

REQUEST FOR PROPOSALS

GUYANA SHORE BASE INCORPORATED

**DESIGN CONSULTANCY
FOR SHOREBASE
OFFICE BLOCK**

GUYANA SHORE BASE INCORPORATED
DESIGN CONSULTANCY FOR SHOREBASE OFFICE BLOCK
- REQUEST FOR PROPOSAL

Guyana Shore Base Incorporated

Plantation “A”, Houston District

East Bank Demerara,

Georgetown,

Guyana.

Telephone #: (592) 227-2381

E-mail: www.gysbi.gy

August 2022

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SECTION 1

LETTER OF INVITATION

GUYANA SHORE BASE INCORPORATED

- DESIGN CONSULTANCY FOR SHOREBASE OFFICE BLOCK

August 25, 2022

Dear Sir / Madam,

Re: Request for Proposals for Design Consultancy for Shorebase Office Block

1. Guyana Shore Base Incorporated (GYSBI) is embarking on a project to create additional facilities to support staff in the fast-growing oil and gas industry.
2. A design consultancy is being launched for a new office block at GYSBI's shorebase, located at Houston, Greater Georgetown.
3. Given the aforementioned, GYSBI now invites proposals to provide the following consulting services: **Design of Shorebase Office Block**. More details on the services are provided in the Terms of Reference.
4. This Request for Proposal (RFP) is being advertised on the Local Content Secretariat (Guyana) website, the Centre for Local Business Development (Guyana) website, and the GYSBI website and social media platforms.
5. A firm will be selected under Quality and Cost Based Selection and procedures described in this simplified RFP.
6. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 – Modified Standard Contract and Instructions to Consultant:
 - ANNEX A - Terms of Reference
 - ANNEX B – Bid Data Sheet/Technical Criteria
 - ANNEX C – Technical & Financial Proposal - Standard Forms
7. Please inform us at the email address: procurement@gysbi.com

Yours sincerely,

Robert Albiez
General Manager
Guyana Shore Base Incorporated

SECTION 2

**MODIFIED CONTRACT FOR CONSULTING SERVICES
LUMP-SUM PAYMENTS**

THIS CONTRACT (“Contract”) is entered into this (date) by and between **GUYANA SHORE BASE INC** (“the Client”) a Company incorporated under the Laws of Guyana and whose registered office is situate at **Houston, East Bank Demerara, Guyana**, and (“the Consultant”), located at,

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

WHEREAS, the Consultant is willing to perform these services;

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services

(i) The Consultant shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).

(ii) The Consultant shall provide the personnel listed in Annex A, “Consultant’s Personnel,” to perform the Services.

(iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Paragraph 4.

2. Terms

The Consultant shall perform the services within a duration of six (6) weeks from the commencement date, or any other period as

may be subsequently agreed by the parties in writing.

3. Payment

A. Design Services:

For Design Services rendered pursuant to Annex A – Terms of Reference and Scope of Services, the Client shall pay the Consultant agreed sum for the design works. This sum is based on the cost breakdown indicated in the TOR and is VAT inclusive.

This amount has been established based on the understanding that it includes all the Consultant's costs and profits as well as all tax obligations, inclusive of VAT, that maybe imposed on the Consultant.

B. Schedule of Payments

(i) Design:

Payments to the consultant shall be made in according to that laid out in Para 8 of Annex A:

20% of the contract sum as an advance payment, upon delivery of the inception report by the consultant.

40% interim payment upon approval of the draft design; and

The final amounts upon delivery of the final design.

C. Payment Conditions

Payment shall be made in Guyana dollars and be subject to the following conditions:

(i) Payments for design services shall be made in three (3) tranches based on deliverables.

(ii) Payments shall be made within twenty-one days of receipt and approval of invoices by Client

(iii) VAT to be included.

4. Project Administration

A. Coordinator.

The Client, **GYSBI** will hold the main responsibility of administration of this contract. The Client will be responsible for the coordination of activities under this Contract, for acceptance and approval of the designs and of other deliverables and for

receiving and approving invoices for the payment.

B. Reports.

The reports listed herein shall be submitted within the course of the project:

(i) A final design report shall be submitted inclusive of two (2) hard copies and a PDF copy. Additionally, all native files (inclusive of editable formats) shall be submitted to the Client.

