



Consultancy Ref No: 133/APWASI/NORTH/23-24

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

SUBJECT:

**HIRING OF CONSULTANCY FIRM/INDIVIDUAL CONSULTANT FOR STRUCTURAL
DESIGN AND COST ESTIMATION OF UNDERGROUND WATER STORAGE TANKS
THROUGH ROOFTOP RAINWATER HARVESTING AT FARASH TOWN ISLAMABAD**

Application Submission

Interested consultants should submit the Proposal on Application Form Available Online or can access through following Link:

<https://forms.gle/ci9oAgNh98SrcuQW7>

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1) INTRODUCTION & BACKGROUND

Contract type: Consultancy and Services
Duration of assignment: May 10, 2024 to June 15, 2024
Type: Firm/Individual

Background of Project & Assignment:

WWF-Pakistan is working on an Australia funded project titled 'Australia-Pakistan Water Security Initiative' being implemented in Islamabad and Rawalpindi. The project aims to improve access to safe water and sanitation services in two disadvantaged urban communities in Islamabad and Rawalpindi in order to have safer and more reliable access to water and sanitation services, particularly for women, children and other financially vulnerable groups.

In this context WWF-Pakistan require the services of firm/individual consultant for detailed structural design and cost estimation of underground water storage tanks for communal rainwater harvesting at Farash Town Islamabad. The details like number of tanks, capacities / dimensions and other related information are provided in below sections.

2) GENERAL CONDITIONS

- 1) The WWF-PAKISTAN reserves the right to reject or accept any proposal. The WWF-PAKISTAN reserves the right to proceed with the implementation of any Service, in whole or in part, as described in the Proposal.
- 2) The WWF-PAKISTAN reserves the right to engage in discussions with any BIDDER to clarify responses or discuss certain issues with regards to the proposal or services requested. The WWF-PAKISTAN has no obligation to notify the other BIDDERS of the discussions, clarifications, or other information provided by a BIDDER. Any additional information required for preparation of the BID shall be distributed to all participants at the same time.
- 3) The WWF-PAKISTAN reserves the right to award the proposal based on experience, qualification, completion date, service cost and other criteria, and not necessarily the lowest cost.
- 4) Based on the RFP BID the WWF-PAKISTAN is entitled to change/replace or omit any clause/part of the preliminary defined scope of services of the proposal. The WWF-PAKISTAN shall conduct negotiations with WWF to achieve the full compliance to the requirements.
- 5) The WWF-PAKISTAN reserves the right in the event the successful CONSULTANT fails to comply with the terms and conditions as listed, to cancel this contract and award it to another CONSULTANT without penalty or action against the WWF-PAKISTAN. The RFP does not constitute an agreement or order.
- 6) The RFP is not a binding agreement between the parties, submission of a proposal or response by a proponent is voluntary.
- 7) By submitting a bid, the BIDDER is deemed to have acknowledged all of the undertakings, specifications, terms and conditions, **WWF Fraud and Corruption Prevention and Investigation Policy and WWF's Environment Social & Safeguard for consultant agreement** and to be bound by them if the BID is accepted. All expenses incurred by the Bidder in connection with the preparation of its proposal are to be borne by the RFP participant, and the WWF-PAKISTAN shall not incur any obligation whatsoever toward the Bidder regardless of whether such bid is accepted or rejected.

3) PURPOSE

a. Objective of the Consultancy:

The major objective of the assignment includes;

- Structural design of underground water storage tanks at various locations in Farash Town for communal level rooftop rainwater harvesting
- Development of cost estimates (Engineer's Estimate and Bill of Quantities) for the designed underground water tanks

b. Specific Tasks:

The scope of work includes development of training/user manuals including;

- Structural design and cost estimation of six (06) Nos. underground water storage tanks with different capacities and locations in Farash Town, Islamabad
- Site visit for on ground data / information gathering
- Detailed cost estimation of 06 Nos. underground water storage tanks
- The details including locations and proposed capacities of tanks are provided in table below;

Description	Dimension / Capacity
Underground water storage tank 1	25 x 15 x 10 ft (LxWxD) = 3750 ft ³
Underground water storage tank 2	16 x 8 x 10 ft (LxWxD) = 1280 ft ³
Underground water storage tank 3	13 x 11 x 10 ft (LxWxD) = 1430 ft ³
Underground water storage tank 4	18 x 13 x 10 ft = 2340 ft ³
Underground water storage tank 5	12x 10 x 10 ft (LxWxD) = 1200 ft ³
Underground water storage tank 6	14x 12 x 10 ft (LxWxD) = 1680 ft ³

4) Deliverables

The following deliverables shown in the table below shall be submitted by consultant for completion of Project. The timelines of the project deliverables are stringent and non-negotiable.

