

**PAK-AUSTRIA FACHHOCHSCHULE
INSTITUTE OF APPLIED SCIENCE & TECHNOLOGY
MANG HARIPUR KHYBER PAKHTUNKHWA**

“REQUEST FOR PROPOSAL”



**Consultancy Services (Detail Designing, Cost Estimates /
BOQ's, PC-I, Preparation of Tender Documents, and
Construction Supervision)**

For the Project

**Establishment of School of Medicine, Dentistry and Allied
Sciences at Pak Austria Fachhochschule Institute of Applied
Sciences and Technology (PAF-IAST) at Mung Haripur
ADP No. 835 / 260670 (2026-27)**

PROJECT DIRECTORATE

PAK-Austria Fachhochschule, Institute of Applied Science &
Technology, Mang Haripur
Phone # 0995-931615 Website: www.paf-iaست.edu.pk

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REQUEST FOR PROPOSAL

Country: Pakistan

Province: Khyber Pakhtunkhwa

District: Haripur

Project Name: Establishment of School of Medicine, Dentistry and Allied Sciences at Pak Austria Facchochsule Institute of Applied Sciences and Technology (PAF-IAST) at Mung Haripur

ADP No. 835/ 260670 (2026-27)

Title of Consulting: Detail Designing, Cost Estimates / BOQ's, PC-I, Preparation of Tender Documents, and Construction Supervision. (Mentioned in TOR)

DEFINITIONS:

- a. "Client" means the agency with which the selected Consultant signs the Contract for the Services.
- b. "Consultant" means any entity including a Joint Venture that will provide the Services to the Client under the Contract.
- c. "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the General Conditions (GC), the Special Conditions (SC) by which the GC may be amended or supplemented, and the Appendices.
- d. "Data Sheet" means such part of the Instructions to Consultants used to reflect specific assignment conditions.
- e. "Day" means calendar day.
- f. "Government" means the government of Khyber Pakhtunkhwa.
- g. "Instructions to Consultants" means the document, which provides short listed Consultants with all information needed to prepare their Proposals.
- h. "Joint Venture" means a Consultant, which comprises two or more Partners each of whom will be jointly and severally liable to the Client for all the Consultant's obligations under the Contract.
- i. "Personnel" means qualified persons provided by the Consultant and assigned to perform the Services or any part thereof.
- j. "Proposal" means a technical proposal or a financial proposal, or both.
- k. "QBS" means Quality-Based Selection.
- l. "QCBS" means Quality- and Cost-Based Selection.
- m. "RFP" means this Request for Proposal.
- n. "Services" means the work to be performed pursuant to the Contract.
- o. "SSS" means the Single Source Selection.
- p. "Standard Electronic Means" includes facsimile and email transmissions.
- q. "Sub-Consultant" means any person or entity with whom the Consultant associates for performance of any part of the Services and for whom the Consultant is fully responsible.
- r. "Terms of Reference" (TOR) means the document included in the RFP, which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

LETTER OF INVITATION (LOI)

ADP No: 835 / 260670 (2026-27)

Location & Date: PAK-Austria Fachhochschule, Institute of Applied Science & Technology, Mang Haripur

RFP dated: 23 July 2027 12:00PM (Noon)

Name & Address of Consultant:

Attention: To all consultants Registered with Pakistan Engineering Council (PEC) and Pakistan Council of Architects & Town Planners (PCATP)

1. INTRODUCTION

- 1.1 You are hereby invited to submit a technical and a financial proposal for consulting services required for the Assignment named in the attached LOI Data Sheet (referred to as "Data Sheet" hereafter) annexed with this letter. Your proposal could form the basis for future negotiations and ultimately a contract between your firm and the Client named in the Data Sheet.
- 1.2 A brief description of the Assignment and its objectives are given in the Data Sheet. Details are provided in the attached TOR.
- 1.3 The Assignment shall be implemented in accordance with the phasing indicated in the Data Sheet (if applicable). When the Assignment includes several phases, continuation of services for the next phase shall be subject to satisfactory performance of the previous phase, as determined and directed by the Client.
- 1.4 The Client PAF-IAST has been entrusted the duty to implement the Project as Executing Agency by the *Project Director, PAK-Austria Fachhochschule, Institute of Applied Science & Technology, Mang Haripur*) and funds for the project for the phase have been approved and provided in the budget under **Provincial ADP No. 835 / 260670 (2026-27)** for utilization towards the cost of the Assignment, and the Client intends to apply part of the funds to eligible payments under the contract for which this LOI is issued.
- 1.5 To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to pay a visit to the Client before submitting a proposal and attend a pre-proposal conference if specified in the Data Sheet. Your representative shall meet the officials named in the Data Sheet. Please ensure that these officials are advised of the visit in advance to allow adequate time for them to make appropriate arrangements. You must fully inform yourself of local conditions and take them into account in preparing your proposal.
- 1.6 The Client shall provide the inputs specified in the Data Sheet, assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.7 A Please note that: In any stage if any detail related to consultancy found fake or incorrect or exaggerate then your firm will be debarred and blacklisted in any stage and second lowest bidder will be selected for consultancy.
- 1.7 B Any document / data verifications will be further verified from Banks / Companies Department or otherwise.
- 1.7 C Any clause para sentence mentioned in RFP contradict to govt notification amendment from time to time will be consider null and void in the best govt

interest.

