REQUEST FOR PROPOSAL

APPOINTMENT OF CONSULTANT

FOR

FINANCIAL LAYOUT AND PLANNING
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LETTER OF INVITATION (LOI)
Appointment of Consultant for Financial Planning and Projections for DHA Suffa University

1 You are invited to submit Technical and Financial Proposal for the subject services / works which could be the basis of future negotiations, and ultimately a Contract Agreement (CA) between your firm and DHA Suffa University (DSU).

PURPOSE

2 The purpose of this Request for Proposal (RFP) is to select a Consultant for the subject matter that must be a Chartered Accountant Firm from the Big 4 or a Management Consultancy Firm having at least 05 years of experience in the related field. To enable you to submit a proposal, please find enclosed:

Technical Proposal

3 The proposal should follow guidelines given in the enclosed documents of Letter of Invitation (LOI) for consultants. Method of evaluation to be adopted in evaluating the proposals will be based on enclosed guidelines with the technical evaluation being completed prior to any financial proposals being opened and compared.

Guidelines & General Information  Section 1
Data Sheet  Section 2
Scope of Services  Section 3

Financial Proposal

4 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in this RFP. The Financial Proposal should follow Financial Bidding Form available in the Financial Proposal.
**Technical Evaluation**

5 The points to be given under each of the evaluation criteria are:

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<tr>
<th>Sr.</th>
<th>Evaluation Factors</th>
<th>Points</th>
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<tr>
<td>a.</td>
<td>Response to RFP (Fulfillment of RFP requirement)</td>
<td>10</td>
</tr>
<tr>
<td>b.</td>
<td>Company profile including list of clients served (minimum 10 clients)</td>
<td>20</td>
</tr>
<tr>
<td>c.</td>
<td>Experience with respect to the Total no. of years – (minimum 5 years is must)</td>
<td>25</td>
</tr>
<tr>
<td>d.</td>
<td>Experience with respect to the organizations served (at least one Engineering University experience is essential)</td>
<td>35</td>
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<tr>
<td>e.</td>
<td>Quality of the proposed Methodology and Work Plan</td>
<td>10</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td>100</td>
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6 **The minimum technical score required to pass is 75 (Seventy Five)**

7 Please note that DSU is not bound to select any or all of the firms submitting proposals.

8 Please note that the cost of preparing a proposal and of negotiating a contract, including trips to DSU is not reimbursable as a direct cost of the assignment.

9 We would appreciate you informing us on the address below whether or not you will be submitting a proposal:

Manager Finance  
DHA Suffa University  
DG-78, Off Khayaban-e-Tufail, Phase VII (Ext), DHA, Karachi  
Phone: 021-35244861  
Fax: 021-35244855  
Email: mf@dsu.edu.pk

10 The last date of submission of Technical and Financial proposal is **February 09, 2015 till 3:00 pm**

**Errata and Corrigenda**

11 Any error or mistake in the RFP shall be corrected and the Errata / Corrigenda shall be sent via email / fax to those bidders who have obtained the RFP. All participating firms are therefore advised to leave their Email address and the Fax Number with the Finance Department, DSU while collecting the RFP.
TECHNICAL PROPOSAL

Date of Issue : January 25, 2015

Last Date of Submission : February 09, 2015 till 3:00 pm

Date of Opening of Technical Proposals : February 09, 2015 at 3:30 pm

Date of Opening of Financial Proposals : February 13, 2015 at 3:30 pm
SECTION 1

GUIDELINES & GENERAL INFORMATION

1. INTRODUCTION

1.1 DSU (Client) will select a firm purely on merit on the basis of Proposals submitted by the firms.

1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal for consulting services required for the assignment. The proposals will be the basis for contract negotiations and ultimately for a signed contract agreement with the selected firm.

1.3 Please note that (i) the costs of preparing the proposal and of negotiating the contract, are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

1.4 Client’s policy requires that consultants provide professional, objective, and impartial advice and at all times hold the Client’s interests paramount, without any consideration for future work, and strictly avoid conflicts with the assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.

1.5 Consultants should observe the highest standard of ethics. In pursuance of this policy, the client will reject a proposal if it determines that the consultant has engaged in corrupt or fraudulent activities in competing for the contract in question.

1.6 Consultants shall furnish information as described in the Financial Proposal submission form.

1.7 Consultants shall be aware of the provisions on fraud and corruption stated in the Standard Contract.

2 CLARIFICATION AND AMENDMENT OF LOI DOCUMENTS

2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date.

2.2 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the LOI. Any amendment shall be issued in writing through
addenda. Addenda shall be sent by mail, cable, telex, facsimile, or electronic mail to all invited consultants and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

3 PREPARATION OF PROPOSAL

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

Technical Proposal

3.2 In preparing the Technical Proposal, consultants are expected to examine the documents constituting this LOI in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

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

(i) The consultants have to provide details of professional staff to be deployed, their qualification and experience.

