



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: January 12, 2021
	REFERENCE: UNDP-RFP-2021-022 JTN: 14609

Dear Sir / Madam:

We kindly request you to submit your Proposal for **“Consultancy Services to Prepare Plan, Design and Conduct Detail Supervision of New Academic Block, Women’s Hostel and Day Care Facility for the Anti-Narcotics Force Academy (ANFA) at Islamabad”**.

Your proposal should be submitted through e-Tendering online system by or before the deadline of **26th January 2021 at 12:30 PM PST OR 2:30 AM EST** indicated in <https://etendering.partneragencies.org>.

Detailed instructions on how to register, submit, modify or cancel a bid in the e-Tendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Your Proposal must be expressed in English, and valid for a minimum period of 90 days.

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation” button no later than **26th January 2021 [12:30 PM Pakistan Standard Time OR 2:30 AM EST]**. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted through the e-Tendering system on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If there is requirement of any clarification related to this RFP, kindly send queries to pakistan.procurement.info@undp.org.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected. Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 4.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link:
http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

"for"



Aliona Niculita
Resident Representative a.i



Kanwal Abbas

Annex 1**Description of Requirements**

Context of the Requirement	RFP for Engagement of an Organization for Consultancy Services to prepare Plan, Design and conduct detail Supervision of "New Academic Block, Women's Hostel and Day Care Facility for the Anti Narcotic Force Academy (ANFA) at Islamabad."
Brief Description of the Required Services ¹	Please see Annex 4 the ToR (Term of Reference) for the description of the required services.
List and Description of Expected Outputs to be Delivered	As per deliverables of TOR
Person to Supervise the Work/Performance of the Service Provider	Engineering Specialist, Aman-O-Insaf Programme, UNDP
Frequency of Reporting	Deliverable Based
Progress Reporting Requirements	Deliverable Based The Final Report of the each deliverable shall have to be submitted by completion of activity(s) within 20 days.
Location of work	Anit Narcotic Force Academy (ANFA), Islamabad.
Expected duration of work	4 months for development detailed design / BOQs and 20 months for supervision of construction activities
Target start date	10 th February 2021
Latest completion date	9 th October 2022
Travels Expected	Required: Consultancy Firm shall be required to have its own transportation arrangements, therefore bidder should explain in detail this fact as well matching its monitoring plan and filed visits and other requirements during the consultancy
Special Security Requirements	<input checked="" type="checkbox"/> Note: UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.
Facilities to be Provided by	<input checked="" type="checkbox"/> Not Applicable

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

UNDP (i.e., must be excluded from Price Proposal)									
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required								
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required								
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency [PAK RUPEES]								
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (the invoice submitted should indicate the price and tax portion separately). Further, United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.								
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.								
Partial Quotes	<input checked="" type="checkbox"/> Not permitted								
Payment Terms	Deliverables and Payment Schedule The payment is linked with achievements of the below-mentioned deliverables and shall be released upon satisfactory completion of each deliverable report certified by UNDP. <table border="1" data-bbox="462 1745 1544 1885"> <thead> <tr> <th>Outputs</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Master Plan</td> <td>15 Days.</td> <td></td> </tr> </tbody> </table>			Outputs	Timing	Condition for Payment Release	Master Plan	15 Days.	
Outputs	Timing	Condition for Payment Release							
Master Plan	15 Days.								

