
REQUEST FOR EXPRESSION OF INTEREST

Procurement of Consultancy Service

For Architectural and Engineering Design of Regional Office
building and related Service Centre at Phuentsholing





འབྲུག་རྒྱལ་ཁབ་ལས་འཛིན།

State Trading Corporation of Bhutan Ltd.

An ISO 9001: 2015 QMS, Quality Certified Company



No. STCBL/ADM-17/2023/290

Date: 16th March 2023

State Trading Corporation of Bhutan Limited, invites Expression of Interest (EOI) from interested consultancy firms for development of **Architectural and Engineering design of STCBL Regional office building and related Service Centre, Phuentsholing**. More details on the services are provided in the Terms of Reference (TOR).

An individual consultant will be selected as per the procedure described in this REOI, in accordance with the Procurement Rules and Regulation in force of the Royal Government of Bhutan.

The Eols are to be submitted latest by: **31st March 2023** at 12:00 hours.

The procedural requirements for responding to this invitation are provided in the complete REOI document, which includes the following:

- Section 1: Instructions to Consultants
- Section 2: Standard Forms
- Section 3: Terms of Reference

Address of Procuring Agency:

State Trading Corporation of Bhutan Limited
Head Office
Thimphu Bhutan

Address for Response:

Mr. Ugyen Chada
Regional Head,
State Trading Corporation of Bhutan Limited
Regional Office,
Phuentsholing, Bhutan
Email: tatagm@stcb.bt/info@stcb.bt

Your Sincerely

(General Manager – HRAD)

Contents

1.	Request for Expression of Interest	4
2.	Instructions to Consultant	5
3.	Evaluation of consultant's EOI application.....	6
i)	Stage I - Pre-qualification Requirement	6
ii)	Stage II – Detailed Evaluation	6
4.	Standard Forms	7
i)	Form 1: Sample Expression of Interest (EOI) for Consultancy services	8
ii)	Form 2: Firm Information Sheet	9
iii)	Form 3: General Experience of the Firm during the Last 5 (five) Calendar Years.....	10
iv)	Form 4: Relevant Experience of the Firm during the Last 5 calendar Years.....	11
v)	Form 5: Relevant Experience of the Firm's Professional Staff	12
vi)	Form 6: Relevant Experience of the External Professional Staff available to the Firm if any	13
5.	Terms of Reference (TOR).....	14
i)	Background	14
ii)	Objectives	14
iii)	Scope of Services.....	15
9.	Activity: Architectural master plans and structural designs.....	17
10.	Consultant's qualification	17
11.	Outputs and report Submission.....	20
12.	Consultants Timeframe	20
13.	Construction Supervision	20
14.	Confidentiality	21
15.	Project Management and Functions of the Project Unit	21
16.	Consultant's obligations	21

1. Request for Expression of Interest

Procurement of Consultancy Service

For Architectural and Engineering Design of Regional Office building and related Service Centre at Phuentsholing



2. Instructions to Consultant

i) **Scope of Assignment:** The Employer has received a budget and intends to select a consultant for the specific assignment as specified in the Terms of Reference below.

ii) **Qualifications of the Consultant:** Prospective Consultants shall demonstrate in their EoI that they meet the required qualifications and experiences and are fully capable of carrying out the assignment.

iii) **Conflict of Interest:** The Consultant shall hold the Procuring Agency's interest's paramount, without any consideration for future work, and strictly avoid conflict with other assignments or its own corporate interests. For this purpose, the provisions of the Procurement Rules and Regulations on Conflict of Interest shall apply.

iv) **Unfair Advantage:** If a Consultant could derive an unfair competitive advantage from having provided Consulting Services related to the assignment in question, the Procuring Agency shall make available to all Consultants together with this REoI all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.

v) **Preparation of EoI:** EoI shall be typed or written in indelible ink in English language and shall be signed by the Consultant. Consultants are required to complete the following Forms including supporting documents to substantiate the qualification and experience of the firm:

Section I - Instructions to Consultants

Section II - Standard Forms

Section III- Terms of Reference

vi) **Submission of EoI:** The prospective Consultant may deliver **EoI by hand, mail, courier service to the address mentioned in the REoI.**

vii) The EoI shall be properly sealed in envelopes addressed to the Procuring Agency as mentioned in the REoI advertisement and bear the name & address of the Consultant as well as the name of the assignment.

viii) The closing date for submission of EoI is **31st March 2023** on or before **12.00 PM** and open on the same day at **2.30 PM** in Head Office – STCBL Thimphu. Any EoI received after the deadline for submission of EoI shall be declared late, and will be rejected.

ix) The EoI may be modified or substituted before the deadline for submission. The Procuring Agency may at its sole discretion, extend the deadline for submission of EoI.

x) At any time prior to the deadline for submission of EoI, the Procuring Agency for any reason or on its own initiative may revise the REoI Document by issuing an addendum, which shall form an integral part of the Document.

xi) Immediately after the closing date and time for submission, the Procuring Agency shall open all EoI documents, including any substitutions accompanied by a properly authorized substitution notice.

xii) Following the opening of the EoI, and until the RFP is issued; no Consultant shall make any unsolicited communication to the Procuring Agency. Such an attempt to influence the Procuring



Agency in its decisions on the examination, evaluation, and comparison of the EoI may result in the rejection of the EoI.

xiii) Procuring Agency in its decisions on the examination, evaluation, and comparison of the EoI may result in the rejection of the EoI.

xiv) EoIs shall be evaluated based on the criteria outlined under clause 11. Request for Proposal (RFP) documents shall be issued to the shortlisted consultants only.

