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REQUEST FOR PROPOSAL

# **Procurement of Consulting Services (RFP)**

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



**Royal Government of Bhutan  
Ministry of Finance**

**March 2011**



## Preface

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

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

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



## ACRONYMS

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



### **Letter of Invitation**

The National Census Secretariat under the National Statistics Bureau has a budget provision from the Royal Government of Bhutan and intends to apply part or whole of the proceeds for the procurement of Editing Designing, Layout of 2017 Population & Housing Census of Bhutan (2017 PHCB) Report (s).

The National Census Secretariat under the National Statistics Bureau 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.

Proposal must be delivered to the address below by [8<sup>th</sup> March 2018].

[National Statistics Bureau]

Attn: Tsheten Wangchuk, Offtg.Head, Secretariat Services]

Tel: 02-337712

E-mail: [tshetenwangchuk@nsb.gov.bt](mailto:tshetenwangchuk@nsb.gov.bt)

Web site: [www.nsb.gov.bt](http://www.nsb.gov.bt)



1. **INTRODUCTION**

- 1.1 Firms/individuals are hereby invited to submit a technical and financial proposal for consulting services required for the Assignment named in the attached LOI Data Sheet (referred to as "Data Sheet"). The proposal could form the basis for future negotiations and ultimately a contract between your firm and the Client named in the Data Sheet.
- 1.2 A brief description of the Assignment and its Objectives are given in the Data Sheet.
- 1.3 The Assignment will be implemented in accordance with the procedure indicated in the Data Sheet.
- 1.4 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.
- 1.5 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.

2. **DOCUMENTS**

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

3. **PREPARATION OF PROPOSAL**

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

**Technical Proposal**

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

- ii) Any comments or suggestions on the TORs, and a description of the methodology (work plan) which the Consultants propose to execute the services, illustrated with bar charts of activities.
- iii) The composition of the proposed staff team, the tasks which would be assigned to each and their timing;
- iv) Curricula Vitae (C.V.) recently signed by the proposed key professional staff or an authorized manager in the home office.
- v) Estimates of the total time effort (person x months) to be provided for the services, supported by bar chart diagrams showing the time proposed (person x months) for each professional staff; and
- vi) The Consultant's comments, if any, on the data, services and facilities to be provided by the Client indicated in the TORs.

3.5 The technical proposal must not include any financial information.

### **Financial Proposal**

3.6 The financial proposal should list the costs associated with the Assignment. Your financial proposal should be prepared using, but need not be limited to, the formats attached in Annexure 3.

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

3.8 Costs may be expressed in currency as provided in data sheet

## **4. SUBMISSION OF PROPOSALS**

4.1 Firms/individuals must submit one original proposal and the number of copies indicated in the Data Sheet. Each proposal will be sealed in an outer envelope which will bear the address and information indicated in the Data Sheet.

4.2 The completed technical and financial proposal must be delivered on or before the time and date stated in the Data Sheet in two separate sealed envelopes ( A 'copy' of Envelope 'A' marked as 'Technical Proposal' & Envelope 'B' marked as 'Financial Proposal' and a 'Original' Envelope 'A' marked as 'Technical Proposal' & Envelope 'B' marked as 'Financial Proposal') along with the duly filled RFP both copy & original )

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.

## **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:  $Sf = 100 \times Fm/F$  (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"  $S = St \times T\% + Sf \times F\%$ .