	<div>a) Site Plan: All the dimension of Plan with all existing structures and roads.</div> <div>b) Topography Survey: To know the cut and fill, depression and evaluated land demarcation, also identify the slopes for drainage of storm water.</div> <div>c) Placement of proposed building /drainage/water supply/ overhead water tank and roads for approval from line department</div>		<div>Within thirty (30) days from the date of meeting the following conditions:</div> <div>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and</div> <div>b) Receipt of invoice from the Service Provider.</div>
	<div>Designing of Building and Pathways</div> <div>User requirement: Different meeting with line department for collecting user requirement.</div>	15 Days	
	<div>Architectural Drawings:</div> <div>The buildings will be designed as per user requirement and share design with line department for approval. Provision of 3D elevation and land plan for each facility is manadatory.</div> <div>Once the Architectural drawings finalized and agreed by line department detail drawings will be prepared:</div> <div><div>a) Soil Testing for foundation design</div><div>b) Foundation Design</div><div>c) Working Drawing</div><div>d) Structural Drawings</div><div>e) Electrification drawings</div><div>f) Plumbing Drawings</div><div>g) Fire Fighting and Fire Alarm Drawings</div><div>h) CCTV Drawings</div></div> <div>Detailed drawings would be rewiewed by all stakeholder and comments would be address and necessary chages would be made in drawing and BOQs accordingly.</div>	45 Days	
	<div>Preparation of Tender Documents Technical Specification and Preparation of ITB (Invitation to Bid) along with BOQ, Engineering Estimates and all details drawings and provide in soft and hard copies to UNDP for review.</div>	30 Days	
	<div>Implementaiton of Civil Works</div> <div>Start till commissioning and handing over of building.</div>	20 Months	
	Person(s) to review/inspect/ approve outputs/complet ed services and authorize the	Engineering Speciliast and Programme Manager, Amm-O-Insaf Programme, UNDP	

disbursement of payment																					
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services <input checked="" type="checkbox"/> Purchase Order																				
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.																				
Criteria for the Assessment of Proposal	<p>The award of the contract shall be made to the Evaluation firm whose offer has been evaluated and determined as:</p> <p>a) Responsive/compliant/acceptable, and b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. 70%-30%.</p> <p>Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.</p> <p>Technical Proposal (70%)</p> <p><input checked="" type="checkbox"/> Expertise of the Firm 50% with 350 Marks out of 700 <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 25% with 175 marks out of 700 <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 25% with 175 marks out of 700</p> <p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <table border="1"> <thead> <tr> <th colspan="2">Summary of Technical Proposal Evaluation Forms</th><th>Score Weight</th><th>Points Obtainable</th></tr> </thead> <tbody> <tr> <td>1</td><td>Relevance experience of the firm in conducting evaluations</td><td>50%</td><td>350</td></tr> <tr> <td>2.</td><td>Proposed methodology, approach, tools and implementation plan</td><td>25%</td><td>175</td></tr> <tr> <td>3.</td><td>Management structure and key personnel</td><td>25%</td><td>175</td></tr> <tr> <td colspan="3">Total</td><td>700</td></tr> </tbody> </table>	Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	1	Relevance experience of the firm in conducting evaluations	50%	350	2.	Proposed methodology, approach, tools and implementation plan	25%	175	3.	Management structure and key personnel	25%	175	Total			700
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Total			700																		

Technical Proposal Evaluation-Form 1		Maximum Points obtainable
Expertise of Firm/Organization		
1.1	Firm shall have organizational structure with clear mandate, governing body and possesses minimum 10 years of relevant experience.	60
1.2	Financial Stability: Current ratio should be 1 or more than Note: Audited financial statements for years 2017-18 and 2018-19 shall be submitted with the proposal. (30 marks for each year)	60
1.3	Relevance of: - Specialized knowledge - Having expertise in designing and supervision. -Have worked with major multilateral/bilateral projects Experience of providing services to major, multilateral, bilateral or UN agencies, as well as collaboration with Government institution would be an advantage.	70
1.4	Completion of minimum of 5 similar nature projects in last Five (05) Years. Note: At least 5 satisfactory performance certificates and 5 contract copies shall be submitted with proposal. (10 marks for each satisfactory performance certificate and 10 marks for provision of each contract)	100
1.5	Registration with PEC, provide valid registration/membership certificate for year 2020-21 (category A-1).	35
1.6	Registration with PCATP, provide valid registration/membership certificate for year 2020-21	25
Sub-Total -1		350
Technical Proposal Evaluation- FORM 2		
Proposed Methodology, Approach, Tools and Implementation Plan		Maximum Points Obtainable
2.1	To what degree does the bidder understand the objectives and requirements of the task	35