3. Evaluation of consultant's EOI application

i) Stage I - Pre-qualification Requirement

The applicant must submit the following mandatory documents to satisfy the requirements as per Table -1

Table 1 – Pre-Qualifications Requirements

Sl. No.	Requirements	Compliance (Tick/)	
		Yes	No
1	Valid Trade License and CDB registration		
2	Valid Tax Clearance Certificate		
3	Documentary evidence of capability and experience of similar consultancy services		
4	Documentary evidence of consultant work experience past 5 years.		
Note: Failure to fulfil any of the above requirements (1 to 4) will be disqualified and shall not be considered for further evaluation.			

ii) Stage II – Detailed Evaluation

Only those consultants who have met the stage -I Post Requirement shall be considered for this Stage II evaluation. The detailed evaluation shall be carried out as per the criteria set out in Table II below against allocated scores to each criterion. The minimum score required for shortlisting is 65 points in Stage II.

Sl. No.	Qualifications	Points
1	Relevant experience of the firm that best fit with proposed assignment. Specific assignment (above 1 and below 3-5 points), (above 3- 10 points) 0-2 years: (5) 2-5 years (10) +5 years (20)	20
2	Relevant experience of Firm's professional staff (including external professionals to be hired for the proposed assignment) in reference to the proposed assignment. i) Team leader (20) ii) Structural Engineer (10)	70



Sl. No.	Qualifications	Points
	iii) Mechanical Engineer (10) iv) Architect (15) v) Geo-technical Engineer (5) vi) Survey Expert (5) vii) Electrical Engineer (5)	
3	Bhutanese personnel 0-50% (5) 50-100% (10)	10
	Total:	100

4. Standard Forms

Form 1: Sample letter of Expression of Interest

Form 2: Firm Information Sheet

Form 3: General Experience of the Firm during the Last 5 (five) calendar Years Form

Form 4: Relevant FORM Experience of the Firm during the Last 5 (five) calendar Years

Form 5: Relevant Experience of the Firm's Professional Staff

Form 6: Relevant Experience of the External Professional Staff available to the Firm




i) Form 1: Sample Expression of Interest (EOI) for Consultancy services

Date:

To [Insert address of Procuring Agency]

Sub: **Expression of Interest (EOI) for the Consultancy Service** [Insert title of Consulting Services]

Dear Sir/Madam,

This is in response to your public notice published in [.....insert name of paper/website.....] on [.....insert date.....], inviting expression of interest for [insert description of Consulting services].

We hereby submit our expression of interest and have attached necessary information according to the standard forms.

The information furnished by us in this expression of interest is correct to the best of our knowledge. Based on this information, we understand you would be able to evaluate our proposals in order to shortlist for the above-mentioned assignment. We, however, understand that the Procuring Agency reserves the right to decide whether or not to shortlist our firm without disclosing the reason whatsoever.

Sincerely yours,

On behalf of the firm: Signature:

Name of signatory: Designation: Company Seal



ii) Form 2: Firm Information Sheet

a) Consulting Services Data

Name of the consulting services:

Brief description of the assignment:

b) Consulting Firm Information

Name of the consulting firm:	Country registration:
Name of the owner:	Day, Month and year of establishment:
Name of Authorized representative (if applicable):	Position/Designation:
Contact Person's details: Name: Designation: Email id: Phone No.:	

[Attach valid Trade License /Registration certificate]

c) Company Profile [Provide a brief Description]



d) Available Equipment [where applicable]

Provide list of equipment owned by the firm and relevant for the assignment

iii) **Form 3: General Experience of the Firm during the Last 5 (five) Calendar Years**



Sl.	Name of the Assignment	Name of the client	Address of the client	Duration of the Assignment			Total cost of the assignment (Nu)	Remarks
				From (Date)	To (Date)	Total		
					(Date)	(Month)		

iv) Form 4: Relevant Experience of the Firm during the Last 5 calendar Years

Sl.	Name of the Assignment	Name of the client	Address of the client	Duration of the Assignment			Total cost of the assignment (Nu)	Remarks
				From (Date)	To (Date)	Total (Months)		

[Handwritten Signature]



Sl.	Name of the Assignment	Name of the client	Address of the client	Duration of the Assignment			Total cost of the assignment (Nu)	Remarks

v) Form 5: Relevant Experience of the Firm's Professional Staff

Sl. No	Name of the staff	Qualification	Total years of experience	Relevant Experience					
				Name of Assignment	Client	Position	From (Date)	To (Date)	Remark




