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TOURISM COUNCIL OF BHUTAN



REQUEST FOR PROPOSALS

PROJECT NAME

**TO STUDY THE STATUS AND SURVEY TO REVIVE THE EAST –WEST TRAIL
(MOVE FOR HEALTH WALK TRAIL) FROM TRASHIGANG TO THIMPHU**

PROCURING AGENCY

TOURISM COUNCIL OF BHUTAN

TITLE OF CONSULTING SERVICES

**TO STUDY THE STATUS AND SURVEY TO REVIVE THE EAST –WEST TRAIL
(MOVE FOR HEALTH WALK TRAIL) FROM TRASHIGANG TO THIMPHU**



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Section 1: Letter of invitation

TCB/IPDD-11/2016-201716th November 2016

The Tourism Council of Bhutan (TCB) would like to request for proposals from interested national consultant / consultancy firms for conducting the detailed survey, including comprehensive report, coordinates, identify campsites, distance between each campsites, tourists attraction (culture, nature, flora, fauna, wildlife, settlements along the trail and proposal for new route in place of those stretches affected by motor road, etc).

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

Interested bidders may submit their technical and financial proposal to Chief, Infrastructure and Product Development Division, TCB latest by **25th November 2016, 12:00 noon** and the technical proposal will be opened **on same day at 02:00 pm at TCB**.

The procedural requirements for responding to this invitation are provided in the complete RFP document.

Section 2: Instructions to Consultants

1. The Consultants are invited submit a Technical Proposal and a Financial Proposal as specified in the Data Sheet, for Consulting Service required for the assignment named in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
2. Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Procuring Agency is not bound to accept proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.
3. The Procuring Agency and the RGOB requires that Consultants provide professional, objective and impartial advice, and at all times hold the Procuring Agency's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests, and act without any consideration for future work.
4. Technical Proposal Format and Content
 - 4.1. The Consultants are required to submit a Full Technical Proposal (FTP). The Data Sheet indicates the format of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information indicated below:



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- a) FORM TECH 2 - A brief description of the consultant's organization and an outline of the recent experience of the Consultant on assignments of a similar nature are required. For each assignment the outline should indicate the names of staff who participated, the duration of the assignment, the contract amount, and the Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally contracted by the Procuring Agency. Assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Procuring Agency
- b) A description of the approach, methodology and work planning for performing the assignment and covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposal is provided under FORM TECH 4.
- c) The list of proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks including their CVs (FORM TECH-5).
- d) A detailed description of the proposed methodology and staffing for survey.
- e) Any specifications / details that form part of the Technical Proposal (FORM TECH -9)
- f) Duly executed Integrity Pact Statement (FORM TECH – 10)

5. Financial Proposal

5.1. The Financial Proposal shall be prepared using the attached Standard Form (Sec-4). It shall list all costs associated with the assignment, including remuneration for staff. If appropriate, these costs should be broken down by activity.

6. The Consultant shall be subject to local taxes on amounts payable by the Procuring Agency under the contract.

7. Sealing and Submission of Proposals

7.1. The original proposal (Technical Proposal and, if required, Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultant itself. The person who signed the Proposal must initial such corrections. Submission letters for the Technical and Financial Proposals shall respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.



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- 7.2. An authorized representative of the Consultant 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 or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked “ORIGINAL”.
- 7.3. The Technical Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. The Technical Proposals shall be sent to the addresses referred to in paragraph 16.8 and in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original shall govern.
- 7.4. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL” Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the reference number and name of the assignment, and with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the assignment, and be clearly marked “**CONFIDENTIAL – DO NOT OPEN, EXCEPT IN THE PRESENCE OF THE APPOINTED OPENING OFFICIAL(S), BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]**”. The Procuring Agency shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- 7.5. All inner envelopes shall:
- 7.5.1. Be signed across their seals by the person authorized to sign the Proposal on behalf of the Consultant; and
- 7.5.2. Be marked “ORIGINAL” or “COPY”; and
- 7.5.3. Indicate the name and address of the Consultant to enable the Proposal to be returned unopened in case it is declared late pursuant to paragraph 16.8
- 7.6. All inner and outer envelopes shall be sealed with adhesive or other sealant which will prevent re-opening.
- 7.7. The Proposals shall be delivered by hand or by registered post in sealed envelopes to the address/addresses indicated in the Data Sheet and received by the Procuring



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Agency no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with paragraph 10.4. Any proposal received by the Procuring Agency after the deadline for submission shall be returned unopened.

