

# **GWADAR SMART PORT CITY MASTER PLAN**

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**PART - I**  
**TERMS OF REFERENCE**

## TERMS OF REFERENCE

### 1. Context

The development of Gwadar is a strategic priority for the Government of Pakistan, (GoP). The commercial, political, socio-economic, defense and regional connectivity related benefits that can be realized once the port (and the city) reaches its full potential make it imperative to develop the area without any further delay.

Lying at the mouth of the Persian Gulf, Gwadar is a strategic warm water deep sea port developed by the GoP with assistance from the People's Republic of China. Inaugurated in 2007, the port is ideally located to serve the shipping lanes coming in and out of the Persian Gulf via the choke-point of the Strait of Hormuz. In spite of the fact that the sea channels off the coast of Gwadar carry roughly 15-17 million barrels of oil every day (or a third of all the seaborne oil traded in the world), the port of Gwadar has yet to fulfil its promise and take advantage of its strategic location. A shortage of resources, the non-fulfilment of concession agreements by the GoP and the original concessionaire (the Port of Singapore Authority), and the limited commercial activity in Gwadar city have together retarded the development of the port over the last few years.

The current master plan (last updated in 2005) has two interdependent elements: the port, and the city of Gwadar. This strategic focus on simultaneous development is primarily due to the natural, symbiotic relationship that exists between a port and the city that surrounds it; One cannot be developed without the other. In addition, the city around a port must also be planned carefully in order to lay the foundation of a sustainable regional economy, drive local business and increase port throughput. With the inclusion of the port in the China Pakistan Economic Corridor project (CPECP), there is an urgent need to update the existing city plans to reflect the new strategic direction. It is pertinent to mention here that the CPEC is already in the early stages of execution and comprises of a comprehensive package of motorways/expressways, national and urban railways, high-speed fibre-optic connectivity and associated urban and social infrastructure, stretching from Kashgar (in China) to Gwadar (in Pakistan). Under the plans for the corridor, it is envisaged that the port would be declared a 'free' port (to facilitate trans-shipment) and the city would be declared a 'Special Economic Zone', in order to spur trade and investment.

As of 2013, the concession for the port has been awarded to a Chinese operator who is in the process of updating the port master plan (for this RFP the port will be considered a separate entity from the city). Building on the work that has already been completed, this RFP is designed to update the existing Master Plan of Gwadar City (with due consideration to the master plan of the port so as to capture synergies), and develop strategies for the establishment of Gwadar as a preferred economic and lifestyle destination.

For planning purposes, all avenues shall be considered, with particular emphasis on updating the existing plans to reflect the latest thinking in sustainability, economic clustering and the development of a regulatory environment that facilitates economic growth. In addition, the confluence of physical, social and intellectual capital with Information and Communications Technology (ICT) infrastructure will be integral to the revised plan, in order to ensure that Gwadar City is developed along the lines of an integrated 'Smart' port city - a city that would leverage information technology-based solutions to boost the economic productivity and quality of life of its citizens, whilst minimizing resource consumption and pollution.

## 2. Objectives of the Assignment

- ✓ Creating the vision and guiding strategic objectives for Gwadar City
- ✓ Updating the existing Master Plan of Gwadar City and its integration with the Master Plan of the Gwadar Port
- ✓ Creating an inclusive and sustainable strategic development plan that ensures the socio-economic uplift of the Makran coast in general and the Gwadar Region in particular
- ✓ Recommending regulatory interventions and ways and means to develop Gwadar as a 'Special Economic Zone' and ensure near-term economic growth (including trickle down effects)
- ✓ Clearly identifying Gwadar's competitive advantages vis a vis regional ports and developing a business case for the port, its contribution to export led growth, market creation, industrialization, tourism and revenue generation
- ✓ Suggesting strategies to facilitate trade, tourism, community participation, public-private partnerships and industrial and economic development on a national and regional level
- ✓ Catering for climate change adaptability, sustainability, infrastructure, energy production, security of life & property, disaster risk reduction and mitigation
- ✓ Transforming Gwadar into a port of international standards and a smart, sustainable city that can drive local, national and regional growth in the coming decades

## 3. Scope of Services

### **PART I: DEFINING THE VISION AND REVIEWING THE EXISTING GWADAR CITY AND PORT MASTER PLANS**

Set the context, create a vision for Gwadar City, develop guiding principles and priorities and identify the key growth drivers and challenges

Conduct a comprehensive literature search on port city master planning to identify global best practices and key take-aways

Review and analyze the Existing Master Plan, including but not limited to the following;

