

STANDARD REQUEST FOR PROPOSALS

Procurement of Consulting Services



Royal Government of Bhutan

Paro Dzongkhag

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REQUEST FOR PROPOSALS

RFP #: PADZONG/DzHS-09/2019-2020/

PROJECT NAME / TITLE OF CONSULTING SERVICES:

Topographic Survey

Of

Bondey and Lamgong, Paro Dzongkhag

PROCURING AGENCY:

Paro Dzongkhag

(January 2020)

SECTION 1: LETTER OF INVITATION



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ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION, PARO



RINPUNG DZONG, PARO

PADZONG/DzHS-09/2019-2020/ 3365

08/01/2020

LETTER OF INVITATION

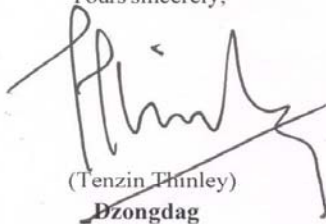
Paro Dzongkhag Administration invites proposals from the national consultancy firms registered with CDB to provide the consultancy services for **Topographic Survey of Bondey and Lamgong areas**. *Local firms proposing joint-venture/partnership/consortium/association with national/regional/international firms shall not be allowed.* However, it is permitted to hire non-national individuals as employee(s) if there is a need of special inputs that are not available in the local market.

The sealed technical proposals with a copy of valid trade license and the updated CDB certificate along with sealed financial bid must be submitted to the **Dzongkhag Human Settlement Sector, Paro Dzongkhag** on or before **2.30 PM (BST), 7th February, 2020** and will be publicly opened on the same day at **3.00 PM** in the office of the **Head, Dzongkhag Human Settlement Sector, Paro Dzongkhag** in presence of intending bidders or representatives who choose to attend the opening.

The interested bidders are required to execute **Integrity Pact** prior to the submission of the proposals. Failure to attach the Integrity Pact duly signed by both the consulting firm and the procuring agency with the proposals shall be declared as non-responsive bids.

RFP document can be downloaded free of cost from Dzongkhag's website www.paro.gov.bt w.e.f. **10th January, 2020** and for any updates and clarifications, visit our **website**.

Yours sincerely,



(Tenzin Thinley)
Dzongdag

SECTION 2: INSTRUCTIONS TO CONSULTANTS

Definitions

- a) **Consultant:** An individual or a legal entity entering into a Contract to provide the required Consulting Services.
- b) **Consulting Services:** Expert services of a professional and/or intellectual nature, provided by the Consultant based on specialized expertise and skills, in areas including, but not limited to, preparing and implementing projects, conducting training, providing technical assistance, conducting research and analysis, preparing designs, supervising the execution of construction and other works, undertaking studies, advising Procuring Agencies, building capacity, preparing tender documents, supervising procurement, and others.
- c) **Contract:** The formal agreement in writing, including the General Conditions (GC), the Special Conditions (SC), and the Appendices, entered into between the Procuring Agency and the Consultant, on acceptable terms and conditions and which are in compliance with all the relevant provisions of the laws of the Kingdom of Bhutan, for the provision of the required Consulting Services.
- d) **Data Sheet:** Such part of the Instructions to Consultants used to reflect specific assignment conditions.
- e) **Day:** A calendar day.
- f) **Government:** Royal Government of Bhutan (RGoB).
- g) **Instructions to Consultants (Section 2 of the RFP):** The document which provides the Consultants with all the information needed to prepare their Proposals.
- h) **In Writing:** Communicated in written form (eg by mail, electronic mail, fax, telex) with proof of receipt.
- i) **LOI (Section 1 of the RFP):** The Letter of Invitation being sent by the Procuring Agency to the shortlisted Consultants.
- j) **Personnel:** Professional and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professional and support staff who at the time of being so provided have their domicile outside Bhutan; “Local Personnel” means such professional and support staff who at the time of being so provided have their domicile inside Bhutan.
- k) **Procuring Agency:** RGoB agency with which the selected Consultant signs the Contract for the Services.

- l) **Proposal:** The Technical Proposal and the Financial Proposal.
- m) **RFP:** The Request for Proposal to be prepared by the Procuring Agency for the selection of Consultants, based on the SRFP.
- n) **SRFP:** The Standard Request for Proposals, which must be used by the Procuring Agency as a guide for the preparation of the RFP.
- o) **Services:** The work to be performed by the Consultant pursuant to the Contract.
- p) **Sub-Consultant:** Any person or entity to whom/which the Consultant subcontracts any part of the Services.
- q) **Terms of Reference (TOR):** The document included in the RFP as Section 5 which defines the objectives, goals, scope of work, activities, tasks, responsibilities of the Procuring Agency and the Consultant, required outputs and results of the assignment, as well as background information (including a list of existing relevant studies and basic data) to facilitate the Consultants' preparation of their proposals

1. Introduction

The Procuring Agency named in the Data Sheet will select a consulting firm/organization (the Consultant) in accordance with the method of selection specified in the Data Sheet.

The 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 contract negotiations and ultimately for a signed Contract with the selected Consultant.

Consultants should familiarize themselves with local conditions and take these into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Consultants are encouraged to attend a pre-proposal meeting if one is specified in the Data Sheet. Attending the pre-proposal meeting is optional. Consultants should contact the Procuring Agency's representative named in the Data Sheet to obtain additional information on the pre-proposal meeting. Consultants should ensure that this official is advised of the proposed attendance at the meeting in adequate time to allow them to make appropriate arrangements.

The Procuring Agency will timely provide at no cost to the Consultant the inputs and facilities specified in the Data Sheet, assist the Consultant in obtaining licenses and permits needed to carry out the Services, and make available relevant project data and reports.

- 1.5. Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Procuring Agency is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

2. Conflict of Interest

The Procuring Agency and the RGoB requires that Consultants provide professional, objective and impartial advice, and at all times hold the Procuring Agency's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests, and act without any consideration for future work. Without limitation on the generality of the foregoing Consultants, and any of their affiliates, shall be considered to have a conflict of interest, and shall not be recruited, under any of the circumstances set forth below:

a) **Conflicting Activities:**

A firm that has been engaged by the Procuring Agency to provide goods, works or services other than Consulting Services for a project, and any of its affiliates, shall be disqualified from providing Consulting Services related to those goods, works or services. A firm hired to provide Consulting Services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services resulting from or directly related to the firm's Consulting Services for such preparation or implementation. For the purposes of this paragraph, services other than Consulting Services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

b) **Conflicting Assignments:**

A Consultant, including its Sub-Consultants, affiliates and the Personnel of any of the foregoing, shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Procuring Agency in the privatization of public assets shall not purchase, nor advice purchasers of, such assets. Similarly, a Consultant hired to prepare Terms of Reference for an assignment, or otherwise to provide any other services during the preparatory stages of the assignment or of the project of which the assignment forms a part, shall not be hired for the assignment in question

c) Conflicting Relationships:

- (i) A Consultant, including its Sub-Consultants, affiliates and the Personnel of any of the foregoing, that has a business relationship within a member of the Procuring Agency's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) 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 Procuring Agency throughout the selection process and the execution of the Contract.
- (ii) A Consultant, including its Sub-Consultants, affiliates and the Personnel of any of the foregoing, that employs or otherwise engages a spouse, dependent or close relative of a public servant of the RGoB who either is employed by the Procuring Agency or has an authority over it also shall not be eligible to be awarded a Contract. For the purposes of this sub-paragraph, a close relative is defined as immediate family which includes father, mother, brother, sister, spouse and own children.

Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interests of the 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.

When the Consultant nominates any present or previous government employee as Personnel in its Technical Proposal, such Personnel must have written certification from the Royal Civil Service Commission of Bhutan or their employer confirming that:

- a) they are not current employees of the Procuring Agency, and
- b) they are on leave without pay from their official position, and
- c) they are allowed to work full-time outside of their previous official position.

Such certification(s) shall be provided to the Procuring Agency by the Consultant as part of its Technical Proposal.

When the Consultant nominates any former employee of the Procuring Agency as Personnel in its Technical Proposal it must ensure, and so certify in its Technical Proposal, that no conflict of interest exists in the scope of the former employee's inclusion within the Consultant's Personnel being proposed to provide the Services.

- 3. Unfair Advantage** 3.1. If a Consultant could derive a competitive advantage from having provided Consulting Services related to the assignment in question, the Procuring Agency shall make available to all Consultants together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.
- 4. Fraud and Corruption** It is RGoB policy to require that Consultants, their Sub-Consultants and the Personnel of them both observe the highest standards of ethics during the procurement and execution of contracts.¹ In pursuance of this policy, the RGoB:
- a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice”² means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value³ to influence improperly the actions of another party;
 - (ii) “fraudulent practice”⁴ means any intentional act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) “collusive practice”⁵ means an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - (iv) “coercive practice”⁶ means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

1 In this context, any action taken by a Consultant, Sub-Consultant or the Personnel of either of them to influence the procurement process or contract execution for undue advantage is improper.

2 “another party” refers to a public official acting in relation to the procurement process or contract execution. In this context, “public official” includes staff and employees of any organizations (including any institutions providing finance for the Services) taking or reviewing procurement decisions.

3 “anything of value” includes, but is not limited to, any gift, loan, fee, commission, valuable security or other asset or interest in an asset; any office, employment or contract; any payment, discharge or liquidation of any loan, obligation or other liability whatsoever, whether in whole or in part; any other services, favour or advantage, including protection from any penalty or disability incurred or apprehended or from any action or proceeding of a disciplinary or penal nature, whether or not already instituted and including the exercise or the forbearance from the exercise of any right or any official power or duty.

4 a “party” refers to a public official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

5 “parties” refers to participants in the procurement process (including public officials) and an “improper purpose” includes attempting to establish proposal prices at artificial, non competitive levels.

6 a “party” refers to a participant in the procurement process or contract execution.

- (v) “obstructive practice” means:
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order materially to impede any investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (bb) acts intended materially to impede the exercise of the inspection and audit rights of the Procuring Agency or any organization or person appointed by the Procuring Agency and/or any relevant RGoB agency provided for under sub-paragraph d below of this paragraph 4.1.
- b) will reject a proposal for award if it determines that the Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;
- c) will sanction a Consultant or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded an RGoB-financed contract if at any time it determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, an RGoB-financed contract;
- d) will have the right to require that a provision be included in Requests for Proposals and in contracts financed by the RGoB, requiring Consultants and their Sub-Consultants to permit the Procuring Agency, any organization or person appointed by the Procuring Agency and/or any relevant RGoB agency to inspect their accounts and records and other documents relating to their submission of proposals and contract performance, and to have them audited by auditors appointed by the Procuring Agency;
- e) Requires that Consultants, as a condition of admission to eligibility, execute and attach to their Proposals an Integrity Pact Statement in the form provided in Form TECH-8 of Section 3 as specified in ITC. Failure to provide a duly executed Integrity Pact Statement may result in disqualification of the Proposal; and
- f) will report any case of corrupt, fraudulent, collusive, coercive or obstructive practice to the relevant RGoB agencies, including but not limited to the Anticorruption Commission (ACC) of Bhutan, for necessary action as per the statutes and provisions of the relevant agency.

Consultants, their Sub-Consultants, and their affiliates shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive, coercive or obstructive practices issued by the Procuring Agency in accordance with the above sub-paragraph (c) of this paragraph 4.1. Furthermore, Consultants shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract.

Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Consultant is awarded the Contract, as requested in the Financial Proposal Submission Form (Section 4).

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| 5. Origin of Goods and Consulting Services | <p>Goods supplied and Consulting Services provided under the Contract may originate from any country except if:</p> <ul style="list-style-type: none"> a) as a matter of law or official regulation, RGoB prohibits commercial relations with that country; or b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Bhutan prohibits any imports of goods or services from that country or any payments to persons or entities in that country. |
| 6. Only one Proposal per Consultant | <p>6.1. A Consultant may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Consultant, including individual experts, in more than one proposal.</p> |
| 7. Proposal Validity | <p>7.1. The Data Sheet indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Agency will make its best efforts to complete negotiations within this period. Should the need arise, however, the Procuring Agency may request Consultants in writing to extend the validity period of their proposals. Consultants who agree to such extension shall confirm in writing that they maintain the availability of the Professional staff nominated in the Proposal or, in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement who would be considered in the final evaluation for Contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.</p> |
| 8. Eligibility of Consultants | <p>8.1. The Procuring Agency permits consultants (individuals and firms, including Joint Ventures and their individual members) from all countries to offer consulting services for RGoB projects.</p> |

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 as established by the RGoB in the Applicable Regulations.

In case a shortlisted Consultant intends to associate with other Consultants who have not been shortlisted and/or individual expert(s), such other Consultants and/or individual expert(s) shall be subject to the same eligibility criteria as are stipulated for the Consultant.

- 9. Restrictions for State-Owned Enterprises** State-owned enterprises or institutions may be eligible to compete and be awarded a contract only if they can establish that they:
- a) are legally and financially autonomous
 - b) operate under commercial law, and
 - c) are not under supervision of the Employer.
- 10. Exclusion of Consultant or Sub-Consultants** A Consultant and any Sub-consultant shall not be permitted to submit a proposal or to be awarded a Contract under any of the following circumstances:
- a) it is insolvent or is in receivership or is a bankrupt or is in the process of being wound up, or has entered into an arrangement with creditors; or
 - b) its affairs are being administered by a court, judicial officer or by an appointed liquidator; or
 - c) it has suspended business, or is in any analogous situation arising from similar procedures under the laws and regulations of its country of establishment; or
 - d) it has been found guilty of professional misconduct by a recognized tribunal or professional body; or
 - e) it has not fulfilled its obligations with regard to the payment of taxes, social security or other payments due in accordance with the laws of the country in which it is established or of the Kingdom of Bhutan; or
 - f) it is or has been guilty of serious misrepresentation in supplying information in its tender or in the prior process leading to it being classified as a shortlisted Consultant; or
 - g) it has been convicted for fraud and/or corruption by a competent authority; or
 - h) it has not fulfilled any of its contractual obligations with the Procuring Agency in the past; or
 - i) he/she has been debarred from participation in public procurement by any competent authority as per law.

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**11. Contents,
Clarification and
Amendment
of the RFP
Document**

The RFP document comprises:

- Section 1 - Letter of Invitation
- Section 2 - Instructions to Consultants (including Data Sheet)
- Section 3 - Technical Proposal - Standard Forms
- Section 4 - Financial Proposal - Standard Forms
- Section 5 - Terms of Reference
- Section 6 - Eligible Countries
- Section 7 - Standard Forms of Contract

Consultants may request a clarification of any part of the RFP document up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing to the Procuring Agency's address indicated in the Data Sheet. The Procuring Agency will respond in writing, and will send written copies of the response (including an explanation of the query but without identifying the source of the inquiry) to all Consultants. Should the Procuring Agency deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under paragraph 11.4 below;

A pre-proposal meeting will be conducted only if strictly necessary to clarify doubts and concerns of the shortlisted Consultants prior to submission of proposals. Minutes of the pre-proposal meeting shall be circulated to all shortlisted Consultants.