7.8. Opening Proposals

7.8.1. The Procuring Agency shall open the Technical Proposals after the closing date and time for submission of Proposals in the presence of bidders / representatives of the bidders. The Financial Proposals shall remain sealed and securely stored.

7.9. Evaluation of Technical Proposals

7.9.1. The Evaluation Committee shall evaluate the Technical Proposal on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria and points system specified in the Data Sheet. Proposals will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to aspects of the RFP, particularly Terms or Reference, or if it fails to achieve the minimum technical score indicated in the Data Sheet.

7.10. Public Opening and Evaluation of Financial Proposals

7.10.1. After the technical evaluation is completed, the Procuring Agency shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark, or were considered non responsive to the RFP and TOR, that their Financial Proposals will be returned unopened after completing the selection process. The Procuring Agency shall simultaneously notify in writing those Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals.

7.10.2. Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The names of the Consultants and their technical scores shall be read aloud. The Financial Proposals of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the following information read out and recorded:

- (a) name of the Consultant;
- (b) points awarded to the Technical Proposal; and
- (c) total price of the Financial Proposal.

7.10.3. The Procuring Agency shall prepare a record of the opening of the Financial



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Proposals, which shall include information disclosed to those present in accordance with paragraph 7.10.2 above. The minutes shall include:

- (a) The assignment title and reference number
- (b) The date, time and place of opening of the Financial Proposal
- (c) The prices offered by the Consultants
- (d) The name and nationality of each Consultant
- (e) The name of attendees at the opening of the Financial Proposals, and of the Consultants they represent
- (f) The details of any complaints or other comments made by Consultants' representatives attending the opening of the Financial Proposals, including the names and signatures of the representatives making the complaint(s) and/or comment(s); and
- (g) The names, designations and signature of the members of the Proposal Opening Committee.

7.11. The Procuring Agency reserves the right to accept or reject any Proposals, and to annul the Request for Proposals process and reject all Proposals at any given time prior to Contract award, without thereby incurring any liability to Consultants.

7.12. The Procuring Agency shall notify the concerned Consultant whose proposal has been selected in writing.

7.13. (in the format in Sec-4- hereafter called the Letter of Intent to Award) that the Procuring Agency has intention to accept its proposal and the information regarding the name, address and amount of selected consultants shall be given all other consultants to submit the proposals. Such notification should be communicated in writing, including by cable, facsimile, telex or electronic mail to all the Consultants on the same day of dispatch. The Employer shall ensure that the same information is uploaded on their website on the same day of dispatch.

7.14. If no consultants submit an application within a period of ten (10) days of the notice provided after completing negotiations the Procuring Agency shall award the Contract to the selected Consultant.

7.15. Following the decision to award the Contract to the selected Consultant and upon receiving Acceptance Letter from the selected Consultant, the parties shall enter into a written Contract binding on both parties.

Instructions to Consultant

Data Sheet

ITC Paragraph Reference	Details



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1	Name of the Procuring Agency: Tourism Council of Bhutan Method of Selection: Quality and Cost Based Selection
2	Financial Proposal to be submitted together with Technical Proposal in separate envelope: YES The name of the assignment is: TO STUDY THE STATUS AND SURVEY TO REVIVE THE EAST –WEST TRAIL (MOVE FOR HEALTH WALK TRAIL) FROM TRASHIGANG TO THIMPHU The scope of the assignment and expected time of its completion are: Survey, including comprehensive report, coordinates, identify campsites, distance between each campsites, tourists attraction (culture, nature, flora, fauna, wildlife, settlement along the trail and proposal for new route in place of those stretches affected by motor roads, etc).
3	A pre-proposal conference will be held: NO The Procuring Agency’s representative is: Mr. Kinley Wangdi Address: Infrastructure and Product Development Division, TCB, Tarayana Center, Chubachhu Telephone: 323251 /52 (extn.221) Fax: 323695 E-mail: psamdub@tourism.gov.bt/kinleywang@tourism.gov.bt
4	The Procuring Agency will provide the following inputs and facilities:(ref.TOR)
5	The bidders shall submit a signed Integrity Pact: YES
6	Proposals must remain valid 90 days after the submission date, i.e. until 25th February 2017
7	Shortlisted Consultants may associate with other shortlisted Consultants: NO
8	Proposals shall be submitted in the following language: ENGLISH
9	The format of the Technical Proposal to be submitted is Full Technical Proposal (FTP)
10	Training is a specific component of this assignment: NO
11	Consultant to state local costs in Ngultrum: YES
12	Amounts payable by the Procuring Agency to the Consultant under the Contract to be subject to local taxation: YES The applicable local taxes will be deducted at source by the Procuring Agency
13	The Consultant must submit the original and one (1) copy of the Technical Proposal, and the original of the Financial Proposal