(ii) It is strongly suggested that the majority of the key professional staff are proposed to be permanent employees of the firm or have an extended and stable working relationship with it.

(iii) Reports to be issued by the consultants as part of this assignment must be in English Language.

3.4 The Technical Proposal shall provide the following information:

(i) Any comments or suggestions on the RFP, data, services and facilities to be provided by the Client.

(ii) A description of the methodology and work plan for performing the assignment.

(iii) Any additional information requested in the Data Sheet or deemed necessary by the bidder.
4 THE TECHNICAL PROPOSAL SHALL NOT INCLUDE ANY FINANCIAL INFORMATION

Financial Proposal

4.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (available in Financial Proposal). It includes all costs associated with the assignment, including printing of documents, surveys, and training.

5 SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

5.1 The original proposal (Technical Proposal and Financial Proposal; see para 1.2) shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the authorized persons or person who sign(s) the proposals.

5.2 An authorized representative of the firm may put his/her initials on all pages of the proposal.

5.3 The original Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal", and the original Financial Proposal in a sealed envelope clearly marked "FINANCIAL PROPOSAL" and warning: "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE LOCAL PROCUREMENT COMMITTEE."

5.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.

5.5 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the Local Procurement Committee in presence of representatives of the firm. The Financial Proposal shall remain sealed and will be opened in the presence of the representatives of the bidders that have technically qualified within 15 days after opening of technical proposal.
6 PROPOSAL EVALUATION

General

From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.

7. GUIDELINES FOR EVALUATION OF PROPOSALS

7.1 On receipt of technical proposals, the client will appoint a suitably qualified committee to evaluate the technical proposals of all the contestants and give marks as per the specified criteria. The committee will evaluate each technical proposal as regards the understanding of assignment needs, methodology, work plan, time schedule, experience and qualifications of personnel to be assigned, present work load and other pertinent aspects in relation to the services required as specified in the Data Sheet.

7.2 The client will then open the financial proposals of those firms scoring 75% or more marks in the presence of representatives of such firms who care to be present and will publicly announce the prices and terms of all technically qualified proposals.

7.3 The technically qualified firm quoting the lowest financial will be given first preference for the contract negotiation and award of CA with the client. If agreement is not reached, the second, the third, technically qualified financially lower quoting consulting firm will be called in similar manner.

7.4 In the events, wherein no agreement is reached with any of the technically qualified lowest quoting three consulting firms, the Client will have the option to follow the procedure described in clause (8.2) and (8.3) for the remaining contestants.

8 NEGOTIATIONS

8.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract without tarnishing the transparency of the procedure.

8.2 Negotiations will include a discussion of the Technical Proposal, the proposed work plan, staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference. The agreed work plan and final Terms of Reference will then be incorporated in
the "Description of Services" and form part of the contract. Special attention will be paid to getting the most that the consulting firm can offer within the available budget (which shall not be amended / altered or changed at any stage as per the Financial Proposal) and to clearly defining the inputs required from the Client to ensure satisfactory completion of the assignment.

8.3 The negotiations will conclude with a review of the draft form of the contract. To complete negotiations the Client and the Consultant will initial the agreed contract. If negotiations fail, the Client will invite the technically qualified Consultant whose financial bid was the next best for the Client.

9 AWARD OF CONTRACT

9.1 The contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful.

9.2 The selected consultant is expected to commence the assignment on the date as agreed and specified in the Contract Agreement.

10 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 winning firm has been notified that it has been awarded the contract.
SECTION 2
DATA SHEET

1 DHA Suffa University (DSU) intends to hire a Consultant for Financial Planning and Projections that must be a Big 4 Chartered Accountant Firm or a Management Consultancy Firm having at least 05 years of experience in the related field.

2 DSU invites sealed bids on the basis of “Single Stage Two Envelopes” procedure for appointment of Tax Consultant for the services mentioned in section 3.

3 Sealed Bids, containing both the sealed Technical Bid and sealed Financial Bid, must reach office of the undersigned by 3:00 pm on February 09, 2015. Technical Bids will be opened on the same date at 3:30 pm in the presence of the bidders or their representatives who may wish to attend.

4 A pre-bid meeting may be held, the time and date of which will be communicated through mail / email / telephone etc.

5 The name, address, and contact details of the Client’s official are:

Manager Finance
DHA Suffa University
DG-78, Off Khayaban-e-Tufail, Phase VII (Ext), DHA, Karachi - 75500

Phone: 021-35244861
Fax: 021-35244856
Email: mf@dsu.edu.pk

Clarification information may be requested from the above mentioned DSU official before submitting the Bids.