11.4. At any time before the submission of Proposals the Procuring Agency may amend the RFP by issuing an addendum in writing. The addendum shall be sent to all shortlisted Consultants and will be binding on them. Consultants shall acknowledge receipt of all addenda before the final date and time established for the submission of Proposals. To give Consultants reasonable time in which to take an addendum into account in their Proposals the Procuring Agency may, if the addendum is substantial, extend the deadline for the submission of Proposals.

12. Preparation of Proposals

The Proposal, as well as all related correspondence exchanged by the Consultant and the Procuring Agency, shall be written in the language specified in the Data Sheet.

In preparing their Proposals, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

While preparing the Technical Proposal, Consultants must pay particular attention to the following:

- a) If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other Consultants in a joint venture/consortium/association or sub-consultancy it may associate with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants, if so indicated in the Data Sheet. A shortlisted Consultant must first obtain the approval of the Procuring Agency if it wishes to enter into a joint venture/consortium/association with non-shortlisted or shortlisted Consultant(s). In the case of a joint venture/consortium/association with non-shortlisted Consultant(s), the shortlisted Consultant shall act as joint venture/consortium/association leader. In the case of a joint venture/consortium/association, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture/consortium/association.
- b) The estimated number of Professional staff-months or the budget for executing the assignment shall be shown in the Data Sheet, but not both. However, the Proposal shall be based on the number of Professional staff-months or the budget estimated by the Consultant.
- c) For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget, while the estimated number of Professional staff-months shall not be disclosed.
- d) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

13. Language

13.1. Documents to be issued by the Consultant as part of this assignment must be in the language specified in the Data Sheet.

**14. Technical
Proposal Format
and Content**

The Proposal shall comprise the documents and forms listed in the **Data Sheet**.

The Consultant shall furnish information on commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (Section 4).

The Technical Proposal shall be prepared using the Standard Forms provided in Section 3 of the RFP and shall comprise the documents listed in the **Data Sheet**. The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.

Consultant shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive.

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.

**15. Financial
Proposals**

The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs (all-inclusive) associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the **Data Sheet**, and (c) Local taxes.

For assignments with a duration exceeding twelve (12) months, a price adjustment provision for foreign and/or local inflation for remuneration rates applies if so stated in the **Data Sheet**

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.

Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.

16. Taxes

16.1. The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract. Information on taxes in the Client's country is provided in the **Data Sheet**.

17. Sealing & Submission of Proposals

The original proposal (Technical Proposal and, if required, Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultant itself. The person who signed the Proposal must initial such corrections. Submission letters for the Technical and Financial Proposals shall respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.

An authorized representative of the Consultant shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "Original".

The Technical Proposal shall be marked "Original" or "Copy" as appropriate. The Technical Proposals shall be sent to the addresses referred to in paragraph 17.6 and in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original shall govern.

The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TeChniCal prOpOsai". Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked "FinanCial prOpOsai" followed by the reference number and name of the assignment, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the assignment, and be clearly marked "**CONFIDENTIAL – DO NOT OPEN, EXCEPT IN THE PRESENCE OF THE APPOINTED OPENING OFFICIAL(S), BEFORE** [*insert the time and date of the submission deadline indicated in the Data Sheet*]". The Procuring Agency shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

All inner envelopes shall:

- a) be signed across their seals by the person authorized to sign the Proposal on behalf of the Consultant;
- b) be marked "ORIGINAL" or "COPIES"; and

- c) indicate the name and address of the Consultant to enable the Proposal to be returned unopened in case it is declared late pursuant to paragraph 16.7 hereunder.

17.6. All inner and outer envelopes shall be sealed with adhesive or other sealant, which will prevent re-opening. The Proposals shall be delivered by hand or by registered post in sealed envelopes to the address/addresses indicated in the Data Sheet and received by the Procuring Agency no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with paragraph 11.4. Any proposal received by the Procuring Agency after the deadline for submission shall be returned unopened.

18. Withdrawal and Substitution of Proposals

A Consultant may withdraw or substitute its Proposal after it has been submitted by sending a written notice in accordance with paragraph 17, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with paragraph 17.2. Any substitution of a Proposal must accompany the respective written substitution notice. All notices must be:

- a) submitted in accordance with paragraph 17 above (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WiThdraWal” or “SubsTiTuTiOn” and
- b) Received by the Procuring Agency prior to the deadline prescribed for submission of Proposals, in accordance with paragraph 17.6.

Proposals requested to be withdrawn in accordance with paragraph 18.1 shall be returned unopened to the Consultants.

18.3. No Proposal may be withdrawn or substituted in the interval between the deadline for submission of Proposals and the expiry of the period of Proposal validity specified by the Consultant in its Proposal or any extension thereof. Any such withdrawal shall result in the debarment by competent authority as per law.

19. Opening of Technical Proposals

Immediately after the closing date and time for submission of Proposals any envelopes marked “Withdrawal” and accompanied by a properly authorized withdrawal notice shall be put aside, and stored safely and securely ready for return to the Consultant.

The Procuring Agency then shall open all remaining Technical Proposals, including any substitutions accompanied by a properly authorized substitution notice. The Financial Proposals shall remain sealed and securely stored.

- 20. Evaluation to be Confidential** From the time the Proposals are opened to the time the Contract is awarded, the Consultant shall not contact the Procuring Agency on any matter related to its Technical and/or Financial Proposal. Any effort by any Consultant to influence the Procuring Agency in the examination, evaluation, ranking of Proposals, and recommendation for Award of Contract may result in the rejection of the Consultant's Proposal.

After the opening of Proposals, information concerning the Proposal documents or any part of the contents thereof shall not be released to any person or party that is not a member of the Proposal Evaluation Committee.

The evaluation proceedings shall be kept confidential at all times until the award of Contract is announced.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

- 21. Evaluation of Technical Proposals** 21.1. The Evaluation Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria and points system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, particularly the Terms of Reference, or if it fails to achieve the minimum technical score indicated in the Data Sheet.

- 22. Public Opening of Financial Proposals (only for QCBS, FBS, and LCS)** After the technical evaluation is completed, the Procuring Agency shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark, or were considered non responsive to the RFP and TOR, that their Financial Proposals will be returned unopened after completing the selection process. The Procuring Agency shall simultaneously notify in writing those Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date shall allow Consultants sufficient time to make arrangements for attending the opening. Consultants' attendance at the opening of Financial Proposals is optional.

Financial Proposals shall be opened publicly in the presence of the Consultants representatives who choose to attend. The names of the Consultants and their technical scores shall be read aloud. The Financial Proposals of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the following information read out and recorded:

- a) name of the Consultant;
- b) points awarded to the Technical Proposal; and
- c) total price of the Financial Proposal.

The prices also shall be written on a notice board for the public to copy

The Procuring Agency shall prepare a record of the opening of the Financial Proposals, which shall include the information disclosed to those present in accordance with paragraph 22.2 above. The minutes shall include, as a minimum:

- a) the assignment title and reference number;
- b) the date, time and place of opening of the Financial Proposals;
- c) the prices offered by the Consultants;
- d) the name and nationality of each Consultant;
- e) the names of attendees at the opening of the Financial Proposals, and of the Consultants they represent;
- f) details of any complaints or other comments made by Consultants' representatives attending the opening of the Financial Proposals, including the names and signatures of the representatives making the complaint(s) and/or comment(s); and
- g) the names, designations and signatures of the members of the Proposal Opening Committee.

The Consultants' representatives who are present shall be requested to sign the record. The omission of a representative's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Consultants who submitted Proposals.

23. Correction of Errors

The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of any discrepancy between a partial amount and the total amount, or between words and figures, the formers shall prevail. In addition to the above corrections, as indicated under paragraph 15.1, activities and items described in the Technical Proposal but not priced shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal:

- a) if the Time-Based form of Contract has been included in the RFP, the 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, and
- b) if the Lump-Sum form of Contract has been included in the RFP, no corrections are applied to the Financial Proposal in this respect.

- 24. Conversion to Single Currency** 24.1. Prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.
- 25. Combined Quality and Cost Evaluation** In the case of QCBS, the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet: $S = St \times T\% + Sf \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.
- In the case of Fixed-Budget Selection, the Procuring Agency will select the firm that submitted the highest ranked Technical Proposal within the budget and invite such Consultant to negotiate the Contract. Proposals that exceed the indicated budget will be rejected.
- In the case of Least-Cost Selection, the Procuring Agency will select the lowest proposal among those that passed the minimum technical score and invite such Consultant to negotiate the Contract.
- 26. Negotiations** 26.1. Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure to satisfy this requirement may result in the Procuring Agency proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.
- 27. Technical Negotiations** 27.1. Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, any suggestions made by the Consultant to improve the Terms of Reference, and the Special Conditions of Contract. The Procuring Agency and the Consultant will finalize the Terms of Reference, staffing schedule, work schedule, logistics and reporting. These documents will then be incorporated into the Contract as "Description of Services". Special attention will be paid to defining clearly the inputs and facilities required from the Procuring Agency in order to ensure satisfactory implementation of the assignment. The Procuring Agency shall prepare minutes of the negotiations, which shall be signed by the Procuring Agency and the Consultant. The negotiations shall not substantially alter the original Terms of Reference or the terms of the Contract.

28. Financial Negotiations

If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the local tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the Consultant's tax liability in Bhutan, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services.

In the cases of QCBS, Fixed-Budget Selection and the Least-Cost Selection methods involving time based Contracts, unless there are exceptional reasons the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates. For other methods, Consultants will provide the Procuring Agency with the information on remuneration rates described in the Appendix attached to Section 4 - Financial Proposal - Standard Forms of this RFP.

In the case of a Lump Sum Contract where price is a factor of Selection, the price shall not be negotiated.

Reimbursable costs are payable on an actual expenses incurred basis, and thus shall not be subject to financial negotiation.

29. Availability of Professional Staff/Experts

29.1. Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Procuring Agency expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Procuring Agency will require assurances that the Professional staff will actually be available. The Procuring Agency will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

30. Conclusion of the Negotiations

30.1. Negotiations will conclude with a review of the draft Contract. To complete negotiations the Procuring Agency and the Consultant will initial the agreed Contract. If negotiations fail, the Procuring Agency shall inform the Consultant in writing of the reasons for termination of the negotiations and then shall invite the Consultant whose Proposal received the second highest combined technical and financial score to negotiate a Contract. Once negotiations commence with the second ranked Consultant the Procuring Agency shall not reopen the earlier negotiations.

31. Procuring Agency's Right to Accept or Reject Any or All Proposal

31.1. The Procuring Agency reserves the right to accept or reject any Proposal, and to annul the Request for Proposals process and reject all Proposals at any time prior to Contract award, without thereby incurring any liability to Consultants.

32. Letter of Intent to Award/Award of Contract

The Procuring Agency shall notify the concerned Consultant whose proposal has been selected in writing (as per the format in Section 4-hereafter called the Letter of Intent to award) that the Procuring Agency has intention to accept its proposal and the information regarding the name, address and amount of selected consultant shall be given to all other consultants who submitted the proposal. Such notification should be communicated in writing, including by cable, facsimile, telex or electronic mail to all the Consultants on the same day of dispatch. The Employer shall ensure that the same information is uploaded on their website on the same day of dispatch.

If no consultants submits any complaint pursuant to ITC 34 within a period of ten(10) days of the notice provided under ITC 32.1, after completing negotiations the Procuring Agency shall award the Contract to the selected Consultant, and:

- a) as soon as possible notify unsuccessful Consultants, and
- b) publish a notification of award on the Procuring Agency's website.

The notifications to all unsuccessful Consultants, and the notification on the Procuring Agency's website, shall include the following information:

- c) the assignment reference number;
- d) the name of the winning Consultant and the total price offered in the Financial Proposal; and
- e) the date of the award decision.

The time taken to notify unsuccessful Consultants and publish the notification of award on the Procuring Agency's website may in no circumstances exceed fifteen (15) days from the date of the decision to award the Contract to the successful Consultant.

Following the decision to award the Contract to the selected Consultant, the parties shall enter into a written Contract binding on both parties. The Contract shall be compatible with the Applicable Laws of Bhutan. The Contract shall be signed by the duly authorized representatives of the parties and shall bear the date of signature.

Where both the parties do not sign the Contract simultaneously,

- a) The Procuring Agency shall send to the selected Consultant two original copies of (1) the full agreed Contract and (2) the letter of acceptance (notification of award), each signed by its duly authorized representatives, with the date of signature;

- b) The letter of acceptance shall indicate the deadline by which it must be accepted, which shall normally be not more than 15 days from the date of its receipt by the Consultant;
- c) The Consultant, if he agrees to conclude the Contract, shall sign and date all original copies of the Contract and the letter of acceptance and return one copy of each to the Procuring Agency before the expiry of the deadline indicated in the letter of acceptance;
- d) In case the selected Consultant fails to sign the Contract agreement within the deadline specified in the letter of acceptance the Contract shall be awarded to the next lowest evaluated Consultant. Such a failure shall be considered as withdrawal and the provisions of Clause 18.3 shall apply.

32.7. The Consultant is expected to commence the assignment on the date and location specified in the Data Sheet.

33. Confidentiality

33.1. Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the RGoB's anti-fraud and corruption policy.

34. Complaint and Review

Any consultant has right to complain if it has or is likely to suffer, loss or injury due to breach of a duty imposed on the Procuring Entity by the provisions of this document. The Complaint shall be submitted in writing to the Employer within ten (10) days from the date of issuance of letter of intent to award. In the first instance, the consultant who submits Proposal shall submit the complaint to the Employer.

The Head of the procuring agency shall within seven (7) days after the submission of the complaint issue a written decision.

The consultant may appeal to the Independent Review Body within five (5) days of the decision of the Head of the procuring agency or where no such decision has been taken within fifteen (15) days of the original complaint and the copy of the appeal shall be given to the procuring agency on the same day.

Once the appeal copy is received by the procuring agency, it shall not proceed further with the procurement process until the receipt of notification from the Independent Review Body Secretariat.

**35. Debriefing by
the Procuring
Agency**

On the receipt of employer's notification of intention to award referred to in ITC 32, an unsuccessful consultant has three (3) working days to make a written request to the employer for debriefing. The employer shall provide a debriefing to all unsuccessful consultants whose request is received within this deadline.

Where a request for debriefing is received within the deadline, the employer shall provide the debriefing within five (5) working days.

The employer shall discuss only such proposal and not the proposal of other consultants. The debriefing shall not include:

- a) point-by-point comparisons with another proposal; and
- b) information that is confidential or commercially sensitive to other Consultants.

The Purpose of debriefing is to inform the aggrieved consultant of the reasons for lack of success, pointing out the specific shortcomings in its proposal without disclosing contents of other proposals.

