

Request for Proposals

Title of Consulting Services:

Preparing Documentary of Silichong Rural Municipality

**Silichong Rural Municipality
Office of Village Executive**

Sankhuwasabha, Province No. 1

Nepal

2075

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Section 1. Letter of Invitation

Dear shortlisted Consultants

1. Silichong Rural Municipality, Office of Municipal Executive has allocated fund towards the cost of **Consultancy services for Preparing Documentary of Rural Municipality** and intends to apply a portion of this fund to eligible payments under this Contract.
2. Silichong Rural Municipality now invites proposals to provide consulting services of **Preparing Documentary of Silichong Rural Municipality** more details on the services are provided in the attached Terms of Reference.
3. The Request for Proposal (RFP) has been addressed to the following shortlisted consultants:
 1. Shilichong Multimedi pvt. Ltd., Tamku.
 2. Chhelan Community Network, Khandbari.
 3. Hiltop Multimedia Pvt. Ltd. Khandbari.
4. A consultant will be selected under Quality and Cost Based Selection (QCBS) and procedures described in this RFP.
5. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Information to Consultants
 - Section 3 - Technical Proposal - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference
 - Section 6 - Conditions of Contract and Contract Forms
6. Please inform us, upon receipt:
 - (a) That you received the letter of invitation; and
 - (b) Whether you will submit a proposal alone or in association.

Yours sincerely,

Mohan Prasad Niraula
Chief Administrative Officer
Office of Village Executive,
Silichong Rural Municipality

Section 2. Information to Consultants¹

This Information to Consultants section shall not be modified. Any necessary changes, acceptable to client (GoN) or the Donor, to address specific country and project issues, shall be introduced only through the Data Sheet (e.g., by adding new clauses). Likewise, modifications to the standard Form of Contract should be made only by including clauses outlining the special conditions and not by introducing changes in the wording of the general conditions

1. Introduction

- 1.1 The Client named in the Data Sheet will select a consultant among those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
 - 1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, for services 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.
 - 1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to visit the Client before submitting a proposal and are advised to attend a pre-proposal conference if one is specified in the Data Sheet.
 - 1.4 The Client will provide the inputs specified in the Data Sheet, assist the consultant in obtaining licences and permits needed to carry out the services, and make available relevant project data and reports.
 - 1.5 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
 - 1.6 GoN (or Donor Agency) policy requires that consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for
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futurework, and strictly avoid conflicts with other 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.

1.7.1 Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:

- a. A consultant, which has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, consultants hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the consultant's earlier consulting services) for the same project.
- b. Consultants or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants.

1.7.2 Any previous or ongoing participation in relation to the assignment by the consultant, its professional staff or affiliates or associates under a contract with the GoN may result in rejection of the proposal. Consultants should clarify their situation in that respect with the Client before preparing the proposal.

1.8 It is the GoN's policy to require its implementing agencies, as well as consultants under GoN (or Donor Agency) financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the GoN:

- a. defines, for the purposes of this provision, the terms set forth below as follows:
 - i. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
 - ii. "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Client, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels

and to deprive the borrower of the benefits of free and open competition.

- b. will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
- c. will cancel the consultant's contract if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of the consultant or the Client during the selection process or the execution of that contract;
- d. will debar a consultant for a stated period of time, to be awarded a contract if it at any time determines that the consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and
- e. will have the right to require that, a provision be included requiring consultants to permit the Client inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.

1.9 Consultants shall not be under a debarment for corrupt and fraudulent practices issued by GoN accordance with the above sub para. 1.8 (d).

1.10 Consultants shall be aware of the provisions on fraud and corruption stated in the Standard Contract under the clauses indicated in the Data Sheet.

2. Clarification and Amendment of RFP 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. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile, or electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by cable, telex, facsimile, or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.

2.2 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consultant, amend the RFP. 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

Technical Proposal

3.1 Consultants are requested to submit a proposal Sub - Clause 1.2 written in the language(s) specified in the Data Sheet.

3.2 In preparing the Technical Proposal (TP), consultants are expected to examine the documents constituting this RFP 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. 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 consultants or entities in a joint venture or sub-consultancy, as appropriate. Consultants may associate with the other consultants invited for this assignment only with approval of the Client as indicated in the Data Sheet. Consultants must obtain the approval of the Client to enter into a joint venture with consultants not invited for this assignment.
- 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 consultant. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
- iv. Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in Nepal.
- v. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- vi. Reports to be issued by the consultants as part of this assignment must be in the language(s) as specified in the Data Sheet.