- Review of Existing Plans and Documents

- 
- Review of existing policies, procedures, plans, studies conducted by donor agencies and any other relevant data
  - Review current and future population trends
  - Review of all proposed land uses considering growth potential
  - Urban design & urban form review
  - Infrastructure plan review
  - Review of industry, trade and tourism related components proposed in the existing Master Plan
  - Review of demographic, socio-economic and environmental considerations
  - Review of existing development patterns in relation to climate change including disaster risk reduction and urban resilience
  - Review of the existing plans in light of the China Pakistan Economic Corridor project and its key objectives (including trade facilitation, economic re-generation, tourism etc.)
  - Identification of gaps / issues / constraints and challenges that can prevent the growth of Gwadar city
  - Review of the port Master Plan for the sea-front and associated back-up areas
  - Review of land use plan outside the port concession areas
  - The assessment of current conditions must be mutually exclusive and collectively exhaustive, and must also include the following,
    - Spatial growth, population, land use
    - Social
    - Economy
    - Transportation
    - Housing
    - Water Supply, Sewage and Waste Water Disposal/Solid Waste Management/Storm Water Drainage (Municipal Services)
    - Electricity

- Education and Health
- Sports and Recreation
- Environment (including marine ecology and the entire coastal belt up to Karachi),
- Heritage Sites and Local Culture

## ***PART II: FORECASTING , DEMAND ESTIMATION AND ALTERNATIVE PLANNING***

- Recommend strategies to create a ‘demand’ for Gwadar port in the national, regional and global context, (through specific types of policy changes, regulatory changes and or subsidies to industry etc.)
- Based on a review of past and present data, the consultant will forecast / project realistic future scenarios, sectoral trends and accordingly estimate the demand for services on a short-term, medium-term and long-term basis.
- Development of alternative plans including a treatment of revenue generation over the medium and long term to support the growth of the city
- Analysis of alternative plans
- Preliminary designing and cost estimation
- Economic and financial analysis
- Selection of optimal alternative plan (if any)
- Exploring different modes of financing (e.g PPP)
- Identification of short-term, medium-term and long-term industries/sectors to support, including justification
- Identification of optimal areas for public investment in order to maximize economic returns on investment
- Identification of sources of sustainable competitive advantage for the port and city (e.g. as an aviation or trans-shipment hub)

## **PART III: INTEGRATED GWADAR SMART PORT CITY MASTER PLAN**

Plan and design the concept of a smart port city, including but not limited to the following:

- City planning and urban design
  - Sustainable land use planning
    - Residential land use
    - Commercial land use
    - Industrial, trade & tourism related land use
    - Government & public building related land use
    - Green land use; open spaces, parks, sports & horticulture
  - Demographic & socio-economic planning
  - Urban design, renewal & regeneration
  - Formulation of basic planning parameters at urban design level
  - Regulatory frameworks to discourage speculation in land within the Special Economic Zone Area, rent seeking behaviour etc.
- Trunk infrastructure planning and design
  - Trunk infrastructure master planning
    - Area drainage studies
    - Water supply system, water source establishment, water filtration, desalination options
    - Sewerage system, treatment and reuse for irrigation
    - Rain water harvesting
    - Solid waste collection & disposal
- City transportation planning and design
  - Transportation studies & surveys, with a special emphasis on synergies with the China Pakistan Economic Corridor Project
  - Suggest ways and means to protect the Makran Coastal Highway from environmental degradation and unapproved building along the coast (in order to protect the tourism potential)
  - Transportation Master Plan
    - Connectivity & road infrastructure
    - Mass Transit Plans (Bus/Rail)
    - Traffic management plans

- Freight transport planning and management
  - Pedestrian management plans
  - Parking plans
  - Regional transportation linkages and trade corridors
    - Air communication
    - Railway transit
    - Inland water ways
- Energy
  - Translation of national & provincial energy policies into local / sectoral plans (including treatment of transmission and distribution infrastructure)
  - Energy production plans
  - Sustainable/renewable energy options/ innovative solutions for energy crises
  - Regulations and manual for energy efficient building design and standards
- Technology and Connectivity Infrastructure and Policies
  - Separately identify and prioritize policies for physical capital (urban infrastructure) and social and intellectual capital (Since the latter is critical to sustainable competitive advantage, the focus must be on tying the physical development of the city with the goal of Gwadar emerging as a national/regional/global urban centre in the medium to long term)
  - Appropriate milestones and implementation and monitoring strategies must also be recommended for the above
  - Suggest appropriate standards for connectivity and technology keeping in mind the level of service, municipal functions, the needs of users and emerging trends (internet of things, smart electricity grids, connected automobiles, energy efficiency, smart buildings, re-cycling, application development, MOOCs, tele-health, eco-tourism, public safety, right of access to information etc.)
- Port City Economic Planning

