

Royal University of Bhutan

Procurement of Consulting Services

**Preparation of Designs, Drawings and
Estimation of Vice Chancellor's
Residence at Debsi, Thimphu**



October 2018

Preface

This Standard Request for Proposal (SRFP) for the Procurement of Consulting Services has been prepared by the Public Procurement Policy Division (PPPD), Ministry of Finance to be used for the Procurement of Consulting Services for the projects that are financed in whole or in part by the Royal Government of Bhutan (RGoB). It should be used in conjunction with the Procurement Rules and Regulations.

Those wishing to submit comments or questions on this Bidding Document or to obtain additional information on procurement under RGoB-financed projects may contact:

Public Procurement Policy Division
Ministry of Finance
Royal Government of Bhutan
Email: pppd@mof.gov.bt
Telephone no. 00975 2 336962, fax no. 336961

ACRONYMS

CQ	Consultants Qualifications
CV	Curriculum Vitae
Eoi	Expression of Interest
MoF	Ministry of Finance
IC	Individual Consultant
PPPD	Public Procurement Policy Division
SRFP	Standard Request for Proposals
TOR	Terms of Reference

Letter of Invitation (LOI)

[Preparation of Designs, Drawings and Estimation of Vice Chancellor's Residence at Debsi, Thimphu]

Letter of Invitation

The **Office of the Vice Chancellor, RUB** has a budget provision for the preparation of designs, drawings and estimation of VC's residence and intends to apply part or whole of the proceeds for the procurement of the above service / works. under the *OVC, RUB project*. The services include design, drawings and estimation of residence. More detailed on the services are provided in the **Terms of Reference**.

The **Office of the Vice Chancellor, RUB** now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultants may associate to enhance their qualifications.

The selection process of a consultant shall be in accordance with the procedure set out in the Procurement Rules and Regulations.

Interested consultant may obtain the bidding documents from the address given below from **15th October 2018 to 15th November 2018**.

The Bidding documents must be delivered to the address given below by no later than **1300 hours on 15th November 2018**. **The documents will be opened on the same date at 1430 Hours:**

The Director
Department of Planning and Resources
OVC, Royal University of Bhutan
Lower Motithang:Thimphu

For further details please contact **Engineering Division at 02-336454 during office hours or visit our website: www.rub.edu.bt**

INTRODUCTION

- 1.1 Firms/individuals are hereby invited to submit a technical and financial proposal for consulting services required for the Assignment named in the attached LOI Data Sheet (referred to as "Data Sheet"). The proposal could form the basis for future negotiations and ultimately a contract between your firm 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.
- 1.3 The Assignment will be implemented in accordance with the procedure indicated in the Data Sheet.
- 1.5 To obtain first hand information on the Assignment and on the local conditions, firms/individuals are encouraged to pay a visit to the Client before submitting a proposal and attend a pre-proposal conference as specified in the Data Sheet. Firms/individuals must take into account the local conditions while preparing the proposal.
- 1.6 The Client will provide the inputs specified in the Data Sheet, and will assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.7 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 1.8 Consultants shall not be under a declaration of ineligibility for corrupt and fraudulent practices specified in the Standard Request for Proposal (Large Assignments) Instruction to Consultant Clause 4.

2. DOCUMENTS

- 2.1 To enable firms/individual to prepare a proposal, please find and use the attached Documents listed in the Data Sheet.
- 2.2 Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than seven days before the proposal submission date.
- 2.3 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment.

3. PREPARATION OF PROPOSAL

- 3.1 Firms/individuals are requested to submit a technical and a financial proposal. Your proposal shall be written in the language specified in the Data Sheet.

Technical Proposal

- 3.2 Firms/individuals are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information will be at your own risk and may result in rejection of your proposal.
- 3.3 During preparation of the technical proposal, firms/individuals must give particular attention to the following:
 - i) If firms/individuals consider that the firm does not have all the expertise for the Assignment, you may associate with other firms or entities, including the other firms invited for this Assignment and/or local consultants, subject to restrictions specified in the Data Sheet, to enable a full range of expertise to be presented;

- ii) The estimated budget ¹for the Assignment is stated in the Data Sheet for your information. The financial proposal for the Assignment should be substantially in accordance with the budget;
- iii) The estimated man months for the assignment are stated in the data sheet for your information. However, firms/individuals should feel free to submit your proposal on the basis of man months which firms/individuals consider necessary to undertake the assignment.

