STANDARD REQUEST FOR PROPOSAL

**Procurement of Consulting Services (SRFP)**

**(For value up to Nu. 1.0 Million)**



**Royal Government of Bhutan**

**Ministry of Finance**

**March 2011**

**Preface**

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

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

Public Procurement Policy Division

Ministry of Finance

Royal Government of Bhutan

Email: pppd@mof.gov.bt

Telephone no. 00975 2 336962, fax no. 336961

ACRONYMS

CQ Consultants Qualifications

CV Curriculum Vitae

EoI Expression of Intérêts

MoF Ministry of Finance

IC Individual Consultant

PPPD Public Procurement Policy Division

SRFP Standard Request for Proposals

TOR Terms of Reference

####

#### Annexure 1



 *Making a difference*

Ref: No. NCWC/PRO-11/2016-2017/ September 19, 2017

**Hiring of Consultancy Service for Translation of the Guidelines for Accreditation of Shelter home for women and children in difficult circumstances, Guideline for Child Adoption 2017, CRC concluding observation and two optional protocol and CEDAW concluding observation.**

**Letter of Invitation**

The National Commission for Women and Children (NCWC) has budget provision from the UNDP/RGoB and intends to apply part or whole of the proceeds for the procurement of **Hiring of Consultancy Service for Translation of the (i) Guidelines for Accreditation of Shelter home for women and children in difficult circumstances, (ii) Guideline for Child Adoption 2017, (iii) CRC concluding observation and (iv) two optional protocol and CEDAW concluding observation** under UNDP/RGoB funding. The services includeHiring of Consultancy Service as a package for Translation of the Guidelines for Accreditation of Shelter home for women and children in difficult circumstances, Guideline for Child Adoption 2017, CRC concluding observation and two optional protocol and CEDAW concluding observationand the timeframe for completion of the work is 45 working days from the day of awarding the work.

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

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

Interested consultants may obtain further information at the address below during office hours 09:00 to 17:00 hours or from the NCWC website at [www.ncwc.gov.bt](http://www.ncwc.gov.bt) or 334549.

Proposal must be delivered to the address below by 19 October, 2017. Before 10 a.m. (BST)

National Commission for Women and Children

Attn: Kunzang Lhamu, Director

PO Box 556, Thimphu Bhutan

Tel: 00975 02 334549*/334551*

Fax: 00975 02 334709

E-mail: klhamu@ncwc.gov.bt

Web site: www.ncwc.gov.bt

1. **INTRODUCTION**

1.1 Firms/individuals are hereby invited to submit a technical and financial proposal for consulting services required for the **Hiring of Consultancy Service for Translation of the Guidelines for Accreditation of Shelter home for women and children in difficult circumstances, Guideline for Child Adoption 2017, CRC concluding observation and two optional protocol and CEDAW concluding observation** in the attached LOI Data Sheet (referred to as "Data Sheet"). The proposal could form the basis for future negotiations and ultimately a contract between your firm and the NCWC.

1.2 A brief description of the Assignment and its Objectives are given in the Data Sheet.

1.3 The Assignment will be implemented in accordance with the procedure indicated in the Data Sheet.

1.4 To obtain firsthand information on the Assignment and on the local conditions, firms/individuals are encouraged to pay a visit to the Client before submitting a proposal and attend a pre-proposal conference as specified in the Data Sheet. Firms/individuals must take into account the local conditions while preparing the proposal.

1.5 The Client will provide the inputs specified in the Data Sheet, and will assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.

1.6 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

1.7 Consultants shall not be under a declaration of ineligibility for corrupt and fraudulent practices specified in the Standard Request for Proposal (Large Assignments) Instruction to Consultant Clause 4.

**2. DOCUMENTS**

2.1 To enable firms/individual to prepare a proposal, please find and use the attached Documents listed in the Data Sheet.

2.2 Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than seven days before the proposal submission date.

2.3 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment.

**3. PREPARATION OF PROPOSAL**

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

**Technical Proposal**

3.2 Firms/individuals are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information will be at your own risk and may result in rejection of your proposal.

