

“HIRING OF CONSULTANCY SERVICES FOR CARRYING OUT GEOTECHNICAL INVESTIGATIONS, DETAILED ARCHITECTURAL DESIGN, STRUCTURAL DESIGN, MEP DESIGN, FIREFIGHTING SYSTEM DESIGN, IT & CNS SYSTEM DESIGN FOR NEW ACC BUILDING AT AIIAP, LAHORE”.

SUMMARY DESCRIPTION

STANDARD REQUEST FOR PROPOSALS

PART I – SELECTION PROCEDURES AND REQUIREMENTS

Section 1: Invitation for Proposal (IFP)

The attached template is the Invitation for Proposal for eligible Consultants willing to submit a proposal for a consulting assignment.

Section 2: Instructions to Consultants and Data Sheet

This Section consists of two parts: “Instructions to Consultants” and “Data Sheet”. “Instructions to Consultants” contains provisions that are to be used without modifications. “Data Sheet” contains information specific to each selection and corresponds to the clauses in “Instructions to Consultants” that call for selection-specific information to be added. This Section provides information to help consultants prepare their proposals. Information is also provided on the submission, opening and evaluation of proposals, contract negotiation and award of contract. Information in the Data Sheet indicates whether a Full Technical Proposal (FTP) or a Simplified Technical Proposal (STP) shall be used.

Section 3: Technical Proposal – Standard Forms

This Section includes the forms for FTP and STP that are to be completed by the consultants and submitted in accordance with the requirements of Section 2.

Section 4: Financial Proposal – Standard Forms

This Section includes the financial forms that are to be completed by the consultants, including the consultant’s costing of its technical proposal, which are to be submitted in accordance with the requirements of Section 2.

Section 5: Eligible Countries

This Section contains information regarding eligible countries.

Section 6: Terms of Reference (TORs)

This Section describes the scope of services, objectives, goals, specific tasks required to implement the assignment, and relevant background information; provides details on the required qualifications of the key experts; and lists the expected deliverables. This Section shall not be used to over-write provisions in Section 2.



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PART II – CONDITIONS OF CONTRACT AND CONTRACT FORMS

Section 7: Standard Forms of Contract

This Section includes standard contract forms for large or complex assignments: a Time-Based Contract includes General Conditions of Contract (“GCC”) that shall not be modified, and Special Conditions of Contract (“SCC”). The SCC include clauses specific to each contract to supplement the General Conditions.



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SELECTION OF CONSULTANTS

REQUEST FOR PROPOSALS

Selection of Consulting Services for: “HIRING OF CONSULTANCY SERVICES FOR CARRYING OUT GEOTECHNICAL INVESTIGATIONS, DETAILED ARCHITECTURAL DESIGN, STRUCTURAL DESIGN, MEP DESIGN, FIREFIGHTING SYSTEM DESIGN, IT & CNS SYSTEM DESIGN FOR NEW ACC BUILDING AT AIIAP, LAHORE”

Procuring Agency: [PAKISTAN AIRPORTS AUTHORITY]



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PART I
Section I. Request for Proposal

[PAKISTAN AIRPORTS AUTHORITY]
“HIRING OF CONSULTANCY SERVICES FOR CARRYING OUT GEOTECHNICAL INVESTIGATIONS, DETAILED ARCHITECTURAL DESIGN, STRUCTURAL DESIGN, MEP DESIGN, FIREFIGHTING SYSTEM DESIGN, IT & CNS SYSTEM DESIGN FOR NEW ACC BUILDING AT AIAP, LAHORE”.

Date:

1. This Invitation for submission of Proposals follows the Procurement Notice for this Project _____ which _____ appeared _____ in _____ dated _____.
2. The Pakistan Airports Authority now invites proposals from Consulting firms to provide consulting Services as per details provided in Terms of Reference
3. This Request for Proposal (RFP) addresses to all the eligible consultants and determining the capacity and capability of the consultants shall be the part of the technical proposal.
4. A firm will be selected under Least Cost Selection Basis and procedures described in this RFP.
5. The RFP includes the following documents:
Section 1 - Letter of Invitation
Section 2 - Instructions to Consultants and Data Sheet
Section 3 - Technical Proposal - Standard Forms
Section 4 - Financial Proposal - Standard Forms
Section 5 – Eligible Countries
Section 6 - Terms of Reference
Section 7 - Standard Forms of Contract
6. It is not permissible to transfer this RFP to any other firm.
7. Please submit via EPADs through necessary uploading as per the EPADs procedures:

Yours sincerely,

Divisional Engineer ES (Civil),
PAA, Allama Iqbal International Airport, Lahore
Fax: 042-99240600
Ph: 042-99240545



Ext. 042-990313019
Email abrahamed@caapakistan.com.pk



**Section II. Instructions to Consultants
A. General Provisions**

<p>1. Definitions</p>	<p>1.1 Definition</p> <p>a) "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.</p> <p>b) "Applicable Law" means the laws and any other instruments having the force of law in Pakistan, or in such other country as may be specified in the Data Sheet, as they may be issued and in force from time to time.</p> <p>c) "Consultant" means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Procuring Agency under the Contract.</p> <p>d) "Contract" means a legally binding written agreement signed between the Procuring Agency and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).</p> <p>e) "Data Sheet" means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the ITC.</p> <p>f) "Day" means a calendar day.</p> <p>g) "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).</p> <p>h) "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Procuring</p>
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	<p>Agency for the performance of the Contract.</p> <p>i) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant’s proposal.</p> <p>j) “ITC” (this Section 2 of the RFP) means the Instructions to Consultants that provides the Consultants with all information needed to prepare their Proposals.</p> <p>k) “LOI” (this Section 1 of the RFP) means the Letter of Invitation being sent by the Procuring Agency to the Consultants.</p> <p>l) “Non-Key Expert(s)” means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.</p> <p>m) “Proposal” means the Technical Proposal and the Financial Proposal of the Consultant.</p> <p>n) “RFP” means the Request for Proposals to be prepared by the Procuring Agency for the selection of Consultants, based on the SRFP.</p> <p>o) “Services” means the work to be performed by the Consultant pursuant to the Contract.</p> <p>p) “SRFP” means the Standard Request for Proposals, which must be used by the Procuring Agency as the basis for the preparation of the RFP.</p> <p>q) “Sub-consultant” means an entity to whom the Consultant intends to subcontract any part of the Services while remaining responsible to the Procuring Agency during the performance of the Contract.</p> <p>r) “TORs” (this Section 7 of the RFP) means the Terms of</p>
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	<p>Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Procuring Agency and the Consultant, and expected results and deliverables of the assignment.</p>
<p>2. Introduction</p>	<p>2.1 The Procuring Agency named in the Data Sheet intends to select a Consultant in accordance with the method of selection specified in the Data Sheet. The eligible Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.</p> <p>2.2 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Consultants' expense.</p> <p>2.3 The Procuring Agency will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in the Data Sheet.</p>
<p>3. Conflict of Interest</p>	<p>3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Procuring Agency's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.</p> <p>3.2 The Consultant has an obligation to disclose to the Procuring Agency any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Procuring Agency. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions by the Authority.</p> <p>3.3 Without limitation on the generality of the foregoing, the Consultant shall not be hired under the circumstances set forth below:</p>
<p>a. Conflicting activities</p>	<p>(i) <u>Conflict between consulting activities and procurement of goods, works or non-consulting services:</u> a firm that has been engaged by the Procuring Agency to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly</p>



	<p>related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.</p>
b. Conflicting assignments	<p>(ii) <u>Conflict among consulting assignments:</u> a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Procuring Agency.</p>
c. Conflicting relationships	<p>(iii) <u>Relationship with the Procuring Agency’s staff:</u> a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Procuring Agency, or of a recipient of a part of the financing in case the project is financed by some financing institution) who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Authority throughout the selection process and the execution of the Contract.</p>
4. Unfair Competitive Advantage	<p>4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Procuring Agency shall indicate in the Data Sheet and make available to all eligible Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.</p>
5. Corrupt and Fraudulent Practices	<p>5.1 The Authority requires compliance with its Regulatory Framework in regard to corrupt and fraudulent practices as set forth in Section 6.</p> <p>5.2 In further pursuance of this Regulatory Framework, Consultants shall permit and shall cause their agents (where declared or not), sub-contractors, sub-consultants, service providers, suppliers, and personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any shortlisting process, Proposal submission,</p>



	and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Agency.
6.	<p>6.1 The Procuring Agency permits consultants (individuals and firms, including Joint Ventures and their individual members) from all countries to offer consulting services for the project.</p> <p>6.2 Furthermore, it is the Consultant's responsibility to ensure that its Experts, joint venture members, Sub-consultants, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements.</p> <p>As an exception to the foregoing Clauses 6.1 and 6.2 above:</p>
a. Sanctions	6.3 A firm or an individual declared blacklisted by the Authority in accordance with the above Clause 5.1 shall be ineligible to participate in the procurement process or to be awarded a contract, during such period of time as the Authority shall determine. The list of debarred firms and individuals is available at the electronic address specified in the Data Sheet .
b. Prohibitions	6.4 Firms and individuals of a country or goods manufactured in a country may be ineligible if so indicated in Section 5 (Eligible Countries).
c. Restrictions for public employees	<p>6.5 Government officials and civil servants of Pakistan are not eligible to be included as Experts in the Consultant's Proposal unless such engagement does not conflict with any employment or other laws, regulations, or policies of the Government of Pakistan, and they</p> <p>(i) are on leave of absence without pay, or have resigned or retired;</p> <p>(ii) are not being hired by the same agency they were working for before going on leave of absence without pay, resigning, or retiring</p> <p>(in case of resignation or retirement, for a period of at least two years, or the period established by statutory provisions applying to civil servants or government employees whichever is longer. Experts who are employed by the government-owned universities, educational or research institutions are not eligible unless they have been full time employees of their institutions for a year or more prior to being included in Consultant's</p>



	<p>Proposal.; and</p> <p>(iii) Their hiring would not create a conflict of interest.</p>
B. Preparation of Proposals	
7. General Considerations	7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
8. Cost of Preparation of Proposal	8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Procuring Agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Procuring Agency is not bound to accept any proposal, and reserves the right to annul the selection process in accordance with the procurement regulatory framework at any time prior to Contract award, without thereby incurring any liability to the Consultant.
9. Language	9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Procuring Agency, shall be written in the language(s) specified in the Data Sheet.
10. Documents Comprising the Proposal	<p>10.1 The Proposal shall comprise the documents and forms listed in the Data Sheet.</p> <p>10.2 If specified in the Data Sheet, the Consultant shall include a statement of an undertaking of the Consultant to observe, in competing for and executing a contract, the Procuring Regulatory Framework regarding corrupt and fraudulent practices.</p>
11. Only One Proposal	11.1 The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the Data Sheet and subject to regulatory instructions, if any.
12. Proposal Validity	12.1 Proposals shall remain valid for the period specified in the Data Sheet after the Proposal submission deadline prescribed by the PA. To ensure the validity of proposal, it



	<p>shall contain bid/proposal security or bid/proposal securing declaration as a complementary bid/proposal securing instrument having the validity twenty-eight days more than the bid/proposal validity period.</p> <p>12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.</p> <p>12.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to blacklisting and debarment in accordance with Clause 5 of this ITC.</p>
<p>a. Extension of Validity Period</p>	<p>12.4 If considered necessary, an extension can be made in case of exceptional circumstances (beyond the control of the procuring agency) after recording the reason(s) in writing. Such extension shall be only once, and the period of the extension should be determined keeping in view of the circumstances under which such extension is deemed to be necessary, however, the same shall not be more than the original bid validity period. The request and the responses shall be made in writing. Moreover, any such extension shall be solicited and procured in advance prior to the expiry of original (or initial) bid validity period. Bid/Proposal Securing Instrument shall also be extended in conformity with the period of extension.</p> <p>12.5 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.</p> <p>12.6 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.</p>
<p>b. Substitution of Key Experts at Validity Extension</p>	<p>12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Procuring Agency together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of</p>



	<p>the CV of the original Key Expert.</p> <p>12.8 If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Procuring Agency, such Proposal will be rejected.</p>
c. Sub-Contracting	12.9 The Consultant shall not subcontract the whole of the Services.
	12.10 The Proposal Securing Declaration is required to protect the Procuring Agency against the risk of Consultant's conduct which would warrant the consultant to face the blacklisting or debarment proceedings in accordance with regulatory framework.
	12.11 Any Proposal not accompanied by a Proposal Securing Declaration shall be rejected by the Procuring Agency as non-responsive.
	12.12 The Proposal Securing Declaration of a joint venture must be in the name of the joint venture submitting the Proposal.
	12.13 The successful Consultant's Proposal Securing Declaration will be discharged upon the signing the contract with the Successful Consultant, and furnishing the performance security.
	<p>12.14 A Consultant shall be suspended from being eligible for tendering in any contract with the Procuring Agency for the period of time indicated in the Proposal Securing Declaration:</p> <p>(a) if the Consultant withdraws its Proposal, except as provided in ITC 12.6 or</p> <p>(b) in the case of a successful Consultant, if the Consultant fails within the specified time limit to:</p> <p>(i) sign the contract, or</p> <p>(ii) furnish the required performance security</p>
13. Clarification and Amendment of RFP	13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the Data Sheet before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Procuring Agency's address indicated in the Data Sheet . The Procuring Agency will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without



	<p>identifying its source) to all eligible Consultants. Should the Procuring Agency deem it necessary to amend the RFP as a result of a clarification or at its own initiative, it shall do so following the procedure described below:</p> <ul style="list-style-type: none"> i. At any time before the proposal submission deadline, the Procuring Agency may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing. ii. If the amendment is substantial, the Procuring Agency may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals. <p>13.12 The Consultant who has already submitted the proposal prior to any amendments in the RFP, may submit a modified Proposal or a modification to any part of it based on the respective amendment in the RFP at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.</p>
<p>14. Preparation of Proposals – Specific Considerations</p>	<p>14.1 While preparing the Proposal, the Consultant must give particular attention to the following:</p> <ul style="list-style-type: none"> i. The Procuring Agency may indicate in the Data Sheet the estimated Key Experts’ time input (expressed in person-month) or the Procuring Agency’s estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Consultant’s own estimates for the same. ii. If stated in the Data Sheet, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the Data Sheet) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the Data Sheet. iii. For assignments under the Fixed-Budget selection method, the estimated Key Experts’ time input is not disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
<p>15. Technical Proposal Format</p>	<p>15.1 The Technical Proposal shall not include any information regarding Financial Proposal. A Technical Proposal</p>



<p>and Content</p>	<p>containing material financial information shall be declared non-responsive.</p> <p>15.2 Depending on the nature of the assignment, the Consultant is required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP) as indicated in the Data Sheet and using the Standard Forms provided in Section 3 of the RFP.</p>
<p>16. Financial Proposal</p>	<p>16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the Data Sheet.</p>
<p>a. Taxes</p>	<p>16.2 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the Data Sheet. Information on taxes in the Procuring Agency's country is provided in the Data Sheet.</p>
<p>b. Currency of Proposal</p>	<p>16.3 The Consultant may express the price for its Services in the currency or currencies as stated in the Data Sheet. If indicated in the Data Sheet, the portion of the price representing local cost shall be stated in the national currency.</p>
<p>c. Currency of Payment</p>	<p>16.4 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.</p>
<p align="center">C. Submission, Opening and Evaluation</p>	
<p>17. Submission, Sealing, and Marking of Proposals</p>	<p>17.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The submission can be done by mail or by hand. If specified in the Data Sheet, the Consultant has the option of submitting its Proposals electronically.</p> <p>17.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.</p> <p>17.2.1 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has</p>



<p>Withdrawal of bids</p>	<p>a written power of attorney signed by each member’s authorized representative.</p> <p>17.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.</p> <p>17.4 The signed Proposal shall be marked “ORIGINAL”, and its copies marked “COPY” as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>17.5 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “TECHNICAL PROPOSAL”, “[Name of the Assignment]”, reference number, name and address of the Consultant, and with a warning “DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE].”</p> <p>17.6 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”</p> <p>17.7 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant’s name and the address, and shall be clearly marked “DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]”.</p> <p>17.8 If the envelopes and packages with the Proposal are not sealed and marked as required, the Procuring Agency will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>17.9 The Proposal or its modifications must be sent to the address indicated in the Data Sheet and received by the Procuring Agency no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Procuring Agency after the deadline shall be declared late and rejected, and promptly returned unopened.</p> <p>17.10 A Consultant may withdraw its Proposal after it has been submitted, provided that written notice of the withdrawal</p>
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	<p>of the Proposal, is received by the Procuring Agency prior to the deadline for submission of Proposal.</p> <p>17.11 Revised Proposal may be submitted after the withdrawal of the original Proposal.</p> <p>17.12 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.</p>
<p>18. Confidentiality</p>	<p>18.1 From the time the Proposals are opened to the time the Evaluation Report is published, the Consultant should not contact the Procurement Evaluation Committee of the Procuring Agency on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Evaluation Report.</p> <p>18.2 Any attempt by Consultants or anyone on behalf of the Consultant to influence improperly the Procuring Agency in the evaluation of the Proposals may result in the rejection of its Proposal, and may be subject to the application of prevailing blacklisting procedures.</p> <p>18.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of publication of evaluation report, if a Consultant wishes to contact the Procurement Evaluation Committee or the Procuring Agency on any matter related to the selection process, it should do so only in writing.</p>
<p>19. Opening of Proposal (Technical Proposals)</p>	<p>19.1 The Procuring Agency will open all Proposal, in public, in the presence of Consultant' or their representatives who choose to attend, and other parties with a legitimate interest in the Proposal proceedings at the place, on the date and at the time, specified in the Data sheet. The Consultant' representatives present shall sign a register as proof of their attendance.</p> <p>19.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding Proposal shall not be opened, but returned to the Consultant. No Proposal withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.</p>



