



Higher Education Department
Government of the Punjab

TERMS OF REFERENCE

For
CONSULTANCY SERVICES

FOR

‘LAHORE KNOWLEDGE PARK’

“Terms of Reference and Evaluation Criteria for Selecting
Firm for Extending Services: **Corporate Consultancy and Specialized
Services for Shortlisting & Selection of International Firms/Consortium
and Designing of the Human Resource Management System for LKP
Company**”

14 JULY 2014

LAST DATE & TIME FOR SUBMITTING PROPOSALS: 28 JULY 2014 - 1600 HRS (PST)

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Lahore Knowledge Park

1 Background Information

1.1 Client

The Higher Education Department (HED), Government of the Punjab is responsible for the education, learning and related services for students, as well as Faculty and non-teaching staff, serving in the Public sector Institutions in the province of the Punjab. Its aim is to achieve a highly educated society; where educational opportunities are equally available for all young people of the province of the Punjab. The HED's priorities include the establishment of a state of the art development called the Lahore Knowledge Park at Bedian Road near Defense Housing Authority (DHA) Phases VI and VII and the Raya Golf Course in Lahore, Pakistan.

1.2 Project

The Lahore Knowledge Park is envisaged as the driving engine for making Pakistan in general and the province of Punjab in particular as the nodal point in South Asia for connectivity to the Global Knowledge Economy. The objective is to develop and create linkages and synergy between academia and the corporate world in areas that feed into the local and global knowledge industry.

1.3 Concept

The basic concept is to create clusters of related academic and industry sectors especially in the Information & Communications Technology (ICT), Management Sciences and the Science & Technology (S&T) arenas amongst others. Moreover the park is to exist as a stand-alone entity whilst keeping the traditional international parks standards of 'a space for collaboration between academia, Research & Development (R&D), and industry'. Within this entity it is planned to develop separate clusters or micro-parks which will each have a particular focus and potentially an anchor link to a university. The first cluster potentially planned to be launched will be in the field of ICT followed by other clusters including the Management Sciences and S&T.

1.4 Development

A state of the art development is envisaged to cater to a complete lifestyle of academic and business excellence by collaborating with the best local and global educational and corporate entities. All necessary infrastructure and facilities required for a safe and serene environment are to be part of the Lahore Knowledge Park. The most well-known local and international entities are to be taken on board as partners in order to develop the Lahore Knowledge Park as a location where top local and global educational and corporate brands will be located. The Lahore Knowledge Park is therefore a vital and primary step for transforming knowledge into productivity for the socio-economic development of the province and the country. The ICT cluster has been potentially chosen as the primary micro-park because this sector is already vibrant and well established in Pakistan in general and in Lahore in particular. Good connections already exist and at present there has been strong investor interest.

2 Purposes of the Consultancy

The HED is issuing this TOR for inviting firms to submit their interest in extending consultancy services with regards to different aspects for the development of the Lahore Knowledge Park. The purpose is to enable the HED to successfully implement the Lahore Knowledge Park project. It is proposed to undertake the specified tasks by organizing and sourcing consultancy services required for the project's implementation at an acceptable pace. The HED looks forward to the Consultancy Firm to move ahead in conformity with the most advanced norms, in line with the laid down procedures for undertaking such tasks and to carry out the successful completion of the project's goals and objectives.

2.1 Key Objectives

The key objectives of the proposals being invited for the requisite consultancy services are outlined as given below:-

- a) The HED, aiming to develop a state of the art project in a phased manner, is in the process of starting the planning phase, which includes multiple tasks. The HED requires services for the initiation of the tasks by selecting a consulting firm within the framework of the Punjab Procurement Rules 2014, amended to date ("PPR-14").
- b) Main objectives include the expeditious implementation of the Project by assisting and facilitating the HED in achieving set milestones.
- c) Different tasks are aimed including incorporation of section 42 Company in terms of the Companies Ordinance, assisting HED in preparation and/or review of documents including expression of interest (EOI) & request for proposal (RFP) for further sharing with the leading global firms, rating for short listing of interested parties as per Quality Based Method and evaluation of the technical and financial proposals based on Quality & Cost Based Method in terms of PPR-14 as well as designing and formulating human resource management system for Lahore Knowledge Park Company.