3.3 During preparation of the technical proposal, firms/individuals must give particular attention to the following:

i) If firms/individuals consider that the firm does not have all the expertise for the Assignment, you may associate with other firms or entities, including the other firms invited for this Assignment and/or local consultants, subject to restrictions specified in the Data Sheet, to enable a full range of expertise to be presented;

ii) The estimated budget [[1]](#footnote-1)for the Assignment is stated in the Data Sheet for your information. The financial proposal for the Assignment should be substantially in accordance with the budget;

iii) The estimated man months for the assignment are stated in the data sheet for your information. However, firms/individuals should feel free to submit your proposal on the basis of man months which firms/individuals consider necessary to undertake the assignment.

3.4 The technical proposal must provide the following information, using, but not limited to, the formats attached in **Annexure 2**:

i) A brief description of the Consultant's organization and an outline of recent experience on assignments of a similar nature. The information provided on each assignment should indicate, inter alia, the profiles of the staff provided, duration, contract amount and firm involvement;

ii) Any comments or suggestions on the TORs, and a description of the methodology (work plan) which the Consultants propose to execute the services, illustrated with bar charts of activities.

iii) The composition of the proposed staff team, the tasks which would be assigned to each and their timing;

iv) Curriculum Vitae (C.V.) recently signed by the proposed key professional staff or an authorized manager in the home office.

v) Estimates of the total time effort (person x months) to be provided for the services, supported by bar chart diagrams showing the time proposed (person x months) for each professional staff; and

vi) The Consultant's comments, if any, on the data, services and facilities to be provided by the Client indicated in the TORs.

3.5 **The technical proposal must not include any financial information.**

**Financial Proposal**

3.6 The financial proposal should list the costs associated with the Assignment. These normally cover: remuneration for staff, accommodation (per diem, housing), transportation, for mobilization and demobilization, and equipment (vehicles, office equipment, furniture and supplies), printing of documents, surveys. Your financial proposal should be prepared using, but need not be limited to, the formats attached in **Annexure 3**.

3.7 The financial proposal must take into account the tax liability and cost of insurances specified in the Data Sheet.

3.8 Costs should be expressed in currency as provided in data sheet.

**4. SUBMISSION OF PROPOSALS**

4.1 Firms/individuals must submit one original proposal and the number of copies indicated in the Data Sheet. Each proposal should bear the address and information indicated in the Data Sheet. The proposal should be submitted in two different stages.

4.2 The completed technical and financial proposal must be delivered on or before the time and date stated in the Data Sheet.

4.3 The proposal must be valid for the number of days stated in the Data Sheet from the date of its submission during which firms/individuals must maintain available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations at the location stated in the Data Sheet within this period.

4.4 The client will not accept any electronic submission of bids (Technical and Financial Proposals

**5. PROPOSAL EVALUATION**

5.1 A two-stage procedure will be adopted in evaluating the proposals:

 i) a technical evaluation, which will be carried out prior to opening any financial proposal;

 ii) a financial evaluation.

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

**Technical Proposal**

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

**Financial Proposal**

5.3 The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest financial proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores of the proposals will be computed as follows: Sf = 100 x Fm/F (F - amount of financial proposal).

5.4 Proposals will finally be ranked according to their combined technical (St) and financial (Sf) scores using the weights indicated in the Data Sheet” S = St x T% + Sf x F%.

**6. Negotiations**

6.1 Prior to the expiration period of proposal validity, the Client will notify the successful Consultant who submitted the highest scoring proposal (technical + financial) in writing by registered letter, cable telex or facsimile and invite to negotiate the Contract.

6.2 Negotiations normally finish within five days. The aim is to reach an agreement on all points, and initial a draft contract by the conclusion of Negotiations.

6.3 Negotiations will commence with a discussion of technical proposal, the proposed methodology (work plan), staffing and any suggestions made to improve the TORs. Agreement must then be reached on the final TORs, the staffing and bar charts, which will indicate activities, staff, periods in the field and in the home office, staff months, logistics and reporting. Special attention will be paid to optimize the required outputs from the Consultants within the available budget and to define clearly the inputs required from the Client to ensure satisfactory implementation of the Assignment.

6.4 Changes agreed upon will then be reflected in the financial proposal, using proposed unit rates

6.5 The negotiations will be concluded with a review of the draft form of Contract. The Client and the Consultants will finalize the contract to conclude negotiations.

**7. AWARD OF CONTRACT**

7.1 The Contract will be awarded after successful Negotiations with the successful Consultants. If negotiations fail, the Client will invite the Consultants having obtained the second highest score to Contract negotiations. Upon successful completion, the Client will promptly inform the other Consultants that their proposals have not been selected.