6 DSU will provide the consultant with all required data and information (where applicable). DSU will provide liaison and will ensure that the consultant should have access to the relevant record / data available with the DSU, for the completion of their assignment. DSU may assign qualified counterparts from its staff to work with personnel of the consultant for the purpose of the liaison.

7 Proposals should be submitted in English language.

8 All applicable taxes shall be levied and details must be provided to DSU for the same.
Proposals must remain valid for 120 days after the submission date without any change in the methodology, personnel proposed for the assignment and price proposed in the Financial Proposal.

The proposal submission address is:

Manager Finance  
DHA Suffa University  
DG-78, Off Khayaban-e-Tufail, Phase VII (Ext), DHA, Karachi – 75500

Information on the outer envelope should also include Name and Address of Consultant submitting proposal, and name of assignment / project, with inner envelopes also indicating the type of proposal contained as Technical or Financial.
SECTION 3

SCOPE OF SERVICES

1. The scope of work under this assignment is expected to be extensive and spanning over a large horizon and involving multi-faceted activities to be performed by the consultant.

2. The scope of work is envisaged to be Financial Planning and Projections which will include but not limited to the following:

a) Study and develop thorough understanding of the DSU’s Strategic Plan laid out for the next ten years.

b) Study the Statutes of the University, especially the areas related to Finance, Procurement and Human Resource.

c) Comprehend the current and future development plans being undertaken.

d) Hold meetings with the Head of the Departments of various disciplines at DSU to get information about their perceived requirements for various capital and revenue expenditures.

e) Acquire an in-depth understanding of the Development Plan of the Civil Work Consultant of DHA pertaining to the new campus of the University at DHA City.

f) Develop assessment of the possible financial effects resulting from the relocation of Engineering and Computer Science programs to the new campus which may include relocation expenses, and the possible effect on the turnover of the number of students and the faculty members.

g) Develop a high-level financial model of both the campuses of the University. This shall include Revenue and Cost estimation, Cash flows, Financing/ Funding requirements, etc.

h) Prepare Individual and Consolidated Financial Projections of both the campuses for the next 10 years; which include

   (i) Cash Flow Statements
   (ii) Balance Sheet
   (iii) Profit and Loss Account

i) Present key Financial Indicators; which should include but not limited to the following:

   (i) Break-even analysis of both campuses
(ii) Return on Investment
(iii) Payback period
(iv) Internal Rate of Return
(v) Net Present Value
(vi) Faculty and Human Resource Plan on yearly basis
(vii) Equipment Planning and Costing
(viii) Volume analysis
(ix) Any other Financial Indicator relevant to the Education sector.
APPOINTMENT OF CONSULTANT
FOR
FINANCIAL LAYOUT AND PLANNING

FINANCIAL PROPOSAL

Date of Issue : January 25, 2015
Last Date of Submission : February 09, 2015 till 3:00 pm
Date of Opening of Financial Proposals : February 13, 2015 at 3:30 pm
Financial Proposal

1. The applicant firms securing a minimum of 75% marks in technical evaluation shall be considered as short listed /qualified consulting firms. The contract will be awarded to the short listed firm having the lowest bid.

2. The financial proposal should be prepared and submitted in separate sealed envelopes, in the format mentioned below:
   
a) Total bid price in Pak Rupees inclusive of all taxes showing fee and out of pocket expenses.

b) Billing schedule.

c) Detailed breakdown of the fee for each component of the service.

Other Terms and Conditions

1. DSU reserves the right to reject/amend all or part of this Terms of Reference (TOR) without any prior notice to the applicant firms. Any changes to the proposal requirements will be made by written addendum to this TOR.

2. DHA shall not be liable for any costs incurred by the applicant firms in respect of this TOR or diligence carried out independently by bidders to formulate their proposal.

3. It shall be sole and absolute responsibility of those responding to this TOR to complete their own due diligence before submitting their proposals to DSU.
FINANCIAL BIDDING FORM

The **Consultancy Fee (CF) for the Financial Planning and Layout of DHA Suffa University Karachi, with details given by us in our Technical Proposal to the DSU RFP No. DSU/FIN/CONST/RFP/2015** is quoted hereunder:

Amount in Pak Rupees (inclusive of all applicable taxes) _______________

Amount in Words ______________________________________________________________________________________

Authorized Signatures ________________________________________________________________

Name ____________________________________________________________

Designation / Position ________________________________________________

Consultancy Firm M/S ________________________________________________

Address ____________________________________________________________

___________________________________________________________

_______________________________________________________________

Official Stamp ________________________________________________________________________________________

Signature & Stamp of Consultant