



**Galiyat Development Authority**

Government of Khyber Pakhtunkhwa



**GOVERNMENT OF KHYBER PAKHTUNKHWA**

**GALIYAT DEVELOPMENT AUTHORITY (GDA)**

**REQUEST FOR PROPOSAL**

**FOR**

**PROCUREMENT OF FINANCIAL ADVISORY SERVICES**

**JULY - 2020**

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## **SECTION 1: INVITATION**

## Request for Proposal (“RFP”)

Galiat Development Authority (“GDA”) invites sealed Bids from the Consultancy Firms/Organizations (single or joint venture) (“Consultant”), registered with relevant authority and/governing body, to provide Financial Advisory Services to assist management of GDA in evaluating available financial options and vendors’ selection criteria for setting up four star hotel in Nathiagali “herein after called “the Financial Advisory Services” or “the Services”.

Qualification Criteria is explained in detailed under Section-2 “Data Sheet”.

The Consultant will be selected under the Selection Method Quality and Cost Based (QCBS) and Single Stage Two Envelope Bidding procedure in accordance with Khyber Pakhtunkhwa Procurement Authority (“KPRA”) Rules.

The RFP includes the following documents:

- Section 1 : Invitation
- Section 2 : Instruction to Consultants (including Data Sheet)
- Section 3 : Technical Proposal – Standard Forms
- Section 4 : Financial Proposal – Standard forms
- Section 5 : Terms of References

Bids shall comprise of single package, clearly indicating “**Financial Advisory Services**” containing two separate envelopes of Technical and Financial Proposals, marked as “**Technical Proposal**” and “**Financial Proposal**” in bold legible letters, respectively.

The bid shall be valid for a period of 90 days from the date of opening of Technical Proposal.

The proposals prepared in accordance with instructions in the RFP must reach the office of undersigned through registered Mail or Courier service on or before Friday, 17<sup>th</sup> July 2020 at 1pm. The Technical Proposals will be opened on the same day at 4 pm in the presence of the Bidders’ representatives who choose to attend.

**DIRECTOR GENERAL  
GALIYAT DEVELOPMENT AUTHORITY  
2ND FLOOR, ZTBL BUILDING MAIN MANSEHRA ROAD  
ABBOTTABAD.  
ABBOTTABAD; 0992-9310240**

## **SECTION 2: INSTRUCTIONS TO CONSULTANTS**

## **Instructions to Consultants**

### **Definitions:**

- (a) “Procuring Entity (PE)” means the department with which the selected Consultant signs the Contract for the Services.
- (b) “Consultant” means professionals who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals
- (c) “Contract” means an agreement enforceable by law and includes General and Special Conditions of the contract.
- (d) “Data Sheet” means such Part of the Instructions to Consultants that is used to reflect specific assignment conditions.
- (e) “Day” means calendar day including holiday.
- (f) “Government” means the Government of Khyber Pakhtunkhwa.
- (g) “Instructions to Consultants” (Section 2 of the RFP) means the document which provides Consultants with all information needed to prepare their Proposals.
- (h) “LOI” (Section 1 of the RFP) means the Letter of Invitation to be sent by the procuring Entity to the Consultant.
- (i) “Proposal” means the Technical Proposal and the Financial Proposal.
- (j) “RFP” means the Request For Proposal prepared by the procuring Entity for the selection of Consultants.
- (k) “Sub-Consultant” means any Person or entity to whom the Consultant subcontracts any Part of the Services.
- (l) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be Performed, respective responsibilities of the procuring Entity and the Consultant, and exacted results and deliverables of the assignment.

## 2. Introduction

- 2.1. The Procuring Entity named in the Data Sheet will select a consulting firm/organization (the Consultant), in accordance with the method of selection specified in the Data Sheet.
- 2.2. The eligible Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 2.3. Consultants should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. Consultants may liaise with procuring Entity's representative named in the Data Sheet for gaining better insight into the assignment.
- 2.4. Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Procuring Entity reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.
- 2.5. Procuring Entity may provide facilities and inputs as specified in Data Sheet.
- 3.1. 1 Consultants are required to provide professional, objective, and impartial advice and holding the Procuring Entity interest Paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Entity, or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- i. A consultant that has been engaged by the procuring Entity to provide goods, works or services other than Consulting services for a project, any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.
- ii. A Consultant (including its Personnel and Sub Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Entity.
- iii. A Consultant (including its Personnel and Sub

Consultants) that has a business or family relationship with a member of the Procuring Entity's staff who is directly or indirectly involved in any Part of (i) the preparation of the Terms of Reference of the Assignment, the selection process for such assignment, or (iii) supervisions of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved.