	2.2	Have the important aspects of the task been addressed in enough detail and do they correspond to the Terms of References?	30																																								
	2.3	Is the features and functions section well defined and corresponds to the Terms of Reference?	30																																								
	2.4	Work plan: Clarity of presentation and sequencing of activity are logical, timely and technically realistic. Does it promise efficient implementation of the proposed tasks?	40																																								
	2.5	Project Monitoring: Has the bidder indicated a monitoring plan to effectively monitor the project activities and reflected the resources / services to carry out monitoring? Is there any risk identified, while implementing the project and what are the proposed mitigation measures outlined in the proposal?	40																																								
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	<table><tr><th colspan="3">Technical Proposal Evaluation-FORM 3</th><th>Max.Points Obtainable</th></tr><tr><td colspan="4">Management Structure and Key Personnel (Names and curriculum vitae of individuals who will be involved in completing the services)</td></tr><tr><td>3.1</td><td>Project Coordinator (1 No.)</td><td></td><td>50</td></tr><tr><td></td><td>Master's degree in Civil Engineering</td><td>20</td><td></td></tr><tr><td></td><td>10 years of experience of working (3 mark for each year)</td><td>30</td><td></td></tr><tr><td>3.2</td><td>RE- Project Engineer (1 Nos.)</td><td></td><td>30</td></tr><tr><td></td><td>Minimum qualification B.Sc. civil engineering</td><td>10</td><td></td></tr><tr><td></td><td>5 years of relevant experience of working (4 marks per year)</td><td>20</td><td></td></tr><tr><td>3.3</td><td>Site Engineer Civil (2 Nos.)</td><td></td><td>30</td></tr><tr><td></td><td>Minimum DAE in Civil Engineering (5 marks for each site engineer)</td><td>10</td><td></td></tr></table>			Technical Proposal Evaluation-FORM 3			Max.Points Obtainable	Management Structure and Key Personnel (Names and curriculum vitae of individuals who will be involved in completing the services)				3.1	Project Coordinator (1 No.)		50		Master's degree in Civil Engineering	20			10 years of experience of working (3 mark for each year)	30		3.2	RE- Project Engineer (1 Nos.)		30		Minimum qualification B.Sc. civil engineering	10			5 years of relevant experience of working (4 marks per year)	20		3.3	Site Engineer Civil (2 Nos.)		30		Minimum DAE in Civil Engineering (5 marks for each site engineer)	10	
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	5 years' relevant experience of managing large infrastructure projects (2 marks for each year for each site engineer)	20	
3.4	Site Engineer Electrical (1 Nos.)		15
	Minimum DAE in Electrical Engineering	5	
	5 years' relevant experience of managing large infrastructure projects (2 marks per year for each site engineer)	10	
3.5	Site Material Engineer (1 Nos.)		15
	Minimum DAE in Civil Engineering (5 mark for each site engineer)	5	
	5 years relevant experience of managing large infrastructure projects (2 mark per year for each site engineer)	10	
3.6	Site Quantity Surveyor (1 Nos.)		10
	Minimum DAE in Civil Engineering (5 marks for each site surveyor)	5	
	5 years relevant experience of managing large infrastructure projects (1 marks per year for each site surveyor)	5	
3.7	CAD Operator (1 Nos.)		10
	Minimum DAE in Civil Engineering	5	
	5 years' experience about AutoCAD (1 mark per year for each CAD operator)	5	
3.8	Office boy for site office (1)		10
	Minimum Matric	5	
	5 years relevant experiences (1 marks per year)	5	
3.9	Cook (1)		05

		Having experience of cooking min. 5 years (1 mark for each year)	5	
	Sub Total 4			175
	Mandatory Note: CVs of the personnel assigned should be signed, dated and attached with the proposals and prepared following the template in Annex 6 of the RFP.			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider			
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Aneex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR (Annex 5) <input checked="" type="checkbox"/> Standard CV Template (Annex 6)			
Contact Person for Inquiries (Written inquiries only)	Muhammad Tahir ul Islam Procurement Officer pakistan.procurement.info@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.			

