



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Federal Department of Foreign Affairs FDFA  
Swiss Agency for Development and Cooperation SDC  
स्वीस सरकार विकास सहयोग एसडिसि



**Local Roads Bridge Support Unit (LRBSU)**

## **RE-REQUEST FOR PROPOSAL**

**Identification No.: LRBP – RE-01-03/ITB/2076/77**



Date of publication December 19, 2019

**Occupational Health and Safety (OHS) related works**

**Local Roads Bridge Programme (LRBP)**  
**Local Roads Bridge Support Unit (LRBSU)**  
Manbhawan, Lalitpur

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## A. Notice

 <p>Schweizerische Eidgenossenschaft Confédération suisse Confederazione Svizzera Confederaziun svizra</p> <p>Federal Department of Foreign Affairs FDFA <b>Swiss Agency for Development and Cooperation SDC</b> स्वीस सरकार विकास सहयोग एसडिसि</p>	 <p><b>Local Roads Bridge Support Unit (LRBSU)</b></p>
<b>RE-REQUEST FOR PROPOSAL</b>	
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<b>Occupational Health and Safety (OHS) related works</b>	

1. Local Road Bridge Support Unit (LRBSU), on behalf of *Swiss Agency of Development and Cooperation (SDC)*, is also involved in providing Technical Assistance to **Department of Roads (DoR)** in its *Bridge Improvement and Maintenance Programme (BIMP) – II* in the area of “*Capacity Development*”. LRBSU is seeking the services of the eligible and qualified consultants for the task of “**Occupational Health and Safety (OHS) related works**”
2. LRBSU now requests “Technical and Financial Proposal” from the interested consulting firms for the task.
3. The RFP document can be downloaded from the [www.lrbpnepal.org](http://www.lrbpnepal.org)
4. Technical Proposal of the Consultants will be evaluated based on the criteria mentioned in the RFP Document.
5. The award will be based on the “*Quality and Cost Based System (QCBS) Combination*” as mentioned in the RFP document.
6. The last date of proposal submission is **9 January, 2020 before 2:00 PM.**

## **B. Instructions for submission of Proposal**

1. Proposal shall be submitted by a sole firm or in joint venture.
2. Proposals should be submitted in two separate sealed envelopes – one containing the (i) Technical Proposal & the other (ii) Financial Proposal.
3. Interested consultants must provide information indicating that they are qualified to perform the services (*descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
4. This RFP is open to all eligible ***consulting firm***.
5. The assignment has been scheduled for a period of ***6 months with Intermittent Input***. Expected date of commencement of the assignment is ***third week of January 2020***.
6. A Consultant will be selected in accordance with the ***QCBS (Technical 90 and Financial 10)***.
7. Proposal should contain following information:
  - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
  - (ii) Applicants shall provide the information in the respective formats given in the RFP document.
  - (iii) The Financial Proposal
8. The Proposal document must be submitted on or before the date and address mentioned in the ***“Request for Proposal Notice”***. In case the submission falls on public holiday the submission can be made on the next working day.
9. The technical proposals will be opened in presence of the bidders who choose to attend the proposal opening meeting on January 9, 2020 (3:00 PM) at LRBSU office, Manbhawan, Lalitpur.

## **C. Objective of Consultancy /TOR**

## **Terms of Reference for Occupational Health and Safety (OHS) related works**

### **1.0 Introduction**

With the main goal of “People in the programme districts have improved livelihoods”, the Local Roads Bridge Programme (LRBP) is being executed by DoLI/MoFAGA with the support and Technical Assistance from Swiss Agency for Development and Cooperation (SDC). The Local Roads Bridge Support Unit (LRBSU) has been providing the support to the LRBP.

The Second Bridges Improvement and Maintenance Program-II (BIMP-II), is a joint project of the Government of Nepal and the World Bank, who are contributing US \$ 63 million and US \$ 119 million, respectively.

LRBSU has recently had a Memorandum of Understanding with Department of Roads for the Technical Assistance in implementing its various institutional strengthening related tasks under BIMP II. One of the component mentioned in the MoU is Occupational Health and Safety (OHS).

