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STANDARD REQUEST FOR  
PROPOSAL

# Procurement of Consulting Services (SRFP)

(For value up to Nu. 1.0 Million)



Royal Government of Bhutan  
Ministry of Finance

March 2011

## **Preface**

This Standard Request for Proposal (SRFP) for the Procurement of Consulting Services has been prepared by the Public Procurement Policy Division (PPPD), Ministry of Finance to be used for the Procurement of Consulting Services for the projects that are financed in whole or in part by the Royal Government of Bhutan (RGoB). It should be used in conjunction with the Procurement Rules and Regulations.

Those wishing to submit comments or questions on this Bidding Document or to obtain additional information on procurement under RGoB-financed projects may contact:

Public Procurement Policy Division  
Ministry of Finance  
Royal Government of Bhutan  
Email: [pppd@mof.gov.bt](mailto:pppd@mof.gov.bt)  
Telephone no. 00975 2 336962, fax no. 336961

## ACRONYMS

CQ	Consultants Qualifications
CV	Curriculum Vitae
Eoi	Expression of Interest
MoF	Ministry of Finance
IC	Individual Consultant
PPPD	Public Procurement Policy Division
SRFP	Standard Request for Proposals
TOR	Terms of Reference

## **Guidance Note on how to use Standard Request for Proposal (SRFP) for the Procurement of Consulting Services**

This guidance notes have been prepared by the PPPD to assist a Procuring Agency in the preparation and using the SRFP for the Procurement of small Consulting Services. The Procuring Agency should also refer to the Procurement Rules and Regulations and the Public Procurement Procedures issued by the MoF from time to time to supplement the Regulations.

The use of SRFP applies when a Procuring Agency wishes to select the Consultant for the performance of small consulting services (lump sum and time based).

SRFP is based upon internationally acceptable model formats, which have been adapted to suit the particular needs of procurement Consulting Services within Bhutan. The SRFP contains two sections; Section 1: Procurement of small consulting firms and Section 2: Procurement of individual consultant.

### ***General Steps to be followed while recruiting consultants :***

There are several ways of procuring the consulting services. However, these selection processes are hereby standardized and this procedure shall be followed for the public funded procurement of consulting services for the Royal Government of Bhutan. The general steps to be followed while selecting the consultants are;

1. Prepare a terms of references if an individual consultant, or a firm is to be selected;
2. Prepare a list of potential individuals or firms (if possible more than three). Use the register of consultants, if available;
3. Select the best candidate (individual/firm);
4. Contact the selected candidate;
5. Negotiate the contract terms and conditions;
6. Sign a contract;
7. Supervise consultant's performance; and
8. Make payments against agreed deliverables/outcomes.

### **SELECTION OF A FIRM BASED ON CONSULTANT'S QUALIFICATION (CQ)**

#### ***Steps to be followed (selection process to be completed within 90 days):***

1. Establish a selection committee of at least three members but not more than five members;
2. Prepare draft terms of reference, including the budget estimate in terms of person/days (weeks, months, whatever is applicable), assignment duration, etc., and seek necessary approval and endorsement for the draft terms of reference;
3. Establish evaluation criteria;
4. Request expressions of interest <sup>1</sup>and qualification information on the consultants' experience and competence relevant to the assignment, preferably through advertisement in a national newspaper and/or in an appropriate website, and through dissemination of information about the assignment to professional associations, etc.;
5. If necessary, seek via email additional information/clarification from interested candidates;
6. Establish through evaluation ranking of the firms which expressed interest using the forms in
7. Prepare an evaluation report for approval by the selection committee using the forms in Annexure 6, including individual evaluation form and the summary of individual evaluation forms;

1. Select the top-ranking firm with the best qualifications and references;
2. Prepare the Request for Proposal using sample in Annexure 4
3. Send the Request for Proposal only to the selected highest-ranked firm to submit technical and financial proposals for the assignment, in accordance with the terms of reference;
4. Review the proposals and prepare for negotiations;
5. Selection committee negotiates the contract (see Annexure 9, 10 for standard forms of Contract) with the firm and prepare minutes of negotiation as per the annexure (no one-to-one negotiation)
6. Sign the contract
7. Keep the process confidential until contract signature;
8. Publish contract award information (the name of the selected firm) on the respective agencies website and
9. Keep all documents on file.