3.4 The technical proposal must provide the following information, using, but not limited to, the formats attached in Annexure 2:

- i) A brief description of the Consultant's organization and an outline of recent experience on assignments of a similar nature. The information provided on each assignment should indicate, inter alia, the profiles of the staff provided, duration, contract amount and firm involvement;
- ii) Any comments or suggestions on the TORs, and a description of the methodology (work plan) which the Consultants propose to execute the services, illustrated with bar charts of activities.
- iii) The composition of the proposed staff team, the tasks which would be assigned to each and their timing;
- iv) Curricula Vitae (C.V.) recently signed by the proposed key professional staff or an authorized manager in the home office.
- v) Estimates of the total time effort (person x months) to be provided for the services, supported by bar chart diagrams showing the time proposed (person x months) for each professional staff; and
- vi) The Consultant's comments, if any, on the data, services and facilities to be provided by the Client indicated in the TORs.

3.5 The technical proposal must not include any financial information.

Financial Proposal

3.6 The financial proposal should list the costs associated with the Assignment. These normally cover: remuneration for staff, accommodation (per diem, housing), transportation, for mobilization and demobilization, and equipment (vehicles, office equipment, furniture and supplies), printing of documents, surveys. Your financial proposal should be prepared using, but need not be limited to, the formats attached in Annexure 3.

3.7 The financial proposal must take into account the tax liability and cost of insurances specified in the Data Sheet.

3.8 Costs may be expressed in currency as provided in data sheet

4. SUBMISSION OF PROPOSALS

4.1 Firms/individuals must submit one original proposal and the number of copies indicated in the Data Sheet. Each proposal will be sealed in an outer envelop which will bear the address and information indicated in the Data Sheet.

4.2 The completed technical and financial proposal must be delivered on or before the time and date stated in the Data Sheet.

4.3 The proposal must be valid for the number of days stated in the Data Sheet from the date of its submission during which firms/individuals must maintain available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations at the location stated in the Data Sheet within this period.

¹ This will apply only for fixed budget selection method

5. PROPOSAL EVALUATION

- 5.1 A two-stage procedure will be adopted in evaluating the proposals:
- i) a technical evaluation, which will be carried out prior to opening any financial proposal;
 - ii) a financial evaluation.

Firms will be ranked using a combined technical/financial score, as indicated below.

Technical Proposal

- 5.2 The evaluation committee appointed by the Client will carry out the evaluation applying the evaluation criteria and point system specified in the Data Sheet. Each responsive proposal will be attributed a technical score (St.).

Financial Proposal

- 5.3 The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest financial proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores of the proposals will be computed as follows: $Sf = 100 \times Fm/F$ (F - amount of financial proposal).
- 5.4 Proposals will finally be ranked according to their combined technical (St) and financial (Sf) scores using the weights indicated in the Data Sheet" $S = St \times T\% + Sf \times F\%$.

6. Negotiations

- 6.1 Prior to the expiration period of proposal validity, the Client will notify the successful Consultant who submitted the highest scoring proposal (technical + financial) in writing by registered letter, cable telex or facsimile and invite to negotiate the Contract.
- 6.2 Negotiations normally finish within five days. The aim is to reach an agreement on all points, and initial a draft contract by the conclusion of Negotiations.
- 6.3 Negotiations will commence with a discussion of technical proposal, the proposed methodology (work plan), staffing and any suggestions made to improve the TORs. Agreement must then be reached on the final TORs, the staffing and bar charts, which will indicate activities, staff, periods in the field and in the home office, staff months, logistics and reporting. Special attention will be paid to optimize the required outputs from the Consultants within the available budget and to define clearly the inputs required from the Client to ensure satisfactory implementation of the Assignment.
- 6.4 Changes agreed upon will then be reflected in the financial proposal, using proposed unit rates
- 6.6 The negotiations will be concluded with a review of the draft form of Contract. The Client and the Consultants will finalize the contract to conclude negotiations.

7. AWARD OF CONTRACT

- 7.1 The Contract will be awarded after successful Negotiations with the successful Consultants. If negotiations fail, the Client will invite the Consultants having obtained the second highest score to Contract negotiations. Upon successful completion, the Client will promptly inform the other Consultants that their proposals have not been selected.
- 7.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

8. CONFIRMATION OF RECEIPT

- 8.1 The consultant shall acknowledge the following:
- i) The receipt of the letter of invitation by the consultant.
 - ii) Whether or not the consultant will submit a proposal.

