



**BIDDING DOCUMENT  
RFP No: LIAZ APRIL/2025**

**REQUEST FOR PROPOSALS  
PROCUREMENT OF CONSULTANCY SERVICES  
*FOR THE DESIGN OF*  
MELVIN JONES EYE HOSPITAL AND SECRETARIAT FOR LCI D413**

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## Section 1. Letter of Invitation

April 2025

Dear Sir/Madam:

1. Lions Aid Zambia (LIAZ) is a developmental agency for Lions Clubs International Districts 413 (LCI D413) Zambia responsible for design and implementation of long-term, impactful humanitarian service projects. It is a registered Non-governmental Organization (NGO) incorporated under the NGO Act of 2009 and an approved public benefit organization under section 41 of the Income Tax Act Chapter 323 of the Laws of Zambia
2. LIAZ has been appointed as an Implementation partner for the establishment of an Melvin Jones Eye Hospital and Secretariat for LCI D413 which will also host LIAZ offices. LCI D413 has procured a property JES151 located along Mwambula Road which needs to be remodeled to fit for purpose
3. LIAZ therefore wishes to invite proposals to provide the following services:
  - a. **Complete Architectural designs including Engineering drawings**
  - b. **Complete priced and blank bills of quantity.**
4. The scope of services for this project entails provision of consultancy services for the design of the proposed eye Hospital department and secretariat for LCI D413 with all tender documents. Further details of the services to be provided are contained in Section 4 Terms of Reference.
5. The RFP includes the following documents:
  - Section 1 – Letter of Invitation
  - Section 2 – Information to Consultants
  - Section 3 – Data sheet
  - Section 4 – Terms of Reference
  - Section 5 – Technical Proposal Forms
  - Section 6 – Financial Proposals Forms
6. Please inform us,
  - (a) whether you will submit a proposal alone or in association.
7. All consultants are advised to submit their bids in accordance with the relevant Zambian laws among them Institute of Architects Act, Cap 442.

**EXECUTIVE DIRECTOR  
LIONS AID ZAMBIA**

## **Section 2. Information to Consultants**

- 1. Introduction**
- 1.1 The Client will select a firm in accordance with the method of selection specified under Proposal Evaluation, Section 2.5 and 3.
- 1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal for Consultancy services required for the assignment. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm.
- 1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. The consultants' representative should contact the Client to arrange for the visit or to obtain additional information.
- 1.4 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.
- 1.5 Consultants shall provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
- 1.6 The minimum required experience of proposed professional staff is as prescribed in section 3
- 2. Clarification and Amendment of RFP Documents**
- 2.1 Consultants may request by electronic mail a clarification of any of the RFP documents up to 7 days before the proposal submission date. The Client will respond by electronic mail to such requests and will send copies of the response to all prospective consultants who intend to submit proposals.
- 2.2 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 firm, amend the RFP. Any amendment shall be sent by electronic mail to all prospective consultants who intend

to submit proposals. The Client may at its discretion extend the deadline for the submission of proposals.

**3. Preparation of Proposal**

3.1 Consultants are requested to submit a proposal written in English.

**Technical Proposal**

3.2 While preparing the Technical Proposal, consultants must give particular attention to the following:

- (i) It is desirable that the majority of the key professional staff proposed, be permanent employees of the firm or have an extended and stable working relationship with it.
- (ii) Proposed professional staff must, at a minimum, have the experience indicated in Section 3
- (iii) Reports to be issued by the consultants as part of this assignment must be in English

3.3 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 5):

- (i) An outline of recent experience on assignments of similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount, and firm's involvement.
- (ii) Any comments and suggestions on the terms of reference.
- (iii) A description of the methodology and work plan for performing the assignment.
- (iv) The list of the proposed staff team by speciality, the tasks that would be assigned to each staff team member, and their timing.
- (v) Activity schedule for carrying out the assignment, supported by bar chart diagrams showing the time proposed for each activity.
- (vi) CVs recently signed by the proposed professional staff and the authorized representative submitting

the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (5) years.

(vii) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member.