INSTRUCTIONS TO CONSULTANTS DATA SHEET

[Comments in brackets provide guidance for the preparation of the Data Sheet; they should not appear on the final RFP to be delivered to the shortlisted Consultants]

ITC Paragraph Reference	Details
1.1	<p>Name of the Procuring Agency: Paro Dzongkhag, Bhutan.</p> <p>Method of selection: Quality and Cost Based Selection Method.</p>
1.2	<p>Financial Proposal to be submitted together with Technical Proposal: Yes, in two separate envelopes.</p> <p>The name of the assignment is: Topographic Survey of Bondey and Lamgong, Paro Dzongkhag</p> <p>The scope of the assignment:</p> <ol style="list-style-type: none"> 1. To establish the ground control points. 2. To conduct topographic survey of the identified areas using Total Stations (Ground Survey). <p><u>Refer TOR for details</u></p> <p>Expected time of completion: Hundred and Five (105) days from the date of award of contract.</p>
1.3	<p>A pre-proposal conference will be held: No</p> <p>The Procuring Agency 's representative is: Dasho Dzongdag</p> <p>Address: Paro Dzongkhag Administration, Paro: Bhutan</p> <p>Telephone: +975 08 271770 Facsimile: - +975 08 271476</p> <p>E-mail: tthinley@paro.gov.bt</p>
1.4	<p>The Procuring Agency will provide the following inputs and facilities:</p> <p><u>As stated in the Terms and Reference(TOR)- 5.0</u></p>
4.1 e	<p>The consultant shall submit a signed Integrity Pact: Yes</p>
7.1	<p>Proposals must remain valid 60 days after the submission date, i.e. until: 10th March, 2020.</p>
11.2	<p>Clarifications may be requested not later than 7 days before the submission date.</p> <p>The address for requesting clarifications is: Ms. Phub Lham Tamang, DRO/Focal Person, Dzongkhag Human Settlement Sector, Paro Dzongkhag.</p> <p>Telephone: +975 17560167, Fax:- +975 08 271476 E-mail: pltamang@paro.gov.bt</p>

11.3	A pre-proposal meeting will not be conducted.
12.3 (a)	<p>Shortlisted Consultants may associate with other shortlisted Consultants:– Yes _____ No _____</p> <p><u>This clause is modified</u> as follow:</p> <p>The consultancy firms <u>Shall Not</u> be allowed to form Joint Venture / Consortium / Association with Local, Regional or International Firms.</p>
12.3 (b)	<p>The estimated number of professional staff-months required for the assignment is:</p> <p>The firms shall submit estimated man-months required to complete the assignment as specified in the TOR.</p>
13.1	The Proposals, and all other related Correspondences shall be in English .
14.5	The format of the Technical proposal to be submitted is: FTP
15.1	There shall be no reimbursable expenses payment. All costs associated with expenditures such as per diem allowance, transport, office space, field verification and data collection, communications, printing plus stationeries, etc. should be included within the fee for consultancy under remunerations and overhead charges.
15.3	Consultant to state local cost in Ngultrum: Yes
16.1	Information on the Consultant's tax obligations in the Client's country can be found [insert reference to the appropriate official source].
17.3	The Consultant must submit the original and 1 identical copy of the Technical Proposal, and the original of the Financial Proposal.
17.6	<p>The Proposal submission address is: Dasho Dzongdag, Paro Dzongkhag Administration, Paro: Bhutan.</p> <p>Proposals must be submitted no later than the following date and time: 7th February, 2020 at 02.30 PM (BST).</p>

21.1	<p>Criteria, sub-criteria and the points system for the evaluation of Technical Proposals are: <u>Points</u></p> <p>(i) Specific experience of the Consultant relevant to the assignment: [10]</p> <p>(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:</p> <p style="padding-left: 40px;">a) Technical approach and methodology [10]</p> <p style="padding-left: 40px;">b) Work plan [05]</p> <p style="padding-left: 40px;">c) Organization and staffing [10]</p> <p style="text-align: right;">Total points for criterion (ii): [25]</p> <p>(iii) Key professional staff qualifications and competence for the assignment:</p> <p style="padding-left: 40px;">a) Team Leader (Survey Engineer) [24]</p> <p style="padding-left: 40px;">b) Surveyors [18]</p> <p style="padding-left: 40px;">c) Survey Field Assistants [13]</p> <p>iv) Equipments required for this service.</p> <p style="padding-left: 40px;">Total Stations [03]</p> <p style="padding-left: 40px;">RTK [02]</p> <p style="text-align: right;">Total points for criterion (iii) & iv) [60]</p> <p>The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights</p> <p style="padding-left: 40px;">1) General qualifications [30%]</p> <p style="padding-left: 40px;">2) Adequacy for the assignment [55%]</p> <p style="padding-left: 40px;">3) Experience in region and language [15%]</p> <p style="text-align: right;">Total weight: 100%</p> <p>(v) Participation by nationals among proposed key staff [05] (not to exceed 10 points) [<i>Sub-criteria shall not be provided</i>]</p> <p style="text-align: right;">Total points for the five criteria: 100</p> <p>The minimum technical score St required to pass is: 70 Points</p>
24.1	<p>The single currency for price conversions is Bhutanese Ngultrum (BTN).</p> <p>The source of official selling rates is the Royal Monetary Authority of Bhutan.</p> <p>The date of exchange rates is: Bid Submission Date</p>
25.1	<p>The formula for determining the financial scores is the following:</p> <p>[<i>Insert either the following formula</i>]</p> <p>$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.</p> <p>[<i>or insert another inversely proportional formula</i>]</p> <p>The weights given to the Technical and Financial Proposals are:</p> <p>T = 0.8</p>

	P = 0.2
26.1	Expected date and address for contract negotiations: 4th week of February, 2020
32.7	Expected date for commencement of consulting services: 1st week of March, 2020

Consideration may also be given during evaluation to the number of pages submitted as compared to the number recommended under
 paragraph 3.4 (c) (ii) of the Instructions to Consultants.

28.7		Break-up of Evaluation Criteria			
Criteria		Points Allocated	Maximum Score		
A.	Specific Experience of the Consulting Firm relevant to the assignment:		10		
(i)	Number of survey and similar works undertaken by the firm after CDB registration		10		
	•	0 work			0
	•	Only 1 work			2
	•	Up to 2 works			4
	•	Up to 3 works			6
	•	Up to 4 works			8
	•	5 works and above			10
	B.	Adequacy of the proposed methodology and work plan responding to the Terms and Reference:			25
(i)	Technical approach and methodology		10		
	✓	Poor			2.5
	✓	Satisfactory			5.0
	✓	Good			7.5
	✓	Very Good			10.0
(ii)	Work Plan		5		
	✓	Satisfactory			2.0
	✓	Good			3.0
	✓	Very Good			5.0
(iii)	Organization and staffing		10		
	(a)	Team Leader			1
	(b)	Survey Team Composition			9
	✓	1 Team			1.8
	✓	2 Teams			3.6
	✓	3 Teams			5.4
	✓	4 Teams			7.2
	✓	5 Teams			9.0

C.	Key professional staff qualifications and competence for the assignment:		55
I.a	I	Team Leader: Bachelors with 500 Survey Engineer/Bachelors of Surveying OR Diploma (400 Surveying Course)	24
		General Qualification (30% of 24)	
		7.2	
	I.b	Bachelors with 500 Survey Engineering /Bachelors of Surveying.	
		Adequacy for the assignment (55% of 24)	
		13.2	
I.c	»	No. of Topographic Survey / similar work done	
		• 0 work	0
		• Up to 1 work	3.3
		• Up to 2 works	6.6
		• Up to 3 works	9.9
		• 4 works and above	13.2
	»	OR	
		Diploma (400 Surveying Course) with relevant experience:	7.2
		✓ No. of Topographic Survey / similar work done	
		• 0 work	0
		• 1-2 works	3.3
		• 3-4 works	6.6
		• 5-6 works	9.9
		• 7 works and above	13.2
		Experience in region and language (15% of 24)	3.6
		✓ Experience in Region	1.80
		• No work experience in Bhutan and similar topographical region	0.0
		• Work experience in Bhutan and similar topographical region	1.80
		✓ Language Competency	1.80
		• Knows only English	0.60
		• Knows only Dzongkha and English	1.20
		• Knows local dialect including Dzongkha and English	1.80

II	II.a	<i>Surveyors: Bachelors with 500 Survey Engineer/ Bachelors of Surveying/ Diploma (400 Surveying Course /2-year diploma in surveying) or Certificate (150 Surveying Course or 2 years certificate in surveying & above)</i>		18
		<i>General Qualification (30% of 18)</i>	5.4	
		✓ Bachelors with 500 Survey Engineer/ Bachelors of Surveying/ Diploma (400 Surveying Course/ 2-year diploma in surveying) or Certificate (150 Surveying Course/2 years certificate in surveying and above)	5.4	
	II.b	<i>Adequacy for the assignment (55% of 18)</i>	9.9	
		✓ No. of topographic surveying / similar work done		
		• 0 work	0	
		• 1 works	3.3	
		• 2 works	6.6	
	II.c	• 3 works & Above	9.9	
		<i>Experience in region and language (15% of 18)</i>	2.7	
		✓ <i>Experience in Region</i>	1.35	
		• No work experience in Bhutan and similar topographical region	0.0	
		• Work experience in Bhutan and similar topographical region	1.35	
		✓ <i>Language Competency</i>	1.35	
		• Knows only English	0.45	
		• Knows only Dzongkha and English	0.90	
		• Knows Dzongkhag, English and local dialect	1.35	

»	III	▪ <u>Survey Field Assistant:</u> Minimum Class VIII with above 3 years of experience as Survey Field Assistant.		13
	III.a	General Qualification (30% of 13)	3.9	
	✓	Class viii and above:	3.9	
	III.b	Adequacy for the assignment (55% of 13)	7.15	
		Class viii and above with experience as Survey Field Assistant.		
	•	0 work	0	
	•	1 works	2.38	
	•	2 works	4.77	
	•	3 works and above	7.15	
	III.c	Experience in region and language (15% of 13)	1.95	
	✓	Experience in Region	0.975	
	•	No work experience in Bhutan and similar topographical region	0.000	
	•	Work experience in Bhutan and similar topographical region	0.975	
	✓	Language Competency	0.975	

	IV	<u>Equipments</u> required for this assignment		5
		i. Total Stations	3	
	•	1 Set	0.6	
	•	2 Sets	1.2	
	•	3 sets	1.8	
	•	4 sets	2.4	
	•	5 sets	3.0	
		ii. GPS (RTK)	2.0	
	•	1 Set	2	
	D.	Participation by nationals among proposed key staff:		5
	✓	Team Leader	1.4	
	✓	Surveyors	1.8	
	✓	Survey Field Assistant	1.8	

The **definitions** of **Sub-criteria** under "*Adequacy of the proposed methodology and work plan*" are stated below:

a) Technical Approach and Methodology:

- **Poor:** The technical approach and / or the methodology are inappropriate or very poorly presented, indicating that the consultant has misunderstood important aspects of the scope of work. The list of contents of the Quality Plan (required in the TOR) is missing.
- **Satisfactory:** The way to carry out the different activities of the TOR is discussed generically. The approach is standard and not specifically tailored to the assignment. The list of contents of the Quality Plan (required in the TOR) is provided, but it is generic and does not reflect the specific features of the assignment.
- **Good:** The proposed approach is discussed in full details, and the methodology is specifically tailored to the characteristics of the assignment and flexible enough to allow its adaptation to changes that may occur during execution of the services. The list of contents of the Quality Plan (required in the TOR) is tailored to the specific characteristics of the assignment.
- **Very Good:** In addition to the requirements listed above under "Good," important issues are approached in an innovative and efficient way, indicating that the consultants have understood the main issues of the assignment and have outstanding knowledge of new solutions. The proposal details ways to improve the results and the quality of the assignment by using state-of-the-art approaches, methodologies, and knowledge. A detailed description of the Quality Plan is provided in addition to its lists of contents.

b) Work Plan:

- **Satisfactory:** The activity schedule omits important task; the timing of activities and correlation among them is inconsistent with the approach and/ or methodology proposed. There is lack of clarity and logic in the sequencing.
- **Good:** All key activities are included in the activity schedule, but they are not detailed. There are minor inconsistencies between timing, assignment outputs, and proposed approach.
- **Very Good:** The work plan fits the TOR well; all important activities are indicated in the activity schedule and their timing is appropriate and consistent with the assignment outputs; and the interrelation between the various activities is realistic and consistent with the proposed approach.

c) Organization and Staffing:

- **Team composition.** Each team shall have at least **one (1) Surveyor** and **one (1) Survey Field Assistant**.

SECTION 3. TECHNICAL PROPOSAL - STANDARD FORMS

{Notes to Consultant shown in brackets { } throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

Checklist of Required Forms

Required for FTP or STP ✓		FORM	DESCRIPTION	Page Limit
FTP	STP			
✓	✓	TECH-1	Technical Proposal Submission Form.	
✓	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.	
✓		TECH-2A	A. Consultant's Organization	
✓		TECH-2B	B. Consultant's Experience	
✓		TECH-3	Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client.	
✓		TECH-3A	A. On the Terms of Reference	
✓		TECH-3B	B. On the Counterpart Staff and Facilities	
✓	✓	TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	For FTP limit up to 40 pages And For STP limit up to 10 pages
✓	✓	TECH-5	Work Schedule and Planning for Deliverables	
✓	✓	TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)	
✓	If applicable	TECH-7	Drawings/Specifications	
✓	✓	TECH-8	Integrity Pact	

All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Consultant who signs the Proposal.

Technical Proposal Submission Form

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposals (RFP) 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.~~

{OR

~~If the Consultant's Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firms as Sub-consultants: {Insert a list with full name and address of each Sub-consultant.}~~

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 Client.
- b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, ITC 7.1.
- c) We have no conflict of interest in accordance with ITC 2.
- d) We meet the eligibility requirements as stated in ITC 8, and we confirm our understanding of our obligation to abide by the RGoB's policy in regard to Fraud and Corruption as per ITC 4.
- e) We, including any sub consultants for any part of the Contract, have nationalities from eligible countries in accordance with ITC Sub-Clause 5.1;
- f) Except as stated in the Data Sheet, 29, 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 14.4 and ITC 29, may lead to the termination of Contract negotiations.
- g) 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 ITC 32.7 of the Data Sheet. We

understand that the Client is not bound to accept any Proposal that the Client 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}

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

3. List only previous similar assignments successfully completed in the last [.....]years.
1. List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture members. 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 Client.

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in BTN/ 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., BTN1 mill/BTN 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., BTN 0.2 mil/ BTN 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 Client

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 Client, 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 Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}

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 to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TORs in here.}
- 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 Client), 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 Client. 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

No.	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) delivery of final report to Client}												
D-2	{e.g., Deliverable #2:.....}												

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client'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

No	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																
N-1			[Home]													
			[Field]													
N-2																
n																

- 1 For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC 21.1
- 2 Months are counted from the start of the assignment/mobilization. For each staff indicate separately staff input for home and field work.
- 3 "Home" means work in the office in the expert's country of residence. "Field" work means work carried out in the Client'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.	<i>{e.g., K-1, TEAM LEADER}</i>
Name of Expert:	<i>{Insert full name}</i>
Date of Birth:	<i>{day/month/year}</i>
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 clients 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 information 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. Hbbbbbb, 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 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 Client.

{day/month/year}

Name of Expert
Date

Signature

{day/month/year}

Name of authorized
Date
Representative of the Consultant (the
same who signs the Proposal)

Signature

FORM TECH-7 DRAWINGS/SPECIFICATIONS
(if applicable)

[Provide here a list of drawings and specifications (if any) contained within the Technical Proposal, and annex these hereto.]