- i) The cost of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and
 - ii) The Client is not bound to accept any of the proposals submitted.
- 1.8 An invitation to submit proposals has been sent to the firms as listed/stated in the Data Sheet.
- 1.9 We wish to remind you that in order to avoid conflicts of interest:
- Any firm providing goods, works, or services with which you are affiliated or associated is not eligible to participate in bidding for any goods, works, or services (other than the Services and any continuation thereof) resulting from or associated with the project of which this Assignment forms a part; and
 - Any previous or ongoing participation in relation with the project by your firm, its professional staff, its affiliates or associates under a contract may result in rejection of your proposal. You should clarify your situation in that respect with the Client before preparing the proposal.

2. DOCUMENTS

- 2.1 To prepare a proposal, please use the attached Forms/Documents listed in the Data Sheet.
- 2.2 Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than Seven (07) days before the proposal submission date. Any request for clarification in writing, or by cable, telex or telefax shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond by cable, telex or telefax to such requests and copies of the response shall be sent to all invited Consultants.
- 2.3 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment. The amendment shall be sent in writing or by cable, telex or telefax to all invited consulting firms and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

3. PREPARATION OF PROPOSAL

- 3.1 You are requested to submit a technical and a financial proposal. Your proposal shall be written in English language.

Technical Proposal

- 3.2 In preparing the technical proposal, you are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information

shall be at your own risk and result in rejection of your proposal.

3.3 During preparation of the technical proposal, you must give particular attention to the following:

- i) If you consider that your firm does not have all the expertise for the Assignment you may obtain a full range of expertise by associating with other firms or entities. You may also utilize the services of expatriate experts but only to the extent for which the requisite expertise is not available in any Pakistani Firm. You may not associate with the other firms invited for this Assignment unless specified in the Data Sheet.
- ii) Subcontracting part of the Assignment to other consultants if considered desirable; the same sub-consultant may be included in several proposals, subject to limitations in the Data Sheet.
- iii) The estimated number of key professional staff-months required for the Assignment is stated in the Data Sheet. Your proposal should be based on a number of key professional staff-months substantially in accordance with the above number. However, you may propose changes in the light of your experience through your comments on the TOR.
- iv) The key professional staff proposed shall be permanent employees of the firm unless otherwise indicated in the Data Sheet.
- v) Proposed staff should have experience preferably under conditions similar to those prevailing in the area of the Assignment. The minimum required experience of proposed key staff shall be as listed in the Data Sheet.
- vi) No alternative to key professional staff may be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- vii) Study reports must be in the English Language. Working knowledge of the national language by the firm's personnel is recommended. The knowledge of the regional language where the Assignment is located will be considered additional qualification.

3.4 Your technical proposal shall provide the following and any additional information, using the formats attached in Appendix 1:

- I-From-1 A brief description of the Consultant's organization and an outline of recent ten Years' experience on assignments of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff provided, duration, contract amount and firm's involvement.
- I-Form-2 A list of projects presently being under taken by the Firm and expertise-wise total number and number of staffs deployed on the

projects being presently under-taken.

- I-Form-3 Consultants' understanding of the objectives of the project, their approach towards the assignment and a description of methodology that the consultants propose to perform on the activities and completion of the assignment.
- I-Form-4 Any comments or suggestions on the TOR;
The Consultant's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR.
- I-Form-5 CVs recently signed by the proposed key professional staff. Key information should include number of years with the firm, and degree of responsibility held in various assignments especially during the last ten (10) years.
- I-Form-6 A monthly work plan, illustrated with a bar chart of activities and graphics of the critical path method (CPM) or Project Evaluation Review Techniques (PERT) type.
- I-Form-7 A schedule for compilation and submission of various types of reports as envisaged in TOR.
- I-Form-8 A work plan and time schedule for the key personnel also showing the total number of person-months by each key person.
- I-Form-9 The composition of the proposed staff team, the tasks which would be assigned to each staff members and their positions.
- I-Form-10. If the Data Sheet specifies training as a major component of the Assignment, a detailed description of the proposed methodology, staffing, budget and monitoring.
- I-Form-11. Any additional information as requested in the Data Sheet.

- 3.5 The technical proposal shall not include any financial information. The Consultant's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR shall be included in the technical proposal.

Financial Proposal

- 3.6 The financial proposal should list the costs associated with the Assignment. These normally cover remuneration for staff in the field and at headquarters, per diem, housing, transportation for mobilization and demobilization, services and equipment (vehicles, office equipment furniture and supplies), printing of documents, surveys and investigations. These costs should be broken into foreign (if applicable) and local costs. Your financial proposal should be prepared using the formats attached as Appendix 2 i.e. Form Nos. 1 through 6. Your financial

proposal shall clearly state the amount for as per TOR (Amount for Designing Phase.)

- 3.7 The financial proposal shall also take into account the professional liability as provided under the relevant Contract for Engineering Consultancy Services Govt. of Khyber Pakhtunkhwa: and cost of insurances specified in the Data Sheet.

- 3.8 Costs may be expressed in currency (i-e) listed in the Data Sheet

4. SUBMISSION OF PROPOSALS

- 4.1 You shall submit one original technical proposal and one original financial proposal and the number of copies of each indicated in the Data Sheet. Each proposal must be uploaded on EPADS and shall be submitted in hard form in a separate envelope-indicating original or copy, as appropriate. All technical proposals shall be placed in an envelope clearly marked as "Technical Proposal" and the financial proposals in the one marked as "Financial Proposal". These two envelopes, in turn, shall be sealed in an outer envelope bearing the address and information indicated in the Data Sheet. The envelope shall be clearly marked, ***"DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE."***

- 4.2 In the event of any discrepancy between the copies of the proposal, the original shall govern. The original and each copy of the technical and financial proposals shall be prepared in indelible ink and shall be signed by the authorized Consultant's representative. The representative's authorization shall be confirmed by a written power of attorney accompanying the proposals. All pages of the technical and financial proposals shall be initialed by the person or persons signing the proposal.