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Other
Information [pls.
specify]

Minimum Qualifying Criteria

- ☒ Profile of the company/firm which should not exceed fifteen (15) pages along with details of employee, CVs of key professionals and available facilities/expertise/Organization Organogram ;
- ☒ Technical and Financial proposals should be submitted as separate PDF files Financial Proposal must be password protected.;
- ☒ Valid Certificate of Registration of the Firm/organizations with SECP, Registrar of Firms or FBR in the name of the firm;
- ☒ Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past two(02) Years (2017-18 & 2018-19);
- ☒ Registration with PEC (or) PCATP, provide valid registration/membership certificate for year 2020-21
- ☒ Provide evidence of minimum Five (05) of similar projects completed during last Five(05) years. Relevant details such as cost of the project, completion period and prototypes etc. along with certificates/contracts must be provided.
- ☒ Statement of Satisfactory Performance from the top [five] Clients in terms of Contract Value in past three (03) years (please provide 5 performance certificates); please fill below table with details **"Details of previous contracts"**;
- ☒ All information regarding any past and current litigation during the last three (03) years, in which the proposer is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.
- ☒ CVs of all the personel that will be assigned to this job.

Name of Funding Organization	Period of Contract	Type of Services Provided/Product delivered	Value of Contract	Location (Country/Region)	Year of Implementation

††

Deadline for Submission	<p>26th January 2021 (12:30 PM Pakistan standard Time or 2:30 AM EST)</p> <p>Please note:</p> <p>Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</p> <p>Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.</p>
Electronic submission (eTendering) requirements	<p>Technical and financial proposals should be submitted in separate PDF files File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. Password for financial proposal must not be provided to UNDP until requested by UNDP (see notes below)</p> <p>Important Notes for financial proposal:</p> <p>The proposer is required to prepare and submit the financial proposal in a password protected PDF file separate from the rest of the proposal submission as indicated in the instructions to proposers.</p> <p>Password for financial proposal must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: tahir.islam@undp.org</p> <p>While entering financial proposal in the e-tendering system, always mention your bid price as PKR 1. Please do not mention the value of your financial proposal in the e-tendering system. It should only be mentioned in the password protected file/ attachment of financial proposal. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</p>
Pre-proposal conference	<p>N/A</p>

Annex 1

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality

² This serves as a guide to the Service Provider in preparing the Proposal.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

[Name and Signature of Authorized Person]

[Designation]

[Date]

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Annex 2**FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL**

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)

The Bidder is required to prepare the Financial Proposal following the below format and submit the signed and stamped financial proposal.

Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should be aligned with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Our attached Financial Proposal is for the sum (estimated based on percentage) of [Insert amount in words and figures]. This amount is determined on the following basis.

A. _____% for of the estimated contract amount for the designing, equivalent to PKR _____

B. _____% for of the estimated contract amount for supervision of site during construction Phase which is equivalent to PKR _____

Above amount are exclusive of all kind of taxes.

C. _____ is tax amount for provision of above services at the rate of _____%

Please insert separate line for taxes.

Grand Total = A + B + C

Estimated Project Cost is PKR 102.284 Million for the New Academic Block, Women's Hostel and Day Care Facility for the Anti Narcotic Force Academy (ANFA) at Islamabad

Adjustment will be made on actual cost of work award (civil works construction contract)

Note: Establishment of site office min. 360 Square feet offices (2 / 3 offices) with provision of wash room, kitchen with all necessity (complete in all aspects) will be the responsibility of the consultancy firm. Its operational cost not limited may include utility bills, stationery and expenses of cook and office boy.