### **6. Negotiations**

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

### **7. AWARD OF CONTRACT**

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

### **8. CONFIRMATION OF RECEIPT**

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



## LOI DATA SHEET

### Clause No.                      Clauses

- 1.1 The name of the Assignment is: Editing, Designing and Layout of 2017 Population & Housing Census of Bhutan (2017 PHCB) Report (s)
- 1.2 The name of the Client is: National Census Secretariat, National Statistics Bureau
- 1.3 The description and the objectives of the Assignment are Editing, Designing and Layout of 2017 Population & Housing Census of Bhutan (2017 PHCB) Report (s) for 30 working days from 13<sup>th</sup> March 2018
- 1.4 The assignment will be carried as *lump-sum*
- 1.5 The Client shall provide the following inputs: 'The final draft of the 2017 PHCB Report(s)'
- 1.6 The Documents are: (TORs, Contract, Appendices etc.)
- 1.7 The address is: Offtg. Head, Secretariat Services, National Census Secretariat, National Statistics Bureau at Jungzhina, Thimphu
- 1.8 The language is: English
- 1.9 The firm shall ensure that the editing, designing and layout will be carried out by the person(s) whose CV is submitted as per the prescribed format (Ref. Pg. 19)
- 2.0 Tax liability of 2% TDS will be applicable as per the Income Tax of the Kingdom of Bhutan 2001
- 2.1 The number of copies of the proposal is/are: One original and one copy
- 2.2 The date and time of proposal submission are: **8<sup>th</sup> March on or before 11 AM**
- 2.3 Validity period is: **60 days**
- 2.4 The location is: Jungzhina (Near the Embassy of India, Thimphu)
- 5.1 The points given to evaluation criteria are: *(modify as appropriate)*

		POINTS
A	GENERAL REQUIREMENT	20
B	SPECIFIC REQUIREMENT FOR EDITING	40
B	SPECIFIC REQUIREMENT FOR DESIGNING & LAYOUT	40
TOTAL		100

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

- 5.3 The currency is: Bhutanese Ngultrum
- 5.4 The weight (T%) given to the Technical Proposal is 65 percent.  
The weight (F%) given to the Financial Proposal is 35 percent.

7.2. Commencement of Assignment: 13<sup>th</sup> March, 2018

#### Attachments:

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



**Terms of Reference for Quotation:**  
**“Editing, Designing and Layout of 2017 Population & Housing Census of Bhutan (2017 PHCB) Report (s)”**

**1. Introduction**

The National Census Secretariat under the National Statistics Bureau is in the process of finalizing a draft report on the 2017 Population and Housing Census of Bhutan (PHCB). The report(s) captures important household and individuals' demographic and socio-economic data as well as data on housing quality and housing amenities. The report is expected to be launched by the end of April, 2018.

**2. Objectives of the Assignment**

The specific objectives of the assignment are:

- Editing of the draft 2017 PHCB Report (s),
- Layout and design (including graphics for tables, charts, figures and diagrams) for the draft 2017 PHCB Report (s),
- layout and design for digital and hard copy publication for the draft 2017 PHCB Report (s),

Sl. No	Name of the Report(s)	No. of Report (s)	Pages
1	2017 PHCB Report at Dzongkhag Level	20	150 (+ & - 50)
2	2017 PHCB Report at National Level	1	300 (+& - 50)

**3. Scope of Work**

The consultant shall be responsible for delivering the following tasks:

1. Layout and design of the report(s);
  - a. Layout and design (standard sample for fonts, table headings, table formats, graphs and charts, figures and diagrams will be provided)
  - b. Cover design for the reports
  - c. Appropriate positioning and numbering of boxes, figures and tables;
  - d. Consistent font (s) – as relevant to headings and text;
  - e. Appropriate use of italicized and bolded words;
  - f. Ensure all footnotes, sources, references are complete and consistent;
2. Editing:
  - a. A consistent style and format throughout the document;
  - b. Correct use of English without altering the content matter
  - c. Elimination of repetition and inconsistencies;
  - d. Appropriate use of italicized and bolded words;
  - e. Prepare a complete table of Contents and Acronym List per document; and
  - f. Proof read designed and layout files to ensure a complete file ready to print.

**4. Deliverables**

The consultant shall provide the following deliverables:

1. A fully edited, designed and layout report in electronic copy in printable high-resolution pdf(s) and InDesign format, as well as a relatively low-resolution pdf file to be uploaded on NSB website;
2. A face to face meeting/ presentations on the Zero Draft of the edited, designed & layout report(s) at the end of 3<sup>rd</sup> week with the relevant officials during the assignment by 6<sup>th</sup> April, 2018.
3. After initial design and layout, a mono proof will be submitted to NSB for corrections to be identified. These corrections will be carried out inclusive of the quoted price. On approval of a second mono proof, again inclusive of the quoted price, the design will be classed as complete, where a final proof will be provided for full client sign off.