(ii) Matters pertaining to this contract shall be communicated in writing, between parties.

(iii) Other reports referenced in the TOR are to be submitted

5. Retention

The Client shall retain from each payment a portion of the funds in the sum of 10% of the contract sum pending completion of the assignment and on acceptance of the final report (if required).

6. Liquidated Damages

Any delay on the part of the Consultant in completing the assignment/service within the stipulated period will render him liable to pay liquidated damages as follows:

(a) A rate of five percent (5%) per week of the contract price

(b) A maximum of twenty percent (20%) of the contract price

Thereafter, the client has the right to cancel the contract and demand all form of damages;

7. Mobilization Advance

The Client shall make advance payment to the Consultant in the amount of 20% of the contract price upon receipt of the inception report.

8. Performance Bond

The Performance bond shall be 10% of the Bid Sum upon demand by the Client;

9. Defects Liability

The Client will hold the consultant liable for his/her design for a period of no less than 36 months after completion. The form of compensation to be based on the extent of defects.

10. Penalties

A Penalty for slow performance or non-performance will be imposed in the rate prescribed for liquidated damages. Slow or non-performance will be assessed against the project's approved work programme.

After 20% of the contract sum is deducted for penalties, the Client has the right to cancel the contract and demand all form of damages;

11. Performance Standards

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;

12. Confidentiality

The Consultants shall not, during the term of this Contract and within three 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;

13. 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.

14. Consultant Not to be Engaged in Certain Activities

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

15. Insurance

The Consultant will be responsible for taking out any appropriate insurance coverage for his staff and equipment.

16. Assignment

The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.

17. Law Governing Contract and Language

The Contract shall be governed by the laws of Guyana and the language of the Contract shall be English.

18. Termination of Contract

The Client or Consultant shall terminate the contract without prejudice with a minimum

notice of twenty-one (21) days prior to the date of termination.

19. Dispute Resolution

An amicable resolution shall be sought for any dispute arising out of or in connection with the Contract. In case where an amicable solution cannot be met, then the conflicting parties shall have an independent arbitrator

from the Guyana Association of Professional Engineers (GAPE) to arbitrate on the matter. The arbitrator’s pronouncement shall be binding upon the conflicting parties.

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

FOR THE CLIENT

FOR THE CONSULTANT

Signed by:

Signed by:

Title:

Title:

In witness thereof:

(1)

(2)

ANNEX A - TERMS OF REFERENCE

Design Consultancy for the Shorebase Office Block

1.0 Introduction

- 1.1 The Guyana Shore Base Inc. (GYSBI) continues its infrastructural developmental program across the Houston Area along the East Bank Demerara.
- 1.2 As operations continue to increase in the fast-growing oil and gas industry, so does the need for support staff and facilities.
- 1.3 Consequently, GYSBI will be developing a newly constructed office block to support operational staff.
- 1.4 The core objective of this consultancy is to develop detailed design and drawings, tender dossier, cost estimation and project timeline for the construction.

2.0 Brief Description of Project

- 2.1 The name of this project is identified as the GYSBI Shorebase Office Block.
- 2.2 It is located within GYSBI shorebase, specifically at the western corner of the current mobile office trailer area.
- 2.3 The shorebase office block is intended to be at least three-storeys high i.e., ground floor plus two floors comprising of a roof and two staircases.
- 2.4 The estimated floor area is 540m² and is set to be oriented in a manner that allows the users to enter the parking lot directly from the staircases.
- 2.5 Specific requirements for this office block are as described below but to be finalized during the design consultancy:
 - 2.5.1 **Ground floor** – is not enclosed

2.5.2 **First floor**

Item	Description	Amount	Comments
1	Admin area	1	8ftx13ft
2	Janitor Closet	1	
3	IT Room	1	
4	Kitchenette	1	
5	Storage Room	1	
6	6 person Contractor Office	1	
7	30 person Conference room	1	
8	Bathrooms (male)	1	2 urinals, 2 stall
9	Bathrooms (female)	1	2 stalls
10	Locker Room	1	~90 lockers 3ft high
11	Visitor Locker	1	