- Economic master planning & studies
- Industrial planning guidelines including economic and employment policies (in order to attract human capital)
- Gwadar city as a special economic zone
- Business case development and analysis, including the expected contribution from Gwadar to national exports, revenue growth, economic benefits, road map for industrialization etc.
- Detailed treatment of incentives for developers and investors
- Gwadar's unique selling points vis a vis other regional ports and how to leverage these advantages
- Key industries/sectors to focus on at the outset (including synergies with the China Pakistan Economic Corridor and other potential regional synergies)
- Recommendations on public-private partnerships, especially as they relate to land acquisition from the local population in Gwadar (*N.B. The GoP would like to ensure that the local population is the first to benefit socially and economically – as such the consultants may suggest means to protect the interest of the local population via cooperatives, PPP's with the state, partnerships, joint-ventures, sponsorship etc.*)
- Regulatory Interventions
  - Suggest ways and means where the GoP (by amending/enacting laws) may encourage the development of Gwadar, provide incentives to investors and or specific industries/sectors, discourage land speculation and protect Gwadar and the entire coast line up to Karachi
  - This analysis must be holistic, measurable and inclusive and must draw upon current global trends and best practices
  - The analysis must also be developed while maintaining the local/national context
  - Specific regulations for each sector of urban planning since Gwadar is a one of its kind project.
  - Formulation of complimentary documents with the master plan like urban design manual, rules and regulations etc.

- Proposal for relevant departments, government lined departments, agencies in the city to improve overall working for the city (including a review of the current bodies and agencies in Gwadar)
- Environment
  - Studies & surveys
  - Environmental management & planning
  - Proposal for environmental impact assessment for every new development
  - Climatic change scenarios/ ecosystem
  - Complete framework for the organization and clear identification of roles and responsibilities
  - Preparation of environmental regulations
  - List of Future projects
  - Short term, medium term and long term plans
  - Specific focus on the coastline, marine ecology, tourist sites (whether on-shore or off-shore), the coastal highway etc.
- Community Participation & Empowerment
  - Socio-economic impact
  - Community participation and communication strategy
  - Stakeholder identification and consultation
  - Focused group discussions, community outreach planning and programming
  - Policy formulation to empower residents and ensure the uplift of the local population
  - Positioning Gwadar as an attractive destination for human capital and as a lifestyle destination
- Disaster Risk Management
  - Disaster Risk Assessment by multi hazard Vulnerability assessment
  - Main streaming DRR aspects into existing development and proposed planning

- Multi hazard vulnerability and risk assessment based on regional and localised hazard, such as seismicity, tsunami, flood, erosion, liquefaction, land slide etc.
- Hazard based categorization for construction suitability and land use planning
- Disaster management plans
- Disaster Risk Management (DRM) framework and contingency planning plus regulations and guidelines for earthquake resistant buildings
- Rural to urban migration
- Security systems development for vulnerable areas
- Land Acquisition & Land Leasing Bye-laws/ multiple ownership regulations for high rise (condominium ownership laws and their framework)
- Institutional Framework (For Gwadar Development Authority)
  - Institutional strengthening framework
  - Institutional restructuring and reforming
  - Capacity building framework
  - Development & building control mechanisms
- Identification of Roles of Governing Bodies
  - Identification of physical boundaries (to avoid overlapping functions and responsibilities)
  - Functions of governing bodies
  - Identification of duplication of roles
  - Recommendations
- Framework for Urban Finance Management
- Integrated Business Development Plan for City and Port (in tandem with the phase-wise development)
- Suggestions for future developments in the non-Concession Areas
- Guidelines for transforming Gwadar Port into a Free Trade Port

#### 4. Time Frame

A timeframe of one year has been envisaged for carrying out the entire scope of services. The firms/ consortia are, however, advised to propose their detailed timelines to complete the assignment under this TOR, including suggestions by which the above timelines may be curtailed.

#### 5. Reporting Requirements

Following are the minimum requirements of the reports to be submitted by the Consultants. The firms/consortia are, however, advised to propose any additional report(s), which they expect to submit in order to complete the assignment under this TOR.