7.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

**8. CONFIRMATION OF RECEIPT**

8.1 The consultant shall acknowledge the following:

 i) The receipt of the letter of invitation by the consultant.

 ii) Whether or not the consultant will submit a proposal.

**LOI DATA SHEET**

**Clause No. Clauses**

1.1 The name of the Assignment is: **Hiring of Consultancy Service for Translation of the Guidelines for Accreditation of Shelter home for women and children in difficult circumstances, Guideline for Child Adoption 2017, CRC concluding observation and two optional protocol and CEDAW concluding observation.** The name of the Client is: National Commission for Women and Children .

1.2 The description and the objectives of the Assignment are: The NCWC is seeking submissions of bids from suitably qualified and experienced firms based in Bhutan to **Translate the Guidelines for Accreditation of Shelter home for women and children in difficult circumstances, Guideline for Child Adoption 2017, CRC concluding observation and two optional protocol and CEDAW concluding observation.** The timeframe for completion of the work is 45 days from the day of awarding the work.

1.3 The assignment will be carried as *lump sum*

1.4 Pre-Proposal Conference: No

1.5 The Documents are: (TORs, Contract, Appendices etc.)

1.6. The address is: National Commission for Women and Children, PO Box 556, Thimphu Bhutan

3.1 The language is: Dzongkha

3.7 Applicable Tax liability, insurances, etc. if any, is the responsibility of the firm.

4.1 The number of copies of the proposal is: One original only.

4.3 The date and time of proposal submission are:

* **Technical proposal October 19, 2017 before 10 AM Bhutan Standard Time (BST)**
* **Financial proposal October 19, 2017 before 10 AM BST should submit the Technical and financial proposal packed in the different/separate envelop clearly marks the contain outside the envelop.**

4.4 Validity period (days, date):  **45 working days**

 The location is: National Commission for Women and Children, Above Memorial Chorten, Thimphu, Bhutan

5.1 The points given to evaluation criteria are:

 POINTS

 (i) The consultants' relevant experience for the assignment  **30**

 (ii) The quality of methodology proposed  **10**

 (iii) The qualifications of the key staff proposed (refer details below)  **60**

 **Total: 100**

 =================

 The points given to evaluation sub-criteria for qualifications of key-staff proposed:

 POINTS

 General Qualifications **15**

 **Experience and Language in region 20**

 Adequacy for the Project **25**

 **Total: 60**

 **====**

 The technical proposal should score at least 70 points out of 100 to be considered for financial evaluation.

5.3 The currency is: Ngultrum (Nu)

5.4 The weight (T%) given to the Technical Proposal is 70 percent.

 The weight (F%) given to the Financial Proposal is 30 percent.

7.2. Commencement of Assignment (date, location): March 21, 2016, National Commission for Women and Children, Above Memorial Chorten, Thimphu, Bhutan.

8.1 Whether the firm/ individual choose to submit both Technical and Financial Proposals in hard or soft copies, submissions shall be made in accordance to Clause 4.4. No information of the financial proposal should be provided in the Technical Proposal.

8.2 The Technical Proposal will be opened and evaluated first and the Financial Proposal will be opened only for those participating firms who have scored equal to or more than 60 % in their Technical Proposal.

Attachments:

1. TORs

2. Annexures

4. Draft Form of Contract

 ***Annexure - 1***

**Terms of Reference**

**Translation of the Guidelines for Accreditation of Shelter home for women and children in difficult circumstances, Guideline for Child Adoption, 2017, CRC concluding observation and two optional protocol and CEDAW concluding observation**

**POST TITLE**: Short term consultancy on translation

**PROJECT NAME:** Translation of CRC concluding observation and two optional protocol, CEDAW concluding observation, Guideline for accreditation of shelter home for women and children in difficult circumstances and guideline for child adoption 2017.

**COUNTRY OF ASSIGNMENT:** Bhutan

1. **Background**

The National Commission for Women and Children (NCWC) in consultation with the stakeholders prepared the reports of state party and written replies to UN CRC committee in relation to 3rd and 5th Periodic Report and two optional Protocols on the Sale of Children, Child Prostitution and Child Pornography (OPSC) and Involvement of Children in Armed Conflict (OPAC) and submitted to the Committee as mandated. The multi-sectoral delegation led by Chairperson of NCWC presented the three reports during the 75th session of the Committee on the Right of Child (CRC) at Geneva, Switzerland from May 17-18, 2017. And based on the responses by the state party the concluding observations are provided.

