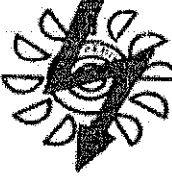


**GOVERNMENT OF KHYBER PAKHTUNKHWA**

**PAKHTUNKHWA ENERGY DEVELOPMENT  
ORGANIZATION (PEDO)**



**REQUEST FOR PROPOSALS (RFP's)**

**FOR**

**CONSULTANCY SERVICES**

**FOR THE PROJECT**

**“SOLARIZATION OF PROVINCIAL ASSEMBLY SECRETARIAT,  
MPA HOSTEL, SPEAKER HOUSE, GOVERNOR HOUSE, KP HOUSE  
ISLAMABAD, AND PEDO HOUSE PESHAWAR”**

**August, 2026**

**PEDO House, Phase –V, Hayatabad, Peshawar, KPK**

**Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDO Peshawar**



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## **Section 1. Notice Inviting Tender**

  
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**REQUEST FOR PROPOSAL (RFP) "SOLARIZATION OF PROVINCIAL ASSEMBLY SECRETARIAT,  
MPA HOSTEL, SPEAKER HOUSE, GOVERNOR HOUSE, KP HOUSE ISLAMABAD, AND PEDO  
HOUSE PESHAWAR."  
SINGLE STAGE TWO ENVELOPE PROCEDURE -QUALITY AND COST BASED SELECTION (QCBS)**

Date: 04-08-2026

**ADP No. 313/220489**

Bid Reference No. PEDO/SOLAR/SixBuilding /01

Pakhtunkhwa Energy Development Organization (PEDO) (The Procuring Entity) invites the Technical and Financial bids from prospective Consultants for Consultancy services for the project "Solarization of Provincial Assembly Secretariat, MPA Hostel, Speaker House, Governor House, KP House Islamabad, and PEDO House Peshawar." on Single Stage Two Envelope method under Quality and Cost-Based Selection (QCBS) method as prescribed under the clause 23(b) of KPPRA rules-2014.

The following terms and conditions shall apply:

1. The Consultant must possess valid PEC registration with relevant specialized codes 1210 and 1235, along with service codes 0511 (Feasibility Studies), 0537 (Engineering Design), 0542 (Design Review), 0545 (Procurement Services), and 0547 (Supervision/Inspection of Equipment Installation).
2. The Consultant shall be registered with Khyber Pakhtunkhwa Revenue Authority (KPRA) and Federal Board of Revenue (FBR) according to the relevant provisions of the RFP.
3. Selection shall be made in accordance with the procedure and criteria specified in the RFP documents.
4. The Consultants may obtain further information, inspect, and acquire the the RFP document from the office of the Procuring Entity at the address given below during working hours, or download them from e-PADS upon submission of a written application along with a non-refundable fee of PKR 5,000/-, in the form of a Bank Draft from a scheduled Bank of Pakistan, in favour of "CEO, PEDO".
5. A pre-proposal conference for will be held at Main Committee Room, PEDO House, Sector 38/B-2, Phase-V, Hayatabad, Peshawar on August 17, 2026 at 1100 Hrs.
6. The Consultants must submit their bids through the E-PAK Acquisition and Disposal System (EPADS), on or before August 27, 2026 by 1400 Hrs. In addition, sealed hard copies of the bids shall be delivered to the address below not later than the bid submission deadline mentioned above. Bids not submitted through EPADS, will be declared non-responsive and will not be considered for evaluation. Submission of hard copies is required solely for evaluation purposes. In the event of any discrepancy or ambiguity between the hard copy and the electronic submission, the bid uploaded on EPADS shall prevail.
7. The Technical proposal will be opened on August 27, 2026 by 1430 Hrs, in the presence of consultants' representatives who choose to attend.
8. The Procuring Entity reserve the right to reject any or all bids at any time prior to acceptance of a bid or proposals. The Procuring Entity shall upon request communicate to any Consultant, who submitted a bid or proposal, the grounds for rejection of all bids/proposals as per rule 47(1) of KPPRA Rules 2014.

**Project Director (Solar)**

House# 21B/II, Abdara Road, University Town, Peshawar.

**Assistant Manager**  
**(Procurement & Contracts)**  
**Solar Energy, PEDO Peshawar**



## Section 2. Instructions to Consultants

## Section 2. Instructions to Consultants

  
**Assistant Manager**  
**(Procurement & Contracts)**  
**Solar Energy, PEDO Peshawar**

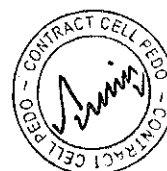


## Instructions to Consultants

### 1. Definitions

- “Procuring Entity (PE)” means the department with which the selected Consultant signs the Contract for the Services.
- “Consultant” means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals
- “Contract” means an agreement enforceable by law and includes General and Special Conditions of the contract.
- “Data Sheet” means such Part of the Instructions to Consultants that is used to reflect specific assignment conditions.
- “Day” means calendar day including holiday.
- “Government” means the Government of Khyber Pakhtunkhwa.
- “Instructions to Consultants” (Section 2 of the RFP) means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.
- “LOI” (Section 1 of the RFP) means the Letter of Invitation sent by the Procuring Entity to the Consultant.
- “Proposal” means the Technical Proposal and the Financial Proposal.
- “RFP” means the Request for Proposal prepared by the Procuring Entity for the selection of consultants.
- “Sub-Consultant” means any Person or entity to whom the Consultant subcontracts any Part of the Services.
- “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be Performed, respective responsibilities of the Procuring Entity and the Consultant, and exacted results and deliverables of the assignment.

  
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## 2. Introduction

- 2.1. The Procuring Entity named in the Data Sheet will select a consulting firm/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 2.2. The eligible Consultants (shortlisted if so) are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 2.3. Consultants should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. Consultants are encouraged to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is, however optional. Consultants may liaise with procuring Entity's representative named in the Data Sheet for gaining better insight into the assignment.
- 2.4. Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Procuring Entity reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.
- 2.5. Procuring Entity may provide facilities and inputs as specified in Data Sheet.

## 3. Conflict of Interest

- 3.1.1. Consultants are required to provide professional, objective, and impartial advice and holding the Procuring Entity interest Paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Entity, or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.
- 3.1.2. Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
  - i. A consultant that has been engaged by the procuring Entity to provide goods, works or services other than Consulting services for a project, any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, any of its affiliates, shall be disqualified

  
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## Section 2. Instructions to Consultants

from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.

- ii. Consultant (including its Personnel and Sub Consultants) or any of its affiliates shall not be hired for any assignment that, its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Entity.
- iii. A Consultant (including its Personnel and Sub Consultants) that has a business or family relationship with a member of the Procuring Entity's staff who is directly or indirectly involved in any Part of (i) the preparation of the Terms of Reference of the Assignment, (ii) the selection process for such assignment, or (iii) Supervisions of the Contract may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved.

### Conflicting Relationships

- 3.2. Government officials and civil servants may be hired as consultants only if:
  - i. are on leave of absence without Pay;
  - ii. They are not being hired by the Entity they were working for, six months prior to going on leave; and
  - iii. Their employment would not give rise to any conflict of interest.

### 4. Fraud and Corruption

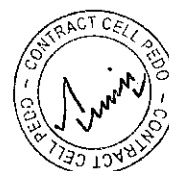
- 4.1. It is Government's policy that Consultants under the contract(s), observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Entity follows the instructions contained in Khyber Pakhtunkhwa Public procurement Rules 2014 which defines:

"Corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the act of another Party for wrongful gain or any act or omission, including misrepresentation, that knowingly or recklessly misleads or attempt mislead a Party to obtain a financial or other benefit or to avoid an obligation;
- 4.2. Under Rule 44 of KPPRA 2014, "The PE can inter-alia blacklist Bidders found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the KPPRA. Provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard".

### 5. Integrity Pact

- 5.1. Pursuant to section 16(2)(3) of KPPRA Act 2012 Consultant undertakes to sign an Integrity Pact in accordance with prescribed format attached hereto for all the procurement's estimated to exceed Rs. 2.5 million. (Appendix -

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A).

**6. Eligible Consultants**

- 6.1. If short listing process has been undertaken through REOI, as outlined under Rule 25 and 26 of KPPRA 2014 for the Contract(s) for which these RFP documents are being issued, those firms - in case of Joint Ventures with the same Partner(s) and Joint Venture structure - that had been pre-qualified are eligible. *(Refer to Bid Data Sheet)*
- 6.2. Short listed consultants emerging from request of expression of interest are eligible. *(Refer to Bid Data Sheet)*

**7. Eligibility of Sub Consultants**

- 7.1. A shortlisted Consultant would not be allowed to associate with consultants who have failed to qualify the short-listing process. *(Refer to Data Sheet)*

**8. Only One Proposal**

Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. Participation of the same Sub Consultant, including individual experts, to more than one proposal is not allowed.

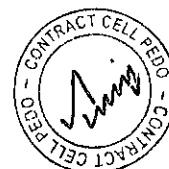
**9. Proposal Validity**

- 9.1. The Data Sheet indicates Proposals validity that shall not be more than 90 days in case of National Competitive Bidding (NCB) and 120 days in case of International competitive Bidding (ICB). During this Period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Entity will make its best effort to complete negotiations within this period. Should the need arise; however, the Procuring Entity may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants may submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

**10. Clarification and Amendment in RFP Documents**

- 10.1. Consultants may request for a clarification of contents of the bidding document in writing, and procuring Entity shall respond to such queries in writing within three calendar days, provided they are received at least eight calendar days prior to the date of opening of proposal. The procuring Entity shall communicate such response to all Parties who have obtained RFP document without identifying the source of inquiry. Should the PE deem it necessary to amend the RFP as a result of a clarification, it shall do so.

*[Signature]*  
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## Section 2. Instructions to Consultants

- 10.2. The Procuring Entity may amend the RFP five days before the closing date by issuing an addendum/ corrigendum in writing. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Procuring Entity may, if the amendment is substantial, extend the deadline for the submission of Proposals.

### 11. Preparation of Proposals

- 11.1. In preparing their Proposal, Consultants are exacted to examine in detail the documents comprising the RFP. Material deficiencies (deviation from scope, experience and qualification of Personnel) in providing the information requested may result in rejection of a Proposal.
- 11.2. The estimate number of professional staff months or the budget required for executing the assignment should be shown in the data sheet, but not both. However, proposal shall be based on the professional staff month or budget estimated by the consultant.

### 12. Language

The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Entity shall be written in English. However, it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.

### 13. Technical Proposal Format and Content

- 13.1. While preparing the Technical Proposal, consultants must give Particular attention to the following:
- (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-Consultancy, as appropriate. The international consultants are encouraged to seek the Participation of local consultants by entering into a joint venture with, or subcontracting Part of the assignment to, national consultants.
  - (ii) For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the firm. For fixed budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
  - (iii) 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.
  - (iv) Proposed professional staff must, at a minimum, have the experience

  
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## Section 2. Instructions to Consultants

indicated in the Data Sheet, preferably working under similar geographical condition.

- (v) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall be submitted for each position.

13.2. The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

(i) A brief description of the consultant organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.

(ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the PE (Section 3A).

(iii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3-Form Tech-5).

(iv) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 3-Form Tech-6). Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last (PE may give number of years as Per their requirement) years.

(v) 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 (Section 3-Form Tech-7 and Tech-8).

(vi) A detailed description of the proposed methodology, work plan for Performing the assignment, staffing, and monitoring of training, if the Data Sheet pacifies training as a major component of the assignment (Section 3-Form Tech-4).

(vii) Any additional information requested in the Data Sheet.

13.3. The Technical Proposal shall not include any financial information.

## 14. Financial Proposals

14.1. The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (in the field and at the Consultants' office), and (b) reimbursable expenses indicated in the Data Sheet (if applicable). Alternatively, Consultant may provide their own list of cost. If appropriate, these costs should be broken down by activity. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

## 15. Taxes

15.1. The Consultant will be subject to all admissible taxes including stamp duty

*[Signature]*  
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and service charges at a rate prevailing on the date of contract agreement unless exempted by relevant tax authority.

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

- 16.1. Proposal shall contain no inter lineations or overwriting. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4. All Pages of the original Technical and Financial Proposals will be initialed by an authorized representative of the Consultants (Individual Consultant). The authorization shall be in the form of a written power of attorney accompanying the Proposal.
- 16.2. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs. *(Refer to Bid Data Sheet)*
- 16.3. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked **"Technical Proposal"** Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked **"Financial Proposal"** followed by name of the assignment, and with a warning **"Do Not Open With The Technical Proposal "** If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- 16.4. The Proposals must be sent to the address indicated in the Data Sheet and received by the PE no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any proposal received by the PE after the deadline for submission shall be returned unopened. In order to avoid any delay arising from the postal or PE's internal dispatch workings, Consultants should ensure that proposals to be sent through couriers should reach a day before the deadline for submission.

