



कर्मचारी राज्य बीमा निगम
Employees' State Insurance Corporation

REQUEST FOR PROPOSAL

**Appointment of Consultant
for**

**“Consultancy Services for Development of Strategy/ Models for Up
gradation, Operation and Management of **Super Specialty Hospital** and
construction, equipping and running of medical colleges on Public
Private Partnership (PPP) Model”**

April 2009

Request for Proposal

New Delhi

To

.....

Dear Mr.:

Sub: - Appointment of Consultant for Development of Strategy / Models for Up gradation, Operation and Management of Super Specialty Hospital and construction, equipping and running of medical colleges on Public Private Partnership (PPP) Model. ”

1. With reference to the above, we are pleased to invite your Organization to submit your proposals to provide the Services pertaining to the Subject Project. Broad Scope of services expected from the Consultant is provided in Section I- Terms of Reference (ToR).
 - a) The Consultant will be selected on the Two envelope procedure i.e.
 - i) Technical Bid.
 - ii) Financial Bid.
2. Last Date & Time of Submission of the Proposal: **26.05 2009 at 11.00 AM** at the address given below:

The Joint Director (Medical)
ESI Corporation, Room no. 110
Panchdeep Bhawan, CIG Road
NEW DELHI - 110002

3. This RFP includes the following documents:
 - Section I- Terms of Reference
 - Section II - Instructions to Consultants
 - Section III - Instructions to Consultants – Data Sheet
 - Section IV – Pre-qualification and Technical Proposal - Standard Forms

Please acknowledge receipt of this RFP, and confirm that you would be participating in the bid process.

Thanking You,

Yours Sincerely,

.....

Section I: Terms of Reference (TOR)
(Bidders to enclose this Terms of Reference as part of their Technical Proposal)

1.1 Background & Purpose

The promulgation of Employees' State Insurance Act, 1948 envisaged an integrated need based social insurance scheme that would protect the interest of workers in contingencies such as sickness, maternity, temporary or permanent physical disablement, death due to employment injury resulting in loss of wages or earning capacity. The Act also guarantees reasonably good medical care to workers and their immediate dependants. Following the promulgation of the ESI Act, the Central Govt. set up the ESI Corporation to administer the Scheme.

The Employees' State Insurance Corporation (ESIC), is desirous to.

- i) Improve the medical facilities at the existing and the new ESI hospitals, which are currently facing problems due to shortage of medical staff. ESIC would like to initiate the improvements at various ESI Hospitals through suitable models so as to ensure availability of qualified medical staff, and upgradation of the existing hospital infrastructure.

- ii) Upgrade Operate and Manage Super Specialty Hospital and construct, equip and run medical colleges on Public private Partnership (PPP) Model.**

ESIC is interested in appointing a project development consultant for undertaking the bid process management for selection of a private sector participant through Public Private Partnerships (PPP) mode for the operation and maintenance of state of the art hospital and construction, equipping, approval and running of a Medical College. The Project Development consultant would undertake project development services for structuring the projects on PPP and assist ESIC in carrying out transparent bid process for management and running of the hospital and medical college with an objective to introduce private sector participation in the operation and maintenance and running thereof through Public Private

Partnership. **Director General, ESIC** has been appointed as nodal officer for this work.

The details of the specific projects shall be intimated before start of the assignment through a letter of award of work.

1.2 Detailed Scope of work and Responsibilities of Consultant:

The Consultant will be required to undertake the following activities:

- a) To undertake Assessment of proposed hospital and other existing ESI hospitals in the district or state and nearby facilities which impact on the proposed projects. The study would include existing bed capacity, occupancy level, facilities offered, tariff structure, skilled manpower availability i.e. doctors, nurses, nursing & paramedical staff etc , patient profile (BPL/govt./armed forces/general)
- b) Based on the above assessment, to provide a detailed report for public private participation in proposed multiple Super Specialty Hospital and Medical College. It is expected that the final document would detail:
 - 1) The broad standards of infrastructure (physical, human, equipment etc.) of the proposed ESI hospital and Medical College and the services in accordance with GoI Norms.
 - 2) Assessment of the financial viability of the project based on detailed cash flow projections, including scope for cross subsidization, scope for economies of scale, detailed cost analysis, scope of services in current infrastructure available and scope for future expansion.
 - 3) Detailed analysis of various project related risk parameters and risk mitigation/ Management plan, including risk allocation matrix
 - 4) Any other issue that is incidental to achieving the objectives of the Projects Development under PPP.
- c) To develop a detailed action plan, including the financial impact, the timeline and preferred bidding options in each case.
- d) To assist the ESIC in marketing of incentive package and selection of Private partners up to the signing of the contract with the private partners.