	<p>19.3 Second, outer envelopes marked “SUBSTITUTION” shall be opened. The inner envelopes containing the Substitution Proposal shall be exchanged for the corresponding Original Proposal being substituted, which is to be returned to the Consultant unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.</p> <p>19.4 Next, outer envelopes marked “MODIFICATION” shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Proposal. Any Modification shall be read out along with the Original Proposal except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial Proposal opening date.</p> <p>19.5 The Procuring Agency’s evaluation committee shall conduct the opening of the Technical Proposals in the presence of the Proposer Consultants’ authorized representatives who choose to attend (in person, or online if this option is offered in the Data Sheet). The opening date, time and the address are stated in the Data Sheet. The envelopes with the Financial Proposal shall remain sealed until they are opened in accordance with Clause 23 of the ITC.</p> <p>19.6 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Consultant or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the Data Sheet.</p>
<p>20. Proposals Evaluation</p>	<p>20.1 Subject to provision of Clause 15.1 of the ITC, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.</p> <p>20.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the Procuring Agency will conduct the evaluation solely on the basis of the submitted</p>



	Technical and Financial Proposals.
21. Evaluation of Technical Proposals	21.1 The Procuring Agency's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet . Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet .
22. Financial Proposals for QBS	22.1 Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Consultant is invited to negotiate the Contract. 22.2 Only the Financial Proposal of the technically top-ranked Consultant (as predefined in the Evaluation Criteria) is opened by the Procuring Agency's evaluation committee. All other Financial Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.
23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)	23.1 After the technical evaluation is completed, the Procuring Agency shall issue the Technical Evaluation Report containing all the information regarding responsiveness or non-responsiveness of the consultant along with the technical scores. The Financial Proposals of non-responsive consultants will be returned unopened after completing the selection process and Contract signing. The Procuring shall notify in writing those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should allow the Consultants sufficient time to make arrangements for attending the opening. The Consultant's attendance at the opening of the Financial Proposals (in person, or online if such option is indicated in the Data Sheet) is optional and is at the Consultant's choice. 23.2 The Financial Proposals shall be opened by the Procuring Agency's evaluation committee in the presence of the representatives of those Consultants whose proposals have passed the minimum technical score. At the opening, the names of the Consultants, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copies of the record shall be sent to all



	Consultants who submitted Proposals.
24. Correction of Errors	24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.
a. Time-Based Contracts	24.1.1 If a Time-Based contract form is included in the RFP, the Procuring Agency's evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Procuring Agency's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.
25. Taxes	25.1 The Procuring Agency's evaluation of the Consultant's Financial Proposal shall exclude taxes and duties in accordance with the instructions in the Data Sheet .
26. Conversion to Single Currency	26.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet .
27. Combined Quality and Cost Evaluation	
a. Quality- and Cost-Based Selection (QCBS)	27.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the Data Sheet. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.
b. Fixed-Budget Selection (FBS)	27.2 In the case of FBS, those Proposals that exceed the budget indicated in Clause 14.1.4 of the Data Sheet shall be rejected. 27.3 The Procuring Agency will select the Consultant that submitted the highest-ranked Technical Proposal that



	does not exceed the budget indicated in the RFP, and invite such Consultant to negotiate the Contract.
Least-Cost Selection	27.4 In the case of Least-Cost Selection (LCS), the Procuring Agency will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score, and invite such Consultant to negotiate the Contract.
D. Negotiations and Award	
28. Negotiations	<p>28.1 The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant’s representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.</p> <p>28.2 The Procuring Agency shall prepare minutes of negotiations that are signed by the Procuring Agency and the Consultant’s authorized representative.</p>
a. Availability of Key Experts	<p>28.3 The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clause 12 of the ITC. Failure to confirm the Key Experts’ availability may result in the rejection of the Consultant’s Proposal and the Procuring Agency proceeding to negotiate the Contract with the next-ranked Consultant.</p> <p>28.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.</p>
b. Technical negotiations	28.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Procuring Agency’s inputs, the special conditions of the Contract, and finalizing the “Description of Services” part of the Contract. These discussions shall not alter the original scope of services under the TORs or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.



c. Financial Negotiations	28.6 There shall be no financial negotiations, however, it may include only the clarification of the Consultant's tax liability and how it should be reflected in the Contract.
29. Conclusion of Negotiations	<p>29.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Procuring Agency and the Consultant's authorized representative.</p> <p>29.2 If the negotiations fail, the Procuring Agency shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Procuring Agency shall terminate the negotiations informing the Consultant of the reasons for doing so; and the Procuring Agency will invite the next-ranked Consultant to negotiate a Contract. Once the Procuring Agency commences negotiations with the next-ranked Consultant, the Procuring Agency shall not reopen the earlier negotiations.</p>
30. Award of Contract	<p>30. Subject to ITC 29, the Procuring Agency will award the Contract to the Consultant whose Proposal has been determined to be substantially responsive to the RFP Documents and who has been declared as Most Advantageous Consultant, provided that such Consultant has been determined to be:</p> <p>a) eligible in accordance with the provisions of ITC 6;</p> <p>b) is determined to be qualified to perform the Contract satisfactorily; and</p> <p>c) Successful negotiations have been concluded, if any.</p>
31. Grievance Redressal Mechanism	<p>31.1 Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.</p> <p>31.2 Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory</p>



	<p>Framework, and the same shall be addressed by the GRC well before the bid submission deadline.</p> <p>31.3 Any Bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than seven of the announcement of technical evaluation report and five days after issuance of final evaluation report.</p> <p>31.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.</p> <p>31.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report:</p> <p>Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.</p> <p>31.6 The GRC, in both the cases shall investigate and decide upon the complaint within ten days of its receipt.</p> <p>31.7 Any bidder or the procuring agency not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the fee as prescribed in “Redressal of Grievance Regulations, 2021”.</p> <p>31.8 The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal.</p> <p>31.9 The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time.</p> <p>31.10 The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.</p> <p>31.11 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.</p>
<p>32. Mechanism of</p>	<p>32.1 The Procuring Agency shall bar for not more than the</p>



<p>Blacklisting</p>	<p>time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either:</p> <ul style="list-style-type: none"> i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules; ii. Fails to perform his contractual obligations; and <p>Fails to</p> <ul style="list-style-type: none"> iii. abide by the id securing declaration; <p>32.2 The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring Agency proposes to debar the bidder or contractor from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the intention of the Procuring Agency to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies.</p> <p>32.3 The procuring agency shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice</p> <p>32.4 In case, the bidder or contractor fails to submit written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.</p> <p>32.5 In case the bidder or contractor submits written reply of the show cause notice, the Procuring Agency may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing.</p> <p>32.6 The Procuring Agency shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of the Procuring Agency for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed.</p> <p>32.7 The procuring Agency shall decide the matter within</p>
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	<p>fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.</p> <p>32.8 The Procuring Agency shall communicate to the bidder or contractor the order of debarring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority.</p> <p>32.9 Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the procuring agency.</p> <p>32.10 The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with "Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021". The Committee shall evaluate the case and decide within ninety days of filing of review petition.</p> <p>32.11 The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the procuring agency. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.</p> <p>32.12 The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.</p>
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Section III. Proposal Data Sheet



Section III: Proposal Data Sheet

A. General	
ITC Clause Reference	
2.1	<p>Name of the Procuring Agency: <u>PAKISTAN AIRPORTS AUTHORITY</u></p> <p>Method of selection: Least Cost Basis Selection</p>
2.1	<p>Financial Proposal is to be submitted in separate envelope as per the as per the Single Stage Two Envelop Bidding Procedure</p> <p>The name of the assignment is: "HIRING OF CONSULTANCY SERVICES FOR CARRYING OUT GEOTECHNICAL INVESTIGATIONS, DETAILED ARCHITECTURAL DESIGN, STRUCTURAL DESIGN, MEP DESIGN, FIREFIGHTING SYSTEM DESIGN, IT & CNS SYSTEM DESIGN FOR NEW ACC BUILDING AT AIIAP, LAHORE"</p>
2.2	<p>A pre-proposal conference/meeting will be held: Yes _ (As per necessity)</p> <p>Date of pre-proposal conference/meeting: <u>Will be decided mutually before opening of technical proposal</u></p> <p>Time: _____</p> <p>Address: _____</p> <p>Telephone: _____ Fax: _____</p> <p>E-mail: _____</p> <p>Contact person/conference coordinator: _____</p>
2.4	<p>The Procuring Agency will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals:</p> <p><u>The client may provide data including but not limited to the following (as per the availability):</u></p> <ul style="list-style-type: none"> • Existing architectural drawings / layout plans (if any) • Previous reports (if any) • Site accessibility information & support • Existing SOPs or procedures (if any) • Stakeholders' requirements at the airport • Any other available information
4.1	The consultants will be provided all the related data (if available) upon formal



	request and are also encouraged to visit the work location prior to submission of proposals.
6.3.1	A list of debarred firms and individuals is available at the PPRA website: https://ppra.org.pk/
B. Preparation of Proposals	
9.1	The language of the Bid is <i>English</i> All correspondence shall be in English The language for translation of supporting documents and printed literature is <i>English</i>
10.1	The Proposal shall comprise the following: 1st Inner Envelope with the Technical Proposal: Power of Attorney to sign the Proposal TECH-1 TECH-2 TECH-3 TECH-4 TECH-5 TECH-6 Supporting Documents (i) Power of Attorney to sign the Proposal; (ii) Blacklisting Affidavit; (iii) personnel availability affidavit (iv) JV Agreement / Letter of Intent; (v) PEC Certificate, (vi) Certificate of Incorporation and, (vii) Tax Registration Certificate (viii) Audit Reports of the firm(s) for last three years out of five years duly certified (signed and stamped) by Chartered Accountant, Financial Proposal (if applicable): (1) FIN-1 (2) FIN-2 (3) FIN-3 (4) FIN-4 (5) Statement of Undertaking (if required under Data Sheet 10.2 below) (6) Supporting Documents: (i) Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts, and (ii) Consultant's Representations Regarding Costs and Charges. Note:



10.2	Statement of Undertaking is required Yes
11.1	Participation of Sub-Consultants in more than one Proposal is permissible however; participation of Key Experts and Non-Key Experts in more than one Proposal is Not permissible .
12.1	Proposals shall be valid until 180 days after submission (Proposal shall be valid for 180 days after the date of submission of proposal) -There is no Bid Security as per the PEC guidelines
12.14	There is no Performance Security as per the PEC guidelines
13.1	Clarifications may be requested no later than 10 days prior to the submission deadline. The contact information for requesting clarifications is: Divisional Engineer ES (Civil), PAA, Allama Iqbal International Airport, Lahore Fax: 042-99240600 Ph: 042-99240545 Ext. 042-990313019 Email abrarahmed@caapakistan.com.pk
14.1 (i)	A lump sum amount shall be paid to the consultant in local currency upon completion of milestones as per Deliverables/ reports mentioned in the relevant contract clause
14.1 (iii)	Not Applicable being a Lump-Sum Contract.
15.2	The format of the Technical Proposal to be submitted is: FTP Submission of the Technical Proposal in a wrong format may lead to the Proposal being deemed non-responsive to the RFP requirements.
16.1	Following costs can be incorporated in the financial bid: (1) a per diem allowance, including hotel, for experts for every day of absence from the home office for the purposes of the Services;



	<p>(2) cost of travel by the most appropriate means of transport and the most direct practicable route;</p> <p>(3) cost of office accommodation, including overheads and back-stop support;</p> <p>(4) communications costs;</p> <p>(5) cost of purchase or rent or freight of any equipment required to be provided by the Consultants;</p> <p>(6) cost of reports production (including printing) and delivering to the Procuring Agency;</p> <p>(7) other allowances where applicable and provisional or fixed sums (if any)]</p> <p>(8) Any other overhead applicable cost</p>
16.2	<p>A price adjustment provision applies to remuneration rates: No</p>
16.3	<p>Information on the Consultant’s tax obligations in the Procuring Agency’s county can be found at Federal Board of Revenue website http://www.fbr.govt.pk</p> <p>Financial Proposal (quoted amount) shall include all types of direct and indirect taxes except Provincial sales tax (PST) on services</p>
16.4	<p>The Financial Proposal shall be stated in the following currencies:</p> <p>Consultant may express the price for their Services in PKR</p> <p>.....</p> <p>The Financial Proposal should state local costs in the Procuring Agency’s country currency (local currency): Yes</p>
<p>C. Submission, Opening and Evaluation</p>	
17.1	<p>The Consultants shall submit their Proposals electronically through EPADs as per the procedures along with a hard copy</p>
17.4	<p>The Consultant must submit:</p> <p>(a) Technical Proposal: one (1) hard copy in addition to mandatory uploading through EPADs;</p> <p>(b) Financial Proposal: one (1) hard copy in addition to mandatory uploading through EPADs</p>



	<p>(c) The proposals should be bound in the hard book binding form to deny the possibility of removal or addition of page(s) and in conformity to the uploaded proposal forms. All the pages of proposal must be signed and stamped in original by authorized representative of the firm/JV. All the pages must be numbered starting from first page to last. Any proposal found not adhering to these requirements will be rejected at the time opening. If any minor discrepancy is found, then same shall be asked by the Committee members to the Authorized Representatives of the firms to correct it in front of all committee members. In the absence of authorized representative, the concerned firm will be announced dis-qualified/ non-responsive.</p> <p>Note: "In case of discrepancy between the hardcopy and soft copy, the uploaded soft copy at EPADs shall prevail".</p>
17.7 and 17.9	<p>The Proposals must be submitted no later than: Date: _____ day/month/year [Refer date of PPRA EPADs] Time: <i>Hrs local time</i> [Refer date of PPRA EPADs]</p> <hr/> <p>The Proposal submission address is (For hard copies): Office of the Divisional Engineer ES (Civil), RD Block PAA, Allama Iqbal International Airport, Lahore</p>
19.4	<p>An online option of the opening of the Technical Proposals is offered: EPADs uploading mandatory</p> <p>The opening shall take place at: Through EPADs and same as the Proposal submission address (if mutually decided otherwise proposals will be opened through EPADs)</p> <p>Date: same as the submission deadline indicated in 17.7. Time: <i>Hrs local time</i> [Refer date of PPRA EPADs]</p>
19.5	<p>In addition, the following information will be read aloud at the opening of the Technical Proposals: N/A</p>
21.1 [for FTP]	<p>Sample Criteria, sub-criteria, and point system for the evaluation of the Simplified Technical Proposals are:</p> <p><u>CHECKLIST FOR SUBMITTING THE BID</u></p> <p>The following items must be checked before the bid is submitted:</p> <ol style="list-style-type: none"> Envelope A "Technical Bid". Envelope B "Financial Bid". Copy of this RFP document duly sealed and signed by the