2.2 Purpose

The HED intends to select consulting firm(s) to successfully conclude several tasks for the development of the Project with respect to the following areas:

- a) **Corporate consultancy** services to efficiently complete the process of incorporation of a section 42 company for the Project namely Lahore Knowledge Park Company.
- b) Extend facilitation to the Client in specialized fields of services for:
 - i) **Prequalification of Consultants:** assisting in preparing, reviewing and finalizing the documentation, facilitating in carrying out the rating and short listing of the interested parties, and
 - ii) **Procurement of Services:** facilitating the development of requisite documentation and assisting in evaluating the proposals for final decision by the competent authority.
- e) **Human Resource Management:** Advise HED for devising and implementing a competitive human resource management system for the Lahore Knowledge Park Company to achieve its desired goals.

3 Detailed Terms of Reference

The Client is looking forward to engage a consultancy firm to undertake different assignments as an additional arm of the HED in order to implement the Project in the most efficient and effective manner. The goal being to develop one of the most prestigious projects of the Government of the Punjab. The main areas of services required are as enumerated below:

3.1 Corporate Consultancy

HED is in the process of incorporating a Company in terms of section 42 of the Companies Ordinance namely the Lahore Knowledge Park Company (“LKPC”). The requisite formalities prior to submission of application with the Securities & Exchange Commission of Pakistan are in process, including the preparation of the Memorandum & Articles of Association of the Company (MemArts), developing the business model as required by the regulator and filing an application in the prescribed manner. The consultant is required to:-

- a Review, discuss and finalize the MemArts
- b Review, analyze, discuss and fine tune the Business Plan
- c Prepare and file Application with SECP along with MemArts and business plan
- d Interact with the Regulator for the earliest completion of incorporation of the Company/ issuance of business commencement certificate, as applicable, and
- e Assist the HED in completing the prescribed formalities for incorporation of the Lahore Knowledge Park Company.

3.2 Specialized Services

3.2.1 Pre-qualification of the interested Parties

(International firms and or Consortium/Joint Ventures of different firms including local entities)

- a) Assist the HED to advertise in select media for selection of consultants for different assignments for planning of the Project.
- b) Prepare, review and finalize the documents namely; Expression of Interest (EOI) and other explanatory material for the understanding of the Interested Parties in the manner so required keeping in view the HED’s set timelines.
- c) Assist and support HED/Consultants’ Selection Committee for evaluation of the bidders by applying Quality Based Evaluation.
- d) Prepare the Evaluation Report for requisite approval by the Consultant Selection Committee and ensure its circulation in the manner so desired by the Client.

3.2.2 Procurement of Services

- a) Facilitating the Client for preparation and review of relevant documentation and assistance in evaluation for Procurement of Services.
- b) Prepare, discuss and finalize the detailed Request for Proposal (RFP).
- c) Issue the RFP to select Consultants and facilitate HED in interacting with the bidders.
- d) Review the procedures and processes in place to hold Pre-Bid Meetings before submitting Technical and Financial Proposals in the manner so required.
- e) Carryout Quality and Cost Based evaluation of technical and financial bids by assisting HED /Consultant Selection Committee to make its decision and notifying the selected bidder.

3.3 Services with regards to Human Resource Management of LKPC

- a) Advise on the overall organogram and detailed functional hierarchy for different proposed departments.
- b) Prepare, discuss and finalize job descriptions for key position holders.
- c) Prepare, discuss and recommend competitive compensation packages for the different tiers of management/non-management personnel by suggesting relevant objectives, key results areas and key business/performance indicators for performance based evaluations.
- d) Suggest and recommend employment manuals to include recruitment, increment, promotions, transfers, disciplinary fundamentals and termination procedures as well as benefits, perquisites and other allowances for employees of different grades and fields; and further include the relevant portions for conduct, environment and allied matters for employees of the company.

4 Selection Criteria

4.1 Instructions to bidders:

4.1.1 Preparation of Proposals

The Proposal, as well as all related correspondence exchanged by the Interested Parties and the Client, shall be in the English language.

In preparing their Proposal, Firms are expected to examine in detail the TOR. Material deficiencies in providing the information requested may result in rejection of the Proposal.