<b>Sr. No.</b>	<b>Deliverables</b>	<b>Time frame (from signing of agreement)</b>
1.	Inception Report	0-1 Month
2.	Diagnostic Report – Gwadar City and Port Master Plan	2-4 Months
3.	Alternative Plans	5-8 Months
4.	Integrated Gwadar Smart Port City Master Plan – Report	9-12 Months

## **PART - II**

# **INFORMATION TO CONSULTANTS**

## 1. Introduction

- 1.1. Bids are hereby invited from reputable International Consultants to submit a Technical Proposal and a Financial Proposal for “**Consultancy Services for Preparation of Gwadar Smart Port City Master Plan (GSPCMP)**” required for the assignment named in the attached Data Sheet (referred to as “Data Sheet” hereinafter) in Part 3 of this TOR.
- 1.2. A brief description of the assignment and its objectives are given in the Data Sheet. Details are provided in the Terms of Reference (TOR) attached in this TOR.
- 1.3. The assignment shall be implemented in accordance with the parts/phases/ stages indicated in the Data Sheet and the TOR.
- 1.4. Planning Commission (PC) shall provide the inputs specified in the Data Sheet to assist the Advisory Consortium in obtaining the information needed to carry out the services and provide the relevant available project data and reports.
- 1.5. Please note that:
  - 1.5.1. That the contract will be signed with the selected international firms, who will be obliged to station lead professionals in Gwadar for the duration indicated in Form TECH – 7.
  - 1.5.2. The International Consultants can form consortium/Joint venture with other International or Local Firms for the execution of the this assignment. However, the number of Consortium / JV members will not be more than three.
  - 1.5.3. The cost of preparing the proposal and of negotiating the contract agreement are not reimbursable as a direct cost of the assignment; and
  - 1.5.4. PC is not bound to accept any of the proposals submitted.

## 2. DOCUMENTS

- 2.1. To prepare a proposal, the firms/consortia are required to use the attached Forms/Formats provided in Part 5 of this TOR. Conditions of Contract as specified in the Pakistan Engineering Council (PEC) bidding document for large projects (please check the link below), will be applicable:

<http://www.pec.org.pk/Downloads.aspx#biddocs> .

- 2.2. Firms/consortia requiring a clarification of the TOR Documents must notify the Planning Commission (PC) in writing not later than ten (10) days before the proposal submission date. The written request for clarification may be delivered in person or through courier or by email or telefax and shall be sent to the PC's address indicated in the Data Sheet. PC shall respond by delivery in person or through courier or by email or telefax to such requests.
- 2.3. At any time before the submission of proposals, the PC may for any reason, whether at its own initiative or in response to a clarification requested by short-listed firms/consortia that have been issued the TOR Documents, modify the TOR Documents by amendment. The amendment shall be sent in writing or by email, or telefax to all short-listed firms/consortia who have been issued the TOR Documents and will be binding on them. PC may at its discretion extend the deadline for the submission of proposals.

### 3. PREPARATION OF PROPOSAL

The firms/consortia are requested to submit “Technical and Financial Proposals” (in English).

#### TECHNICAL PROPOSAL

- 3.1. In preparing the Technical Proposal, the firms/consortia are expected to examine all terms and instructions included in the TOR Documents. Failure to provide all requested information shall be at their own risk and may result in rejection of their proposal.
- 3.2. During preparation of the Technical Proposal, the firms/consortia must give particular attention to the following:
  - The composition of the proposed team and the task assignment to individual personnel shall be clearly stated.
  - The estimated number of key professional staff-months required for the assignment should be determined by the firms/consortia. Minimum expected man-months for specified key positions and the overall team for this assignment have been indicated in the Data Sheet, considering the significance of the assignment. These indicated man-months are minimum requirements and have been given for guidance purposes only; however, the firms/consortia should assess the man-month requirements and propose additional man-months based on their suggested approach and methodology for completing the assignment.
  - The key professional staff proposed shall be permanent employees who are employed with the pre-qualified firm or any of its consortium members at least one year prior to submission of the proposal. The firm/consortia shall be required to submit detailed tax information of all team members
  - Proposed staff should have experience preferably under conditions similar to the assignment.
  - No alternative to key professional staff may be proposed and only one curriculum vitae (CV) may be submitted for each position.
  - Study reports must be written in the English Language. Working knowledge of the national language by the firm’s/consortium’s personnel is also recommended.

3.3. The Technical Proposal shall provide the following and any additional information using the formats attached in Part 5 of this RFP:

- Form TECH-1; A brief description of the Firm's/Consortium's organization(s) and an outline supported by documents of general experience in Master planning projects and specific experience in projects of similar nature – all projects with a minimum project value of PKR 100.0 Million. For such specific and general experience the outline should indicate, inter alia, details of the project, the key staff provided, duration, project value, and firm's involvement/scope.
- Form TECH-2; The Firm's/Consortium's understanding of the objectives of the project, their approach towards the assignment and a description of methodology that the Firm/Consortium proposes to perform on the activities for completion of the assignment.
- Form TECH-3; Any comments or suggestions on the TOR; The Firm's/Consortium's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR.
- Form TECH-4; CVs recently signed by the proposed key professional staff and an authorized representative of the Firm's head office.
- Form TECH-5; A work plan illustrated with a bar chart of activities to show the Firm's planning to undertake the assignment (for Part-I, II & III)
- Form TECH-6; A schedule for completion and submission of various types of reports (for Part-I, II & III)
- Form TECH-7; A work plan and time schedule for the proposed personnel also showing the total number of person-months by each key person and other staff (for Part-I, II & III)
- Form TECH-8; The composition of the proposed staff/ team and the tasks which would be assigned to each staff member and their positions.
- Form TECH-9; Any additional information, necessary for the proposal.