	<p>authorized signatory on every page and enclosed with Envelope – A.</p> <p>d) All the pages of Technical Bid and Financial Bid duly sealed and signed by the authorized signatory.</p> <p>e) Financial bids to be quoted in Pak Rupees (PKR). The tender rates or amounts shall be inclusive of all Taxes (but excluding provincial sales tax on services), duties and cess etc, as applicable fourteen (14) days prior to date of tender opening, and no claim on this account shall be entertain by PAA.</p> <p>f) All relevant certifications, audit reports, or others to be enclosed to support claims made in the Bid must be in relevant Envelopes.</p> <p><u>Firms must possess:-</u></p> <p>Valid registration certificate of PEC as a “Consulting Engineer” in main discipline of Civil & Electrical with relevant profile codes such as 1201 (public buildings, commercial buildings etc.), 1204 (Sewerage systems), 1216 (Airports) with service codes including but not limited to the following:</p> <ul style="list-style-type: none"> • 0506 (Soil Surveys) • 0509 (Sub-soil Surveys & Investigations) • 0536 (Soil Investigations and Foundation Design) • 0531 (Architectural Design) • 0539 (Power Engineering) • 0532 (Structural Design) <p>Note: In case of JV, cumulative effect of profiles will be considered for consulting firms / individuals forming JV</p> <ul style="list-style-type: none"> • An attested copy of the said original PEC certificate shall be required as a part of Technical Proposal [For each partner in case of Joint Venture] • Valid registration certificate from income tax authority (NTN) and Tax Clearance Certificate for last two (2) years part of Technical Proposal [each partner in case of Joint Venture] • Valid Professional Tax Certificate issued by the Provincial Excise and Taxation Department part of Technical Proposal
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	<p>[For each partner in case of Joint Venture]</p> <ul style="list-style-type: none"> • Audited financial statements by certified Chartered Accounting firm for three financial years out of last five years must be attached as part of Technical Proposal [For each partner in case of Joint Venture] • Valid Sales Tax Registration & shall be present on Active Tax Payer List (ATPL) of FBR [For each partner in case of Joint Venture] • Firm is not black listed. (Attach all certificates and affidavit of not being black listed) on non- judicial stamp paper of appropriate value part of Technical Proposal as per the stamp duty act [For each partner in case of Joint Venture]. • The Consultant shall properly understand all main issues related to the assignment and other relevant design/technical aspects that may not have been considered in the TORs. The Consultant shall provide detailed methodology to address such aspects by using advanced and innovative solutions. The timing and duration of all activities shall be provided by the Consultant which are appropriate & consistent with the Assignment. <p>Participants will be evaluated as per criteria defined below:</p> <p><u>1) Profile & Experience (Marks Allocated 10)</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Experience (Years)</th> <th style="width: 50%;">Marks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">15 or More</td> <td style="text-align: center;">10</td> </tr> <tr> <td colspan="2" style="text-align: center;"> For less than 15 years of experience, the marks shall be calculated as follows: $(A/15)*10$ Where 'A" is the substantiated experience of the consultant </td> </tr> </tbody> </table> <p><u>Notes:</u></p> <p>i. Experience in carrying out soil investigations of various buildings, Detailed</p>	Experience (Years)	Marks	15 or More	10	For less than 15 years of experience, the marks shall be calculated as follows: $(A/15)*10$ Where 'A" is the substantiated experience of the consultant	
Experience (Years)	Marks						
15 or More	10						
For less than 15 years of experience, the marks shall be calculated as follows: $(A/15)*10$ Where 'A" is the substantiated experience of the consultant							



- Architectural Design, structural design of buildings, foundation design, MEP designs & designing high-availability Data Center facilities and other design projects shall be accepted.
- ii. Experience of the only registered consultants will be accepted from the date of registration with Pakistan Engineering Council (PEC).
 - iii. Supporting documents validating the experience claimed must be provided (completion certificate / Letter of start etc.)
 - iv. Cumulative impact of experience will be considered in case of JV

2) No. of Assignments / Projects successfully completed (Marks allocated 30)

Assignments / Projects	Marks
Over 10, well recognized and relevant Assignments (as mentioned in the profile relevance) undertaken in last 10 years, each worth more than or equal to Rs. 1.5 million (add project costs instead) preferably in public sector Enterprise at National / International level.	30
For less than 10, well recognized and relevant Assignments undertaken in last 10 years, each worth more than or equal to Rs. 1.5 million preferably in public sector Enterprise at National / International level, the marks shall be calculated as follows: (A/10)*30 where 'A' is the number of well recognized and relevant assignments undertaken in the last 10 years worth Rs. 1.5 (M) or more	

Note

- i. Relevant Assignments mean related to sub-surface soil investigations, Architectural Design / detailed drawings, design of foundations, soil stability analysis, structural design of buildings / frame structures, sewerage system design / drawings and hydraulic statements, Electrification of buildings, experience in designing high-availability Data Center facilities etc.
- ii. Participant will provide the list of clients, full description of assignment (not more than two pages) along with completion certificates or any other document considered as substantiating evidence by the client
- iii. Cumulative impact in case of JV will be considered

3) Qualification and Competence of the Key Staff (Marks allocated 30)

A dedicated team of full time personnel who have adequate exposure to undertake the project. Personnel constituting the team would comprise of



Senior Professionals & Lead Consultant.		
Personnel	Qualification	Marks
i) Project Manager / Team Leader	01 No. MS (Geotechnical Engineering / Contract Management / Construction Management / structural engineer) registered with PEC having min. relevant experience of 10 years) / BS (Civil Engineer registered with PEC having min. experience of 15 years) Otherwise Nil marks	5
ii) Architect	01 No. Architect (Bachelors in Architecture) from HEC recognized University registered with PCATP having minimum 10 years of relevant experience Otherwise Nil marks	5
iii) Structural Design Engineer	02 Nos. Structural engineers (MS structural engineering) duly registered with PEC with at least 5 years of experience Less than 02 Nos. structural engineers, marks will be calculated as follows: $(A/2)*6$ Where "A" is the no. of structural Engineers	6
iv) Geotechnical Engineer	01 Nos. Geotechnical engineers (MS Geotechnical engineering) duly registered with PEC with at least 5 years of experience OR BS Civil Engineering with at least 8 years of experience Otherwise Nill Marks	2
v)	01 No. Electronics Engineer duly registered with PEC with at least 5 years of experience Otherwise Nill Marks	2
vi) MEP	01 No. MEP Engineers (BS Electrical Engineering / Mechanical	2



Engineer	Engineering) duly registered with PEC with at least 5 years of experience Otherwise Nil marks	
vii) Field Staff	01 No. Assistant Geotechnical Engineer (BS in Civil Engineering with min. 03 years of field Experience) Otherwise Nil marks	2
	02 No. Surveyor with at least 10 years of field experience Less than 02 Nos. surveyors with at least 10 years field experience, marks will be calculated as follows: (A/2)*3 where 'A' is no. of surveyor(s)	3
	02 No. Laboratory Technicians (B.Tech Civil / Bachelors) with at least 05 years of relevant experience Less than 02 Nos. Laboratory technicians, marks will be calculated as follows: (A/2)*3 where 'A' is no. of Lab technician(s)	3
Notes:		
<p>- 01 No. surveyor and 01 No. Laboratory technician is mandatory for qualification in this criteria. Failure in availability of the same will lead to disqualification in this criteria.</p> <p>- 50% marks in sub-categories (iii & vii) must be taken to qualify in this category</p> <p>- Experience certificates duly signed / stamped or any other document depicting the claimed experience must be furnished.</p> <p>- Cumulative impact in case of JV will be considered</p>		
4) Financial Position of the Firm (Marks allocated 20)		
Annual Turn Over	Marks	



Average Annual turnover of last three years >= PKR 5 Millions	20
For less than PKR 5 Million average annual turnover for the last three years, Marks shall be calculated as follows: $(A/5)*20$ Where 'A' is the turnover value	
Note	
Financial statement of three out of last 5 years duly audited by a firm of chartered accountant registered with Institute of Chartered Accountants of Pakistan (ICAP).	
- In case of JV, this criteria must be met by the lead partner	
5) Adequacy of the proposed Work Plan and Methodology in responding to TORs (Marks allocated 10)	
Criteria / Description	Marks
Complete Organizational Structure illustrating the composition and reporting relationship of the team Incomplete or misrepresenting Organizational Structure (Nil Marks)	04
Detailed methodology and approach for tasks identified in TORs Otherwise Nil marks	03
Work plan giving comprehensive description of the work activities and time schedules etc. Otherwise Nil marks	03
Note: If any of the above criteria in Sr. 5 is not completely / explicitly responded to as adjudged by the client, then half marks will be awarded in that criterion	
Total Marks: 100	
Note1: The minimum qualifying score required by the service provider for being eligible for financial bid opening is 65 percent marks. (50% minimum in each criteria must be met)	
Note2: The unopened financial bid envelopes will be returned to the firms not qualifying technical bids or found to be defaulters of PAA (Action will be taken as per the practices / procedures of EPADs)	
Note3: In case of missing documents/ incomplete documents, the responsibility would lie on the bidder and the firm will stand disqualified	



	<p>with no rating in the specific criteria.</p> <p>Note 4: Self-assessment of any company on the above criteria is not to be entertained as official record. Please leave the space blank as it does not entitle for marks, which will be assigned strictly based on the criteria mentioned above.</p>
23.1	An online option of the opening of the Financial Proposals is offered: On EPADs
25.1	<p>a. The Consultant, (including its associates, if any) shall be subject to all Taxes (except Provincial Sales Tax) levied by the federal, provincial and local governments as applicable fourteen (14) days prior to the deadline for submission of proposals.</p> <p>b. The Financial Proposal shall be inclusive of all applicable taxes (excluding Provincial Sales Tax). The Consultant shall be solely responsible for contacting the tax authorities / professionals to determine the nature and rate of taxes due to be paid by the Consultant owing to rendition of services under the Contract. The Procuring Agency shall have no obligation of any kind whatsoever to pay or compensate the Consultant, its associates, or their respective Personnel for any Taxes.</p> <p>For the purpose of the evaluation, the Procuring Agency will exclude: (a) all local identifiable indirect taxes such as sales tax, excise tax, VAT, or similar taxes levied on the contract's invoices; and (b) all additional local indirect tax on the remuneration of services rendered by non-resident experts in the Procuring Agency's country. If a Contract is awarded, at Contract negotiations, all such taxes will be discussed, finalized (using the itemized list as a guidance but not limiting to it) and added to the Contract amount as a separate line, also indicating which taxes shall be paid by the Consultant and which taxes are withheld and paid by the Procuring Agency on behalf of the Consultant.</p>
26.1	The single currency for the conversion of all prices expressed in various currencies into a single one is PKR
D. Negotiations and Award	
28.1	<p>Expected date and address for contract negotiations: Date: _____ day/month/year [Refer date of PPRA EPADs] Address: Same as previous</p>
30.1	<p>The publication of the contract award information following the completion of the contract negotiations and contract signing will be done as following:- https://www.ppra.org.pk/ & https://caapakistan.com.pk/ The publication will be done within 15 days after the contract signing</p>
30.2	Expected date for the commencement of the Services:



	Date: EPADs] at: AIIAP Lahore [Refer date of PPRA
--	--



Section III. Technical Proposal – Standard Forms
CHECKLIST OF REQUIRED FORMS

Required for FTP or STP (√)		FORM	DESCRIPTION	Page Limit
FTP	STP			2
√	√	TECH-1	Technical Proposal Submission Form.	5
“√” If applicable		TECH-1 Attachment	If the Proposal is submitted by a joint venture, attach a letter of intent or a copy of an existing agreement.	
“√” If applicable		Power of Attorney	No pre-set format/form. In the case of a Joint Venture, several are required: a power of attorney for the authorized representative of each JV member, and a power of attorney for the representative of the lead member to represent all JV members	
√		TECH-2	Consultant’s Organization and Experience.	05
√		TECH-2A	A. Consultant’s Organization	15
√		TECH-2B	B. Consultant’s Experience	10
√		TECH-3	Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Procuring Agency.	05
√		TECH-3A	A. On the Terms of Reference	05
√		TECH-3B	B. On the Counterpart Staff and Facilities	30
√	√	TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	03
√	√	TECH-5	Work Schedule and Planning for Deliverables	20
√	√	TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)	2

All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Consultant who signs the Proposal. CVs of key staff shall be signed by the individual himself.



Form TECH-1

Technical Proposal Submission Form

{Location, Date}

To: *[Name and address of Procuring Agency]*

Dear Sirs:

We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposals dated *[Insert Date]* and our Proposal. *[Select appropriate wording depending on the selection method stated in the RFP: “We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope” or, if only a Technical Proposal is invited “We hereby are submitting our Proposal, which includes this Technical Proposal only in a sealed envelope.”]*

{If the Consultant is a joint venture, insert the following: We are submitting our Proposal a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: “of our letter of intent to form a joint venture” or, if a JV is already formed, “of the JV agreement”} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Procuring Agency.
- (b) Our Proposal shall be valid and remain binding upon us until *[insert day, month and year in accordance with ITC 12.1]*.
- (a) We have no conflict of interest in accordance with ITC 3.
- (b) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Procuring Agency.
- (c) Except as stated in the Data Sheet, Clause 12.7, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC Clause 12 and ITC Clause 28.4 may lead to the termination of Contract negotiations.
- (d) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.



We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 30.2 of the Data Sheet.

We understand that the Procuring Agency is not bound to accept any Proposal that the Procuring Agency receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Consultant (company's name or JV's name): _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}



1.

Form TECH-2 (FOR FULL TECHNICAL PROPOSAL ONLY)

CONSULTANT’S ORGANIZATION AND EXPERIENCE

Form TECH-2: a brief description of the Consultant’s organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant’s Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant’s role/involvement.

A - Consultant’s Organization

1. Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.
2. Include organizational chart, a list of Board of Directors, and beneficial ownership

B - Consultant’s Experience

1. List only previous similar assignments successfully completed in the last [10] years.
2. List only those assignments for which the Consultant was legally contracted by the Procuring Agency as a company or was one of the joint venture partners. Assignments completed by the Consultant’s individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Procuring Agency.



Duration	Assignment name/& brief description of main deliverables/outputs	Name of Procuring Agency & Country of Assignment	Approx. Contract value (in US\$ equivalent)/ Amount paid to your firm	Role on the Assignment
{e.g., Jan.2009–Apr.2010}	{e.g., “Improvement quality of.....”: designed master plan for rationalization of; }	{e.g., Ministry of, country}	{e.g., PKR 1 mill/PKR 0.5 mill}	{e.g., Lead partner in a JV A&B&C}
{e.g., Jan-May 2008}	{e.g., “Support to sub-national government.....” : drafted secondary level regulations on.....}	{e.g., municipality of....., country}	{e.g., PKR0.2 mil/PKR 0.2 mil}	{e.g., sole Consultant}



Form TECH-3 (FOR FULL TECHNICAL PROPOSAL)

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART STAFF, AND FACILITIES TO BE PROVIDED BY THE PROCURING AGENCY

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Procuring Agency, including: administrative support, office space, local transportation, equipment, data, etc.

A - On the Terms of Reference

{Improvements to the Terms of Reference, if any}

B - On Counterpart Staff and Facilities

{Comments on counterpart staff and facilities to be provided by the Procuring Agency. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}



Form TECH-4 (FOR FULL TECHNICAL PROPOSAL ONLY)

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal (in FTP format):

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing

a) **Technical Approach and Methodology.** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.} The consultants are expected to include but not limited to following in the methodology:

- A clear understanding of the project objectives and scope.
- A detailed work plan that outlines the tasks to be performed, the timeline for completion, and the resources required.
- A description of the proposed approach, including any innovative or alternative solutions that may be considered.
- A risk management plan that identifies potential risks and outlines strategies for mitigating them.
- A quality management plan that outlines the consultant's approach to ensuring that the work is completed to a high standard.
- A communication plan that outlines how the consultant will communicate with the Procuring Agency and other stakeholders throughout the project.

b) **Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Procuring Agency), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}



- c) **Organization and Staffing.** {Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}



Form TECH-4 (FOR SIMPLIFIED TECHNICAL PROPOSAL ONLY)

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

Form TECH-4: a description of the approach, methodology, and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal}

- a) **Technical Approach, Methodology, and Organization of the Consultant's team.**
{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks}
- b) **Work Plan and Staffing.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Procuring Agency), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- c) **Comments (on the TOR and on counterpart staff and facilities)**
{Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by the Procuring Agency. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}



Form TECH-5 (FOR FTP AND STP)

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables ¹ (D-..)	Months												
		1	2	3	4	5	6	7	8	9	n	TOTAL	
D-1	{e.g., Deliverable #1: Report A													
	1) data collection													
	2) drafting													
	3) inception report													
	4) incorporating comments													
	5)													
D-2	{e.g., Deliverable #2:.....}													
n														

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Procuring Agency’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.



Form TECH-6 (FOR FTP AND STP)

TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

N°	Name	Expert's input (in person/month) per each Deliverable (listed in TECH-5)										Total time-input (in Months)			
		Position		D-1		D-2		D-3	D-...			Home	Field	Total
KEY EXPERTS															
K-1	{e.g., Mr. Abbbb}	[Team Leader]	[Home]	[2 month]	[1.0]		[1.0]								
			[Field]	[0.5 m]	[2.5]		[0]								
K-2															
K-3															
n															
Subtotal															
NON-KEY EXPERTS															
N-1			[Home]												
			[Field]												
N-2															
n															
Subtotal															



	Total	
--	--------------	--

- 1 For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC21.1.
- 2 Months are counted from the start of the assignment/mobilization. One (1) month equals twenty two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
- 3 “Home” means work in the office in the expert’s country of residence. “Field” work means work carried out in the Procuring Agency’s country or any other country outside the expert’s country of residence.