Conflicting Relationships:

3.2. Government officials and civil servants may be hired as consultants only if:

- i. They are on leave of absence without Pay;
- ii. They are not being hired by the Entity they were working for, six months prior to going on leave; and
- iii. Their employment would not give rise to any conflict of interest.

**4. Fraud and Corruption**

It is Government's policy that Consultants under the contract(s), observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Entity follows the instructions contained in Khyber Pakhtunkhwa Public procurement Rules 2014.

**5. Eligibility of Sub-Consultants**

A shortlisted Consultant would not be allowed to associate with Consultants who have failed to qualify the short listing process.

**6. Only One Proposal**

Shortlisted Consultants may only submit one proposal. If a Consultant submits or Participates in more than one proposal, such proposals shall be disqualified. Participation of the same Sub Consultant, including individual experts, to more than one proposal is not allowed.

**7. Proposal Validity**

7.1. The Data Sheet indicates Proposals validity that shall not be more than 90 days in case of National Competitive Bidding (NCB) and 120 days in case of International competitive Bidding (ICB). During this Period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Entity will make its best effort to complete negotiations within this period. Should the need arise; however, the Procuring Entity may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants may submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

**8. Clarification and Amendment in RFP Document**

8.1. Consultants may request for a clarification of contents of the bidding document in writing, and procuring Entity shall respond to such queries in writing within three calendar days, provided they are received at three calendar days prior to the date of opening of proposal. The procuring Entity shall communicate



such response to all Parties who have obtained RFP document without identifying the source of inquiry. Should the PE deem it necessary to amend the RFP as a result of a clarification, it shall do so.

8.2. The Procuring Entity may amend the RFP five days before the closing date by issuing an addendum/ corrigendum in writing. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Procuring Entity may, if the amendment is substantial, extend the deadline for the submission of Proposals.

## **9. Preparation of Proposals**

9.1. In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies (deviation from scope, experience and qualification of Personnel) in providing the information requested may result in rejection of a Proposal.

9.2. The estimate number of professional staff months or the budget required for executing the assignment should be shown in the data sheet, but not both. However, proposal shall be based on the professional staff month or budget estimated by the consultant.

## **10. Language**

The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Entity shall be written in English. However it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.

## **11. Technical Proposal Format and Content**

11.1. While preparing the Technical Proposal, consultants must give Particular attention to the following:

- i. If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with consultant(s) and/or other firms or entities in a joint venture or sub-Consultancy, as appropriate. The international consultants are encouraged to seek the Participation of local consultants by entering into a joint venture with, or subcontracting Part of the assignment to, national consultants.
- ii. It is desirable that the majority of the key professional staff proposed be Permanent employees of the firm or have an extended and stable working relationship with it.
- iii. Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under similar geographical condition.
- iv. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall submitted for each position.

11.2. The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

- i. A brief description of the consultant organization and

an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.

- ii. Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the PE (Section 3C).
- iii. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
- iv. CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 3F).
- v. Estimates of the total staff input (professional and supportstaff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).
- vi. A detailed description of the proposed methodology, work plan for Performing the assignment and staffing.
- vii. Any additional information requested in the Data Sheet.
- viii. The Technical Proposal shall not include any financial information.

## **12. Financial Proposal**

12.1. The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (in the field and at the Consultants' office), and (b) reimbursable expenses indicated in the Data Sheet (if applicable). Alternatively Consultant may provide their own list of cost. If appropriate, these costs should be broken down by activity. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

## **13. Taxes**

13.1. The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract agreement unless exempted by relevant tax authority.

## **14. Submission, Receipt and Opening of Proposals**

14.1. Proposal shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4. All Pages of the original Technical and Financial Proposals will be initialed by an authorized representative of the Consultants.

