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TOURISM COUNCIL OF BHUTAN



NAME OF THE PROJECT: [DEVELOPMENT OF TOURISM RELATED INFRASTRUCTURE]

Letter of Invitation

The [Tourism Council of Bhutan] has a budget provision from [RGoB] and intends to apply part or whole of the proceeds for the procurement of [Consultancy Services] under the [Development of Tourism Infrastructure]. The services include [preparation of drawing and design, cost estimate, tender document, supervision, final measurement and incorporation of measurements in the measurement book, verification of bills, etc.]

The [Tourism Council of Bhutan] now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultants may associate to enhance their qualifications.

The selection process of a consultant shall be in accordance with the procedures set out in the Procurement Rules and Regulations.

Interested consultants may obtain further information at the address below during office hours [0900 to 1700 hours].

Proposal must be delivered to the address below by [7th November 2014] and will be opened on the same day @ 2.30 pm.

[Tourism Council of Bhutan]

Attn: [Tashi Tenzin, Offtg. Head, Services Division]

[PO Box No. 126 GPO, Tarayana Center, Chubachu, Thimphu]

Tel: [+975 2 323251-228]

Fax: [+975 2 323695]

E-mail: tashi@tourism.gov.bt

Web site: www.tourism.gov.bt



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LOI DATA SHEET

- | Clause No. | Clauses |
|------------|--|
| 1.1 | The name of the Assignment is: Technical Support for Development of Tourism Infrastructure

The name of the Client is: Services Division, Tourism Council of Bhutan |
| 1.2 | The description and the objectives of the assignment are: preparation of drawing and design, cost estimate, tender document, supervision, final measurement, incorporation of final measurement in the measurement book, and bills verification, etc (8 Months till the end of Financial Year 2014-2015). |
| 1.3 | The assignment will be carried as: Lump-Sum |
| 1.5 | Pre-Proposal Conference: No [If yes, indicate date, time & venue]

The name(s) and address of the Official(s) is(are): |
| 1.6 | The Client shall provide the following inputs:

List of trek routes to be maintained.

List of new trek routes to be surveyed.

List of roadside amenities (RSA) to be developed by TCB and private individuals/groups |
| 1.9 | The Documents are: (TORs, Contract, Appendices etc.) |
| 2.2 | The address is: Tarayana Center, Chubachu, Thimphu |
| 3.1 | The language is: English |
| 3.7 | Tax liability, insurances: TDS and any other taxes applicable under any rules and laws of the Kingdom. |
| 4.1 | The number of copies of the proposal is/are: One original and one copy |
| 4.3 | The date and time of proposal submission are: 7th November 2014 by 1200 Hrs. |
| 4.4 | Validity period (days, date):

The location is: |
| 5.1 | The points given to evaluation criteria are: <i>(modify as appropriate)</i> |



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	<u>POINTS</u>
(i) The consultants' relevant experience for the assignment	10
(ii) The quality of methodology proposed	20
(iii) The qualifications of the key staff proposed	55
(iv) Transfer of knowledge	5
(v) The extent of participation by nationals among key staff in the performance of the assignment	10
Total:	100

=====

The points given to evaluation sub-criteria for qualifications of key-staff proposed are (*modify as appropriate*):

	<u>POINTS</u>
General Qualifications	30
Adequacy for the Project	65
Experience & language in Region	5
Total:	100

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The technical proposal should score at least 75 points out of 100 to be considered for financial evaluation.

5.3 The currency is: Bhutanese Ngultrum

5.4 The weight (T%) given to the Technical Proposal is _____ percent.

The weight (F%) given to the Financial Proposal is _____ percent.

7.2. Commencement of Assignment (date, location): By 15th November 2014, Thimphu.

Attachments:

1. TORs
2. Annexures
4. Draft Form of Contract



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TERMS OF REFERENCE

1. BACKGROUND:

The Services Division under the Tourism Council of Bhutan (TCB) is responsible for development of tourism related infrastructure such as construction/maintenance of trek routes and campsites, roadside amenities including cafeteria and restrooms in the country.

With the increasing number of tourist visiting the country every year due to the multiple initiatives implemented by the government, there is a need to develop more roadside amenities (RSAs), improve trails and campsites and integrated tourism infrastructure with rest area in order to provide better quality services and facilities to the visitors. Tourism Council of Bhutan is encouraging and facilitating the private sector to develop tourist standard roadside amenities (RSA) and other tourism related infrastructure to cater to the needs of the growing number of tourist in the country. This is being done to improve services and facilities for visitors with minimal cost to the government as well as keeping the sustainability factor in view.

During the Financial Year 2014-15 the Division proposes to carry out the maintenance of frequently used trek routes such as Jumolhari and also carry out survey for development of new trek routes in other parts of the country in order to ease the concentration of huge trekkers on few trek routes.