††

Cost Breakdown per Deliverable*

Deliverable	Decription of Deliverable activity wise	Details	Time Line	% of payment	Total Amount in PKR	Conditions for the payment
Deliverable 1	Master Plan	<p>a) Site Plan: All the dimension of Plan with all existing structures and roads.</p> <p>b) Topography Survey: To know the cut and fill, depression and evaluated land demarcation, also identify the slopes for drainage of storm water.</p> <p>c) Placement of proposed building /drainage/water supply/ overhead water tank and roads for approval from line department</p>	30 Days.	10%		<p>Within thirty (30) days from the date of meeting the following conditions:</p> <p>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and</p>
Deliverable 2	Designing of buildings/Roads and Pathways	<p>Designing of Building: User requirement: Different meeting with line department for collecting user requirement.</p>	15 Days	10%		b) Receipt of invoice from the Service Provider.
		<p>Architectural Drawings:</p> <p>The buildings will be designed as per user requirement and share design with line department for approval. Provision of 3D elevation and land plan for each facility is mandatory. The drawings should be in compliance with Donor Check list. Will be provided by UNDP</p> <p>Once the Architectural drawings finalized and agreed by line department details drawings will be prepared:</p> <ul style="list-style-type: none"> i) Soil Testing for foundation design j) Foundation Design k) Working Drawing l) Structural Drawings 	45 Days	10%		

		m) Electrification drawings n) Plumbing Drawings o) Fire Fighting and Fire Alarm Drawings p) CCTV Drawings q) Technical Specification				
Deliverable 3	Preparation of Tender Documents	Technical Specification and Preparation of ITB (Invitation to Bid) along with BOQ, Engineering Estimates and all details drawings and provide in soft and hard copies to UNDP for review.	30 Days	10%		
Deliverable 4	Implementation of works	Start till commissioning and handing over of building.	20 Months	60% will be divided into quarterly payments Adjustment will be made on actual cost of work award (Civil works construction)		
Total				100%		

**This shall be the basis of the payment tranches*

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

††

Annex 4

General Terms and Conditions for Services

11

Annex-5

TERMS OF REFERENCE (TOR)

Engagement of an Organization for Consultancy Services to prepare Plan, Design and conduct detail Supervision of: “New Academic Block, Women’s Hostel and Day Care Facility for the Anti Narcotic Force Academy (ANFA) at Islamabad”.

Project Title: Supporting Rule of Law for Peaceful, Just and Inclusive Societies (Amn-o-Insaf) o Insaf

Project Description and Objectives:

The United Nations Development Programme (UNDP) Strengthening Rule of Law Programme (SRLP) in Pakistan aims to support the government and rule of law institutions in their ongoing efforts to secure peace and stability. Under SRLP, assistance is provided for institutional development and capacity building to the rule of law institutions to ensure effective justice services. SRLP supports legal aid services and citizen empowerment through local non-government organizations. At the outcome level, SRLP endeavours to firmly establish a justice sector that provides quality services which are trusted, affordable, accessible and viewed as fair by local communities. Engaging with key stakeholders including the judiciary, police, prisons, local government, prosecution, bar associations and community-based organizations, SRLP seeks to enhance confidence and trust between local communities and the rule of law institutions.

Rational for the New Academic Block, Women’s Hostel and a Day Care Facility for the Anti Narcotic Force Academy (ANFA) at Islamabad

SRLP in partnership with INL-Pakistan seeking consultant services for Planning & Designing, preparation of BOQ and Estimates, for construction of New Academic Block, Women’s Hostel and Day Care Facility for the Anti Narcotic Force Academy (ANFA) at Islamabad. The facility will expand the capacity of the ANF Academy to train men and women, including other counter narcotics law enforcement agencies and conduct research and analysis. Also a safe, secure, and permanent residential facility will be provided for women attending training at the ANF Academy. The ANFA has enough land available at the ANFA for the construction of proposed living and training facilities.

Estimated cost of Project is PKR 102.284 Million

A. Objective of Consultancy

The objective of this consultancy is to prepare detailed maps and designs of the proposed New Academic Block, Women’s Hostel and a Day Care Facility, and also supervise the day to day construction work of the academy in accordance with the UNDP, US-INL and ANF Headquarters agreed parameters.