14.2. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

14.3. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal" Similarly, the original Financial Proposal (if required

under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked "Financial Proposal" followed by name of the assignment, and with a warning "Do Not Open With The Technical Proposal" If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

14.4. The Proposals must be sent to the address indicated in the Data Sheet and received by the PE no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any proposal received by the PE after the deadline for submission shall be returned unopened. In order to avoid any delay arising from the postal or PE's internal dispatch workings, Consultants should ensure that proposals to be sent through couriers should reach a day before the deadline for submission.

## **15. Proposal Evaluation**

15.1. From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the PE on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the PE in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

## **16. Evaluation of Technical Proposals**

16.1. The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Data Sheet.

## **17. Evaluation of Financial Proposals**

17.1. Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend.

17.2. The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a Partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

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

for negotiations.

17.4. In the case of Fixed-Budget and Quality Based Selection, the Procuring Entity will select the firm that submitted the highest ranked Technical Proposal.

## **18. Negotiations**

18.1. Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the PE proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

## **19. Technical Negotiations**

19.1. Technical Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The PE and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Minutes of negotiations, which will be signed by the PE and the Consultant, will become Part of Contract Agreement.

## **20. Financial negotiations**

22. If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the tax amount to be Paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. Consultants will provide the PE with the information on remuneration rates described in the Appendix attached to Section 4 (i.e. Financial Proposal - Standard Forms of this RFP.

## **21. Availability of Professional Staff/experts**

21.1. Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the PE expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the PE will require assurances that the Professional staff will be actually available. The PE will not consider substitutions during contract negotiations unless both Parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

## **22. Confidentiality**

22.1. Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other Persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

## Data Sheet

ITC Clause Ref.	
2.1	<p><b>Name of the Assignment:</b> Procurement of Financial Advisory Services to assist management of GDA in evaluating available financial options and vendors' selection criteria for setting up four star hotel in Nathia Gali</p> <p><b>Procuring Entity:</b> Galiyat Development Authority (GDA)</p> <p><b>The PE's official (s):</b> Director General</p> <p><b>Address:</b> Galiyat Development Authority, 2nd floor, ZTBL Building Main Mansehra road Abbottabad.</p> <p>Telephone <a href="tel:09929310240">(0992) 9310240</a>, E-mail: <a href="mailto:gdaatd@gmail.com">gdaatd@gmail.com</a></p>
2.2	<p>The method of selection is: <b>Quality and Cost Based Selection (QCBS)</b></p> <p>The procedure is: <b>Single Stage Two Envelope</b></p> <p>Financial Proposal shall be submitted together with Technical Proposal in separate envelope.</p>
2.5	<p>The TORs are provided in the Section 5 Description of Services to facilitate the preparation of the Proposals</p>
9.1	<p>Proposal must remain valid for <b>90 days</b>.</p>
10.1	<p>Clarifications may be requested not later than three days before the submission date. Three days shall be considered from the time of receipt of request.</p> <p>The address for requesting clarifications is:</p> <p>Director General Galiyat Development Authority Galiyat Development Authority, 2nd floor, ZTBL Building Main Mansehra road Abbottabad. Telephone <a href="tel:09929310240">(0992) 9310240</a>, E-mail: <a href="mailto:gdaatd@gmail.com">gdaatd@gmail.com</a></p>
12	<p>This RFP has been issued in the English Language. Proposals shall be submitted in English Language.</p>
13.2	<p>The Technical Proposal shall contain:</p> <ol style="list-style-type: none"> <li>a. Form-T1</li> <li>b. Form-T2</li> <li>c. Form-T3</li> <li>d. Form-T4</li> <li>e. Form-T5</li> </ol>
14.1	<p>The Financial Proposal shall contain:</p> <ol style="list-style-type: none"> <li>a. Form-F1</li> <li>b. Form-F2</li> </ol> <p>The Consultant will be paid in Pakistani Rupee (PKR)</p>