2. A PRECISE STATEMENT OF OBJECTIVES:

The main objective of hiring a consultant/consultancy firm is to achieve TCB's mandate to develop tourism related infrastructure in the country as per the approved annual plan such as development of new trek route and campsites, maintenance of bridges and trails, construction of infrastructure for specialized tours, development of roadside amenities such as cafeteria and restroom facilities along the highways in the country by end of FY 2014-15.

Some of the areas identified are as follows:

1. Renovation of cafeteria at Viewpoint in Trongsa
2. Construction of lodge at Thangthangkha campsite along Jumolhari trek route
3. Construction of Restrooms at Shingkarab, along Jumolhari trek route
4. Renovation of restrooms at Nobdhing, Wangduephodrang Dzongkhag,
5. Maintenance of bird watching campsite at Norbugang, Mongar Dzongkhag,
6. Survey and development of Ura Rodho trek route in Bumthang
7. Maintenance of Royal Heritage trek route from Bumthang to Trongsa
8. To conduct feasibility survey for new trek route from Ura to Shingkar under Zhemgang Dzongkhag.



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9. Design and cost estimate for construction of 5 new restrooms at various sites identified by TCB and to provide technical support for development of RSAs by private individuals/groups.

3. AN OUTLINE OF THE TASKS TO BE CARRIED OUT:

I. The Consultancy firm shall prepare budgetary design/drawings, cost estimates wherever necessary for the above mentioned projects.

II. The bill of quantities (BOQ) shall be prepared using the latest Bhutan Schedule of Rates (BSR) for items covered by the BSR. For items not covered in the BSR, rate analysis shall be carried out using the prevailing market rates of the material.

III. Prepare detail tender document and evaluate bids received for the purpose of selecting competent contractor to execute the work.

IV. Carry out contract management including, regular monitoring or supervision of construction sites in order to ensure that the construction is being carried out as per the approved designs

V. Conduct site inspection on the land parcels identified by TCB, as and when needed, and shortlist the suitable land parcels for development of tourism infrastructures.

VI. For the shortlisted land parcels, provide estimates of the cost of the integrated infrastructure such as water, road and electricity to develop the land parcel into a final product (i.e. hotel).

4. SCHEDULE FOR COMPLETION OF TASKS:

The assignment should be completed by end of the FY 2014 – 2015.

5. DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT:

The Services Division under the Tourism Council of Bhutan will provide following relevant documents and data for the purpose of consultant to carry out the assignment of on time:

I. List of trek routes and campsites to be maintained.

II. List of new trek routes to be surveyed.

III. List of RSAs to be developed by TCB and also in partnership with private people.

IV. List of infrastructure to be developed for specialized tours and any other relevant documents for smooth implementation of the project.

6. FINAL OUTPUTS (i.e., REPORTS, DRAWINGS etc.) THAT WILL BE REQUIRED OF THE

CONSULTANT:

Development of drawing and design, cost estimate, tender documents, measurement book, final/survey report.

7. COMPOSITION OF REVIEW COMMITTEE TO MONITOR CONSULTANTS WORK:



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The Senior Management of TCB including Director, 3 Division Heads and Head of AFD.

8. PROCEDURE FOR REVIEW OF PROGRESS REPORTS, INCEPTION, STATUS, FINAL DRAFT AND FINAL REPORTS:

Submission of reports on regular basis, presentation project reports on regular basis to the TCB management.

9. LIST OF KEY POSITIONS WHOSE CV AND EXPERIENCE WOULD BE EVALUATED.

1. Architect
2. Civil Engineer (to be stationed at TCB office)
3. Electrical Engineer
4. Surveyor



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Annex - 2

FORMATS FOR TECHNICAL PROPOSAL

TO

Sir:

Subject: Hiring of Consultancy Service for _____

Regarding Technical Proposal

I/We _____ Consultant/Consultancy firm herewith enclose
Technical Proposal for selection of my/our firm/organization as Consultant for
_____.

Yours faithfully,

Signature

Full Name _____

Designation _____

Address _____

(Authorized Representative)



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1. Attach firm's profile (if it is not individual)
2. Relevant services carried out in the last five years, which best illustrate qualifications
3. Approach and methodology if asked in the LOI Data Sheet
4. Comments and suggestions on the ToR
5. CVs of proposed personnel
6. Valid trade license & CDB certificate (if not individual)



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Format of Curriculum Vitae (CV) For Proposed Key Staff

Proposed Position: _____

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm:

Nationality:

Membership of Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications: (Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to half a page).

Education: (Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained. Use up to a quarter page).

Employment Record: (Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use up to three-quarters of a page).