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14	<p>The Proposal submission address is: Chief, Infrastructure and Product Development Division, TCB, Tarayana Center, Chubachhu</p> <p>Proposals must be submitted no later than the following date and time: 25th November 2016, 1200 noon.</p>																																		
15	<p>Criteria, Sub-criteria and the points system for the evaluation of Technical Proposals</p> <p><u>POINTS</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">(1) The consultant's relevant experience for the assignment</td> <td style="text-align: right; padding-right: 20px;">10</td> </tr> <tr> <td style="padding-left: 20px;">(2) Adequacy of the proposed methodology and work plan proposed</td> <td style="text-align: right; padding-right: 20px;">20</td> </tr> <tr> <td style="padding-left: 20px;">(3) The qualification of the key staff proposed</td> <td style="text-align: right; padding-right: 20px;">50</td> </tr> <tr> <td style="padding-left: 20px;">(4) Transfer of knowledge</td> <td style="text-align: right; padding-right: 20px;">10</td> </tr> <tr> <td style="padding-left: 40px;">a) Relevance of training program (2.5)</td> <td></td> </tr> <tr> <td style="padding-left: 40px;">b) Training approach and methodology (5)</td> <td></td> </tr> <tr> <td style="padding-left: 40px;">c) Qualification of experts and trainers (2.5)</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">(5) The extent of participation by nationals amongst key staff team</td> <td style="text-align: right; padding-right: 20px;">10</td> </tr> <tr> <td style="text-align: right; padding-right: 20px;">Total:</td> <td style="text-align: right; padding-right: 20px;">100</td> </tr> <tr> <td></td> <td style="text-align: right; padding-right: 20px;">=====</td> </tr> </table> <p>The points given to evaluation sub-criteria for qualifications of key-staff proposed are:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: right;"><u>POINTS</u></th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;">General Qualifications</td> <td style="text-align: right; padding-right: 20px;">30</td> </tr> <tr> <td style="padding-left: 20px;">Adequacy for the Project / Assignment</td> <td style="text-align: right; padding-right: 20px;">65</td> </tr> <tr> <td style="padding-left: 20px;">Experience & Language in Region</td> <td style="text-align: right; padding-right: 20px;">5</td> </tr> <tr> <td></td> <td style="text-align: right; padding-right: 20px;">-----</td> </tr> <tr> <td style="text-align: right; padding-right: 20px;">Total</td> <td style="text-align: right; padding-right: 20px;">100</td> </tr> <tr> <td></td> <td style="text-align: right; padding-right: 20px;">=====</td> </tr> </tbody> </table> <p>The technical proposal should score at least 75 points out of 100 to be considered for financial evaluation.</p> <p>The weight (T%) given to the Technical Proposal is 60 percent</p> <p>The weight (F%) given to the Financial Proposal is 40 percent</p>	(1) The consultant's relevant experience for the assignment	10	(2) Adequacy of the proposed methodology and work plan proposed	20	(3) The qualification of the key staff proposed	50	(4) Transfer of knowledge	10	a) Relevance of training program (2.5)		b) Training approach and methodology (5)		c) Qualification of experts and trainers (2.5)		(5) The extent of participation by nationals amongst key staff team	10	Total:	100		=====		<u>POINTS</u>	General Qualifications	30	Adequacy for the Project / Assignment	65	Experience & Language in Region	5		-----	Total	100		=====
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	=====																																		
16	The currency is Bhutanese Ngultrum																																		
17	Expected date for commencement of consulting services is 4 th week November 2016																																		



Section 3: Technical Proposal Format

1. Technical Proposal Submission Form

(Location, Date)

TO: (Name and Address of Procuring Agency)

Subject: Hiring of Consultancy Service for

Dear Sirs

We, the undersigned, offer to provide the Consulting Services for
In accordance with your Request for Proposal datedand submit our proposal
which includes this Technical Proposal, and a Financial Proposal sealed in a separate
envelope.

