

Request for Proposal

Local Roads Bridge Support Unit (LRBSU) is a technical assistance unit in accordance with the bilateral agreement between Government of Nepal and Government of Switzerland to support the LBS/DoLi for programme implementation of Local Roads Bridge Programme (LRBP) with overall goal of "People in the Programme districts have improved livelihoods". LRBSU wants to procure the **Expert Engineer for DLI verification** and requesting for the proposal to do so.

The Technical and Financial Proposal should be submitted in **two separate sealed envelopes** as stated in the attached RFP document. The evaluation will be done on Quality and Cost Based Selection (QCBS) with 70% weightage in technical proposal and 30% in Financial Proposal. Minimum technical score to qualify for next stage is 60% in each technical evaluation criteria.

Proposal Documents must include:

1. Cover Letter of Submission
2. Copies of Legal Documents of the Firm/ Individual
3. Technical Proposal
 - CV of the proposed Expert (**Expert Engineer – 1 no.**)
4. Financial Proposal
 - Should be filled in the given Financial Proposal Sheet

Sealed Proposals should be submitted at LRBP- LRBSU office Manbhawan, Lalitpur by **May 28, 2019.**

LRBSU reserves the right to accept or reject all/or any proposal without assigning any reason whatsoever.

I. Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the services for [Insert title of assignment] in accordance with your Invitation for Proposal for Rates [Insert Date] and we are hereby submitting our Rate Proposal.

We are submitting our Proposal declaring 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 Instructions to Consultant, 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 understand you are not bound to accept any Proposal you receive and you can accept any Proposal partially.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

II. 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. **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>11. Detailed Tasks Assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p> | <p>12. 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 11.]</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> |
|--|--|

13. 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: _____

III. Financial Proposal Submission Form

[Letterhead of the Firm]

[Location, Date]

To: [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the services for [Title of consulting services] in accordance with your Request for Rates Proposal dated [Date].

Our 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., [Date].

We understand you are not bound to accept any Proposal you receive AND you can accept the Proposal partially also.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:

IV. Financial Proposal Sheet

| S. No | Description | Unit | Quantity | Rate | Amount (in NPR) |
|----------------------------|--------------------|-------------|-----------------|-------------|----------------------------|
| 1 | Expert Engineer | PD | 25 | | |
| | | | | | |
| VAT 13% | | | | | |
| Total amount including VAT | | | | | |

Terms of Reference (ToR)

1.0 Introduction

With the main goal 'People in the programme districts have improved livelihoods', the Local Roads Bridge Programme (LRBP) is being executed by DoLi/ MOFAGA with the support and Technical Assistance from Swiss Agency for Development and Cooperation (SDC).

In the context of the Programme, the **Local Road Bridge Support Unit (LRBSU)** has been providing the support in implementation of LRBP. Recently, LRBSU has been entrusted with an additional task of an independent consultant to verify **Disbursement Linked Indicators of the World Bank funded Bridge Improvement and Maintenance Project of Department of Roads.**

Now, LRBSU, the "Client", seeks the Service from the stated Engineer, the "Consultant" for the stated tasks described in this ToR.

2.0 Objectives and Scope of the Service

The objective of the Service is

To manage all the tasks of the Independent Consultant to verify Disbursement Linked Indicators of the World Bank funded Bridge Improvement and Maintenance Project of Department of Roads.

The tasks to be performed by the Consultant are, but not limited to,

- To review the PAD and Bilateral Agreement of BIMP, provisions of DLIs therein.
- Formulate the formats for the DLI verification and reporting works
- Manage the site visits required and conduct site level investigations
- Conduct and finalize the DLI verification works and perform all the reporting required
- Coordinate between the World Bank, National Planning Commission and Department of Roads.

3.0 Contract Duration

The Contract agreement will be valid till the end of July 2019.

4.0 Payment

The payment will be done on the daily remuneration basis.

5.0 Eligibility criteria of consultant

| Expert | Required Number | Minimum Qualification |
|------------------|-----------------|---|
| Expert Engineers | One (1) | <ul style="list-style-type: none">• Minimum Bachelor degree in Civil Engineering• Minimum 25.0 years of general experience• Specific experience in tasks related with "Quality Assurance System" and Monitoring in construction works |

6.0 Others

The expected input required for the assignment is as shown below.

| | Person days | Remarks |
|-----------------------|--------------------------------------|--|
| Review of documents | 25 days in total in different phases | All the logistics, transportations and per diems are provided as per the policy of LRBSU |
| Formulate the formats | | |
| Reporting of Findings | | |
| Field Visits | | |
| Final Reporting | | |