- e) Financial assessment and PPPs structuring, to develop a detailed business plan and revenue model for the preferred PPP models including.
- 1) Detailed cash flow projections for the project term with break-even point analysis.
 - 2) Projections for recovery of investment and internal rate of return.
 - 3) Proposed duration of the concession agreement.
 - 4) Risk analysis and sensitivity analysis.
 - 5) Bidding Strategy involving PPP agreement between PSP & ESIC.
 - 6) Verifiable and quantifiable indicators of performance.
- f) Bid Process Management (Support the pre-bid and bid process for the projects).
- 1) Determine pre-qualification criteria, prepare request for qualification (RFQ)/Expression of Interest (EOI) documents and assist in pre-qualification of bidders for the PPP project.
 - 2) Prepare request for proposal (RFP) documents and other supporting documents (including instructions and detailed project information to the bidders), as required, for inviting bids, including draft concession agreements, transaction structures, risk allocation matrix, criteria for evaluation of bids and milestone bonding based on project feasibility report and business models developed for the projects.
 - 3) Assist in pre-bid and bid evaluation process and in responding to queries / comments by various parties and modify the RFP document, as required by ESIC.
 - 4) Assist in drafting and execution of the transaction agreements, including the concession agreements and all supporting agreements.

The following alternative Models are to be studied.

A. Super Speciality Hospital:

Alternative I.	<p>Land, Buildings (existing as well as new) and connected infrastructure alongwith existing medical and other equipment and existing staff to be provided by ESIC.</p> <p>Private Partner to augment all resources for the Super Speciality Hospital and provide additional staff.</p> <p>The Hospital to be jointly managed and run by the Partners.</p>
Alternative II	The existing facility on as is where is basis to be provided

	<p>by ESIC. The Private Partner to augment all resources like buildings, equipments, staff etc.</p> <p>The Hospital to be jointly managed and run by the Partners.</p>
Alternative III	Any other viable model.

B. Medical College with identified specifications:

Alternative I.	<p>Only land to be provided by ESIC, Private Partner to build, equip the hospital and other facilities and provide all staff and other resources for running of the college.</p> <p>Hospital and College to be jointly managed and run by the Partners.</p>
Alternative II	<p>Land, all buildings and connected infrastructure to be provided by the ESIC. Medical equipments and other resources including manpower to be provided by the Private Partner.</p> <p>The Hospital and College to be jointly managed and run by the Partners.</p>
Alternative III	<p>Land, all buildings and connected infrastructure including medical and other equipments to be provided by ESIC. Private Partner to provide all staff and other resources.</p> <p>The Hospital and College to be jointly managed and run by the Partners.</p>
Alternative IV	Any other viable model.

1.3 Methodology

Consultant will devise their own methodology for the assignment in consultation with ESIC. However, it is expected that the methodology will include:

- a) Review of current status of infrastructure and healthcare facilities of existing ESI and nearby Hospitals.
- b) Review of successful relevant models of PPPs in the area of healthcare facility that have been piloted nationally or internationally.

- c) Detailed consultations with the stakeholders, including the IMA, potential private sector providers and the relevant officials of Health Department

1.4 Expertise Required

The consultant shall deploy such personnel, who have knowledge and experience of medical education and public health issues, financial management, PPP initiatives in social sectors preferably health; and legal expertise in drawing up of PPP contracts. They should have professional knowledge and experience with planning, design, financing and running aspect of a Hospital, Medical College Project.

1.5 Pre Qualifying criteria for consultant

The consultant should satisfy the following minimum pre-qualification criteria :-

1.5.1 Technical Parameters:

- a) Consultancy experience with respect to hospital, Medical College Planning, establishment running and financial management thereof of at least one similar project with minimum project cost of Rs 100 crores during last 5 financial years i.e. 2007-08, 2006-07, 2005-06, 2004-05 and 2003-04.
- b) Successful selection of private partner through PPP and finalization of contract agreement in at least one project with minimum project cost of at least Rs 50 crores during the last 5 financial years i.e. 2007-08, 2006-07, 2005-06, 2004-05 and 2003-04.