- 4.3 The proposal shall contain no interlineation or overwriting except as necessary to correct errors made by the Consultants themselves. The person or persons signing the proposal shall initial any such corrections.

- 4.4 The completed technical and financial proposals shall be delivered on or before the time and date stated in the RFP advertisement.

- 4.5 The proposals shall be valid for the number of days stated in the Data Sheet from the date of its submission. During this period, you shall keep available the professional staff proposed for the assignment. The Client shall make its best effort to complete negotiations at the location stated in the Data Sheet within this period.

5. PROPOSAL EVALUATION

- 5.1 A two-envelope procedure shall be adopted in ranking of the proposals. The

technical evaluation shall be carried out first, followed by the financial evaluation. Firms shall be ranked using a combined technical/financial score.

Technical Proposal

- 5.2 The evaluation committee appointed by the Client shall carry out its evaluation, applying the evaluation criteria and point system specified in the Data Sheet. Each responsive proposal shall be attributed a technical score (St). Firms scoring less than seventy (70) percent points shall be rejected and their financial proposals returned un-opened.

Financial Proposal

For Quality cum Cost Based Selection

- 5.3 The financial proposals of the consulting firms scoring more than 70%, on the basis of evaluation of technical proposals shall be opened in the presence of the representatives of these firms, who shall be invited for the occasion and who care to attend. The Client shall inform the date, time and address for opening of financial proposals as indicated in the data Sheet. The total cost and major components of each proposal shall be publicly announced to the attending representatives of the firms.
- 5.4 The evaluation committee shall determine whether the financial proposals are complete and without computational errors. The lowest financial proposal (Fm) among the three shall be given a financial score (Sf) of 100 points. The financial scores of the proposals shall be computed as follows:

$$S_f = \frac{100 \times F_m}{F}$$

(F = amount of specific financial proposal)

- 5.5 Proposals, in the quality cum cost-based selection shall finally 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; and T+P=1) indicated in the Data Sheet:

$$S = S_t \times T \% + S_f \times P \%$$

6. NEGOTIATION

- 6.1 Prior to the expiration of proposal validity, the Client shall notify the successful Consultant that submitted the highest-ranking proposal in writing, by registered letter, cable telex or facsimile and invite it to negotiate the Contract.
- 6.2 Negotiations normally take from two to five days. The aim is to reach agreement on all points and initial a draft contract by the conclusion of negotiations.

- 6.3 Negotiations shall commence with a discussion of your technical proposal. The proposed methodology, work plan, staffing and any suggestions you may have made to improve the TOR. Agreement shall then be reached on the final TOR, the staffing, and the bar charts, which shall indicate activities, staff, and periods in the field and in the home office, staff months, logistics and reporting.
- 6.4 Changes agreed upon shall then be reflected in the financial proposal, using proposed unit rates (no negotiation of the staff month rates).
- 6.5 Having selected Consultants on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the staff named in the proposal. Prior to contract negotiations, the Client shall require assurances that the staff members will be actually available. The Client shall not consider substitutions of key staff except in cases of un-expected delays in the starting date or incapacity of key professional staff for reasons of health / otherwise.
- 6.6 The negotiations shall be concluded with a review of the draft form of the contract. The Client and the Consultants shall finalize the contract to conclude negotiations. If negotiations fail, the Client shall invite the Consultants that received the second highest score in ranking to Contract negotiations. The procedure will continue with the third in case the negotiation process is not successful with the second ranked consultants.

7. AWARD OF CONTRACT

- 7.1 The contract shall be awarded after successful negotiations with the selected Consultants and approved by the competent authority. Upon successful completion of negotiations/initializing of the draft contract, the Client shall promptly inform the other Consultants through EPAD System.
- 7.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

8. CONFIRMATION OF RECEIPT

- 8.1 Please inform the Client by telex/facsimile courier or any other means:
- i) that you received the letter of invitation;
 - ii) whether you will submit a proposal; and
 - iii) if you plan to submit a proposal, when and how you will transmit it.

LETTER OF INVITATION (LOI)

DATA SHEET

LOI Clause

The name of the Assignment is: Review of Existing Master Planning, Detail Designing, Cost Estimates / BOQ's, PC-I, Preparation of Tender Documents, and Construction Supervision for **Establishment of School of Medicine, Dentistry and Allied Sciences at Pak Austria Facchochsule Institute of Applied Sciences and Technology (PAF-IAST) at Mung Haripur under ADP No. 835 / 260670 (2026-27)**