 Full time input
 Part time input



**FORM TECH-6
(CONTINUED)**

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous Procuring Agency’s and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____



Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved)	

Expert's contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Procuring Agency.

{day/month/year}

Name of Expert
Date

Signature

{day/month/year}

Name of authorized
Date

Signature

Representative of the Consultant
(the same who signs the Proposal)



Annex-A

Specimen
(On Firm(s) letterhead)

LETTER OF INTENTION

Subject: Technical and Financial Proposals for Consultancy Services for (Name of Project)

This Joint Venture (JV) is made among following parties;

- 1) M/s _____ as Lead Firm having ___% share.
- 2) M/s _____ as JV Partner having ___% share.
- 3) M/s _____ as JV Partner having ___% share.
- 4) M/s _____ as JV Partner having ___% share.

The above firms are jointly and severally liable to the Procuring Agency for preparation of Technical and Financial Proposals for Consultancy Services for “[NAME OF THE PROJECT]” (hereinafter called “The Project”).

The Firm hereto confirms the understanding as follows:

1. Objective

It is hereby agreed to form a Joint Venture for preparation of Technical and Financial Proposals for Consultancy Services for “The Project” to be submitted to Pakistan Airport Authority, (hereinafter called “The Procuring Agency”).

The Parties intend to do the following:

- a. Prepare and submit a mutually agreed Technical and Financial Proposals for the Project;
- b. Agree to propose suitable staffing with high level of competence to form a competitive team for the Project.
- c. Enter into the mutually agreed Consultancy Contract Agreement with the Procuring Agency, if the project is awarded.



- d. Perform all the services to be undertaken for the Project under the Consultancy Contract Agreement if signed.
- 2. The authorized representative of JV shall be M/s..... for the future official correspondence with the Procuring Agency on behalf of JV.
- 3. The original letter of intention(s) of the JV member(s) on their letterhead is/are attached at... (for Lead Firm only)

For and on behalf of

.....

Sign & Seal of the Firm

.....

(Authorized Representative of the Firm)*

** Authorized Representative to sign the Letter of Intention can be;*

- *For Sole Proprietor firm; Owner of the Firm, otherwise Owner may authorize any person. (provided Authorization Letter be submitted)*
- *For Partnership firm; Director of the Firm; otherwise, authorized personnel (provided Authorization Letter be submitted).*
- *For Private Limited firm; Director of the Firm, otherwise, authorized personnel (provided Authorization Letter be submitted).*
- *For Public Private Limited firm; Director of the Firm, otherwise, authorized personnel (provided Authorization Letter be submitted).*



Annex-B

UNDERTAKING
(Regarding Personnel Availability)

Subject: [NAME OF THE PROJECT]

I, the undersigned, do solemnly declare that the proposed personnel shall be available for the subject assignment in the project duration as per the terms and condition specified in the Request for Proposal (RFP).

Signature of Authorized
Representative of the Lead firm

Date: _____
Day/Month/Year

(Seal)

Attested by
the Oath
Commissioner

Note: The Affidavit, on Stamp Paper of minimum Rs. 30/- duly attested by the Oath Commissioner, is to be submitted by the Lead firm only.



Annex-C

AFFIDAVIT
(Regarding Blacklisting)

Subject: [NAME OF THE PROJECT]

I, the undersigned, do solemnly declare that M/s [NAME OF THE FIRM] has neither been blacklisted nor any contract rescinded in the past for non-fulfillment of contractual obligations.

Signature of Authorized
Representative of the firm(s)

Date: _____
Day/Month/Year

(Seal)

Attested by
the Oath
Commissioner

Note:

- The Affidavit is to be submitted on Stamp Paper of minimum Rs. 30/- duly attested by the Oath Commissioner.
- In case of Single Entity, to be provided by the firm.
- In case of JV, to be provided by all the JV members



ANNEX-D

CURRENT COMMITMENTS OF THE FIRM

(Current engagement and available strength – Justification)

Name of project	Single or JV/ Role	Task Assignment	Start date of the project	Expected date of completion	Current Engagement (Manpower)	Available strength (Manpower)



Annex-E

Divisional Engineer (Civil),
Pakistan Airport Authority,
Allama Iqbal International Airport,
Lahore.

Power of Attorney
(Regarding submission of proposal)

Subject: [NAME OF THE PROJECT]

Dear Sir,

I, the undersigned, authorize Mr. _____ S/o Mr. _____ having CNIC No. _____ to attend the submission and Opening of Proposals on behalf of all JV members. *(Insert name of sole consultant in case of single entity else name of all JV members)*. He is authorized to attend, submit, sign and stamp any missing pages of the proposal (Technical and Financial) for above-mentioned project on... *(Insert date)*.

Signature of Authorized
Representative of the **Lead** firm

Date: _____
Day/Month/Year

Signature and initial of nominated Authorized
Representative



Section IV. Financial Proposal - Standard Forms

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

- FIN-1 Financial Proposal Submission Form
- FIN-2 Summary of Costs
- FIN-3 Breakdown of Remuneration, including Appendix A “Financial Negotiations - Breakdown of Remuneration Rates” in the case of QBS method
- FIN-4 Reimbursable expenses



**FORM FIN-1
Financial Proposal Submission Form**

{Location, Date}

To: [Name and address of Procuring Agency]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency (ies)} {Insert amount(s) in words and figures}, [Insert "including" or "excluding"] of all indirect local taxes in accordance with Clause 25.1 in the Data Sheet. The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations until [insert day, month and year in accordance with ITC 12.1].

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____

{If no payments are made or promised, add the following statement: "No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution."}

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

In the capacity of: _____



Address: _____
E-mail: _____

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached}



Form FIN-2 Summary of Costs

**Form FIN-2
Summary of Costs**

<i>Item</i>	Cost			
	{Consultant must state the proposed Costs in accordance with Clause 16.4 of the Data Sheet ; delete columns which are not used}			
	<i>{Insert Foreign Currency # 1}</i>	<i>{Insert Local Currency, if used and/or required (16.4 Data Sheet)}</i>		
Cost of the Financial Proposal	N/A			
Lump Sum Fee	-do-			
Total Cost of the Financial Proposal: {Should match the amount in Form FIN-1}	-do-			
Indirect Local Tax Estimates – to be discussed and finalized at the negotiations if the Contract is awarded				
{insert type of tax. e.g., VAT or sales tax on services				
<u>Total Estimate for Indirect Local Tax:</u>				

Footnotes:

1. Payments will be made in the currency (ies) expressed above (Reference to ITC 16.4).
2. Indicate the total price to be paid by the Procuring agency in figures and in words. Such total price must coincide with the sum of the relevant sub-totals indicated in Form FIN-3.
3. Taxes shall be included as per applicable rules and information given in this RFP document along with proposed form of contract (Exclude PST).
4. Provide fully loaded prices (including any travel, communication, local transportation, office expenses, direct and indirect rates etc.).



FORM FIN-3 BREAKDOWN of Remuneration

A. Remuneration						
No.	Name	Position (as in TECH-6)	Person-month Remuneration Rate	Time Input in Person/Month (from TECH-6)	In Figures	In Words
_____	Key Experts					
<u>K-1</u>	_____	_____	[Home]	_____		
_____			[Field]	_____		
<u>K-2</u>	_____	_____		_____		
_____				_____		
_____	Non-Key Experts					
<u>N-1</u>	_____	_____	[Home]	_____		
<u>N-2</u>			[Field]	_____		
_____	_____	_____		_____		
_____	_____	_____		_____		
	Total Costs					



Sample Form

Consultant:
Assignment:

Country:
Date:

Consultant’s Representations Regarding Costs and Charges

We hereby confirm that:

- (a) the basic fees indicated in the attached table are taken from the firm’s payroll records and reflect the current rates of the Experts listed which have not been raised other than within the normal annual pay increase policy as applied to all the Consultant’s Experts;
- (b) attached are true copies of the latest pay slips of the Experts listed;
- (c) the away- from- home office allowances indicated below are those that the Consultant has agreed to pay for this assignment to the Experts listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm’s average cost experiences for the latest three years as represented by the firm’s financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

[Name of Consultant]

Signature of Authorized Representative

Date

Name: _____

Title: _____



**Consultant's Representations Regarding Costs and Charges
(Model Form I)**

(Expressed in PKR)

Personnel		1	2	3	4	5	6	7	8
Name	Position	Basic Remuneration Rate per Working Month/Day/Year	Social Charges ¹	Overhead ¹	Subtotal	Profit ²	Away from Home Office Allowance	Proposed Fixed Rate per Working Month/Day/Hour	Proposed Fixed Rate per Working Month/Day/Hour ¹
Home Office									
Procuring Agency's Country									

{* If more than one currency is used, use additional table(s), one for each currency}

1. Expressed as percentage of 1
2. Expressed as percentage of 4





FORM FIN-4 BREAKDOWN of Reimbursable Expenses

B. Reimbursable Expenses									
N^o	Type of Reimbursable Expenses	Unit	Unit Cost	Quantity	{Currency # 1- as in FIN-2}	{Currency # 2- as in FIN-2}	{Currency# 3- as in FIN-2}	{Local Currency- as in FIN-2}	
	{e.g., Per diem	{Day}							
	{e.g., International flights}	{Ticket}		Not Applicable					
	{e.g., In/out airport transportation}	{Trip}							
	{e.g., Communication costs between Insert place and Insert place}								
	{ e.g., reproduction of								
	{e.g., Office rent}								
								
	{Training of the Procuring Agency’s personnel – if required in TOR}								
				Total Costs					

Legend:
 “Per diem allowance” is paid for each night the expert is required by the Contract to be away from his/her usual place of residence. Procuring Agency can set up a ceiling.



Section V. Eligible Countries

All the consultants are allowed to participate in the subject procurement without regard to nationality, except consultants of some nationality, prohibited in accordance with policy of the Federal Government.

Following countries are ineligible to participate in the procurement process:

1. India
2. Israel

Ministry of Interior, Government of Pakistan has notified List of Business Friendly Countries (BVL), information can be accessed through following link:

<http://www.dgip.gov.pk/Files/Visa%20Categories.aspx#L>

1. *state "none"]*



Section VI. Terms of Reference

1. Background:

Allama Iqbal International Airport Lahore is situated on eastern side of the provincial capital city i.e. Lahore. It is joint user facility, spread on 1364 Acers and comprise of new terminal complex, old terminal building including State Lounge and Hajj Lounge besides 02 runways and 30 Aircraft parking positions (including old terminal complex). The airside / terminal facilities are capable to handle operations of the type of Airbus A380. New terminal complex is commissioned in March 2003 and the facility is handling the traffic of more than 5 million passengers (Domestic / International, Arrivals / Departures) and more than 85000 tons of cargo per annum.

In practice, various developmental works are to be executed in the Annual Development Programme for the financial year 2025-26. In addition to other ADP schemes in the current financial year, PAA wants to construct a new building to serve as Area Control Center (ACC) which will house the necessary equipment related to air navigation. The TORs cover generally the works including geotechnical investigations, architectural design, structural design, water supply, plumbing, firefighting, CNS equipment & sewerage design along with electrification of a complete facility to be constructed at a designated site within the airport area. The TORs detail the scope of work, expected deliverables, timelines, and evaluation criteria, ensuring alignment with both local regulations and international best practices.

2. Objective(s) of the Assignment:

- Pakistan Airport Authority intends undertaking the **CARRYING OUT GEOTECHNICAL INVESTIGATIONS, DETAILED ARCHITECTURAL DESIGN, STRUCTURAL DESIGN, MEP DESIGN, FIREFIGHTING SYSTEM DESIGN, IT & CNS SYSTEM DESIGN FOR NEW ACC BUILDING AT AIIAP, LAHORE**". The objective of the Consultant shall be The objective of the Consultant shall be to provide specialized technical expertise in geotechnical investigations, Architectural and Structural design for the proposed ACC building, Water supply, plumbing, sewerage, firefighting, IT, CNS services and electrification design. The Consultant will assess existing site conditions, develop robust design solutions, and prepare detailed drawings and specifications to support project execution. This engagement aims to ensure that the design meets both local regulatory requirements and international best practices, ultimately enhancing the operational efficiency and sustainability of the airport's infrastructure

3. Scope of Services, Tasks (Components) and Expected Deliverables

3.1 SCOPE OF SERVICES:

The scope of work / services for the consultant shall include but is not limited to:-

Geotechnical Investigations:

Conducting detailed geotechnical investigations including comprehensive site reconnaissance, sampling, boreholes, in-situ and laboratory tests (e.g CBR, K value, moisture content, Relative Density, Atterberg limits, soil classification, Bearing capacity for foundation design determination of suitable foundation depths,

determination of water table and any other test required for the structural design of the new ACC Facility.

NOTE: All the tests shall be performed as per their relevant engineering standards (ASTM, BS, FAA, ICAO etc.)

Detailed Architectural Design:

Detailed Architectural design must include but is not limited to Plans, Elevations, X-Sections, details of all finishing works. The design must account for layout of the new ACC building must adhere to the following international standards and best practices:

- ICAO DOC 9426 – Air Traffic Services Planning Manual
- TIA-942 – Telecommunications Infrastructure Standard for Data Centers
- ICAO ATSEP Human Factors Guidelines

Structural Design / Water supply design, Plumbing design / Sewerage network design / Firefighting & Electrification Design for New ACC Facility:

Developing robust Architectural, structural, water supply, plumbing, sewerage network, Firefighting and electrification designs based on available data of current ACC Building while ensuring integration with geotechnical investigation results.

IT Designs:

A robust and secure IT infrastructure is essential for the new ACC to ensure reliable, real-time integration with existing air traffic control systems. The following key IT-related facilities and systems are required for the successful setup and operation of the new ACC building:

- a) High-speed fiber optic connectivity between PTB and new ACC for seamless data exchange.
- b) Structured cabling (Cat6A or higher) throughout the ACC building.
- c) Access Managed network switches
- d) Rack (along with PDU, ODF, SFP's, Patch Panel etc.)
- e) Wireless access points for Wi-Fi coverage.
- f) Communication Room with precision cooling and fire suppressions.
- g) UPS and backup generator for uninterrupted operations

CNS Designs:

The proposed ACC building will host mission-critical CNS/ATM infrastructure including ATM Automation, VCCS, Surveillance Data Processing, Nationwide Connectivity equipment, and associated power, network, and environmental systems.

*The building design must therefore be treated not as a normal office block, but as a specialized mission-critical technical facility, especially all CNS equipment rooms must be designed and constructed strictly to **Tier-III Data Center** principles.*



Design must prioritize 24/7 continuity of operations, High availability and redundancy, Safety and physical security, Maintainability and lifecycle support, Scalability for future expansions (PSR/MSSR upgrade, additional CNS systems).

From CNS side, it is strongly emphasized that architecture, structure, MEP, ICT, and internal layouts must be developed in close coordination with CNS Engineering during the design and implementation stages, not as an afterthought.

References & Standards:

Consultant / design team, when drafting detailed designs, shall consider at minimum:

- **ICAO DOC 9426** – ATS Planning Manual (for ACC layout/logical adjacency)
- **ICAO Annex 10 & 11** – CNS and ATS
- **ICAO ATSEP Human Factors guidance** (for technical workspace environment, noise, lighting)
- **TIA-942** – Data Center & Telecom Infrastructure
- **IEC / IEEE** relevant to electrical installations, grounding, and power quality
- **NFPA-75 / NFPA-76** or equivalent (for protection of ICT and telecom facilities)

Operational Continuity & Network Redundancy Requirements:

During the transition phase, particularly when ATC operations will run in parallel at both the existing and new ACC setups, the following additional requirements must be ensured prior to shifting of operation at new ACC site:

- Provision of Parallel NWC Setup at the new ACC building.
- *Provision of 96-core or higher capacity Optical Fiber Ring Connectivity between:*
 - Existing ACC
 - Equipment Control Room (ECR)
 - EPABX at PTB
 - New Proposed ACC building
- Provision of backup Radio Bridge Link between the old and new ACC buildings for contingency communication and data redundancy.

3.2 AREA OF SERVICES

The selected site for construction having an ease of accessibility through landside as the current ACC Building has a restricted accessibility as it is located at the airside Location. Therefore the new site selected lies in the vacant area adjacent to the PIA offices on the southern side of PIA TGS building shows as follows:



- FTO Sectt Office
- ATS Investigation Office
- Rooms for Pakistan Air Force (Office + Officer Rest Room + Staff Rest Room)
- Record Room
- Store Room
- ATC Library Room
- Class Room
- Conference / Meeting Room
- Praying Area + Ablution + Wash Room
- Officers Rest Room
- Ladies Rest Room
- Wash Rooms (Officer / Ladies / Staff)
- Staff Rest Room
- Recreational Hall
- Kitchenette + Lunch Room
- Locker Room

E/M Requirements:

Sr.No	Description	Tentative Dimensions (LxWxH)
a)	HT Room	25'x20'x12'
b)	Transformer Room	20'x20'x12'
c)	Main LT Room	15'x20'x12'
d)	Generator Room	30'x30'x12'
e)	Sub distribution LT Room	30'x20'x12'
f)	I/C E/M office	15'x15'x12'
g)	E/M Control Room with washroom facility	25'x20'x12'
h)	E/M Store Room	15'x15'x12'
i)	HVAC Control Room with washroom facility	25'x20'x12'

- Proposed HT room, Transformer Room and Main LT room should be adjacent to each other outside ACC building.