1.5.2 Financial parameters :

- a) The firm should have annual average turnover of at least Rs. 10.00 Crores during the last 3 financial years i.e 2007-08, 2006-07 and 2005-06.
- b) The firm should have been profit making during the last 3 financial years i.e. 2007-08, 2006-07 and 2005-06.

1.6 Payment of fee

The Payment Schedule will be as follows and subject to timely submission of outputs/deliverables:

S.No.No	Activity	Schedule of Payment
1	Award of work (against an acceptable bank guarantee)	10% of Professional fee
2	Submission of detailed framework for PPP	20% of Professional fee
3	On issue of final bid documents after pre-bid meeting with bidder. a) After RFQ b) After RFP	20% of Professional fee 25% of Professional fee
4	On recommending selection of final bidder after RFP	15% of Professional fee
5	On execution of concession agreement	5% of Professional fee
6	On completion of 12 month period of performance of the PPP	5%

1.7 Time Lines

- (a) **The detailed frame work of PPP shall be submitted within four months (120 days) after the issue of letter of Intent.**
- (b) **The bid documents shall be submitted within six weeks of the acceptance of detailed frame work.**

1.8 Drop Dead Fee:

ESIC reserves the right to stop the assignment at any point of the Consultancy with a notice of fifteen days. The expenses incurred towards the assignment till that time as mutually agreed upon plus 10% of remaining consultancy fees shall be paid in such an event.

Section II: Instructions to Consultants

2.0 INTRODUCTIONS

2.1 General

The interested Consultant may submit their proposal in one sealed envelope- marked as A, super scribing on the top of the envelope "Proposal For engagement of Consultant for Upgradation, Operation and Management of Super Specialty Hospital **and construction, equipping and running of medical colleges on Public Private Partnership (PPP) Model** positively **by 11.00 AM on 26.05.2009**, at **the following address**

The Joint Director (Medical)
ESI Corporation
Room no. 110, Panchdeep Bhawan
CIG Road, NEW DELHI - 110002

Proposals received after the due date and time shall not be entertained and returned un-opened.

2.2 Documents

The sealed cover (as mentioned in 2.1 above) should contain the following

- a) `Sealed Envelope-B marked, **Undertaking (refer Clause 2.7) & Bid Security Draft** for Rs. 25,000/- (refer Clause 4.2)
- b) Sealed Envelope-C, marked as **Pre-Qualification Offer** and **Technical Bid** as per Section IV)
- c) Sealed Envelope-D, marked as **Financial Bid** (containing Financial Bid as per Section V) to be submitted only by technically qualified Consultants (refer Cl. 2.9).

2.3 Technical Bid

In the technical proposal, the bidder should submit the following:

- a) Full particular of the constitution ownership and main business activities of the firm.
- b) Audited financial accounts for previous 3 successive years

starting from Financial Year 2004-05 including net worth and turn over.

- c) Details of previous Consultancy experience as mentioned in para 1.5.1.

2.4 Address for Submission

The proposal submission address is

The Joint Director (Medical)
 ESI Corporation
 Room no. 110, Panchdeep Bhawan
 C.I.G. Road
NEW DELHI - 110002

2.5 Performance Guarantee

Beside the amount mentioned above, the successful Bidder would be required to submit a Performance Guarantee of Rs 5 lakh (Five Lakhs) , by way of Bank Draft or Bank Guarantee in an approved format drawn on a scheduled commercial Bank in favor of Director General, ESIC. The amount shall be retained as Performance Guarantee of successful bidder for the entire period of the consultancy and shall be refunded on successful completion of the assignment.

2.6 Proposal Validity

The proposal must remain valid for 180 days after the final submission date.

2.7 Undertaking by Consultant

The Consultant shall furnish the following Undertaking as a part of the proposal. "We certify that there has been no conviction by a Court of Law or indictment/adverse order by a regulatory authority for a grave offence against us or any of our sister concern. It is further certified that there is no investigation pending against us or our sister concern or the CEO, Directors / Managers / Employees or our concern or of our sister concern. It is certified that no conflict of interest exists as on date and in future if such a conflict of interest arises, we will intimate the Government of the same".

2.8 Pre-Bid Meeting

A Pre-Bid Meet shall be held **on** 19.05.2009 at 11.AM at the Conference Hall, 5th floor, ESIC Hqrs. Office, New Delhi. For this purpose, queries from intending firms should reach us latest by 12.05.2009. Queries received after this date will not be entertained and therefore, will not be answered in the pre-bid meeting.