While preparing the Technical Proposal, the interested parties must give particular attention that if a Firm considers to associate additional human resource which may enhance its expertise for the Assignment, it may associate such personnel. Any such associations must be clearly indicated in the Technical Proposal. In these cases, the firm shall however be solely liable. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

4.1.2 Basic documents to be submitted:

The provision of the following documents is mandatory:-

- a) Documents regarding legal status of the bidder (registration with the Securities & Exchange Commission of Pakistan or the Registrar of Firms, Federal Board of Revenue and professional Bodies).
- b) List of relevant experience of the bidder.
- c) Audited statements of accounts for the last three years.
- d) CVs of key relevant staff permanently employed with the bidder for their relevant experience of the task and assignment.
- e) Undertaking that the bidder has not been blacklisted or debarred by any Government/Semi-Government organization.

4.1.3 Technical Proposal Format and Content:

The Technical Proposal shall provide the information indicated in the following paras from (a) to (g), for the description of the approach, methodology and work plan of the Technical Proposal.

- a) A brief description of the Firms' organization and an outline of recent experience of the Firm on assignments of a similar nature are required. For each assignment, the outline should indicate the names of the professional staff who participated, duration of the assignment (starting and finishing dates), contract amount, and the nature of the Firm's involvement.
- b) Information should be provided only for those assignments for which the Firm was legally engaged by the Client.
- c) Assignments completed by individual professional staff working privately or through other consulting firms cannot be claimed as the experience of the Firm, but can be claimed by the professional staff

themselves in their CVs. Firms should be prepared to substantiate the claimed experience, if so required by the Client.

- d) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the Assignment. **The Client shall not provide any facility (ies) such as administrative support, equipment, etc., for the services.**
- e) A description of the approach, methodology and work plan for performing the Assignment, covering the subjects including technical approach & methodology, work plan and organization & staffing schedule.
- f) The list of the proposed professional team by area of expertise, the position that would be assigned to each team member, and their tasks.
- g) Estimates of the staff input (man-hours of professionals) needed to carry out the Assignment. CVs of the professional staff signed by the staff themselves along with their Computerized National Identity Card numbers.

The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

4.1.4 Financial Proposal:

The Financial Proposal shall list all costs associated with the Assignment, including (a) remuneration for staff (in the field and at the Firms' home office), and (b) reimbursable expenses. These costs should be broken down by activity and, if appropriate, into different major heads of expenditures. The Firm shall provide the Client with breakdown of remuneration rates.

4.1.5 Taxes:

The Consultant shall be subject to direct and indirect taxes (such as: sales tax or income tax, duties, fees, levies) on amounts payable by the Client under the Contract. The Client will deduct taxes at source from the payments to be made to consultants as required by the relevant laws.

All payments made will be in Pak Rupees.

4.2 Submission, Receipt, and Opening of Proposals:

The original Proposals (both Technical and Financial) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Firm itself. The person who signed the Proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be addressed to the Client in the manner so required.

An authorized representative of the Firm shall initial all pages of the Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.

The original of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal" Similarly, the original Financial Proposal shall be placed in a sealed envelope and clearly marked "Financial Proposal" followed by the name of the Assignment, and with a warning "**Do Not Open With The Technical Proposal.**" The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the Assignment, clearly marked "**Do Not Open, Except In the Presence Of the Official Appointed, Before Submission Deadline.**" The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may constitute a case for rejecting the

Proposal. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any Proposal received by the Client after the deadline for submission shall be returned unopened.

The Client shall open the Technical Proposal one hour after the deadline for submission in the presence of the interested parties who may like to attend (Optional). The envelopes with the Financial Proposal shall remain sealed and securely stored with the procuring agency.

4.3 Proposal Evaluation

From the time the Proposals are opened to the time the Contract is awarded, the Firms should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Firm(s) to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the particular Proposal.

The Consultant Selection Committee, while evaluating Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

4.3.1 Evaluation of Technical Proposals:

The Consultant Selection Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

4.3.2 Public Opening and Evaluation of Financial Proposals:

After the technical evaluation is completed, the Client shall inform the Bidders, who have submitted Proposals, the technical scores obtained by their Technical Proposals, and shall notify those Firms whose Proposals did not meet the minimum qualifying mark or were considered non-responsive to the TOR, that their Financial Proposals shall be returned unopened after completing the selection process. The Client shall simultaneously notify in writing the Firms that have secured the minimum qualifying marks, the date, time and location for opening of the Financial Proposals. Firms' attendance at the opening of Financial Proposals is mandatory. The opening date shall be set so as to allow the Firms sufficient time to make arrangements for attending the opening.