3.4. The Technical Proposal must not include any financial information.

### **FINANCIAL PROPOSAL**

3.5. The Financial Proposal should be arrived at using forms (FIN 1-5) inclusive of all prevailing relevant taxes, etc associated with the assignment. These normally cover remuneration for all the staff (foreign, local, in the field, and at headquarters), per diem, housing, transportation for visiting project sites, services and equipment (vehicles, office equipment, furniture and supplies), and printing of documents. The Financial Proposal should be prepared using the format as provided in Form Fin-1 in Part 5 of this TOR.

- 3.6. The Cost should be quoted separately for each part and stage of services as per the format provided in Form Fin-1 attached in Part 5 of this TOR. The cumulative cost of all parts and stages of services shall be counted towards financial proposal evaluation.
- 3.7. The firms/consortia are also required to submit their Proposed Payment Schedule for all Parts Services in the format provided in Form Fin-2 attached in Part 5 of TOR. The payment schedule should be tied to deliverables as detailed/proposed by the firm/consortia in their Technical Proposal in line with the Reporting Requirements specified in the TOR.
- 3.8. The Costs shall be expressed in Pakistan Rupees as per the requirement assessed by the firms/consortia. The payments shall be made only in Pak Rupees.

#### **4. SUBMISSION OF PROPOSALS**

- 4.1. The firms/consortia 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 shall be marked original or copy, as appropriate. The Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal for Preparation of Gwadar Smart Port City Master Plan (GSPCMP) and the Financial Proposal in another sealed envelope clearly marked "Financial Proposal for Preparation of Gwadar Smart Port City Master Plan (GSPCMP)
- 4.2. The above two envelopes, in turn, shall be sealed in an outer envelope bearing the address and information of the PC indicated in the Data Sheet. The envelope shall be clearly marked, "Technical & Financial Proposals for Preparation of Gwadar Smart Port City Master Plan (GSPCMP) as well as "DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE."
- 4.3. In the event of any discrepancy between the original and the copies of the proposal, the original shall govern. The Technical and Financial Proposals shall be prepared in indelible ink and shall be signed by the authorized Firm's/Consortium's representative. A written power of attorney or a letter of authorization accompanying the proposals shall confirm the representative's authorization.

- 4.4. The Proposal shall contain no interlineations or overwriting except as necessary to correct errors made by the firms/consortia themselves. The person or persons signing the proposal shall initial any such corrections.
- 4.5. The completed Technical and Financial Proposals shall be delivered on or before the time and date stated in the Data Sheet. The Proposals shall be submitted at the address of PC as given in the Data Sheet.
- 4.6. The Proposals shall be valid for the number of days stated in the Data Sheet from the date of its submission. During this period, the firms/consortium shall keep available the professional staff proposed for the assignment.

## **5. PROPOSAL EVALUATION**

- 5.1. A Single Stage, Two-envelope Procedure shall be adopted in selection of the proposals. The evaluation of Technical and Financial Proposals shall be held under the Quality and Cost Based Selection (QCBS) Procedure. The technical evaluation shall be carried out first followed by the financial evaluation as per the Evaluation Criteria.
- 5.2. The details of the Evaluation Procedure of Technical and Financial Proposals and the Evaluation Criteria have been specified in Part 4 of this TOR Document.

## **6. NEGOTIATIONS & AWARD OF CONTRACT**

- 6.1. Based on the Evaluation of Proposals, the firm/consortium that has submitted the Best Evaluated Bid shall be declared the successful bidder. The successful bidder shall be issued Letter of Acceptance containing invitation for contract negotiation. The negotiation shall be held to the extent permissible under the rules and regulations, as applicable.
- 6.2. The Contract Agreement shall be signed after getting the approval from the competent authority.

## **7. CANCELLATION OF THE BIDDING PROCESS**

- 7.1. The PC has a right to cancel the bidding process at any time prior to the acceptance of a bid or proposal.
- 7.2. The PC shall incur no liability towards the firms/consortia, solely by virtue of its invoking Clause 7.1 above.
- 7.3. Intimation of the cancellation of the bidding process shall be given promptly to all the bidders (firms/consortia).
- 7.4. The PC shall, upon request by any of the bidders (firm/consortium), communicate to such firm/consortium grounds for the cancellation of bidding process, but is not required to justify such grounds.