- 1.1 The name of the Client is: Project Director, PAF-IAST Mang Haripur.
- 1.2 The description and the objectives of the Assignment are: **Details are provided in attached Deliverable & TORs**
- 1.3 Phasing of the Assignment (if any): **N/A**
- 1.5 Pre-Proposal Conference: Yes (☐) No (☒)
Only if written queries communicated to the undersigned at least three days before deadline of submission.
Phone No. 0995-931615
- 1.6 The Client shall provide the following inputs: As per TOR of Contract for Engineering Consultancy Services.
- 2.1 The Documents are: LOI, Data Sheet, Technical & Financial Proposal forms TOR/Background information, Draft Form of Contract, Sample formats / Appendices etc.
- 2.2 The address for seeking clarification is: **Office of the Manager Planning & Works, PAF-IAST Mang-Haripur.**
- 2.3 A short listed firm may associate / JV with another short-listed firm.
Yes (☐) or No (☒)
JV is not allowed for this project, so that proper and well-established firm selected for this nature of project.
- 3.3 The estimated number of key professional staff is given below in Table 3.3 (ii)
- i) Proposed key staff shall be permanent employees who are employed with the consultants at least six months prior to submission of Proposal with proof evidence.
Yes (☒) No ☐
- ii) The minimum required experience of proposed Key staff is stated below but not limited to:

Table 3.3 (ii) Design & Supervision Staff

Design & Supervision Staff of the Consultant with Professional Work Experience						
S.No	Position	Minimum Academic Qualification	No. of Years of Professional Experience	No. of Years of Professional Experience in Similar Projects	Minimum No. of Similar Projects for Specific Expertise	No.

1	Project Manager / Team Leader	B.Sc Civil Engineering He should have at least 25-Years of experience, including 10-Years as a Team Leader on Similar Project, with the ability to lead the consultant's team and ensure timely, high-quality service delivery.	25	10	05	1 No
2	Chief Architect	Bachelor in Architecture (B. Arch)	20	10	05	1 No
3	Geo Technical Engineer	M.Sc Geo Technical Engineering	12	07	05	1 No
4	Structural Engineer	M.Sc Structure Engineering	20	10	5	1 No
5	Electrical Engineer	M.Sc Electrical Engineering with at least B.Sc Electrical Engineering	12	05	05	1 No
6	Mechanical Engineer	M.Sc Mechanical Engineering with at least B.Sc Mechanical Engineering	12	05	05	1 No
7	Resident Engineer	B.Sc Civil Engineering	15	10	05	1 No
8	Site Engineer Electrical	B.Sc Electrical	07	03	05	1 No
9	Site Inspector Civil	B. Tech Civil / DAE Civil	10	05	05	2 No
10	Quantity Surveyor	B. Sc Civil	12	05	05	1 No
11	Surveyor	B. Tech Civil / DAE Civil	10	05	05	1 No
12	CAD Operator	B. Tech Civil / DAE Civil	10	05	05	1 No

3.4 (10) Training is an important feature of this Assignment: Yes ___ No (√)

(vi) Additional information in the technical proposal includes **N/A**

3.7 Professional liability, insurances (description or reference to appropriate documentation): Covered under clause 3.4 of KPK Contract for Engineering Consultancy Services.

3.8 Any information, documents, letter or advertisement issued by this office shall be considered as null & void if it contradicts the existing notifications, rules or regulations, in the best interested of the public and the government

3.9 The completion time of the studies depend upon the date of issuance of LOA/Work

Order.

- 4.1 Successful consultant is required to submit Performance security in form of bank guarantee equal to 5 % of the contract amount valid till completion of the services. A fixed Bid Security of Rs. **200,000/-** in the shape of CDR/Bank Draft/Pay Order in favor of Project Director PAF-IAST, Haripur must be submitted with the proposals.
- 4.2 The number of copies of the Proposal required is: One Original.
- 4.3 The address for writing on the proposal is:
Office of the Project Director, PAK-Austria Fachhochschule, Institute of Applied Science & Technology, Mang Haripur.
Phone No. 0995-931615
- 4.4 The date and time of proposal submission: **Dated 23/ 07 / 2026 till 12:00 Noon**
- 4.5 Validity period of the proposal is (days, date): **90-days**
The location for submission of proposals is: **Project Director, PAK-Austria Fachhochschule, Institute of Applied Science & Technology, Mang Haripur.**

Mandatory Requirements:

1. The RFP documents may be downloaded from the E-PADs/PAF-IAST website. The consultant shall submit a non-refundable RFP document fee of Rs. 2,000/- in the shape of Demand Draft/Pay Order in favor of Project Director, PAF-IAST, Haripur, along with the proposal at the time of submission.
2. The consultant must be registered with PEC in relevant expertise.
3. The consultant must be enlisted with PCATP in relevant expertise.
4. The consultant must have NTN number in the FBR with Active Status.
5. The consultant must be enlisted & active user of KPRA.
6. The Consultant must have Undertaken of not being black listed, bankruptcy and litigation Affidavit on judicial stamp paper to the Project Director, PAF-IAST, Mang Haripur or in any other govt department.
7. PEC required **Specialization Codes:** 1201, 1203, 1204, 1210, 1231, 1235 **Service Codes:** 0506, 0507, 0509, 0510, 0519, 0531, 0532, 0536, 0537, 0539, 0540, 0541, 0542, 0543, 0544, 0545, 0546, 0547, 0575.
8. JV is not allowed in undersigned office.
9. The Consultant must submit the Technical and Financial Proposal in Hard format in the office of Project Director, PAF-IAST Mang Haripur before the submission date and time.
10. The financial proposal should be prepared using the formats attached as Appendix 2 i.e. Financial Form. Your financial proposal shall clearly state the %age amount for Detail Design & Supervision (including all required services described in the TOR / RFP).

If the consultant haven't fulfilled the above mandatory requirements, will straight away be rejected, further evaluation will not be carried out.