FORM TECH-8 INTEGRITY PACT

INTEGRITY PACT

1. General:

Whereas the Head of the Procuring Agency of the Royal Government of Bhutan, hereinafter referred to as the “Employer” on one part, and Business[1] registered with the authority concerned, hereinafter referred to as the “Bidder” on the other part hereby shall execute this pact as follows:

Whereas, the Employer and the Bidder agree to abide by the terms and conditions stated in this document, hereinafter referred to as ‘IP’.

This IP is applicable to all contracts[2] related to works, goods and services.

2. Objectives:

This IP aims to prevent all forms of corruption or deceptive practice by following a system that is fair, transparent and free from any influence/unprejudiced dealings in the bidding process [3] and contract administration [4], with a view to:

Enabling the Employer to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works or goods or services; and

Enabling bidders to abstain from bribing or any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also refrain from bribing and other corrupt practices.

3. Scope:

The validity of this IP shall cover the bidding process and contract administration period.

4. Commitments of the Employer:

The Employer commits itself to the following:

The Employer hereby undertakes that no officials of the Employer, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the Bidder, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process and contract administration.

The Employer hereby confirms that its officials shall declare conflict of interest and if any official(s) or his or her relative or associate has a private or personal interest in a decision to be taken by the Employer, those officials shall not vote or take part in a proceeding or process of the Employer relating to such decisions.

Officials of the Employer, who may have observed or noticed or have reasonable suspicion of person(s) who breaches or attempts to breach the conditions under clauses 4.1 and 4.2, shall report it to the Employer or the authority concerned.

Following report on breach of conditions under clauses 4.1 and 4.2 by official (s), through any source, necessary disciplinary proceedings or any other action as deemed fit, shall be initiated by the Employer including criminal proceedings and such a person shall be debarred from further dealings related to the bidding process and contract administration.

5. Commitments of Bidders

The Bidder commits himself/herself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of the bidding process and contract administration in order to secure the contract or in furtherance to secure it and in particular commits himself/herself to the following :

- 5.1. The Bidder shall not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Employer, connected directly or indirectly with the bidding process and contract administration, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding process and contract administration.
- 5.2. The Bidder shall not collude with other parties interested in the contract to manipulate in whatsoever form or manner, the bidding process and contract administration.
- 5.3. If the bidder(s) have observed or noticed or have reasonable suspicion that the provisions of the IP have been breached by the Employer or other bidders, the bidder shall report such breach to the Employer or authority concerned.

6. Sanctions:

For the breach of any of the aforementioned conditions, the bidder/employer shall also be liable for offences under the Chapter 4 of the Anti-Corruption Act 2011 and other relevant rules and laws.

7. Monitoring and Administration:

- 7.1. The respective Employer shall be responsible for administration and monitoring of the IP as per the relevant laws.
- 7.2. The Bidder shall have the right to appeal as per the arbitration mechanism contained in the relevant rules.

[1] "Business" means any business, trade, occupation, profession, calling, industry or undertaking of any kind, or any other activity carried on for gain or profit by any person within Bhutan or elsewhere, and includes all property derived from or used in or for the purpose of carrying on such other activity, and all the rights and liabilities arising from such other activity

[2] "Contract" means a formal agreement in writing entered into between the procuring agency and the supplier, service provider or the contractor on acceptable terms and conditions and which are in compliance with all the relevant provisions of the laws of the Kingdom. The term "contract" will also include "framework contract".

[3] "Bidding process", for the purpose of this IP, shall mean the procedures covering tendering process starting from bid preparation, bid submission, bid processing, and bid evaluation.

[4] "Contract administration", for the purpose of this IP, shall mean contract award, contract implementation, un-authorized sub-contracting and contract handing/taking over.

We, hereby declare that we have read and understood the clauses of this agreement and shall abide by it.

The parties hereby sign this Integrity Pact at (place) _____ on (date) _____

EMPLOYER

BIDDER/REPRESENTATIVE

CID :

CID :


**DZONGDA
DZONGKHAG ADMINISTRATION
RINPUNG DZONG, PARO**

BIDDER/REPRESENTATIVE

CID :

--	--	--	--	--	--	--	--	--	--	--

SECTION 4. FINANCIAL PROPOSAL - STANDARD FORMS

{Notes to Consultant shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

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	Re-imbursable expenses

Form FIN-1
Financial Proposal Submission Form

{Location, Date}

To: *[Name and address of Client]*

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 sum of *[Insert amount(s) in words and figures]* which is all-inclusive (including all taxes) {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, for the period of time specified in the Data Sheet, ITC 7.1.

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

Amount and Purpose of Commission of Agents
Currency 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

Item	Cost			
	{Consultant must state the proposed Costs in accordance with ITC 15.3 of the Data Sheet; delete columns which are not used}			
	{Insert Foreign Currency # 1}	{Insert Foreign Currency # 2, if used}	{Insert Foreign Currency # 3, if used}	{Insert Local Currency, if used and/or required (15.3 Data Sheet)}
Cost of the Financial Proposal				
Including:				
1. Remuneration				
2. Reimbursables				
3. Taxes				
<u>Total Cost of the Financial Proposal:</u> {Should match the amount in Form FIN-1}				

Footnote: Payments will be made in the currency (ies) expressed above (Reference to ITC 15.3).

FORM FIN-3 Breakdown of Remuneration

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract's ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This Form shall not be used as a basis for payments under Lump-Sum contracts

A. Remuneration								
No.	Name	Position (as in TECH-6)	Person-month Remuneration Rate	Time Input in Person/Month (from TECH-6)	{Currency # 1- as in FIN-2}	{Currency # 2- as in FIN-2}	{Currency# 3- as in FIN-2}	{Local Currency- as in FIN-2}
Key Experts								
K-1			[Home]					
			[Field]					
K-2								
Non-Key Experts								
N-1			[Home]					
N-2			[Field]					
				Total Costs				

APPENDIX A. FINANCIAL NEGOTIATIONS - BREAKDOWN OF REMUNERATION RATES

1. Review of Remuneration Rates

The remuneration rates are made up of salary or a base fee, social costs, overheads, profit, and any premium or allowance that may be paid for assignments away from headquarters or a home office. An attached Sample Form can be used to provide a breakdown of rates.

If the RFP requests submission of a technical proposal only, the Sample Form is used by the selected Consultant to prepare for the negotiations of the Contract. If the RFP requests submission of the financial proposal, the Sample Form shall be completed and attached to the Financial Form-3. Agreed (at the negotiations) breakdown sheets shall form part of the negotiated Contract and included in its Appendix D or C.

At the negotiations the firm shall be prepared to disclose its audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. The Client is charged with the custody of government funds and is expected to exercise prudence in the expenditure of these funds.

Rate details are discussed below:

- (i) Salary is the gross regular cash salary or fee paid to the individual in the firm's home office. It shall not contain any premium for work away from headquarters or bonus (except where these are included by law or government regulations).
- (ii) Bonuses are normally paid out of profits. To avoid double counting, any bonuses shall not normally be included in the "Salary" and should be shown separately. Where the Consultant's accounting system is such that the percentages of social costs and overheads are based on total revenue, including bonuses, those percentages shall be adjusted downward accordingly. Where national policy requires that 13 months' pay be given for 12 months' work, the profit element need not be adjusted downward. Any discussions on bonuses shall be supported by audited documentation, which shall be treated as confidential.
- (iii) Social Charges are the costs of non-monetary benefits and may include, inter alia, social security (including pension, medical, and life insurance costs) and the cost of a paid sick and/or annual leave. In this regard, a paid leave during public holidays or an annual leave taken during an assignment if no Expert's replacement has been provided is not considered social charges.
- (iv) Cost of Leave. The principles of calculating the cost of total days leave per annum as a percentage of basic salary is normally calculated as follows:

Leave cost as percentage of salary =

Where w = weekends, ph = public holidays, v = vacation, and s = sick leave.

Please note that leave can be considered as a social cost only if the Client is not charged for the leave taken.

- (v) Overheads are the Consultant's business costs that are not directly related to the execution of the assignment and shall not be reimbursed as separate items under the Contract. Typical items are home office costs (non-billable time, time of senior Consultant's staff monitoring the project, rent of headquarters' office, support staff,

research, staff training, marketing, etc.), the cost of Consultant's personnel not currently employed on revenue-earning projects, taxes on business activities, and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The Client does not accept an add-on margin for social charges, overhead expenses, etc. for Experts who are not permanent employees of the Consultant. In such case, the Consultant shall be entitled only to administrative costs and a fee on the monthly payments charged for sub-contracted Experts.

- (vi) Profit is normally based on the sum of the Salary, Social costs, and Overheads. If any bonuses paid on a regular basis are listed, a corresponding reduction shall be made in the profit amount. Profit shall not be allowed on travel or any other reimbursable expenses.
- (vii) Away from Home Office Allowance or Premium or Subsistence Allowances. Some Consultants pay allowances to Experts working away from headquarters or outside of the home office. Such allowances are calculated as a percentage of salary (or a fee) and shall not draw overheads or profit. Sometimes, by law, such allowances may draw social costs. In this case, the amount of this social cost shall still be shown under social costs, with the net allowance shown separately.

UNDP standard rates for the particular country may be used as reference to determine subsistence allowances.

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 {insert name of currency*})

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									
Client'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

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the Contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-Sum contracts

B. Reimbursable Expenses								
N°	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 allowances**}	{Day}						
	{e.g., International flights}	{Ticket}						
	{e.g., In/out airport transportation}	{Trip}						
	{e.g., Communication costs between Insert place and Insert place}							
	{ e.g., reproduction of reports}							
	{e.g., Office rent}							
							
	{Training of the Client'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. Client can set up a ceiling.

STANDARD FORM: LETTER OF INTENT

(Letterhead paper of the Employer)

Notes on standard form of letter of Intent

This issuance of Letter of Intent is the information of the selection of the Proposal of the successful Consultant by the Employer and for providing information to other unsuccessful Consultants who participated in the Proposal as regards the outcome of the procurement process

The Employer shall allow 10 days as described in ITC 28.2 between this letter of intent and letter of acceptance to allow aggrieved Consultants to challenge your decision if they feel they have treated unfairly.

(Insert date)

To:-----[Name and address of the Consultant]

This is to notify you that, it is our intention to award the contract for your proposal dated [Insert date] for provision of *(modify as appropriate)*-----
[Insert name of the contract and identification number, as given in the Datasheet] for the Contract Price of-----[Insert name of currency] as corrected and modified[if any corrections] in accordance with the Instructions to Consultant.

Authorized Signature: -----

Name and Title of Signatory:-----

Name of Agency: -----

CC:

[Insert name and address of all other Consultants who submitted the Proposals]

Section 5: Terms of Reference (TOR)

1. Background:

Paro is about 55 Km away from the Capital City Thimphu and is one of the picturesque places in the western region of Bhutan. It is one of the widest valleys at an altitude of 2250m above sea level. It is bordered by Thimphu in the east, Haa in the west and Chhukha Dzongkhag in the south. The Dzongkhag has 10 Gewogs and 50 Chiwogs with an area of 1293 sq.km. It is covered by fertile rice fields complimented by many religious sites and many elegant, traditional buildings that dot the valley and the surrounding hills. The country's first and only international airport is also located in Paro.

Apart from being one of the most beautiful valleys in the country, Paro is also rich in agricultural produce. It has the highest yield of paddy production in Bhutan with an average yield of 2147 Kg/Acre in a cultivated area of 3950 Acres (Agriculture Statistics, 2012 and 2013). Consequently, agriculture and tourism are the two main drivers of economy for the Dzongkhag. Owing to the growing economy and given Paro's proximity to the capital city, the Dzongkhag is growing at rapid pace leading to many socio-economic changes, due to which there are a large number of luxurious high-end tourist resorts.

The Paro Valley Development Plan was prepared in the year 2017 with the vision to preserve Paro Valley as an image of Bhutan's Cultural Landscape. In order to achieve sustainable developments, it is encouraged to prepare Local Area Plans where there are more developments. As we know that Bondey is the first area that we go through on arrival to the Paro International airport and also observing the number of construction proposal in the area, Local Area Plan for Bondey has been prioritized.

Prior to the preparation of LAP, we intend to carry out the topographic survey of Bondey and Lamgong as a part of feasibility study.

The area to be surveyed is about **553 acres (2.24 sq. km)**. For survey boundary, refer the ***Reference Map-1 and Reference Map-2***.

2. Objectives:

To carryout survey of the topographic survey for the areas identified. The assignment includes

- i) Establishment of permanent ground control points,
- ii) Large scale topographic survey (as per scope of the work)

3. Scope of Work:

The scope of the work of the survey includes the following:

3.1 Control Points.

Establishment of Control Points (Horizontal and Vertical) on the ground at strategic locations by means of Traversing or GPS Observations (RTK):

- ✓ Sufficient permanent control points must be constructed at strategic places and coordinated both horizontally and vertically.
- ✓ Control points should be established evenly/uniformly throughout the survey area having inter-visibility at least between two control points.

- ✓ The Reference System shall be Drukref03

Upon completion of ground control survey, a report consisting of descriptions of the control points, coordinates (X, Y, Z) and traverse /control network maps should be submitted to the procuring agency along with the inception report prior to the commencement of the detail survey. The detail survey should commence only upon mutual acceptance of the accuracy of the control points.

3.2 Detailed Survey.

All notable surface features both natural and man-made such as buildings/houses, monuments, burial grounds, cremation grounds, places of worship, posts, pipelines, existing roads and stream/ river/ canal crossings, cross-drainage structures, septic tanks, manholes etc. which are found on the ground should be surveyed.

3.3. Contour Survey.

Contour survey must be carried out in consideration to finally generate a map/data with contour interval of 1 meter. The spot heights should also be picked up as to incorporate any elevation variation of 1 meter on the ground considering Bank Top and Bank Toe (Terrain). Spot heights should also be provided at a grid mesh of 5-10M depending upon the terrain but wherever there is change of elevation of the ground, spot heights should be taken to indicate it.

3.3. Instruments and software requirement

RTK GPS shall be used exclusively to provide control points and total stations with angular accuracy of 3" or 5" and distance accuracy of 1.5 mm+2 ppm for the detailed survey. LISCAD and AutoCAD Software of compatible versions shall be used for data processing

3.4. Work Process

- ✓ Control points should be established within the survey area with the accuracy of secondary/tertiary level control points by means of traverse/RTK GPS using the known control points of NLCS.
- ✓ The data editing should be carried out daily basis in LISCAD See file and maintain field data up to date throughout the survey.
- ✓ Upon completion of the detail survey, the data set should be finally edited in LISCAD See file and export to AutoCAD drawing. The final edited survey data/map should be delivered both in LISCAD See. file and AutoCAD drawing with proper colour codes and layers.
- ✓ The units of measure shall be in Meters unless specified.
- ✓ The Dzongkhag's standard feature codes (Alpha) should be used for all the features.

4. Reporting and timing of the assignment:

The consultancy work is expected to be completed within **105 days**, which includes **85 days** field work and **20 days** desk work. The consultant shall work closely with Dzongkhag officials.