Yours faithfully,

Signature

Authorised Signature (*In full and Initials*):

Name and Title of Signatory:

Name of Firm:

Address

2. Consultant's Organization and Experience

A – Consultant's Organization

(Provide here a brief (two pages) description of the background and organization of your firm / entity and each associate for this assignment)



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B – Consultant’s Experience

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

Assignment name:	Approx. value of the contract (in BTN):
Procuring Agency : Address:	Duration of assignment (months):
	Total number of staff months of the assignment:
	Approximate value of the services provided by your firm under the contract (BTN):
Start date (month/year): Completion date (month/year):	Number of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm’s Name: _____



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3. Format for Curriculum Vitae (CV) for proposed Key staff team

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 bio-data correctly describes me, my qualifications and my experience.

Date: _____
Signature of Staff Member or
Day/Month/Year
authorized official from the firm



4. Composition and Task Assignment

Professional Staff				
Name of Staff	Firm	Area Expertise	Position	Task Assigned

5. Description of the Approach, Methodology and Work Plan for performing the Assignment.

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

- Technical Approach and Methodology,*
- Work Plan, and*
- Organization and Staffing,*

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

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

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



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6. Staffing Schedule

#	Name and Position	Number of Months											
		1	2	3	4	5	6	7	8	9	10	11	12
1													
2													
3													

7. Work Schedule

#	Activity	Months											
		1	2	3	4	5	6	7	8	9	10	11	12
1													
2													
3													

- Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim and final reports)

8. Integrity Pact



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INTEGRITY PACT

1 General:

Whereas (*Name of head of the procuring agency or his/her authorized representative, with power of attorney*) representing the (*Name of procuring agency*), Royal Government of Bhutan, hereinafter referred to as the “**Employer**” on one part, and (*Name of bidder or his/her authorized representative, with power of attorney*) representing M/s. (*Name of firm*), hereinafter referred to as the “**Bidder**” on the other part hereby execute this agreement as follows:

This agreement shall be a part of the standard bidding document, which shall be signed by both the parties at the time of purchase of bidding documents and submitted along with the tender document. This IP is applicable only to “**large**” scale works, goods and services, the threshold of which will be announced by the government from time to time. The signing of the IP shall not apply to framework contracting such as annual office supplies etc.

2 Objectives:

Whereas, the Employer and the Bidder agree to enter into this agreement, hereinafter referred to as IP, to avoid all forms of corruption or deceptive practice by following a system that is fair, transparent and free from any influence/unprejudiced dealings in the **bidding process**¹ and **contract administration**², with a view to:

- 2.1 Enabling the Employer to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works or goods or services; and
- 2.2 Enabling bidders to abstain from bribing or any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also refrain from bribing and other corrupt practices.

3. Scope:

The validity of this IP shall cover the bidding process and contract administration period.

4. Commitments of the Employer:

The Employer Commits itself to the following:-

¹ Bidding process, for the purpose of this IP, shall mean the procedures covering tendering process starting from bid preparation, bid submission, bid processing, and bid evaluation.

² Contract administration, for the purpose of this IP, shall mean contract award, contract implementation, un-authorized sub-contracting and contract handing/taking over.



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- 4.1 The Employer hereby undertakes that no officials of the Employer, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the Bidder, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process and contract administration.
- 4.2 The Employer further confirms that its officials shall not favor any prospective bidder in any form that could afford an undue advantage to that particular bidder in the bidding process and contract administration and will treat all Bidders alike.
- 4.3 Officials of the Employer, who may have observed or noticed or have reasonable suspicion shall report to the head of the employing agency or an appropriate government office any violation or attempted violation of clauses 4.1 and 4.2.
- 4.4 Following report on violation of clauses 4.1 and 4.2 by official (s), through any source, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings shall be initiated by the Employer and such a person shall be debarred from further dealings related to the bidding process and contract administration.

5. Commitments of Bidders

The Bidder commits himself/herself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of the bidding process and contract administration in order to secure the contract or in furtherance to secure it and in particular commits himself/herself to the following :-

- 5.1 The Bidder shall not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Employer, connected directly or indirectly with the bidding process and contract administration, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding process and contract administration.
- 5.2 The Bidder shall not collude with other parties interested in the contract to manipulate in whatsoever form or manner, the bidding process and contract administration.
- 5.3 If the bidder(s) have observed or noticed or have reasonable suspicion that the provisions of the IP have been violated by the procuring agency or other bidders, the bidder shall report such violations to the head of the procuring agency.



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6. Sanctions for Violation:

The breach of any of the aforesaid provisions shall result in administrative charges or penal actions as per the relevant rules and laws.