Under OHS related work, LRBSU will support DoR to prepare OHS legislation and regulatory enforcement systems to prevent workplace injuries. The conditions that give rise to injuries must be clearly reflected in regulatory standards, which must be communicated to workplace parties, and enforcement strategies must be implemented to identify and address non-compliance.

DoR has already initiated the works to establish policy and working level documents related with the OHS. And, LRBSU now intends to engage a qualified Consultant for the finalization of the OHS documentation related works for DoR.

### **2.0 Objectives and Scope of the Service**

The main objective of this Service is *“To finalize the documents related with the OHS”*

The scope of the Service includes the following tasks;

1. Review Occupational Health and Safety (OHS) policy and guidelines developed by DoR and propose revised policy;
2. Formulate the Contractual Provisions to be included in the prevailing Standard Bidding Document of the Government of Nepal and followed by DoR.
3. Develop Manual & Training Materials (based on the formulated OHS documents mentioned above) for OHS implementation in bridge construction works and sites.
4. Manage the training for persons of DoR and Contractors regarding the Manual & Training Materials related with the OHS.

### **3.0 Assumed Methodology**

The team of the consultant will review the documents (Policy and Guidelines) formulated by the DoR. The consultant will have a workshop with DoR and provide its “Review Report”

Upon the finalization of the Policy and Guideline related documents by DOR, the Consultant shall formulate the necessary Clauses in the prevailing Standard Bidding and Contract Documents. The consultant shall conduct a workshop to present the proposed provisions to be incorporated and finalize the Bidding / Contract Documents.

After the finalization of the Policy / Guidelines as well as Standard Bidding / Contract Documents, the Consultant shall develop the Training Manual and conduct a Tot (estimated to be of 5 days) for identified DoR personnel so that the provisions stated in Policy/ Guideline / SBDs can be implemented.

#### 4.0 Required Inputs (assumed)

		Task 1	Task 2	Task 3	Task 4	Total
1.0	OHS Expert (National ) as Team Leader	15 PDs	5 PDs	15 PDs	10 PDs	45
2.0	Contract Management Expert (National)	5 PDs	10 PDs	15 PDs	10 PDs	40
3.0	OHS Expert (International )	5 PDs from home and 10 PDs in Nepal	5 PDs from home	5 PDs from home	10 PDs in Nepal	25
4.0	Other inputs	(as indicated in the Financial Proposal Format)				

*PD: Person days, The Consultant can propose, different inputs*

#### 5.0 Qualifications

		Minimum Requirements
1.0	OHS Expert (National ) as Team Leader	<p>Minimum Bachelor's Degree in Engineering, Industrial Management, or equivalent.</p> <p>Must have undergone Occupational safety course with minimum 5 years working experience as safety officer</p>
2.0	Contract Management Expert (National)	<p>Minimum Bachelor's Degree in Civil Engineering,</p> <p>Must have 5 years working experience in a civil engineering project</p>
3.0	OHS Expert (International )	<p>Minimum Bachelor Degree</p> <p>Minimum 10 years of international (outside India and Nepal) work experience , preferably as safety inspector</p> <p>Experience in organizing OHS training (minimum 5 numbers)</p> <p>Experience in developing OHS related documents (policy, guidelines, training manuals)</p>

## 6.0 Schedule

The Service is expected to start from third week of January, 2020. The tasks are expected to be completed as stated below.

Task 1	Completion of the Review and Workshop within 25 calendar days and final “Review Report” within 30 calendar days.
Task 2	Completion of the Documents and Workshop within 20 calendar days of the consent from the DOR on Policy / Guidelines and finalization of the Documents within 25 calendar days.
Task 3 Task 4	Upon the consent from DoR on all the above mentioned documents, Development of Training Manual within 25 calendar days and conduct of 5 days ToT within 35 calendar days

**The consultant shall propose the Work Schedule in detail.**

## 7.0 REPORTS AND DELIVERABLES

The Consultant shall submit the following Reports

<b><i>Reports and Documents</i></b>	<b><i>Remarks</i></b>
Inception Report	Including overall time schedule and working methodologies. (updated from what has been given in the proposal )
Task 1 Completion Report	Review Report on existing documents of the DoR and feedback from workshop
Task 2 Report	Proposed provisions in Standard Bidding
Task 3 Report	Training Materials Training completion report Overall Task-Completion Report
Task 4 Report	

***All the reports are considered to be owned by the Client***

## 8.0 PAYMENT

The Contract is Lumpsum based Contract. The consultant shall be paid as described below.