2.5.3 **Second Floor**

Item	Description	Amount	Comments
1	Management Office	4	
2	Standard Offices	12	
3	4-person Huddle Room	1	
4	6 person Huddle Room	1	
5	8 person office	1	For safety personnel
6	Kitchenette	1	Sink, refrigerator, counter, water cooler
7	Bathroom (Male)	1	5 stalls, 2 urinals
8	Bathroom (Female)	1	5 Stalls
9	Janitor Area	1	
10	Open Seating Areas	3	

2.6 It should be noted that mobile office trailers currently within the footprint of the office block project site, will need to be relocated to a temporary location, with all utilities.

2.7 The general location of the project site is shown in the image below:



3.0 Objectives

- 3.1 The objective of this design consultancy is to arrive at an optimized solution of the floors' area that fully captures and satisfies the requirements of the client.
- 3.2 Further, the successful consultant is expected to produce complete architectural and design drawings, together with tender dossier documents, including but not limited to bill of quantities, drawings of all designs, and technical specifications.
- 3.3 Specific design objectives shall be focused on:
 - 3.3.1 Full foundation design and drawings of the office block with all associated computations and reports.

-
- 3.3.2 Design of superstructure showing all main elements and details. Computations to be provided to support chosen member sizes.
 - 3.3.3 Architectural design clearly identifying floor areas and descriptions. Attention to be paid to the interior design of the building capturing all furniture and finishes.
 - 3.3.4 Mechanical, Electrical & Plumbing design showing all wiring, outlets, connections, plumbing facilities and fixtures, HVAC, etc.
 - 3.3.5 Consultant to visit the site to verify any site conditions related to the scope of work. Additionally, to conduct any test deemed necessary to determine design parameters.
 - 3.3.6 To conduct stakeholder engagement meetings to gather inputs and contributions for the final developed design.
 - 3.4 The TOR leaves ample room for the consultant's creativity and innovations in determining the most appropriate approach and methodology to be applied in achieving the above consultancy objectives. In so doing, the consultant is expected to work in close liaison with relevant project engineers / managers, as well as the main end users.

4.0 Scope of Work

The scope and services to be provided by the consultant includes but is not limited to:

4.1 Site Investigation and Survey

- 4.1.1 The selected consultancy firm should visit the site to familiarize with the existing conditions. A sketch map of the area will be provided to the consultant.
- 4.1.2 A detailed survey should be carried out showing all topographic features, capturing nearby drainage and other features that may be required for the purpose of design.

4.2 Soil Investigation

- 4.2.1 All the pre-requisite studies such as site study and investigations, tests, collection of data, etc. should be carried out and incorporated in the structural design before detailed design of building structures.
- 4.2.2 The soil investigation shall furnish necessary information to decide on the type and depth of building foundations among others.

4.2.3 The location and depth of holes may be decided in close coordination with the project engineer/manager.

4.3 Design of Building/Infrastructure

4.3.1 The building should be suitably laid out in location and direction for optimized usage, 'green' efficiency etc.

4.3.2 The layout plans of the infrastructure should capture at minimum the details listed in Section 2 of this document.

4.3.3 The detailed and final design should conform to the requirements of the client as gathered through the stakeholder engagement meetings.

4.3.4 Potable water distribution for the building should be adequate for drawing water for various usages at any point. Consultant should work with the project engineer/manager regarding sourcing of water supply. By extension, consultant should prepare schematic layouts for all other services such as electrical, IT, etc.

4.3.5 The main frame of the structure is anticipated to be steel framed. All beams, columns, bracing, anchor bolts, seat angles, shear connectors should be properly detailed in the drawing. All steel element designs should be completed in accordance with Guyana Standard GCP 9-9: 1999, BS EN1993-1-1:2005 or equivalent. Designs should consider as far as possible, locally available steel elements.