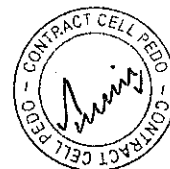
**17. Proposal Evaluation**

- 17.1. From the time the Proposals are opened to the time the Contract is awarded; the Consultants should not contact the PE on any matter related to its Technical and/or Financial Proposal. Any effort by consultants to influence the PE in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

**18. Evaluation of Technical Proposals**

- 18.1. The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A

  
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## Section 2. Instructions to Consultants

Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Data Sheet.

In the case of Quality-Based Selection, Selection Based on Consultant's Qualifications, and Single-Source Selection, the highest ranked consultant or firm selected on a single-source basis is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted.

### **Public Opening and Evaluation of Financial Proposals: (LCS, QCBS, and Fixed Budget Selection Methods Only)**

- 18.2. After the technical evaluation is completed, the PE shall notify in writing Consultants that have secured the Minimum qualifying marks, the date, time and location, allowing a reasonable time, for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional. Financial proposals of those consultants who failed to secure minimum qualifying marks shall be returned unopened.

## **19. Evaluation of Financial Proposals**

- 19.1. Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants.
- 19.2. The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a Partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.
- 19.3. In case of Least Cost Selection LCS Method, the bid found to be the lowest evaluated bid shall be accepted.
- 19.4. In case of Quality and Cost Based Selection QCBS Method the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet:  $S = St \times T\% + Sf \times P\%$ . The firm achieving the highest combined technical and financial

score will be invited for negotiations.

19.5. In the case of Fixed-Budget and Quality Based Selection, the Procuring Entity will select the firm that submitted the highest ranked Technical Proposal.

## 20. Negotiations

20.1. Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a prerequisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the PE proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

## 21. Technical negotiations

21.1. Technical Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The PE and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Minutes of negotiations, which will be signed by the PE and the Consultant, will become Part of Contract Agreement.

## 22. Financial negotiations

22.1. If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the tax amount to be Paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. Consultants will provide the PE with the information on remuneration rates described in the Appendix attached to Section 4 (i.e. Financial Proposal - Standard Forms of this RFP).

## 23. Availability of Professional staff/experts

23.1. Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the PE expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the PE will require assurances that the Professional staff will be actually available. The PE will not consider substitutions during contract negotiations unless both Parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall

## Section 2. Instructions to Consultants

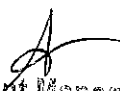
have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

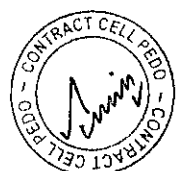
### 24. Award of Contract

- 24.1. After completing negotiations, the Procuring Entity shall award the Contract to the selected Consultant within seven days after letter of acceptance or award has been issued. Procuring Entity shall publish on the website of the Authority and on its own website, if such a website exists, the result of the bidding process, identifying the bid through procuring identifying number, if any and the following information, evaluation report, form of contract and letter of award, bill of quantity or schedule of requirement, as the case may be. However, the procuring entity shall announce the final results of a bid evaluation giving justifications for acceptance or rejection of bids at least ten days prior to the award of a contract and place the same on its and authority website.
- 24.2. After publishing of award of contract consultant required to submit a Performance security at the rate indicated in date sheet.
- 24.3. The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

### 25. Confidentiality

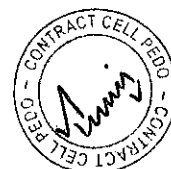
Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other Persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

  
Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDO Peshawar



**Data Sheet**  
**Instruction to Consultant**

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2</b> | <b>Introduction</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2.1      | <p><b>Name of Procuring Entity:</b> Pakhtunkhwa Energy Development Organization (PEDO)</p> <p><b>Name of the Assignment is:</b> "Solarization of Provincial Assembly Secretariat, MPA Hostel, Speaker House, Governor House, KP House Islamabad, and PEDO House Peshawar."</p> <p>The project will encompass the Government buildings including:</p> <ol style="list-style-type: none"> <li>1. Provincial Assembly Secretariat, Peshawar</li> <li>2. MPA Hostel, Peshawar</li> <li>3. Speaker House, Peshawar</li> <li>4. Governor House, Peshawar</li> <li>5. KP House, Islamabad</li> <li>6. PEDO House, Peshawar</li> </ol> <p><b>The Name of the PE's official:</b><br/>Mr. Kamran Khan, Project Director (Solar), PEDO</p> <p><b>Address:</b> 21 B-II Abdara Road University Town Peshawar.</p> <p><b>Telephone:</b> 091-3022347</p> <p><b>E-mail:</b> <a href="mailto:kamran.khan@pedo.pk">kamran.khan@pedo.pk</a></p> <p><b>Method of selection:</b><br/>Open Single Stage Two Envelope Procedure, Quality and Cost Based Selection (QCBS): under this method of selection the evaluation of the Technical and Financial proposal will be done by the weighing and adding quality and cost scores in ratio of 80:20 (80% for technical proposal and 20% for financial proposals).</p> |
| 2.2      | Financial Proposal to be submitted together with Technical Proposal: <b>Yes, in PDF format on E-PAD system.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2.3      | <p>Pre-Proposal Conference will be held on:</p> <p><b>Date:</b> 17-08-2026</p> <p><b>Time:</b> 11:00 Hrs</p> <p><b>Address:</b> Project Director office, Committee room, House # 21 B-II Abdara Road, University Town, Peshawar.</p> <p><b>Procuring Entity Representative:</b> Project Director (Solar),<br/>Phone No: 091-3022347<br/>E-mail: <a href="mailto:kamran.khan@pedo.pk">kamran.khan@pedo.pk</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 2.5      | <p>The PE will provide the following inputs and facilities:</p> <ol style="list-style-type: none"> <li>a. PC-01 of the Project</li> <li>b. Administrative Approval</li> <li>c. The Procuring Entity will facilitate the consultant for timely coordination with administration</li> <li>d. List and address of End users</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>6</b> | <b>Eligible Consultant</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 6.1      | <b>Not Applicable</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 6.2      | Short listed consultants emerging from request of expression of interest: <b>Not Applicable</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>7</b> | <b>Eligibility of Sub Consultants: Not applicable</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 7.1      | Shortlisted Consultants may associate with other shortlisted Consultants: <b>Not Applicable</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>9</b> | <b>Proposal Validity</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 9.1      | Proposal's validity shall be <b>120 days</b> (starting from the date of opening of technical proposal).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



|      |                                                                                                                                                                                                                                                                                                                                                                     |                     |                                                       |                                      |                                                          |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------|--------------------------------------|----------------------------------------------------------|
| 11   | <b>Preparation of Proposal</b>                                                                                                                                                                                                                                                                                                                                      |                     |                                                       |                                      |                                                          |
| 11.2 | The estimated number of Key Staff, Non-Key Staff, and Direct Costs as listed below.                                                                                                                                                                                                                                                                                 |                     |                                                       |                                      |                                                          |
|      | <b>Designation</b>                                                                                                                                                                                                                                                                                                                                                  | <b>No. of Posts</b> | <b>Man Months for design &amp; supervision phases</b> | <b>Man Months (MM) for DLP phase</b> | <b>Remarks</b>                                           |
|      | <b>A. Key staff Detail</b>                                                                                                                                                                                                                                                                                                                                          |                     |                                                       |                                      |                                                          |
|      | Team Leader                                                                                                                                                                                                                                                                                                                                                         | 1                   | 18                                                    | 12                                   | Full time during design, supervision phase & DLP phases  |
|      | Contract Expert & Design Expert                                                                                                                                                                                                                                                                                                                                     | 1                   | 3                                                     | -                                    | Intermittent during design, phases.                      |
|      | Site Engineer                                                                                                                                                                                                                                                                                                                                                       | 2                   | 18                                                    | 12                                   | Full time during design, supervision phase & DLP phases. |
|      | Sub Engineer                                                                                                                                                                                                                                                                                                                                                        | 4                   | 18                                                    | 12                                   | Full time during design, supervision phase & DLP phases  |
|      | <b>Sub-total-A</b>                                                                                                                                                                                                                                                                                                                                                  | <b>8</b>            | <b>57</b>                                             | <b>36</b>                            |                                                          |
|      | <b>B. Non-Key Staff Detail</b>                                                                                                                                                                                                                                                                                                                                      |                     |                                                       |                                      |                                                          |
|      | Office Assistant/Accountant                                                                                                                                                                                                                                                                                                                                         | 1                   | 18                                                    | 12                                   | Full time during design, supervision phase & DLP phases  |
|      | Office boy                                                                                                                                                                                                                                                                                                                                                          | 1                   | 18                                                    | 12                                   | Full time during design, supervision phase & DLP phases  |
|      | Driver                                                                                                                                                                                                                                                                                                                                                              | 2                   | 18                                                    | 12                                   | Full time during design, supervision phase & DLP phases  |
|      | Chowkidar                                                                                                                                                                                                                                                                                                                                                           | 1                   | 18                                                    | 12                                   | Full time during design, supervision phase & DLP phases  |
|      | <b>Sub-Total-B</b>                                                                                                                                                                                                                                                                                                                                                  | <b>5</b>            | <b>72</b>                                             | <b>48</b>                            |                                                          |
|      | <b>Direct Cost Detail</b>                                                                                                                                                                                                                                                                                                                                           |                     |                                                       |                                      |                                                          |
|      | Offices                                                                                                                                                                                                                                                                                                                                                             | 1                   | 18                                                    | 12                                   | Full time during design, supervision phase & DLP phases  |
|      | Office utility Charges etc.                                                                                                                                                                                                                                                                                                                                         | 1                   | 18                                                    | 12                                   | Full time during design, supervision phase & DLP phases  |
|      | Fax / Postage / Courier / Phone etc.                                                                                                                                                                                                                                                                                                                                | 1                   | 18                                                    | 12                                   | Full time during design, supervision phase & DLP phases  |
|      | Stationary /Printing / Photocopying etc.                                                                                                                                                                                                                                                                                                                            | 1                   | 18                                                    | 12                                   | Full time during design, supervision phase & DLP phases  |
|      | Transport including POL & Maintenance of Vehicle                                                                                                                                                                                                                                                                                                                    | 1                   | 18                                                    | 12                                   | Full time during design, supervision phase & DLP phases  |
|      | <b>NOTE:</b><br>The consultant must ensure full compliance with the minimum wage as notified by the Government of Khyber Pakhtunkhwa. Failure to do so will result in the Procuring Entity adding (loading) the corresponding amount during the financial evaluation. The contract shall be lump-sum type, MMs are just for the preparation of financial proposals. |                     |                                                       |                                      |                                                          |

  
 Assistant Manager  
 (Procurement & Contracts)  
 Solar Energy, PEDO Peshawar



|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13        | <b>Technical Proposal Format and Content</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 13.1 (ii) | The contract shall be of the Lump-Sum type. However, the minimum required number of key personnel along with the estimated professional staff-months is specified in ITC 11.2. The Consultant shall structure their technical and financial proposals accordingly, ensuring alignment with the specified staffing requirements on the Format of Technical Proposal (FTP) in Section-3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 13.1(iv)  | For the Experience of Proposed Professional Staff Please refer to ITC 18.1 of Data Sheet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 13.2 (vi) | Training is a specific component of this assignment: <b>No</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 16        | <b>Submission, Receipt, and Opening of Proposals</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 16.2      | <p>Each Proposal (Technical + Financial) shall be sealed separately in an envelope and marked accordingly.</p> <p>Each consultant shall prepare</p> <p>Technical proposal = 1 No. original</p> <p>Financial Proposal = 1 No. original</p> <p>All consultants must submit their bids through E-PAK Acquisition and Disposal System (EPADS) in pdf format. Submission of hard copies is required solely for evaluation purposes. In the event of discrepancy between the hard copy and the soft copy, the soft copy submitted through EPADS shall prevail. Submission of bids through E-PADS shall be the sole responsibility of the consultant, and PEDO shall not be held responsible for any issues arising thereof. Any proposal, entry, or record submitted on E-PADS that is corrupt, unreadable, or otherwise problematic shall be rejected. Each page of the proposal shall be duly signed and stamped by the authorized representative of the firm.</p>                                                                                                                                                           |
| 16.4      | <p>The Proposal submission address is:</p> <p>a. For Hard Copy:<br/>Committee Room, Plot No. 38/B-2, PEDO House, Phase-5, Hayatabad, Peshawar</p> <p>b. For Soft Copy:<br/>Firms must upload both the Technical and Financial Proposals <b>separately</b> on the E-PADs system <a href="https://kp.eprocure.gov.pk">https://kp.eprocure.gov.pk</a></p> <p><b>Date:</b> 27-08- 2026<br/><b>Time:</b> 1430 Hrs<br/>The Technical Proposals will be opened on the same day at 1430 hours, in the presence of the consultants, at the same venue.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 18.1      | <p><b>Evaluation of Technical Proposals</b></p> <p><b>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</b></p> <p><b>Step No. 1: Eligibility Criteria:</b></p> <p>i. The Consultancy firms either single Entity or JV (Both Lead and JV Partner) must have valid PEC registration along with 1210 and 1235, along with service codes 0511 (Feasibility Studies), 0537 (Engineering Design), 0542 (Design Review), 0545 (Procurement Services), and 0547 (Supervision/Inspection of Equipment Installation). Copy of the valid PEC registration shall be attached as proof.</p> <p>ii. The Consultancy firms either Single Entity or JV (Both Lead and Partner) shall be registered with Khyber Pakhtunkhwa Revenue Authority (KPRA) and shall preferably have "Active" status as of the latest date for bid submission. In the case of registered firms with "In-Active" status, the firm must update its status as "Active" prior to the issuance of Letter of Award (LoA) if their bid becomes successful. Failure to do so shall lead to the rejection of their bids.</p> |

- iii. The Consultancy firms either Single Entity or JV (Both Lead and Partner) shall be registered with Federal Board of Revenue (FBR) and shall preferably have "Active" status as of the latest date for bid submission. In the case of registered firms with "In-Active" status, the firm must update its status as "Active" prior to the issuance of Letter of Award (LoA) if their bid becomes successful. Failure to do so shall lead to the rejection of their bids.
- iv. The firm should not be black-listed from any Government or Autonomous Body (Provide affidavit on original E-stamp paper that firm is not blacklisted).
- v. The firms entering into a Joint Venture (JV), the JV agreement shall be executed in the PEC-prescribed format, including Schedules 1, 2, 3, and 4. It shall be provided on notarized E-stamp paper and duly signed and sealed by all JV partners. In cases where the JV agreement has not yet been formalized in accordance with the PEC-prescribed format, a Memorandum of Understanding (MoU) or Letter of Intent shall be attached.