HT Room	Transformer Room	Main LT Room
---------	------------------	--------------

- Proposed Sub-Distribution LT room should be located inside ACC building.
- Proposed Generator Room should be at sufficient distance from operational area of ACC to avoid acoustic interference.
- Proposed E/M Control room and HVAC Control Room should be adjacent to each other outside ACC building.



E/M Control Room with washroom	HVAC Control Room with washroom
-----------------------------------	------------------------------------

CNS Requirements:

Floor Plan	PROPOSED ROOM	PROPOSED DIMENSIONS (FT)
GROUND FLOOR	ATMAS EQUIPMENT HALL	55*45
	TECHNICAL OPERATIONS CENTER (DUTY ENGINEER ROOM EMEBEDED WITH GLASS WINDOW /PARTITION)	25*40+14*12
	TELCO/ IT ROOM	14*14
	COMMUNICATIONS EQUIPMENT ROOM	25*30
	ATMAS UPS ROOM	15*25
	AUIDO/VIDEO PLAYBACK ROOM (SOUND PROOFING)	15*25
	ATMAS MAINTENANCE WORKSHOP	20*25
	CNS ACC GD MAINTENANCE STAFF OFFICE	20*22
	OI/C ATMAS/VCCS	12*14
	OI/C ADS-B/EVHF	12*14
	EQUIPMENT/SPARES STORE (CONTROLLED ENVIRONMENT) (WITH RACK SHELVES)	25*30
	MISCELLANEOUS STORE (WITH RACK SHELVES)	25*30
	TOILETS (OFFICERS)	1 WC+1EC+ 2WB
	TOILETS+SHOWHERS (MALE)	1WC+2EC+2WB+1SHOWE R
	PSR/MSSR EQUIPMENT ROOM	25*35
	PSR/MSSR UPS ROOM	15*25
	MONITORING AND CONTROL ROOM (SURVEILLANCE)	14*16
	SURVEILLANCE MAINTENANCE WORKSHOP	20*25
	SURVEILLANCE EQUIPMENT/SPARES STORE (CONTROLLED ENVIRONMENT)	25*30
	TOILETS (OFFICERS)	1 WC+1EC+ 2WB
	TOILETS (MALE)	1WC+2EC+2WB+1SHOWE R



	TOILETS (FEMALE)	1WC+1EC+2WB
	SURVEILLANCE GD MAINTENANCE STAFF OFFICE	15*20
	OI/C PSR/MSSR	12*14
	OI/C SMR/MLAT	12*14
	RETIRING/REST ROOM (OFFICERS)	12*20
	KITCHENETTE/BREAK ROOM/LUNCH ROOM	20*30
	LOCKERS ROOM	12*16
	JANITOR ROOM	10*12
FIRST FLOOR	PRAYER ROOM WITH ABLUTION SINKS (MALE)	20*22
	TRAINING/MEETING/CONFERENCE/BREIFING ROOM	25*35
	RETIRING/REST ROOM (STAFF)	12*20
	RETIRING/REST/PRAYER ROOM (FEMALE)	12*16
	ADLD CNS / RMC OFFICE (With Attach Bathroom)	14*20
	JTDS CNS SUREVILLANCE	14*16
	JTDS CNS ACC	14*16
	RMC SECTT./ADMIN STAFF OFFICE	14*16
	TOILETS OFFICERS	1WC+2EC+2WB
	TOILETS STAFF	1WC+2EC+2WB
	RECORDS ROOM	12*16
	KITCHENETTE	10*12
	MISCELLANEOUS STORE	12*14
	GYMNASIUM (COMBINED CNS+ATC)	
CNS BREAK/RECREATIONAL ROOM	22*20	
MISC	ELEVATOR	10 persons
	PSR/MSSR ANTENNA MAST (Towards Runway) (Space to be reserved)	50*50

Key considerations:

- Adjacency of critical equipment rooms (e.g., Communication Equipment, Surveillance Equipment, UPS, Telco) to the ATMAS Operational Hall to minimize latency and facilitate rapid response to faults.
- All key technical areas, including Simulator Rooms, ATMAS Equipment Hall, and Control Rooms, shall be provided with:



- Raised Flooring and False Ceilings for cable management and HVAC optimization.
- Raised flooring trunks and conduits for seamless and concealed inter-room cable laying.
- Vertical cable trays/ducts for inter-floor communication and power cable routing.
- Controlled environmental conditions in spares and equipment stores to ensure equipment longevity.
- Electrical Rooms (H.T. L.T.) and Generator Should be physically isolated and located separately from the ACC Technical and Operations building to enhance safety, reduce noise, and mitigate risks from electrical faults or fuel-related hazards.
- HVAC Units Should be installed outside of Equipment Rooms and Operations Rooms to minimize vibrations and noise affecting sensitive equipment & convenient maintenance access without disturbing operational areas.

Building Zoning & Functional Adjacencies (From CNS Perspective):

- All core CNS technical rooms, ATC Operations Hall, Stores and workshops should be on ground floor (As per CNS Floor Plan tabulated above). These rooms must also be adjacent or near-adjacent, to facilitate:
 - Ease of equipment delivery and removal
 - Handling of heavy racks, batteries, UPS modules
 - Minimum cable lengths and vertical routing
 - Ease of maintenance and emergency response
 - HT/LT Electrical Rooms, Transformers, Generators etc. should be accommodated in a separate but adjacent services block, not directly attached to CNS operations/technical areas to Reduce noise and vibration, Reduce EMI risk and structural transmission, Limit fire/fuel hazards impacting CNS/ATC floors, HVAC plant rooms (chillers/compressors) similarly should be structurally separated as far as practicable

3.3 TASKS (COMPONENTS)

The tests / tasks that the consultant may require to carry out include but are not limited to:

A. GEOTECHNICAL INVESTIGATIONS

- Conduct a detailed site reconnaissance and topographical survey over the site area to map out the project boundaries.
- Excavate test pits and drill boreholes to obtain both disturbed and undisturbed soil samples representative of the various project locations.
- Perform in-situ tests such as plate load tests / SPT to determine key soil parameters (soaked CBR, modulus of subgrade reaction, K value and soil bearing capacity).
- Carry out laboratory tests on collected soil samples—including Atterberg limits, optimum moisture content (OMC), relative compaction, and soil classification per the USCS.



- Determine groundwater conditions, seismic parameters, and consolidation properties to inform foundation design recommendations.
- Compile a comprehensive geotechnical investigation report with findings and recommendations for foundation design of the building and ground improvement measures (if any).

B. DETAILED ARCHITECTURAL DESIGN:

- Carry out detailed Architectural design based on the details mentioned in the RFP along with any details provided by the client through in-house meetings
- Formulate detailed drawings including but not limited to Plans, X-sections, Elevations, Schedule of Finishes, Material specifications etc.
- Formulate 3D design or renders
- Complete Architectural details for carrying out structural design must be provided

C. STRUCTURAL DESIGN / PLUMBING / WATER SUPPLY / SEWERAGE / ELECTRIFICATION DESIGN:

- Conduct field surveys to integrate new design requirements with existing infrastructure of ACC building at AIAP Lahore.
 - Prepare detailed structural design and construction specifications & notes from the acquired architectural design and formulate detailed drawings
- Prepare Plumbing, water supply and sewerage design as per the site requirements

Prepare Electrification design of the complete Building considering the available power source including but not limited to:

- a) Designing of lighting system of the building including diffused lighting system at operation room and other critical areas.
- b) Central Air conditioning system of the building (also include standalone systems where required)
- c) Power distribution network.
- d) Fire detection and firefighting system.
- e) 01 store room and 01 office for E/M.
- f) Building Management System.
- g) Un-interrupted Power Supply (UPS) system.
- h) Electrical Generators.
- i) Lightening Arresting system of building.
- j) Elevators (if required).
- k) Building illumination.
- l) Hybrid solar PV system for the building (keeping in view the glint / glare and Electromagnetic interference factors).

Note: Ensure that all designs comply with the applicable engineering standards / codes as per the applicability

D. FIREFIGHTING SYSTEM DESIGN:

- Conduct detailed surveys and design firefighting system including but not limited to pipe network, fire hydrant systems and fire extinguishers etc.

Notes:

- **International applicable standards shall be followed**
- **The clients representative may be consulted thoroughly for meeting this deliverable**

E. CNS SYSTEM DESIGNS:

Power Architecture & UPS Room Design Requirements:

The facility shall provide:

- 2 independent electrical feeders
- A/B power redundancy
- Redundant UPS for Building Systems
- Separate power DBs for each technical room
- Redundant Auto Generators
- Separate earthing network for each individual CNS system (as per IEEE 1100)

CNS Equipment UPS rooms (As Listed in CNS Floor Plan above) must be dedicated, not shared with random power equipment. Sufficient space must be provided for:

- UPS modules
- Battery banks (VRLA or equivalent)
- Future capacity extension
- Proper Ventilation & AC
- CNS requires separate DBs feeding CNS racks and equipment, properly earthed and surge-protected.
- UPS rooms should be easily accessible for battery replacement, with safe handling routes.

Equipment Rooms & Technical Spaces Design Requirements:

For all CNS equipment rooms (ATMAS, VCCS, NWC, Surveillance, PSR/MSSR, Telco/IT, etc.) CNS requires:

I. Raised Flooring

- Anti-static raised floor (approx. 12–18 inches minimum clearance) for Power & Comm. Cabling, as well as Air Distribution Ducts (if Applicable)
- Load rating suitable for fully loaded racks and UPS modules.

II. False Ceiling & Overhead Cable Trays

- Adequate ceiling void and overhead trays for Structured cabling, Air distribution ducts and Ancillary System cabling (AFDS, BMS, CCTV, access control)

III. Cable Management & Pathways

- Segregation of Power vs. signal trays and RF/Coax where applicable
- Dedicated vertical risers for Inter-floor communication cabling & Power distribution
- Provision for multiple entry points along with Manholes for external fibers and telecom routes to enhance resilience.



IV. **Access & Security**

- All CNS Equipment Rooms shall be
- Access-controlled (code/biometric)
- Logged via electronic access system
- Only designated CNS and authorized personnel allowed.

V. **Environmental Requirements/HVAC Requirements**

- The HVAC system must be engineered to maintain stable, controlled environments for all CNS technical spaces as per Data Center/TIA-942 requirements, while simultaneously providing human-centric, comfortable, and healthy environmental conditions across all offices, admin rooms, meeting rooms, and workshops.
- Controlled temperature (approx. 21–24°C) and humidity (~45–55%).
- No direct sunlight / outside dust ingress.
- Positive pressure where feasible.
- Noise and vibration kept to minimum (no compressors or air handling units installed within).

CNS Workshops & Stores Design Requirements:

I. **ATMAS & Surveillance Maintenance Workshops**

- Adequate benches, space for test equipment, tools, spares handling.
- Clean environment, 230V outlets, antistatic flooring if possible.

II. **Controlled Environment/Critical Spares Stores**

- Proper shelving / racks
- Same or similar environmental conditions as equipment rooms (for PCBs, electronic modules, spare cards).
- Access-controlled (especially for high-value spares).

III. **Misc Stores**

- For non-sensitive items (cables, mechanical spares, etc.) with normal conditions.

Building Electronics, ICT & Low Current Systems:

The following must be made available / provisioned in design for every relevant room, at appropriate locations:

I. **Telephone & Data Points**

- Telephone + LAN port per workstation or desk, in all CNS offices, workshops, and equipment rooms.
- Adequate spare ports in technical rooms for NMS, monitoring PCs, etc.

II. **AFDS (Automatic Fire Detection System)**

- Smoke and heat detectors in all CNS areas.

III. **Fire Suppression**

- Gas-based suppression in all Equipment Rooms.

IV. **CCTV**

- Coverage of Building Perimeter, Entrances all equipment room entrances, corridors connecting technical rooms, stores, workshops, and UPS rooms and ATC OPS Hall.

V. **Access Control**

- Code/biometric readers for:
 - CNS Stores, UPS Rooms as well as Equipment Rooms

VI. **BMS**

- Integration of:
 - Temp/humidity sensors
 - Power status, UPS alarms

- AFDS alarms

Notes:

- **International applicable standards shall be followed**
- **The clients representative may be consulted thoroughly for meeting this deliverable**

F. ADDITIONAL TASKS

- Integrate findings from geotechnical and structural investigations into a cohesive project report.
- Coordinate multidisciplinary efforts via regular progress meetings and integration reviews with the client.
- Undertake any additional tests or evaluations necessary to acquire complete data for robust design and construction planning.
- Prepare periodic progress reports and a final comprehensive report detailing all investigations, analyses, and design recommendations (if required by the client)

NOTE: All the tests shall be performed as per their relevant engineering standards (ASTM, BS, FAA, ICAO etc.)

3.4 CLIENT REQUIREMENTS / DELIVERABLES

The appointed consultant would be required to submit the following:-

a. Detailed Geotechnical Investigation report including but not limited to:

- Detailed Borehole Log
- Complete laboratory and field investigation details
- Soil bearing capacity
- Soil classification as per USCS
- Groundwater details (if any)
- Foundation design recommendations
- Pictorial evidence of on field and off-field activities
- Any other detail required for structural design
- Etc.

b. Detailed Architectural Design including but not limited to:

- Complete drawings including Plans, X-sections, Elevations
- Complete Schedule of finishes (Flooring, doors, windows, partitions etc.)
- Complete specifications of materials
- Any other detail required for structural, plumbing, water supply and sewerage design
- Etc.

c. Detailed Structural / plumbing / water supply / sewerage Design:



- Complete structural design including all the calculations and analyses
- Complete structural drawings (X-sections, longitudinal sections, reinforcement details etc. for foundation, footing, beams, columns, lintels and slabs etc.
- Complete specifications of materials (RCC, steel, aggregates etc.
- Complete construction notes
- Drawings for water supply network
- Drawings for plumbing fixtures
- Drawings for sewerage network layout design along with Hydraulic statement mentioning pipe details required for execution
- Any other detail required for execution of work at site

NOTES:

- **All the structural drawings will be formulated based on the provided / available architectural drawings**
- **The deliverables will be provided in soft form (USB, DVDs having CAD / PDF, excel files etc.) and hard forms (02 nos. copies each report)**

d. Detailed Electrification Design:

- Complete design of electrification (MEP) of the building along with all calculations and analyses
- Complete drawings of the electrical facilities including but not limited to all the tasks / components mentioned in the above Para-3.3(C)

NOTES:

- **The clients representative may be consulted thoroughly for meeting this deliverable**

e. Detailed Firefighting System Design:

- Complete design and calculations
- Complete drawings of piping network and hydrant system
- Complete drawings of alarms etc.
- Any other detail required for complete operation of Firefighting system

f. Detailed CNS System Design:

- Complete design and calculations
- Complete drawings and layouts
- Any other document required in the light of CNS system design requirements mentioned in the Tasks / Components (3.3 E)

4. **Project Timeline:** The project timeline is 45 days after commencement

5. **Procuring Agency's Input and Counterpart Personnel**

(a) Services, facilities and property to be made available to the Consultant by the Procuring Agency:

The client may provide data including but not limited to the following (as per the availability):

- Existing drawings / layout plans
- Previous reports (if any)
- Site accessibility information
- Existing SOPs or procedures (if any)
- Stakeholders' requirements at the airport
- Any other available information

(b) Professional and support counterpart personnel to be assigned by the Procuring Agency to the Consultant's team:

- Office of the Divisional Engineer ES (Civil), AIAP along with team
- Office of the Divisional Engineer ES (E/M), AIAP along with team



PART II

Section VII. Conditions of Contract and Contract Forms



**Section VIII
STANDARD FORM OF CONTRACT**



Contract for Consultant's Services

Project Name "HIRING OF CONSULTANCY SERVICES FOR CARRYING OUT GEOTECHNICAL INVESTIGATIONS, DETAILED ARCHITECTURAL DESIGN, STRUCTURAL DESIGN, MEP DESIGN, FIREFIGHTING SYSTEM DESIGN, IT & CNS SYSTEM DESIGN FOR NEW ACC BUILDING AT AIIAP, LAHORE"

Contract No.

between

PAKISTAN AIRPORT AUTHORITY

and

[Name of the Consultant]

Dated: _____



1. Form of Contract

This CONTRACT (hereinafter called the "Contract") is made the day of the month of,, between, on the one hand, *Pakistan Airport Authority (PAA)* (hereinafter called the "Procuring Agency") and, on the other hand, (hereinafter called the "Consultant").