15	Consultant's will pay all applicable taxes.
	<p>The Proposal shall comprise of Technical and Financial Proposals, each sealed separately, both enclosed in one common envelope.</p> <p>One Consultant one proposal, Multiple Proposals are NOT permissible</p> <p>The Consultant must submit:</p> <p>(a) Technical Proposal: one (1) original, and One (1) copy</p> <p>(b) Financial Proposal: one original</p> <p>The Proposals must be submitted no later than:</p> <p>Date: 17<sup>th</sup> July 2020</p> <p>Time: 1200 hrs</p> <p>On the outer sealed envelope mark the warning marking (“Do not open before Date before Time”)</p> <p>The Proposal submission address is:</p> <p>Director General Galiyat Development Authority Galiyat Development Authority, 2nd floor, ZTBL Building Main Mansehra road Abbottabad. Telephone (0992) 9310240</p> <p>The Consultant shall NOT have the option of submitting their Proposals electronically.</p> <p>The opening shall take place at: Address</p> <p>Date: 17<sup>th</sup> July 2020</p> <p>Time: 1230 hrs</p>
17	<p><b>Eligibility criteria</b> for pre-qualification is hereunder.</p> <ul style="list-style-type: none"> <li>• Valid legal entity registered with registrar of Firms, FBR and KPRA and on active tax payer list.</li> <li>• ICAP QCR rated and International affiliation with IFAC firms.</li> <li>• Affidavit on no-judicial stamp paper that certify that non-performance of the firm did not occur within the last ten years and there is no litigation against the firm or its projects.</li> <li>• Affidavit on no-judicial stamp paper declaring neither the firm nor its officials, shareholder as a whole or as a part of the firm have ever been black listed/ defaulted by any Government agency/department.</li> <li>• Provide separate understanding that information provided by the firm is correct.</li> <li>• The firm should be able to demonstrate its technical and financial capability as going concern to provide assurance to the department that it will execute the assignment timely.</li> </ul>

The technical proposals received in response to advertisement published for the hiring of financial advisory services shall be evaluated on the basis of following criteria.

S.NO	DESCRIPTION	POINTS/SCORE
1	Firms capability of handling the project	20
2	Firms general and relevant experience	30
2	Approach and Methodology	20
3	Qualification and experience of key staff to be engaged in the assignment/project	30
		100

The firms scoring 70 marks against the below criteria will qualify for the assignment and would be requested to submit their proposal based on Request for Proposal that will be only issued to the shortlisted/prequalified firms.

The detail screening sheet against the above parameters is hereunder.

Evaluation criteria		Max. Marks
1	<b>Firms capability of handling the project</b>	<b>20</b>
a)	<b>Years of existence</b> <ul style="list-style-type: none"> <li>• Years of incorporation, 20 years = 3 marks</li> <li>• Years of incorporation, more than 20 years = 5 marks</li> </ul> <b>No of offices</b> <ul style="list-style-type: none"> <li>• One office = 1 mark</li> <li>• Two offices = 2 marks</li> <li>• More than two offices = 5 marks</li> </ul>	10
	ICAP QCR	5
	International affiliation with IFAC members firms	5
2	<b>Firms general and relevant experience; Firms capability to conduct feasibility studies, financial modeling, advisory services, option analysis and others.</b>	<b>30</b>
a)	Firm overall experience in handling the Transaction Advisory Services relating to the assignment	15
b)	Firm relevant experience in handling the similar assignments, each assignment will carry 5 marks.	15
3	<b>Approach and Methodology</b>	<b>20</b>
a)	Overall approach and methodology	10
b)	Understanding the engagement	10
4	<b>Qualification and experience of key staff to be engaged in the assignment/project</b>	<b>30</b>



a)	<p>Project team lead –  Qualification – Chartered Accountant or member of professional body of Accountants with minimum post qualification experience of 25 years – 5 marks  1 mark for each additional 5 years (maximum 2)- 2 marks  Lead Transaction Advisory engagements relating to establishment of hotels, resorts, recreational clubs; minimum 4 projects worth not less than PKR 200 million etc – 8 marks</p>	15
b)	<p>Deputy team lead –  Qualification – a) Chartered Accountant or member of professional body of Accountants with minimum post qualification experience of 10 years or b) post graduate in finance, commerce, management or related field with minimum 20 years of post-qualification experience - 5 marks  1 mark for each additional 2 years (1 mark for each additional 4 years in case (b) (maximum 2)- 2 marks  Lead the Transaction Advisory engagements relating to real estate market assessments, mergers and acquisitions, financial modelling etc (each two projects will earn 1 marks)- 8 marks</p>	15

**TECHNICAL AND FINANCIAL EVALUATION CRITERIA**

Technical and financial proposals evaluation criteria is hereunder. The project award criteria will be highest total score based on the following weightage ratio.