**Note:**

- a. All the Applicants have to fulfill the mandatory requirements
- b. The Applicant will only be eligible for further evaluation under Step No. 2, if it fulfills all the mandatory criteria mentioned above. In case of failure to meet any of the mandatory requirement, the firm will not be considered for detailed evaluation.

**Step No. 2 Evaluation Criteria, Sub Criteria and Point System**

The consultants shall be evaluated on the following criteria:

| Sr. No. | Category                                                                                   | Weightage/Marks |
|---------|--------------------------------------------------------------------------------------------|-----------------|
| 1       | Specific experience of the Consultants relevant to the assignment                          | 30              |
| 2       | Financial and equipment capabilities                                                       | 20              |
| 3       | Adequacy of the proposed methodology and work plan in responding to the Terms of Reference | 10              |
| 4       | Key professional staff qualifications and competence for the assignment:                   | 40              |
|         | <b>Total:</b>                                                                              | <b>100</b>      |

**Financial proposals shall be opened only for those firms that achieve a minimum of 70% overall score in the technical evaluation, with at least 50% marks secured in each individual evaluation category.**

18.1

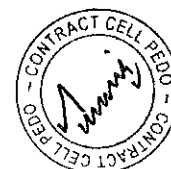
*[Signature]*  
 Assistant Manager  
 (Procurement & Contracts)  
 Solar Energy, PEDO Peshawar



## Section 2. ITC-DATA SHEET

| Sr<br>No.                                                                                                                                                                                                                                                                                                                                                                                                                      | Description                                                                                                                                                                                                                                                                                                           | Total<br>Max<br>Marks | Explanation for Marks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Submission<br>Requirement                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Specific experience of the Consultants relevant to the assignment: Experience of the Management Consultancy Firm with Government/Semi Government Departments/Government Autonomous Bodies for design, procurement/Hiring of contractors, supervision during installation, &amp; DLP Shall be considered for evaluation. ESCO/PPA/BOT mode projects will not be acceptable for evaluation purposes (Total marks = 30)</b> |                                                                                                                                                                                                                                                                                                                       |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                          |
| i                                                                                                                                                                                                                                                                                                                                                                                                                              | Completed consultancy assignments for Solar Home Systems and/or Solar Building Projects executed during the last ten (10) years, having either a single consultancy contract value of PKR 04 million or above, or a cumulative consultancy contract value of three (03) projects amounting to PKR 04 million or above | 24                    | <b>First Project:</b><br>If the consultancy contract value of one (01) project, or the cumulative consultancy contract value of three (03) projects, is PKR 4 million or above, the Consultant shall be awarded 16.8 marks. If the value is less than PKR 4 million, the marks shall be calculated as: Marks = $24 \times 0.70 \times (A / 4)$ , where A is the consultancy contract value (in PKR million).<br><b>Second Project:</b><br>If the consultancy contract value of one (01) project, or the cumulative consultancy contract value of three (03) projects, is PKR 4 million or above, the Consultant shall be awarded 4.8 marks. If the value is less than PKR 4 million, the marks shall be calculated as: Marks = $24 \times 0.20 \times (A / 4)$ , where A is the consultancy contract value (in PKR million).<br><b>Third Project:</b><br>If the consultancy contract value of one (01) project, or the cumulative consultancy contract value of three (03) projects, is PKR 4 million or above, the Consultant shall be awarded 2.4 marks. If the value is less than PKR 4 million, the marks shall be calculated as: Marks = $24 \times 0.10 \times (A / 4)$ , where A is the consultancy contract value (in PKR million). | <b>Section 3 – Form TECH-2B</b><br>For completed projects, the consultancy firm shall provide the LoA, signed form of contract agreement, and completion/performance certificate. For ongoing projects, the LoA and signed form of contract agreement shall be provided. |
| ii                                                                                                                                                                                                                                                                                                                                                                                                                             | Two (02) numbers of Solar Home Systems or Solar Buildings projects In-hand with a consultancy contract cost of each contract of PKR two Million or above during last 05 years                                                                                                                                         | 6                     | If the consultancy contract value of one (01) in-hand project, or the cumulative consultancy contract value of two (02) in-hand projects, is PKR 2 million or above, the Consultant shall be awarded 6 marks. If the value is less than PKR 2 million, the marks shall be calculated as: Marks = $6 \times (A / 2)$ , where A is the consultancy contract value (in PKR million).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                          |
| <b>Sub-Total-1</b>                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                       | <b>30</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                          |
| <b>2. Financial and equipment capabilities (Total marks = 20)</b>                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                       |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                          |
| i                                                                                                                                                                                                                                                                                                                                                                                                                              | Working Capital in last 03 Years                                                                                                                                                                                                                                                                                      | 5                     | • For the available average working Capital less than 10 million use following Weightage $5 \times (A/10)$<br>A= Average working capital in last three years.<br>• Full Marks are given in case of available average working Capital is 10 million or More.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Firm have to provide income tax returns and Auditors report (must be reflected) for last 03 years that are 2022-2023, 2023-2024 and 2024-2025                                                                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                | Annual Turnover for the last 03 years.                                                                                                                                                                                                                                                                                | 10                    | For the average Annual Turnover less than 10 million use following Weightage $10 \times (A/10)$<br>A= Annual Turnover in last three years.<br>• Full Marks are given in case of available Annual Turnover is 10 million or More.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                          |
| ii                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Equipment</b><br>The consultant must also submit an affidavit on valid stamp paper at the time of bid submission, confirming the availability of all tools and equipment as specified                                                                                                                              | 5                     | a. PV Analyzer (1 No.) = 1.5 marks<br>b. Irradiance meter (1 No.) = 1 mark<br>c. Digital Clamp meter (2 No's) = total 0.4 mark (0.2 mark for each)<br>d. Thickness gauge (2 No's) = total 0.4 mark (0.2 mark for each)<br>e. Galvanization meter (2 No's) = total 0.4mark (0.2 mark for each)<br>f. Digital Tachometer (1 No) = 0.3 mark<br>g. Digital lux Meter (1 No) = 0.3 mark<br>h. Battery tester (1 No) = 0.3 mark<br>Digital Anemometer (1 No) = 0.3 mark                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Provide registration details and Photographs for vehicles quoted Ownership document of Office in Peshawar                                                                                                                                                                |
| <b>Sub-Total-2</b>                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                       | <b>20</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                          |
| <b>3.</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                       |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                          |
| i                                                                                                                                                                                                                                                                                                                                                                                                                              | Approach and Methodology                                                                                                                                                                                                                                                                                              | 5                     | The Procuring Entity will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic, the overall team composition is balanced and has an appropriate skills mix                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Section 3 Form Tech-4                                                                                                                                                                                                                                                    |
| ii                                                                                                                                                                                                                                                                                                                                                                                                                             | Work plan                                                                                                                                                                                                                                                                                                             | 3                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Section 3 Form Tech-8                                                                                                                                                                                                                                                    |
| iii                                                                                                                                                                                                                                                                                                                                                                                                                            | Organization and staffing                                                                                                                                                                                                                                                                                             | 2                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Section 3 Form Tech-5 and 7                                                                                                                                                                                                                                              |
| <b>Sub-Total-3</b>                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                       | <b>10</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                          |

  
**Assistant Manager**  
**(Procurement & Contracts)**  
**Solar Energy, PEDO Peshawar**



The scoring methodology for factors & its sub-factors shall be as under:

| Score in % (of the total score for the factor/subfactor as applicable) | Description                                                                                                           | Remarks                                    |
|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| 0                                                                      | Required feature is absent; no relevant information to demonstrate how the requirement is met.                        | Please refer above for scoring methodology |
| 25                                                                     | Required feature present with deficiencies such as insufficient or information that lacks clarity.                    |                                            |
| 50                                                                     | Sufficient information to demonstrate how the requirement will be met.                                                |                                            |
| 75                                                                     | Sufficient information to demonstrate that the requirement will be marginally exceeded.                               |                                            |
| 100                                                                    | Sufficient information that significantly exceed the requirement/proposal, contributes to significant value addition. |                                            |

18.1

**4. Key professional staff qualifications and competence for the assignment (Total marks 40)**

Key Staff: Proof of employment with reputed and registered firms/organizations, an affidavit confirming availability for the project, updated CVs, valid PEC registration cards, experience certificate and degree certificates must be provided as part of the experience documentation. Documentary proof of employment and relevant experience with reputed, registered firms/organizations must be provided for all proposed key personnel.

**i. Team Leader/Project Manager: (01 Position) - (Total Marks 10)**

He/ She should be at least Bachelor degree holder in Electrical/Electronic Engineering. Master's degree would be given additional weightage. The incumbent should have overall experience of 10 years with at least 05 years' experience in solar projects and 3 years on similar position.

**ii. Contract & Procurement Expert : (01 Position) -(Total marks 07)**

He/ She should be at least Bachelor's degree holder in Electrical/ Electronic /Civil and registered with Pakistan Engineering Council. Master's Degree in project management/construction management or national/international post-graduate diplomas (PGD) (more than 6 month) in project management/procurement will be given additional weightage. The incumbent should have overall experience of 08 years with 04 years' experience in procurement and contract Management in solar projects and 02 years' experience in a similar position.

**iii. Solar System Design Engineer : (01 Position) - (Total marks 07)**

He/ She should be at least Bachelor degree holder in Electrical/Electronic Engineering and registered with Pakistan Engineering Council. Master's degree would be given additional weightage The incumbent should have overall experience of 08 years with 04 years' experience in Solar PV System Design and 2 years' experience on similar position.

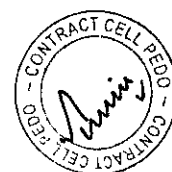
**iv. Site Engineers: (02 Positions) - Total Marks 8 (For each position 4 marks)**

He/ She should be at least Bachelor degree holder in Electrical/Electronic Engineering. Master's degree would be given additional weightage. The incumbent should have overall experience of 04 years with at least 03 years' experience in solar projects (any role) and 02 years' experience on similar position.

**v. Sub Engineer: (04 Positions) - Total Marks 08 (For each position 2 marks)**

He/ She should be at least a Diploma of Associate Engineer in Electrical/Electronic. Higher qualifications would be given additional weightage. The incumbent should have overall experience of 03 years with 02 years' experience as on Solar projects (any role) and 1 year experience on similar position.

Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDO Peshawar



| Individual Key staff Evaluation       |                                                                                                                                                                                                                                                   |                    |                           | Submission Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                     | Team Leader                                                                                                                                                                                                                                       | Maximum Marks = 10 | Explanation for Marks     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| a. General Qualification              |                                                                                                                                                                                                                                                   | Weightage          |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| i                                     | Basic Degree (B.Sc.)                                                                                                                                                                                                                              | 15%                |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| ii                                    | MS                                                                                                                                                                                                                                                | 5%                 |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Sub-Total (a)                         |                                                                                                                                                                                                                                                   | 20%                |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| b. Adequacy for assignment/Experience |                                                                                                                                                                                                                                                   |                    |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| i                                     | Overall Experience                                                                                                                                                                                                                                | 20%                |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| ii                                    | Solar relevant Experience                                                                                                                                                                                                                         | 30%                |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| iii                                   | Working as Team / Managerial Position                                                                                                                                                                                                             | 20%                |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| iv                                    | Permanent Status with company/firm => 06 Months (Affidavit confirming the employee is permanent)                                                                                                                                                  | 5%                 |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Sub-Total (b)                         |                                                                                                                                                                                                                                                   | 80%                |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Total-1 (a+b)                         |                                                                                                                                                                                                                                                   | 100%               |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2                                     | Other Key Personnel                                                                                                                                                                                                                               | Maximum Marks = 30 |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| i                                     | Contract Engineer = 01 No                                                                                                                                                                                                                         | 07 Marks           |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| ii                                    | Design Engineer= 01 No                                                                                                                                                                                                                            | 07 Marks           |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| iii                                   | Site Engineer = 02 No's                                                                                                                                                                                                                           | 08 Marks           | For each position 4 marks |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| iv                                    | Sub Engineer = 04 No's                                                                                                                                                                                                                            | 08 Marks           | For each position 2 marks |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| a. General Qualification              |                                                                                                                                                                                                                                                   | Weightage          |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| i.                                    | Basic degree (Bachelors)                                                                                                                                                                                                                          | 15%                |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| ii.                                   | MS or additional qualification as required under the description of key personnel                                                                                                                                                                 | 5%                 |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Sub-Total(a)                          |                                                                                                                                                                                                                                                   | 20%                |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Adequacy for Assignment/Experience    |                                                                                                                                                                                                                                                   |                    |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| i.                                    | Overall Experience                                                                                                                                                                                                                                | 20%                |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| ii.                                   | Relevant Experience                                                                                                                                                                                                                               | 50%                |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| iii.                                  | Experience on similar position for the required years                                                                                                                                                                                             | 5%                 |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| iv.                                   | Permanent Status with company/firm => 06 Months (Affidavit confirming the employee is permanent)                                                                                                                                                  | 5%                 |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Sub-Total (b)                         |                                                                                                                                                                                                                                                   | 80%                |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Total-2 (a+b)                         |                                                                                                                                                                                                                                                   | 100%               |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 19                                    | Evaluation of Financial Proposals                                                                                                                                                                                                                 |                    |                           | Section 4- Form Tech 6 - Curriculum Vitae,<br><br>Copy of Degrees, Experience and training certificate must be provided, otherwise no marks will be awarded.<br><br>The consultant shall provide an affidavit of availability on the company's letterhead for each quoted engineer. The affidavit must explicitly state that, upon award of the contract titled "Solarization of Provincial Assembly Secretariat, MPA Hostel, Speaker House, Governor House, KP House Islamabad, and PEDO House Peshawar", the concerned engineer will be available for the execution of the project. |
| 19.4                                  | The evaluation of the Technical and Financial proposal will be done by the weighing and adding quality and cost scores in ratio of 80:20 (80% for technical proposal and 20% for financial proposals).                                            |                    |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 20                                    | Negotiations                                                                                                                                                                                                                                      |                    |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 20.1                                  | Expected date and address for contract negotiations: <b>September, 2026</b>                                                                                                                                                                       |                    |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 24                                    | Award of Contract                                                                                                                                                                                                                                 |                    |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 24.2                                  | The successful consultant may be required to submit a Performance Security equivalent to 5% of the Contract Price, in the form of a Bank Draft, or Bank Guarantee issued by a scheduled bank in Pakistan, as and when instructed by the Employer. |                    |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 24.3                                  | Expected date for commencement of consulting services<br>September, 2026 at: <b>Peshawar, Khyber Pakhtunkhwa</b>                                                                                                                                  |                    |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

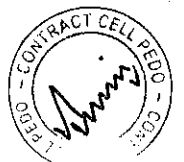
Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDO Peshawar



**Section 3. Technical Proposal - Standard Forms**

**Section 3. Technical Proposal - Standard Forms**

Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDO Peshawar



Section 3. Technical Proposal - Standard Forms

FORM TECH-1. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of PE]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope<sup>1 2</sup>.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, 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 undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials] : \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

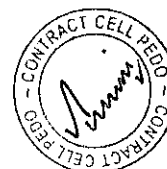
Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

1 [In case Paragraph Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: "We are hereby submitting our Proposal, which includes this Technical Proposal only."]

2 [Delete in case no association is foreseen.]

Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDO Peshawar



**Section 3. Technical Proposal - Standard Forms**

**For FTP Only**

**Form TECH-2. Consultant's Organization and Experience**

**A - Consultant's Organization**

*[Provide here a brief (two Pages) description of the background and organization of your firm/entity and each associate for this assignment.]*

*[Signature]*  
Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDG Peshawar



## B - Consultant's Experience

*[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually or as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use 20 Pages.]*

|                                                                                     |                                                                                                                                                                                |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Assignment name:</b>                                                             | <b>Approx. value of the contract (in PKR):</b>                                                                                                                                 |
| <b>Country:</b><br><b>Location within country:</b>                                  | <b>Duration of assignment (months):</b>                                                                                                                                        |
| <b>Name of PE:</b>                                                                  | <b>Total No of staff-months of the assignment:</b>                                                                                                                             |
| <b>Address:</b>                                                                     | <b>Approx. value of the services provided by your firm under the contract (in PKR):</b>                                                                                        |
| <b>Start date (month/year): Completion date (month/year):</b>                       | <b>No of professional staff-months provided by associated Consultants:</b>                                                                                                     |
| <b>Name of associated Consultants, if any:</b>                                      | <b>Name of senior professional staff of your firm involved and functions Performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):</b> |
| <b>Narrative description of Project:</b>                                            |                                                                                                                                                                                |
| <b>Description of actual services provided by your staff within the assignment:</b> |                                                                                                                                                                                |

Firm's Name:

Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDD Peshawar



For FTP Only

Form TECH-3. Comments and Suggestions on the Terms of  
Reference

and on Counterpart Staff and Facilities to be Provided by the PE

A - On the Terms of Reference

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve Performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

*A*  
Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDO Peshawar

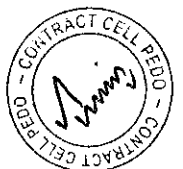


**Section 3. Technical Proposal - Standard Forms**

**B - On Counterpart Staff and Facilities**

*[Comment here on counterpart staff and facilities to be provided by the PE according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]*

*[Signature]*  
Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDO Postwar



### **Form TECH-4. Description of Approach, Methodology and Work Plan for Performing the Assignment**

*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (inclusive of charts and diagrams) divided into the following three chapters:*

- 1. Technical Approach and Methodology,*
- 2. Work Plan, and*
- 3. Organization and Staffing,*

*1 Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the exacted output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

*2 Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations; milestones (including interim approvals by the PE), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.*

*3 Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]*

*Assistant Manager*  
**(Procurement & Contracts)**  
Solar Energy, PEDO Peshawar



## FORM TECH-5. TEAM COMPOSITION AND TASK ASSIGNMENTS

**Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDD Peshawar**



Section 3. Technical Proposal - Standard Forms

**FORM TECH-6. CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

1. Proposed Position *[only one candidate shall be nominated for each position]*: \_\_\_\_\_
2. Name of Firm *[Insert name of firm proposing the staff]*: \_\_\_\_\_
3. Name of Staff *[Insert full name]*: \_\_\_\_\_
4. Date of Birth: \_\_\_\_\_
5. Nationality: \_\_\_\_\_
6. Education *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]*: \_\_\_\_\_
7. Membership of Professional Associations: \_\_\_\_\_
8. Other Training *[Indicate significant training]*: \_\_\_\_\_
9. Countries of Work Experience: *[List countries where staff has worked in the last ten years]*: \_\_\_\_\_
10. Languages *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]*: \_\_\_\_\_
11. Employment Record *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. ]*:  
From [Year]: \_\_\_\_ To \_\_\_\_  
[Year]: \_\_\_\_ Employer: \_\_\_\_  
Positions held: \_\_\_\_\_

*[Signature]*  
Assistant Manager  
(Procurement & Contracts)  
Suez Canal Authority



**Section 3. Technical Proposal - Standard Forms ---**

|                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>12. Detailed Tasks Assigned</b></p> <p><i>[List all tasks to be Performed under this assignment]</i></p> | <p><b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b></p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: Year:</p> <p>Location:</p> <p>PE:</p> |
|                                                                                                                | <p>Main project features:</p> <p>Positions held:</p>                                                                                                                                                                                                                                                                                                                                          |
|                                                                                                                | <p>Activities Performed:</p>                                                                                                                                                                                                                                                                                                                                                                  |

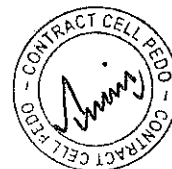
**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

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

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

Assistant Manager  
 (Procurement & Contracts)  
 Solar Energy, PEDO Peshawar



Section 3. Technical Proposal - Standard Forms

Form TECH-7. STAFF INPUT

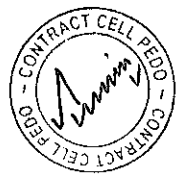
| N              | Name of Staff | Staff input (in the form of a bar chart) |   |   |   |   |   |   |   |   |   |          |   | Total staff-month input |                    |     |  |
|----------------|---------------|------------------------------------------|---|---|---|---|---|---|---|---|---|----------|---|-------------------------|--------------------|-----|--|
|                |               | i                                        | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 1        | n | Home                    | Field <sup>3</sup> | Tot |  |
| <b>Foreign</b> |               |                                          |   |   |   |   |   |   |   |   |   |          |   |                         |                    |     |  |
| 1              |               |                                          |   |   |   |   |   |   |   |   |   |          |   |                         |                    |     |  |
| 2              |               |                                          |   |   |   |   |   |   |   |   |   |          |   |                         |                    |     |  |
| 3              |               |                                          |   |   |   |   |   |   |   |   |   |          |   |                         |                    |     |  |
| n              |               |                                          |   |   |   |   |   |   |   |   |   |          |   |                         |                    |     |  |
| <b>Local</b>   |               |                                          |   |   |   |   |   |   |   |   |   |          |   |                         |                    |     |  |
| 1              |               |                                          |   |   |   |   |   |   |   |   |   |          |   |                         |                    |     |  |
| 2              |               |                                          |   |   |   |   |   |   |   |   |   |          |   |                         |                    |     |  |
| n              |               |                                          |   |   |   |   |   |   |   |   |   |          |   |                         |                    |     |  |
|                |               |                                          |   |   |   |   |   |   |   |   |   | Subtotal |   |                         |                    |     |  |
|                |               |                                          |   |   |   |   |   |   |   |   |   | Subtotal |   | Total                   |                    |     |  |

1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).  
 2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.  
 3 Field work means work carried out at a place other than the Consultant's home office.

Full time input

Part time input

Associate Manager  
 Procurement & Contract  
 2017-01-10 10:00  
 2017-01-10 10:00





**Section 4. Financial Proposal - Standard Forms**

**Section 4. Financial Proposal - Standard Forms**

  
Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDO Peshawar



Section 4. Financial Proposal - Standard Forms

FORM FIN-1.

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of PE]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1,2</sup>].

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. before the date indicated in Paragraph Reference 9.1 of the Data Sheet.

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

Yours sincerely,

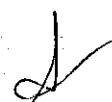
Authorized Signature [In full and initials] ' \_\_\_\_\_

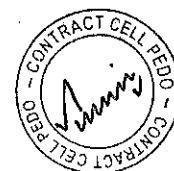
Name and Title of Signatory: \_\_\_\_\_

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

Address' \_\_\_\_\_

1. Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

  
Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDG Peshawar



**FORM FIN-2(a). BREAKDOWN OF RATES FOR CONSULTANCY CONTRACT**

Project: \_\_\_\_\_ Firm: \_\_\_\_\_

| Name | Position | Basic Salary per Cal. Month | Social Charges (%age of 1) | Overhead (%age of 1+2) | Sub-Total (1+2+3) | Fee (%age of 4) | Rate per Month for project Office | Field Allow. (%age of 1) | Rate per Month for Field Work |
|------|----------|-----------------------------|----------------------------|------------------------|-------------------|-----------------|-----------------------------------|--------------------------|-------------------------------|
|      |          | (1)                         | (2)                        | (3)                    | (4)               | (5)             | (6)                               | (7)                      | (8)                           |
|      |          |                             |                            |                        |                   |                 |                                   |                          |                               |
|      |          |                             |                            |                        |                   |                 |                                   |                          |                               |
|      |          |                             |                            |                        |                   |                 |                                   |                          |                               |

**Notes:**

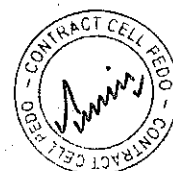
- Item No. 1 Basic salary shall include actual gross salary before deduction of taxes. Payroll sheet for each proposed personnel should be submitted at the time of negotiations.
- Item No. 2 Social charges shall include Client's contribution to social security, paid vacation, average sick leave and other standard benefits paid by the company to the employee. Breakdown of proposed percentage charges should be submitted and supported (see FORM FIN-2(b)).
- Item No. 3 Overhead shall include general administration cost, rent, clerical and junior professional staff and business getting expenses, etc. Breakdown of proposed percentage charges for overhead should be submitted and supported (see FORM FIN-2(c)).
- Item No. 5 Fee shall include company profit and share of salary of partners and directors (if not billed individually for the project) or indicated in overhead costs of the Company.
- Item No. 7 Normally payable only in case of field work under hard and arduous conditions.