[If the Consultant consist of more than one entity, the above should be partially amended to read as follows: "...(hereinafter called the "Procuring Agency") and, on the other hand, a Joint Venture (name of the JV) consisting of the following entities, each member of which will be jointly and severally liable to the Procuring Agency for all the Consultant's obligations under this Contract, namely, [name of member] and [name of member] (hereinafter called the "Consultant").]

WHEREAS

- (a) the Procuring Agency has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the "Services");
- (b) the Consultant, having represented to the Procuring Agency that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The General Conditions of Contract
 - (b) The Special Conditions of Contract;
 - (c) Appendices:
 - Appendix A: Terms of Reference
 - Appendix B: Key Experts
 - Appendix C: Remuneration Cost Estimates
 - Appendix D: Reimbursable Cost Estimates
 - Appendix E: Form of Advance Payments Guarantee

In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract, including Attachment 1; Appendix A; Appendix B; Appendix C and Appendix D; and Appendix E. Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

2. The mutual rights and obligations of the Procuring Agency and the Consultant shall be as set forth in the Contract, in particular:
 - (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Procuring Agency shall make payments to the Consultant in accordance with the provisions of the Contract.



IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[Name of Procuring Agency]*

[Authorized Representative of the Procuring Agency – name, title and signature]

For and on behalf of *[Name of Consultant or Name of a Joint Venture]*

[Authorized Representative of the Consultant – name and signature]

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.]

For and on behalf of each of the members of the Consultant [insert the name of the Joint Venture]

[Name of the lead member]

[Authorized Representative on behalf of a Joint Venture]

[add signature blocks for each member if all are signing]



General Conditions of the Contract**A. General Provisions****1. Definitions**

1.1 Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) **“Applicable Law”** means the laws and any other instruments having the force of law in Pakistan or as may be specified in the **Special Conditions of Contract (SCC)**, as they may be issued and in force from time to time.
- (b) **“Procuring Agency”** means:-
- (c) Pakistan Airports Authority established under Pakistan Airports Authority Act 2023
- (d) **“Procuring Agency’s Personnel”** refers to the employees of the Procuring Agency engaged in fulfilling the Procuring Agency’s obligations under the Contract; and any other personnel identified as Procuring Agency’s Personnel, by a notice from the Procuring Agency to the Consultant.
- (e) **“Consultant”** means an individual consultant or a consulting firm, any legal entity or company or an organization as the case may be who undertakes to execute the consultancy under this contract;
- (f) **“Contract”** means an agreement enforceable by law;
- (g) **“Contractor”** means a person, consultant, firm, company or an organization who undertake to supply goods, services or works;
- (h) **“Contractor’s Personnel”** means personnel whom the Contractor utilizes in the execution of its contract, including the staff, labor and other employees of the Contractor and each subcontractor; and any other personnel assisting the Contractor in the execution of the contract to be supervised by the Consultant (if applicable).
- (i) **“Day”** means calendar day unless indicated otherwise.
- (j) **“Effective Date”** means the date on which this Contract comes into force and effect pursuant to Clause GCC 11.
- (k) **“Experts”** means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or JV member(s) assigned by the Consultant to perform the Services or any part thereof under the Contract.
- (l) **“Foreign Currency”** means any currency other than the Pakistani Rupees.
- (m) **“GCC”** means these General Conditions of Contract.
- (n) **“Government”** means the Government of Pakistan.
- (o) **“Joint Venture (JV)”** means an association with or without a legal personality distinct from that of its members, of more than



one entity where one member has the authority to conduct all businesses for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Procuring Agency for the performance of the Contract.

- (p) **“Key Expert(s)”** means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account in the technical evaluation of the Consultant’s proposal.
- (q) **“Local Currency”** means the currency of Pakistan
- (r) **“Non-Key Expert(s)”** means an individual professional provided by the Consultant or its Sub-consultant to perform the Services or any part thereof under the Contract.
- (s) **“Party”** means the Procuring Agency or the Consultant, as the case may be, and “Parties” means both of them.
- (t) **“SCC”** means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.
- (u) **“Services”** means any object of procurement other than goods or works; the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A hereto.
- (v) **“Site”** (if applicable) means the land and other places where Works are to be executed or facilities to be installed, and such other land or places as may be specified in the Contractor’s Contract as forming part of the Site.
- (w) **“Sub-consultants”** means an entity to whom/which the Consultant subcontracts any part of the Services while remaining solely liable for the execution of the Contract.
- (x) **“Third Party”** means any person or entity other than the Government, the Procuring Agency, the Consultant or a Sub-consultant.

2. Relationship between the Parties

2.1. Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Procuring Agency and the Consultant. The Consultant, subject to this Contract, has complete charge of the Experts and Sub-consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

3. Law Governing Contract

3.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in **SCC**.

4. Language

4.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Consultant and the Procuring Agency, shall be written in the English language unless otherwise stated in the **SCC**. Supporting documents and printed



literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

- 5. Headings** 5.1. The headings shall not limit, alter or affect the meaning of this Contract.
- 6. Communications** 6.1. Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC 4. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the **SCC**.
- 6.2. A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the **SCC**.
- 7. Location** 7.1. The Services shall be performed at such locations as are specified in **Appendix A** hereto and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the Procuring Agency may approve.
- 8. Authority of Member in Charge** 8.1. In case the Consultant is a Joint Venture, the members hereby authorize the member specified in the **SCC** to act on their behalf in exercising all the Consultant's rights and obligations towards the Procuring Agency under this Contract, including without limitation the receiving of instructions and payments from the Procuring Agency.
- 9. Authorized Representatives** 9.1. Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Procuring Agency or the Consultant may be taken or executed by the officials specified in the **SCC**.

10. Fraud and Corruption

1 Public Procurement Regulatory Authority requires that Procuring Agencies (including beneficiaries of Government funded projects) as well as Applicants/Bidders/Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts.

10.2 The Consultant/Applicant/ Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Procuring Agency.

10.3 Any communications between the Bidder and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.

10.4 Procuring Agency will reject proposal, if it is established that the Bidder was engaged in corrupt and fraudulent practices in competing for the contract.

10.5 Procuring Agency will also declare the bidder/Firm as blacklisted in accordance with the regulatory provisions PP Rule 19 and predefined standard mechanism.

B. Commencement, Completion, Modification and Termination of Contract**11. Effectiveness of Contract**

11.1. This Contract shall come into force and effect on the date (the "Effective Date") of the Procuring Agency's notice to the Consultant instructing the Consultant to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the **SCC** have been met.

12. Termination of Contract for Failure to Become Effective

12.1. If this Contract has not become effective within such time period after the date of Contract signature as specified in the **SCC**, either Party may, by not less than twenty two (22) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.

13. Commencement of Services

13.1. The Consultant shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC**.

14. Expiration of Contract

14.1. Unless terminated earlier pursuant to Clause GCC 19 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the **SCC**.



- 15. Entire Agreement** 15.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.
- 16. Modifications or Variations** 16.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.
- 16.2. In cases of any modifications or variations, the prior written consent of the Procuring Agency is required.
- 17. Force Majeure**
- a. Definition** 17.1. For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.
- 17.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party’s Experts, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.
- 17.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.
- b. No Breach of Contract** 17.4. The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.
- c. Measures to be Taken** 17.5. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- 17.6. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case



not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

17.7. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

17.8. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon instructions by the Procuring Agency, shall either:

- (a) demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Procuring Agency, in reactivating the Services; or
- (b) continue with the Services to the extent reasonably possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.

17.9. In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clauses GCC 49& 50.

18. Suspension

18.1. The Procuring Agency may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Consultant of such notice of suspension.

19. Termination

19.1 This Contract may be terminated by either Party as per provisions set up below:

a. By the Procuring Agency

19.1.1 The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Consultant in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e); and at least five (5) calendar days' written notice in case of the event referred to in (f):

- (a) If the Consultant fails to remedy a failure in the



performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GCC 18;

- (b) If the Consultant becomes (or, if the Consultant consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GCC 49
- (d) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;
- (e) If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;
- (f) If the Consultant fails to confirm availability of Key Experts as required in Clause GCC 13.

19.1.2 if the Consultant, in the judgment of the Procuring Agency has engaged in Fraud and Corruption, as defined in paragraph 1.23 of Attachment 1 to the GCC, in competing for or in executing the Contract, then the Procuring Agency may, after giving fourteen (14) calendar days written notice to the Consultant, terminate the Consultant's employment under the Contract.

b. By the Consultant

19.1.3 The Consultant may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

- (a) If the Procuring Agency fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clauses GCC 50.1 within forty-five (45) calendar days after receiving written notice from the Consultant that such payment is overdue.
- (b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.
- (c) If the Procuring Agency fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 50.1.
- (d) If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not



remedied the same within forty-five (45) days (or such longer period as the Consultant may have subsequently approved in writing) following the receipt by the Procuring Agency of the Consultant's notice specifying such breach.

- c. Cessation of Rights and Obligations** 19.1.4 Upon termination of this Contract pursuant to Clauses GCC 12 or GCC 19 hereof, or upon expiration of this Contract pursuant to Clause GCC 14, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GCC 22, (iii) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GCC 25 and to cooperate and assist in any inspection or investigation, and (iv) any right which a Party may have under the Applicable Law.
- d. Cessation of Services** 19.1.5 Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 19a or GCC 19b, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Procuring Agency, the Consultant shall proceed as provided, respectively, by Clauses GCC 27 or GCC 28.
- e. Payment upon Termination** 19.1.6 Upon termination of this Contract, the Procuring Agency shall make the following payments to the Consultant:
- (a) remuneration for Services satisfactorily performed prior to the effective date of termination, and reimbursable expenditures for expenditures actually incurred prior to the effective date of termination; and pursuant to Clause 43;
 - (b) in the case of termination pursuant to paragraphs (d) and (e) of Clause GCC 19.1.1, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract, including the cost of the return travel of the Experts.

C. Obligations of the Consultant

20. General

- a. Standard of Performance** 20.1 The Consultant shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act,



in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties.

20.2 The Consultant shall employ and provide such qualified and experienced Experts and Sub-consultants as are required to carry out the Services.

20.3 The Consultant may subcontract part of the Services to an extent and with such Key Experts and Sub-consultants as may be approved in advance by the Procuring Agency.

b. Law Applicable to Services

20.4 The Consultant shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-consultants, comply with the Applicable Law.

21. Conflict of Interests

21.1 The Consultant shall hold the Procuring Agency's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

a. Consultant Not to Benefit from Commissions, Discounts, etc.

21.1.1 The payment of the Consultant pursuant to GCC F (Clauses GCC 42 through 47) shall constitute the Consultant's only payment in connection with this Contract and, subject to Clause GCC 21.1.3, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-consultants, as well as the Experts and agents of either of them, similarly shall not receive any such additional payment.

21.1.2 Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the Procuring Agency on the procurement of goods, works or services. Any discounts or commissions obtained by the Consultant in the exercise of such procurement responsibility shall be for the account of the Procuring Agency.

b. Consultant and Affiliates Not to Engage in Certain Activities

21.1.3 The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-consultants and any entity affiliated with such Sub-consultants, shall be disqualified from providing goods, works or non-consulting services resulting from or directly related to the Consultant's Services for the preparation or implementation of the project, unless otherwise indicated in the **SCC**.

c. Prohibition of Conflicting Activities

21.1.4 The Consultant shall not engage, and shall cause its Experts as well as its Sub-consultants not to engage, either directly or indirectly, in any business or professional activities



that would conflict with the activities assigned to them under this Contract.

d. Strict Duty to Disclose Conflicting Activities

21.1.5 The Consultant has an obligation and shall ensure that its Experts and Sub-consultants shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Procuring Agency, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

22. Confidentiality

22.1 Except with the prior written consent of the Procuring Agency, the Consultant and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Experts make public the recommendations formulated in the course of, or as a result of, the Services.

23. Liability of the Consultant

23.1 Subject to additional provisions, if any, set forth in the **SCC**, the Consultant's liability under this Contract shall be as determined under the Applicable Law.

24. Insurance to be Taken out by the Consultant

24.1 The Consultant (i) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at its (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage specified in the **SCC**, and (ii) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid. The Consultant shall ensure that such insurance is in place prior to commencing the Services as stated in Clause GCC 13.

25. Accounting, Inspection and Auditing

25.1 The Consultant shall keep, and shall make all reasonable efforts to cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Services in such form and detail as will clearly identify relevant time changes and costs.

25.2. Pursuant to paragraph 1.23 (e) of Attachment 1 to the General Conditions, the Consultant shall permit and shall cause its agents (where declared or not), subcontractors, sub-consultants, service providers, suppliers, and personnel, to permit, the procuring agency to inspect the site and/or the accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have such accounts, records and other documents. The Consultant's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 10.1 (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the Procuring Agency's inspection and audit rights constitute a prohibited practice subject to contract



termination.

26. Reporting Obligations

26.1 The Consultant shall submit to the Procuring Agency the reports and documents specified in **Appendix A**, in the form, in the numbers and within the time periods set forth in the said Appendix.

27. Proprietary Rights of the Procuring Agency in Reports and Records

27.1 Unless otherwise indicated in the **SCC**, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Consultant for the Procuring Agency in the course of the Services shall be confidential and become and remain the absolute property of the Procuring Agency. The Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Procuring Agency, together with a detailed inventory thereof. The Consultant may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Procuring Agency.

27.2 If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of the plans, drawings, specifications, designs, databases, other documents and software, the Consultant shall obtain the Procuring Agency's prior written approval to such agreements, and the Procuring Agency shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned. Other restrictions about the future use of these documents and software, if any, shall be specified in the **SCC**.

28. Equipment, Vehicles and Materials

28.1 Equipment, vehicles and materials made available to the Consultant by the Procuring Agency, or purchased by the Consultant wholly or partly with funds provided by the Procuring Agency, shall be the property of the Procuring Agency and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the Procuring Agency an inventory of such equipment, vehicles and materials and shall dispose of such equipment, vehicles and materials in accordance with the Procuring Agency's instructions. While in possession of such equipment, vehicles and materials, the Consultant, unless otherwise instructed by the Procuring Agency in writing, shall insure them at the expense of the Procuring Agency in an amount equal to their full replacement value.

28.2 Any equipment or materials brought by the Consultant or its Experts into the Procuring Agency's country for the use either for the project or personal use shall remain the property of the Consultant or the Experts concerned, as applicable.

29. Code of Conduct

29.1 The Procuring Agencies and the Consultant are bound to follow the Code of Ethics issued by the Authority.



D. Consultant's Experts and Sub-Consultants**30. Description of Key Experts**

30.1 The title, agreed job description, minimum qualification and time-input estimates to carry out the Services of each of the Consultant's Key Experts are described in **Appendix B**.

30.2 If required to comply with the provisions of Clause GCC 20a, adjustments with respect to the estimated time-input of Key Experts set forth in **Appendix B** may be made by the Consultant by a written notice to the Procuring Agency, provided (i) that such adjustments shall not alter the original time-input estimates for any individual by more than 10% or one week, whichever is larger; and (ii) that the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth in Clause GCC 42.2.

30.3 If additional work is required beyond the scope of the Services specified in **Appendix A**, the estimated time-input for the Key Experts may be increased by agreement in writing between the Procuring Agency and the Consultant. In case where payments under this Contract exceed the ceilings set forth in Clause GCC 42.2, the Parties shall sign a Contract amendment.

31. Replacement of Key Experts

31.1 Except as the Procuring Agency may otherwise agree in writing, no changes shall be made in the Key Experts.

31.2 Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant's written request and due to circumstances outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.

32. Approval of Additional Key Experts

32.1 If during execution of the Contract, additional Key Experts are required to carry out the Services, the Consultant shall submit to the Procuring Agency for review and approval a copy of their Curricula Vitae (CVs). If the Procuring Agency does not object in writing (stating the reasons for the objection) within twenty two (22) days from the date of receipt of such CVs, such additional Key Experts shall be deemed to have been approved by the Procuring Agency.

The rate of remuneration payable to such new additional Key Experts shall be based on the rates for other Key Experts position which require similar qualifications and experience.

33. Removal of Experts or Sub-consultants

33.1 If the Procuring Agency finds that any of the Experts or Sub-consultant has committed serious misconduct or has been charged with having committed a criminal action, or shall the Procuring Agency determine that a Consultant's Expert or Sub-consultant has engaged in Fraud and Corruption while performing the Services, the Consultant shall, at the Procuring Agency's written request,



provide a replacement.

33.2 In the event that any of Key Experts, Non-Key Experts or Sub-consultants is found by the Procuring Agency to be incompetent or incapable in discharging assigned duties, the Procuring Agency, specifying the grounds therefore, may request the Consultant to provide a replacement.

33.3 Any replacement of the removed Experts or Sub-consultants shall possess better qualifications and experience and shall be acceptable to the Procuring Agency.