## **8. CONFIRMATION**

- 8.1. The short-listed firms/consortia that have been issued this TOR Document and invited to submit their proposals for the above assignment, are required to inform the PC in writing the following;
- i) That the firm/consortium has received this TOR Document.
  - ii) Whether or not the firm/consortium shall submit a proposal.

**PART - III**  
**DATA SHEET**

**DATA SHEET**

1.	The name of the assignment is :  The name of the Client is :	Preparation of Gwadar Smart Port City Master Plan (GSPCMP)  Member (Infrastructure & Regional Connectivity), Planning Commission Ministry of Planning, Development & Reforms Government of Pakistan
2.	The description and the objectives of the assignment are:	Given in Terms of References item 1- Context and Item 2 - Objectives of the Assignment
3.	Phasing of the Assignment:	Part I: Review of Existing Master Plan  Part II: Rejuvenated Master Plan  Part III Services; Review & Improvements in Existing Port Master Plan
4.	PC shall provide the following inputs:	PC will provide the Consultants all existing data, information, studies and reports available with PC
5.	The Bidding Documents/ Comprise of:	Terms of Reference (TOR), Format for Technical Proposal, Format for Financial Proposal, Proposal Evaluation Criteria, and Annexes, etc.
6.	The address for seeking clarification is:	Member (Infrastructure & Regional Connectivity), Planning commission Ministry of Planning, Development & Reforms Government of Pakistan Room 402, P-Block Pakistan Secretariat, <u>Islamabad.</u> Phone: + 92 51 9201981, Email: mem_infra@pc.gov.pk
7.	The number of copies of the Proposal required is:	Technical Proposal (One Original and One Copy) and Financial Proposal (One Original)
8.	The date and time of Proposal Submission are:	16 <sup>th</sup> March, 2015 before 2:00 pm PST
9.	Validity period of the Proposal is (days):	120 days
10.	Proposal Evaluation Criteria:	Please refer Part 4 of the TOR

**PART - IV**

**PROPOSAL SUBMISSION & EVALUATION PROCEDURE**

## PROPOSAL SUBMISSION & EVALUATION PROCEDURE

### 1. PROPOSAL SUBMISSION PROCEDURE

A Single Stage, Two-Envelope Procedure shall be adopted for submission of Proposals. The pre-qualified firms/consortia shall be required to submit their Technical and Financial Proposals as per the formats given in Part 5 of the TOR and following the instructions contained in Information to Consultants/Firms and Data Sheet given in Parts 2 & 3 of the TOR, respectively.

### 2. PROPOSAL EVALUATION PROCEDURE

A single stage, two-envelope procedure shall be adopted in selection of the proposals. The evaluation of Technical and Financial Proposals shall be held under the Quality and Cost Based Selection (QCBS) Procedure. The technical evaluation shall be carried out first, followed by the financial evaluation as per the Evaluation Criteria specified in this Part of the TOR.

#### 2.1 EVALUATION OF TECHNICAL PROPOSALS

- The Technical Proposals shall be evaluated on the basis of firm's/ consortium's relevant experience, their understanding of the assignment, proposed methodology and the experience of key personnel. Only those firms/consortia whose Technical Proposals secure 70% points or more shall qualify for further consideration, and shall be ranked highest to lowest on the basis of their Technical Scores. Financial Proposals of those firms/ consortia who secure less than 70% points on Technical Proposals shall be returned unopened to the firm/consortium or authorized representatives.
- The Total Score of the Technical and Financial Proposals shall be 100, out of which 80% weightage shall be given to the Technical Proposal and remaining 20% weightage shall be allocated to the Financial Proposal.
- The Technical Proposals shall be assigned points/scores without the weightage on the basis of the Evaluation Criteria as prescribed in this Part of the TOR. Subsequently, this raw score (Str) shall be scaled up to constitute a Final Technical Score (St) as under;

$$St = Str \times 100 / St_{max}$$

Where,  $St_{max}$  = Raw Score of the Highest Ranked Firm/Consortium

## 2.2 OPENING & EVALUATION OF FINANCIAL PROPOSALS

- The Financial Proposals of only technically qualified firms whose Technical Proposals have secured 70 or more points ( $St_r$ ), shall be opened at the time, date and venue which shall be communicated to all technically qualified firms/consortia. Financial Proposals of firms/consortia securing less than 70% points on Technical Proposals shall be returned unopened to the respective firms/consortia.
- The Financial Proposals shall first be checked for any arithmetic errors.
- The Financial Scores shall be computed on the basis of the following formula;