(viii) Any additional information that you may deem necessary

3.4 The Technical Proposal shall not include any financial information.

**Financial Proposal**

3.5 In preparing the Financial Proposal (Section 6), consultants are expected to take into account the requirements and conditions outlined in the RFP documents. It lists all costs associated with the assignment, including (a) remuneration for staff (in the field and at headquarters), and (b) reimbursable expenses such as subsistence allowance, transportation, insurance, and printing of documents.

3.6 The Financial Proposal should clearly estimate, as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the applicable law.

3.7 Consultants must express the price of their services in local currency (ZMW).

3.8 The proposals must remain valid for two months after the submission date. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

**4. Submission, Receipt, and Opening of Proposals**

4.1 The original proposal shall be prepared in indelible ink. Any corrections must be initialed by the persons or person who sign(s) the proposals.

- 4.2 An authorized representative of the firm initials all pages of the proposal.
- 4.3 For each proposal, the consultants shall prepare 5 copies. Each Technical Proposal and Financial Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.
- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "FINANCIAL PROPOSAL" and warning: "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." Both envelopes shall be placed into an outer envelope and sealed.
- 4.5 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the Client. The Financial Proposal shall remain sealed until all submitted proposals are opened publicly at a date to be advised in line with clause 5.4 below.

**5. Proposal Evaluation**

**General**

- 5.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing. Any effort by the firm to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.
- 5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

**Evaluation of Technical Proposals**

- 5.3 The evaluation committee, appointed by the Client as a whole, and each of its members individually, evaluates the proposals on the basis of quality assessment of their responsiveness to the Terms of Reference. 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 Terms of Reference

or if it fails to achieve the minimum technical score indicated in Section 3.

**Public  
Opening  
and  
Evaluation  
of Financial  
Proposals**

- 5.4 After the evaluation of quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered nonresponsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall not be sooner than one week after the notification date. The notification will be sent by electronic mail.
- 5.5 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 5.6 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price and correct any computational errors.) The evaluation shall exclude taxes, duties, fees, levies, and other charges imposed under the applicable law.
- 5.7 The lowest Financial Proposal ( $F_m$ ) will be given a financial score ( $S_f$ ) of 100 points. The financial scores ( $S_f$ ) of the other Financial Proposals will be computed as indicated in Section 3. Proposals will be ranked according to their combined technical ( $S_t$ ) and financial ( $S_f$ ) scores using the weights ( $T$  = the weight given to the Technical Proposal;  $F$  = the weight given to the Financial Proposal;  $T + F = 1$ ) indicated in the Data Sheet:  $S = S_t \times T\% + S_f \times F\%$ . The firm achieving the highest combined technical and financial score will be invited for negotiations.

**6. Negotiations**

- 6.1 Negotiations will be held at the Clients offices. The aim is to reach agreement on all points and sign a contract.

- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the contract.
  - 6.3 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.
  - 6.4 The negotiations will conclude with a review of the draft form of the contract. To complete negotiations the Client and the firm will initial the agreed contract.
  - 6.5 If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a Contract.
- 7. Award of Contract**
- 7.1 The contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants that they were unsuccessful.
  - 7.2 The firm is expected to commence the assignment on the date and at the location specified in the Contract.
- 8. Confidentiality**
- 8.1 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 winning firm has been notified.

**SECTION 3  
Information to Consultants**

**DATA SHEET**

**Clause  
Reference**

- 3.1 The name of the Client is: **Lions Aid Zambia (LIAZ)**
- The name, objectives, and description of the assignment are:
- Name:** Architectural, Quantity Surveying & Engineering designs for Establishment of the Melvin Jones Eye Hospital and Secretariat for LCI D413 at plot JES 151 Jesmondine Mwambula Road
- Objectives:** Provision of Consultancy Services towards the design of the Melvin Jones Eye Hospital and Secretariat for LCI D413
- Scope of Services:** As detailed in 'Section 4 – Terms of Reference'
- A firm will be selected under **Quality and Cost Based Selection (QCBS)**
- 3.2 Technical and Financial Proposals are requested: **Yes**
- 3.3 The name(s), address (es), and telephone numbers of the Client's official(s) are:
- The Executive Director  
Plot 6953, Po Box 37166  
Millennium Village, Villa 43 Birdcage Walk  
Longacres, Lusaka  
Zambia
- 3.4 Clarifications if any may be requested not later than 7 days before the submission date.
- 3.5 Proposals should be submitted in the following language(s):  
**ENGLISH**
- 3.6 Prospective bidders must provide information on their legal form and ownership structure.