3.4 The Technical Proposal shall provide the following information using

the attached Standard Forms (Section 3):

- i. A brief description of the consultant's 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 client, location and duration of the assignment, contract amount, and consultant'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 Client (Section 3C).
- iii. A description of the methodology and work plan for performing the assignment (Section 3D).
- iv. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
- v. CVs recently signed by the proposed professional staff and the authorised representative submitting the proposal (Section 3F). Key information should include number of years working for the consultant/entity and degree of responsibility held in various assignments during one years.
- vi. 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 (Sections 3E and 3G).
- vii. A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.
- viii. Any additional information requested in the Data Sheet.

3.5 The Technical Proposal shall not include any financial information.

**Financial
Proposal**

3.6 In preparing the Financial Proposal (FP), consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the assignment, including

(a) remuneration for staff (, in the field and at headquarters), and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, communication (Telephone, Fax etc.) surveys, and training, if it is a major component of the assignment. If appropriate, these costs should be broken down by activity.

3.7 The Financial Proposal should include all duties, taxes and other levies, and other charges imposed under the applicable law payable by the Consultant under the Contract or for any other cause.

3.8 Consultants shall express the price of their services in Nepalese Rupees.

3.9 The Data Sheet indicates the required validity period of the proposals. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

4. Submission, Receipt, and Opening of Proposals

4.1 The original proposal (TP and FP) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the consultant itself. Any such corrections must be initialled by the persons or person who sign(s) the proposals.

4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal.

4.3 For each proposal, the consultants shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. If there are any discrepancies between the original and the copies of the

proposal, the original governs.

- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “**Technical Proposal**,” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” and warning: “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**” Both envelopes shall be placed into an outer envelope and sealed. 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 EVALUATION COMMITTEE.**”
- 4.5 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.
- 4.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited with the Client’s Procurement Unit until all submitted proposals are opened publicly.

5. Proposal Evaluation

General

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

Evaluation of Technical Proposals (QCBS,QBS,FBS, LCBS))

- 5.3 The evaluation committee, appointed by the Client as a whole, and each of its members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the Data Sheet. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member to the particular proposal. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it

does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

5.4 In the case of Quality-Based Selection, the highest ranked consultant is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted in accordance with the instructions given in para. 1.2 And the Data Sheet.

Public Opening and Evaluation of Financial Proposals (CBS Only)

5.5. The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant and the proposed prices shall be read aloud and recorded. The Client shall prepare minutes of the public opening.

Public Opening and Evaluation of Financial Proposals (QCBS, FBS, LCBS)

5.6 After the evaluation of quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall be 7 after the notification date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.

5.7 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.

5.8 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors.

5.9 In case of Fixed Budget Selection (FBS), the consultant's Financial Proposals with cost more than the specified fixed budget ceiling by

the Client in Data Sheet shall be rejected.

5.10 In case of Least Cost Based Selection (LCBS), the consultant's proposal which has scored the minimum pass mark in the Technical proposal and is of the least cost in the financial proposal shall be invited for negotiation.

5.11 In case of QCBS and FBS with financial proposal within specified fixed budget ceiling, the lowest Financial Proposal (Fm) will be given a 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 consultant achieving the highest combined technical and financial score will be invited for negotiations.

6. Negotiations

6.1 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.

6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the consultant to improve the Terms of Reference. The Client and consultant will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the consultant can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

6.3 Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates in the cases of QCBS methods. For QBS, the consultant should provide the information on remuneration rates described in the Appendix to this information.

- 6.4 Having selected the consultant on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If substitution is considered, then the proposed alternative candidate shall be evaluated as per the original criteria. The qualification and experience of the substitute candidate shall equal to or higher than the originally proposed candidate. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the consultant may be disqualified.
- 6.5 The negotiations will conclude with a review of the draft form of the contract. If negotiations fail, the Client will invite the consultant whose proposal received the second highest score to negotiate a Contract.