Advance Payment (upto 20%)	Against the acceptable bank guarantee	
After the Completion of the Task 1	30 % (subjected to deduction of advance payment)	
After the completion of the Task 2 and Task 3	Additional 40 %	
After the completion of all the tasks	Remaining Amount	

All the above payments are subjected to the “Retentions”

## D. Evaluation of Consultant's Proposal

Consultant's Proposal which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

<b><u>i) Eligibility &amp; Completeness Test</u></b>	<b>Compliance</b>
Copy of Registration of the company/firm	
VAT/PAN Registration ( <i>for National consulting firm only</i> )	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission FY <b>074-75</b>	
Form 1: Letter of Application	
Form 2: Applicant's Information Form	
Form 3: Experience (3(A) and 3(B))	
Form 4: Capacity	
Form 5: Qualification of Key Experts	



## Evaluation Criteria

Failing to scores PASS MARK in all 3 categories, as stated above will make the Consultant NON\_QUALIFIED for the shortlisting.

<b>Evaluation Criteria</b>	<b>Minimum Requirement</b>
<b>1. Qualification of Key Experts</b>	<b>FM: 75.0</b>
<b><i>1.1 OHS Expert (National/Team Leader)</i></b>	
a) Education	<i>Bachelor's Degree in Engineering, Industrial Management or equivalent</i>
b) General Experience	<i>10 years</i>
c) Training attended	<i>Occupational Safety Course or any equivalent (minimum 1 training)</i>
d) Specific Experience	<i>5 years working experience as safety officer or equivalent</i>
<b><i>1.2 Contract Management Expert (National)</i></b>	
a) Education	<i>Bachelor Degree in Civil Engineering</i>
b) General Experience	<i>10 years' experience in Civil Engineering projects</i>
c) Specific Experience	<i>5 years working experience as Contract Management expert</i>
<b><i>1.3 OHS Expert (International)</i></b>	
a) Education	<i>Bachelor Degree in relevant field or Bachelor degree in any field with training in related field</i>
b) General Experience	<i>10 years of International (outside India and Nepal) work experience as safety inspector</i>
c) Specific Experience	<i>Experience in organizing OHS training (minimum 5 numbers)</i> <i>Experience in developing OHS related documents (policy, guidelines, training manuals etc.)- Minimum 2 numbers.</i>
<b>2. Experience</b>	<b>FM: 15.0</b>
General experience of consulting firm	<i>Minimum 2 years (of lead firm in case of JV)</i>
Specific experience of consulting firm within last 7 years.	<i>Experience of consulting firm in developing policy, guidelines, training manuals, training plan or documents related with training (minimum 5 numbers) (total combined in case of JV)</i>
<b>3. Financial Capacity</b>	<b>FM: 10.0</b>
Financial Capacity: Average Annual Turnover	<i>5.0 Mil NRS (of best 3 from last 7 years) (of lead firm in case of JV)</i>

## **E. Proposal Forms & Formats**

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts

# 1. Letter of Application

(Letterhead paper of the Applicant including full postal address, telephone no., fax and email address)

Date: .....

To,

Full Name of Client: \_\_\_\_\_

Full Address of Client: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

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

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **{Insert brief description of Work/Services}**.
2. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.<sup>1</sup>
5. All further communication concerning this Application should be addressed to the following person,

*[Person]*

*[Company]*

*[Address]*

*[Phone, Fax, Email]*
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.
7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.