- 3.7
- (i) Interested firms/entities who wish to submit a proposal in association must inform LIAZ. An Association Agreement must be included in the Technical Proposal.
  - (ii) The estimated number of professional staff-months required for the assignment is: **for the length of the assignment**
  - (iv) The minimum required experience of proposed professional staff is:

**Qualification and Experience of Key Staff**

**Qualifications:**

**(i) Team Leader / Architect** - minimum, Bachelor's Degree in Architecture. Member of a professional body such as Zambia Institute of Architects (Z.I.A) and registered to practice by an appropriate body such as the Architects Registration Board

**(ii) Quantity Surveyor** - minimum, bachelor's degree in building science/quantity surveying, member of a professional body such as Surveyors Institute of Zambia (S.I.Z), and registered to practice by an appropriate body such as the Quantity Surveyor's Registration Board (Q.S.R.B).

**(iii) Mechanical/Electrical Engineer** - minimum, bachelor's degree in mechanical/electrical engineering, member of a professional body such as Engineering Institute of Zambia (E.I.Z), and registered to practice by an appropriate body such as the Engineers Registration Board (E.R.B).

**(iv) Civil Engineer** – minimum, bachelor's degree in civil engineering, member of a professional body such as Engineering Institute of Zambia (E.I.Z), and registered to practice by an appropriate board such as the Engineers Registration Board (E.R.B).

- 3.8
- Prospective firms/entities shall confirm in writing that they are not in any of the situations listed below. Even if such confirmation is given by a tenderer, LIAZ may investigate any of the situations listed below if it has reasonable grounds to doubt the contents of such confirmation.
- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
  - b) they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a final judgment.
  - c) they have been guilty of grave professional misconduct; proven by any means which LIAZ can justify;

- d) they have not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which the contract is to be performed, (copies of third-party confirmation must be attached e.g Valid tax clearance certificate, NAPSA compliance certificate)
- e) they or persons having powers of representation, decision-making or control over them have been convicted for fraud, corruption, involvement in a criminal organisation or money laundering by a final judgment;
- f) they make use of child labour or forced labour and/or practise discrimination, and/or do not respect the right to freedom of association and the right to organise and engage in collective bargaining pursuant to the core conventions of the International Labour Organization (ILO).

3.9 Additional information;

- (i) Contracts shall not be awarded to prospective bidders which, during the procurement procedure:
  - a) are subject to a conflict of interests;
  - b) are guilty of misrepresentation in supplying the information required by LIAZ as a condition of participation in the tender procedure, or fail to supply this information.
- (ii) Prospective bidders who solicit for information from LIAZ that may lead to undue influence in the evaluation process shall be disqualified

4.0 It is LIAZ's policy that consultants observe the highest standard of ethics during the selection and execution of contracts. In pursuance of this policy, LIAZ:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

- (i) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of an official in the selection process or in contract execution; and
- (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, noncompetitive levels.

4.1 **Taxes: Taxes applicable under the Zambian Law shall apply**

Consultants to state local cost in the national currency: **YES**

- 4.2 Proposals must remain valid **60** days after the date of submission stated in the Data Sheet
- 4.3 Consultants must submit **ONE original and FOUR additional copies** of each proposal.
- 4.4 The address for the submission of bids is  
The Executive Director  
Plot 6953,  
Po Box 37166  
Millennium Village, Villa 43 Birdcage Walk  
Longacres, Lusaka  
Zambia

Information on the outer envelope should also include : **see item 4.4 under "Information to Consultants"**

- 4.5 Proposals must be submitted no later than the following date and time: **16<sup>th</sup> May 2025 at 10:00hrs** . \* *Any proposal received after the aforementioned date and time will be rejected and returned unopened to the bidder.*
- 4.6 The number of points to be given under each of the evaluation criteria are:

|   | <u>Points</u> |
|---|---------------|
| (i) Qualifications and competence of the key staff  | <b>50%</b>    |
| (ii) Legal form and ownership   | <b>25%</b>    |
| (iii) Adequacy of the proposed work plan and methodology<br>in responding to the Terms of Reference | <b>25%</b>    |
| Workplan- 15%   |               |
| Methodology- 10%  |               |
| Total Points:   | <b>100%</b>   |