- 7. Award of Contract**
- 7.1 Pursuant to Sub-Clause 6.5, the consultant, with whom agreement is reached following negotiation, shall be selected for approval of his proposal and the Client shall notify its intention to accept the proposal to the selected consultant and other short-listed consultants within 7 days of selection of the winning proposal.
- 7.2 Any consultant, who has submitted a proposal and is not satisfied with the procurement process or Client's decision provided as per Sub - Clause 7.1 and believes that the Client has committed an error or breach of duty which has or will result in loss to him then the consultant may give an application for review of the decision to the Client with reference to the error or breach of duty committed by the Client. The review application should be given within 7 days of receipt of information regarding the issue of letter by the Client notifying its intention to accept the winning proposal pursuant to Sub Clause 7.1.
- 7.3 If the review application is not received by the Client pursuant to Sub-Clause 7.2 then the proposal of the Consultant, selected as per Sub-Clause 7.1 shall be accepted and the successful consultant shall be notified to come for signing the Agreement within 15 days.

- 7.4 If the Consultant fails to sign an agreement pursuant to Sub-Clause 7.3 then the Client will invite the consultant whose proposal received the next highest score to negotiate a contract.
- 7.5 If a review application is received by the Client pursuant to Clause 7.1 then the Client will clarify and respond within 5 days of receiving such application
- 7.6 If the applicant is not satisfied with the decision given by the procuring entity and/ or the decision is not given by the Procuring Entity Chief within 5 days, then the applicant can file a complaint to the Review committee within 7 days.
- 7.7 The Client shall return the unopened Financial Proposals of those consultants who did not pass the technical evaluation.
- 7.8 The consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

8. Confidentiality

- 8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the letter of intention to accept the proposal is not issued to the selected consultant pursuant to Sub- Clause 7.1.

9. Conduct of Consultants

- 9.1 The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and GoN's Public Procurement Act and Regulations.
- 9.2 The consultant shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement:
- a. give or propose improper inducement directly or indirectly,
 - b. distortion or misrepresentation of facts
 - c. engaging or being involved in corrupt or fraudulent practice
 - d. interference in participation of other prospective bidders.
 - e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
 - f. collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing artificial/uncompetitive proposal price with an intention

to deprive the Client the benefit of open competitive proposal price.

- g. contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to the notification of award of contract

10. Blacklisting Consultant

10.1 Without prejudice to any other rights of the Employer under this Contract, the Public Procurement Monitoring Office may blacklist a Consultant for his conduct up to three years on the following grounds and seriousness of the act committed by the consultant:

- a) if it is proved that the bidder committed acts pursuant to the Information to Consultants clause 9.2,
- b) if the bidder fails to sign an agreement pursuant to Information to Consultants clause 7.3,
- c) if it is proved later that the bidder/contractor has committed substantial defect in implementation of the contract or has not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract
- d) if convicted by a court of law in a criminal offence which disqualifies the consultant from participating in the contract.
- e) if it is proved that the contract agreement signed by the consultant was based on false or misrepresentation of consultant's qualification information,
- f) other acts mentioned in the Data Sheet or SCC

10.2 A Consultant declared blacklisted and ineligible by the Non-Public procurement Office and or concerned Donor Agency in case of donor funded project shall be ineligible to bid for a contract during the period of time determined by the GON and or the concerned donor agency.

Information to Consultants

DATA SHEET

Clause Reference	
1.1	The name of the Client is: Silichong Rural Municipality The method of selection is: QCBS
1.2	The name, objectives, and description of the assignment are: Name : Preparing Documentary of Silichong Rural Municipality Objectives: As per TOR Description: As per TOR
1.3	A pre-proposal conference will be held: No The name(s), address(es), and telephone numbers of the Client's official(s) are: Name: Silichong Rural Municipality Address: Sankhuwasabha District, Province No. 1 Telephone No.:
1.4	The Client will provide the following inputs: As per TOR
1.10	The clauses on fraud and corruption in the Contract <i>are</i> : As per PPMO guidelines and prevailing procurement laws
2.1	Clarifications may be requested 7 (seven) days before the submission date The address for requesting clarifications is: Office of Village Executive, Silichong Rural Municipality, Tamku, Sankhuwasabha, Province No. 1, Nepal
3.1	Proposals should be submitted in the following language(s): English or Nepali
3.3	Short listed consultants may associate with other short listed consultants: No The estimated number of professional staff-months required for the assignment is: As per TOR The minimum required experience of proposed professional staff is: As per TOR