The **Inception Report** should be submitted to Dzongkhag within Fifteen (**15**) days after the commencement of the assignment. The inception report shall fully describe the work plan, methodologies and provide the list of equipment(s), hardware and software for completing both field work and desk work and list of control points with control network Map.

The **Interim Progress Report (2 color hard copies in A0 size and softcopy)** should be submitted within **sixty (50) days** from the date of award of contract. It should highlight the completed tasks or the achievement during the reporting period, progress status (in %), remaining tasks/activities, and the final submission plan.

The draft report (***1 color hard copy printout topographic map along with control & detailed survey report; and 1 soft copy of both control & detailed survey data and report***) should be submitted within **95 days** of the commencement of the assignment. The consultant shall conduct half day / a daylong discussion to present the report to the Phuentsholing Thromde for comments. The comment from Thromde and other stakeholders shall be incorporated in the final report.

The final report (***3 color hard copies printout topographic maps along with control points (all the permanent control points should be labeled with Control Points' Identifier and elevations) & detailed survey report; and 1 soft copy of both control & detailed survey data and report***) shall be submitted to Dzongkhag within **10 days** after the receipt of the final comments from Dzongkhag.

5. Support services to be provided by the client:

The following services and facilities will be provided by the Procuring Agency:

- 1) The control points' details and the location of the same.
- 2) Tentative survey boundary data in Liscad See. file
- 3) Feature codes for the topographical survey. ***Refer TOR Annexure-1.***
- 4) Assist the consulting firm to process for work & special route permit for foreign nationals in case if the firm hires expert(s) as its employee from outside Bhutan for special inputs that are not available with the national firm.
- 5) The counterpart staff of the Procuring Agency will monitor the quality and progress of work time to time, verify the invoices, conducting meetings, discussions, arrangement of final presentation etc.

The consultant shall work closely with Dzongkhag. The client may also, at its discretion, consider fielding of its representative to accompany the consultant's survey team during field work upon receipt of written request from the consultant. However, the responsibility of completing the assignment successfully will lie solely with the consultant.

6. Final Deliverables

The Survey Data shall be submitted both in Soft Copy and Hardcopy Maps. The maps should be submitted with the Survey Report. The final delivery shall be as per the table below:

Sl. No.	Descriptions	Quantity
1	Digital Copy of Datasets (both in LISCAD See file and AutoCAD drawing format).	1- Soft Copy
2	Printout copy of the topographic survey map in a required paper size to fit all details with clear and legible symbols. Maps should be attached with the <i>Survey Report</i> .	3 - Hard Copies
3	Detailed Survey Report	3 - Hard Copies

7. Qualification & Experience:

Key Experts:

All the experts who have a crucial role in implementing the contract are referred to as key experts and detail profiles of these key experts required for this assignment are given below. Overall, the Consulting Firm shall provide a suitably qualified team to carry out the detailed surveying.

The firm shall appoint a Survey Team Leader who shall be responsible for management and co-ordination of all project activities. The following key personnel are considered to be essential for the proper execution of the assignment:

Sl. No.	Experts	Qualifications / Experiences	Tasks / Responsibilities
1	Survey Engineer / Team Leader (1 No.)	<ul style="list-style-type: none">▪ Bachelors Degree with 500 Survey Engineer/Bachelors in Surveying with above 4 years of professional experience in the relevant field (topographic surveying). <p style="text-align: center;">OR</p> <p>Diploma (400 Surveying Course) with above 7 years of professional experience in the relevant field (topographic surveying).</p> <ul style="list-style-type: none">▪ Must be thoroughly familiar with all the large scale topographic procedures using GPS, Total Stations, Liscad Software and AutoCAD.▪ Should have practical experience in carrying out topographic survey with a proven record of supervising, organizing, managing project preparation and executing topographic survey of towns / settlements.	<ul style="list-style-type: none">▪ Will function as the Team Leader.▪ Will be responsible for the implementation of all activities including timely completion.▪ Shall guide, supervise, coordinate and monitor the works of survey teams.▪ Provide protocols for dealing with public with regard to issues related to land.▪ Provide surveying backstopping on survey data editing and software usage with proper feature coding.▪ Review and edit the survey data surveyed by field surveyors.▪ Prepare a final report and maps for submission to Client.

2	Field Surveyors (5 Nos.)	<ul style="list-style-type: none"> ▪ Bachelors Degree with 500 Survey Engineer/Bachelors in Surveying/Diploma (400 Surveying Course/ 2-year diploma in surveying and above) or Certificates (150 Surveying Course/2-year certificate in surveying and above) with 3 years of experience in surveying. ▪ Must be thoroughly familiar with all the large scale topographic procedures for any topography. ▪ Should have thoroughly familiar with the usage of GPS, Total Stations, Liscad Software and AutoCAD. 	<ul style="list-style-type: none"> ▪ Rundown traverse for the densification of control points. ▪ Collect the survey field data using total station. ▪ Work closely with the team leader. ▪ Edit data on daily basis. ▪ Maintain field book for daily field observations-instrument height, reflector's height and any other related information should be noted.
3	Survey Field Assistants (5 Nos.)	<ul style="list-style-type: none"> ▪ Minimum Class VIII with above 3 years of experience as Survey Field Assistant. ▪ Must be thoroughly familiar with all the large scale topographic survey procedures of any topography. ▪ Should have familiar in leveling and handling of latest total stations and equipments. 	<ul style="list-style-type: none"> ▪ Carry survey equipments to the site. ▪ Carry the reflector poles during the field survey. ▪ Make sure the continuity of the daily work without leaving any details. ▪ Guide the Temporary Survey Field Assistants (TSFA) in handling survey equipments and carrying reflector poles during survey.

Besides above key experts, if there are inputs or backstopping required in the consulting firm shall be identified by the firm and incorporate in the financial proposal.

The task and responsibilities specified above are generic in nature and the experts will have to undertake all the activities required for them to complete the project as defined in the detail scope of work. Preference shall be given to experts having experiences in the Himalayan regions.

8. Technical Proposal Requirements.

It is intended that the interested firms shall furnish all information requested in this document in a brief and concise manner. Unless specifically requested, promotional literature and needlessly lengthy document with extraneous materials are not required and will not be considered to meet any of the requirements.

The evaluation/selection process is designed to identify the best value technical proposal with 80% weightage. In addition to the key components of the technical proposal stated under **FORM TECH-4**, the **technical expertise of the key staff, relevant experience** (both key staff & firm), **qualifications** and **availability of equipments** are also given equal **importance** for this assignment.

Therefore, the firms must submit a very clear and precise technical proposal in response to the **Scope of Work** and other requirement prescribed under **Terms of References**.

9. Field Equipment Required:

A consultancy firm must have the following primary survey equipments:

- 1) **Total Station:** Standard Accuracy of 5" and higher
- 2) **GPS:** RTK

These equipments are required for detail field observations, provide ground control points, data recording & mapping and measurement of survey features.

10. Documents required for the evaluation of Technical Proposals:

(i) RFP Document:

Must submit a copy of RFP document after signing on every page of the document to prove that it is agreed to the terms and condition prescribed in this RFP document. Signature/initial must be on the firm's seal.

(ii) Academic & Training Certificates:

A. Academic qualification certificates

B. Experience Certificates

Attested translations in English must be submitted along with the copy of original if the certificates are not in English. Failure to attach these mandatory certificates shall result in reduction of score during the evaluation of technical proposals.

Failure to attach these **certificates** shall result in **reduction of score** during the evaluation of technical proposals as described below:

- a) **0 (Zero) Point** for **non submission of academic certificates against general qualification.**

(iii) Evidence of Relevant Work Experience:

The following documentary evidence(s) must be submitted to fulfill the requirement of work experience for both **firms** and **professional key experts**.

- **Work Completion Certificate(s)** from the previous client(s) and shall be relevant to the assignment.
- **Letter of Reference / Experience** from the employer(s). This letter shall be an official document printed on the letterhead of previous firm(s) / organization(s) with contact information. The letter must state the details of work / project undertaken including date, type and name of work completed successfully.

The experience / reference letter(s) issued by private firms to the proposed key staff must submit a copy of work completion certificate from client for the accomplished project(s) to support their recommendations. Without work completion certificate(s), the 'experience **or** reference letters' will be treated as **invalid**.

Noncompliance with the conditions stated above shall result in reduction of point identified under the experience criteria.

(iv) **Commitment letter / undertaking letter:**

The proposal of joint-venture/consortium/ association with national/regional/international firms shall not be allowed. However, it is permitted to hire individuals/experts as employee(s) if there's need of special inputs that are not available in the local market.

The individuals/employee(s) **both the nationals and non-nationals** must submit the commitment letter/undertaking in original dully signed by the individuals with contact information. Non-submission of the commitment letter(s)/ undertaking shall result in **reduction of 50% point** against the **key staff**.

(v) **Stock ledger/ Inventory List for the Field Equipments:**

Duly signed copy of **stock ledger or inventory list** of the primary equipments described above under TOR subsection-9, must be submitted. Similarly, if firms intend to hire / borrow from other organization / agency / business entity, a **borrowing agreement** duly signed by both the parties shall be submitted. **Failure to submit such documents shall result in zero (0) score/point against each equipment during the evaluation of technical proposals.**

11. Number of Work Permissible:

In order to maintain the quality of output, and to ensure timely completion within the stipulated time frame, the Dzongkhag will strictly follow the conditions laid herein. Since the Department is procuring more than one consultancy services simultaneously, the following **criteria** shall be applied during the selection process.

- a) *Firms shall be allowed a maximum of two similar assignments/ projects simultaneously.*
- b) *Same man-power (Surveyors & Survey Field Assistants) allocation for two or more assignments shall not be permitted if the works are to be executed simultaneously. However, Team Leader shall be permitted to participate for more than two assignments.*

Therefore, the **bidders are required to declare all similar or non-similar works** in hand with Thromde *or* with any other organizations (Govt. / Corporation / Pvt. Company) either in a form of JV/ Association/ Consortium, Individual, Sub-consultancy etc.) as per the **format** below:

Use separate sheet if necessary						
Sl. No.	Type of Consultancy Services / Work	Name of Agency	Date		Current Status	* Engagement of key staff in the existing project(s)
			Commencement of Contract	Contract Duration		

*** Submit work-plan & Staffing schedule in the existing projects.**
Note:
Providing wrong information shall lead to rejection of proposal as per TOR subsection- 12(c).

12. Rejection of Proposal:

During the evaluation of technical proposals, **bid(s)** shall be **rejected** for:-

- a)* Non-submission of Integrity Pact duly signed by both the procuring agency and the consultancy firm with the proposals.
- b)* Proposals of Joint Venture / Consortium / Association with Local, Regional or International Firms.
- c)* Submitting fraudulent statements, false or fake information viz. reference letters, work completion certificate **or** any other information.

13. Terms and Conditions of Payment:

As per SC Clause- 6.4

Airport

Bondey

Survey Boundary

Paro-
Thimphu

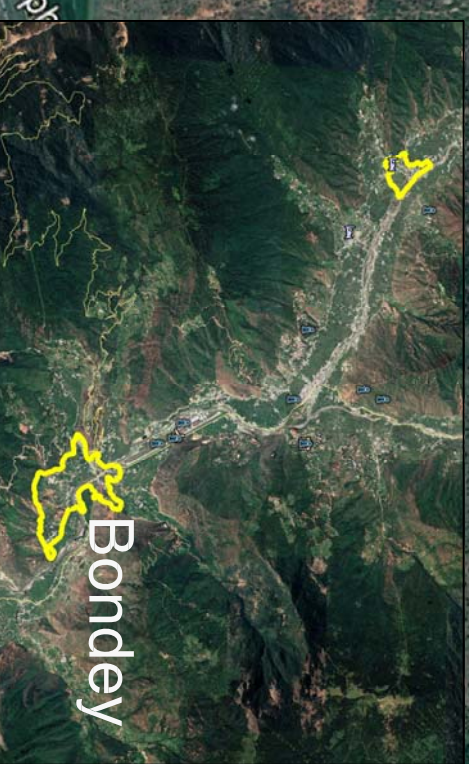
Survey Boundary

Survey Boundary

Bondey-Pangbesa Road

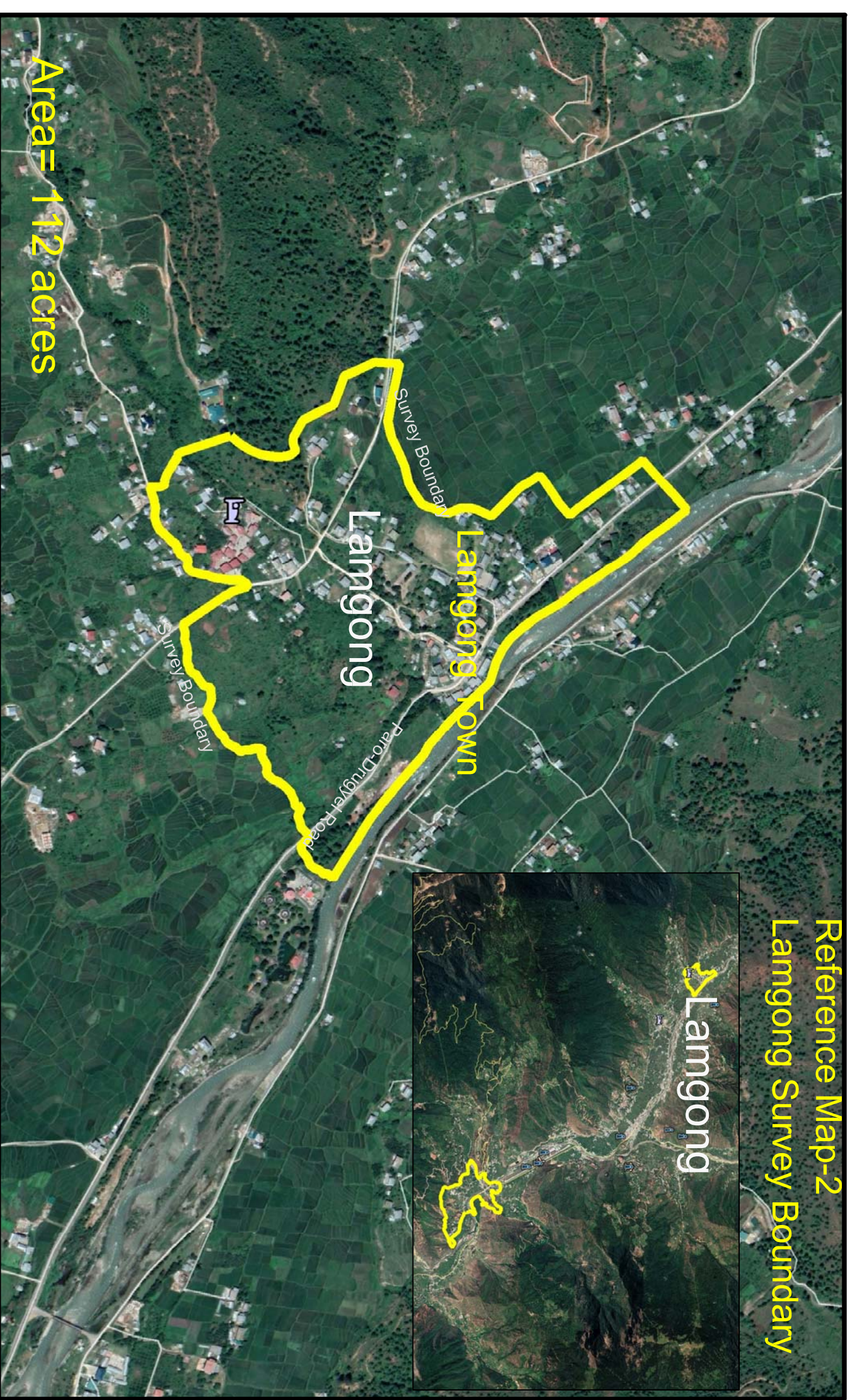
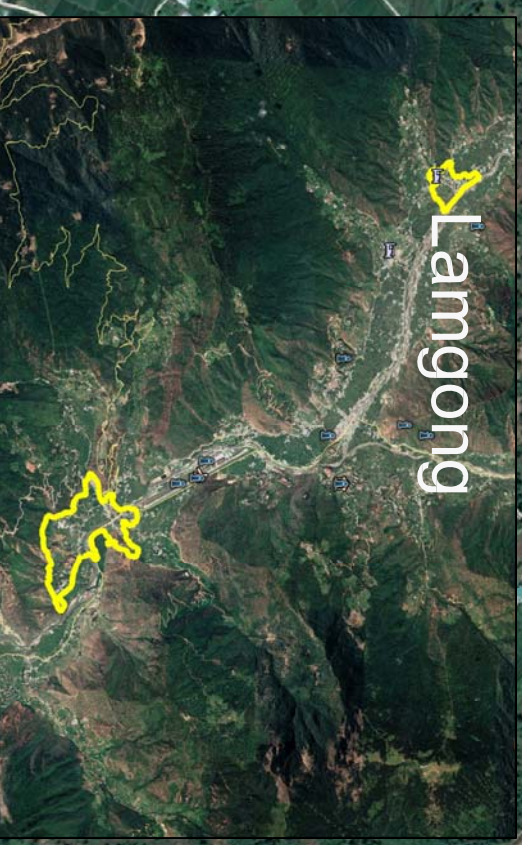
Area= 441 acres