## **SELECTION OF INDIVIDUAL CONSULTANTS**

### ***Steps to be followed (selection process to be completed within thirty days):***

1. Prepare draft terms of reference, including the budget estimate in terms of person/days (weeks, months, whatever is applicable), assignment duration, etc., and seek necessary approval or endorsement from the competent authority;
2. Establish evaluation criteria;
3. Seek expression of interest from individual consultants preferably through advertisement in a national newspaper and/or in an appropriate website, and, if feasible, disseminate information to professional associations, etc);
4. Send RFP
5. Based on proposal from the consultant (and additional information/clarification) received, prepare a list of a minimum of three proposals, based on their relevant experience in the field of assignment (i.e. the list should not include candidates who don't have experience/qualifications in the relevant field of assignment, or who may not fulfill any minimum experience/qualifications, etc, if so required in the request for expression of interests);
6. If candidates have submitted their CVs as part of their expression of interest, simply send the terms of reference and ask the candidates to confirm their candidature for the assignment;
7. Establish a small evaluation committee comprising at least three members but not more than five members;
8. Evaluate the CVs and other qualification documents based on the criteria set up beforehand;
9. Prepare evaluation report using the form in Annexure 6 and seek approval from the competent authority to negotiate and sign a contract with the most qualified consultant;
10. Sign the contract;
11. Keep the process confidential until contract is awarded;
12. Publish the contract award information in a respective agencies website;

13. Inform all candidates of the outcome of the selection process;
14. Supervise the consultant's performance; and
15. Make payments against agreed deliverables/outputs.

**Sample Format for Letter of Invitation (LOI)**

*[use agency's official letter pad]*

*[NAME OF PROJECT]*

**Project ID No.**

Letter of Invitation

The *[insert name of office]* has a budget provision from *[insert sources of funds]* and intends to apply part or whole of the proceeds for the procurement of *[insert name of the service]* under the *[insert name of project or grant]*. The services include *[insert brief description, implementation period, etc.]*

The *[insert name of implementing agency/client]* now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultants may associate to enhance their qualifications.

The selection process of a consultant shall be in accordance with the procedures set out in the Procurement Rules and Regulations.

Interested consultants may obtain further information at the address below during office hours *[insert office hours if applicable, i.e. 0900 to 1700 hours]*.

Proposal must be delivered to the address below by *[insert date]*.

*[insert name of office]*

Attn: *[insert name of officer & title]*

*[insert postal address and/or street address]*

Tel: *[include the country and city code]*

Fax: *[include the country and city code]*

E-mail:

Web site:

## **1. INTRODUCTION**

- 1.1 Firms/individuals are hereby invited to submit a technical and financial proposal for consulting services required for the Assignment named in the attached LOI Data Sheet (referred to as "Data Sheet"). The proposal could form the basis for future negotiations and ultimately a contract between your firm and the Client named in the Data Sheet.
- 1.2 A brief description of the Assignment and its Objectives are given in the Data Sheet.
- 1.3 The Assignment will be implemented in accordance with the procedure indicated in the Data Sheet.
- 1.5 To obtain first hand information on the Assignment and on the local conditions, firms/individuals are encouraged to pay a visit to the Client before submitting a proposal and attend a pre-proposal conference as specified in the Data Sheet. Firms/individuals must take into account the local conditions while preparing the proposal.
- 1.6 The Client will provide the inputs specified in the Data Sheet, and will assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.7 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 1.8 Consultants shall not be under a declaration of ineligibility for corrupt and fraudulent practices specified in the Standard Request for Proposal (Large Assignments) Instruction to Consultant Clause 4.

## **2. DOCUMENTS**

- 2.1 To enable firms/individual to prepare a proposal, please find and use the attached Documents listed in the Data Sheet.
- 2.2 Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than seven days before the proposal submission date.
- 2.3 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment.

## **3. PREPARATION OF PROPOSAL**

- 3.1 Firms/individuals are requested to submit a technical and a financial proposal. Your proposal shall be written in the language specified in the Data Sheet.

