

## 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 **Design Support Service** 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.

The broad technical evaluation criteria will be:

- Experts (Meeting Minimum Eligibility Criteria)
- Firms' similar experience & capacity (documents proving experience required)

### **Proposal Documents must include:**

1. Cover Letter of Submission
2. Copies of Legal Documents of the Firm: Company Registration Document, VAT / PAN Registration Document & Latest Tax Clearance Certificate
3. Technical Proposal
  - CV of the proposed Experts (**Civil/ Bridge Engineers – 3 nos. & Draft Persons – 3 nos.**)
  - Copies of the documents/reference letters proving the experience in the similar works in the last 5 years
  - Annual Turnover of last 3 years
4. Financial Proposal
  - Should be filled in the given Financial Proposal Sheet

Sealed Proposals should be submitted at LRBP- LRBSU office Manbawan, 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***

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[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. Consultant's Organization and Experience**

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### **A - Firm'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 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 :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (NRs):
Start date (month/year): Completion date (month/year):	N° 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: \_\_\_\_\_

**The Firm shall submit the copies of reference letters regarding above mentioned works that it has done.**

### ***III. Curriculum Vitae (CV) for Proposed Professional Staff***

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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: _____</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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**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: \_\_\_\_\_

#### ***IV. Financial Proposal Submission Form***

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[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:

## V. *Financial Proposal Sheet*

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<b>S. No</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount (in NPR)</b>
1	Civil/ Bridge Engineer (3 persons * 50 days)	PD	150		
2	Draft Person (3 persons * 50 days)	PD	150		
Sub Total					
VAT 13%					
Total amount including VAT					

## **VI. ToR for Design Support Service**

### **1. INTRODUCTION**

With the main goal of ‘**People in the programme districts have improved livelihoods**’, the Local Roads Bridge Programme (LRBP) is being executed by Government of the Nepal and respective states 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 to the LRBP. Now, the Local Roads Bridge Support Unit, (herein after referred to as the “**LRBSU**” or the “**Client**”), intends to utilize services of engineering consulting firms well experienced in bridge engineering (herein after referred to as the “**Consultant**”) for providing engineering consulting services for the “**Design Support Services**” for designs done in-house by LRBSU.

### **2. OBJECTIVE / SCOPE OF WORKS**

Objective of this job is to

***Provide Support in Design works done by the LRBSU***

The design support team consists of few Civil/ Bridge engineers and Draft persons who will support the bridge design engineers of the LRBSU. The team shall do, but not limited to, the following tasks.

- Help finalization of the design under the supervision of Bridge Design Engineers.
- Detail drawings, quantity estimates and rate analysis and cost estimations.

The Design Support team shall be deployed in the premises of the LRBSU. **The Team shall be provided with the laptops / computers by the Consultants itself.**

### **3.0 REPORTS AND DRAWINGS**

Under the instructions of Bridge Design Engineers of the LRBSU, the team shall assist in completing design works, prepare design drawings, rate analysis, quantity and cost estimation.

### **4.0 TIME SCHEDULE**

The team shall work as per the working days of the LRBSU. The contract can be extended as per requirement, partially or fully.

### **5.0 CONSULTANT’S TEAM**

The consultant shall deploy a team of experts for Design Support Team as indicated below

<b>Expert</b>	<b>Required Number</b>	<b>Minimum Qualification</b>
<b>Civil/ Bridge Engineers</b>	3 No.	BE in Civil Engineering (Preferably Masters in related field) with Minimum 5.0 years of general experience and 2 specific bridge related works
<b>Draft persons</b>	3 No.	Diploma in Engineering (Preferably BE in Civil) with minimum 2 years of general experience and 2 specific bridge related works

***The proposed team members SHALL not be engaged in any on-going geotechnical investigation works of the LRBSU***

### **6.0 PAYMENT**

The consultant shall be paid based on the timesheet at the end of each month as described below.

<b>Task</b>	<b>Rate</b>
Design Support	Agreed rate per person-days