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

Signature: \_\_\_\_\_

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

Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDO Peshawar

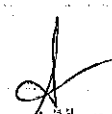






**FORM FIN-2(d) ESTIMATED LOCAL CURRENCY SALARY  
COSTS/REMUNERATION**

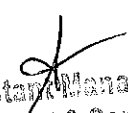
| S. No.                | Name | Position          | Staff-Months | Monthly Billing Rate | Total Estimated Amount (Rs.) |
|-----------------------|------|-------------------|--------------|----------------------|------------------------------|
| I. Professional Staff |      |                   |              |                      |                              |
|                       |      |                   |              |                      |                              |
|                       |      |                   |              |                      |                              |
|                       |      |                   |              |                      |                              |
|                       |      |                   |              |                      |                              |
|                       |      |                   |              |                      |                              |
|                       |      |                   |              |                      |                              |
|                       |      | <b>Sub-Total:</b> |              |                      |                              |

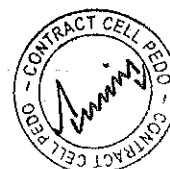
  
**Assistant Manager**  
 (Procurement & Contracts)  
 Solar Energy, PEDO Peshawar



**FORM FIN-2(d) ESTIMATED LOCAL CURRENCY SALARY  
COSTS/REMUNERATION**

| S.No.                  | Name | Position          | Staff-Months | Monthly Billing Rate | Total Estimated Amount (Rs.) |
|------------------------|------|-------------------|--------------|----------------------|------------------------------|
| II Non-Technical Staff |      |                   |              |                      |                              |
|                        |      |                   |              |                      |                              |
|                        |      |                   |              |                      |                              |
|                        |      |                   |              |                      |                              |
|                        |      |                   |              |                      |                              |
|                        |      |                   |              |                      |                              |
|                        |      |                   |              |                      |                              |
|                        |      | <b>Sub-Total:</b> |              |                      |                              |

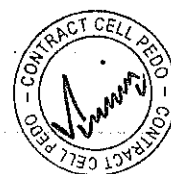
  
 Assistant Manager  
 (Procurement & Contracts)  
 Solar Energy, PEDO Peshawar



**FORM FIN-2(e) DIRECT (NON-SALARY) COSTS**

| S.No.         | Nomenclature | Unit | Quantity | Unit Price | Total Amount |
|---------------|--------------|------|----------|------------|--------------|
|               |              |      |          |            |              |
|               |              |      |          |            |              |
|               |              |      |          |            |              |
|               |              |      |          |            |              |
|               |              |      |          |            |              |
|               |              |      |          |            |              |
|               |              |      |          |            |              |
|               |              |      |          |            |              |
| <b>Total:</b> |              |      |          |            |              |

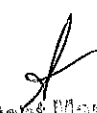
*[Signature]*  
Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDO Peshawar

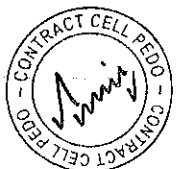


**FORM FIN-3. BREAKDOWN OF COSTS BY ACTIVITY1**

**SUMMARY OF COST OF CONSULTANT**

| S.No. | Description              | Amount (Rs.) |
|-------|--------------------------|--------------|
| 1.    | Salary Cost/Remuneration |              |
| 2.    | Direct (Non-salary) Cost |              |
| 3.    | Grand Total              |              |

  
Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDO Peshawar



# **FORM FIN-4. BREAKDOWN OF REMUNERATION**

(This Form FIN-4 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Time Based)

| Group of Activities (Phase): |                       |                               |                                   |                                            |                                            |                                            |                                      |
|------------------------------|-----------------------|-------------------------------|-----------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------|
| Name <sup>2</sup>            | Position <sup>3</sup> | Staff-month Rate <sup>4</sup> | Input <sup>5</sup> (Staff-months) | Indicate Foreign Currency # 1 <sup>6</sup> | Indicate Foreign Currency # 2 <sup>6</sup> | Indicate Foreign Currency # 3 <sup>6</sup> | Indicate Local Currency <sup>6</sup> |
| <b>Foreign Staff</b>         |                       |                               |                                   |                                            |                                            |                                            |                                      |
|                              |                       | [Home]<br>[Field]             |                                   |                                            |                                            |                                            |                                      |
|                              |                       |                               |                                   |                                            |                                            |                                            |                                      |
|                              |                       |                               |                                   |                                            |                                            |                                            |                                      |
|                              |                       |                               |                                   |                                            |                                            |                                            |                                      |
|                              |                       |                               |                                   |                                            |                                            |                                            |                                      |
|                              |                       |                               |                                   |                                            |                                            |                                            |                                      |
|                              |                       |                               |                                   |                                            |                                            |                                            |                                      |
| <b>Local Staff</b>           |                       |                               |                                   |                                            |                                            |                                            |                                      |
|                              |                       | [Home]<br>[Field]             |                                   |                                            |                                            |                                            |                                      |
|                              |                       |                               |                                   |                                            |                                            |                                            |                                      |
|                              |                       |                               |                                   |                                            |                                            |                                            |                                      |
|                              |                       |                               |                                   |                                            |                                            |                                            |                                      |
|                              |                       |                               | Total Costs                       |                                            |                                            |                                            |                                      |

NOT USED



*Assistant Manager  
(Procurement Contracts)  
Cell Energy PEDO Pedagog*

**FORM FIN-4. BREAKDOWN OF REMUNERATION**

1. Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5.
2. Indicate separately staff-month rate and currency for home and field work.
3. Indicate, separately for home and field work, the total exacted input of staff for carrying out the group of activities or phase indicated in the Form.
4. Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2. For each staff indicate the remuneration in the column of the relevant currency, separately for home and field work.  $\text{Remuneration} = \text{Staff-month Rate} \times \text{Input}$ .

(This Form FIN-4 shall only be used when it is indicated in Reference Paragraph 19.5 of the Data Sheet that remuneration shall be Lump-Sum. Information to be provided in this Form shall only be used to establish Payments to the Consultant for possible additional services requested by the PE) <sup>6789</sup>

[illegible]

- (a) Form FIN-4 shall be filled in for the same Professional and Support Staff listed in Form TECH-7.
- (b) Professional Staff should be indicated individually; Support Staff should be indicated Per category (e.g.: draftsmen, clerical staff).
- (c) Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-5.
- (d) Indicate separately staff-month rate and currency for home and field work.
- (e) The consultant must ensure full compliance with the minimum wage as notified by the Government of Khyber Pakhtunkhwa. Failure to do so will result in the PE adding (loading) the correspondence amount during the financial evaluation.

Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PIEDO Peshawar



**Form FIN-5. Breakdown of Reimbursable Expenses<sup>1</sup>**

(This Form FIN-5 shall only be used when it is indicated in Reference Paragraph 19.5 of the Data Sheet that remuneration shall be Time Based)

| Group of Activities (Phase): |                                    |      |                        |          |                    |                    |                    |                  |
|------------------------------|------------------------------------|------|------------------------|----------|--------------------|--------------------|--------------------|------------------|
| No.                          | Description <sup>2</sup>           | Unit | Unit Cost <sup>3</sup> | Quantity | [Indicate Foreign] | [Indicate Foreign] | [Indicate Foreign] | [Indicate Local] |
|                              | Per diem allowances                | Da   |                        |          |                    |                    |                    |                  |
|                              | International flights <sup>5</sup> | Tri  |                        |          |                    |                    |                    |                  |
|                              | Miscellaneous travel               | Tri  |                        |          |                    |                    |                    |                  |
|                              | Communication costs between        |      |                        |          |                    |                    |                    |                  |
|                              | Drafting, reproduction of          |      |                        |          |                    |                    |                    |                  |
|                              | Equipment, instruments,            |      |                        |          |                    |                    |                    |                  |
|                              | Shipment of                        | Tri  |                        |          |                    |                    |                    |                  |
|                              | Use of computers,                  |      |                        |          |                    |                    |                    |                  |
|                              | Laboratory tests.                  |      |                        |          |                    |                    |                    |                  |
|                              | Subcontracts                       |      |                        |          |                    |                    |                    |                  |
|                              | Local transportation               |      |                        |          |                    |                    |                    |                  |
|                              | Office rent, clerical              |      |                        |          |                    |                    |                    |                  |
|                              | Training of the PE's               |      |                        |          |                    |                    |                    |                  |
| Total Costs                  |                                    |      |                        |          |                    |                    |                    |                  |

1. Form FIN-5 should be filled for each of the Forms FIN-3 provided, if needed.
2. Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.
3. Indicate unit cost and currency.
4. Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN- 2. Indicate the cost of each reimbursable item in the column of the relevant currency. Cost = Unit Cost x Quantity.
5. Indicate route of each flight, and if the trip is one- or two-ways.
6. Only if the training is a major component of the assignment, defined as such in the TOR.

Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDD Peshawar



### Form FIN-5. Breakdown of Reimbursable Expenses

(This Form FIN-5 shall only be used when it is indicated in Reference Paragraph 19.5 of the Data Sheet that remuneration shall be Lump Sum. Information to be provided in this Form shall only be used to establish Payments to the Consultant for possible additional services requested by the PE)

| N <sub>o</sub> | Description <sup>1</sup>                         | Unit | Unit Cost <sup>2</sup> |
|----------------|--------------------------------------------------|------|------------------------|
|                | Per diem allowances                              | Day  |                        |
|                | International flights                            | Trip |                        |
|                | Miscellaneous travel expenses                    | Trip |                        |
|                | Communication costs between<br>[Insertplace] and |      |                        |
|                | Drafting, reproduction of                        |      |                        |
|                | Equipment,<br>instruments, material,             |      |                        |
|                | Shipment of personal effects                     | Trip |                        |
|                | Use of computers, software                       |      |                        |
|                | Laboratory tests.                                |      |                        |
|                | Subcontracts                                     |      |                        |
|                | Local transportation costs                       |      |                        |
|                | office rent, clerical assistance                 |      |                        |
|                | Training of the PE's Personnel                   |      |                        |

1 Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.

2 Indicate unit cost and currency.

3 Indicate route of each flight, and if the trip is one- or two-ways.

4 Only if the training is a major component of the assignment, defined as such in the TOR.

*[Signature]*  
Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PECO Peshawar



## APPENDIX. Financial Negotiations - Breakdown of Remuneration Rates

(Not to be used when cost is a factor in the evaluation of Proposals)

### 1. Review of Remuneration Rates

- The remuneration rates for staff are made up of salary, social costs, overheads, fee that is profit, and any premium or allowance Paid for assignments away from headquarters. To assist the firm in preparing financial negotiations, a Sample Form giving a breakdown of rates is attached (no financial information should be included in the Technical Proposal). Agreed breakdown sheets shall form Part of the negotiated contract.
- The PE is charged with the custody of funds from Government of Khyber Pakhtunkhwa and is exacted to exercise prudence in the expenditure of these funds. The PE is, therefore, concerned with the reasonableness of the firm's Financial Proposal, and, during negotiations, it expects to be able to review audited financial statements backing up the firm's remuneration rates, certified by an independent auditor. The firm shall be prepared to disclose such audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. Rate details are discussed below.

- Salary

This is the gross regular cash salary Paid to the individual in the firm's home office. It shall not contain any premium for work away from headquarters or bonus.

- Social Costs

Social costs are the costs to the firm of staff's non-monetary benefits. These items include, *inter alia*, social security including Pension, medical and life insurance costs, and the cost of a staff member being sick or on vacation. in this regard, the cost of leave for public holidays is not an acceptable social cost nor is the cost of leave taken during an assignment if no additional staff replacement has been provided. Additional leave taken at the end of an assignment in accordance with the firm's leave policy is acceptable as a social cost.

- Cost of Leave

The principles of calculating the cost of total days leave Per annum as a Percentage of basic salary shall normally be as follows:

$$\text{Leave cost as Percentage of salary} = \frac{\text{total days leave} \times 100}{[365 - w - ph - v - s]}$$

<sup>1</sup> Where w = weekends, ph = public holidays, v = vacation, and s = sick leave.



It is important to note that leave can be considered a social cost only if the PE is not charged for the leave taken.