### **Technical Proposal**

- 3.2 Firms/individuals are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information will be at your own risk and may result in rejection of your proposal.
- 3.3 During preparation of the technical proposal, firms/individuals must give particular attention to the following:
  - i) If firms/individuals consider that the firm does not have all the expertise for the Assignment, you may associate with other firms or entities, including the other firms invited for this Assignment and/or local consultants, subject to restrictions specified in the Data Sheet, to enable a full range of expertise to be presented;



- ii) The estimated budget <sup>2</sup>for the Assignment is stated in the Data Sheet for your information. The financial proposal for the Assignment should be substantially in accordance with the budget;
  - iii) The estimated man months for the assignment are stated in the data sheet for your information. However, firms/individuals should feel free to submit your proposal on the basis of man months which firms/individuals consider necessary to undertake the assignment.
- 3.4 The technical proposal must provide the following information, using, but not limited to, the formats attached in Annexure 2:
- i) A brief description of the Consultant's organization and an outline of recent experience on assignments of a similar nature. The information provided on each assignment should indicate, inter alia, the profiles of the staff provided, duration, contract amount and firm involvement;
  - ii) Any comments or suggestions on the TORs, and a description of the methodology (work plan) which the Consultants propose to execute the services, illustrated with bar charts of activities.
  - iii) The composition of the proposed staff team, the tasks which would be assigned to each and their timing;
  - iv) Curricula Vitae (C.V.) recently signed by the proposed key professional staff or an authorized manager in the home office.
  - v) Estimates of the total time effort (person x months) to be provided for the services, supported by bar chart diagrams showing the time proposed (person x months) for each professional staff; and
  - vi) The Consultant's comments, if any, on the data, services and facilities to be provided by the Client indicated in the TORs.
- 3.5 The technical proposal must not include any financial information.

#### **Financial Proposal**

- 3.6 The financial proposal should list the costs associated with the Assignment. These normally cover: remuneration for staff, accommodation (per diem, housing), transportation, for mobilization and demobilization, and equipment (vehicles, office equipment, furniture and supplies), printing of documents, surveys. Your financial proposal should be prepared using, but need not be limited to, the formats attached in Annexure 3.
- 3.7 The financial proposal must take into account the tax liability and cost of insurances specified in the Data Sheet.
- 3.8 Costs may be expressed in currency as provided in data sheet

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

- 4.1 Firms/individuals must submit one original proposal and the number of copies indicated in the Data Sheet. Each proposal will be sealed in an outer envelop which will bear the address and information indicated in the Data Sheet.
- 4.2 The completed technical and financial proposal must be delivered on or before the time and date stated in the Data Sheet.
- 4.3 The proposal must be valid for the number of days stated in the Data Sheet from the date of its submission during which firms/individuals must maintain available the professional staff proposed for

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<sup>2</sup> This will apply only for fixed budget selection method

the assignment. The Client will make its best effort to complete negotiations at the location stated in the Data Sheet within this period.

## **5. PROPOSAL EVALUATION**

- 5.1 A two-stage procedure will be adopted in evaluating the proposals:
- i) a technical evaluation, which will be carried out prior to opening any financial proposal;
  - ii) a financial evaluation.

Firms will be ranked using a combined technical/financial score, as indicated below.

### **Technical Proposal**

- 5.2 The evaluation committee appointed by the Client will carry out the evaluation applying the evaluation criteria and point system specified in the Data Sheet. Each responsive proposal will be attributed a technical score (St.).

### **Financial Proposal**

- 5.3 The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest financial proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores of the proposals will be computed as follows:  $S_f = 100 \times F_m/F$  (F - amount of financial proposal).
- 5.4 Proposals will finally be ranked according to their combined technical (St) and financial (Sf) scores using the weights indicated in the Data Sheet"  $S = St \times T\% + Sf \times F\%$ .

## **6. Negotiations**

- 6.1 Prior to the expiration period of proposal validity, the Client will notify the successful Consultant who submitted the highest scoring proposal (technical + financial) in writing by registered letter, cable telex or facsimile and invite to negotiate the Contract.
- 6.2 Negotiations normally finish within five days. The aim is to reach an agreement on all points, and initial a draft contract by the conclusion of Negotiations.
- 6.3 Negotiations will commence with a discussion of technical proposal, the proposed methodology (work plan), staffing and any suggestions made to improve the TORs. Agreement must then be reached on the final TORs, the staffing and bar charts, which will indicate activities, staff, periods in the field and in the home office, staff months, logistics and reporting. Special attention will be paid to optimize the required outputs from the Consultants within the available budget and to define clearly the inputs required from the Client to ensure satisfactory implementation of the Assignment.
- 6.4 Changes agreed upon will then be reflected in the financial proposal, using proposed unit rates
- 6.6 The negotiations will be concluded with a review of the draft form of Contract. The Client and the Consultants will finalize the contract to conclude negotiations.