5.2 The points given to each category of **Evaluation / Marking criteria** are:

- | | | |
|-------------------------------------|---|-----------------|
| i. Experience | : | 40 Marks |
| ii. Experts' qualifications | : | 40 Marks |
| iii. Methodology / Work Plan | : | 15 Marks |
| iv. Financial Capability | : | 05 Marks |

5.2.1 EXPERIENCE OF THE FIRM IN CARRYING OUT CONSULTANCY SERVICES (TOTAL 40 POINTS):

I. Three (03) Completed / In Hand Similar Higher Educational Projects and satisfying all of the following mandatory conditions (24 Points):

- i. Construction Cost to be Rs. 1500.00 Million or above.
- ii. LOA or Agreement to be provided with Each Project Data Sheet.
- iii. Project completion date to fall during last 10- years.
- iv. Completion Certificate must be provided with Each Project Data Sheet.

(8.0 points for each project, Zero Marks in case of nonfulfillment of any condition)

II. Four (04) in-Hand / Completed General Building Projects satisfying all of the following mandatory conditions (16 Points):

- i. Construction Cost to be Rs. 1000.00 Millions or above.
- ii. LOA or Agreement to be provided with Each Project Data Sheet.
- iii. Project completion date to fall during last 10- years.
- iv. Completion Certificate for completed projects and LOA or Agreement for in-hand projects to be provided with Each Project Data Sheet.

(4.0 points for each project, Zero Marks in case of nonfulfillment of any condition)

5.2.2 QUALIFICATIONS AND EXPERIENCE OF THE PROPOSED STAFF (TOTAL 40 POINTS):

The CV's shall be supported by CNIC, Highest Educational Degree / Diploma, Reg. Certificate etc. The number of points to be assigned to each of the above positions shall be determined considering the following three sub-criteria and relevant percentage weights:

- i) 30% marks shall be awarded to the adequacy of desired Qualification. In case of less than required qualification, the committee shall assign marks on pro-rata basis.
- ii) 70% marks would be awarded for the number of projects and with similar tasks under taken by the expert. In case of less than required experience, marks shall be assigned on pro-rata basis by the committee.

S.No	Position	Minimum Academic Qualification	No as RFP	Marks Per Position	Points
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1	Project Manager / Team Leader	B.Sc Civil Engineering He should have at least 25-Years of experience, including 10-Years as a Team Leader on Similar Project, with the ability to lead the consultant's team and ensure timely, high-quality service delivery.	1	6	6
2	Chief Architect	Bachelor in Architecture (B. Arch)	1	5	5
3	Geo Technical Engineer	M.Sc Geo Technical Engineering	1	3	3
4	Structural Engineer	M.Sc Structure Engineering	1	5	5
5	Electrical Engineer	M.Sc Electrical Engineering with at least B.Sc Electrical Engineering	1	4	4
6	Mechanical Engineer	M.Sc Mechanical Engineering with at least B.Sc Mechanical Engineering	1	4	4
7	Resident Engineer	B.Sc Civil Engineering	1	5	5
8	Site Engineer Electrical	B.Sc Electrical	1	2	2
9	Site Inspector Civil	B. Tech Civil / DAE Civil	2	1	2
10	Quantity Surveyor	B. Sc Civil	1	2	2
11	Surveyor	B. Tech Civil / DAE Civil	1	1	1
12	CAD Operator	B. Tech Civil / DAE Civil	1	1	1
Total Marks					40

5.2.3 ADEQUACY AND QUALITY OF THE PROPOSED METHODOLOGY, AND WORK PLAN IN RESPONSE TO TORS (TOTAL 15 POINTS):

Client will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts.

Broken down into:

- a) Technical Approach and Methodology (4 Points)
- b) Work Plan & Submission of Reports Schedule (4 Points)
- c) Manning Schedule /Staffing Schedule (3 Points)
- d) Team Composition and assignments of each member (2 Points)
- e) Proposal Presentation (2 Points)

5.2.4 FINANCIAL CAPABILITY (05)

- i. Income Tax Returns & Financial Audit Reports of last 3-Years (2 - Marks)
- ii. Average Annual turnover of the last three years as per following criteria for

average annual turn over 100 Million or above **(3 - Marks)**

5.2.5 Total points for in evaluation of Technical Proposal is 100.

5.2.6 The minimum technical score (St) required to pass is 70.

5.2.7 Those applicants who either fail to secure **70%** or more overall marks **OR** fail to secure **50%** or more marks in each category shall not be considered qualified and their Financial Proposal shall be returned unopened.

5.3 The date, time and address of the financial proposal opening are: -

Expected date and address for Financial Proposal opening will be notified after Technical Evaluation of proposal. The Financial proposal shall be opened in presence of authorized representative of Firms.

5.4 The weights given to the Technical and Financial Proposals are: -

Expected date and address for Financial Proposal opening will be notified after Technical Evaluation of proposal. The Financial proposal shall be opened in presence of authorized representative of Firms.