- 70 % Technical score and
- 30 % Financial score

**Technical Evaluation, 70% weightage:**

The formulae for determining the Technical score is as following.

**Technical marks obtained X 70**

100

**Financial Evaluation, 30% weightage**

The formulae for financial evaluation is as following.

**Financial bid offered X 30**

Lowest financial



## **SECTION 3: TECHNICAL PROPOSAL**

### Section 3. Technical Proposal - Standard Forms

*[Comments in brackets] provide guidance to the Consultants for the preparation of their Technical Proposals; they should be deleted from the Technical Proposals to be submitted.]*

<b>Required (√)</b>	<b>Form</b>	<b>Description</b>
√	T1	Technical Proposal Submission Form
√	T1 –Attachment	Company Bio-Data
√	T1 – Attachment (if applicable)	Copy of Joint Venture Agreement which must include the authorization of single representative on behalf of JV members, No Specific Format
√	T2	Consultant’s Experience
√	T3	Description of the Approach, Methodology and Work Plan for Performing the Assignment, Deliverables
√	T4	Work Schedule and Planning for Deliverables
√	T5	Team Composition, Key Experts Input and Attach Curriculum Vitae (CV)

All Pages of the original technical and Financial Proposal shall be initialed by the same authorized representative of the Consultant who signs the Proposal.

**Technical Proposal  
(FORM-T1)  
Proposal Submission Form**

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[Location, Date]

To: [Name and address of PE ]

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope<sup>1</sup>.

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

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 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 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: \_\_\_\_\_

Attached;  
Bio Data Sheet

## Company/ Firm Bio-Data

<b>1. Legal Name:</b>
<b>2. Year of Registration:</b>
<b>3. Legal Address of Registration/Operation:</b>
<b>4. Authorized Representative Information:</b>  Name:  Address:  Telephone:  Email:
<b>5. Attached are the copies of original documents of:</b>  [Attach the Documents Covered Under Qualification Criteria i.e. Incorporation Certificate, KPRA Certificate, NTN, Certificate Of Non-Blacklisting]

*[To be filled by each firm/company in case of JV]*

**Technical Proposal**  
**(FORM-T2)**  
**Consultant's Experience**

*[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually or 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 PKR):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current PKR):
Start date (month/year): Completion date (month/year):	No 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:	

**Technical Proposal**  
**(FORM-T3)**  
**Approach & Methodology**

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Form-3: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing

- a) Technical Approach and Methodology
- b) Work Plan

- a) Approach and Methodology:** *[Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here].*
- b) Work Plan:** *[Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here].*



**Technical Proposal**  
**(FORM-T4)**  
**Curriculum Vitae (CV)**

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[Provide detail CVs of the proposed key Experts].

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. Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_
5. Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
6. Membership of Professional Associations: \_\_\_\_\_
7. Other Training [Indicate significant training since degrees under 5 - Education were obtained]:
8. Countries of Work Experience: [List countries where staff has worked in the last ten years]: \_\_\_\_\_
9. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
10. 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><b>11. Detailed Tasks Assigned</b></p> <p><i>[List all tasks to be Performed under this assignment]</i></p>	<p><b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b></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 11.]</i></p> <p>Name of assignment or project: Year:</p> <p>Location: PE:</p> <hr/> <p>Main project features: Positions held:</p> <hr/> <p>Activities Performed:</p>
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13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, 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: \_\_\_\_\_

**Technical Proposal**  
**(FORM-T5)**  
**Financial Data**

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	2016	2018	2019	Average
Turnover				
Current Assets				
Current Liabilities				

*{Attach audited financial statements/Tax return of each year}*

## **SECTION 4: FINANCIAL PROPOSAL**

## **Section 4. Financial Proposal - Standard Forms**

*[Comments in brackets[ ]provide guidance to the shortlisted Consultants for the preparation of their Financial Proposals; they should be deleted from the Financial Proposals to be submitted.]*

Financial Proposal Standard forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

Form-F1: Financial Proposal Submission Form

Form-F2: Summary of Costs

**Financial Proposal**  
**(FORM-F1)**  
**Financial Proposal Submission Form**

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[Location, Date]

To: [Name and address of PE]

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 Financial Proposal is for the sum of [Insert amount(s) in words and figures].