Financial Proposals shall be opened publicly in the presence of the Firms' representatives who choose to attend (Mandatory). The names of the Firms, and the technical scores of the Firms shall be read aloud. The Financial Proposals of the Firms who meet the minimum qualifying marks will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be opened, and the total prices of each Firm read aloud and recorded.

The Consultant Selection Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail.

The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet: $S = St \times T\% + Sf \times P\%$. The Firm achieving the highest combined technical and financial score will be invited for finalization of Contract.

4.4 Finalization of Contract:

Contract finalization meeting shall be held at the date and address indicated in the Data Sheet. The invited Firm will, as a pre-requisite for attendance at the meeting, confirm availability of all professional staff. Failure in satisfying such requirements may result in the Firm being disqualified on the grounds of wilful misrepresentation, and the Client proceeding to the next-ranked Firm. Representatives finalizing on behalf of the Firm must have written authority to conclude the Contract.

4.4.1 Description of Services:

Finalization of Contract will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the invited Firm regarding the Terms of Reference. Once the Client and the Firm finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting, these documents shall be incorporated in the Contract as "Description of Services".

4.4.2 Finalization of Taxes:

It is the responsibility of the Firm, when finalizing the Contract, to indicate the exact tax amount to be paid by the Consultant under the Contract as per applicable laws.

4.4.3 Signing of Contract:

Contract finalization will conclude with a review of the Contract to correct any computational and typographical errors. The Client and the Firm will initial the agreed Contract before proceeding to sign the Contract.

4.5 Award of Contract:

Once the Contract is awarded to the Consultant, the Client shall publish details on the HED website: www.hed.punjab.gov.pk, promptly notifying all Firms which submitted proposals, and return the unopened Financial Proposals to the Firms that were disqualified or failed to achieve the minimum technical score.

After award of Contract, the Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

4.6 Confidentiality:

Information relating to the evaluation of Proposals and recommendations concerning the award shall not be disclosed to the Firms, which submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Firm of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Consultant Selection Guidelines relating to fraud and corruption.

5 Data Sheet

Paragraph Reference	Description
5.1	Name of the Client: Higher Education Department, Government of the Punjab Method of selection: Quality and Cost Based Selection Method (QCBS)
5.2	Financial Proposal to be submitted together with Technical Proposal as per formats given below: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Name of the assignment is: Consultancy Services: Corporate Consultancy and Specialized Services for Shortlisting & Selection of International Consultancy Firms/Consortium and Designing of the Human Resource Management System for LKP Company
5.3	A pre-proposal conference may be held: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The Client's representative is: Mr. Shahid Zaman, <u>Additional Secretary (Planning & Budget),</u> <u>Higher Education Department,</u> <u>Government of the Punjab,</u> Punjab Civil Secretariat, Lower Mall, Lahore, Pakistan. Phone:++92 42 99210034/++92 42 99210037 Facsimile:++ 92 42 99210038 Websites: www.hed.punjab.gov.pk , & www.hed.pitb.gov.pk Email: aspng.hed@punjab.gov.pk
5.4	Proposals must remain valid 45 days after the submission date.
5.5	Clarifications may be requested until 48 hrs before the submission of bids The address for requesting clarifications is same as mentioned in 5.3 above:
5.6	Amounts payable by the Client to the Consultant under the Contract to be subject to local taxation: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The Client will deduct and deposit such taxes with FBR on behalf of the Consultant in terms of the applicable rates: [Yes]
5.7	Firm to state Financial proposal in the national currency i.e PKR: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.8	Firm must submit the original of the Technical and Financial Proposal.
5.9	The Proposal submission address is same as of 5.3 above Proposals must be submitted no later than the following date and time: 28 July 2014: 1600 HRS (PST).