5.5 The weights given to the Technical and Financial Proposals are: -

Technical: 0.8

Financial: 0.2

5.6 The Assignment is expected to commence on: -

Date: By the end of August 2026 (Tentative)

Location: **District Haripur**

Sincerely,

Project Director
PAF-IAS Mang Haripur

Enclosures

Sample Forms for:

- Technical Proposal
- Financial Proposal
- Terms of Reference
- Contract for Engineering Consultancy Services

STANDARD FORMS

APPENDIX-I

TECHNICAL PROPOSAL FORMS

Form 1

FIRM'S REFERENCE

Relevant Services Carried Out in the Last Ten Years Which Best Illustrate Qualifications

Using in the format below, provide information on each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was largely contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm:
Name of Client:		No of Staff:
Address:		No of Staff Months:
Start Date (Month/Year):	Completion (Month/Year):	Date
		Approx. Value of Services (in Current USD/Rs.)
Name of Associated Firm (s), if any:		No. of Months of Professional Staff Provided by Associated Firm(s)
Name of Senior Staff (Project Director/Co-Ordinator, Team Leader) involved and functions performed:		
Narrative Description of Project		
Description of Actual Services Provided by Your Staff		

Consultants' Name: _____

PRESENT STAFF DEPLOYMENT

(As of _____)

Project Name	Client Name	Cost (s)	Services Location	Associates(s)

A) Staff Deployment

Staff Name	Position in Firm,	Current Duty/ Location

***APPROACH PAPER ON METHODOLOGY PROPOSED
FOR PERFORMING THE ASSIGNMENT***

Approach and Methodology proposed by the firm to carry out the assignment is sub divided in to several areas which include the following heads.

- Understanding of objectives
- Quality of Methodology
- Innovativeness
- Work Programme
 - Activity Schedule
 - Team Organization
 - Bar Chart
 - CPM
 - Staff Duty Matrix
 - Staffing Schedule
 - Estimate of Staff Months
- Feasibility Proposed for the Assignment
 - Support Staff
 - Office Accommodation/Furnishing
 - Living Accommodation
 - Equipment
 - Transport
- Conciseness, Clarity & Completeness in Proposal Presentation

COMMENTS/SUGGESTIONS OF CONSULTANT

On the Terms of Reference (TOR)

1.

2.

3.

4.

5.

6.

Etc.

On the data, services and facilities to be provided by the Client indicated in the TOR:-

1.

2.

3.

4.

5.

Etc.

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY STAFF

1. Proposed Position: _____
2. Name of Firm: _____
3. Name of Staff: _____
4. Profession: _____
5. Date of Birth: _____
6. Years with Firm: _____
7. Nationality: _____
8. Membership in Professional Societies: _____
(Membership of PEC is Mandatory)
9. Detailed Tasks Assigned on the Project:

10. Key Qualifications:
[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to one page].
11. Education:
[Summarize college/university and other specialized education of staff member, giving names of institutions, dates attended and degrees obtained.]
12. Employment Record:
[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.

13. Languages:-

[Indicate proficiency in speaking, reading and writing of each language: excellent, good, fair, or poor].

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these bio-data correctly describe my self, my qualifications and my experience.

Signature of Staff Member

Date: _____
Day/Month/Year

WORK PLAN/ACTIVITY SCHEDULE

Items of Work/Activities	Monthly Programme from date of assignment (in the form of a Bar Chart)														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Completion and Submission of Reports

Reports	Date

WORK PLAN AND TIME SCHEDULE FOR KEY PERSONNEL

Name	Position	Months (in the form of a Bar Chart)															Number of Months
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	

Full Time: _____

Part Time: _____

Activities Duration _____

Yours faithfully,

Signature _____
(Authorized Representative)

Full Name _____
Designation _____
Address _____

**COMPOSITION OF THE TEAM PERSONNEL AND THE TASKS TO
BE ASSIGNED TO EACH TEAM MEMBER**

1. Technical/Managerial Staff

Name	Position	Task Assignment

2. Support Staff

Name	Position	Task Assignment

APPENDIX-II

FINANCIAL PROPOSAL

Standard form for Financial Proposal

SUMMARY OF COST FOR CONSULTANCY SERVICES

S.No	Description of Services Required	%age of the total Cost In Figure	%age of the total Cost In Words
1.	Detail Designing, Cost Estimates / BOQ's, PC-I, Preparation of Tender Documents		
2.	Construction Supervision		
	Total 1+2		

Notes:

1. The quoted %age shall include all Cost, Direct Cost, Non-Salary Cost, Overheads & Contingencies & there will be no additional payment admissible on part of the client.
2. The Payment shall be made to the consultants as per quoted %age in stages/installment in accordance with Appendix attached to Financial Proposal.
3. The service provided by the consultants shall be assumed as target oriented/performance based and no additional charges is admissible on the part of the client.
4. If the consultant fails to complete any activity or part of activity the client reserve the right to execute the same at the consultant's risk & cost.
5. Conditional/incomplete Financial bid shall be considered non responsive.

Terms and Conditions of Payment

i.	Preparation of Survey, Geotechnical Investigation & preliminary Drawings/3ds	20% of total design fee
ii.	Preparation of Tender Drawings including structural, electrical, plumbing and sewerage, external development (car parking walkways, safety grills & plinth protection, etc) details.	30% of total design fee
iii.	Preparation of Detailed Bill of Quantities along with Engineers Estimate including Detailed Rate Analysis of Non-Schedule Items if included in the Estimate	10% of total design fee
iv.	Preparation of Condition of Contract and Detailed Technical Specifications, etc	20% of total design fee
v.	Preparation/Submission of Detailed working drawings including Architectural, Structural, Plumbing, Electrical, and Networking drawings, structural calculations, structure stability report	20% of total design fee
vi.	Construction Supervision (24-Months)	As per mutual understanding

TERMS OF REFERENCE

TERMS OF REFERENCE FOR SURVEY. REVIEW OF EXISTING MASTER PLANNING. SOIL INVESTIGATION. DESIGNING. ARCHTECHURAL / STRUCTURAL PREPARATION OF PC-I, BOQ BIDDING DOCUMENTS & CONSTRUCTION SUPERVISION AS PER TOR.