## **7. AWARD OF CONTRACT**

- 7.1 The Contract will be awarded after successful Negotiations with the successful Consultants. If negotiations fail, the Client will invite the Consultants having obtained the second highest score to Contract negotiations. Upon successful completion, the Client will promptly inform the other Consultants that their proposals have not been selected.
- 7.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

## **8. CONFIRMATION OF RECEIPT**

- 8.1 The consultant shall acknowledge the following:

- i) The receipt of the letter of invitation by the consultant.
- ii) Whether or not the consultant will submit a proposal.

**LOI DATA SHEET**

**Clause No.                      Clauses**

- 1.1     The name of the Assignment is :  
          The name of the Client is: \_\_\_\_\_
- 1.2     The description and the objectives of the Assignment are \_\_\_\_\_ (including assignment period) :
- 1.3     The assignment will be carried as *(Insert as appropriate such as lump-sum, time based etc.)*
- 1.5     Pre-Proposal Conference: Yes \_\_\_\_ No \_\_\_\_ [ If yes, indicate date, time & venue]  
          The name(s) and address of the Official(s) is(are):
- 1.6     The Client shall provide the following inputs:  
          *[List inputs that the client can provide to the consultant]*
- 1.9     The Documents are: (TORs, Contract, Appendices etc.)
- 2.2     The address is :
- 3.1     The language is:
- 3.7     Tax liability, insurances *(Insert as appropriate)*
- 4.1     The number of copies of the proposal is/are: One original and one copy
- 4.3     The date and time of proposal submission are:
- 4.4     Validity period (days, date): **60 days**

The location is: \_\_\_\_\_

5.1	The points given to evaluation criteria are: <i>(modify as appropriate)</i>	<u>POINTS</u>
	(i)     The consultants' relevant experience for the assignment	<b>10</b>
	(ii)    The quality of methodology proposed	<b>20</b>
	(iii)   The qualifications of the key staff proposed	<b>55</b>
	(iv)   Transfer of knowledge	<b>5</b>
	(v)    The extent of participation by nationals among key staff in the performance of the assignment	<b>10</b>

**Total:                      100**  
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The points given to evaluation sub-criteria for qualifications of key-staff proposed are (*modify as appropriate*):

	<u>POINTS</u>
General Qualifications	<b>30</b>
Adequacy for the Project	<b>65</b>
Experience & language in Region	<b>5</b>
<b>Total:</b>	<b>100</b>
	<b>====</b>

The technical proposal should score at least 75 points out of 100 to be considered for financial evaluation.

5.3 The currency is: Bhutanese Ngultrum

5.4 The weight (T%) given to the Technical Proposal is \_\_\_\_\_ percent.  
The weight (F%) given to the Financial Proposal is \_\_\_\_\_ percent.

7.2. Commencement of Assignment (date, location): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

]

Attachments:

1. TORs
2. Annexures
4. Draft Form of Contract

## **TERMS OF REFERENCE**

1. BACKGROUND:
2. A PRECISE STATEMENT OF OBJECTIVES:
3. AN OUTLINE OF THE TASKS TO BE CARRIED OUT:
4. SCHEDULE FOR COMPLETION OF TASKS:
5. DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT:
6. FINAL OUTPUTS (i.e., REPORTS, DRAWINGS etc.) THAT WILL BE REQUIRED OF THE CONSULTANT:
7. COMPOSITION OF REVIEW COMMITTEE TO MONITOR CONSULTANTS WORK:
8. PROCEDURE FOR REVIEW OF PROGRESS REPORTS, INCEPTION, STATUS, FINAL DRAFT AND FINAL REPORTS:
9. LIST OF KEY POSITIONS WHOSE CV AND EXPERIENCE WOULD BE EVALUATED.

**Annex - 2**

**FORMATS FOR TECHNICAL PROPOSAL**

**TECHNICAL PROPOSAL**

TO

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir:

**Subject: Hiring of Consultancy Service for** \_\_\_\_\_

\_\_\_\_\_

Regarding Technical Proposal

I/We \_\_\_\_\_ Consultant/Consultancy firm herewith enclose Technical Proposal for selection of my/our firm/organization as Consultant for \_\_\_\_\_.

Yours faithfully,

Signature

Full Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

(Authorized Representative)



1. Attach firm's profile (if it is not individual)
2. Relevant services carried out in the last five years which best illustrate qualifications
3. Approach and methodology if asked in the LOI Data Sheet
4. Comments and suggestions on the ToR
5. CVs of proposed personnel
6. Valid trade license & CDB certificate (if not individual)

**Format of Curriculum Vitae (CV) For Proposed Key Staff**

**Proposed Position:** \_\_\_\_\_

**Name of Firm:** \_

**Name of Staff:** \_

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

**Date of Birth:** \_\_

**Years with Firm:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**Membership of Professional Societies:** \_\_\_\_\_

**Detailed Tasks Assigned:** \_\_\_\_\_

**Key Qualifications:**

(Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to half a page).