The points given to evaluation sub-criteria for qualifications of key-staff proposed are:

	<u>POINTS</u>
General Qualifications	25
Adequacy for the Project	65
Experience & language in Region	10
Total:	<u>100</u> =====

The technical proposal should score at least 75 points out of 100 to be considered for financial evaluation.

5.4 The weight (T%) given to the Technical Proposal is **60 percent**.

The weight (F%) given to the Financial Proposal is **40 percent**.

7.2. Commencement of Assignment (date, location): ***The date of the services will be effective from the date of signing of this agreement.***

Attachments:

1. TORs
2. Annexures
3. Draft Form of Contract

TERMS OF REFERENCE

1. BACKGROUND:

The Royal University of Bhutan (RUB) offers programmes of study at the tertiary level through its ten constituent colleges and two affiliated colleges. It has a total of about 1000 faculty / staff and 10000 students. The University is based on a distributed model with the central office, the Office of the Vice Chancellor (OVC), located in Thimphu and its constituent colleges spread across the country.

The Vice Chancellor is the executive head of the University and oversees the operation of the University as per the policy direction provided by the University Council. The OVC plans to construct a building in the 25 decimals land in plot No. DA1-299 in Debsi, Thimphu for VC's residence. The proposed building shall be a Duplex (G+1).

The consultant is expected to prepare a detailed drawings, estimations and design for the VC's residential building. The consultant shall propose the design of the building considering the minimum requirement of the Duplex and is subject to change as per the need of the client.

The specific requirement of the building may see minor additional changes during the course of executing the work where the consultant may add or reduce some minor facilities as may be feasible and executable. This change shall however be executed in consultation with the OVC.

2. Technical Evaluation

The technical evaluation will be conducted based on the following criteria:

1. The consultants' relevant experience for the assignment (5 points)

- The bidder shall demonstrate their experience in development of similar works in the past (Claim must be supported by documentary evidence: Provide information on each assignment for which your firm has carried out the consulting services of similar to the ones requested under this assignment).
- As a documentary evidences, the bidder is required to submit the work order along with completion report from the concerned agency.
- If the documentary evidence is not provided, no points shall be awarded for that particular work.

2. The quality of methodology proposed (15 points)

- The bidder shall present the technical proposal into the following three chapters:
 - i. Technical Approach and Methodology,
 - ii. Work Plan, and
 - iii. Organization and Staffing

3. The qualification of the key staff proposed (70 points):

- The consultant has to be at site throughout the contract period to prepare the design works and shall have the following key personnel, whose CV and experience will be evaluated based on following requirements:

1. The Team Leader/Project Manager (10 points):

- 1.1. Managed 2 construction projects of similar type and scale or 5 years of experience in management of design project.
- 1.2. Education qualification of ***Degree in Civil Engineer/Architecture***.
- 1.3. Must be fluent in spoken & written English.

2. The Architect (15 points):

- 2.1. 5 years of experience in building design in Bhutan.
- 2.2. Education qualification of ***Bachelor's Degree in Architecture***.

3. The Civil/Structural/Sanitary Engineer (15 points):

- 3.1. 5 years of experience in structural and sanitary design.
- 3.2. Educational qualification of ***B.E. Civil***.

4. The Electrical Engineer (10 points):

- 4.1. 5 years of experience in building electrical designs.
- 4.2. Educational qualification of ***B.E. Electrical***.

5. The Surveyor (10 points):

- 5.1. 2 years of experience in Surveying.
- 5.2. Education qualification of ***two-year Diploma or equivalent in Surveying***.

6. The Quantity Surveyor (10 points):

- 6.1. 5 years of experiences in Quantity Survey
- 6.2. Education qualification of ***Diploma in Civil Engineering***.

4. The extent of participation by nationals among key staff in the performance of the assignment (10 points)

- If the proposed key staffs are Bhutanese, the full points will be awarded.

Please note that the technical proposal where relevance should be backed by testimonials and other documentary evidences. In case of not meeting the required level of education qualification and experience, points will be deducted on pro-rata basis.

Mode of payment:

Payment shall be made according to the following schedule:

1. **Twenty Five (25) percentage** of the lump-sum amount shall be paid upon submission of the **interim report**.