4.3.6 Prepare furniture layout plans for review

4.3.7 Prepare and present interior design concepts

4.4 Detail Drawings for Building and other Infrastructure

4.4.1 The drawings should be done in an appropriate style and the scales suitably fixed so that they are easily readable at site or workshop by naked eye. Except for the general views, the drawings should preferably be made to the scale of 1:50 and for showing minute details to 1:20 / 1:10 where necessary

4.4.2 Adequate number of drawings should be produced to represent all details and views.

-
- 4.4.3 Detail reinforcement schedule should be part of the drawings as it is represented in the foundation construction.
 - 4.4.4 All drawings shall be in ISO A3 format (297x420mm). Descriptive reports shall be prepared in A4 format (210x297mm).
 - 4.4.5 Except for similar components, each different component shall have separate drawings in cross section, elevation, and plan
 - 4.4.6 For the purpose of tendering, drawings printed on A3 sizes and available electronically. However, the drawings should be easily readable by naked eye.

4.5 Bill of Quantities (BOQ)

- 4.5.1 The BOQ should be explicit in covering all items of work. It should be as exhaustive as possible to avoid changes, additions, deletions, and substitutions during execution and therefore any undesired disputes and claims.
- 4.5.2 The detailed technical and material specifications should be a part of the BOQ. One copy of the Technical Specifications shall be submitted to Project Engineer/Manager for comments & suggestions before making the required number of copies.
- 4.5.3 The quantities should be worked out as accurate as possible to avoid unnecessary variations during the execution of the work.
- 4.5.4 Availability of materials may also be specified for those that are unique in features. As far as possible, the materials should be readily available in Guyana. The materials may be suggested to suit the climatic and localized conditions of the office location.
- 4.5.5 The cost estimates should be appropriately worked out to indicate the approximate cost of the entire project. It should be accompanied by analysis of rates where necessary.
- 4.5.6 All forms of taxes – excise duties, sales tax, royalties, etc. applicable in Guyana and abroad when materials are imported, should be incorporated in the cost analysis.

5.0 Key Personnel Requirements

5.1 The consultancy firm shall engage at a minimum, the following key personnel whose CV and experience shall be evaluated, apart from any other support staff to fulfill this Terms of Reference:

- Team Leader/Project Manager
 - Must have managed at least 3 projects of similar nature, and have 5 or more years of experience on in design and/or construction of building projects
 - Must have a bachelor's degree in Architecture or Civil Engineering
 - Must be fluent in spoken and written English.
- Architect
 - Must have at least a Bachelor's Degree in Architecture from a reputable University
 - Must be fluent in spoken and written English
- Structural/Civil Engineer – Design Engineer
 - Must have at least a Bachelor's Degree in relevant field.
 - Must be fluent in spoken & written English.
- Geotechnical Engineer
 - Must have at least Bachelor's Degree in relevant field.
 - Must have at least 5 years of experience in foundation design and engineering
 - Must be fluent in spoken & written English
- Electrical Engineer/MEP Engineer
 - Must have at least a Bachelors Degree in Electrical Engineering.
 - Must be fluent in spoken & written English.
- Sworn Land Surveyor
 - Must have at least Diploma in Land Surveying
 - Must have a professional local surveying license, SLS.
 - Must be fluent in spoken & written English
- CAD Technicians

5.2 The consulting firm should submit detailed references of similar works executed earlier (both by the firm and the key personnel), detailed Curriculum Vitae (CV) and qualification & experience certificates and the letter of commitment of the proposed consulting engineers.

6.0 Furnished by Company

6.1 The Consultant would be provided the copy of site plan for the purpose of preparation of lay out plans, designs, and drawings. For the purpose of detail design and layout, the Consultant will have to carry out detail survey of the site on its own and shall take full responsibility for accuracy of the data collected

7.0 Deliverables

7.1 At minimum, the consultant is to furnish the company with the following for review and approval but not limited to:

- Project Inception report
- Interim Reports
- Draft design report
 - Plan with site development
 - Architectural drawings with details
 - Interior Design Layouts
 - Ceiling Plans
 - Plumbing drawings
 - Drainage and Sanitation Drawings
 - Electrical Drawings
 - IT infrastructure layout
 - Structural Drawings with Details
 - Structural Calculations
 - Other Drawings
- Final design report
 - Revisions to the above as necessary
 - Technical Specifications
 - Completed Bill of Quantities and Cost Estimates
 - MS Project Schedule for Construction Work

8.0 Reporting Schedule

- The Project Inception Report to be submitted within seven (7) days of the Purchase Order being issued.
- The Draft Design Report to be submitted within twenty-eight (28) days of the Purchase Order being issued.
- The Final Design Report to be submitted within forty-two (42) days of the Purchase Order being issued
- Overall, this consultancy shall run for 6 weeks

9.0 Other Information

9.1 It is suggested that the tender dossier prepared by the consultancy firm should be prepared in accordance with Guyana Procurement Laws and taking into consideration Local Content Requirements.