B. Activity and Scope of Work

The consultant Firm will be working in close coordination with the SRLP team and ANF Headquarters Rawalpindi. for the timely completion of the New Academic Block, Women’s Hostel and Day Care Facility for the Anti Narcotic Force Academy (ANFA) at Islamabad. Tasks are divided into following major steps

1. Assessment of proposed land
2. Collection,documentation and finalization of User Requirements.
3. Detail Topography Survey.

4. Detail Soil investigation.
5. Provision of Master Plan for Buildings .
6. Provision and management of supervisory staff at each construction site.
7. Preparation and presentation of drawings, design & Cost Estimates based on MSR
8. Detail supervision and reporting.

Note: (Consultant to incorporate establishment of site office/es and transportation of staff cost in the bid.)

Master Plan:

- a) Master Plan: Provision of accurate plan for each plot proposed for establishment of facility
- b) Master plan is required to know precise perimeters of available land. Placement of proposed building line plans identify roads and green areas, placement of overhead water tank and boundary wall.
- c) Topography Survey: Consultant are required to provide topography survey highlighting cut and fill, also provide depression and evaluated land. Also identify slopes for understanding for flow of storm/rain water.
- d) Master plan should be available in 3 D also.
- e) This Master plan will be approved from ANF Headquarters and reviewed and approved by Technical Working Group constituted for the purpose.

Prepare Drawings, Design, Engineering Estimate, BOQ and Technical Specifications:

User Requirement:

- Consultant to collect user requirement on available agreed land.
- Once the location of building confirmed by client, the consultant will conduct detail soil investigation and submit reports for each building. In case of change in location/s the consultant are required to conduct soil investigation at the new location/s with any further claim.
- **Architectural Design:** On user requirement and considering Master Plan the consultant will prepare architectural drawing and share with Client for their concern. If the Architectural plan finalized by client, all drawings for same facility will be prepared by Consultant, foundation drawings, structural drawings, electrical drawings, plumbing drawings, external works drawings. All designs should be provided in 3D.
- Consultant will prepare BOQ in line with Government prevailing rates for benchmark giving reference numbers or source of rates. For open market item an analysis will be provided.
- Details Engineering Estimate and take-off sheets will be provided by consultant with each BOQ.
- Drawings, design, BOQ and Estimate will be provided by Consultant for each facility.
- Drawings and design, BOQ and Engineering Estimate will be provided by Consultant

in Hard and soft copy.

- Approval will be sought from (Line Departments and end user) of drawings and design and approve by Technical Working Group.
- Preparation of Technical Specification according to scope of work. Soft and hard copies of technical specification will be provided to UNDP.

Note: UNDP Tendering system is online therefore each document is also required in soft copy to be uploaded into e-Tendering system.

Detailed Supervision:

The consultant will develop comprehensive monitoring and supervision team by using best practices of field and their experience. The detail supervision plan will be reviewed and approved by Technical Working Group.

- Consultant will establish temporary Site Offices and base full time supervision staff on each site.
- Consultant will maintain photo record of each activity on daily bases and keep date wise data.
- Consultant will maintain daily bases Man power and equipment logs.
- Consultant will give progress review along with photo record to UNDP and technical working group on monthly bases.
- Consultant site office will share updates and activities plan on weekly bases through email.
- Sample collection, testing will be done by consultant. If testing is not available in city then consultant will establish lab through vendor and testing will be conducted by consultant material engineer.
- Quality assurance is responsibility of the consultant. Any defect or shortcoming in civil works will be addressed to consultant.
- This project is time bound, the consultant will make arrangement to strictly follow the work schedule and complete the task in required time frame.
- The detail supervision staff will manage photo record for each activity with date and time.
- Consultant will utilize his SOP for check request, site inspection report, site handover form and other formats.
- Consultant will verify the bills as per site and as per drawings on agreed milestone as per Contract of UNDP. Onward the bill will be re-verified on random bases by UNDP.
- The consultant will manage traveling of staff by there own, no vehicle , POL, for office chagres will not be be reimbursed by UNDP.
- Consultant will verify the bill within 10 working days of submission and submit the

bill to UNDP within 14 days of submission.