	Reports that are part of the assignment must be written in the following language(s): <i>English or Nepali (Executive Summary should be submitted in English as well as Nepali)</i>
3.4	Training is a specific component of this assignment: <i>No</i> Additional information in the Technical Proposal includes: As per TOR
3.9	Proposals must remain valid for 180 days after the submission date
4.3	Consultants must submit one original copy of each proposal
4.4	The proposal submission address: Office of Village Executive, Silichong Rural Municipality, Sankhuwasabha, Province No. 1, Nepal Information on the outer envelope should also include: Preparing Documentary of Silichong Rural Municipality
4.5	Proposals must be submitted no later than: <i>As per notice or letter</i>
5.1	The address to send information to the Client is: Office of Village Executive, Silichong Rural Municipality, Tamku, Sankhuwasabha, Province No. 1, Nepal
5.3	The number of points to be given under each of the evaluation criteria are:
5.10	The formula for determining the financial scores is the following: $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration The weights given to the technical and Financial Proposals are: T (Technical Proposal) = 0.8 , and P (Financial Proposal) = 0.2
6.1	The address for negotiations is: Office of Village Executive, Silichong Rural Municipality
7.6	The assignment is expected to commence on : As per notice

Section 3. Technical Proposal - Standard Forms

- 3A. Technical Proposal submission form.
- 3B. Consultant's references.
- 3C. Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by the Client.
- 3D. Description of the methodology and work plan for performing the assignment.
- 3E. Team composition and task assignments.
- 3F. Format of curriculum vitae (CV) for proposed professional staff.
- 3G. Time schedule for professional personnel.
- 3H. Activity (work) schedule.

3A. Technical Proposal Submission Form

[Location. Date]

To: *Office of Village Executive
Silichong Rural Municipality
Sankhuwasabha, Province No. 1*

Ladies/Gentlemen:

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

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

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

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:

3B. Consultant's References

Relevant Services Carried Out That Best Illustrate Qualifications

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

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Consultant/Entity(pro files):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date {Month/Year):	Approx. Value of Services NRs
Name of Associated consultants, If Any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff, Designation (Project Director/Coordinator, Team Leader etc.) Involved and Functions Performed:		
Narrative Description of Project: :(Actual assignment. nature of activities performed and location)		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: _____

3C. Comments and Suggestions of Consultants on the Terms of Reference and on Data, Services, and Facilities to be provided by the Client

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, Services, and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.

3D. Description of the Methodology and Work Plan for Performing the Assignment

3E. Team Composition and Task Assignments

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

3F. Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position: _____

Name of Consultant: _____

Name of Staff _____

Profession:

Date of Birth:-----

Years with Consultant/Entity: Nationality:

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations.]

Education:

[Summarize college/university and other specialized education of staff member. giving names of schools, dates attended, and degrees obtained.]

Employment Record:

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

Certification:

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

_____ Date: _____

[Signature of staff member and authorized representative of the consultant]

Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

3G. Time Schedule for Professional Personnel

			Months (in the Form of a Bar Chart)							
Name	Position	Reports Due/ Activities		1	2	3	4	5	6	Number of Months
										Subtotal (1)
										Subtotal (2)
										Subtotal (3)
										Subtotal (4)

Full time: _____

Part-time: _____

Reports Due: _____

Activities Duration: _____

Signature: _____

(Authorized representative)

Full Name : _____

Title : _____

Address : _____

3H. Activity (Work) Schedule

A. Field Investigation and Study Items

	<i>[1st, 2nd, etc. are months from the start of assignment.]</i>					
	1st	2nd	3rd	4th	5th	6th
Activity (Work)						

B. Completion and Submission of Reports

Reports	Date
1. Initial video	
2. Mixing video	
3. Pre Production video	
4. Completion video with pendrive, CD and DVD	

Section 4. Financial Proposal - Standard Forms

- 4A. Financial Proposal submission form.
- 4B. Summary of costs.
- 4C. Breakdown of price per activity.
- 4D. Breakdown of remuneration per activity.
- 4E. Reimbursable per activity.
- 4F. Miscellaneous expenses.

4A. FINANCIAL PROPOSAL SUBMISSION FORM

[Location. Date]

To: *Office of Village Executive
Silichong Rural Municipality
Sankhuwasabha, Province No. 1*

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for Preparig Documentary of *Silichong Rural Municipality* in accordance with your Request for Proposal dated *[Date]* and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of *[Amount in words and figures]*. This amount is inclusive of the local taxes except Value Added Tax (VAT), which we have estimated at *[Amount(s) in words and figures]*.