9.2 Bid Documents shall include the following:

- Instructions to Bidders;
- Form of Bid;
- Form of Bid Bond;
- Form of Agreement;
- Form of Performance Bond;
- Form of Payment Bond;
- Bill of Quantities;
- Day Work Schedule;
- General Conditions of Contract
- Special Conditions of Contract;
- Technical and Environmental Specifications (General);
- Drawings.

ANNEX B – DATA SHEET AND SELECTION CRITERIA

**Instructions to Consultants
DATA SHEET**

Paragraph Reference	
1.1	Name of the Client: GUYANA SHORE BASE INC. (GYSBI) Method of Selection: Quality and Cost Based Selection (QCBS)
1.2	Price Proposal to be submitted together with Technical Proposal: YES Name of the assignment is: Design Consultancy for Shorebase Office Block
1.3	A pre-proposal conference will be held: Yes The Client’s representatives are: Engineering Manager GYSBI Address: Plantation “A”, Houston District, East Bank Demerara, Georgetown, Guyana Telephone: 592-679-3779 E-mail: bhageshwar.murli@gysbi.com
1.4	The Client will provide the following inputs and facilities: i. available relevant reports, documents, and data. ii. The Bidding Document and Contract Document for associated Works will be presented at an appropriate time.
1.6.1 (a)	The Client envisages the need for continuity for downstream work: NO
1.12	Proposals must remain valid 30 days after the submission date.

Paragraph Reference	
2.1	<p>Clarifications may be requested <u>NOT</u> later than <u>3 days</u> before the submission date.</p> <p>The address for requesting clarifications is:</p> <p style="text-align: center;">Local Content and Procurement Manager</p> <p style="text-align: center;">procurement@gysbi.com</p>
3.1	Proposals shall be submitted in the following language: <u>English</u>
3.2	Shortlisted Consultants may associate with other shortlisted Consultants: NO
3.3	The format of the Technical Proposal to be submitted is: Full Technical Proposal (FTP)
3.5	Training is a specific component of this assignment: NO
3.6	Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: YES
3.7	Consultant to state local cost in the Client’s country currency: YES
4.3	Consultant must submit the original and One (1) copy of the Technical Proposal, and Price Proposal.