$$S_f = 100 \times (F_{min} / F_f)$$

Where,  $F_{min}$  = Lowest Total Bid and

$F_f$  = Total Bid of Firm/Consortium under consideration

## 2.3 COMBINED SCORE OF TECHNICAL & FINANCIAL PROPOSALS

- The Combined Score ( $Sc$ ) of Technical and Financial Proposals shall be calculated in the following manner by assigning their respective weightage as defined above;

$$Sc = (St \times 0.8) + (Sf \times 0.2)$$

- The Proposal securing the maximum combined score ( $Sc$ ) shall be declared the Best Bid and the firm/consortium offering the Best Evaluated Bid shall be declared the successful bidder.

## 3. TECHNICAL PROPOSAL EVALUATION CRITERIA

The Technical Proposal shall be evaluated on the basis of Firm's/Consortium' Experience, Proposed Approach & Methodology and Experience of Key Personnel proposed for Project Team handling this assignment. The criteria and point system for the evaluation of Technical Proposals shall be as under;

S.NO.	DESCRIPTION	POINTS
1.	Firm's/Consortia's Capability & Relevant Experience	30
2.	Adequacy of Proposed Approach & Methodology	25
3.	Qualification & Experience of Key Personnel of Proposed Project Team	45

Proposals will technically qualify for the above assignment and Financial Proposals of only these technically qualified firms/consortia shall be opened for financial evaluation.

The detailed scoring sheet against the above parameters (criteria/sub-criteria) for Technical Proposal is given as under;

Technical Evaluation Criteria		Max. Points
<b>1.</b>	<b>Firm's/Consortium's Capability &amp; Relevant Experience</b>	<b>30</b>
a)	Development of Master Plans for Cities	10
b)	International Experience in Port Development	10
c)	Mega Urban Infrastructure & Industrial Projects	10
<b>2.</b>	<b>Adequacy of Proposed Approach &amp; Methodology</b>	<b>25</b>
a)	Understanding of the Project Objectives & Scope of Assignment	05
b)	Quality of Proposed Approach & Methodology	05
c)	Work Plan & Time Schedule	05
d)	Project Team & Organization Chart	05
e)	Proposal Presentation	05
<b>3.</b>	<b>Qualification &amp; Experience of Key Personnel of Proposed Project Team</b>	<b>45</b>
a)	Team Leader with Experience in Master Planning Projects – with a minimum 20 Years of Professional Experience	7
b)	Lead Planning Expert with a minimum 15 Years of Experience in Master Planning	05
c)	Lead Infrastructure Expert with a minimum 20 Years of Experience in Trunk Infrastructure Projects	05
d)	Lead Project Management/Construction Contract Expert with a minimum 20 Years of Experience in Urban Development Projects	05
e)	Port Planning & Designing Expert, with a minimum experience of 10 Years in Port Planning & Design Projects	05
f)	Lead Electrical/Mechanical Engineering Expert with a minimum 15 Years of Experience in Trunk Infrastructure Projects	03
g)	Lead Financial Expert with a minimum 15 Years of Experience	03
h)	Lead Economist with a minimum 15 Years of Experience	03
i)	Lead Contracts Expert with a minimum of 15 Years of Experience	03
h)	Lead Legal Expert minimum 20 Years of Experience	03
j)	Lead Environmentalist/Horticulturist with a minimum 15 years	03

	experience	
	<u>For '3a' to '3j', above:</u> <ul style="list-style-type: none"><li>- Academic &amp; General Qualifications – Max. 30%</li><li>- Professional Experience on Relevant Projects – Max. 70%</li></ul>	

## **PART - V**

# **FORMAT OF TECHNICAL & FINANCIAL PROPOSALS**

**FORM TECH-1****FIRM'S REFERENCE****Relevant Services Executed in the Last Five Years****Which Best Illustrate Qualifications**

Using 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:		Approx Value of the Project (in PKR)
Country: Location within Country:		Professional Staff Provided by Applicant Firm:
Name of Client:		No of Staff:
Address:		No of Staff Months:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in PKR)
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-coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project		
Description of Actual Services Provided by Your Staff		

Consultant's/ Firm's Name: \_\_\_\_\_

**FORM TECH-2**

**APPROACH AND METHODOLOGY**

**PROPOSED FOR PERFORMING THE ASSIGNMENT**

**FORM TECH-3**

**COMMENTS/SUGGESTIONS OF THE FIRM**

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.

**FORM TECH-4**

**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: \_\_\_\_\_

7. Nationality: \_\_\_\_\_

8. Membership in Professional Societies: \_\_\_\_\_

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. Use up to one page].

