignment: Date: March 2025 (tentative)



TECHNICAL PROPOSAL FORMS



TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sir:

I, the undersigned, offer to provide the consulting services as **Quantity Surveying Specialist** in accordance with your Request for Proposals dated [Insert Date]. I am hereby submitting my Proposal sealed in envelope.

I hereby declare that:

- (a) 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 and I may be sanctioned by the Client.
- (b) I have no conflict of interest in accordance with ITA Clause 1.9.
- (c) I meet the eligibility requirements as stated in Data Sheet Clause 1.8.
- (d) I have not prepared the TOR for this Consultancy Services.
- (e) My Proposal shall be valid up to expiration of the validity period i.e. the date indicated in Clause 4.5 of the Data Sheet (*or the date extended with the written consent of consultant in case of delay in procurement process*).
- (f) 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 Agreement is signed, to commence and complete the Consultancy Services in accordance with the conditions of contract.

I understand that the Client is not bound to accept any or all Proposal(s) that the Client receives.

I remain,

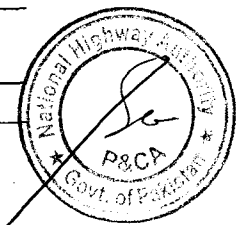
Yours sincerely,

Signature {In full and initials}: _____

Name of the Candidate: _____

Address: _____

Contact information (phone and e-mail): _____



FORMAT OF CURRICULUM VITAE (CV) FOR THE CANDIDATE

1. Name of Candidate: _____
2. Date of Birth: _____
3. Nationality: _____
4. CNIC Number (**Attach a copy**): _____
5. Email Address: _____
6. Cell Number: _____
7. Name of current employer, if any: _____
8. Procedure for Availability as **Quantity Surveying Specialist**, if selected: _____
9. Membership in Professional Societies: _____
(Membership of PEC is Mandatory - **Attach valid certificate**)
10. Detailed Tasks to be Assigned (TOR): _____
11. Key Qualifications:

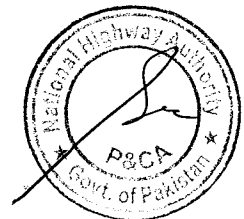
[Give an outline of your experience and training most pertinent to the Tasks. Describe degree of responsibility held by you on relevant previous assignments and give dates and locations. Use up to one page].

12. Academic Qualifications: (Education)

[Summarize college / university and other specialized education, giving names of institutions, dates attended and degrees / certificates obtained (**Attach documentary evidences**)].

13. General and Specific Experience: (Employment Record)

[Starting with present position, list in reverse order every employment held. List all positions held by you since graduation, giving dates, names of employing organizations, title of positions held and location of assignments (**Attach documentary evidences**). For experience in last twenty five (25) years, also give types of activities performed and **email of Contact Persons in the employing organizations**, where appropriate to indicate General Experience and Specific Experience related to **Quantity Surveying Specialist and research** related assignments respectively; specify number of months in any assignment / task performed for precise evaluation, failing which the evaluators shall not be held responsible for any lower scoring].



14. Languages

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

15. Certification

I, the undersigned, certify to the best of my knowledge and belief that:

- (i) This CV correctly describes my qualifications and experience etc.
- (ii) I am not a current employee of the Executing or the Implementing Agency.
- (iv) I was not part of the team who wrote the terms of reference for this Consultancy Services.
- (v) I am not currently debarred by any department / organization / (semi-autonomous / autonomous) bodies or such like institutions in Pakistan.
- (vi) I undertake, if my Proposal is accepted and the contract Agreement is signed, to commence and complete the Consultancy Services in accordance with the conditions of contract.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature of the Candidate

Date: _____
Day / Month / Year

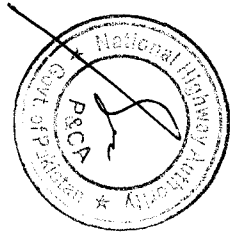
Note: copy or scanned signatures are not allowed



Form TECH-3

CURRENT COMMITMENTS OF THE CANDIDATE
(List MUST be comprehensive including assignments from clients other than NHA)

Name of assignment	Single or JV	Tasks assigned	Start date of the assignment	Expected date of completion



Say No To Corruption

FINANCIAL PROPOSAL FORMS



Form FIN-1**FINANCIAL PROPOSAL SUBMISSION FORM**

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

I, the undersigned, offer to provide the consulting services for **Quantity Surveying Specialist** in accordance with your Request for Proposal dated [Insert Date] and my Technical Proposal.

My attached Financial Proposal is for the amount of {Insert amount in figures and words}, **including all Federal, Provincial and Local taxes applicable as per law of the land.** {Please note that all amounts shall be the same as in Financial Proposal Form FIN-4}.

My Financial Proposal shall be binding upon me subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause 4.5 of the Data Sheet (*or the date extended with the written consent of consultant in case of delay in procurement process*).

I confirm that I have no condition to state that may have financial implications over and above the amount quoted above.

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

I remain,

Yours sincerely,

Signature {In full and initials}: _____

Name of the Candidate: _____

Address: _____

Contact information (phone and e-mail): _____