2. **Twenty Five (25) percentage** of the lump-sum shall be paid upon submission of the **draft final report**.
3. **Twenty (20) percentage** of lump-sum shall be paid upon submission of the **final report**.
4. **Twenty (20) percentage** of lump-sum shall be paid when the final drawings are approved by the concerned authority.
5. **Ten (10) percentage** of lump-sum shall be release after **Twelve (12) months**. However, if the consultant has left any jobs incomplete, the 10% of the lump-sum shall be retained till such jobs are complete.
6. The consultant will be liable for liquidated damages to the client at the rate of **0.05% per day** of the initial contract amount each day the completion date is later than the intended completion date. The total amount of the liquidated damages shall not exceed the ten percentage (10%) of the initial contract amount. The client shall deduct the liquidated damages from the payment due to the consultant.

Scope of Consultancy Services:

The consultant shall visit the proposed site and study the environment to prepare and submit the proposal at their own cost.

The objective of this project is to prepare the following items of work:

1. Architectural drawings including sewerage and plumbing facilities for the proposed residence of the Vice Chancellor.
2. Structural drawings with complete detailing and bar bending schedule for the same.
3. Electrical/TV drawings complete with cable connection from nearby pole inclusive of transformer if needed.
4. Detailed topographical survey of the campus including area for approach road.
5. Design of Site Plan/development/landscaping works including the boundary wall and gate with guard house.
6. Detailed specifications for the special items of works not covered by SBRW 2017.
7. Water supply scheme design from the source including reservoir and intake tanks if needed.
8. Detailed cost estimate, BoQ and rate analysis for the project.
9. Obtaining the building permit and the necessary approvals of the designs for construction of the building from the authorities concerned.

It shall be the responsibility of the selected consultancy firm to:

1. Conduct the any soil investigations to determine the bearing capacity of the soil.
2. To identify and plan for the approach road in consultation with the client and other responsible agencies.
3. To make site visit during key stages of the work – at least 5 (Five) visits during the construction phase. The client will determine the stages and the time of the visit.
4. To clarify any missing information and discrepancies to the Contractor or the Site Engineer arising out of the detailed design prepared by the consultant. The revised drawings/information should be furnished within 10 (ten) working days.
5. To include the cost of carrying out all the above responsibilities, inter alia, in their financial proposal.

Reports

The selected Consultancy Firm shall be required to submit the following reports for Client's review and approval:

- ❖ **Interim Report**, within **20 days** from the date of commencement of the services with the following details:
 1. Preliminary conceptual design and site development works,
 2. Architectural designs including landscaping concept of the campus,
 3. Soil investigation data and report of the site
- ❖ **Draft Final Report**, within **40 days** from the date of commencement of the services with the following details:
 1. Complete site development works – 2 copies
 2. Plumbing works, drainage and sanitation drawings – 2 copies
 3. Electrical drawings – 2 copies
 4. Telephone and LAN line layout drawings – 2 copies
 5. Structural and Architectural drawings with details – 2 copies, and
 6. Structural analysis and design calculation if required – 1 copy
- ❖ **Final Report**, within **60 days** from the date of the commencement of the services with the following details:
 1. All drawings – 3 copies
 2. Specification of the works
 3. Detailed measurement, BoQ and abstract of estimated cost, and
 4. Building permit and design approvals from concerned authority

After the submission of the report, the consultative meeting will be held at the Office of the Vice Chancellor for client's review and approval.

All drawings shall be submitted in print format in A3 format (297 x 420 mm) and in conformity with, but not limited to, the requirements of the Thromde or the MoWHS for scrutiny and approval as outlined in the Bhutan Building Rules 2002. Descriptive reports shall be prepared in A4 format (210 x 297 mm).

Soft copies shall be submitted in CD as follows:

- ◆ All drawings in “dwg” format readable in AutoCAD 2012
- ◆ Specification of the works in word file, and
- ◆ Details of measurement and abstract of estimated cost in excel file

Annex - 2

FORMATS FOR TECHNICAL PROPOSA

TECHNICAL PROPOSAL

TO

Sir:

Subject: Hiring of Consultancy Service for _____

Regarding Technical Proposal

I/We _____ Consultant/Consultancy firm herewith enclose Technical Proposal for selection of my/our firm/organization as Consultant for _____.