<p>5.10</p>	<p>Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; border-bottom: 1px solid black;">Points</th> </tr> </thead> <tbody> <tr> <td>(i) Consulting Firm; Profile:</td> <td style="text-align: right;">[100]</td> </tr> <tr> <td style="padding-left: 20px;">a) Number of five (5) similar assignments</td> <td style="text-align: right;">[45]</td> </tr> <tr> <td style="padding-left: 20px;">b) Value of similar assignments</td> <td style="text-align: right;">[45]</td> </tr> <tr> <td style="padding-left: 20px;">c) Organizational structure</td> <td style="text-align: right;">[10]</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">Total = (A₁)</td> </tr> <tr> <td>(ii) Project Team: <i>(The proposed Team Leader as the key expert will get additional ten (10) points)</i></td> <td></td> </tr> <tr> <td>[100]</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">a) Corporate Consultancy</td> <td style="text-align: right;">[15]</td> </tr> <tr> <td style="padding-left: 20px;">b) Documentation – Pre-qualification & Selection</td> <td style="text-align: right;">[30]</td> </tr> <tr> <td style="padding-left: 20px;">c) Assisting in Rating and Evaluation</td> <td style="text-align: right;">[20]</td> </tr> <tr> <td style="padding-left: 20px;">d) Human Resource Management - Systems</td> <td style="text-align: right;">[25]</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">Total = (A₂)</td> </tr> <tr> <td colspan="2">The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant score:</td> </tr> <tr> <td style="padding-left: 40px;">1) Education and qualifications</td> <td style="text-align: right;">[25]</td> </tr> <tr> <td style="padding-left: 40px;">2) Relevant background</td> <td style="text-align: right;">[70]</td> </tr> <tr> <td style="padding-left: 40px;">3) Time with firm</td> <td style="text-align: right;">[5]</td> </tr> <tr> <td style="padding-left: 80px;">Total score:</td> <td style="text-align: right; border-top: 1px solid black;">100</td> </tr> <tr> <td>(iii) Approach & Methodology:</td> <td style="text-align: right;">[100]</td> </tr> <tr> <td style="padding-left: 20px;">a) Understanding & Innovativeness</td> <td style="text-align: right;">[20]</td> </tr> <tr> <td style="padding-left: 20px;">b) Methodology & Work plan</td> <td style="text-align: right;">[40]</td> </tr> <tr> <td style="padding-left: 20px;">c) Presentation</td> <td style="text-align: right;">[40]</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">Total = (A₃)</td> </tr> <tr> <td colspan="2"> $\text{Technical Score}^* = \frac{A_1 [30]}{100} + \frac{A_2 [35]}{100} + \frac{A_3 [35]}{100}$ </td> </tr> <tr> <td colspan="2">The minimum technical score (St) required to pass is: <u>65</u> Points</td> </tr> </tbody> </table>		Points	(i) Consulting Firm; Profile:	[100]	a) Number of five (5) similar assignments	[45]	b) Value of similar assignments	[45]	c) Organizational structure	[10]		Total = (A ₁)	(ii) Project Team: <i>(The proposed Team Leader as the key expert will get additional ten (10) points)</i>		[100]		a) Corporate Consultancy	[15]	b) Documentation – Pre-qualification & Selection	[30]	c) Assisting in Rating and Evaluation	[20]	d) Human Resource Management - Systems	[25]		Total = (A ₂)	The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant score:		1) Education and qualifications	[25]	2) Relevant background	[70]	3) Time with firm	[5]	Total score:	100	(iii) Approach & Methodology:	[100]	a) Understanding & Innovativeness	[20]	b) Methodology & Work plan	[40]	c) Presentation	[40]		Total = (A ₃)	$\text{Technical Score}^* = \frac{A_1 [30]}{100} + \frac{A_2 [35]}{100} + \frac{A_3 [35]}{100}$		The minimum technical score (St) required to pass is: <u>65</u> Points	
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<p>5.11</p>	<p>The formula for determining the financial scores is the following:</p> <p>$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial Proposals (P) are:</p> <p style="padding-left: 40px;">T = <u>70%</u> ,and P = <u>30%</u></p>																																																		
<p>5.12</p>	<p>Expected date for commencement of consulting services will be within seven working days of award of contract.</p>																																																		

6 Technical Proposal - Standard Forms

Refer to Reference Paragraph 5.2 of the Data Sheet for format of Technical Proposal to be submitted in the following manners:-

TECH-1 Technical Proposal Submission Form

TECH-2 Firm's Organization and Experience

A Firm's Organization

B Firm's Experience

TECH-3 Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client

A On the Terms of Reference

B On the Counterpart Staff and Facilities

TECH-4 Description of the Approach, Methodology and Work Plan for Performing the Assignment

TECH-5 Team Composition and Task Assignments

TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff

Form TECH-1: Technical Proposal Submission Form

[Location, Date]

To: [Name and address of the Client]

Dear Sir,

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

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Firm].