- 6.1 The breach of the IP or commission of any offence (forgery, providing false information, mis-representation, providing false/fake documents, bid rigging, bid steering or coercion) by the Bidder, or any one employed by him, or acting on his/her behalf (whether with or without the knowledge of the Bidder), shall be dealt with as per the terms and conditions of the contract and other provisions of the relevant laws, including De-barment Rules.
- 6.2 The breach of the IP or commission of any offence by the officials of the procuring agency shall be dealt with as per the rules and laws of the land in vogue.

7. Monitoring and Administration:

- 7.1 The respective procuring agency shall be responsible for administration and monitoring of the IP as per the relevant laws.
- 7.2 The bidder shall have the right to appeal as per the arbitration mechanism contained in the relevant rules.

We, hereby declare that we have read and understood the clauses of this agreement and shall abide by it.

The parties hereby sign this Integrity Pact at (place) _____ on (date) _____

Affix
Legal
Stamp

Affix
Legal
Stamp

EMPLOYER

BIDDER/REPRESENTATIVE

CID :

CID :

Witness: _____

Witness: _____



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Name:

Name:

CID :

CID :

Section 4 – Financial Proposal Format

1. Financial Proposal Submission Form

Location and Date

TO: *(Name and address of Procuring Agency)*

Subject: Hiring of Consultancy Service for

Dear Sirs

We, the undersigned, offer to provide the Consulting Services for
In accordance with your Request for Proposal datedand submit our Financial Proposal. Our attached Financial Proposal is for the sum of *(Insert amount(s) in words and figure)*.

Yours faithfully,

Signature

Authorised Signature *(In full and Initials)*:

Name and Title of Signatory:

Name of Firm:

Address



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2. Summary of Costs

Item	
Total Costs of Financial Proposal	

3. Breakdown of Costs by Activity

Cost Component	Costs

Section 5 – Terms of Reference (TOR)



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TERMS OF REFERENCE

FOR

**TO STUDY THE STATUS AND SURVEY THE REVIVE OF EAST –WEST TRAIL
(MOVE FOR HEALTH WALK TRAIL) FROM TRASHIGANG TO THIMPHU**

TERMS OF REFERENCE (ToR) FOR HIRING OF CONSULTANCY SERVICE:

1. BACKGROUND:

The Infrastructure and Product Development 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 and restrooms in the country.

With the increasing number of tourists visiting the country every year due to the multiple initiatives implemented by the government, there is a need to improve trek routes and campsites and integrated tourism infrastructure with restrooms area in order to provide better quality services and facilities to the visitors.

2. OBJECTIVE:

The main objective of hiring a consultancy service is to revive the east-west trail(Move for Health Walk Trail) for tourism purposes. The assignment will seek to study the current state of the trail (**move for health walk trail**) including requirements for development of route, settlements along the trail and proposal for new route in place of those stretches affected by motor roads, campsites, bridges, etc.

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

- i. The firm shall undertake field visit to survey the East – West (**Move for Health Walk Trail**) from Trashigang to Thimphu.
- ii. The consultant shall survey including the settlements along the trails and propose new route in place of those stretches affected by motor roads from East-West (**Move for Health Walk Trail**) from Trashigang to Thimphu.
- iii. The firm shall prepare cost estimates for revival of the routes, including trails, campsites, bridges and other necessary facilities.
- iv. The consultant shall submit necessary recommendations as per the field visit.

4. SCHEDULE FOR COMPLETION OF TASKS:

The assignment should be completed as per the following schedule.

- **Survey – 3rd week of December 2016**



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- **Submission of report 4th week of December 2016**

5. FINAL OUTPUTS(THAT WILL BE REQUIRED BY THE TCB FROM THE CONSULTANT

The consultant is expected to deliver the following outputs under the current contract:

5.1 Comprehensive survey report

The following guidelines should be followed while preparing/submitting the survey report. The report should comprise of descriptions, photos, coordinates, elevations, and maps of the trails, campsites, settlements along the trail and propose new route in place in those stretches affected by motor roads and other facilities.

- i. Introduction
 - a. Background
 - b. Objective
 - c. Methodology/approach

(Under this section please provide a description of the above mentioned topics)

- ii. East-west trail(Move for Health Walk Trail)
 - a. Map and feasibility study
 - b. Description of the east-west trail(Move for Health Walk Trail)

(This section should give an overview of the east-west trail with description and map showing the trails, coordinates /location of the tourism attractions, highest points /elevations etc.)