The minimum technical score required to pass:**75**

- 4.7 The single currency for price conversions is: **Zambian Kwacha**.The formula for determining the financial scores is the following: **Sf = 100 fm/f**
- 4.8 The weights given to the technical and Financial Proposals are:  
T=80% F=20%
- 4.9 The assignment is expected to commence **on a date to be advised**

## **SECTION 4:**

### **TERMS OF REFERENCE**

**TERMS OF REFERENCE:** The Terms of Reference for the Architectural and Engineering Consultancy Services for the Proposed Establishment of the Melvin Jones Eye Hospital and Secretariat for LCI D413 at plot JES 151 Jesmondine Mwambula Road are as follows:

### **SCOPE OF SERVICES**

To provide consultancy services which include architectural, quantity surveying, and engineering services for the design of the Melvin Jones Eye Hospital and Secretariat for LCI D413 at plot JES 151 Jesmondine Mwambula Road to house the following facilities. The facility must average a maximum of One thousand (1,000) square meters of usable space. Environment impact: In the execution of these works it is anticipated that several activities will have an effect on the environment. The Consultant shall therefore assess the effects of civil work on the environment and recommend suitable cost-effective measures.

#### **Melvin Jones Eye Hospital**

1. Reception Area
2. Waiting area Patients – 20 people
3. Optical shop
4. Optical laboratory
5. Treatment room
6. Consultation rooms
  - a. Visual acuity room minimum 3 metres in length
  - b. Biometry / A&B Scan room
  - c. Oct / fundus Camera room
  - d. Visual field room
  - e. Paediatric consultation room
7. Kitchen
8. Rest room for medical staff
9. Archive and Storeroom
10. Pharmacy Shelves / fridge area
11. Dispensary
12. Toilets for Patients (Male / Female+ Disability inclusive)
13. Toilets for Staff (Male / Female + Disability also)
14. Data Room
15. Theatre area
  - a. Operating room with shelves to keep instruments
  - b. Sterilization and Sluice room
  - c. Changing room theatre (male and female)
  - d. Preparation area theatre (Scrub)
  - e. Preparation rooms Male/Female Patients with lockers

- f. Preparation rooms staff (Male/Female) with lockers
  - g. Recovery rooms
  - h. Storeroom linen
16. Wards (Male/Female) for 10 each
  17. Conference room for 30 people
  18. Medical incharge office
  19. Nursing officer incharge
  20. Parking area 30 cars

### **Administration**

1. Reception
2. Archive room
3. Board room – 10 people
4. Offices
  - a. Lions Secretariat
    - i. District Governor
    - ii. District Administrator
  - b. Management
    - i. Manager
    - ii. Programme Manager
    - iii. Finance Manager
    - iv. Programme Department
    - v. Finance Department

To design the Melvin Jones Eye Hospital and Secretariat for LCI D413 at plot JES 151 Jesmondine Mwambula Road. To establish the client's requirements and ensure local authority permits are obtained for the approved designs.

### **STAGE A – SURVEYS AND SKETCH DESIGN**

- a. To carry out a conditional survey of the site and location of existing facilities.
- b. To incorporate requirements in the proposed scope of works to be provided by the client and submit a sketch plan for approval.
- c. To submit preliminary cost estimates for the proposed eye department.

### **STAGE B - PREPARATION OF PLANS, BILLS AND TENDER DOCUMENTS**

- a. To prepare detailed architectural working drawings from the approved sketch plan
- b. To carry out the structural design and prepare working drawings for the proposed eye department
- c. To carry out the design of the electrical/mechanical installations and prepare working drawings for the proposed eye department.
- d. To submit to the client estimates for the proposed eye department.
- e. To prepare Bills of Quantities and Technical Specifications for the proposed eye department, external works and utility services.