**Education:**

(Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained. Use up to a quarter page).

**Employment Record:**

(Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use up to three-quarters of a page).

**Languages:**

(Indicate proficiency in speaking, reading and writing of each language by "excellent", "good", "fair", or "poor").

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this biodata correctly describes myself, my qualifications and my experience.

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

**Signature of Staff Member or  
authorized official from the firm**

**Day/Month/Year**

Please attach "Work Programme and Time Schedule for Key Personnel

WORKPROGRAM AND TIME SCHEDULE FOR KEY PERSONNEL  
MONTHS (in the form of bar chart)

<u>S.</u> <u>No.</u>	<u>Name</u>	<u>Position</u>	1	2	3	4	5	6	7	8	<u>Number of</u> <u>Months</u>
1											
2											
3											
4											

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**Annexure - 3**

**FORMATS OF FINANCIAL PROPOSAL**

**FORM FIN 1 FINANCIAL PROPOSALS**

TO

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Sir:

**Subject: Hiring of Consultants' Services for** \_\_\_\_\_

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Regarding Price Proposal

I/We \_\_\_\_\_ Consultant/consultancy firm herewith enclose Price Proposal for selection of my/our firm/organization Consultant for \_\_\_\_\_

I, the undersigned, hereby declare to the best of my knowledge and belief, this information is true and correct.

Yours faithfully,

Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

(Authorized Representative)

**SCHEDULE OF SUMMARY PRICE PROPOSAL**

**FORM FIN-2 SUMMARY OF COSTS**

<b>Item</b>	
Total Costs of Financial Proposal	

**FORM FIN-3 BREAKDOWN of Costs by Activity**

<b>Group of Activities (Phase)</b>	
Remuneration	
Reimbursable Expenses	
<b>Subtotals</b>	

**FORM FIN-4 BREAKDOWN OF REIMBURSABLE EXPENSES**

(This Form FIN-4 shall only be used when the Time-Based Form of Contract has been included in the RFP)

<b>N°</b>	<b>Description</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Quantity</b>	<b>Amount</b>
1	Per diem allowances	Day			
2	Miscellaneous travel expenses	Trip			
3	Communication costs between [ <i>Insert place</i> ] and [ <i>Insert place</i> ]				
4	Drafting, reproduction of reports				
5	Equipment, instruments, materials, supplies, etc.				
6	Use of computers, software				
7	Local transportation costs				
8	Office rent, clerical assistance				
9	Training of the Procuring Agency's personnel				

(Modify as appropriate)

**Request for Proposals – Selecting a Firm through CQ [implementing agencies to use their official letter pad]**

Date \_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_

1. The \_\_\_\_\_ (hereinafter to refer to as the “Client”) invites you to submit a combined technical and financial proposal to provide the following consulting services: \_\_\_\_\_. More details of the services are provided in the attached Terms of Reference.
2. Please submit your technical and financial proposals in accordance with the attached forms. Your proposals will be subject to negotiation between your authorized representative and the Client and may result in a contract. A draft contract is also attached.
3. Your technical and financial proposals should be submitted at the following address, not later than \_\_\_\_\_ [insert date, month, year]. The technical and financial proposal shall each bear a weightage of \_\_\_\_\_ [insert techno-financial ratio] for the purpose of evaluating this proposal.
4. Please confirm receipt of this invitation and that you will/will not submit the proposals as requested

Sincerely

(Client's authorized representative)



**Sample Contract for Simple Consulting Services Small Assignments Time-Based Payments**

**CONTRACT**

THIS CONTRACT ("Contract") is entered into this *[insert starting date of assignment]*, by and between *[insert Client's name]* ("the Client") having its principal place of business at *[insert Client's address]*, and *[insert Consultant's name]* ("the Consultant") having its principal office located at *[insert Consultant's address]*.