Our Financial 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' \_\_\_\_\_

**Financial Proposal  
(FORM-2)  
Summary of Cost**

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<b>Description of Activity/Item</b>	<b>Estimated Amount PKR</b>
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Professional Fee

Expenses

Taxes etc

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Total estimated cost of the Consultancy inclusive of all taxes (PKR)

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[Amount in words]

## **SECTION 5: TERMS OF REFERENCE**



## **BRIEF ON THE PROJECT:**

The Galiyat Development Authority (GDA) an autonomous body set up by the Government of Khyber Pakhtunkhwa under GDA Act 2016.

The word Galiyat is the plural of the Urdu word ‘Gali’, which means an alley between two mountains on both sides of which there are valleys. Many of the towns in the area have the word Gali as part of their names. These are popular summer-holiday destinations in Pakistan.

The Galiyat region is strategically located between the Northern Areas, Azad Kashmir, Punjab and the rest of the Khyber Pakhtunkhwa. Hill stations collectively known as the Gallis. Every year millions of domestic and foreign tourists visit Galiyat Region and enjoy its cool and serene valleys during sizzling summers.

The region of Hazara is unique on our planet, as opens up to visitors, a world replete with natural beauty. It was a favorite gateway from the plains into Kashmir during Mughal, Durrani and Sikh rules. It is a large area some 10,000 sq. km. The world famous Kara Kuram Highway starts from Havelian, a town in this region at a distance of 101 km from Islamabad. The mighty “Lion River” Indus or Abasin flows through the entire length of Hazara.

On the Southern region of Galiyat lies the Pakistan’s famous hill station, Muree. Since the region is located in between the Muree and Abbottabad; the influx of tourists visiting Muree who further plan to explore the Galiyat region on their onward travel to upper Northern Areas of Naran, Kaghan and is hence visited by thousands of people, round the year through the only Muree-Abbottabad Road. The region is blessed with extravagant natural scenery, pleasant to cool summer and crispy cold winter, with a relatively good snow fall. Due to its strategic location and favorable temperature, many academic institutions and organizations have established their remote summer campuses or resorts in this region.

This region has gone through a rapid transformation and area is witnessed exceptional changes in the last few years through massive infrastructural development and beautification projects carried out by the Galiyat Development Authority.

Galiyat is one of the most attractive tourist destination of Khyber Pakhtunkhwa Province which is a gate way to the tourism industry of Khyber Pakhtunkhwa. The Nathia Gali is one the famous town of Galiyat besides Dunga Gali, Thandiyani, Ayubia, Khanispur, Changla Gali and Khaira Gali.

Considering the high influx of domestic and foreign tourists the Board of Authority of GDA has decided to develop 4 star and above category hotel at Nathia Gali. In response to EOI already floated; GDA has shortlisted parties from private sector for the development of the hotel.

## **SCOPE OF SERVICES:**

The consultant will perform the following services;

1. Review the information data available with GDA relating to hospitality market at Nathiagali and surroundings

2. Perform market analysis for the project based on publicly information or information as available with GDA.
3. Perform base market survey to revalidate key assumptions as provided in the base data
4. Develop Financial modeling for the hotel project to create different options to set up the hotel project
5. Providing assistance to GDA in financial evaluation of RFP's/proposals.

### **Key project deliverables and timelines**

- Inception report (within 10 days after signing of the contract)
- Brief Market Assessment report and key assumptions- (within 20 days after signing of the contract)
- Detailed Financial Model (within 50 days after signing of the contract)
- Support in finalizing RFP to evaluate bidders' proposals for award of the project (within 70 days after signing of the contract)