- f. To prepare an implementation activity – time schedule of predicted expenditure cash-flow for the proposed center.
- g. Prepare Conditions of Contract for the project.
- h. To design and agree suitable tender packages with guidelines and procedures and complete the tender documents for issue to tenderers (contractors).
- i. To submit to the client 1 draft copy of the tender Documents for approval and subsequently 6 copies for tender purpose.
- j. To prepare for use by the client hard and software copies of the project documentation for the proposed eye department.

#### STAGE C - TENDER PROCESS

- a. To analyse and evaluate tenders, prepare a tender evaluation report and make recommendations to the Client for the favorable bidder
- b. To submit 5 (five) copies of the tender evaluation report and recommendations to the client for their distribution.
- c. To prepare project contract documents, and assist the client for contract signing by both parties

## SECTION 5

### 5A. TECHNICAL PROPOSAL SUBMISSION FORM

[*Location, Date*]

To: [*Name and address of Client*]

Ladies/Gentlemen:

We, the undersigned, offer to provide the Consultancy services for [*Title of Consultancy services*] in accordance with your Request for Proposal dated [*Date*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [*Date*] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:

## 5B. FIRM'S REFERENCES

### Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

|  |                               |  |
|--|-------------------------------|--|
| Assignment Name:   |                               | Country:   |
| Location within Country:   |                               | Professional Staff Provided by Your Firm/Entity(profiles):             |
| Name of Client:  |                               | Nº of Staff:   |
| Address:   |                               | Nº of Staff-Months; Duration of Assignment:                            |
| Start Date (Month/Year):   | Completion Date (Month/Year): | Approx. Value of Services (in Current US\$):                           |
| Name of Associated Consultants, If Any:  |                               | Nº of Months of Professional Staff Provided by Associated Consultants: |
| Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: |                               |  |
| Narrative Description of Project:  |                               |  |
| Description of Actual Services Provided by Your Staff:   |                               |  |

Firm's Name: \_\_\_\_\_

**5C. COMMENTS AND SUGGESTIONS  
ON THE TERMS OF REFERENCE**

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Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**5D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**

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**5E. CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

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

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

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

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

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in 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 about half a page.]*

**Education:**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

**Languages:**

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

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**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member and authorized representative of the firm]Day/Month/Year*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

## 5F. ACTIVITY (WORK) SCHEDULE

### A. Field Investigation and Study Items

|                 | <i>[1st, 2nd, etc. are months from the start of assignment.]</i> |     |     |     |     |     |     |     |     |      |      |      |  |
|-----------------|--|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|--|
|                 | 1st  | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th | 9th | 10th | 11th | 12th |  |
| Activity (Work) |  |     |     |     |     |     |     |     |     |      |      |      |  |
| _____           |  |     |     |     |     |     |     |     |     |      |      |      |  |
| _____           |  |     |     |     |     |     |     |     |     |      |      |      |  |
| _____           |  |     |     |     |     |     |     |     |     |      |      |      |  |
| _____           |  |     |     |     |     |     |     |     |     |      |      |      |  |

### B. Completion and Submission of Reports

| Reports   | Date |
|---|------|
| 1. Inception Report   |      |
| 2. Interim Progress Report<br>(a) First Status Report<br>(b) Second Status Report |      |
| 3. Draft Report   |      |
| 4. Final Report   |      |

## SECTION 6

### 6A. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the Consultancy services for [*Title of Consultancy services*] in accordance with your Request for Proposal dated [*Date*] and our Proposal (Technical and Financial Proposals). Our Financial Proposal is for the sum of [*Amount in words and figures*]. This amount is exclusive of the local taxes, which we have estimated at [*Amount(s) in words and figures*].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [*Date*].

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address

**6B. Summary of Costs**

| <b>Stage</b>  | <b>Amount</b> |
|---|---------------|
| <b>STAGE A – SURVEYS AND SKETCH DESIGN</b>                        |               |
| <b>STAGE B - PREPARATION OF PLANS, BILLS AND TENDER DOCUMENTS</b> |               |
| <b>STAGE C - TENDER PROCESS</b>                                   |               |
| <b>TAXES</b>  |               |
| <hr/>   | <hr/>         |
| <b>TOTAL AMOUNT</b>   |               |