I- OBJECTIVES

- a. Detailed Survey of the Projects
- b. Test and Investigations
- c. Detailed Designing & Drawings
- d. Submission of Complete Bidding Documents
- e. Tender Assistance
- f. Contractor's Bid Evaluation
- g. Construction supervision with quality assurance through related field/ laboratory test.
- h. Processing and approval of payment devices and certification.
- i. Overall project monitoring and evaluation
- j. Reporting and responding

1. DATA COLLECTION, SURVEY & INVESTIGATION STAGE:

- i. Topographic survey (Digital) and preparation of contour plans.
- ii. Geotechnical investigation if sites including field or laboratory tests.
- iii. Resistivity survey for availability of ground water and tests to determine suitability of water.
- iv. Determination of sufficiency of utilities needs in the area such as electricity, sui gas, telephone and water supply.
- v. Implementation of by Laws of Local authorities building and tire etc.

2. PRELIMINARY DESIGN STAGE:

- i. Stall Hiring/Removal for the concerned project **“Establishment of School of Medicine, Dentistry and Allied Sciences at Pak Austria Facchochsule Institute of Applied Sciences and Technology (PAF-IAST) at Mung Haripur”**.
- ii. Requirements and scope of accommodation by Client / User Department
- iii. Absence of any staff member of the consultants during Design due to any reason whatsoever, the client shall be at liberty to make deduction from the Consultants bills accordingly
- iv. Evaluating the client's requirement analytically and technically while designing and planning various components of the Project
- v. Preparation of site plan, describing and illustrating design/outline proposal including 3D views of proposes buildings.
- vi. Evaluating feedback of the client for further improvements in the design vii- Vetting of made with the approval of preliminary architectural any Govt /Semi Govt design from Specialized Organization if deemed necessary by the client
- vii. Making final presentation after incorporating feedback of the client

3. MASTER PLANNING STAGE:

- i. Preparing, describing and illustrating preliminary master plan of the project showing proposed structures, internal roads, and pavement network Parking area, and open spaces, as per engineering/architectural standards.
- ii. Preparation of phase wise development plan if required.
- iii. Preparation and submission of preliminary master plan report of the project.
- iv. preparation and submission of final master plan of scheme with allied accommodation along with outline utilities plans.

4. DESIGN DEVELOPMENTAL STAGE:

- i. Preparation of detailed architectural design of all buildings and allied structures as per prevailing architectural and engineering codes **“Establishing School of Medicine, Dentistry and Allied Sciences” at PAF-IAST, Haripur”**.
- ii. Preparation working/construction drawings of each and every component of building in soft and hard form.
- iii. Preparation of modified drawings without additional charges if required by the client.
- iv. Preparation of detailed layout plan Architectural and structural design incorporating all allied electrical, mechanical and other internal and external services i.e. Telephone, water supply, sewerage, drainage, firefighting ,fire alarm system, sui gas landscaping roads, paths, steel lights, cross drawings and sewerage disposal work, CCTV Harm water drainage system. security systems etc.
- v. Preparation of design/drawings/specifications of electrical systems with external electrification, Such as substation. street lights etc.
- vi. Preparation of Standard Design/Drawing/Specifications for solar system complete in all respects if required.
- vii. Preparation of design and drawings of ground water reservoirs, overhead water tanks, tube well and allied structures.
- viii. Preparation of PC-I and detailed cost estimate after approval of master plan by the competent (as per prevailing formats).
- ix. Submission of detailed structural design calculation for all buildings and allied structures in soft and hard form.
- x. Defending PC-I at appropriate forum.
- xi. Preparation or revise PC-I/TS estimate or required Preparation of complete tender documents! cost estimate / Variation order / BOQ.
- xii. Preparation and signing of Bid evaluation report, including attending bid opening ceremony
- xiii. Preparation. submission contract agreement for the contractor on the prescribed PEC standard form

5. SUPERVISION STAGE:

- i. The quality and quantity assurance shall be the sole responsibility of the consultants being the Engineer In charge of the Project.
- ii. Full time supervision of the scheme since start of the work till final satisfactory completion of all components as mentioned in the scope of the work.
- iii. Developing and ensuring Quality Assurance mechanism as per engineering / Architectural standards.

- iv. Expediting progress at the site as per work plan for timely completion of the project.
- v. Preparation & presentation of monthly progress report or any review / report requested by the client of the project.
- vi. Tanking measurements of work done carried out by the contractor, preparation, submission and verification of interim payment certificates (IPC) including final bill, security and any other advances extended to the contractors / sub-contractor (if any) as per Government rules.
- vii. The detailed construction supervision shall include planning, guidance, programing, inspection, monitoring of construction activities, contractor's performance, quality /quantity control, implementation of work plans, drawings, design and specifications, preparation and verification of variation orders including drawings / sketches, correspondence with the contractor in capacity of the engineer in charge, and to maintain a good liaison with the client office including all other duties pertinent to the construction phase of the project with the prime objective to complete the work in the best Govt. interest.