WHEREAS, the Client wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. **Services**
  - (i) The Consultant shall perform the services specified in "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
  - (ii) The Consultant shall provide the reports listed in Terms of Reference, within the time periods listed in such Annexures, and the personnel listed in Annexure 2, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.
2. **Term**

The Consultant shall perform the Services during the period commencing *[insert start date]* and continuing through *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing.
3. **Payment**
  - A. Ceiling

For Services rendered pursuant to ToR, the Client shall pay the Consultant an amount not to exceed a ceiling of *[insert ceiling amount]*. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant. The payments made under the Contract consist of the Consultant's remuneration as defined in sub-paragraph B below and of the reimbursable expenditures as defined in sub-paragraph C below.
  - B. Remuneration

The Client shall pay the Consultant for Services rendered at the rate(s) per man/month spent<sup>1</sup> (or per day spent or per hour spent, subject to a maximum of eight hours per day) in accordance with the rates agreed and specified in Annexure 3, "Cost Estimate of Services, List of Personnel and Schedule of Rates."

<sup>1</sup> Select the applicable rate and delete the others.

C. Reimbursables

The Client shall pay the Consultant for reimbursable expenses, which shall consist of and be limited to:

- (i) normal and customary expenditures for official travel, accommodation, printing, and telephone charges; official travel will be reimbursed.
- (ii) such other expenses as approved in advance by the Client.<sup>2</sup>

D. Payment Conditions

Payment shall be made in *[specify currency]* not later than 30 days following submission of invoices in duplicate to the client.

**4. Project Administration**

A. Coordinator

The Client designates Mr./Ms. *[insert name]* as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Client.

B. Timesheets

During the course of their work under this Contract, including field work, the Consultant's employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as well as expenses incurred, as instructed by the Project Coordinator.

C. Records and Accounts

The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Client reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant's records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

**5. Performance Standard**

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

**6. Confidentiality**

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

**7. Ownership of Material**

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such

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<sup>2</sup> Specific expenses can be added as an item (iii) in paragraph 3.C.

documents and software.

- 8. **Consultant Not to be Engaged in Certain Activities**      The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.
- 9. **Insurance**      The Consultant will be responsible for taking out any appropriate insurance coverage.
- 10. **Assignment**      The Consultant shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent.
- 11. **Law Governing Contract and Language**      The Contract shall be governed by the laws of *[insert government]*, and the language of the Contract shall be *[insert language]*.
- 12. **Dispute Resolution**      Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Kingdom of Bhutan.

FOR THE CLIENT

FOR THE CONSULTANT

Signed by \_\_\_\_\_

Signed by \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**Evaluation Report on Qualifications and Experience of Consultants for Selection  
Based on Consultant's Qualifications (CQ)**

Date:

**Project Title:  
Tender No:**

1. Implementing Agency \_\_\_\_\_(address, telephone/Fax No, email)
2. Name of consulting assignment:
3. Package number (per Procurement Plan) if applicable:
4. Total estimated cost of assignment:
5. Assignment period:
6. Name of Publication and Date of advertisement requesting expressions of interest:
7. Deadline for submission of the expression of interest:
8. Members of Selection Committee (Name and Position of each member):

Sl #	Name	Designation	Office	Remarks
1				
2				

9. Criteria for evaluating Consultant's qualifications and experience-[Total of all maximum scores should add up to 100]
  1. Overall experience of the firm (number of years) in the field of assignment (5 to 10)
  2. Number of assignment-related contracts completed during last three years (0 to 10)
  3. General experience and qualification of the key personal (10-20)
  4. Assignment-relevant experience and qualification of key personnel (20-50)
  5. Number of years of the key personnel in the firm (0-10)
  6. Financial capacity of the firm (0-10)
  7. Knowledge of language of if required (0-10)
  8. *[add other evaluation criteria and delete the above ones if not relevant]*
10. Name of consultants who expressed interest in respond to the advertisement:

Sl #	Name of the consultant	Eol submission date	Remarks
1			
2			

11. Rank list of consultants after evaluation of qualifications and experience as per 9 above:

<i>Sl #</i>	<i>Name of Consultants</i>	<i>Score</i>	<i>Strengths</i>	<i>Weaknesses</i>
1				
2				
3				

12. Following the ranking of firms, the implementing agencies will invite technical and financial proposals from at least 3 (the highest scoring) top ranking firms which will become the basis of contract negotiations between the Client and the highest scoring firm.
13. Complaints, if any: \_\_\_\_\_

**Signatures of the Members of the Selection Committee:** \_\_\_\_\_

**LIST OF ANNEXES**

Annexure 1: Letter of invitation

Annexure 2: Formats for Technical Proposal

Annexure 3: Formats for Financial Proposal

Annexure 4: Request for Proposal (RFP)

Annexure 5: Sample Contract

Annexure 6: Evaluation report