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

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

We remain,
Yours sincerely,

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

4B. Summary of Costs

Costs	Amount(s)
Subtotal	
Total without VAT	
Value Added Tax	
Total Amount of Financial Proposal	

4C. Breakdown of Price per Activity

Activity No.: _____	Description: _____
Price Component :	Amount(s):
Remuneration	
Reimbursable	
Miscellaneous Expenses	
Subtotal	_____

40. Breakdown of Remuneration per Activity

Activity No. _____			Name: _____	
Names	Position	Input person-month	Remuneration Rate (Rs.)	Amount

Section 5 Terms of Reference

- 5A Background
- 5B Objectives
- 5C Scopes of Services
- 5D Role of the Consultant
- 5E Knowledge or technology transfer
- 5F. Composition of Study Team / Manning Schedule
- 5G. Qualification Experience and estimated inputs of Key Personnel
- 5H Reports
- 5I. Project Duration
- 5J. Mode of Payment

Section 5: Terms of Reference of Preparing Documentary of Silichong Rural Municipality, Sankhuwasabha District

5A Background

Silichong Rural Municipality, village assembly has allocated the budget for Preparing Silichong documentary. It is because important for promoting tourism in RM. Policies of government are in action including service improvement to investments in tourism sector. In fiscal year 073/74, the Government of Nepal (GoN) has made a significant policy in the promotion of economic development in the country and the alleviation of the existing poverty level as much as possible by promoting tourism industry. It is with this expectation that the GoN in its yearly plans has stipulated various programs to implement along with preparation of Tourism Destination places in each of the federal states.

The Silichong Documentary is important because it will include coordination with various national government agencies, local government units, and the private sector to identify and resolve issues, develop strategic directions and sectoral priorities, and formulate an action plan with specific time frame, budgets, targets and responsible organizations. Tourism is now commonly viewed not only as a major source of employment, but also as a tool for conservation and a catalyst for urban and rural regeneration. Preparing Documentary provides a wide range services for tourism development, and also in its innovativeness in its approach to tourism

planning. Focuses have been placed in recent years on developing nature tourism and community-based tourism, in which tourism plays crucial roles for environmental conservation, cultural revitalization, and social development.

Sankhuwasabha District lies in Province No. 1 in eastern Nepal. The district's area is 3,480 km² with a population of 159,203 in 2001 and 158,742 in 2011. Indigenous peoples such as Limbu, Yakkha, Lohorung, Bahing, Kulung, Rai, Gurung and other hill castes (e.g. Chhetri, Bahun) ethnic groups (e.g. Newar, Sherpa) live in this district. The district is also known for cardamom farming.

Sankhuwasabha District has many tourism possibilities. The Arun River originates from Tibet, flows through big Mountains, and enters into Nepal through Sankhuwasabha district. The world's deepest valley 'Arun Valley (457m)' lies in this district. More than 600 species of birds are found in the district. Mt. Makalu (8463m) the fifth highest peak of the world and the fourth highest peak of Nepal also lies here. It is considered as the 'Kaski' of east as it receives ample rainfall and is also considered as the 'Sikkim' of Nepal because of natural vegetation. Sankhuwasabha has more arable land in comparison to the eastern mountainous districts. It is famous from the religious point of view too because the religious places as mentioned in various religious books during Vedic period like 'Sabhapokhari' (inscribed by Byas after he was blessed by Shankar), Shivdhara, Siddhikali (the site where the left eye of Satidevi had been fallen as described in the Swasthani Brata Katha) etc lie here.

Silichong Rural Municipality, being a part of Sankhuwasabha district with high prospects of tourism, has equal potentiality of all types of touristic development. Silichong boasts Silichong Himal, Nagitar, a small attractive Himalayan plateau, and section of Makalu-Barun National Park. Similarly, Khuisi temple, Ridi Pokhari, Kal Pokhari, Ekle Pokhari, Handi Pokhari, Nil Gupha, Gobita Dham, 1600 Salpa Dham, etc. These are great natural assets of Silichong Rural Municipality. This rural municipality having multiple tourist opportunities is in need of 'Preparing Documentary' because the Documentary acts as roadmap for future growth of tourism. The Documentary is a crucial first step that will address three important questions: "Where are we?" "Where do we want to go?" "How do we get there?" Therefore, the Documentary of Silichong Rural Municipality should be carried out in a planned and orderly fashion through undertaking a strategic Preparing Documentary.

5B Objectives

To general objective of Preparing Documentary of Silichong Rural Municipality of Shankhuwashaba district. The specific objectives of the study are:

- ❖ To provide clear picture of political, social, cultural, environmental composition of Silichong Rural Municipality.
- ❖ To introduce various cultural, ethnical and social harmony of Silichong Rural Municipality.