Similarly, the combined 8th and 9th periodic CEDAW report was presented to the UN CEDAW Committee on 27th October 2016 in Geneva, Switzerland. As a state party to CEDAW, the state is mandated to submit periodic report every four year. The report, which was prepared after extensive consultations with various stakeholders, focuses on how CEDAW is being implemented in Bhutan. During the reporting, the CEDAW Committee engages in discussions with the delegation of the state party, based on which concluding observations are provided. The concluding observations become a primary basis for the next CEDAW reporting.

The guidelines for accreditation of shelter for women and children in difficult circumstances are finalized by commission member with representatives from government, non-governments and NCWC. Larger stakeholder consultations were also conducted to review the draft guidelines prior to its finalization. The final guideline was endorsed by the Hon’ble Commissioner of the NCWC during the 9th Commission Meeting. The guideline will lay down systematic procedures and requirements for all agencies providing the shelter services to women and children in difficult circumstances dealing and also establish mechanisms to facilitate the provision of support to promote and monitor the wellbeing of children.

As per Section 72 of the Child Adoption Act of Bhutan 2012, the National Commission for Women and Children developed the Guidelines to ensure that the adoption are made in best interest of the child, put in place systematic procedures for efficient and effective processing of the adoption, provide procedures and mechanisms to facilitate monitoring the well-being of the child; and prevent abduction, sale or trafficking of the children. The guideline was endorsed by Hon’ble Commissioner during the 10th Commission meeting.

1. **Purpose of consultancy**

The purpose of this consultancy is to translate the Concluding Observation of the Combined Third to Fifth, Periodic Report of Kingdom of Bhutan on Convention of Right of the Children and Two Optional Protocols, Concluding Observation of the Combined Eighth and Ninth Periodic Reports of Kingdom of Bhutan on CEDAW, Guideline for Child Adoption, 2017 and Guidelines for Accreditation of Shelter home for women and children in difficult circumstances

The translated version of the Concluding observation of CRC and two optional protocols, Concluding Observation of CEDAW, guidelines for accreditation of shelter for women and children in difficult circumstances and Child adoption guideline, 2017 will be disseminated to all the stakeholders and the general public during the stakeholder consultations and sensitization workshops which the NCWC will be conducting.

1. **Work Assignment:**

The consultant will be required to translate the following documents from English to Dzongkha in plain and simple language without distorting the meaning of the text:

|  |  |  |
| --- | --- | --- |
| **Sl No** | **Title of Document** | **Pages** |
|  | Concluding observations on the combined third to fifth periodic reports of the Kingdom of Bhutan on Convention on Right of Children | 15 |
|  | Concluding observations on the report submitted by the Kingdom of Bhutan under article 8, paragraph 1, of the Optional Protocol to the Convention on the Rights of the Child on the involvement of children in armed conflict | 4 |
|  | Concluding observations on the report submitted by the Kingdom of Bhutan under article 12 (1) of the Optional Protocol to the Convention on the Rights of the Child on the sale of children, child prostitution and child pornography | 7 |
|  | Concluding observations on the combined eighth and ninth periodic reports of Bhutan on Convention on Elimination of All Form of Discrimination Against Women  | 11 |
|  | Guideline for accreditation of shelter homes for women and children in difficult circumstances | 35 |
|  | Guideline for child adoption 2017 | 25 |
| **Total pages** | **97** |

1. **Qualifications/Experience Required**

The consultant should have:

* Minimum bachelor degree from a recognized university, preferably in English and dzongkha stream
* Strong command over both dzongkha and English
* Prior experience in translation with similar assignments evidence.
* Good computer skills including the use of Dzongkha Unicode and Microsoft word documents.
* Preference will be given to candidate with background in National Law.
1. **Selection Criteria**

The consultants who fulfill the above requirements will be assessed based on the following criteria:

* Technical evaluation comprising of 70%, and
* Financial evaluation of 30%
1. **Deliverables:**

The consultant must:

1. Prepare a work plan and submit to the Head; Legal Service, National Commission for Women and Children.
2. Submit draft and the final translated text both in hard and soft copy. The translated text must be in Dzongkha Unicode (font: DDC uchen, size: 16, line spacing: 1.15, text alignment: Justified)
3. Make presentation to NCWC (in house) and to the stakeholders in consultation with relevant officials of NCWC
4. Incorporate comments from stakeholders and finalize the documents
5. **Duration:**

The general timeframe for completion of all translated document is 45 working days from the date of signing the contract agreement**.**

1. **Copyright**

The copyright of the final product of the assignment shall remain with the National Commission for Women and Children, Thimphu, Bhutan.