Yours faithfully,

Signature

Full Name _____

Designation _____

Address _____

(Authorized Representative)

1. Attach firm's profile (if it is not individual)
2. Relevant services carried out in the last five years which best illustrate qualifications
3. Approach and methodology if asked in the LOI Data Sheet
4. Comments and suggestions on the ToR
5. CVs of proposed personnel
6. Valid trade license & CDB certificate (if not individual)

Format of Curriculum Vitae (CV) For Proposed Key Staff

Proposed Position: _____

Name of Firm:__

Name of Staff:__

Profession:____

Date of Birth:__

Years with Firm:_____ **Nationality:**

Membership of Professional Societies: _____

Detailed Tasks Assigned:_____

Key Qualifications:

(Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to half a page).

Education:

(Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained. Use up to a quarter page).

Employment Record:

(Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use up to three-quarters of a page).

Languages:

(Indicate proficiency in speaking, reading and writing of each language by "excellent", "good", "fair", or "poor").

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this biodata correctly describes myself, my qualifications and my experience.

**Signature of Staff Member or
Day/Month/Year**

Date:_____

firm

authorized official from the

Please attach "Work Programme and Time Schedule for Key Personnel

WORKPROGRAM AND TIME SCHEDULE FOR KEY PERSONNEL
MONTHS (in the form of bar chart)

<u>S.</u> <u>No.</u>	<u>Name</u>	<u>Position</u>	1	2	3	4	5	6	7	8	<u>Number of</u> <u>Months</u>
1											
2											
3											
4											

FORMATS OF FINANCIAL PROPOSAL

FORM FIN 1 FINANCIAL PROPOSALS

TO

Sir:

Subject: Hiring of Consultants' Services for _____

Regarding Price Proposal

I/We _____ Consultant/consultancy firm herewith enclose Price Proposal for selection of my/our firm/organization Consultant for _____

I, the undersigned, hereby declare to the best of my knowledge and belief, this information is true and correct.

Yours faithfully,

Signature _____

Full Name _____

Designation _____

Address _____

(Authorized Representative)

SCHEDULE OF SUMMARY PRICE PROPOSAL

FORM FIN-2 SUMMARY OF COSTS

Item	
Total Costs of Financial Proposal	

FORM FIN-3 BREAKDOWN of Costs by Activity

Group of Activities (Phase)	
Remuneration	
Reimbursable Expenses	
Subtotals	

FORM FIN-4 BREAKDOWN OF REIMBURSABLE EXPENSES

(This Form FIN-4 shall only be used when the Time-Based Form of Contract has been included in the RFP)

N°	Description	Unit	Unit Cost	Quantity	Amount
1	Per diem allowances	Day			
2	Miscellaneous travel expenses	Trip			
3	Communication costs between [<i>Insert place</i>] and [<i>Insert place</i>]				
4	Drafting, reproduction of reports				
5	Equipment, instruments, materials, supplies, etc.				
6	Use of computers, software				
7	Local transportation costs				
8	Office rent, clerical assistance				
9	Training of the Procuring Agency's personnel				

(Modify as appropriate)

Request for Proposals – Selecting a Firm through CQ [implementing agencies to use their official letter pad]

Date _____

To

1. The _____ (hereinafter to refer to as the “Client”) invites you to submit a combined technical and financial proposal to provide the following consulting services: _____. More details of the services are provided in the attached Terms of Reference.
2. Please submit your technical and financial proposals in accordance with the attached forms. Your proposals will be subject to negotiation between your authorized representative and the Client and may result in a contract. A draft contract is also attached.
3. Your technical and financial proposals should be submitted at the following address, not later than _____ [insert date, month, year]. The technical and financial proposal shall each bear a weightage of _____ [insert techno-financial ratio] for the purpose of evaluating this proposal.
4. Please confirm receipt of this invitation and that you will/will not submit the proposals as requested

Sincerely

(Client’s authorized representative)

Sample Contract for Simple Consulting Services Small Assignments Time-Based Payments

CONTRACT

THIS CONTRACT ("Contract") is entered into this *[insert starting date of assignment]*, by and between *[insert Client's name]* ("the Client") having its principal place of business at *[insert Client's address]*, and *[insert Consultant's name]* ("the Consultant") having its principal office located at *[insert Consultant's address]*.