Sr. No.	Deliverable	No of Copies	Timeline
1.	Detailed design drawings including complete structural designs drawings, plan view etc.	01 Soft Copy / Editable CAD Files 02 Hard Copies	1 month after signing of Contract Agreement
2.	Detailed cost estimates ((Engineer's Estimate and Bill of Quantities) soft copy	01 soft copy / Excel sheets 01 Hard copy	1 month after signing of Contract Agreement

5) REQUIREMENTS

a. Eligibility

The consultancy firm/Individual consultant must have valid/active NTN number
PEC registration certificate Firm/Individual

b. Experience

Minimum 5 years of experience in structural design and cost estimation of buildings, water storage tanks and other civil / infrastructure works
Experience in Structural design of Civil Works in Islamabad and Rawalpindi is desirable

Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity
Demonstrates WWF behaviors in way of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly

Adheres to WWF's brand characteristics, which are: Knowledgeable, Optimistic, Determined and Engaging.
The consultancy Firm should adhere the child safeguarding policy of WWF Pakistan
Be able to demonstrate working ability under the COVID-19 (Corona Virus) circumstances as per the construction works guidelines issued by the Government of Pakistan
Should be able to follow all the required Health, Safety and Environmental (HSE) protocols, as specified under the WWF-Pakistan HSE safeguard policy and Environmental and Social Safeguard Framework (ESSF)
Should be able to comply with all the national and provincial construction standards and labor protocols.

6) CORRESPONDENCE & SUBMISSION OF PROPOSAL

1. Application Submission: Interested consultants should submit the Proposal on Application Form Available Online or can access through following Link:

<https://forms.gle/ci9oAgNh98SrcuQW7>

To: Faiza khan (fakhan@wwf.org.pk)

Cc Muzzammil Ahmed (mahmed@wwf.org.pk)

1. The RFP submission deadline mentioned on WWF-Website.
2. Any information and responses to enquiries will be made in writing and distributed by email to all proponents. Enquiries after the foregoing deadline will not receive a response.

7) FORMAT OF THE PROPOSAL

The BID submitted by the participant must be structured as per the below provided instructions:

- 1) **Application Form available at WWF-Website** - General information about the Bidder, covering, qualification and experience, CV and all related Information.
- 2) **Experience:**
 - a) **Description of the complete projects:** the list and general information about the complete projects, description of the role in the project, other accomplishments of the Consultant.
- 3) **Proposal outlining scope consultancy service-** Description of scope and working process, stages, deliverables, exclusions, conditions;
- 4) **Provide template of already complete similar type of reports-** the WWF-PAKISTAN may request additionally;
- 5) **Service Provision Timeline** – Provide Detailed Work Plan as per Deliverable and TORs.
- 6) **Financial Proposal-** the prices shall be provided in Pak Rs, the total price shall include all costs related to service provision including applicable taxes.

Note:

Templates of all Information is provided on Application form available at WWF-Website. Any Additional Information related to the RFP can be attached along with application Form.

8) FINANCIAL PROPOSAL

The proposed prices shall be provided in PKR, the total price shall include all costs related to service provision including all Direct and Indirect taxes, Travel, Boarding & Lodging shall be based on actual receipt up to max Ceiling (If Any).

The consultant will submit the cost of the assignment in a lump sum, including all applicable taxes according to the Government of Pakistan and the Government of KP

The Payment Term: shall be defined by the contract to be concluded between WWF -Pakistan and the

consultant.

9) EVALUATION PROCESS

Applicant's proposal shall be evaluated based on Quality and Cost Based Selection (QCBS) method. Under QCBS both technical and financial proposals shall be evaluated as per following criteria against a maximum score of 100 points.

A) Technical Proposal (70%)

- Detailed workplan
- Expression of interest (EOI)
- Company's Profile in case of Firm (CV in case of Individual)
- Detailed methodology

B) Financial Proposal (30%)

- Detailed financial proposal which should be inclusive of all applicable taxes and out of pocket expenses. The financial proposal should follow a breakdown structure i.e., specifying cost(s) to each head and subhead
- Company's registration certificate
- NTN detail(s)
- Any legal or technical certification required for the task
- Audited Accounts Report (if available) of last FY

Note: Late/ incomplete submissions will not be accepted. Only three (03) top-ranked firms will be included in the comparative process

10) DOCUMENTATION AND CONFIDENTIALITY

All documents completed based on requirements of the present RFP shall be the property of the WWF-Pakistan, and shall not without the consent of the WWF-Pakistan be used, reproduced or made available to third parties beyond what is necessary in respect of the fulfilment of the Project. All documents issued and information given to the BIDDER shall be treated as confidential.

11) BUDGET

Total Budget for this activity inclusive of all taxes and Out of Pocket expenses are **PKR 700,000/-**