2.9 Financial Proposal

Technically qualified consultants shall be required to submit their sealed and marked financial proposals by a date and time to be intimated after evaluation of the technical bids.

2.10 Facilities/Assistance for the appointed Consultant

- a) ESIC shall provide all necessary information available with them for conduct of the assignment.
- b) ESIC shall provide copies of earlier studies and reports conducted and available with them, if any, relating to the assignment.

3.0 Evaluation Process and Criteria

3.1 General

The Sealed Envelope-A "Proposal For engagement of Consultant for Upgradation, Operation and Management of Super Specialty Hospital and **construction, equipping and running of medical colleges on Public Private Partnership (PPP) Model** shall be opened **on 26.05.2009 at 11.30 AM before the CEC or a Sub-committee** constituted by ESIC in the presence of the bidders who choose to be present, in the following order:

- a) Sealed Envelope-A "Proposal For engagement of Consultant for Operation and Management of Super Specialty Hospital and construction, equipping and running of Medical College on Public Private Partnership (PPP) Model" shall be opened first. It should contain the sealed Envelopes B and C, separately and the cost of bid document if not paid earlier.

- b) Sealed Envelope-B “Under taking & Bid Security Draft” of Consultants submitting proposals after purchase of the bid documents shall be opened after opening Sealed Envelope-A.
- c) Sealed Envelope-C “Pre-Qualification and Technical Offer of bidders who have submitted the undertaking and an acceptable bid security shall be opened after opening Sealed Envelope-B.
- d) Bids without the Bid Security Draft and/or Undertaking shall be disqualified.
- e) The qualification and Technical Offer will be checked for responsiveness to the RFP. The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference.

3.2 Qualified Consultants

After the pre-qualification and technical evaluation is completed, the Client shall notify in writing Consultants whose technical bids are found substantially responsive the date, time and location for submission and opening of the Financial Proposals. The opening date shall allow Consultants sufficient time to prepare their bid and make arrangements for attending the opening. Consultants attendance at the opening of Financial Proposals is optional.

3.3 Opening of Financial Proposals

Financial Proposal shall be opened publicly in the presence of the Consultant’s representatives who choose to attend. The name of the Consultants along with the total amounts quoted shall be read aloud.

3.4 Evaluation Committee

The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the former will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

4.0 Other Terms and Conditions

4.1 Cost of RFP

The cost of RFP purchase is Rs 5,000/- (Rupees Five Thousand Rupees only) (Non Refundable). RFP document can be had from the above address by sending a Demand Draft of Rs.5000/- in favour of Director General, ESIC latest by 4.00 PM on 25.05.2009. **Bidders are encouraged to download the RFP from the website (www.esic.nic.in), in which case the demand draft of Rs 5000/- (Rupees Five Thousand Rupees only)** in favour of Director General ESIC should also be submitted along with the Technical Bid in the absence of which the bidder will be disqualified.

4.2 Bid Security

Interested bidders are required to submit the Proposal along with Bid & Bid Security (refundable to unsuccessful bidders) **of Rs.25,000/- (Rupees Twenty Five Thousand Only)** by way of **a Demand Draft payable at New Delhi in favor of Director General, ESIC**

4.3 Authorized Signatory

The proposal should be complete with all enclosures duly signed by authorized signatory. All the information/details to be supported by authentic documents duly certified by the authorized signatory.

4.4 Right of ESI to reject

The ESIC reserves the right to add/delete/modify any one or more of the terms and conditions before submission deadline as well as to reject any or all proposals without assigning any reason therefor.

4.5 Nodal Point

The Selected Consultant shall be required to nominate the team leader who shall be the nodal point for communication with ESIC.

4.6 Financial Proposal to include all costs

The proposal should include all costs including travel, printing , out of pocket expenses etc. and shall be inclusive of all taxes, duties, levies and charges of all types including service taxes, etc.

4.7 Subsequent Legislation

If after the date seven days prior to the latest date for submission of Financial Bids for the works, there occurs changes to any National or State Statute, Ordinance, Decree or other law or any regulation or bye-law of any local or other duly constituted authority or the introduction of any such statute ordinance etc. which causes additional or reduced cost, shall be paid by or credited to the Employer and the Contract Price adjusted accordingly.