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If contract negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in para 5.4 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in para 5.12 of the Data Sheet.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Form TECH-2: Firm's Organization and Experience

A - Firm's Organization

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

Firm Background:

Chief Executive Officer:

Chief Financial Officer:

Other Key Persons of the Entity:

Form TECH-2: Firm's Organization and Experience

B - Firm's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this Assignment. Please provide Client's certification and/or evidence of the contract agreement.]

Assignment name:	Value of the contract (in current PKR):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total Numbers of staff-months (by your firm) on the assignment:
Start date (month/year): Completion date (month/year):	Value of consultancy services provided by your firm under the contract (in current PKR):
Name of associated Firms, if any:	Numbers of professional staff-months provided by associated Firms:
Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	

Narrative description of Project:

Description of actual services provided by your staff within the assignment:

Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart Staff

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

**Form TECH-3: Comments and Suggestions on the Terms of Reference
and on Counterpart Staff**

B - On Counterpart Staff and Facilities

[Comment here on counterpart staff and facilities desired from the Client]

Form TECH-4 Description of Approach, Methodology and Work Plan for Performing the Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal]. You are suggested to present your Technical Proposal (inclusive of charts and diagrams) divided into the following three chapters:

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

a) Technical Approach and Methodology

In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan

In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

c) Organization and Staffing

In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed skilled and support staff.

Form TECH-5 Team Composition and Task Assignments

<i>(a) Professional Staff</i>					
Name of Staff	CNIC No.	Firm	Area of Expertise	Position Assigned	Task Assigned

Form TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff

1. Proposed Position : _____

2. Name of Staff [*Insert full name*]: _____

3. Date of Birth: _____ Nationality: _____

4. CNIC No: _____

5. Education :

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

6. Membership of Professional Associations: _____

7. Other Training [*Indicate significant training since degrees under point # 5 – (Education) were obtained*]: _____

8. Languages [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

9. Employment Record*[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*:

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

10. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 10.]

1) Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

2) Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

3) Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

[Unroll the project details group and continue numbering (4, 5, ...) as many times as is required]

12. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience, and myself. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative: _____

7 Financial Proposal - Standard Forms

[Comments in brackets [] provide guidance to the shortlisted Firms for the preparation of their Financial Proposals; they should not appear on the Financial Proposals to be submitted.]

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal. Such Forms are to be used whichever is the selection method indicated in para. 5.1 of the Data Sheet of this TOR.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Costs by Activity

Form FIN-1 Financial Proposal Submission Form

[Location, Date]

To: [Name and address of the Client]

Dear Sir,

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your TOR dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is inclusive of all applicable taxes.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in Para 5.4 of the Data Sheet.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Form FIN-2 Summary of Costs

Item	Costs
	Pak Rupees
Total Costs of Financial Proposal ¹	

¹Indicate the total costs, including of local taxes, to be paid by the Client in local currency. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

Form FIN-3 Breakdown of Costs by Activity²

Group of Activities (Phase): <hr/> <hr/>	Description:³ <hr/> <hr/>
Cost component	Costs⁴
	Pak Rupees
Remuneration ⁵	
Reimbursable Expenses ¹⁷	
Subtotals	

²Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Firm shall fill a separate Form FIN-3 for each group of activities. The sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.

³Short description of the activities whose cost breakdown is provided in this Form.

⁴Indicate between brackets the name of the local currency.

⁵Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5

8 Disclaimer

The Higher Education Department, Government of the Punjab reserves the right to reject all proposals within the meanings of Rule 35 of the PPR-14

9 Client Contact Details

The proposals are to be submitted **by post** to the following address:

Postal Address:

Mr. Shahid Zaman,
Additional Secretary (Planning & Budget),
Higher Education Department,
Government of the Punjab,
Punjab Civil Secretariat,
Lower Mall, Lahore, Pakistan.
Phone: ++92 42 99210034/++92 42 99210037
Facsimile: ++ 92 42 99210038
Email: aspng.hed@punjab.gov.pk;
Websites: www.hed.punjab.gov.pk, & www.hed.pitb.gov.pk

The envelopes must be sealed and clearly marked.

The client must send Original of the Technical and the Financial Proposals in the manner so prescribed in chapter 4 of this TOR.

For further queries, please write to ‘aspng.hed@punjab.gov.pk’; OR ‘ds.planning.2.hed@gmail.com’
Please CC all Emails to Section Officer Planning at: soer.hed@punjab.gov.pk