Paragraph Reference																	
4.5	<p>The Proposal submission address is: The Local Content and Procurement Manager, GYSBI, Plantation “A”, Houston District, Georgetown, Guyana.</p> <p>Proposals must be submitted no later than the following date and time: 17:00 hrs on September 10, 2022</p>																
5.2	<table border="1"> <thead> <tr> <th data-bbox="488 625 570 667"></th> <th data-bbox="570 625 1242 667"></th> <th data-bbox="1242 625 1373 667">Max.</th> </tr> </thead> <tbody> <tr> <td data-bbox="488 667 570 743">(i.)</td> <td data-bbox="570 667 1242 743">Specific experience of the Consultant relevant to the assignment</td> <td data-bbox="1242 667 1373 743">25</td> </tr> <tr> <td data-bbox="488 743 570 1031">(ii.)</td> <td data-bbox="570 743 1242 1031"> Adequacy of the proposed methodology and work plan in responding to the Terms of Reference: Technical approach and methodology Work Plan Organization and Staffing Total points for criterion (ii) </td> <td data-bbox="1242 743 1373 1031"> 15 5 5 25 </td> </tr> <tr> <td data-bbox="488 1031 570 1360">(iii.)</td> <td data-bbox="570 1031 1242 1360"> Key professional staff qualifications and competence for the assignment: Team Leader Design Engineer Architect Electrical/MEP Engineer Total points for criterion (iii) </td> <td data-bbox="1242 1031 1373 1360"> 15 15 10 10 50 </td> </tr> <tr> <td data-bbox="488 1360 570 1822">(iv.)</td> <td data-bbox="570 1360 1242 1822"> The number of points to be assigned to each of the above positions shall be determined considering the following four sub-criteria and relevant percentage weights: General qualifications Adequacy for the Assignment (Specific Experience) Total points Weight The minimum technical score St required to pass is: 70 Points </td> <td data-bbox="1242 1360 1373 1822"> 50% 50% 100% </td> </tr> </tbody> </table>				Max.	(i.)	Specific experience of the Consultant relevant to the assignment	25	(ii.)	Adequacy of the proposed methodology and work plan in responding to the Terms of Reference: Technical approach and methodology Work Plan Organization and Staffing Total points for criterion (ii)	 15 5 5 25	(iii.)	Key professional staff qualifications and competence for the assignment: Team Leader Design Engineer Architect Electrical/MEP Engineer Total points for criterion (iii)	 15 15 10 10 50	(iv.)	The number of points to be assigned to each of the above positions shall be determined considering the following four sub-criteria and relevant percentage weights: General qualifications Adequacy for the Assignment (Specific Experience) Total points Weight The minimum technical score St required to pass is: 70 Points	 50% 50% 100%
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Paragraph Reference	
	The single currency for price conversion is: GD
5.7	<p>The formula for determining the price scores is the following:</p> <p>$P_p = 100 \times P_m / F$, in which P_p is the price score, P_m is the lowest price and F the price of the proposal under consideration.</p> <p>The weights given to the Technical and Price Proposals are:</p> <p>$T = 0.7$ and</p> <p>$P = 0.3$</p>
6.1	Expected date and address for contract negotiations: September 13, 2022, in Guyana.
7.2	Expected date for commencement of consulting services: September 16, 2022

ANNEX C. Technical & Financial Proposal - Standard Forms

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

TECH-1	Technical Proposal Submission Form
TECH-2	Consultant's Organization and Experience A Consultant's Organization B Consultant's Experience
TECH-3	Comments or Suggestions on the Terms of Reference
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
PR - 1	Price Proposal Form

FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

[*Location, Date*]

To: [*Name and address of Client*]

Dear Sirs:

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 Price Proposal in a **sealed envelope**.

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 negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.12 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 Paragraph Reference 7.2 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 Consultant's Organization and Experience

A - Consultant's Organization

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

B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate (JVCA) for this assignment, was legally contracted either individually 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.]

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N ^o of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current G\$):
Start date (month/year): Completion date (month/year):	N ^o of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	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:	

--

Firm's Name: _____

**FORM TECH-3 COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON
COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE CLIENT**

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-4 DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR
PERFORMING THE ASSIGNMENT**

(For small or very simple assignments the Client should omit the following text in Italic)

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

*Technical Approach and Methodology,
Work Plan, and
Organization and Staffing.*

a) Technical Approach and Methodology. In this section 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 section you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), 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. The work plan should be consistent with the Work Schedule of Form TECH-8.

c) Organization and Staffing. In this section 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 technical and support staff.]

FORM TECH-5 TEAM COMPOSITION AND TASK ASSIGNMENTS

Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

FORM TECH-6 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position [*only one candidate shall be nominated for each position*]: _____

2. Name of Firm [*Insert name of firm proposing the staff*]: _____

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

4. Education [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

5. Membership of Professional Associations: _____

6. Other Training [*Indicate significant training since degrees under 5 - Education were obtained*]: _____

7. Countries of Work Experience: [*List countries where staff has worked in the last ten years*]:

8. 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.*]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

<p>9. Detailed Tasks Assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p>10. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[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 9.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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11. Certification:

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

PRICE - 1. Price Proposal - Standard Forms

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

Price Proposal Standard Forms shall be used for the preparation of the Price Proposal. Such Forms are to be used whichever is the selection method indicated in para. 5 of the Letter of Invitation.

PR-1 Price Proposal Submission Form

FORM PR-1 PRICE PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

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 Technical Proposal. Our attached Price Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is exclusive of the local taxes, which shall be identified during negotiations and shall be added to the above amount.

Our Price Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 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: _____