• **Overheads**

Overhead expenses are the firm's business costs that are not directly related to the execution of the assignment and shall not be reimbursed as separate items under the contract. Typical items are home office costs (Partner's time, no billable time, time of senior staff monitoring the project, rent, support staff, research, staff training, marketing, etc.), the cost of staff not currently employed on revenue-earning projects, taxes on business activities and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the Percentage by which each relates to basic salary. The PE does not accept an add-on margin for social charges, overhead expenses, etc., for staff who are not Permanent employees of the firm. In such case, the firm shall be entitled only to administrative costs and fee on the monthly Payments charged for subcontracted staff.

• **Fee or Profit**

The fee or profit shall be based on the sum of the salary, social costs, and overhead. If any bonuses paid on a regular basis are listed, a corresponding reduction in the profit element shall be exacted. Fee or profit shall not be allowed on travel or other reimbursable expenses, unless in the latter case an unusually large amount of procurement of equipment is required. The firm shall note that Payments shall be made against an agreed estimated Payment schedule as described in the draft form of the contract.

• **Away from Headquarters Allowance or Premium**

Some Consultants Pay allowances to staff working away from headquarters. Such allowances are calculated as a Percentage of salary and shall not draw overheads or profit.

• **Subsistence Allowances**

Subsistence allowances are not included in the rates, but are paid separately and in local currency. No additional subsistence is Payable for dependents—the subsistence rate shall be the same for married and single team members.

Standard rates for the Particular country may be used as reference to determine subsistence allowances.

2 **Reimbursable expense's**

• The financial negotiations shall further focus on such items as out-of-pocket expenses and other reimbursable expenses. These costs may include, but are not restricted to, cost of surveys, equipment, office rent, supplies, international and local travel, computer rental, mobilization and demobilization, insurance, and

#### Section 4 - Financial Proposal - Standard Forms

printing. These costs may be either unit rates or reimbursable on the presentation of invoices, in foreign or local currency.

#### 3 PE Guarantee

- Payments to the firm, including Payment of any advance based on cash flow projections covered by a PE guarantee, shall be made according to an agreed estimated schedule ensuring the consultant regular Payments in local and foreign currency, as long as the services proceed as planned.

Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDD Peshawar



### Consultant's Representations Regarding Costs and Charges

Consulting Firm:  
Assignment:

Country:  
Date:

We hereby confirm that:

1. The basic salaries indicated in the attached table are taken from the firm's Payroll records and reflect the current salaries of the staff members listed which have not been raised other than within the normal annual salary increase policy as applied to all the firm's staff;
2. Attached are true copies of the latest salary slips of the staff members listed;
3. The away from headquarters allowances indicated below are those that the Consultants have agreed to Pay for this assignment to the staff members listed;
4. The factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

*[Name of Consulting Firm]*

Signature of Authorized Representative

Date

Name: \_\_\_\_\_

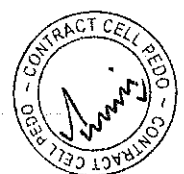
Title:

Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PECO Peshawar



**Section 5: Terms of References (TORs)**

*[Signature]*  
Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDD Peshawar



## TORs FOR SERVICES

**Terms of References for Consultancy services for Design/Review, hiring of contractor/contract agreement and Supervision during installation & Defect Liability Period (DLP) of the Project "SOLARIZATION OF PROVINCIAL ASSEMBLY SECRETARIAT, MPA HOSTEL, SPEAKER HOUSE, GOVERNOR HOUSE, KP HOUSE ISLAMABAD AND PEDO HOUSE PESHAWAR, ADP NO. 313 – 220489 (2025- 26)"**

### 1. Description:

This PC-1 has been prepared for the supply, installation, and commissioning of 1.36 MW On-Grid Hybrid Solar Power System, which will help to reduce burden on National Grid. The scheme includes Solarization of the following buildings:

- i. Provincial Assembly Secretariat, Peshawar
- ii. MPA Hostel, Peshawar
- iii. Speaker House, Peshawar
- iv. Governor House, Peshawar
- v. KP House Islamabad, Islamabad
- vi. PEDO House, Peshawar

The technical parameter for each building is specified as under:

#### **Provincial Assembly Secretariat Peshawar**

On-Grid Hybrid Solar Power System with battery backup for powering up critical load during load shedding hours having proposed capacity of 400 kW is subject to the feasibility surveys of the concern building. The Net-metering and all allied equipment required for standard operation are designed in accordance to the average monthly energy consumption of the facility collected from the electricity bill & available rooftop capacity for PV installation.

#### **MPAs Hostel Peshawar**

On-Grid Hybrid Solar Power System with battery backup for powering up critical load during load shedding hours having proposed capacity of 180 kW is subject to the feasibility surveys of the concern building. The Net-metering and all allied equipment required for standard operation are designed in accordance to the average monthly energy consumption of the facility collected from the electricity bill & available rooftop capacity for PV installation.

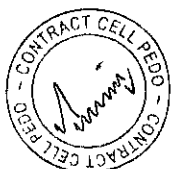
#### **Speaker House Peshawar**

On-Grid Hybrid Solar Power System with battery backup for powering up critical load during load shedding hours having proposed capacity of 17.5 kW is subject to the feasibility surveys of the concern building. The Net-metering and all allied equipment required for standard operation are designed in accordance to the average monthly energy consumption of the facility collected from the electricity bill& available rooftop capacity for PV installation.

#### **Governor House Peshawar**

On-Grid Hybrid Solar Power System with battery backup for powering up critical load during load shedding hours having proposed capacity of 320 kW is subject to the feasibility surveys of the concern building. The Net-metering and all allied equipment required for standard operation

Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDO Peshawar



#### Section 4 - Financial Proposal - Standard Forms

are designed in accordance to the average monthly energy consumption of the facility collected from the electricity bill & available rooftop capacity for PV installation.

##### **KP House Islamabad**

On-Grid Hybrid Solar Power System with battery backup for powering up critical load during load shedding hours having proposed capacity of 280 kW is subject to the feasibility surveys of the concern building. The Net-metering and all allied equipment required for standard operation are designed in accordance to the average monthly energy consumption of the facility collected from the electricity bill & available rooftop capacity for PV installation.

##### **PEDO House Peshawar**

On-Grid Hybrid Solar Power System with battery backup for powering up critical load during load shedding hours having proposed capacity of 165 kW is subject to the feasibility surveys of the concern building. The Net-metering and all allied equipment required for standard operation are designed in accordance to the average monthly energy consumption of the facility collected from the electricity bill & available rooftop capacity for PV installation.

##### **Location, detail of sites & Technical Parameters:**

The project will encompass the Government buildings including:

- i. Provincial Assembly Secretariat, Peshawar
- ii. MPA Hostel, Peshawar
- iii. Speaker House, Peshawar
- iv. Governor House, Peshawar
- v. Khyber Pakhtunkhwa House Islamabad, Islamabad
- vi. PEDO House, Peshawar

##### **Scope & Duration of Services:**

###### **Design/Feasibility Phase:**

- 03 Months: The duration of this assignment shall be three months. During this period, the scope of services will include conducting initial site surveys, reviewing and incorporating any design changes if deemed necessary, preparation of PQDs/BSDs (if required), evaluating contractor bids (if required) and submission of inception report.

###### **Supervision Phase:**

- 15 Months (Contractor's sample product approval, ensuring the testing of contractor equipment samples (PV, Battery, Inverter and cable) at approved government laboratories at the contractor's cost. Supervision of Installation, progress reviews, co-ordination at sites, Testing & Commissioning, Handing & takings, Closing of Project PC-IV). Participation in FAT along with Procuring Entity if arranged by the contractor.

###### **DLP Phase:**

- 12 Months (Supervision during Defect Liability Period of Contractor).

**Note:** The scope of consultancy services, whether increased or decreased, in accordance with government directives. The consultancy contract cost shall be adjusted proportionally.

**1. Design & Feasibility Studies Phase:**

- i. Design review/vetting
- ii. Submission of inception report
- iii. Preparation & submission of revised PC-1, if required.
- iv. Preparation of Sample form for conduction of initial site survey
- v. Sample forms for handing/taking over certificates
- vi. Evaluate the user manuals both in Urdu / English languages prepared by the contractor for handing over to the beneficiaries
- vii. Submission of detailed wire and block diagrams
- viii. Responsible for providing a detail structural and wind speed analysis of all buildings to the Procuring Entity.
- ix. Preparation/Submission of Technical Sanction estimates

**Prequalification / Technical or Financial Evaluation of Bidders (If required):**

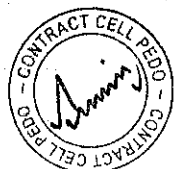
- i. Preparation of NIT and Prequalification Documents.
- ii. Attend contractor's pre-bid meeting with Procuring Entity.
- iii. Preparation of Pre-Bid Meeting Minutes.
- iv. Preparation of proposal bid opening meeting minutes.
- v. Evaluation of contractor proposals.
- vi. Submission of evaluation report to Procuring Entity.
- vii. Assist PMU during approval process of evaluation of the contractors from committee.

**2. SUPERVISION STAGE:**

- i. Submission of pre-supply inspection report.
- ii. Submission of Equipment assessment and testing reports and recommendation to client.
- iii. Recommendations on approved solar specifications of the GoKP in case of any upgradation or revision.
- iv. The quality and quantity assurance shall be the sole responsibility of the consultants being the Engineer in charge of the project.
- v. Supervision of the schemes since start of the work till final satisfactory completion of all components as mentioned in the scope of the work.
- vi. Developing and ensuring Quality Assurance mechanism as per standards.
- vii. Expediting progress at the site as per work plan for timely completion of the project.
- viii. Preparation and Presentation of monthly progress report or any other review/report requested by the client of the project.
- ix. Taking measurements of work carried out by the Contractors, preparations, submissions and verification of interim payment certificate (IPCs) including final bill with all supporting documents, security and any other advances extended to the Contractor/Subcontractor (if any) as per Government rules.
- x. The detail installation supervision shall include planning, guidance, programming approval, inspection, monitoring of construction activities, contractor's performance, quality/quantity control, implementation of work plans, drawings, design and specifications, preparation and verification of variation orders including drawing, correspondence with the contractor in capacity of the Engineer in charge and to maintain a good liaison with the client office including all other duties pertinent to the construction phase of the project with the prime objective to complete the work in the best Govt. interest, including PC-IV Performa and Handing over, taking over certificate duly signed by the Client Department.

**3. POST COMPLETION STAGE/DLP Phase:**

Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDG Peshawar



#### Section 4 - Financial Proposal - Standard Forms

- i. The Consultants will periodically visit completed projects during Defect Liability Period for prompt & efficient maintenance work through the contractors.
- ii. Approval of program/schedule of work submitted by the contractor.
- iii. Supervise/ check setting out of all structure/ Equipment's and general layout of the Solar Power System.
- iv. Approve those items/material fulfilling the specifications spelled out in the tender documents/ contract Agreement.
- v. Supervise implementation of the project in the capacity of Engineer to ensure that the project is being implemented satisfactorily in accordance with approved drawings & specifications.
- vi. Provide instructions to contractor, necessary for proper installation in Solar systems.
- vii. Carrying out necessary testing of all Equipment/material (i.e: Cables, Wires, etc) from Government approved Laboratories according to protocols to ensure quality products before and after installation of Solar system and related accessories at contractor's cost.
- viii. Consultants will coordinate with all stakeholders for efficient, quality and timely completion.
- ix. Provide adequate consultation and advice to the Employer in matters that crop up during implementation stage.
- x. Prepare and submit Monthly reports/PC-III and presentation on progress to PEDO.
- xi. Evaluate the user manuals both in Urdu / English languages prepared by the contractor for handing over to the beneficiary.
- xii. Monitor awareness training to be delivered by the contractor to the local staff.
- xiii. Assist the Employer in Liaison with the contractor. Participate in coordination and progress review meetings convened at site and Peshawar as and when required.
- xiv. Preparation & Verification/Certification of IPC's& final payments to the contractors with supporting documents.
- xv. Provide adequate consultation and advice to the Employer on contractual issues.
- xvi. Prepare variation order for approval of the Employer, if required as per site requirement.
- xvii. Prepare & submit PC-IV of the project after its completion.
- xviii. Monitoring and operation of Project Management software as per the requirement for the project.

Assistant Engineer  
(Project Management)  
Solar Energy, PEDO Peshawar



**SECTION-6: STANDARD FORM OF AGREEMENT & CONDITIONS OF  
CONTRACT**

Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDC Peshawar



## I. FORM OF CONTRACT

- [Notes: 1. Use this Form of Contract when the Consultants perform Services as Sole Consultants.
2. In case the Consultants perform Services as a Member of the joint venture, use the Form included at the end.
3. All notes should be deleted in the final text.]