**34. Replacement/
Removal of
Experts –
Impact on
Payments**

34.1 Except as the Procuring Agency may otherwise agree, (i) the Consultant shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and (ii) the remuneration to be paid for any of the Experts provided as a replacement shall not exceed the remuneration which would have been payable to the Experts replaced or removed.

**35. Working Hours,
Overtime,
Leave, etc.**

35.1 Working hours and holidays for Experts are set forth in **Appendix B**. To account for travel time to/from the Procuring Agency's country, experts carrying out Services inside the Procuring Agency's country shall be deemed to have commenced or finished work in respect of the Services such number of days before their arrival in, or after their departure from, the Procuring Agency's country as is specified in **Appendix B**.

35.2 The Experts shall not be entitled to be paid for overtime nor to take paid sick leave or vacation leave except as specified in **Appendix B**, and the Consultant's remuneration shall be deemed to cover these items.

35.3 Any taking of leave by Key Experts shall be subject to the prior approval by the Consultant who shall ensure that absence for leave purposes will not delay the progress and or impact adequate supervision of the Services.

E. Obligations of the Procuring Agency

**36. Assistance and
Exemptions**

36.1 Unless otherwise specified in the **SCC**, the Procuring Agency shall use its best efforts to:

- (a) Assist the Consultant with obtaining work permits and such other documents as shall be necessary to enable the Consultant to perform the Services.
- (b) Assist the Consultant with promptly obtaining, for the Experts and, if appropriate, their eligible dependents, all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in the Procuring Agency's country while carrying out the Services under the Contract.
- (c) Facilitate prompt clearance through customs of any property



required for the Services and of the personal effects of the Experts and their eligible dependents.

- (d) Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.
- (e) Assist the Consultant and the Experts and any Sub-consultants employed by the Consultant for the Services with obtaining exemption from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity in the Procuring Agency's country according to the applicable law in the Procuring Agency's country.
- (f) Assist the Consultant, any Sub-consultants and the Experts of either of them with obtaining the privilege, pursuant to the applicable law in the Procuring Agency's country, of bringing into the Procuring Agency's country reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Experts and of withdrawing any such amounts as may be earned therein by the Experts in the execution of the Services.
- (g) Provide to the Consultant any such other assistance as may be specified in the **SCC**.

37. Access to Project Site

37.1 The Procuring Agency warrants that the Consultant shall have, free of charge, unimpeded access to the project site in respect of which access is required for the performance of the Services. The Procuring Agency will be responsible for any damage to the project site or any property thereon resulting from such access and will indemnify the Consultant and each of the experts in respect of liability for any such damage, unless such damage is caused by the willful default or negligence of the Consultant or any Sub-consultants or the Experts of either of them.

38. Change in the Applicable Law Related to Taxes and Duties

38.1 If, after the date of this Contract, there is any change in the applicable law in the Procuring Agency's country with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in Clause GCC 42.2.

39. Services, Facilities and Property of the Procuring

39.1 The Procuring Agency shall make available to the Consultant and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference (**Appendix A**) at the times and in the manner specified



- Agency** in said **Appendix A**.
- 39.2 In case that such services, facilities and property shall not be made available to the Consultant as and when specified in **Appendix A**, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Consultant for the performance of the Services, (ii) the manner in which the Consultant shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Consultant as a result thereof pursuant to Clause GCC 42.3.
- 40. Counterpart Personnel**
- 40.1 The Procuring Agency shall make available to the Consultant free of charge such professional and support counterpart personnel, to be nominated by the Procuring Agency with the Consultant's advice, if specified in **Appendix A**.
- 40.2 If counterpart personnel are not provided by the Procuring Agency to the Consultant as and when specified in **Appendix A**, the Procuring Agency and the Consultant shall agree on (i) how the affected part of the Services shall be carried out, and (ii) the additional payments, if any, to be made by the Procuring Agency to the Consultant as a result thereof pursuant to Clause GCC 42.3.
- 40.3 Professional and support counterpart personnel, excluding Procuring Agency's liaison personnel, shall work under the exclusive direction of the Consultant. If any member of the counterpart personnel fails to perform adequately any work assigned to such member by the Consultant that is consistent with the position occupied by such member, the Consultant may request the replacement of such member, and the Procuring Agency shall not unreasonably refuse to act upon such request.
- 41. Payment Obligation**
- 41.1 In consideration of the Services performed by the Consultant under this Contract, the Procuring Agency shall make such payments to the Consultant and in such manner as is provided by GCC F below.
- F. Payments to the Consultant**
- 42. Ceiling Amount**
- 42.1 An estimate of the cost of the Services is set forth in **Appendix C** (Remuneration) and **Appendix D** (Reimbursable expenses).
- 42.2 Payments under this Contract shall not exceed the ceilings in foreign currency and in local currency specified in the **SCC**.
- 42.3 For any payments in excess of the ceilings specified in GCC42.2, an amendment to the Contract shall be signed by the Parties referring to the provision of this Contract that evokes such amendment.
- 43. Remuneration and Reimbursable**
- 43.1 The Procuring Agency shall pay to the Consultant (i) remuneration that shall be determined on the basis of time actually spent by each Expert in the performance of the Services after the

Expenses

date of commencing of Services or such other date as the Parties shall agree in writing; and (ii) reimbursable expenses that are actually and reasonably incurred by the Consultant in the performance of the Services.

43.2 All payments shall be at the rates set forth in **Appendix C** and **Appendix D**.

43.3 Unless the **SCC** provides for the price adjustment of the remuneration rates, said remuneration shall be fixed for the duration of the Contract.

43.4 The remuneration rates shall cover: (i) such salaries and allowances as the Consultant shall have agreed to pay to the Experts as well as factors for social charges and overheads (bonuses or other means of profit-sharing shall not be allowed as an element of overheads), (ii) the cost of backstopping by home office staff not included in the Experts' list in **Appendix B**, (iii) the Consultant's profit, and (iv) any other items as specified in the **SCC**.

43.5 Any rates specified for Experts not yet appointed shall be provisional and shall be subject to revision, with the written approval of the Procuring Agency, once the applicable remuneration rates and allowances are known.

44. Taxes and Duties

44.1 The Consultant, Sub-consultants and Experts are responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the **SCC**.

44.2 As an exception to the above and as stated in the **SCC**, all local identifiable indirect taxes (itemized and finalized at Contract negotiations) are reimbursed to the Consultant or are paid by the Procuring Agency on behalf of the Consultant.

45. Currency of Payment

45.1 Any payment under this Contract shall be made in the currency(ies) specified in the **SCC**.

46. Mode of Billing and Payment

46.1 Billings and payments in respect of the Services shall be made as follows:

- (a) Advance payment. Within the number of days after the Effective Date, the Procuring Agency shall pay to the Consultant an advance payment as specified in the **SCC**. Unless otherwise indicated in the **SCC**, an advance payment shall be made against an advance payment bank guarantee acceptable to the Procuring Agency in an amount (or amounts) and in a currency (or currencies) specified in the **SCC**. Such guarantee (i) is to remain effective until the advance payment has been fully set off, and (ii) is to be in the form set forth in **Appendix E**, or in such other form as the Procuring Agency shall have approved in writing. The advance payments will be set off by the Procuring Agency in equal installments against the statements



for the number of months of the Services specified in the **SCC** until said advance payments have been fully set off.

- (b) The Itemized Invoices. As soon as practicable and not later than fifteen (15) days after the end of each calendar month during the period of the Services, or after the end of each time interval otherwise indicated in the **SCC**, the Consultant shall submit to the Procuring Agency, in duplicate, itemized invoices, accompanied by the receipts or other appropriate supporting documents, of the amounts payable pursuant to Clauses GCC 45 and GCC 46 for such interval, or any other period indicated in the **SCC**. Separate invoices shall be submitted for expenses incurred in foreign currency and in local currency. Each invoice shall show remuneration and reimbursable expenses separately.
- (c) The Procuring Agency shall pay the Consultant's invoices within sixty (60) days after the receipt by the Procuring Agency of such itemized invoices with supporting documents. Only such portion of an invoice that is not satisfactorily supported may be withheld from payment. Should any discrepancy be found to exist between actual payment and costs authorized to be incurred by the Consultant, the Procuring Agency may add or subtract the difference from any subsequent payments.
- (d) The Final Payment. The final payment under this Clause shall be made only after the final report and a final invoice, identified as such, shall have been submitted by the Consultant and approved as satisfactory by the Procuring Agency. The Services shall be deemed completed and finally accepted by the Procuring Agency and the final report and final invoice shall be deemed approved by the Procuring Agency as satisfactory ninety (90) calendar days after receipt of the final report and final invoice by the Procuring Agency unless the Procuring Agency, within such ninety (90) calendar day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report or final invoice. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated. Any amount that the Procuring Agency has paid or has caused to be paid in accordance with this Clause in excess of the amounts payable in accordance with the provisions of this Contract shall be reimbursed by the Consultant to the Procuring Agency within thirty (30) days after receipt by the Consultant of notice thereof. Any such claim by the Procuring Agency for reimbursement must be made within twelve (12) calendar months after receipt by the Procuring Agency of a final report and a final invoice approved by the Procuring Agency in accordance with the above.
- (e) All payments under this Contract shall be made to the accounts of the Consultant specified in the **SCC**.



- (f) With the exception of the final payment under (d) above, payments do not constitute acceptance of the Services nor relieve the Consultant of any obligations hereunder.

47. Interest on Delayed Payments

47.1 If the Procuring Agency had delayed payments beyond fifteen (15) days after the due date stated in Clause GCC 46.1 (c), interest shall be paid to the Consultant on any amount due by, not paid on, such due date for each day of delay at the annual rate stated in the **SCC**.

48. Good Faith

G. Fairness and Good Faith

48.1 The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

49. Amicable Settlement

H. Settlement of Disputes

49.1 Any dispute of any kind whatsoever shall arise between the Authority and the Service Provider in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the Project –whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

49.2 Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with GCC sub-clause 45.1, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Project. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940.

49.3 Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Service Provider any monies due the Service Provider.



Special Conditions of Contract

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1	<p><i>The following shall be appended after GC 1.1(z):</i></p> <ul style="list-style-type: none"> (z) “Coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, persons or their property, to influence their participation in a procurement process, or affect the execution of a contract. (aa) “Collusive practice” means a scheme or arrangement between two or more parties, with or without the knowledge of the Procuring Agency, designed to establish prices at artificial, non-competitive levels or to otherwise deprive the Procuring Agency and the Government of the benefits of free and open competition. (bb) “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of a public official (including the Procuring Agency’s Representative, PAA staff and employees or reviewing the selection decisions) in the selection process or in contract execution or the making of any payment to any third party, in connection with or in furtherance of a contract, in violation of (A) The Prevention of Corruption Act, 1947, (B) Sindh Enquiries And Anti-Corruption Act, 1991, (C) The Punjab Anti-Corruption Establishment Rules 2014, (D) The Balochistan Enquiries and Anti-Corruption Act, 2010, (E) The Khyber Pakhtunkhwa Ehtesab Commission Act, 2014, and/or any other relevant applicable rules, laws in the Islamic Republic of Pakistan made thereunder and any statutory modifications/amendments thereto, as in force on the date of this Contract. (cc) “Obstructive practice” means <ul style="list-style-type: none"> (i) destroying, falsifying, altering or concealing evidence material to the investigation or making false statements to investigators in order to impede an investigation into allegations of a corrupt, fraudulent, coercive, collusive, or prohibited practice; and threatening, harassing, or intimidating any party to



	<p>prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, and</p> <p>(ii) acts intended to impede the exercise of the inspection and audit rights of the PAA.</p> <p>(dd) “Prohibited practice” means any action that violates Section C (Compliance with Anti-Corruption, Anti-Money Laundering and Terrorist Financing Statutes and Other Restrictions) of Appendix F to this Contract.</p> <p>(ee) Any word, phrase, terminology not specifically defined in this document shall have the same meaning as prescribed/defined under PPRA Ordinance 2002 and PPRA Rules 2004.</p> <p>(ff) In case of any conflict, the provisions of PPRA Ordinance 2002 and PPRA Rules 2004 shall prevail</p> <p>“Project” means HIRING OF CONSULTANCY SERVICES FOR THE WORK “HIRING OF CONSULTANCY SERVICES FOR CARRYING OUT GEOTECHNICAL INVESTIGATIONS, DETAILED ARCHITECTURAL DESIGN, STRUCTURAL DESIGN, MEP DESIGN, FIREFIGHTING SYSTEM DESIGN, IT & CNS SYSTEM DESIGN FOR NEW ACC BUILDING AT AIIAP, LAHORE”.</p> <p>(gg) “Tax” and “Taxes” means any and all taxes, levies, imposts, duties, deductions, charges or withholdings imposed by Federal, Provincial, or Local Government, including any interest, additions to tax or penalties applicable thereto.</p> <p>“Completion of Services” means satisfactory performance of services as described in Appendix A to this Contract</p>
<p>1.1(b) and 3.1</p>	<p>The Contract shall be construed in accordance with the law of Pakistan.</p>
<p>4.1</p>	<p>The language is: English</p>
<p>6.1 and 6.2</p>	<p>The addresses are:</p> <p>Procuring Agency :<u>Office of the Divisional Engineer ES (Civil)</u> <u>RD Block, Allama Iqbal Int’l Airport Lahore</u></p> <p>Attention : _____</p> <p>E-mail (where permitted): _____</p>



	Consultant : _____ Attention : _____ E-mail (where permitted) : _____
8.1	<p><i>[Note: If the Consultant consists only of one entity, state "N/A"; OR If the Consultant is a Joint Venture consisting of more than one entity, the name of the JV member whose address is specified in Clause SCC6.1 should be inserted here.]</i></p> <p>The Lead Member on behalf of the JV is _____ _____ <i>[insert name of the member]</i></p>
9.1	<p>The Authorized Representatives are:</p> <p>For the Procuring Agency: Divisional Engineer ES (Civil), AIAP</p> <p>For the Consultant: <i>[name, title]</i> _____</p>
11.1	<p>The effectiveness conditions are the following: N/A</p>
12.1	<p>Termination of Contract for Failure to Become Effective:</p> <p>The time period shall be 45 days</p>
13.1	<p>Commencement of Services:</p> <p>The number of days shall be 15</p> <p>Confirmation of Key Experts' availability to start the Assignment shall be submitted to the Procuring Agency in writing as a written statement signed by each Key Expert.</p>
14.1	<p>Expiration of Contract:</p> <p>The time period shall be 45 days</p>
14.2	<p>Add this sub-clause 14.2 "Extension of Time for Completion" as follows: 21 b. If the scope of the Services is increased: (b) The Consultants shall inform the Procuring Agency of the circumstances and probable effects; the increase shall be regarded as Additional Services; and the Procuring Agency shall extend the time for Completion of the Services accordingly.</p>



16.3	Add clause 16.3 as follows: "In case of any modification necessitated during execution of the project after the expiry of the contract, the revised design / drawings shall be formulated and issued by the consultant without any delay that might hinder the execution of the project"
17.8	Clause Deleted in Entirety
19b (a)	Replace "45" days with "60" days
19b (b)	Replace "60" days with "90" days
21 b.	The Procuring Agency reserves the right to determine on a case-by-case basis whether the Consultant should be disqualified from providing goods, works or non-consulting services due to a conflict of a nature described in Clause GCC 21.1.3 Yes

<p>23.1</p>	<p>The following shall be added after GCC sub-clause 23.1</p> <p>23.2 The Consultants are liable for the consequence of errors and omissions on their part or on the part of their employees in so far as the design review of the Project is concerned to the extent and with the limitations as mentioned herein below.</p> <p>23.3 If the Procuring Agency suffers any losses or damages as a result of proven faults, errors or omissions in the design of a project, the Consultants shall make good such losses or damages, subject to the conditions that the maximum liability as aforesaid shall not exceed twice the total remuneration of contract price in accordance with the terms of the Contract.</p> <p>23.4 The liability of the Consultants expires after one (1) year from the stipulated date of completion of construction or after three (3) years from the date of final completion of the design whichever is later.</p> <p>23.5 The Consultants may, to protect themselves, insure themselves against their liabilities but this is not obligatory. The extent of the insurance shall be up to the limit specified in second para above. The Consultants shall procure the necessary cover before commencing the Services and the cost of procuring such cover shall be borne by the Consultants up to a limit of one percent of the total remuneration of the Consultants for the design phase for every year of keeping such cover effective.</p> <p>23.6 The Consultants shall, at the request of the Procuring Agency, indemnify the Procuring Agency against any or all risks arising out of the furnishing of professional services by the Consultants to the Procuring Agency, not covered by the provisions contained in the first para above and exceeding the limits set forth in second para above provided the actual cost of procuring such indemnity as well as costs exceeding the limits set forth in fourth para above shall be borne by the Procuring Agency.</p>
<p>24.1</p>	<p>The insurance coverage against the risks shall be as follows:</p> <p>(a) Professional liability insurance, with a minimum coverage of with a minimum coverage of PKR 25,000,000 (Twenty-Five Million Pakistani Rupees) or an amount equal to the total ceiling amount of the Contract, whichever is higher.</p>
<p>27.1</p>	<p>As specified in GCC</p>
<p>27.2</p>	<p>As specified in GCC</p>