6. POST COMPLETION STAGE:

- i. Submission of As-built drawings / inventories / Project Completion report / PC-IV after successful completion of the project.
- ii. The Consultants will periodically visit completed project during defect liability period for prompt & efficient maintenance work through the contractor.
- iii. Processing and recommendation of contractor's security after successful completion of defect liability period.
- iv. The consultants will be accountable for any defects or losses or damages as a result of proven faults, errors or omissions on the part of the consultants during or after the completion of the work being the Engineer In-charge.

7. REPORTING REQUIREMENTS

The Consultants shall submit the following reports (in both Hard & Soft copies)

Concept Design: 3-Sets

- A3 Concept Design Report
- A3 Concept Design Drawings
- Power Point Presentation

Schematic Design: 3-Sets

Deliverables:

- A3 Schematic Design Report
- A3 Concept Design Drawings
- A4 Preliminary Cost Estimates
- Power Point Presentation

Design Development: 3-Sets

Deliverables:

- A3 Design Development Report
- A3 Design Development Drawings
- Structural Design Calculations
- Detailed BOQ & Cost Estimates
- A4 Detailed Specifications
- A4 Conditions of Contract

Tender Drawings: 5-sets

Deliverables:

- A3 Tender Sets of Architectural & Engineering Drawings
- A4 Detailed Specifications
- A4 Conditions of Contract
- Detailed BOQ & Cost Estimates

Construction Drawings: 3-sets

Deliverables:

- A3 Construction Sets of Architectural & Engineering Drawings

Consultancy Services for Social Feasibility Study, Detailed Designing, Preparation of Bidding Documents Bid Evaluation and Construction Supervision of:

Establishment of School of Medicine, Dentistry and Allied Sciences at Pak Austria Facchochsule Institute of Applied Sciences and Technology (PAF-IAST) at Mung Haripur

A. Staff required for the Detailed Designing

S.No	Detail of Key Personnel	MM
1	Team Leader / Project Manager	03
2	Chief Architect	02
3	Structure Engineer	02
4	Geo Technical Engineer	01
5	Electrical Engineer	01
6	Mechanical Engineer	01
7	Quantity Surveyor	02
8	Land Surveyor	01
9	CAD Operator	03
Sub-Total (A)		16

B. Staff required for the Construction Supervision

S.No	Detail of Key Personnel	MM
1	Resident Engineer	24
2	Site Engineer Electrical	06
3	Site Inspector Civil 2-No's	48
4	Quantity Surveyor	24
Sub-Total (B)		102
Grand Total (A+B)		118

Notes:

- The firm should have at least 50% (fifty-percent) of the staff on the permanent fulltime role (having a minimum of six months standing with firm) nominated to work on the assignment.

- All key input and core staff of the consultant should be nominated by name in the proposal. During evaluation 5% marks will be deducted for each TBN (To be nominated) position of the above mentioned staff.
- The key staff of the consultant must be proficient in written and spoken English.
- The consultant may propose their additional positions and an adjustment of man-months for key personnel so for as total man-months for key personnel remain the same as above.
- The estimated man-months input (key personnel & Technical staff) for consultant is 118 which have to be verified by consultant according to their own professional judgment.

Part-II

Qualification and Experience of Consultant's Key personnel

Consultant will assign adequately qualified personnel to carry out the implementation of project as described in TOR. Man-month input for which are indicated in Part-I of this Annexure. In particular, the key personnel should possess the qualifications and experience as indicated in following.

- **Team Leader / Project Manager**

He should be at least Bachelor Degree in civil Engineering from Recognized University. The incumbent should have minimum experience of 25 year in relevant field.

- **Chief Architect**

The incumbent should have at least bachelor degree in Architecture duly registered with PCATP, having minimum 20 years relevant experience.

- **Structure Engineer**

He should have at least Master Degree in structural engineering from recognized university. He should have minimum 20 years experience in related discipline.

- **Geotechnical Engineer**

He should have at Least Master Degree in Geo-technical Engineering from recognized university. He should have minimum 12 years experience with minimum 07 year in geo-technical discipline.

- **Electrical Engineer**

He should have at least Master Degree in Electrical engineering from recognized university in relevant field. The incumbent should have minimum 12 years relevant experience.

- **Mechanical Engineer**

He should have at least Master Degree in Mechanical engineering from recognized university in relevant field. The incumbent should have minimum 12 years relevant experience.

- **Resident Engineer**

He should be at least graduate in Civil Engineering from Recognized University. The incumbent should have minimum experience of 15 year in relevant field. He should be able to lead the team of the consultant and assist the Department in timely completion of the services with a quality output.

- **Site Engineer Electrical**

He should be at least Bachelor Degree in Electrical Engineering from reputed institution. The incumbent should have minimum experience of 07 year in relevant field.

- **Site Inspector Civil (2-No's)**

He should be at least DAE in civil Engineering from reputed institution. The incumbent should have minimum experience of 10 year in relevant field.

- **Quantity Surveyor**

He should be Bachelor Degree Civil Engineering from reputed institution. The incumbent should have minimum experience of 12 year in relevant field with additional skill in computer literacy.

- **Land Surveyor**

He should be at least DAE in civil Engineering from reputed institution. The incumbent should have minimum experience of 10 year in relevant field.

- **AutoCAD Operator**

He should be at least DAE in civil Engineering from reputed institution. The incumbent should have minimum experience of 10 year in relevant field.

CONDITIONS OF CONTRACT

a. General Condition of Contract

Standard Contract Agreement for Providing Consultancy Services as per KPPRA.

b. Particular Condition of Contract

Standard Contract Agreement for Providing Consultancy Services by as per KPPRA.