Section III: Instructions to Consultants

Data Sheet

5	Clarifications may be requested not later than 7 (seven) days before the pre-bid meeting.
	Name of the Client: ESIC
1	
6	Proposals shall be submitted in English Method of selection: The bidder who is substantially responsive to the qualification and technical criteria and who has quoted the lowest price shall be selected as the successful bidder.
7	The format of the Proposal to be submitted is: Tech 1, Tech-2, Tech-3, Tech-4, Tech-5, Tech-6, and Tech-7. Financial bid shall be submitted by the technically qualified bidders in Formats Financial F-1, Financial F-2.
2	Name of the assignment is: Upgradation, Operation and Management of Super Specialty Hospital and construction, equipping and running of medical college on Public Private Partnership (PPP) Model.
8	Consultant must submit - one original of Pre Qualification Offer, one original of undertaking & bid security , one original and two photocopies of the Technical Proposal and one original of financial bid in sealed envelope as described in para 2.1 and 2.2.
3	A Pre-Bid Meet shall be held on 19.05.2009 at 11.00 AM at Conference Hall, ESIC Hqrs. Office, Panchdeep Bhawan, CIG Road, New Delhi -2.
4	The Client will provide the following inputs and facilities: <ul style="list-style-type: none"> • Employee State Insurance Corporation shall provide all necessary information available with them for conduct of assignment. • Employee State Insurance Corporation shall provide copies of earlier studies and reports conducted and available with them, if any, relating to the assignment.

Section IV:

(A) Pre-Qualification and Technical Proposal –Standard Forms

PQ -1 Pre-Qualification Proposal Submission Form

PQ-2 Consultant's Experience & evidence of meeting PQ criterion

The Technical Proposal should be submitted by the consultants providing the information in the following formats.

TECH-1 Technical Proposal Submission Form

TECH-2 Consultant's Organization, Experience and financial profile
[Maximum 5 pages]

A Consultant's Experience [General PPP + Health care]

B Qualification and competence of key staff.

TECH-3 Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client [Maximum 1 page each]

A On the Terms of Reference

TECH-4 Description of the Approach, Methodology and Concept Plan for Performing the Assignment [Maximum 30 pages]

TECH-5 Team Composition and Task Assignments

TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff [Maximum 2 page each]

TECH-7 Work Schedule

(B) Financial Proposals – Standard Forms.

Financial-1 for Super-speciality Hospital

Financial-2 for Medical College

Form: PQ-1 Pre-Qualification Proposal Submission Form

To: _____, [Location,
Date]
_____,

Dear Sirs:

We, the undersigned, offer to provide the [Insert title of assignment] in accordance with your Request for Proposal dated _____ and our Proposal. We are hereby submitting our Proposal, which includes this Pre-qualification proposal and Technical Proposal.

The enclosed PQ proposal includes the Power of Attorney in the name of the Authorised Signatory and Consent letters from Consortium Members, if any, in Original.

We are submitting our Proposal in association with: [Insert the list of Consortium Member- maximum of 2 members with full name and address of each associated Consultant]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misrepresentation contained in it would lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., 180 days from the last date of proposal submission, we undertake to negotiate. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to submit a financial proposal related to the assignment not later than 15 calendar days from the date of being asked to do so. We understand you are not bound to accept any Proposal you receive.

Thanking You,

Yours Sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

**FORM PQ-2 CONSULTANTS ORGANIZATION AND EXPERIENCE
FINANCIAL PROFILE**

A – Consultant's Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this assignment.]

A-1 Consultant's Qualifying Criteria

Consultancy experience with respect to Medical Education, Hospital planning, establishment, running and financial management thereof.

Sl.No.	Name of assignment	Name of the client	Value of contract in INR	Duration of assignments in Months	Starting date and date of completion	Description of project (attach separate sheet)

Total Value of cumulative project cost of consultancy =
Total cost of contract agreement finalized =

B- CONSULTANT'S FINANCIAL

SL.NO.		2005-2006	2006-2007	2007-2008	Average
1	NET WORTH				
2	TURN OVER				
3	NET PROFIT				

NOTE: PLEASE ATTACH RELEVANT CERTIFICATES IN SUPPORT OF YOUR CLAIM. PLEASE ATTACH CERTIFICATES OF CHARTERED ACCOUNTANT WITH RESPECT TO FINANCIAL PROFILE.

FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, Undertaking and bid Security Draft and a Financial Proposal; all sealed in separate envelopes¹.

We are submitting our proposal in association with: [Insert a list with full name and address of each associated consultant]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misrepresentations contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We undertake, if our proposal is accepted, to submit a financial proposal related to the assignment not later than the date indicated in Paragraph reference 12 of the Data Sheet when called upon to do so.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

¹ Please refer Section 2. para 2.1 & 2.2

**FORM TECH-2 CONSULTANTS ORGANIZATION AND EXPERIENCE
FINANCIAL PROFILE**

A – 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]*

A1-EXPERIENCE IN GENERAL PPP

SI.No.	Name of assignment	Name of the client	Value of contract in INR	Duration of assignments in Months	Starting date and date of completion	Description of project (attach separate sheet)

Firm s Name: _____

A2-EXPERIENCE IN HEALTH CARE DELIVERY SYSTEMS

Sl.No.	Name of assignment	Name of the client	Value of contract in INR	Capacity of Hospital Generated (in no of beds)	Duration of assignments in Months	Starting date and date of completion	Description of project (attach separate sheet)

Firm s Name: _____

B- QUALIFICATION AND COMPETENCE OF KEY STAFF OF THE ASSIGNMENTS

Sl.No		Name and qualification	Total experience	Experience in PPP Projects
1	Finance expert			
2	Legal expert			
3	Health Care expert			
4	PPP expert			

FORM TECH-3 COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE CLIENT

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

Form Tech-4 Description Of Approach, Methodology 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 in brief divided into the following three chapters:

- a) Technical Approach and Methodology,*
- b) 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) 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, especially related to the health and proposed technical and support staff.]

FORM TECH-5 TEAM COMPOSITION AND TASK ASSIGNMENTS

<i>Professional Staff</i>				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

Form Tech 6 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: __

2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____

4. **Date of Birth:** _____ **Nationality:** _____

5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: __

6. **Membership of Professional Associations:** _____

7. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: _____

8. **Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]: _____

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year] ____ To [Year]: _____

Employer: _____

Positions held: _____

<p>11. Detailed Tasks Assigned</p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>[<i>Among the assignments in which the staffs have been involved, indicate the following information for those</i></p>
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<p>[List all tasks to be performed under this assignment]</p>	<p><i>assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: _____

FORM TECH 7 WORK SCHEDULE

N°	Activity ¹	Months ²												
		1	2	3	4	5	6	7	8	9	10	11	12	n
1														
2														
3														
4														
5														

¹ Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.

² Duration of activities shall be indicated in the form of a bar chart.

**FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM
(for Super Specialty Hospital)**

{Location, Date}

To: {Name and address of Client}

Dear Sirs:

We, the undersigned, offer to provide the consulting services for {insert title of assignment} in accordance with your Request for Proposal dated {Insert date} and our Technical Proposal. Our attached Financial Proposal is for the sum of {Insert amount(s) in words and figures1}. This amount is inclusive of a cost including travel, printing, out of pocket expenses and shall be inclusive of all the taxes.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. 180 days from the submission of the proposal.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution.

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

We remain,

Yours sincerely,

Authorized Signature (in full and initials):.....

Name and Title of Signatory:

Name of Firm :.....

Address:

**FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM
(for Medical College)**

{Location, Date}

To: {Name and address of Client}

Dear Sirs:

We, the undersigned, offer to provide the consulting services for {insert title of assignment} in accordance with your Request for Proposal dated {Insert date} and our Technical Proposal. Our attached Financial Proposal is for the sum of {Insert amount(s) in words and figures1}. This amount is inclusive of a cost including travel, printing, out of pocket expenses and shall be inclusive of all the taxes.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. 180 days from the submission of the proposal.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution.

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

We remain,

Yours sincerely,

Authorized Signature (in full and initials):.....

Name and Title of Signatory:

Name of Firm :.....

Address:

**FORM FIN-2 SUMMARY OF COSTS
(For Super Speciality Hospital)**

Item	Costs
Personnel	
Travel	
Administrative Expenses	
Other Project Related Costs	
Sub Total	
Management Costs	
Total	

**FORM FIN-2 SUMMARY OF COSTS
(For Medical College)**

Item	Cost
Personnel	
Travel	
Administrative Expenses	
Other Project Related Costs	
Sub Total	
Management Costs	
Total	