5C Scope of Services

The rural municipality will hire the services of a consultancy firm to undertake Preparing Documentary which shall undertake the following tasks:

- ❖ Organize and conduct consultations, meetings, focus group discussions, and interviews with various stakeholders and cultural sector as well as allied sectors, local communities, to elicit inputs, ideas, opinions and recommendations.
- ❖ Assessing existing demographic and infrastructural scenario in the project area.
- ❖ Assessing the existing cultural heritage & tourism scenario of each allocated area.
- ❖ Identification of major issues confronted in allocated area with reference to tourism.
- ❖ The Preparing Documentary should incorporate all necessary information like:
 - All religious places
 - Mountains
 - Rivers
 - Caves
 - Conservations areas
 - Ponds and lakes
 - Fountains
- ❖ Submit original CD, DVD and Pendrive of Documentary.

5D Role of the Consultant

- ❖ Consultant shall lead technical personnel as defined in TOR and work under the team leader. S/he shall directly participate in fieldwork and Documentary preparation, under the supervision and instructions of the team leader.
- ❖ Consultant shall be responsible for all kinds of logistics.
- ❖ Consultant shall be responsible for undertaking necessary transfer of knowledge programs that are required in connection to prepare Documentary.
- ❖ Keep appropriately the records and minutes of the executive meetings.
- ❖ Keep necessary things to prepare Documentary for each area.

5E Knowledge or technology transfer

The idea of sharing know-how of the works highlights on dissemination of knowledge and training proposed by the consultant.

5F Composition of Study Team / Manning Schedule:

The team of the consultant should consist of the following key personnel with adequate support staff. The consultant should assign these personnel for full tenure to accomplish both the fieldwork and deskwork.

S.N	Description	Person	Unit	Duration month	Minimum Experience after Pcl	Minimum Qualification Required
A.	Key Staff					
1	Expert Cameramen	1	No.	2	10	Bachelor degree
2	Dron Pilot	1	No.	1	1	+2 pass with dron pilot traing of 15 days.
3	Vedio Director	1	No.	6	5	+2 pass with vedio director training of 1 month.
4	Editor	1	No.	6	5	+2 pass
B	Support Staff					
1	Field suvervisor	1	No.	3		+2 pass
2	Office Assistants	2	No.	2		N/A

5G Qualification Experience and estimated inputs of Key Personnel

Expert cameramen (Team Leader)

Qualification: Bachelor degree

- Overall 5 years of general experience in related field
- She/he will involve as tourism expert and perform the following tasks:
 - Develops and carries out planning projects and work programs, maintains work schedules, coordinates intra and inter-agency activities, and recommends appropriate actions.
 - Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for formulating and applying general plan,

Dron Pilot

Qualification: +2 pass

- Overall 1 years of general experience in related field.

Vedio Director

Qualification: +2 pass

- Overall 5 years of general experience in related field.

Editor

Qualification: +2 pass

Overall 3 years of general experience in related field.

5H Reports

The consultant is expected to prepare and submit the Final copy of vedio prepared in English or Nepali. The pre mixed vedio should be duly presented before the client officials. Comments should be addressed on the vedio design from client and stakeholders wherever applicable or necessary for its finalization. The consultant is expected to submit three set of CD, DVD and Pendrive. The submission plan of the reports shall be as below:

S.No.	Report	Time to submit	Remarks
1	Vedio shooting report	2 month	Duration is counted from the issuing date of work order.
2	Pre Mixing Vedio	4 months	
3	Final Vedio	6 months	

. Name of the participants involved in documentary preparation, meetings and workshops should be duly acknowledged. Similarly, name of the officials and agencies met or interviewed should be duly compiled.

5I Project Duration

The preparation of the Shilichong documentary shall be completed in seven (7) months, commencing on date of issuance of work order.

5J Mode of Payment

After signing the agreement 30%

After the submission of the mixing vedio 30%

After the submission of the Final vedio 40%

Payment by client to the consultant for the assigned work shall be made as per prevailing rules and Regulations or as mentioned in TOR. The consultant may be paid in three installments. First

installment shall be paid at the end of 10 days after signing the agreement. Second Installment shall be paid within 10 days after submission of mixing video. The third or last installment shall be paid within 15 days after the submission of final video. The progress must include completion of preparing entire work.