11. Education:

[Summarize college/university and other specialized education of staff member].

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.]

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 myself, my qualifications and my experience.

\_\_\_\_\_

Date: \_\_\_\_\_

Signature of Staff Member or

Day/Month/Year

Authorized official from the Firm

**FORM TECH-5****WORK PLAN/ACTIVITY SCHEDULE****(for Both Part-I and Part-II)**

Items of Work/Activities	Monthly Programme from Date of Assignment (in the form of a Bar Chart)							
	1	2	3	4	5	6	7	n

**FORM TECH-6**

**Completion and Submission of Reports**

**(for Both Part-I and Part-II)**

<b>Reports</b>	<b>Program</b>

**FORM TECH-7****WORK PLAN AND TIME SCHEDULE FOR PROPOSED PERSONNEL****(for Both Part-I and Part-II)**

Name	Position	Months (in the form of a Bar Chart)												No of Months
		1	2	3	4	5	6	7	8	9	10	11	12	

**FORM TECH-8**  
**COMPOSITION OF THE TEAM PERSONNEL AND THE TASKS TO**  
**BE ASSIGNED TO EACH TEAM MEMBER**  
**(for Both Part-I and Part-II)**

**. Key Personnel**

<b>Name</b>	<b>Position</b>	<b>Task Assignment</b>

**2. Support Staff**

<b>Name</b>	<b>Position</b>	<b>Task Assignment</b>

## FINANCIAL PROPOSAL FORMS

### Form 1

#### BREAKDOWN OF RATES FOR CONSULTANCY CONTRACT

Project: \_\_\_\_\_ Firm: \_\_\_\_\_

Name	Position	Basic Salary per Cal. Month	Social Charges (% age of 1)	Overhead (% age of 1+2)	Sub- Total (1+2+3)	Fee (% age of 4)	Rate per Month for project Office	Field Allow. (% age of 1)	Rate per Month for Field Work
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**Notes:**

Item No. 1 Basic salary shall include actual gross salary before deduction of taxes. Payroll sheet for each proposed personnel should be submitted at the time of negotiations.

Item No. 2 Social charges shall include Client's contribution to social security, paid vacation, average sick leave and other standard benefits paid by the company to the employee. Breakdown of proposed percentage charges should be submitted and supported (see Form 2).

Item No. 3 Overhead shall include general administration cost, rent, clerical and junior professional staff and business getting expenses, etc. Breakdown of proposed percentage charges for overhead should be submitted and supported (see Form 3).

Item No. 5 Fee shall include company profit and share of salary of partners and directors (if not billed individually for the project) or indicated in overhead costs of the Company

Item No. 7 Normally payable only in case of field work under hard and arduous conditions.

Name:

Signature:

Title:







**Form 3**

**ESTIMATED LOCAL CURRENCY SALARY COSTS/REMUNERATION**

<b>S.No.</b>	<b>Name</b>	<b>Position</b>	<b>Staff-Months</b>	<b>Monthly Billing</b>	<b>Total Estimated</b>
I.	Professional Staff				
		<b>Sub-Total:</b>			

**ESTIMATED LOCAL CURRENCY SALARY COSTS/REMUNERATION**

<b>S.No.</b>	<b>Name</b>	<b>Position</b>	<b>Staff-Months</b>	<b>Monthly Billing</b>	<b>Total Estimated</b>
II	Non-Technical Staff				
		<b>Sub-Total:</b>			

**DIRECT (NON-SALARY) COSTS**

S.No.	Nomenclature	Unit	Quantity	Unit Price	Total	Remarks
1						
2						
3						
4						
5						
6						
7						
8		-	-	-	-	-

**Note:** No direct costs shall be admissible as impact of said cost has already been included in overhead in form-3. Only details be furnished which is mandatory.

**Form 5**

**Project Title :** GWADAR SMART PORT CITY MASTER PLAN

**SUMMARY OF COST OF CONSULTANT**

Millions

S.No.	Description	Design Phase	Construction Supervision Phase	Amount (Rs.)
1.	Salary Cost/Remuneration			
2.	Direct (Non-salary) Cost	N/A	N/A	N/A
3.	Contingencies	N/A	N/A	N/A
4.	Grand Total			

Final cost (in figure)

(in

Rs)

work

Dated \_\_\_/\_\_\_/\_\_\_\_\_

Chief Executive/Authorized Signature & Seal \_\_\_\_\_

Address of the company \_\_\_\_\_

\_\_\_\_\_

*[Form 6 shall be submitted on Company letter head and signed by chief Executive or*

*Authorized Agent]*