- Site Office or Rent building for Office will be manage by Consultant no chagres will be reimbursed by UNDP.

In Finanical proposal the consultant may include Office Chagres , Travelling Chages and other requirement if any.

Methodology:

- An appropriate methodology will have to be determined by the consultant in consultations with the UNDP.
- The consultant will work in close collaboration with the UNDP and Technical Working Group.
- Consultant will give progress review on monthly basis against agreed milestone and work schedule submitted by vendor to UNDP and Technical Working Group.
- Consultant will weekly give updates on each Friday, including progress and planned activities through email.
- Consultant will manage photo record building wise with date and time for each major activity.
- Consultant will establish site office and based staff full time for supervision.
- To achieve target in required time frame night shift is also allowed by UNDP, depending on consultant how to utilize.
- Consultant is fully responsible to develop SOPs for contractors, check request, lab sample testing, measurements and initial verification of bills.

The key facilities to be included in the Academy:

Description	Key Facilities and Units	Covered area (square ft.) estimated
Basement	Training facilities: <ul style="list-style-type: none"> • Road check point • Mock airport • Home-based crime scene • Container crime scene • Staircase 	5,636
Ground Floor	Parking area: <ul style="list-style-type: none"> • Covered parking area and main gate • Entrance for training area • Entrance for Women's Hostel • Staircase • Washrooms 	5,636

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First and Second Floor	Training facilities: <ul style="list-style-type: none"> • Classroom • Central Discussion Room • Display Room • Precursor Identification Room • Offices • Bathroom and kitchen • Staircase/storeroom 	5,460
First, Second and Third Floor (for 20 persons)	Residential Facilities (Women Hostel): <ul style="list-style-type: none"> • Single & double rooms with attached baths • Dining area • Kitchen • Day care center (10- 15 children) • Gym/indoor activities • Common room 	11,446
Total		28,178

Estimated Cost 102.284 Million RPS

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Deliverable of consultant against time lines:

S.No	Activity	Details	Time Line
1	Master Plan	d) SitePlan: All the dimension of Plan with all existing structures and roads. e) Topography Survey: To know the cut and fill, depression and evaluated land demarcation, also identify the slopes for drainage of storm water. f) Placement of proposed building /drainage/water supply/ overhead water tank and roads for approval from line department	30 Days.
2	Designing of buildings/Roads and Pathways	Designing of Building: User requirement: Different meeting with line department for collecting user requirement.	15 Days
		Architectural Drawings: The buildings will be designed as per user requirement and share design with line department for approval. Provision of 3D elevation and land plan for each facility is mandatory. The Drawings should in compliance with Donor Check list Once the Architectural drawings finalized and agreed by line department details drawings will be prepared: <ul style="list-style-type: none"> r) Soil Testing for foundation design s) Foundation Design t) Working Drawing u) Structural Drawings v) Electrification drawings w) Plumbing Drawings x) Fire Fighting and Fire Alarm Drawings y) CCTV Drawings z) Technical Specification 	45 Days
3	Preparation of Tender Documents	Technical Specification and Preparation of ITB (Invitation to Bid) along with BOQ, Engineering Estimates and all details drawings and provide in soft and hard copies to UNDP for review.	30 Days
4	Implementation of works	Start till commissioning and handing over of building.	20 Months

Note: The contractual obligations can commence immediately after a contract is signed. UNDP expects that those submitting proposals will factor this timeline into account.

Annex 6**PERSONNEL**

3.1 Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

3.2 Staff Time Allocation: Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note: This *spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.*)

3.3 Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:

Name:		
Position for this Contract:		
Nationality:		
Contact information:		
Countries of Work Experience:		
Language Skills:		
Educational and other Qualifications:		
Summary of Experience: <i>Highlight experience in the region and on similar projects.</i>		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
References no.1 (minimum of 3):	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
Reference no.2	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	

Reference no.3	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>
Declaration: I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement. _____ Signature of the Nominated Team Leader/Member Date Signed	

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