1. **Confidentiality of Information**

The consultant must maintain confidentiality in all matters of official business of the organization. Unless otherwise authorized by the appropriate official of NCWC, the consultant shall not communicate any information that has not been made public and which has become known the consultant by reason of their association with the NCWC at any time to the media or to any institution, person, Government or order authority external to NCWC,

The consultant may not use such information without the written authorization of NCWC nor shall the consultant use such information for private advantage. These obligations do not lapse upon the completion of this assignment. If the consultant should fail to abide by these rules, then necessary action shall be taken as per provisions in the relevant laws of the Kingdom.

1. **Payment**

The payment for the translation of document will be made on three timeline:

|  |  |  |
| --- | --- | --- |
| **Sl No** | **Timeline** | **Percentage of payment** |
|  | Upon signing of contract agreement | 20% of total amount |
|  | Upon submission of 1st draft | 30% of total amount |
|  | Upon finalizing the translated document | 50% of total amount |

1. **Provision of Monitoring, progress and Reporting**

The consultant will report to the Head; Legal Service, National Commission for Women and Children for any support in carrying out the translation. The Legal Services with the consultant will coordinate in scheduling the in-house and stakeholder meeting to review and finalize the draft translation.

1. **Correspondence**

Any correspondence related to this should be addressed to Ms. Kunzang Lhamu, Director; National Commission for Women and Children, PO Box 556, Thimphu Bhutan.

E-mail: klhamu@ncwc.gov.bt

Telephone: +00975 – 2-334549 – During office hours

1. **Application Process**

Interested local consultancy firm/individual with valid license should submit technical and financial proposal.

1. The technical submission will contain the following information.
2. Detailed CV with information mentioned in point C
3. Suggested work plan& timeframe (including dates for submission of first draft, consultation meetings and final report).
4. The financial submission will describe the estimated cost for the consultancy in detail for each of the documents.
5. Interested companies/organisations are requested to apply by 10 am local time on 19/10/2017.

Annexure 2

 **TECHNICAL PROPOSAL**

TO

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

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

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

Sir:

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

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

 Regarding Technical Proposal

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

Yours faithfully,

Signature

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

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Authorized Representative)

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

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

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

**Name of Firm:**

**Name of Staff:**

**Profession:**

**Date of Birth:**

**Years with Firm:**  **Nationality:**

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

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

**Key Qualifications**:

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

**Education:**

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

**Employment Record:**

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

**Languages:**

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

**Certification:**

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

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

**Signature of Staff Member or Day/Month/Year**

**authorized official from the firm**

Please attach “Work Programme and Time Schedule for Key Personnel

WORKPROGRAM AND TIME SCHEDULE FOR KEY PERSONNEL

MONTHS (in the form of bar chart)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Name | Position | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Number of Months |
| 1 |  |  |  |  |  |  |  |  |  |  |   |
| 2 |  |  |  |  |  |  |  |  |  |  |   |
| 3 |  |  |  |  |  |  |  |  |  |  |   |
| 4 |  |  |  |  |  |  |  |  |  |  |   |
|  |  |  |  |  |  |  |  |  |  |  |  |
|   |   |   |   |   |   |   |   |   |   |   |   |

 **Annexure - 3**

 **FORMATS OF FINANCIAL PROPOSAL**

 **FORM FIN 1 FINANCIAL PROPOSALS**

TO

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

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

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

Sir:

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

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

Regarding Price Proposal

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

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

Yours faithfully,

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Designation \_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Authorized Representative)

 **SCHEDULE OF SUMMARY PRICE PROPOSAL**

**FORM FIN-2 SUMMARY of Costs**

|  |  |
| --- | --- |
| **Item** |  |
| Total Costs of Financial Proposal |  |

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

|  |  |
| --- | --- |
| **Group of Activities (Phase)** |  |
| Remuneration |  |
| Reimbursable Expenses | Nil |
| **Subtotals** |  |