Reference Map-1
Bondey Survey Boundary



Bondey

Reference Map-2
Lamgong Survey Boundary



Area= 112 acres

Code Table Editor - [Point View] - DHS Code

	Code	Description	Group	Elevation	Cont.	Sym1	Sym2
1	BAMB	BAMBOO	BAMBOO	Yes	Yes	業	
2	BANA	BANANA	BANANA	Yes	Yes	↗	
3	BGAS	BIOGAS	BIOGAS	Yes	Yes		
4	BH	BORE HOLE	BORE HOLE	Yes	Yes	○	
5	BL	BOUNDARY LINE	BOUNDARY LINE	Yes	Yes		
6	BLDG	BUILDING	BUILDING	Yes	Yes		
7	BLDR	BOULDER	BOULDER	Yes	Yes		
8	BM	BENCH MARK	BENCH MARK	Yes	Yes	▲	
9	BNUT	BETEL NUT	BETEL NUT	Yes	Yes	↑	
10	BPLR	BOUNDARY PILLAR	BOUNDARY PILLAR	Yes	Yes	田	
11	BRGE	BRIDGE	BRIDGE	Yes	Yes		
12	BWAL	BOUNDARY WALL	BOUNDARY WALL	Yes	Yes		
13	CANAL	CANAL	CANAL	Yes	Yes		
14	CHMY	CHIMNEY	CHIMNEY	Yes	Yes		
15	CHTN	CHORTEN	CHORTEN	Yes	Yes		
16	CNUT	COCONUT	COCONUT	Yes	Yes	椰	
17	CPLR	CONCRETE PILLAR	CONCRETE PILLAR	Yes	Yes	⊠	
18	CTWR	CLOCK TOWER	CLOCK TOWER	Yes	Yes		
19	CULT	CULVERT	CULVERT	Yes	Yes		
20	DEFAULT	DEFAULT	DEFAULT	No	No		
21	DRN	DRAIN	DRAINAGE	Yes	Yes		
22	DWAY	DRIVE WAY	METALLED ROAD	Yes	Yes		
23	DZNG	DZONG	DZONG	Yes	Yes		
24	EDP	ELECTRIC DP	ELECTRIC DISTRIBUTION POINT	Yes	Yes	*	
25	ELP	POLE & LIGHT	LAMP POST	Yes	Yes	◇	
26	EP	ELECTRIC POLE	ELECTRIC POLE	Yes	Yes	⚡	
27	ES	SPOT LEVEL	SPOT LEVEL	Yes	Yes		
28	FBRG	FOOT BRIDGE	FOOT BRIDGE	Yes	Yes		
29	FENC	FENCE	FENCE	Yes	Yes		
30	FHYD	FIRE HYDRANT	FIRE HYDRANT	Yes	Yes	⊕	
31	FLAG	FLAG POLE	FLAG POLE	Yes	Yes	ℙ	

Code Table Editor - [Line View] - DHS Code

	Code	Stringable	Description	Group	Breakline	Hard	Color
1	BAMB	No	BAMBOO	BAMBOO	No	No	10
2	BANA	No	BANANA	BANANA	No	No	2
3	BGAS	Yes	BIOGAS	BIOGAS	No	No	2
4	BH	Yes	BORE HOLE	BORE HOLE	No	No	9
5	BL	Yes	BOUNDARY LINE	BOUNDARY LINE	No	No	16
6	BLDG	Yes	BUILDING	BUILDING	No	No	12
7	BLDR	Yes	BOULDER	BOULDER	No	No	4
8	BM	No	BENCH MARK	BENCH MARK	No	No	17
9	BNUT	No	BETEL NUT	BETEL NUT	No	No	10
10	BPLR	No	BOUNDARY PILLAR	BOUNDARY PILLAR	No	No	16
11	BRGE	Yes	BRIDGE	BRIDGE	No	No	12
12	BWAL	Yes	BOUNDARY WALL	BOUNDARY WALL	No	No	16
13	CANAL	Yes	CANAL	CANAL	No	No	9
14	CHMY	Yes	CHIMNEY	CHIMNEY	No	No	2
15	CHTN	Yes	CHORTEN	CHORTEN	No	No	14
16	CNUT	No	COCONUT	COCONUT	No	No	10
17	CPLR	No	CONCRETE PILLAR	CONCRETE PILLAR	No	No	16
18	CTWR	Yes	CLOCK TOWER	CLOCK TOWER	No	No	16
19	CULT	Yes	CULVERT	CULVERT	Yes	Yes	5
20	DEFAULT	Yes	DFAUIT	DEFAULT	No	No	9
21	DRN	Yes	DRAIN	DRAINAGE	Yes	No	9
22	DWAY	Yes	DRIVE WAY	METALLED ROAD	Yes	No	12
23	DZNG	Yes	DZONG	DZONG	No	No	12
24	EDP	No	ELECTRIC DP	ELECTRIC DISTRIBUTION POINT	No	No	12
25	ELP	No	LIGHT & POLE	LAMP POST	No	No	12
26	EP	Yes	ELECTRIC LINE	ELECTRIC LINE	No	No	12
27	ES	No	SPOT LEVEL	SPOT LEVEL	No	No	16
28	FBRG	Yes	FOOT BRIDGE	FOOT BRIDGE	No	No	12
29	FENC	Yes	FENCE	FENCE	Yes	No	13
30	FHYD	No	FIRE HYDRANT	FIRE HYDRANT	No	No	2
31	FLAG	Yes	FLAG POLE	FLAG POLE	No	No	16


Code Table Editor - [Line View] - DHS Code

	Code	Stringable	Description	Group	Breakline	Hard	Color
32	FTK	Yes	Fuel TANK	FUEL TANK	No	No	12
33	GATE	No	GATE	GATE	No	No	16
34	GPIT	Yes	GARBAGE PIT	GARBAGE PIT	No	No	3
35	GRAVE	Yes	GRAVE	GRAVE	No	No	12
36	GRDN	Yes	GARDEN	GARDEN	No	No	6
37	GRGE	Yes	GARAGE	GARAGE	No	No	12
38	GWAL	Yes	GABION WALL	GABION WALL	Yes	No	16
39	HPAD	Yes	HELIPAD	HELIPAD	No	No	12
40	HTMP	Yes	HINDU TEMPLE	HINDU TEMPLE	No	No	12
41	HUT	Yes	HUT	HUT	No	No	12
42	IBP	No	INDO-BHUTAN BDRY PILLAR	INDO-BHUTAN BDRY PILLAR	No	No	17
43	KMP	No	KILOMETRE POST	KILOMETRE POST	No	No	12
44	LHAK	Yes	LHAKHANG	LHAKHANG	No	No	12
45	LUU	Yes	LUU BUM	LUU BUM	No	No	12
46	MARS	Yes	MARSHY AREA	MARSHY	No	No	6
47	MDUN	Yes	MANI DUNGKHOR	MANI DUNGKHOR	No	No	2
48	MH	No	MANHOLE	MANHOLE	No	No	2
49	MSTN	Yes	METEOROLOGY STATION	METEOROLOGY STATION	No	No	2
50	MTWR	No	MOBILE TOWER	MOBILE TOWER	No	No	2
51	PATH	Yes	FOOT PATH	FOOT PATH	No	No	12
52	PGRD	Yes	PLAY GROUND	PLAY GROUND	No	No	16
53	PLNE	Yes	WATER PIPELINE	WATER PIPELINE	No	No	9
54	POND	Yes	POND	POND	No	No	9
55	PP	Yes	PETROL PUMP	PETROL PUMP	No	No	2
56	PSTM	Yes	PERENNIAL STREAM	PERENNIAL STREAM	Yes	No	9
57	PTRE	No	PINE TREE	PINE TREE	No	No	2
58	PWAL	Yes	PROTECTION WALL	PROTECTION WALL	No	No	17
59	PYLN	Yes	PYLON	PYLON	No	No	16
60	RET	Yes	RETAINING WALL	RETAINING WALL	Yes	No	17
61	RH	Yes	RUIN HOUSE	RUIN HOUSE	No	No	2
62	RIVR	Yes	RIVER EDGE	RIVER	Yes	No	9

Code Table Editor - [Line View] - DHS Code

	Code	Stringable	Description	Group	Breakline	Hard	Color
63	RST	Yes	DFAULT	DEFAULT	No	No	6
64	SB	Yes	SIGN BOARD	SIGN BOARD	No	No	5
65	SBDY	Yes	SURVEYED BOUNDARY	SURVEYED BOUNDARY	No	No	17
66	SCHM	Yes	SEWERAGE CHAMBER	SEWERAGE CHAMBER	No	No	17
67	SCP	No	SECONDARY CONTROL POINT	SECONDARY CONTROL POINT	No	No	2
68	SEMP	Yes	SEMI PERMANENT HOUSE	SEMI PERMANENT HOUSE	No	No	12
69	SEPT	Yes	SEPTIC TANK	SEPTIC TANK	No	No	2
70	SHED	Yes	SHED	SHED	No	No	8
71	SSTM	Yes	SEASONAL STREAM	SEASONAL STREAM	Yes	No	129
72	STEP	Yes	STEP	STEP	No	No	12
73	STN	No	CONTROL POINT	CONTROL POINT	No	No	2
74	STRM	Yes	STREAM	STREAM	Yes	Yes	9
75	SWAL	Yes	STONE WALL	STONE WALL	Yes	No	6
76	TAP	No	WATERTAP	WATERTAP	No	No	2
77	TBDY	Yes	THROMDE BOUNDARY	THROMDE BOUNDARY	No	No	9
78	TDP	Yes	TELEPHONE DP	TELEPHONE DISTRIBUTION POINT	No	No	6
79	TFMR	Yes	TRANSFOMER	TRANSFOMER	No	No	13
80	TOE	Yes	BANK TOE	BANK TOE	Yes	No	10
81	TOLT	Yes	TOILET	TOILET	No	No	12
82	TOP	Yes	BANK TOP	BANK TOP	Yes	No	10
83	TPOL	No	TELEPHONE LINE	TELEPHONE LINE	No	No	16
84	TREE	No	TREE	TREE	No	No	10
85	TTWR	No	TELEPHONE TOWER	TELEPHONE TOWER	No	No	2
86	UMRD	Yes	UNMETALLED ROAD	UNMETALLED ROAD	No	No	12
87	WCH	Yes	WATER CHAMBER	WATER CHAMBER	No	No	18
88	WM	No	WATER METER	WATER METER	No	No	19
89	WTK	Yes	WATERTANK	WATERTANK	No	No	9

Code Table Editor - [Point View] - DHS Code

	Code	Description	Group	Elevation	Cont.	Sym1	Sym2
32	FTK	Fuel TANK	FUEL TANK	Yes	Yes		
33	GATE	GATE	DEFAULT	Yes	No		
34	GPIT	GARBAGE PIT	GARBAGE PIT	Yes	Yes		
35	GRAVE	GRAVE	GRAVE	Yes	Yes		
36	GRDN	FLOWER GARDEN	FLOWER GARDEN	Yes	Yes		
37	GRGE	GARAGE	GARAGE	Yes	Yes		
38	GWAL	GABION WALL	GAGION WALL	Yes	Yes		
39	HPAD	HELIPAD	HELIPAD	Yes	Yes		
40	HTMP	HINDU TEMPLE	HINDU TEMPLE	Yes	Yes		
41	HUT	HUT	HUT	Yes	Yes		
42	IBP	INDOBHUTAN BDRY PILLAR	INDOBHUTAN BDRY PILLAR	Yes	Yes		
43	KMP	KILOMETRE POST	KILOMETRE POST	Yes	Yes		
44	LHAK	LHAKHANG	LHAKHANG	Yes	Yes		
45	LUU	LUU BUM	LUU BUM	Yes	Yes		
46	MARS	MARSHY AREA	MARSHY	Yes	Yes		
47	MDUN	MANI DUNGKHOR	MANI DUNGKHOR	Yes	Yes		
48	MH	MANHOLE	MANHOLE	Yes	Yes		
49	MSTN	METEOROLOGY STATION	METEOROLOGY STATION	Yes	Yes		
50	MTWR	MOBILE TOWER	MOBILE TOWER	Yes	Yes		
51	PATH	FOOT PATH	FOOT PATH	Yes	Yes		
52	PGRD	PLAY GROUND	PLAY GROUND	Yes	Yes		
53	PLNE	WATER PIPELINE	WATER PIPELINE	Yes	Yes		
54	POND	POND	POND	Yes	Yes		
55	PP	PETROL PUMP	PETROL PUMP	Yes	Yes		
56	PSTM	PERENNIAL STREAM	PERENNIAL STREAM	Yes	Yes		
57	PTRE	PINE TREE	PINE TREE	Yes	Yes		
58	PWAL	PROTECTION WALL	PROTECTION WALL	Yes	Yes		
59	PYLN	PYLON	PYLON	Yes	Yes		
60	RET	RETAINING WALL	RETAINING WALL	Yes	Yes		
61	RH	RUIN HOUSE	RUIN HOUSE	Yes	Yes		
62	RIVR	RIVER EDGE	RIVER	Yes	Yes		