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<sup>1</sup> Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

**Signed** :

**Name** :

**For and on behalf of (name of Applicant or partner of a joint venture):**

## **2. Applicant's Information Form**

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

## 2(A) Key Experts' Information

(The applicant can propose more than one for a type expertise )

<b>Position Title and No.</b>	{e.g., Bridge Designer}
<b>Name of Firm</b>	<i>Insert name of firm proposing the expert</i>
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Citizenship</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

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**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, *type of employment (full time, part time, contractual)*, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Bbbbbb, deputy minister]		

**Membership in Professional Associations and Publications:**

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**Language Skills (indicate only languages in which you can work):** \_\_\_\_\_

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**Adequacy for the Assignment:**

<b>Detailed Tasks Assigned on Consultant's Team of Experts:</b>	<b>Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks</b>
<b>{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}</b>	

**Expert's contact information:** (e-mail....., phone.....)

**Certification:**

I, the undersigned, certify to the best of my knowledge and belief that

- (i) This CV correctly describes my qualifications and experience*
- (ii) I am not a current employee of the GoN*
- (iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in Form TECH 6 provided team mobilization takes place within the validity of this proposal.*
- (iv) I was not part of the team who wrote the terms of reference for this consulting services assignment*
- (v) I am not currently debarred by a multilateral development bank (In case of DP funded project)*
- (vi) I certify that I have been informed by the firm that it is including my CV in the Proposal for the {name of project and contract}. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.*
- (vii) I declare that Corruption Case is not filed against me.*

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
*[Signature of expert]* Date: \_\_\_\_\_  
Day/Month/Year

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

Full name of authorized representative:

\_\_\_\_\_

### 3. Experience

#### 3(A). General Work Experience

*(Details of assignments undertaken)*

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried <i>out</i>
1.						
2.						
3.						
4.						
5.						
6.						
7.						



### 3(B). Specific Experience of firm

#### Details of similar assignments undertaken in the previous seven years

Assignment name:	Approx. value of the contract (NRs) :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment:  <b>Note: Provide highlight on similar services provided by the consultant as required by the assignment.</b>	

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

*(Note: Supporting documents for proving the Specific experience of firm should be submitted for the above.)*

## 4. Capacity

### 4(A). Financial Capacity

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover of Best of 3 Fiscal Year  
Of Last 7 Fiscal Years

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*(Note: Supporting documents for Average Turnover should be submitted for the above.)*

*Key Experts* **(Include details of Key Experts only)**

<b>SN</b>	<b>Name</b>	<b>Position</b>	<b>Highest Qualification</b>	<b>Work Experience (in year)</b>	<b>Specific Work Experience (number of bridge design related projects)</b>	<b>Nationality</b>
1						
2						
3						
4						
5						

(Please insert more rows as necessary)

## **F. Financial Proposal Format**

**Form 1: Covering Letter**

**Form 2: Cost Summary**

**Form 3: Breakdown**

## Form 1: FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

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 amount of {Indicate the corresponding to the amount(s) currency(ies)} {Insert amount(s) in words and figures}, excluding Value Added Tax (VAT) *Clause 25.2 in the Data Sheet*. {Please note that all amounts shall be the same as in Form FIN-2}.

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 Clause 12.1 of the Data Sheet.

Commissions, gratuities or fees paid or to be paid by us to an agent or any other party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agent(s)/Other party	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____

{If no payments are made or promised, add the following statement: "No commissions, gratuities or fees have been or are to be paid by us to agents or any other party relating to this Proposal and, in the case of award, Contract execution."}

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

We remain,

Yours sincerely,

Authorized Signature {In full}: \_\_\_\_\_

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

In the capacity of: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached.}

## Financial Proposal

		Tasks						Rate (NPR)	Amount (NPR)
		Unit	1	2	3	4	Total		
1	<b>National Experts</b>								
	OHS Expert (National) as Team Leader	PD	15	5	15	10	45		
	Contract Management Expert (National)	PD	5	10	15	10	40		
2	<b>OHS Expert (International )</b>								
	From home	PD	5	5	5	0	15		
	In Nepal	PD	10	0	0	10	20		*
3	<b>Others</b>								
	Support Staffs	PD	2		4	Months	240		
	Office Rent	Mon.			4				
	Office operation	Mon.			4				
4	<b>Reimbursable</b>								
	National Travel Cost	No.					20		280,000.00
	Per diems for nationals	Day					30		
	International Travel Cost	Nos.					4	75,000.00	300,000.00
								Total	
								VAT	
								Grand Total	

\* The rate includes the per diems, daily subsistence allowances all (for all over the country)

\*\* Paid as per actuals

The inputs shown are assumed only. The Consultant can modify this as per its proposed "Methodology"

All the rates / amounts are supposed to include remunerations with all the amounts like income tax, gratuity and all the other social costs which are legally applicable.