**5. Consultant's Qualification and Competency**

Prospective Editors shall have the following qualifications/experiences:

- a. Master's Degree in related field;
- a. Excellent command of written and spoken English;
- b. Minimum 5 years of relevant professional experience in editing and proof reading of reports;
- c. Experience in editing survey reports is an added advantage;
- d. Proven record of edited reports, publications or documents if any must be produced;
- e. Ability to deliver on time as committed.

Prospective designers shall have the following qualifications/experiences:

- a. Degree in related field;
- b. Minimum 5 years of relevant professional experience in design and layout of reports;
- c. Experience in layout and design of survey reports is an added advantage
- d. Proven record of layout and design of reports if any must be produced;
- e. Ability to deliver on time as committed

**6. Schedule**

The assignment is estimated to 30 working days from 13<sup>th</sup> March 2018. The final report/deliverables should be delivered no later than 13<sup>th</sup> April, 2018.

**7. Application Procedure**

The copy of the Request for Proposal (RFP) along with the Terms of Reference (ToR) can be collected from NSB office at Jungzhina, Thimphu during office hours. The duly filled RFP shall be submitted on or before 8th March by 11.00 am and it will be opened on the same day at 2.30 pm.

**8. Confidentiality**

All materials and data furnished by or on behalf of NSB in connection with this assignment, created or produced shall be treated as confidential information. The Consultant shall not, during the continuance of this assignment or at any time thereafter, disclose to any person any confidential information.



## Annex - 2

### FORMATS FOR TECHNICAL PROPOSAL



**TECHNICAL PROPOSAL**

TO

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Sir:

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

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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)



<b>A</b>	<b>GENERAL REQUIREMENT</b>	
1	Firm's profile	Attach a note
2	CVs of consultants	Refer CV format (Next Page)
3	Valid trade license	Attach a copy
<b>B</b>	<b>SPECIFIC REQUIREMENT FOR EDITING</b>	
1	Master's Degree in related field	Attach Certificates
2	Minimum 5 years of relevant professional experience in editing and proof reading of reports;	Attach Evidences
3	Experience in editing survey reports is an added advantage	Attach Evidences
4	Proven record of edited reports, publications or documents if any must be produced;	Attach Evidences
5	Ability to deliver on time as committed	Attach a note of commitment
<b>B</b>	<b>SPECIFIC REQUIREMENT FOR DESIGNING &amp; LAYOUT</b>	
1	Degree in related field;	Attach Certificates
2	Minimum 5 years of relevant professional experience in design and layout of reports;	Attach Evidences
3	Experience in layout and design of survey reports is an added advantage	Attach Evidences
4	Proven record of layout and design of reports if any must be produced	Attach Evidences
5	Ability to deliver on time as committed	Attach a note of commitment

**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.

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

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

**Day/Month/Year**



**Annexure - 3**

**FORMATS OF FINANCIAL PROPOSAL**



**FORM FIN 1 FINANCIAL PROPOSALS**

TO

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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

<b>Item</b>	
Total Costs of Financial Proposal (A+B+C)	

<b>A EDITING COST DETAILS</b>					
	Name of Report(s)	No. of Report(s)	No. of Pages	Unit Cost per Page	Total Cost per Report (No. of Page * Unit Cost per Page)
	2017 PHCB Report at National Level	1	300 (+ & - 50)		
	2017 PHCB Report at Dzongkhag Level	20	150 (+ & - 50 )		
<b>B DESIGNING COST DETAILS</b>					
	2017 PHCB Report at National Level	1	300 (+ & - 50)		
	2017 PHCB Report at Dzongkhag Level	20	150 (+ & - 50 )		
<b>C LAYOUT COST DETAILS</b>					
	2017 PHCB Report at National Level	1	300 (+ & - 50)		
	2017 PHCB Report at Dzongkhag Level	20	150 (+ & - 50 )		



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## LIST OF ANNEXES

Annexure 1: Letter of invitation

Annexure 2: Formats for Technical Proposal

Annexure 3: Formats for Financial Proposal

Annexure 4: Request for Proposal (RFP)