Code Table Editor - [Point View] - DHS Code

	Code	Description	Group	Elevation	Cont.	Sym1	Sym2
63	RST	STAUNCHION	RAIL	Yes	Yes	*	
64	SB	SIGN BOARD	SIGN BOARD	Yes	Yes	□	
65	SBDY	SURVEY BOUNDARY	SURVEYED BOUNDARY	Yes	Yes		
66	SCHM	SEWERAGE CHAMBER	SEWERAGE CHAMBER	Yes	Yes		
67	SCP	SECONDARY CONTROL POINT	SECONDARY CONTROL POINT	Yes	Yes	△	
68	SEMP	SEMI PERMANENT HOUSE	SEMI PERMANENT HOUSE	Yes	Yes		
69	SEPT	SEPTIC TANK	SEPTIC TANK	Yes	Yes		
70	SHED	SHED	SHED	Yes	Yes		
71	SSTM	SEASONAL STREAM	SEASONAL STREAM	Yes	Yes		
72	STEP	STEP	STEP	Yes	Yes		
73	STN	CONTROL POINT	CONTROL POINT	Yes	Yes	△	
74	STRM	DEFAULT	DEFAULT	No	No		
75	SWAL	STONE WALL	STONE WALL	Yes	Yes		
76	TAP	WATERTAP	WATERTAP	Yes	Yes	┐	
77	TBDY	THROMDE BOUNDARY	THROMDE BOUNDARY	No	No		
78	TDP	TELEPHONE DP	TELEPHONE DISTRIBUTION POINT	Yes	No	☆	
79	TFMR	TRANSFOMER	TRANSFOMER	Yes	Yes		
80	TOE	TOE OF BANK	BANKTOE	Yes	Yes		
81	TOLT	TOILET	TOILET	Yes	Yes		
82	TOP	BANK TOP	BANK TOP	Yes	Yes		
83	TPOL	TELEPHONE POLE	TELEPHONE POLE	Yes	Yes	●	
84	TREE	TREE	TREE	Yes	Yes	○	
85	TTWR	TELEPHONE TOWER	TELEPHONE TOWER	Yes	Yes		
86	UMRD	UNMETALLED ROAD	UNMETALLED ROAD	Yes	Yes		
87	WCH	WATER CHAMBER	WATER CHAMBER	Yes	Yes		
88	WM	WATER METER	WATER METER	Yes	Yes	■	
89	WTK	WATERTANK	WATERTANK	Yes	Yes		

SECTION 6. ELIGIBLE COUNTRIES

In reference to ITC 5.1 for the information of shortlisted Consultants, at the present time firms, goods and services from the following countries are excluded from this selection:

Under the ITC 5.1 (a): _____ [list country/countries RGoB prohibits commercial relations *or* state “none”]

Under the ITC 5.1 (b): _____ [list country/countries *or* indicate “none”]

SECTION 7: STANDARD FORMS OF CONTRACT

[Text in brackets provides guidance to the Procuring Agency for the preparation of the RFP; it should not appear on the final RFP to be delivered to the Consultants]

Two standard forms of Contract are provided:

Annex I: Standard Form of Contract: Consulting Services (Lump-Sum Contract)

Annex II: Standard Form of Contract: Consulting Services (Time-Based Contract)

Circumstances under which these contracts are used are described in their prefaces. The lump-sum remuneration type is likely to be used more frequently under QCBS, Fixed-Budget Selection, and Least-Cost Selection, whereas the time-based type is more likely to be used under QBS.]

The attached Form of Contract shall be used.

**ANNEX I: STANDARD FORM OF CONTRACT: CONSULTING SERVICES
(LUMP-SUM CONTRACT**

Contract for Consulting Services

(Lump-Sum)

between

and

[name of the Consultant]

Dated:

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PREFACE

1. This standard Contract for Consulting Services has been prepared in line with the RGoB 2009 Procurement Rules and Regulations and is to be used by implementing agencies (referred to hereafter as Procuring Agencies) when they hire a consulting firm (referred to hereinafter as the Consultant) to provide services paid for on a lump-sum basis.
 - (i) The Contract includes four parts:
 - (ii) Form of Contract
 - (iii) General Conditions of Contract
 - (iv) Special Conditions of Contract
 - (v) Appendices
2. The Procuring Agency using this standard Contract should not alter the General Conditions. Any adjustment to meet project features should be made only in the Special Conditions.
3. Lump-sum Contracts are normally used when definition of the tasks to be performed is clear and unambiguous, when the commercial risks taken by the Consultant are relatively low, and when therefore such Consultant is prepared to perform the assignment for an agreed predetermined lump-sum price. Such price is arrived at on the basis of inputs - including rates
- provided by the Consultant. The Procuring Agency agrees to pay the Consultant according to a schedule of payments linked to the delivery of certain outputs, for example reports. A major advantage of the lump-sum Contract is the simplicity of its administration, the Procuring Agency having only to be satisfied with the outputs without monitoring the staff inputs. Studies are usually carried out on a lump-sum basis; for example, surveys, master plans, economic, sector, simple feasibility and engineering studies.

I. Form of Contract

Lump-Sum

(Text in brackets [] is optional; all notes should be deleted in final text)

This CONTRACT (hereinafter called the "Contract") is made the [day] day of the month of [month], [year], between, on the one hand, [name of Procuring Agency] (hereinafter called the "Procuring Agency") and, on the other hand, [name of Consultant] (hereinafter called the "Consultant").

[Note: 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/consortium/association consisting of the following entities, each of which will be jointly and severally liable to the Procuring Agency for all the Consultant's obligations under this Contract, namely, [name of Consultant] and [name of Consultant] (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, personnel 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:
 - (i) The General Conditions of Contract;
 - (ii) The Special Conditions of Contract;
 - (iii) The following Appendices: [Note: If any of these Appendices are not used, the words "Not Used" should be inserted below next to the title of the Appendix]

Appendix A: Description of Services	_____ Not used
Appendix B: Reporting Requirements	_____ Not used
Appendix C: Key Personnel and Sub-Consultants	_____ Not used
Appendix D: Breakdown of Contract Price in Foreign Currency	_____ Not used
Appendix E: Breakdown of Contract Price in Local Currency	_____ Not used
Appendix F: Services and Facilities Provided by the Procuring Agency	Not used
Appendix G: Form of Advance Payment Guarantee	_____ Not used
2. The mutual rights and obligations of the Procuring Agency and the Consultant shall be 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]

For and on behalf of *[name of Consultant]*

[Authorized Representative]

[Note: If the Consultant consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]

For and on behalf of each of the Members of the Consultant

[name of member]

[Authorized Representative]

[name of member]

[Authorized Representative]

II. General Conditions of Contract

1. General Provisions

1.1. Definitions

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

- (a) **Applicable Laws of Bhutan:** The laws and any other instruments having the force of law in Bhutan.
- (b) **Consultant:** An individual or a legal entity entering into a Contract to provide the Services to the Procuring Agency under the Contract.
- (c) **Consulting Services:** Expert services of a professional and/or intellectual nature, provided by the Consultant based on specialized expertise and skills, in areas including, but not limited to, preparing and implementing projects, conducting training, providing technical assistance, conducting research and analysis, preparing designs, supervising the execution of construction and other works, undertaking studies, advising Procuring Agencies, building capacity, preparing tender documents, supervising procurement, and others.
- (d) **Contract:** The formal agreement in writing, including the General Conditions (GC), the Special Conditions (SC), and the Appendices, entered into between the Procuring Agency and the Consultant, on acceptable terms and conditions and which are in compliance with all the relevant provisions of the laws of the Kingdom of Bhutan, for the provision of the required Consulting Services.
- (e) **Contract Price:** The price to be paid for the performance of the Services, in accordance with Clause 6;
- (f) **Day:** A calendar day.
- (g) **Effective Date:** The date on which this Contract comes into force and effect pursuant to Clause GC 2.1.
- (h) **Foreign Currency:** Any currency other than Bhutanese Ngultrum (BTN).
- (i) **GC:** These General Conditions of Contract.
- (j) **Government:** The Royal Government of Bhutan (RGoB).
- (k) **In writing:** Communicated in written form (eg. by mail, electronic mail, fax, telex) with proof of receipt.
- (l) **Local Currency:** Bhutanese Ngultrum (BTN).
- (m) **Member:** Any of the entities that make up the joint venture / consortium/association; and “Members” means all these entities.
- (n) **Party:** The Procuring Agency or the Consultant, as the case may be, and “Parties” means both of them.
- (o) **Personnel:** Professional and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professional and support staff who at the time of being so provided have their domicile outside Bhutan; “Local Personnel” means such professional and support staff who at the time of being so provided have their domicile in Bhutan; and “Key Personnel” means the Personnel referred to in Clause GC 4.2(a).

- (p) Procuring Agency: RGoB agency with which the selected Consultant signs the Contract for Services.
- (q) Reimbursable Expenses: All assignment-related costs other than Consultant's remuneration.
- (r) SC: The Special Conditions of Contract by which the GC may be amended or supplemented.
- (s) Services: The work to be performed by the Consultant pursuant to this Contract, as described in Appendix A hereto.
- (t) Sub-Consultant: Any person or entity to whom/which the Consultant subcontracts any part of the Services.
- (u) Third Party: Any person or entity other than the Government, the Procuring Agency, the Consultant or a Sub-Consultant.

1.2. Law Governing the Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Laws of Bhutan.

1.3. Language

This Contract has been executed in the language specified in the SC, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4. Notices

Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. 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 SC.

A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

1.5. Location

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 Bhutan or elsewhere, as the Procuring Agency may approve.

1.6. Authority of member in charge

In case the Consultant consists of a joint venture/consortium/association of more than one entity, the Members hereby authorize the entity specified in the SC 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.

1.7. Authorized Representatives

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 SC.

1.8. Taxes and duties The Consultant, Sub-Consultants, and the Personnel of both of them shall pay such indirect taxes, duties, fees and other impositions levied under the Applicable Laws of Bhutan as are specified in the SC, the amount of which is deemed to have been included in the Contract Price.

1.9. Fraud and Corruption

1.9.1. Definitions It is RGoB's policy to require that Consultants, their Sub-Consultants and the Personnel of both of them observe the highest standards of ethics during the execution of the Contract.⁵⁰ In pursuance of this policy, the RGoB:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice"⁵¹ means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value⁵² to influence improperly the actions of another party;
 - (ii) "fraudulent practice"⁵³ means any intentional act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) "collusive practice"⁵⁴ means an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - (iv) "coercive practice"⁵⁵ means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - (v) "obstructive practice" means:
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order materially to impede any investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (bb) acts intended materially to impede the exercise of the inspection and audit rights of the Procuring Agency or any organization or person appointed by the Procuring Agency and/or any relevant RGoB agency provided for under Clause GC 3.8 (b)

1.9.2. Measures to be taken (b) will cancel the Contract if it at any time determines that representatives of the Consultant, any Sub-Consultant, the personnel of either of them, or any other participant in the procurement and Contract execution process, were engaged in corrupt, fraudulent, collusive, coercive or obstructive practices during the procurement and selection process or the execution of the Contract;

- (c) will sanction a Consultant, Sub-Consultant or the personnel of either of them, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded an RGoB-financed contract if at any time it determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, an RGoB-financed contract;
- (d) will report the case of corrupt, fraudulent, collusive, coercive or obstructive practice to the relevant RGoB agencies, including but not limited to the Anticorruption Commission (ACC) of Bhutan, for necessary action in accordance with the statutes and provisions of the relevant agency.

1.9.3. Commissions and fees

- (e) will require the successful Consultant to disclose any commissions or fees that may have been paid or are to be paid to agents, representatives or commission agents with respect to the selection process or execution of the Contract. The information disclosed must include at least the name and address of the agent, representative or commission agent, the amount and currency, and the purpose of the commission or fee.

2. Commencement, Completion, Modification and Termination of Contract

2.1. Effectiveness of Contract

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 SC have been met.

2.2. Commencement of Services

The Consultant shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SC.

2.3. Expiration of Contract

Unless terminated earlier pursuant to Clause GC 2.6 hereof, this Contract shall expire at the end of such time period after the Effective Date as is specified in the SC.

2.4. Modifications or variations

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.

2.5. Force Majeure

2.5.1. Definition

For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

2.5.2. Breach of Contract

The failure of a Party to fulfill any of its obligations under the Contract 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 (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

2.5.3. Extension of Time

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.

2.5.4. Payments

During the period of its inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by it during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.6. Termination

2.6.1. By the Procuring Agency

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 GC 2.6.1. In such an occurrence the Procuring Agency shall give not less than thirty (30) days written notice of termination to the Consultant, or sixty (60) days in the case of the event referred to in paragraph (e) of this Clause GC 2.6.1.

- (a) If the Consultant does not remedy a failure in the performance of its obligations under the Contract within thirty (30) days after being notified or within any further period as the Procuring Agency may have subsequently approved in writing.
- (b) If the Consultant becomes insolvent or bankrupt.
- (c) If the Consultant, in the judgment of the Procuring Agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- (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) 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 comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.

2.6.2. By the Consultant

The Consultant may terminate this Contract, by not less than thirty (30) days written notice to the Procuring Agency, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 2.6.2:

- (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 Clause GC 8 hereof within forty-five (45) 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) days.
- (c) If the Procuring Agency fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 8 hereof.

2.6.3. Payment upon termination

Upon termination of this Contract pursuant to Clauses GC 2.6.1 or GC 2.6.2, the Procuring Agency shall make the following payments to the Consultant:

- (a) payment pursuant to Clause GC 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a) through (c) and (f) of Clause GC 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

3. Obligations of the Consultant

3.1. General

3.1.1. Standard of Performance

The Consultant shall perform the Services and carry out its obligations hereunder 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 faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with Sub-Consultants or third Parties.

3.2. Conflict of Interest

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

- 3.2.1. Consultant not to benefit from Commissions, Discounts, etc** The payment of the Consultant pursuant to Clause GC 6 shall constitute the Consultant's only payment in connection with this Contract or the Services, and 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 to the Services or in the discharge of its obligations under the Contract, and the Consultant shall use its best efforts to ensure that the Personnel, any Sub-Consultants, and agents of either of them similarly shall not receive any such additional payment.
- 3.2.2. Consultant and Affiliates not to be Otherwise Interested in Project** 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 services (other than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.
- 3.2.3. Prohibition of Conflicting Activities** The Consultant shall not engage, and shall cause its Personnel as well as its Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.
- 3.3. Confidentiality** Except with the prior written consent of the Procuring Agency, the Consultant and the Personnel 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 Personnel make public the recommendations formulated in the course of, or as a result of, the Services.
- 3.4. Insurance to be Taken Out by the Consultant** The Consultant (a) shall take out and maintain, and shall cause any Sub-Consultants to take out and maintain, at their (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, as shall be specified in the SC; and (b) 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 have been paid.
- 3.5. Consultant's Actions Requiring Procuring Agency's Prior Approval** The Consultant shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:
- (a) entering into a subcontract for the performance of any part of the Services,
 - (b) appointing such members of the Personnel not listed by name in Appendix C, and
 - (c) any other action that may be specified in the SC.
- 3.6. Reporting Obligations**
- (a) The Consultant shall submit to the Procuring Agency the reports and documents specified in Appendix B hereto, in the form, in the numbers and within the time periods set forth in the said Appendix.
 - (b) Final reports shall be delivered on CD ROM in addition to the hard copies specified in the said Appendix.