This CONTRACT (hereinafter called the "Contract") is made on the \_\_\_ day of \_\_\_ month) of \_\_\_ (year), between, on the one hand \_\_\_\_\_ (hereinafter called the "Procuring Entity" which expression shall include the successors, legal representatives and permitted assigns) and, on the other hand, \_\_\_\_\_ (hereinafter called the "Consultants" which expression shall include the successors, legal representatives and permitted assigns).

### WHEREAS

- (a) the Procuring Entity has requested the Consultants to provide certain consulting services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the "Services"); and
- (b) the Consultants, having represented to the Procuring Entity that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the Parties hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
- (a) the General Conditions of Contract;
- (b) the Special Conditions of Contract;
- (c) the following Appendices:

[Note: If any of these Appendices are not used, the words "Not Used" should be inserted below/next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]

Appendix A : Description of the Services

Appendix B : Reporting Requirements

Appendix C : Key Personnel and Subconsultants

Appendix D : Breakdown of Contract Price in Foreign Currency

Appendix E : Breakdown of Contract Price in Local Currency

Appendix F : Services & Facilities to be Provided by the Procuring Entity

Appendix G: Integrity Pact (for Services above Rs. 10 million)

Section 4 - Financial Proposal - Standard Forms

2. The mutual rights and obligations of the Procuring Entity and the Consultants shall be as set forth in the Contract, in particular:

- (a) the Consultants shall carry out the Services in accordance with the provisions of the Contract; and
- (b) the Procuring Entity shall make payments to the Consultants in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names in two identical counterparts, each of which shall be deemed as the original, as of the day, month and year first above written.

For and on behalf of

\_\_\_\_\_  
(Procuring Entity)

Signatures \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

(Seal)

Witness

Signatures \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

For and on behalf of

\_\_\_\_\_  
(CONSULTANTS)

Signatures \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

(Seal)

Witness

Signatures \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

*Assistant Manager  
(Procurement & Contracts)  
Chlor-Burgh PEDO Partners*



## II. GENERAL CONDITIONS OF CONTRACT

### 1. GENERAL PROVISIONS

#### 1.1. Definitions

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

- (a) "Applicable Law" means the Khyber Pakhtunkhwa Public Procurement Act, thereunder Rules 2014.
- (b) "Procuring Entity PE" means the implementing department which signs the contract
- (c) "Consultant" means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals.
- (d) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause-1, that is General Conditions (GC), the Special Conditions (SC), and the Appendices.
- (e) "Contract Price" means the price to be Paid for the Performance of the Services, in accordance with Clause 6;
- (f) "Effective Date" means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1.
- (g) "Foreign Currency" means any currency other than the currency of the PE's country.
- (h) "GC" mean these General Conditions of Contract.
- (i) "Government" means the Government of Khyber Pakhtunkhwa.
- (j) "Local Currency" means Pak Rupees.
- (k) "Member" means any of the entities that make up the joint venture/consortium/association, and "Members" means all these entities.
- (l) "Party" means the PE or the Consultant, as the case may be, and "Parties" means both of them.
- (m) "Personnel" means Persons hired by the Consultant or by any Sub Consultants and assigned to the Performance of the Services or any Part thereof.
- (n) "SC" means the Special Conditions of Contract by which the GC may be amended or supplemented.
- (o) "Services" means the consulting services to be performed by the Consultant pursuant to this Contract, as described in the Terms of References.



- (p) "Sub-Consultants" means any Person or entity to whom/which the Consultant subcontracts any Part of the Services.
- (q) "In writing" means communicated in written form with proof of receipt.
- (r) "Project" means the work specified in SC for which engineering consultancy services are desired.

#### **1.2. Law Governing the Contract**

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

#### **1.3. Language**

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

#### **1.4. Notices**

- 1.4.1. Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in Person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SC.
- 1.4.2. A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

#### **1.5. Location**

The Services shall be performed at such locations as are specified in special condition of contract and, where the location of a Particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the PE may approve.

#### **1.6. Authority of Member in Charge**

In case the Consultant consists of a joint venture/ consortium/ association of more than one individual firms, the Members hereby authorize the individual firms or specified in the SC to act on their behalf in exercising all the Consultant's rights and obligations towards the PE under this Contract, including without limitation the receiving of instructions and Payments from the PE.

#### **1.7. Authorized Representatives**

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the PE or the Consultant may be taken or executed by the officials specified in the SC.

#### **1.8. Taxes and Duties**

The Consultant, Sub-Consultants, and their Personnel Shall Pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.

#### **1.9. Fraud Corruption**

Assistant Manager  
(Procurement & Contract Cell)  
Sole Agent: P&S Pakistan



- A. If the PE determines that the Consultant and/or its Personnel, sub-contractors, sub-consultants, services providers and suppliers has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices, in competing for or in executing the Contract, then the PE may, after giving 14 days' notice to the Consultant, terminate the Consultant's employment under the Contract, and may resort to other remedies including blacklisting/disqualification as provided in KPPR 2014.

Any Personnel of the Consultant who engages in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Contract, shall be removed in accordance with Sub-Clause 4.2.

**Integrity Pact**

- B. If the Consultant or any of his Sub-consultants, agents or servants is found to have violated or involved in violation of the Integrity Pact signed by the Consultant as Appendix-G to this Form of Contract, then the Client shall be entitled to:

(a) recover from the Consultant an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Consultant or any of his Sub-consultant, agents or servants;

(b) terminate the Contract; and

(c) Recover from the Consultant any loss or damage to the Client as a result of such termination or of any other corrupt business practices of the Consultant or any of his Sub-consultant, agents or servants.

On termination of the Contract under Sub-Para (b) of this Sub Clause, the Consultant shall proceed in accordance with Sub Clause 1.9 A. Payment upon such termination shall be made under Sub-Clause 1.9 A after having deducted the amounts due to the Client under 1.9 B Sub-Para (a) and (c).

## **2. COMMENCEMENT, COMPLETION, MODIFICATION, AND TERMINATION OF CONTRACT**

### **2.1. Effectiveness of Contract**

This Contract shall come into effect on the date the Contract is signed by either Parties or such other later date as may be stated in the SC. The date the Contract comes into effect is defined as the Effective Date.

### **2.2. Commencement of Services**

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

### **2.3. Expiration of Contract**

Unless terminated earlier pursuant to Clause GC 2.6 hereof, this Contract shall expire at 22-01-2023 after the Effective Date as specified in the SC.

### **2.4. Modifications or Variations**

Assistant Secretary  
(Procurement & Contracts)  
Public Works, Road & Highway



Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

## **2.5. Force Majeure**

### **2.5.1. Definition**

The failure on the Part of the Parties to Perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

### **2.5.2. No Breach of Contract**

The failure of a Party to fulfill any of its obligations under the Contract shall not be considered to be a breach of, or default under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event; (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract; and (b) has informed the other Party as soon as possible about the occurrence of such an event.

### **2.5.3. Extension of Time**

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

### **2.5.4. Payments**

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

## **2.6. Termination**

### **2.6.1. By the PE**

The PE may terminate this Contract in case of the occurrence of any of the events specified in Paragraphs (a) through (f) of this Clause GC 2.6.1. In such an occurrence the PE shall give a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days' in the case of the event referred to in (e).

- (a) If the Consultant does not remedy the failure in the Performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the PE may have subsequently approved in writing.
- (b) If the Consultant becomes insolvent or bankrupt.
- (c) If the Consultant, in the judgment of the PE has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- (d) If, as the result of Force Majeure, the Consultant(s) are unable to perform

a material portion of the Services for a period of not less than sixty (60) days.

(e) If the PE, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

(f) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.

#### **2.6.2. By the Consultants**

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

(a) if the PE fails to pay any money due to the Consultants pursuant to this Contract without consultant fault.

(b) Pursuant to Clause GC 7 hereof within forty-five (45) days after receiving written notice from the Consultant that such Payment is overdue.

(c) if, as a result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

(d) if the PA fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.

#### **2.6.3. Payment upon Termination**

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

- a. Payment pursuant to Clause GC 6 for Services Satisfactorily Performed prior to the effective date of termination;
- b. except in the case of termination pursuant to Paragraphs (a) through, and (f) of Clause GC 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependent's.

### **3. OBLIGATIONS OF THE CONSULTANTS**

#### **3.1. General**

##### **3.1.1. Standard of Performance**

The Consultant Shall Perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the PE, and shall at all times support and safeguard the PE's legitimate interests in any dealings with Sub-Consultants or third parties.

##### **3.2. Conflict of Interests.**

The Consultant shall hold the PE's interests Paramount, without any consideration for future work, and strictly avoid conflict with other assignments

or their own corporate interests

**3.2.1. Consultants Not to Benefit from Commissions, Discounts, etc.**

The Payment of the Consultant pursuant to Clause GC 6 shall constitute the Consultant's only Payment in connection with this Contract or the Services, and the Consultant shall not accept for their own benefit any trade commission, discount, or similar Payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultant shall use their best efforts to ensure that the Personnel, any Sub-Consultants, and agents of either of them similarly shall not receive any such additional Payment.

**3.2.2. Consultant and Affiliates not to be Otherwise Interested in Project.**

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-Consultants and any entity affiliated with such Sub-Consultants, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project

**3.2.3. Prohibition of Conflicting Activities.**

The Consultant shall not engage, and shall cause their Personnel as well as their Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract

**3.3. Confidentiality**

Except with the prior written consent of the PE, the Consultant and the Personnel shall not at any time communicate to any Person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

**3.4. Insurance to be Taken Out by the Consultant.**

Rule 29(2), The Consultant (a) shall take out and maintain, and shall cause any Sub Consultants to take out and maintain, at their (or the Sub-Consultants', as the case may be) own cost but on terms and conditions approved by the PE, insurance against the risks, and for the coverage, as shall be specified in the SC; and (b) at the PE's request, shall provide evidence to the PE showing that such insurance has been taken out and maintained and that the current premiums have been Paid.

**3.5. Consultants' Actions Requiring PE's Prior Approval**

The Consultants shall obtain the PE's prior approval in writing before taking any of the following actions:

- (a) entering into a subcontract for the Performance of any Part of the Services,
- (b) appointing such members of the Personnel not listed by name in Appendix C, and;
- (c) any other action that may be specified in the SC.

**3.6. Reporting Obligations**

Assistant Manager  
(Procurement & Contract)  
Solar Energy, PEDD P.O. Box 1111



(a) The Consultant shall submit to the PE the reports and documents specified in Appendix-B hereto, in the form, in the numbers and within the time Period set forth in the said Appendix.

(b) Final reports shall be delivered in CD ROM in addition to the hard copies specified in said Appendix-B.

**3.7. Documents Prepared by the Consultants to be the Property of the PE.**

(a) All plans, drawings, specifications, Design, reports, and other documents and software submitted by the Consultant under this Contract shall become and remain the property of the PE, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the PE, together with a detailed inventory thereof.

(b) The Consultant may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SC.

**3.8. Accounting, Inspection and Auditing**

3.8.1 The Consultant shall keep, and shall cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Contract, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify relevant time changes and costs

3.8.2 The Consultant shall Permit, and shall cause its Sub-consultants to Permit, the PE and/or Persons appointed by the PE to inspect its accounts and records relating to the Performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the PE if requested by the PE. The Consultant's attention is drawn to Clause 1.9 which provides, inter alia, that acts intended to materially impede the exercise of the PE's inspection and audit rights provided for under Clause 3.8 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the PE's prevailing sanctions procedures.).

**4. CONSULTANTS' PERSONNEL**

**4.1. Description of Personnel**

The Consultant shall employ and provide such qualified and experienced Personnel and Sub-Consultants as are required to carry out the Services.

The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Consultants' Key Personnel are described in Appendix C. The Key Personnel and Sub consultants listed by title as well as by name in Appendix C are hereby approved by the PE.

**4.2. Removal and/or Replacement of Personnel**

(a) Except as the PE may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultants, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the Consultants shall provide as a replacement a person of equivalent or better

qualifications.

- (b) If the PE finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the Performance of any of the Personnel, then the Consultant shall, at the PE's written request specifying the grounds thereof, provide as a replacement a Person with qualifications and experience acceptable to the PE.
- (c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel

## **5. OBLIGATIONS OF THE PE.**

### **5.1. Assistance and Exemptions**

The PE shall use its best efforts to ensure that the Government shall provide the Consultant such assistance and exemptions as specified in the SC

### **5.2. Change in the Applicable Law Related to Taxes and Duties.**

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in Performing the Services, then the remuneration and reimbursable expenses otherwise Payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the parties, and corresponding adjustments shall be made to the amounts referred to in Clauses GC 6.2, as the case may be.

### **5.3. Services and Facilities**

The PE shall make available free of charge to the Consultant the Services and Facilities listed under Appendix F.