### **FORM FIN-4 BREAKDOWN of Reimbursable Expenses**

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

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

*(Modify as appropriate)*

#### Annexure 4





*Making a difference*

 Date:

To

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

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

1. The National Commission for Women and Children (hereinafter to refer to as the “Client”) invites you to submit a combined technical and financial proposal to provide the following consulting services,
2. Translation of the Guidelines for Accreditation of Shelter home for women and children in difficult circumstances
3. Guideline for Child Adoption, 2017
4. CRC concluding observation and two optional protocol and.
5. CEDAW concluding observation
6. Please submit your technical and financial proposals in accordance with the attached forms. Your proposals will be subject to negotiation between your authorized representative and the Client and may result in a contract. A draft contract is also attached.
7. Your technical and financial proposals should be submitted at the following address, not later than October 19, 2017 before 10 a.m.(BST). The technical and financial proposal shall each bear a weightage of 70:30 for the purpose of evaluating this proposal.
8. Please confirm receipt of this invitation and that you will/will not submit the proposals as requested

 Sincerely

**Annexure 5**

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

**CONTRACT**

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

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

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

|  |  |
| --- | --- |
| **1. Services** | (i) The Consultant shall perform the services specified in “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).(ii) The Consultant shall provide the reports listed in Terms of Reference, within the time periods listed in such Annexures, and the personnel listed in Annexure 2, “Cost Estimate of Services, List of Personnel and Schedule of Rates” to perform the Services. |
| **2. Term** | The Consultant shall perform the Services during the period commencing *[insert start date]* and continuing through *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing. |
| **3. Payment** | A. Ceiling For Services rendered pursuant to ToR, the Client shall pay the Consultant an amount not to exceed a ceiling of *[insert ceiling amount].* This amount has been established based on the understanding that it includes all of the Consultant’s costs and profits as well as any tax obligation that may be imposed on the Consultant. The payments made under the Contract consist of the Consultant's remuneration as defined in sub-paragraph B below and of the reimbursable expenditures as defined in sub-paragraph C below.B. Remuneration The Client shall pay the Consultant for Services rendered at the rate(s) per man/month spent[[2]](#footnote-2)1(**or** per day spent **or** per hour spent, subject to a maximum of eight hours per day) in accordance with the rates agreed and specified in Annexure 3, “Cost Estimate of Services, List of Personnel and Schedule of Rates.”C. Reimbursables The Client shall pay the Consultant for reimbursable expenses, which shall consist of and be limited to:(i) normal and customary expenditures for official travel, accommodation, printing, and telephone charges; official travel will be reimbursed. (ii) such other expenses as approved in advance by the Client.[[3]](#footnote-3)2D. Payment Conditions Payment shall be made in *[specify currency]* not later than 30 days following submission of invoices in duplicate to the client.  |
| **4. Project Administration** | A. Coordinator The Client designates Mr./Ms. *[insert name]* as Client’s Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Client.B. Timesheets During the course of their work under this Contract, including field work, the Consultant’s employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as well as expenses incurred, as instructed by the Project Coordinator.C. Records and Accounts The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Client reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant’s records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter. |
| **5. Perform­ance Standard** | The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory. |
| **6. Confidenti­ality** | The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client’s business or operations without the prior written consent of the Client. |
| **7. Ownership of Material** | Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software. |
| **8. Consultant Not to be Engaged in Certain Activities** | The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services. |
| **9. Insurance** | The Consultant will be responsible for taking out any appropriate insurance coverage. |
| **10. Assignment** | The Consultant shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent. |
| **11. Law Governing Contract and Language** | The Contract shall be governed by the laws of *[insert government]*, and the language of the Contract shall be*[insert language].* |
| **12. Dispute Resolution** | Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Kingdom of Bhutan. |

 FOR THE CLIENT FOR THE CONSULTANT

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

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

**List of Annexes**

Annexure 1: Terms of Reference

Annexure 2: Formats for Technical Proposal

Annexure 3: Formats for Financial Proposal

Annexure 4: Request for Proposal (RFP)

Annexure 5: Sample Contract

1. This will apply only for fixed budget selection method [↑](#footnote-ref-1)
2. 1 Select the applicable rate and delete the others. [↑](#footnote-ref-2)
3. 2 Specific expenses can be added as an item (iii) in paragraph 3.C. [↑](#footnote-ref-3)