29. Code of Conduct	The Consultant is “required” to have a Code of Conduct for Experts as per the policy of the Authority.
30.2 & 30.3	N/A
32	N/A
33. Removal of Experts or Sub-consultants	Add this at the end as clause 33.4 “The Consultant shall bear all costs arising out of or incidental to any removal and/or replacement of such Experts”
34	N/A
35	N/A
36.1 (a) through (f)	As Specified in GCC
36.1(f)	As Specified in GCC
38.1	Replace the words “Ceiling amounts” with “Contract price the Applicable amount” in the last row of the GCC.
42	Clause deleted in entirety and replaced with the following: The contract price is fixed as per breakdown as provided in the Appendix “C”
42.2	The ceiling in local currency is: No ceiling
43.1	No reimbursable expense considerable
43.3	Price adjustment on the remuneration does not apply
44.1 and 44.2	44.1 The consultant’s bid amount must include all the applicable taxes (except the provincial sales tax on services) 44.2 Deleted in entirety
45.1	The currency of payment shall be the following: PKR
46.1(a)	Advance payment cannot be made by the procurement agency to the consultant in any case.
46.1(b)	As specified in the GCC against the tasks completed by the consultant based on clause 46.2 of Special Conditions of the contract



46.1(e)	<p>The account(s) are:</p> <p>.....</p>																																
46.2	<p>Add clause 46.2 as follows: Payments shall be made on lump sum basis against deliverables specified in the finalized TORs and in Appendix A as per the following details:</p> <table border="1" data-bbox="508 506 1409 1052"> <thead> <tr> <th>Sr.</th> <th>Activity</th> <th>Payment %</th> <th>Timeline</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>Geotechnical investigation report</td> <td>10%</td> <td>Within 01 week</td> </tr> <tr> <td>II</td> <td>Approval of Architectural Design / drawings</td> <td>20%</td> <td>After 2.5 weeks</td> </tr> <tr> <td>III</td> <td>Approval of Structural Design / Drawings</td> <td>30%</td> <td>After 4 weeks</td> </tr> <tr> <td>IV</td> <td>Approval of Sewerage Design / Drawings / Hydraulic statement</td> <td>10%</td> <td>After 4.5 weeks</td> </tr> <tr> <td>V</td> <td>Approval of MEP Design / Drawings + CNS System + IT = drawings</td> <td>20%</td> <td>After 5.5 weeks</td> </tr> <tr> <td>VI</td> <td>Approval of Firefighting system Design / Drawings</td> <td>10%</td> <td>Within 6 weeks</td> </tr> <tr> <td>VII</td> <td>TOTAL</td> <td>100%</td> <td></td> </tr> </tbody> </table>	Sr.	Activity	Payment %	Timeline	I	Geotechnical investigation report	10%	Within 01 week	II	Approval of Architectural Design / drawings	20%	After 2.5 weeks	III	Approval of Structural Design / Drawings	30%	After 4 weeks	IV	Approval of Sewerage Design / Drawings / Hydraulic statement	10%	After 4.5 weeks	V	Approval of MEP Design / Drawings + CNS System + IT = drawings	20%	After 5.5 weeks	VI	Approval of Firefighting system Design / Drawings	10%	Within 6 weeks	VII	TOTAL	100%	
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VII	TOTAL	100%																															
46.5	<p>Retention Money: Each payment under this contract shall be made after deduction of the 5% refundable retention Special Conditions of Contract money which shall not exceed 5% of the contract price. The retention money so deducted shall be released with the final payment under sub-clause.</p>																																
47.1	<p>Clause deleted in entirety</p>																																
47.2	<p>Add this sub-clause 47.2 Additional Services as follows: Additional Services means: Services as approved by the Procuring Agency outside the Scope of Services described in Appendix A; any re-doing of any part of the Services as a result of Procuring Agency's instructions. If, in the opinion of the Procuring Agency, it is necessary to perform Additional Services during the currency of the Special Conditions of Contract for the purpose of the Project, such Additional Services shall be performed with the prior concurrence of both the Parties. The Consultants shall inform the Procuring Agency of the additional time (if any), and the additional remuneration and reimbursable direct costs expenditure for such Additional Services. If there is no disagreement by the Procuring Agency within two weeks of this intimation, such additional time, remuneration and reimbursable</p>																																



	<p>direct costs expenditure shall be deemed to become part of the Contract. Such remuneration and reimbursable direct costs expenditure shall be determined on the basis of rates provided in FIN FORM 3 and FIN FORM 4, in case the Additional Services are performed during the scheduled period of the Services, otherwise remuneration for Additional Services shall be determined on the basis of Consultants' billing rates prevailing at the time of performing the Additional Services.</p>
<p>49.</p>	<p>Dispute Resolution:</p> <p>All disputes shall be settled by arbitration in accordance with the following provisions:</p> <ol style="list-style-type: none"> 1. <u>Selection of Arbitrators.</u> Each dispute submitted by a Party to arbitration shall be heard by a sole arbitrator or an arbitration panel composed of three arbitrators, in accordance with the following provisions: <ol style="list-style-type: none"> (a) Where the Parties agree that the dispute concerns a technical matter, they may agree to appoint a sole arbitrator or, failing agreement on the identity of such sole arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, either Party may apply to Pakistan Engineering Council for a list of not fewer than five (5) nominees and, on receipt of such list, the Parties shall alternately strike names therefrom, and the last remaining nominee on the list shall be the sole arbitrator for the matter in dispute. If the last remaining nominee has not been determined in this manner within sixty (60) days of the date of the list, Pakistan Engineering Council shall appoint, upon the request of either Party and from such list or otherwise, a sole arbitrator for the matter in dispute. (b) Where the Parties do not agree that the dispute concerns a technical matter, the Procuring Agency and the Consultant shall each appoint one arbitrator, and these two arbitrators shall jointly appoint a third arbitrator, who shall chair the arbitration panel. If the arbitrators named by the Parties do not succeed in appointing a third arbitrator within thirty (30) days after the latter of the two arbitrators named by the Parties has been appointed, the third arbitrator shall, at the request of either Party, be appointed by DGPAA.



	<p>(c) If, in a dispute subject to SC Sub-Clause 7.2, 1(b), one Party fails to appoint its arbitrator within thirty (30) days after the other Party has appointed its arbitrator, the Party which has named an arbitrator may apply to the DGPAA to appoint a sole arbitrator for the matter in dispute, and the arbitrator appointed pursuant to such application shall be the sole arbitrator for that dispute.</p> <p>2. <u>Rules of Procedure.</u> Except as stated herein, arbitration proceedings shall be conducted in accordance with the rules of procedure for arbitration of the Arbitration Act, 1940 (Act No. X of 1940) and Rules made thereunder and any statutory modifications thereto, as in force on the date of this Contract.</p> <p>3. <u>Substitute Arbitrators.</u> If for any reason an arbitrator is unable to perform his function, a substitute shall be appointed in the same manner as the original arbitrator.</p> <p>4. <u>Qualifications of Arbitrators.</u> The sole arbitrator or the third arbitrator appointed pursuant to paragraphs (a) through (c) of Clause SC 7.2 (1) shall be a recognized legal or technical expert with extensive experience in relation to the matter in dispute and will have no conflict of interest with either the Consultant or the Procuring Agency.</p> <p>5. <u>Costs.</u> Upon the occurrence of a dispute, the Parties shall agree on the allocation of the costs associated with any settlement efforts before arbitration or associated with arbitration. Where the Parties fail to agree on the allocation, the allocation shall be determined by the arbitrator.</p> <p>6. <u>Miscellaneous.</u> In any arbitration proceeding under this Contract:</p> <p>(a) proceedings shall, unless otherwise agreed by the Parties, be held in Karachi;</p> <p>(b) the English language shall be the official language for all purposes; and</p> <p>(c) the decision of the sole arbitrator or of a majority of the arbitrators shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the Parties hereby waive any objections to or claims of immunity in respect of such enforcement</p>



I. Appendices

Appendix A – Terms of Reference

[This Appendix shall include the final Terms of Reference (TORs) worked out by the Procuring Agency and the Consultant during the negotiations; dates for completion of various tasks; location of performance for different tasks; detailed reporting requirements; Procuring Agency's input, including counterpart personnel assigned by the Procuring Agency to work on the Consultant's team; specific tasks that require prior approval by the Procuring Agency.]

Insert the text based on the Section 7 (Terms of Reference) of the ITC in the RFP and modified based on the Forms TECH-1 through TECH-5 in the Consultant's Proposal. Highlight the changes to Section 7 of the RFP]

Appendix B - Key Experts

[Insert a table based on Form TECH-6 of the Consultant's Technical Proposal and finalized at the Contract's negotiations. Attach the CVs (updated and signed by the respective Key Experts) demonstrating the qualifications of Key Experts.]

[Specify Hours of Work for Key Experts: List here the hours of work for Key Experts; travel time to/ from the Procuring Agency's country; entitlement, if any, to leave pay; public holidays in the Procuring Agency's country that may affect Consultant's work; etc. Make sure there is consistency with Form TECH-6. In particular: one month equals twenty two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.]

Appendix C – Remuneration Cost Estimates

1. Monthly rates for the Experts:

[Insert the table with the remuneration rates. The table shall be based on [Form FIN-3] of the Consultant's Proposal and reflect any changes agreed at the Contract negotiations, if any. The footnote shall list such changes made to [Form FIN-3] at the negotiations or state that none has been made.]



Model Form I
Breakdown of Agreed Fixed Rates in Consultant's Contract

We hereby confirm that we have agreed to pay to the Experts listed, who will be involved in performing the Services, the basic fees and away from the home office allowances (if applicable) indicated below:

(Expressed in PKR)

Experts		1	2	3	4	5	6	7	8
Name	Position	Basic Remuneration rate per Working Month/Day/Year	Social Charges ¹	Overhead ¹	Subtotal	Profit ²	Away from Home Office Allowance	Agreed Fixed Rate per Working Month/Day/Hour	Agreed Fixed Rate per Working Month/Day/Hour ¹
Home Office									
Work in the Procuring Agency's Country									

- 1 Expressed as percentage of 1
 2 Expressed as percentage of 4

Signature _____

Date _____

Name and Title: _____



Appendix D – Reimbursable Expenses Cost Estimates

1. *[Insert the table with the reimbursable expenses rates. The table shall be based on [Form FIN-4] of the Consultant's Proposal and reflect any changes agreed at the Contract negotiations, if any. The footnote shall list such changes made to [Form FIN-4] at the negotiations or state that none has been made.*

2. *All reimbursable expenses shall be reimbursed at actual cost, unless otherwise explicitly provided in this Appendix, and in no event shall reimbursement be made in excess of the Contract amount.]*

NOT APPLICABLE



Appendix E - Form of Advance Payments Guarantee

[See Clause GCC 46.1(a) and SCC 46.1(a)]

{Guarantor letterhead or SWIFT identifier code}

Bank Guarantee for Advance Payment

Guarantor: _____ [insert commercial Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ [insert Name and Address of Procuring Agency]

Date: _____ [insert date]

ADVANCE PAYMENT GUARANTEE No.: _____ [insert number]

We have been informed that _____ [name of Consultant or a name of the Joint Venture, same as appears on the signed Contract] (hereinafter called "the Consultant") has entered into Contract No. _____ [reference number of the contract] dated _____ [insert date] with the Beneficiary, for the provision of _____ [brief description of Services] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of _____ [insert amount in figures] (_____ [amount in words]) is to be made against an advance payment guarantee.

At the request of the Consultant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ [amount in figures] (_____ [amount in words])¹ upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's a written statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Consultant is in breach of their obligation under the Contract because the Consultant:

- (a) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Consultant has failed to repay;
- (b) has used the advance payment for purposes other than toward providing the Services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Consultant on their account number _____ at _____ [name and address of bank].

¹ The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Client.



The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Consultant as indicated in certified statements or invoices marked as “paid” by the Procuring Agency which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the payment certificate or paid invoice indicating that the Consultant has made full repayment of the amount of the advance payment, or on the ___ day of [month], [year],² whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 revision, ICC Publication No. 758.

[signature(s)]

{Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.}

² Insert the expected expiration date. In the event of an extension of the time for completion of the Contract, the Client would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Client might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Client’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”



Appendix G - (Integrity Pact)

Declaration of Fees, Commission and Brokerage etc. Payable by the Suppliers of Goods, Services & Works in Contracts Worth Rs.10.00 Million or More

Contract No. _____ Dated: _____ Contract Value: _____
Contract Title:

[name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GOP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GOP through any corrupt business practice. Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GOP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GOP under any law, contract or other instrument, be voidable at the option of GOP.

Notwithstanding any rights and remedies exercised by GOP in this regard, [name of Supplier] agrees to indemnify GOP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GOP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP.

A handwritten signature in blue ink is written over a circular stamp. The stamp contains the text "ENGINEERING SERVICES CHARTERED PROFESSIONAL ENGINEER" and "CGA AIAP LAHORE" around the perimeter.

Name of Buyer: National Highway Authority
Signature:
[Seal]

Name of Seller/Supplier:
Signature:
[Seal]



Annex-H

Divisional Engineer (Civil),
Pakistan Airport Authority,
Allama Iqbal International Airport,
Lahore.

POWER OF ATTORNEY
(To sign the Contract Agreement)

Subject: [NAME OF THE PROJECT]

Dear Sir,

I/We, the undersigned, authorize Mr. _____ S/o Mr. _____ having CNIC No. _____ to sign the Contract Agreement of the project [NAME OF THE PROJECT] on behalf of [CONSULTANT NAME]. Furthermore, the authorized representative as per General Conditions of Contract and Special Condition of Contract (Clause 1.6) is Mr. _____, [Lead Firm] for execution of the Contract.

Signature: _____ Initial _____

Date: _____

Authorized Representative

Day/Month/Year

[Designation]

Signature: _____

Name: _____

[Designation]

[Consultant Name]

If more than one owner or Board of Directors, the consultant may sign as per requirement.



Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts

(For contracts worth Rs. 50 million and above)

1. Name
2. Fathers Name/Spouse's Name
3. CINIC/NICOP/Passport No.
4. Nationality
5. Residential address
6. Email Address
7. Date on which shareholding, control or interest acquired in the business.
8. In case of indirect shareholding, control or interest being exercised through intermediary companies entries or other legal person or legal arrangements in the chain of ownership or control, following additional particulars to be provided:

1	2	3	4	5	6	7	8	9	10
Name	Legal form (company/ Limited Liability Partnership/ Association of Persons/Single Member Company/ partnership Firm/ Trust/ Any other individual, body corporate (to be specified)	Date of incorporation/registration	Name of registering authority	Business Address	Country	Email Address	Percentage of shareholding, control or interest of BO in the Legal person or legal arrangement	Percentage of shareholding, control or interest of legal person or legal arrangement in the company	Identify of natural person who ultimately owns or controls the legal person or arrangement

9. Information about Board of Directors (Details Shall be provided regarding number of shares in the capital of the company as set opposite respective names).

1	2	3	4	5	6	7	8
Name and surname (in Block Letters)	CINIC No.(in case of foreigner, Passport No.)	Father's/ Husband's Name in full	Current Nationality	Any other Nationality (ies)	Occupation	Residential address in full or the registered/ principal office address for a subscribers other than natural person	Number of share taken by cash subscriber (in figures and words)
			Total Number of shares taken (in figures and words)				

10. Any other information incidental to or relevant to Beneficial owner(s)

Name and signature



(Person authorized to issue notice on behalf of the company)

LIST OF APPROVED BANKS

S.#	PUBLIC SECTOR BANKS	S. #	PRIVATE SECTOR BANKS	S. #	ISLAMIC BANKS
1	National Bank of Pakistan	4	Allied Bank Limited	17	Al- Baraka Bank(Pakistan) Limited
2	Sindh Bank Limited	5	Askari Bank Limited	18	Bank Islamic Pakistan Limited
3	The Bank Of Punjab	6	Bank Al-Habib	19	Dubai Islamic Bank (Pakistan) Limited
		7	Faysal Bank Limited	20	Meezan Bank Limited
		8	Habib Bank Limited		
		9	Habib Metropolitan Bank Limited		
		10	JS Bank Limited		
		11	MCB Bank Limited		
		12	Samba Bank Limited		
		13	Soneri Bank Limited		
		14	Standard chartered Bank (Pakistan) Limited		
		15	United Bank Limited		
		16	Industrial and Commercial Bank of China Limited		