## **6. PAYMENTS TO THE CONSULTANTS**

### **6.1. Lump Sum Remuneration**

The total Payment due to the Consultant shall not exceed the Contract Price which is an all-inclusive fixed lump-sum covering all costs required to carry out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause. If the Parties have agreed to additional Payments in accordance with Clause 2.4.

### **6.2. Contract Price**

The price Payable in Pak Rupees/foreign currency / is set forth in the SC.

### **6.3. Payment for Additional Services**

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

### **6.4. Terms and Conditions of Payment**

Payment will be made to the account of the Consultants and according to the payment schedule stated in the SC. Unless otherwise stated in the SC, the first

Payment shall be made against the provision by the Consultant of an advance Payment guarantee for the same amount, and shall be valid for the period stated in the SC. Such guarantee shall be in the form set forth in Appendix G hereto, or in such other form, as the PE shall have approved in writing. Any other Payment shall be made after the conditions listed in the SC for such Payment have been met, and the Consultant has submitted an invoice to the PE specifying the amount due.

## **7. GOOD FAITH**

The parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

## **8. SETTLEMENT OF DISPUTES**

### **8.1. Amicable Settlement**

The parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

### **8.2. Dispute Resolution**

Any dispute between the parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one party of the other Party's request for such amicable settlement may be submitted by either party for settlement in accordance with the provisions specified in the SC.

### III. SPECIAL CONDITIONS OF CONTRACT

| Clause No.<br>of GC | Amendments of, and Supplements to, Clauses in the General<br>Conditions of Contract |
|---------------------|-------------------------------------------------------------------------------------|
|---------------------|-------------------------------------------------------------------------------------|

1.1 Khyber Pakhtunkhwa Public Procurement Act and Khyber Pakhtunkhwa Public Procurement Rules 2014.

(b) Procurement entity PE means "Pakhtunkhwa Energy Development Organization".

(r) "Project" means "Solarization of Provincial Assembly Secretariat, MPA Hostel, Speaker House, Governor House, KP House Islamabad, and PEDO House Peshawar"

1.3 The language is English.

#### 1.4 Notices:

The Addresses are:

**For the PE:** Pakhtunkhwa Energy Development Organization (PEDO)

Procuring Entity: PEDO, Peshawar

Attention: (Name)

Project Director (Solar)

PEDO Peshawar

Telephone :

Facsimile :

Email :

#### For the Consultants:

(Authorized Representatives)

(Address)

Telephone : \_\_\_\_\_

Facsimile : \_\_\_\_\_

Email : \_\_\_\_\_

#### 1.7 The Authorized Representatives are:

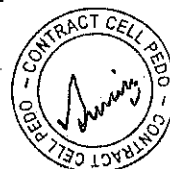
For the PE (Name): \_\_\_\_\_

For the Consultant: \_\_\_\_\_

#### 1.8 Taxes and Duties

The consultant shall pay all the taxes and duties levied under the applicable laws of Pakistan including any applicable tax by the provincial Government. In case of tax exemption order/certificate the same will not be deduct from consultant

*[Signature]*  
Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDO Peshawar



interim payment certificates.

**2.1 Effectiveness of Contract**

This Contract shall come into effect on the date the Contract is signed by either Parties

**2.2 Commencement of Services**

The Consultants shall commence the Services within seven (07) days after the date of signing of Contract Agreement.

**2.3 Expiration of Contract**

The time period for completion of services shall be eighteen (18) months for design including 12 months Defect Liability Period (DLP), starting from the date of commencement of services.

**3.4 (a) Insurance to be taken out by the Consultant**

The risks and the coverage shall be as follows:

- i. Employer's liability and workers' compensation insurance in respect of the Personnel of the Consultant and of any Sub-Consultants, in accordance with the relevant provisions of the Applicable Law, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and
- ii. insurance against loss of or damage to (i) equipment purchased in whole or in Part with funds provided under this Contract, (ii) the Consultant's property used in the Performance of the Services, and (iii) any documents prepared by the Consultant in the Performance of the Services.

**3.5 (c) Consultants' Actions Requiring PE's Prior Approval**

The other actions are:

- i) Issuing Variations Orders in respect of:
  - a. Additional items of Works as determined by the Engineer to be necessary for the execution of Works.
  - b. Any new item of the Works not envisaged in the Contract Documents and which is determined by the Engineer to be necessary for the execution of Works.
  - c. Any item of Works covered under Provisional Sums
- ii) Claim from the Contractor for extra payment with full supporting details and Consultant's recommendations, if any, for settlement.
- iii) Details of any nominated sub-contractors.
- iv) Any action under terms of Performance Guarantee or Insurance Policy.
- v) Any action by the Consultants affecting the costs under the following clauses of Conditions of Contract of the Construction Contract.
  - a. Adverse Physical Conditions and Artificial Obstructions
  - b. Suspension of Works

Assistant Engineer  
(Procurement & Contract)  
Civil Engineering Department



- c. Bonus and Liquidated Damages
- d. Certificate of Completion of Works
- e. Defects Liability Certificate
- f. Forfeiture
- g. Special Risks
- h. Frustration

- vi) Final Measurement Statement
- vii) Release of Retention Money
- viii) Any change in the ratios of various currencies of payment.

### 3.7 Documents Prepared by the Consultants to be the Property of the PE

- (b) The Consultant shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the PE

### 5.1 Assistance and Exemptions

PE will assist to obtain permits which may be required for right-of-way, entry upon the lands and properties for the purposes of this Contract.

### 6.2 Contract Price

The amount in Pak Rupees is \_\_\_\_\_ inclusive of all Taxes.

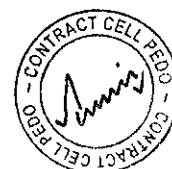
### 6.4 Terms and Conditions of Payment

All the payment will be made in the name of "(Name of Consultant)".

Payments will be made to the Consultant as per details / Schedule provided below

| Sr. No                                                       | Activity description                                                                      | Percent of Payment |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------|--------------------|
| <b>A</b>                                                     | <b>Planning &amp; Design Phase</b>                                                        |                    |
| 1                                                            | Upon Submission of inception report                                                       | 5%                 |
| 2                                                            | Upon Submission of Design Review and Technical Sanction                                   | 5%                 |
| 3                                                            | Approval of the Survey Report                                                             | 10%                |
| 4                                                            | Testing and Approval of the Products and Finalization of the Handing Taking Sample forms. | 10%                |
|                                                              | <b>Sub-Total Planning &amp; Design Phase</b>                                              | <b>30%</b>         |
| <b>70 % Payment will be made as per details given below:</b> |                                                                                           |                    |
| 1 (a)                                                        | Upon Complete Installation of Provincial Assembly Secretariat, Peshawar                   | 8%                 |
| 1 (b)                                                        | Final Testing of Provincial Assembly Secretariat, Peshawar                                | 2%                 |
| 2 (a)                                                        | Upon Complete Installation of MPA Hostel, Peshawar                                        | 8%                 |
| 2 (b)                                                        | Final Testing of MPA Hostel, Peshawar                                                     | 2%                 |
| 3 (a)                                                        | Upon Complete Installation of Speaker House, Peshawar                                     | 8%                 |

Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PESCO Peshawar



#### Section 4 - Financial Proposal - Standard Forms

|       |                                                             |    |
|-------|-------------------------------------------------------------|----|
| 3 (b) | Final Testing of Speaker House, Peshawar                    | 2% |
| 4 (a) | Upon Complete Installation of Governor House, Peshawar      | 8% |
| 4 (b) | Final Testing of Governor House, Peshawar                   | 2% |
| 5 (a) | Upon Complete Installation of KP House Islamabad, Islamabad | 8% |
| 5 (b) | Final Testing of KP House Islamabad, Islamabad              | 2% |
| 6 (a) | Upon Complete Installation of PEDO House, Peshawar          | 8% |
| 6 (b) | Final Testing of PEDO House, Peshawar                       | 2% |
| 7     | Upon Submission of PC-IV                                    | 5% |
| 8     | Upon Successful completion of Defect Liability Period.      | 5% |

Payments due to the Consultants shall be paid by the Client to the Consultants within thirty (28) days after the Consultants' invoice has been delivered to the Client.

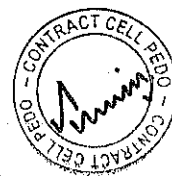
#### Performance Security

The consultant shall submit Performance Security within 28 days after the receipt of the letter of acceptance. The Performance security shall be of an amount equal 10% the Contact Price in the currency of the contract in the form of a Bank Draft, or Bank Guarantee from any Schedule Bank in Pakistan or from a bank located outside Pakistan duly counter guaranteed by Scheduled Bank in Pakistan. The performance security shall be released after submission of PC-IV and successful completion of 01-year DLP.

#### 8.2 Dispute Resolution

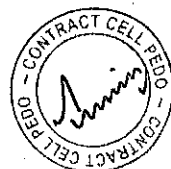
Any dispute arising out of this Contract, which cannot be amicably settled between the Parties, shall be referred to adjudication/arbitration in accordance with the Arbitration Act of 1940.

Assistant  
(Procurement & Contract)  
Solar Energy, PEDO Foundation



## APPENDICES

  
Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEO Technical



**Appendix A: Description of the Services**

As mentioned in the TOR (Section 5)

Assistant Manager  
(Procurement/Contract)  
Solid Energy, PELOPOLAND



### Appendix B: Reporting Requirements

The Consultant shall submit the following reports (in both Hard and Soft copies):

| Submission / Report                                     | Number of Copies | Due Date                                                     |
|---------------------------------------------------------|------------------|--------------------------------------------------------------|
| (1) Progress Report (Monthly)                           | 01               | On every 10 <sup>th</sup> day of the month                   |
| (2) Revised PC-1 (if required)                          | 05               | 01 Week after written instructions from the Procuring Entity |
| (3) Submission of report of Installation with each IPC. | 01               | Along with Submission of each IPC.                           |
| (4) Project Completion Report                           | 03               | On the completion of Project                                 |
| (5) (PC-IV)                                             | 03               | 01 Month after completion of Project                         |

Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDD Palanpur



**Appendix C: Key Personnel and Sub consultants**

*A*  
Assistant Manager  
(Procurement & Contract Management)  
Solar Energy, PEDO Pechavara



## Appendix D: Breakdown of Contract Price in Foreign Currency

Not Applicable

*A*  
Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDO Peshawar



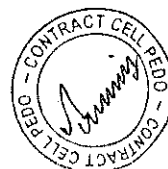
**Appendix E: Breakdown of Contract Price in Local Currency**

**CONSULTANCY SERVICES FOR PROJECT "KHYBER PAKHTUNKHWA  
INITIATIVE FOR SOLARIZATION OF HOUSES, CATEGORY-1"**

**SUMMARY OF COSTS**

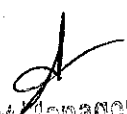
| Description                | Costs (Pak Rupees) |
|----------------------------|--------------------|
| Salary Cost / Remuneration |                    |
| Direct (Non-salary) Cost   |                    |
| Others / Contingencies     |                    |
| <b>Sub-totals</b>          |                    |
| <b>In Words:</b>           |                    |

*[Signature]*  
Assistant Manager  
(Procurement & Contract)  
Solar Energy, PEDD Peshawar



**Appendix F: Services and Facilities to be provided by the Procuring Entity**

Not Applicable

  
Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PWD, Peshawar



**Appendix G: Integrity Pact (Not Applicable)**

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.  
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN  
CONTRACTS WORTH Rs. 10.00 MILLION OR MORE.**

Contract No. \_\_\_\_\_

Dated \_\_\_\_\_ / \_\_\_\_\_ / 2026

Contract Value: Rs. ....../-

**Contract Title: "SOLARIZATION OF PROVINCIAL ASSEMBLY SECRETARIAT, MPA HOSTEL, SPEAKER HOUSE, GOVERNOR HOUSE, KP HOUSE ISLAMABAD, AND PEDO HOUSE PESHAWAR"**

The *[Name of the Consultant]* (The consultants) hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Khyber Pakhtunkhwa (GoKP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoKP through any corrupt business practice.

Without limiting the generality of the foregoing *[Name of the Consultant]* represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoKP, except that which has been expressly declared pursuant hereto.

*[Name of the Consultant]* certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoKP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

*[Name of the Consultant]* accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoKP under any law, contract or other instrument, be voidable at the option of GoKP.

(80)

*[Signature]*  
Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDO Peshawar



**Section 4 - Financial Proposal - Standard Forms**

Notwithstanding any rights and remedies exercised by GoKP in this regard, Pakhtunkhwa Energy Development Organization (PEDO), Peshawar represented by the Project Director (Solar) agrees to indemnify GoKP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoKP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or their obligation or benefit in whatsoever form from GoKP.

Name of Buyer:  
Pakhtunkhwa Energy Development Organization  
(PEDO), Peshawar

Name of Consultant:

(81)

*A*  
Assistant Manager  
(Procurement & Contracts)  
Solar Energy, PEDO, Peshawar