Languages: (Indicate proficiency in speaking, reading and writing of each language by "excellent", "good", "fair", or "poor").

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this biodata correctly describes myself, my qualifications and my experience.



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Date: _____

Signature of Staff Member or
Day/Month/Year

authorized official from the firm

Please attach "Work Programme and Time Schedule for Key Personnel

WORKPROGRAM AND TIME SCHEDULE FOR KEY PERSONNEL

MONTHS (in the form of bar chart)

S. No.	Name	Position	1	2	3	4	5	6	7	8
		Number of Months								
1										
2										
3										
4										



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Annexure - 3

FORMATS OF FINANCIAL PROPOSAL

FORM FIN 1 FINANCIAL PROPOSALS

TO

Sir:

Subject: Hiring of Consultants' Services for _____

Regarding Price Proposal

I/We _____ Consultant/consultancy firm herewith enclose Price Proposal for selection of my/our firm/organization Consultant for _____

I, the undersigned, hereby declare to the best of my knowledge and belief, this information is true and correct.

Yours faithfully,

Signature _____

Full Name _____

Designation _____

Address _____

(Authorized Representative)



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SCHEDULE OF SUMMARY PRICE PROPOSAL

FORM FIN-2 SUMMARY OF COSTS

Item	
Total Costs of Financial Proposal	

FORM FIN-3 BREAKDOWN of Costs by Activity

Group of Activities (Phase)	
Remuneration	
Reimbursable Expenses	
Subtotals	

FORM FIN-4 BREAKDOWN OF REIMBURSABLE EXPENSES

(This Form FIN-4 shall only be used when the Time-Based Form of Contract has been included in the RFP)

N°	Description	Unit	Unit Cost	Quantity	Amount
1	Per diem allowances	Day			
2	Miscellaneous travel expenses	Trip			
3	Communication costs between [Insert place] and [Insert place]				



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4	Drafting, reproduction of reports				
5	Equipment, instruments, materials, supplies, etc.				
6	Use of computers, software				
7	Local transportation costs				
8	Office rent, clerical assistance				
9	Training of the Procuring Agency's personnel				



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Annexure 4

Request for Proposals – Selecting a Firm through CQ [implementing agencies to use their official letter pad]

Date _____

To

1. The _____ (hereinafter to refer to as the “Client”) invites you to submit a combined technical and financial proposal to provide the following consulting services: _____. More details of the services are provided in the attached Terms of Reference.
2. Please submit your technical and financial proposals in accordance with the attached forms. Your proposals will be subject to negotiation between your authorized representative and the Client and may result in a contract. A draft contract is also attached.
3. Your technical and financial proposals should be submitted at the following address, not later than _____ [insert date, month, year]. The technical and financial proposal shall each bear a weightage of _____ [insert techno-financial ratio] for the purpose of evaluating this proposal.
4. Please confirm receipt of this invitation and that you will/will not submit the proposals as requested

Sincerely

(Client’s authorized representative)



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Annexure 5

Sample Contract for Simple Consulting Services Small Assignments Time-Based Payments

CONTRACT

THIS CONTRACT ("Contract") is entered into this [insert starting date of assignment], by and between [insert Client's name] ("the Client") having its principal place of business at [insert Client's address], and [insert Consultant's name] ("the Consultant") having its principal office located at [insert Consultant's address].

WHEREAS, the Client wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services (i) The Consultant shall perform the services specified in "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").

(ii) The Consultant shall provide the reports listed in Terms of Reference, within the time periods listed in such Annexures, and the personnel listed in Annexure 2, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.

2. Term The Consultant shall perform the Services during the period commencing [insert start date] and continuing through [insert completion date] or any other period as may be subsequently agreed by the parties in writing.

3. Payment

A. Ceiling

For Services rendered pursuant to ToR, the Client shall pay the Consultant an amount not to exceed a ceiling of [insert ceiling amount]. This amount has been established based on the understanding that it includes all of the



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Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant. The payments made under the Contract consist of the Consultant's remuneration as defined in sub-paragraph B below and of the reimbursable expenditures as defined in sub-paragraph C below.

B. Remuneration

The Client shall pay the Consultant for Services rendered at the rate(s) per man/month spent¹ (or per day spent or per hour spent, subject to a maximum of eight hours per day) in accordance with the rates agreed and specified in Annexure 3, "Cost Estimate of Services, List of Personnel and Schedule of Rates."

C. Reimbursable

The Client shall pay the Consultant for reimbursable expenses, which shall consist of and be limited to:

- (i) normal and customary expenditures for official travel, accommodation, printing, and telephone charges; official travel will be reimbursed.
- (ii) such other expenses as approved in advance by the Client.²

D. Payment Conditions

Payment shall be made in [specify currency] not later than 30 days following submission of invoices in duplicate to the client.