- iii. Findings
 - a. Dzongkhag wise (eg. Trashigang)
 - i. Map and feasibility study
 - ii. Physical description
 - iii. Flora and Fauna
 1. Trek routes
 2. Hikes
 3. Special interest
 - iv. Cultural
 1. Communities
 2. Festivals



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3. Others
- v. Tourism Infrastructure
 1. Existing – Home stays, trail, campsites, restrooms, etc.
 2. Required / potential – homestays, trails, bridges, restrooms etc.
 3. Other supporting infrastructure requirement / available
 4. Settlement along the trail and proposal for new route in place of those stretches affected by motor roads.
- b. Dzongkhag wise (eg. Mongar)
 - i. Map and feasibility study
 - ii. Physical description
 - iii. Flora and Fauna
 1. Trek routes
 2. Hikes
 3. Special interest
 - iv. Cultural
 1. Communities
 2. Festivals
 3. Others
 - v. Tourism Infrastructure
 1. Existing – Home stays, trail, campsites, restrooms, etc.
 2. Required / potential – home stays, trails, bridges, restrooms etc.
 3. Other supporting infrastructure requirement / available
 4. Settlement along the trail and proposal for new route in place of those stretches affected by motor roads.
- c. Dzongkhag wise (eg. Bumthang)
 - i. Map and feasibility study
 - ii. Physical description
 - iii. Flora and Fauna
 1. Trek routes
 2. Hikes
 3. Special interest
 - iv. Cultural
 1. Communities
 2. Festivals
 3. Others
 - v. Tourism Infrastructure
 1. Existing – Home stays, trail, campsites, restrooms, etc.



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2. Required / potential – homestays, trails, bridges, restrooms etc.
3. Other supporting infrastructure requirement / available
4. Settlement along the trail and proposal for new route in place of those stretches affected by motor roads.

(sample templates for data /information collection is provided in the annex as guide to assist the consultant)

d. Recommendations

5.2 Maps and cost estimates

- v. The consultant is expected to prepare maps and cost estimates including BOQs (as per latest Bhutan Schedule of Rates (BSR) for items covered by BSR, rate analysis shall be carried out using the existing market rates of the materials) of infrastructure requirement from the survey assessment. The infrastructure should /could include trail maintenance, bridges, campsites and water supply.

7 REQUIRED DOCUMENTS AND TERMS AND CONDITIONS

- a) A detailed technical proposal indicating strategy, methodology, implementation timeframe for survey, including past work /official reports authored (Reference letters from head of organization should be attached if the consultant's name is not specified as the author).
- b) A financial Proposal indicating Consultancy fee for survey and supervision of work. *Please note that including printing of report will have to be provided by the consultant/company.*
- c) Certificates of university degree and additional courses undertaken in tourism/research.
- d) Valid trade license for consultancy along with BIT(Tax Clearance Certificate). Submission of application using other's license will not be entertained.
- e) Curriculum Vitae

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

- 1) Civil Engineer
- 2) Surveyor(feasibility study for development of new route)
- 3) Other expert (s) for preparation of report.

6. SUBMISSION

The deadline for submission of the detailed proposal is **25th November 2016, 12:00 noon and will be opened on same day at 2:00pm at TCB.**



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Format /Template for information/data collection

The following templates to be used during the survey of the trail. The information /data to be collected only for attractions/ infrastructure along the trail and in the vicinity of the night halt/ camping areas.

Flora and Fauna (Nature based)

#	Name of the product / attraction	Location (include coordinates)	Access	Attractions	Physical description	Remarks (additional info)
1	Hike	Sengor (.....)	Yes – trail / farm road with km distance	View of village, bird watching potential	Clear trail. About an hours hike from campsite to point A	
2						
3						
4						

Cultural

#	Name of the product / attraction	Location (include coordinates)	Access	Attractions	Physical description	Remarks (additional info)
1	Chha Festival	Khoma, Lhuentse (....)	Yes – trail + farm road	The festival – village tour, textile tour	Chha- local festival. Held on Every year.	TCB already supporting
2						



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Infrastructure

#	Infra	Existing			Potential / required		
		Location	Indicate y/n	description	Location	Indicate y/n	description
1	Home stay	Trashigang – start of trail	Yes	3 homestays existing certified by TCB	Same location	There are 2 household interested in Home stay	
2	Rest room						
3	Campsite						
4	Farm road						
5	Motorable road						