WHEREAS, the Client wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. **Services**
 - (i) The Consultant shall perform the services specified in "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
 - (ii) The Consultant shall provide the reports listed in Terms of Reference, within the time periods listed in such Annexures, and the personnel listed in Annexure 2, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.
2. **Term**

The Consultant shall perform the Services during the period commencing *[insert start date]* and continuing through *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing.
3. **Payment**
 - A. Ceiling

For Services rendered pursuant to ToR, the Client shall pay the Consultant an amount not to exceed a ceiling of *[insert ceiling amount]*. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant. The payments made under the Contract consist of the Consultant's remuneration as defined in sub-paragraph B below and of the reimbursable expenditures as defined in sub-paragraph C below.
 - B. Remuneration

The Client shall pay the Consultant for Services rendered at the rate(s) per man/month spent¹ (or per day spent or per hour spent, subject to a maximum of eight hours per day) in accordance with the rates agreed and specified in Annexure 3, "Cost Estimate of Services, List of Personnel and Schedule of Rates."
 - C. Reimbursables

The Client shall pay the Consultant for reimbursable expenses, which shall consist of and be limited to:

¹ Select the applicable rate and delete the others.

(i) normal and customary expenditures for official travel, accommodation, printing, and telephone charges; official travel will be reimbursed.

(ii) such other expenses as approved in advance by the Client.²

D. Payment Conditions

Payment shall be made in *[specify currency]* not later than 30 days following submission of invoices in duplicate to the client.

4. Project Administration

A. Coordinator

The Client designates Mr./Ms. *[insert name]* as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Client.

B. Timesheets

During the course of their work under this Contract, including field work, the Consultant's employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as well as expenses incurred, as instructed by the Project Coordinator.

C. Records and Accounts

The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Client reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant's records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

5. Performance Standard

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. Confidentiality

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7. Ownership of Material

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

8. Consultant Not to be Engaged in Certain Activities

The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

9. Insurance

The Consultant will be responsible for taking out any appropriate insurance coverage.

² Specific expenses can be added as an item (iii) in paragraph 3.C.

- 10. Assignment** The Consultant shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent.
- 11. Law Governing Contract and Language** The Contract shall be governed by the laws of *[insert government]*, and the language of the Contract shall be *[insert language]*.
- 12. Dispute Resolution** Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Kingdom of Bhutan.

FOR THE CLIENT

FOR THE CONSULTANT

Signed by _____

Signed by _____

Title: _____

Title: _____

Evaluation Report on Qualifications and Experience of Consultants for Selection Based on Consultant's Qualifications (CQ)

Date:

Project Title:

Tender No:

1. Implementing Agency _____(address, telephone/Fax No, email)
2. Name of consulting assignment:
3. Package number (per Procurement Plan) if applicable:
4. Total estimated cost of assignment:
5. Assignment period:
6. Name of Publication and Date of advertisement requesting expressions of interest:
7. Deadline for submission of the expression of interest:
8. Members of Selection Committee (Name and Position of each member):

Sl #	Name	Designation	Office	Remarks
1				
2				

9. Criteria for evaluating Consultant's qualifications and experience-[Total of all maximum scores should add up to 100]
 1. Overall experience of the firm (number of years) in the field of assignment (5 to 10)
 2. Number of assignment-related contracts completed during last three years (0 to 10)
 3. General experience and qualification of the key personal (10-20)
 4. Assignment-relevant experience and qualification of key personnel (20-50)
 5. Number of years of the key personnel in the firm (0-10)
 6. Financial capacity of the firm (0-10)
 7. Knowledge of language of if required (0-10)
 8. *[add other evaluation criteria and delete the above ones if not relevant]*
10. Name of consultants who expressed interest in respond to the advertisement:

Sl #	Name of the consultant	Eol submission date	Remarks
1			
2			

11. Rank list of consultants after evaluation of qualifications and experience as per 9 above:

<i>Sl #</i>	<i>Name of Consultants</i>	<i>Score</i>	<i>Strengths</i>	<i>Weaknesses</i>
1				
2				
3				

12. Following the ranking of firms, the implementing agencies will invite technical and financial proposals from at least 3 (the highest scoring) top ranking firms which will become the basis of contract negotiations between the Client and the highest scoring firm.

13. Complaints, if any: _____

Signatures of the Members of the Selection Committee: _____

LIST OF ANNEXES

Annexure 1: Letter of invitation

Annexure 2: Formats for Technical Proposal

Annexure 3: Formats for Financial Proposal

Annexure 4: Request for Proposal (RFP)

Annexure 5: Sample Contract

Annexure 6: Evaluation report