- 3.7. Documents Prepared by the Consultant to be the Property of the Procuring Agency**
- (a) All plans, drawings, specifications, designs, reports, other documents and software submitted by the Consultant under this Contract shall become and remain the property of the Procuring Agency, and 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.
 - (b) The Consultant may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SC.
- 3.8. Accounting, Inspection and Auditing**
- The Consultant shall:
- (a) keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time charges and costs, and the bases thereof; and
 - (b) Periodically permit the Procuring Agency or its designated representative, for a period of up to five years from the expiration or termination of this Contract, to inspect the same and make copies thereof as well as to have them audited by auditors, if so required by the Procuring Agency.
- 4. Consultant's Personnel**
- 4.1. Description of Personnel**
- The Consultant shall employ and provide such qualified and experienced Personnel and Sub-Consultants as are required to carry out the Services. The titles, agreed job descriptions, minimum qualifications and estimated periods of engagement in the carrying out of the Services of the Consultant's Key Personnel are described in Appendix C. The Key Personnel and Sub-Consultants listed by title as well as by name in Appendix C are hereby approved by the Procuring Agency.
- 4.2. Removal and/or Replacement of Personnel**
- (a) Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultant, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a person of equivalent or better qualifications.
 - (b) If the Procuring Agency (i) finds that any of the Personnel have committed serious misconduct or have been charged with having committed a criminal action, or (ii) has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.
 - (c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

4.3. Resident Project Manager If required by the SC, the Consultant shall ensure that at all times during the Consultant's performance of the Services in Bhutan a resident project manager, acceptable to the Procuring Agency, shall take charge of the performance of the Services.

5. Obligations of the Procuring Agency

5.1. Assistance and Exemptions The Procuring Agency shall use its best efforts to ensure that the Government shall provide the Consultant such assistance and exemptions as are specified in the SC.

5.2. Change in the Applicable Laws of Bhutan Related to Taxes and Duties If, after the date of this Contract, there is any change in the Applicable Laws of Bhutan 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, and corresponding adjustments shall be made to the amounts referred to in Clauses GC 6.2 (a) or (b), as the case may be.

5.3. Services, Facilities and Property

- (a) The Procuring Agency shall make available free of charge to the Consultant the services, facilities and property listed in Appendix F at the times and in the manner specified in the said Appendix F.
- (b) In case such services, facilities and property are not made available to the Consultant as and when specified in Appendix F, 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 GC 6.1 hereinafter.

6. Payments to the Consultant

6.1. Lump-Sum Payment The total payment due to the Consultant shall not exceed the Contract Price which is an all inclusive fixed lump-sum covering all costs required to carry out the Services described in Appendix A. Except as provided in Clauses 5.2 and 5.3 (b), the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.

6.2. Contract Price

- (a) The price payable in foreign currency/currencies is set forth in the SC.
- (b) The price payable in local currency is set forth in the SC.

6.3. Payment for Additional Services For the purpose of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.

- 6.4. Terms and Conditions of Payment** Payments will be made to the account(s) of the Consultant and according to the payment schedule stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Consultant of an advance payment guarantee for the same amount, and shall be valid for the period stated in the SC. Such guarantee shall be in the form set forth in Appendix G hereto or in such other form as the Procuring Agency shall have approved in writing. Any other payment shall be made after the conditions listed in the SC for such payment have been met, and the Consultant has submitted an invoice to the Procuring Agency specifying the amount due.
- 6.5. Interest on Delayed Payments** If the Procuring Agency has delayed payments beyond fifteen (15) days after the due date stated in the Clause SC 6.4, interest shall be paid to the Consultant for each day of delay at the rate stated in the SC.
- 7. Good Faith**
- 7.1. Good Faith** 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.
- 8. Settlement of Disputes**
- 8.1. Amicable Settlement** The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
- 8.2. Dispute Resolution** Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SC.

III. Special Conditions of Contract

(Clauses in brackets { } are optional; all notes should be deleted in final text)

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.3	The language is English .
1.4	The addresses are: Procuring Agency: Attention: Facsimile: E-mail: Consultant: Attention: Facsimile: E-mail:
{1.6}	{The Member in Charge is [insert name of member]} Note: If the Consultant consists of a joint venture/consortium/association of more than one entity, the name of the entity whose address is specified in Clause SC 1.4 should be inserted here. If the Consultant consists only of one entity, this Clause SC 1.6 should be deleted from the SC.
1.7	The Authorized Representatives are: For the Procuring Agency: For the Consultant:

1.8	<p><i>Note: Generally Bhutanese duties and indirect taxes are not to be reimbursed. It is left to the Procuring Agency to decide whether the Consultant (i) should be exempted from any such levies, or (ii) should be reimbursed by the Procuring Agency for any such levies it might have to pay (or that the Procuring Agency would pay such levies on behalf of the Consultant and the Personnel).</i></p> <p><i>The Consultant must be informed in Clause Reference 15.1 of the Data Sheet about which alternative the Procuring Agency wishes to apply.</i></p> <p>The Procuring Agency warrants that the Consultant, the Sub-Consultants and the Personnel shall be exempt from (or that the Procuring Agency shall pay on behalf of the Consultant, the Sub-Consultants and the Personnel, or shall reimburse the Consultant, the Sub-Consultants and the Personnel for) any indirect taxes, duties, fees, levies and other impositions imposed, under the Applicable Laws of Bhutan, on the Consultant, the Sub-Consultants and the Personnel in respect of:</p>
	<p>(a) any payments whatsoever made to the Consultant, Sub-Consultants and the Personnel (other than nationals or permanent residents of Bhutan), in connection with the carrying out of the Services;</p> <p>(b) any equipment, materials and supplies brought into Bhutan by the Consultant or Sub-Consultants for the purpose of carrying out the Services and which, after having been brought into Bhutan, will be subsequently withdrawn therefrom by them;</p> <p>(c) any equipment imported for the purpose of carrying out the Services and paid for out of funds provided by the Procuring Agency and which is treated as property of the Procuring Agency;</p> <p>any property brought into Bhutan by the Consultant, any Sub- Consultants or the Personnel (other than nationals or permanent residents of Bhutan), or the eligible dependents of such Personnel for their personal use and which will subsequently be withdrawn therefrom by them upon their respective departure from Bhutan, provided that:</p>

1.8	1. the Consultant, Sub-Consultants and Personnel, and their eligible dependents, shall follow the usual Customs procedures of Bhutan in importing property into Bhutan; and if the Consultant, Sub-Consultants or Personnel, or their eligible dependents, do not withdraw but dispose of any property in Bhutan upon which Customs duties and taxes have been exempted, the Consultant, Sub-Consultants or Personnel, as the case may be, (i) shall bear such Customs duties and taxes in conformity with the regulations of Bhutan, or (ii) shall reimburse them to the Procuring Agency if they were paid by the Procuring Agency at the time the property in question was brought into Bhutan.
{2.1}	<i>The contract shall come in to effect from <u>the date of award of contract</u>.</i>
2.2	The number of days shall be 105 days .
2.3	The time period shall be Three and half (3.5) Months .
3.4	<p>(a) If the firm fails to complete the whole of the work/services, or any part thereof within the time agreed upon for completion or on the expiry of contract, the client shall have the right to levy liquidated damages equivalent to 0.1 percent of the contract price for every day delay subject to a maximum of 10% of the total contract price.</p> <p>Once the maximum limit is reached, the client reserves the right to terminate the contract and debar the firm from participation in any tender for consultancy services in the Ministry of Works and Human Settlement.</p>
	b) The client shall not be responsible for any insurance coverage.
{3.5 (c)}	<p><i>{The other actions are: [insert actions].}</i></p> <p><i>Note: If there are no other actions, delete this Clause SC 3.5 (c).</i></p>
{3.7 (b)}	<p><i>Note: If there is to be no restriction on the future use of these documents by either Party, this Clause SC 3.7(b) should be deleted. If the Parties wish to restrict such use, any of the following options, or any other option agreed to by the Parties, may be used:</i></p> <p><i>{The Consultant shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the Procuring Agency.}</i></p> <p><i>{The Procuring Agency shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the Consultant.}</i></p> <p><i>{Neither Party shall use these documents and software for purposes unrelated to this Contract without the prior written approval of the other Party.}</i></p>

4.3	<i>{The person designated as resident project manager in Appendix C shall serve in that capacity, as specified in Clause GC 4.3.}</i> <i>Note: If there is no such manager, delete this Clause SC 4.6.</i>
{5.1}	<i>Note: List here any assistance or exemptions that the Procuring Agency may provide under Clause GC 5.1. f there is no such assistance or exemptions, state “not applicable.”</i>
6.2(a)	The amount in foreign currency or currencies is <i>[insert amount or amounts]</i> .
6.2(b)	The amount in Ngultrum is Contract Amount

6.4	<p>Payment Schedule:</p> <p>Payments shall be made according to the following schedule:</p> <ul style="list-style-type: none"> (a) Twenty Five percent (25%) of the contract amount shall be paid upon submission of <i>inception report</i>. (b) Twenty Five (25%) of the contract amount shall be paid upon submission of <i>interim progress report</i>, and on acceptance of the same by the client. (c) Fifty percent (50%) of the contract amount shall be paid upon <i>successful completion</i>, and on <i>final deliverable</i> accepted by the client. The final deliverable includes:- handing over of final reports with maps and datasets(softcopy in CDs). (d) Bank charges involved in the preparation of drafts and other paying instruments shall not be borne by the Procuring Agency. The consultant shall make their own arrangement if such transfer is required. <p>All payments to the Consultant shall be made in <i>Ngultrum</i>.</p>
6.5	<p>The interest rate is: <i>As applicable in Bhutan.</i></p>
8.2	<p>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: <ul 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 [name an appropriate international professional body: e.g. the Federation Internationale des Ingenieurs-Conseil (FIDIC) of Lausanne, Switzerland, etc.] for a list of not fewer than five nominees. Upon receipt of such list, the Parties (commencing with the Procuring Agency when the list comprises an even number of nominees, and with the Consultant when the list comprises an odd number of nominees) 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, [insert the name of the same professional body as above] shall appoint, upon the request of either Party and from such list or otherwise, a

	<p>sole arbitrator for the matter in dispute.</p> <p>(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 [name an appropriate international appointing authority, e.g., the Secretary General of the Permanent Court of Arbitration, The Hague; the Secretary General of the International Centre for Settlement of Investment Disputes, Washington, D.C.; the International Chamber of Commerce, Paris; etc.].</p>
	<p>(c) If, in a dispute subject to Clause SC 8.2 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 [name the same appointing authority as in Clause SC 8.2 1.(b)] 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 United Nations Commission on International Trade Law (UNCITRAL) 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>Nationality and Qualifications of Arbitrators.</u> The sole arbitrator or the third arbitrator appointed pursuant to paragraphs (a) through (c) of Clause SC 8.2 1 hereof shall be an internationally recognized legal or technical expert with extensive experience in relation to the matter in dispute and shall not be a national of the Consultant's home country [Note: If the Consultant consists of more than one entity, add: or of the home country of any of their Members or Parties] or of Bhutan. For the purposes of this Clause, "home country" means any of:</p> <p>(a) the country of incorporation of the Consultant [Note: If the Consultant consists of more than one entity, add: or of any of their Members or Parties]; or</p> <p>(b) the country in which the Consultant's [or any of their Members' or Parties'] principal place of business is located; or</p> <p>(c) the country of nationality of a majority of the Consultant's [or of any Members' or Parties'] shareholders; or</p> <p>(d) the country of nationality of the Sub-Consultants concerned, where the dispute involves a subcontract.</p>

	<p>5. <u>Miscellaneous</u>. In any arbitration proceeding hereunder:</p> <p>(e) proceedings shall, unless otherwise agreed by the Parties, be held in [select a country which is neither Bhutan nor the Consultant's country];</p> <p>(a) the [insert name of language] language shall be the official language for all purposes; and</p> <p>(b) the decision of the sole arbitrator or of a majority of the arbitrators (or of the third arbitrator if there is no such majority) 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> <p>For Contracts with Bhutanese Consultants</p> <p>Construction Development Board (CDB) or other Independent Agency: GCC Sub-Clause 8.2—All disputes arising in connection with the present Contract shall be finally resolved by arbitration in accordance with the rules and procedures of the CDB or any other independent agency that has been appropriately mandated at the time of submission of the dispute through its National Arbitration Committee. The arbitration award shall be final on the parties who shall be deemed to have accepted to carry out the resulting award without delay and to have waived their right to any form of appeal insofar as such waiver can validly be made.</p>
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IV. Appendices

Appendix A - Description of Services

Note: Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by the Procuring Agency, etc.

Appendix B - Reporting Requirements

Note: List format, frequency and contents of reports; persons to receive them; dates of submission; etc.

Appendix C - Key Personnel and Sub-Consultants

Note: List under:

Titles [and names, if already available], detailed job descriptions and minimum qualifications of Key Foreign Personnel to be assigned to work in Bhutan, and estimated staff-months for each.

Same as C-1 for Key Foreign Personnel to be assigned to work outside Bhutan.

List of approved Sub-Consultants (if already available); same information with respect to their Personnel as in C-1 or C-2.

Same information as C-1 for Key local Personnel.

~~Appendix D - Breakdown of Contract Price in Foreign Currency~~

~~**Note:** List here the elements of cost used to arrive at the breakdown of the lump-sum price - foreign currency portion:~~

- ~~1. Monthly rates for Personnel (Key Personnel and other Personnel).~~
- ~~2. Reimbursable expenses.~~

~~This appendix will exclusively be used for determining remuneration for additional services.~~

Appendix E - Breakdown of Contract Price in Local Currency

Note: List here the elements of cost used to arrive at the breakdown of the lump-sum price - local currency portion

1. Monthly rates for Personnel (Key Personnel and other Personnel).
2. Reimbursable expenditures.

This appendix will exclusively be used for determining remuneration for additional services.

Appendix F - Services and Facilities Provided by the Procuring Agency

Note: List here the services and facilities to be made available to the Consultant by the Procuring Agency.

Appendix G - Form of Advance Payments Guarantee

Note: See Clause GC 6.4 and Clause SC 6.4.

Bank Guarantee for Advance Payment

Beneficiary: _____
Date: _____
ADVANCE PAYMENT GUARANTEE No.: _____

We have been informed that *[name of Consultant]* (hereinafter called “the Consultant”) has entered into Contract No. *[reference number of the Contract]* dated *[insert date]* with you, 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 *[amount in figures]* (*[amount in words]*) is to be made against an advance payment guarantee.

At the request of the Consultant, we *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in figures]* (*[amount in words]*)⁵⁶ upon receipt by us of your first demand in writing accompanied by a written statement stating that the Consultant is in breach of its obligation under the Contract because the Consultant 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 in its account number _____ at *[name and address of Bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Consultant as indicated in copies of certified payment statements which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the payment certificate indicating that the Consultant has made full repayment of the amount of the advance payment, or on the day of _____, 2_,57 whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date. 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 Procuring Agency's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[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.