Sl. No	Name of the staff	Qualification	Total years of experience	Relevant Experience					
				Name of Assignment	Client	Position	From (Date)	To (Date)	Remark

vi) **Form 6: Relevant Experience of the External Professional Staff available to the Firm if any**




5. Terms of Reference (TOR)

i) Background

The State Trading Corporation of Bhutan having its Regional Office located adjacent to Mini Dry Port (MDP) in Phuentsholing is summoned to relocate its current office for expansion of existing MDP. Subsequently, STCBL Board during its 138th Board Meeting held on 30th October 2021 discussed on the relocation and unanimously decided to provide full support in the larger interest of the nation.

Phuentsholing Thromde, under the directive of Ministry of Infrastructure and Transport initially identified a plot for the registered area of 44,422 sq.ft at Amochu LAP as land substitute to STCBL. However, the same got declined as operation such as automobile workshop which is one of STCBL's integral part of business is restricted within the identified LAP.

STCBL accepted 2nd proposed substitute land within the newly identified Workshop area as substitute for relocation of STCBL RO Phuentsholing. The land allotted was previously occupied by office of the BAFRA and it falls exactly beside existing truck parking and just at the mouth of Omchu river (Doti Khola). As the substitute land is located at a stretch of just few meters from Omchu and mighty river Toorsa, formation of water log during rainy seasons and seepage are major set-back, the Management is concerned. However, prioritizing national interest as the topmost importance, without further delay, the Management accepted the proposed substitute land for its office relocation.

The substitute land exactly measures 44,422 sq.ft. and as provision in the Thromde's core Local Area Plan (LAP), G+2 is the maximum approved floor limit an individual or firms shall construct. STCBL plans to build state-of art office which shall accommodate all Sales office cum showrooms, Service center and Spares warehouse within confined land area of 44,422 sq.ft.

Against this backdrop, the consultant(s) is sought to provide technical assistance for architectural and engineering design of Regional office. Under this project, the consultants shall meet with all existing business units to assess their requirements, Management members and translate into possibilities, thereby bringing reduction of space requirement to accommodate within the limited space.

ii) Objectives

The general objective of this Consultancy is, but not limited to:

a) Review and assess:

The consultant shall review existing business facility and offices requirement in close consultation with the business unit and Management involved in providing the complete design.

b) Develop and design:

- i) Prepare detailed architectural, structural, mechanical, electrical, plumbing, sanitation and HVAC design and drawings for all buildings and infrastructure.
- ii) Ensure that the inputs provided in the conceptual drawings are suitably modified to conform to building codes and bye laws;



- iii) Carryout structural analysis and design optimization calculations and issue construction drawings;
- iv) Prepare all drawings and documents needed for approval from municipal and statutory bodies,
- v) Prepare detailed design for the site development works including landscaping and use of renewable energy for street lighting;
- vi) Prepare detailed specifications for the various items of the works and cost estimates and bill of quantities and
- vii) Prepare all drawings and documents needed for obtaining completion certificates

iii) **Scope of Services**

The selected consultant shall provide the following services:

- a) Prepare detailed design and drawings of infrastructures. The design shall have sufficient natural lighting and ventilation system, natural insulation system to save energy. The selected consultant will have to work in close coordination with the client in order to incorporate energy efficiency principles in the building design to suit the local harsh weather conditions.
- b) Prepare detailed architectural design, structural design and drawings with structural optimization analysis considering soil investigation report, future expansion and seismic zone V conditions.
- c) Prepare detailed electrical design/drawings incorporating green energy design concepts. The design should be based on demand forecast for adequate electrical tools and equipment and source identification/needed for substation.
- d) Prepare detailed water supply/plumbing design and drawings.
- e) Prepare detailed sanitation/sewerage design and drawings.
- f) Prepare adequate provisions for Fire Detection and Suppression.
- g) Prepare detailed technical specifications for all the items of building works (civil, electrical, plumbing and mechanical) based on the final approved design. The proper selection of building materials will have to be eco-friendly and as per the standard of the Bhutan Standards Bureau (BSB).
- h) Based on the final approved plan and working drawings, the consultant shall provide detailed sequence of construction schedule, machinery, manpower, material procurements and the phase in which the project work proposed would be completed within the stipulated time frame.
- i) Prepare detailed cost estimates and segregated Bill of Quantities for each category of infrastructure using the latest Bhutan Schedule of Rates (BSR) and/or market rates. For items not covered in the BSR, rate analysis shall be submitted and approved brand list available on the Bhutan Standard Bureau's




website shall be served as a reference. The incorporation of BSB certified domestic construction materials in the designs, estimates, and Bill of Quantities (BoQ) is also compulsory.

- j) The BoQ should be explicit covering all items of works. It should be as exhaustive as possible to avoid changes, additions, deletions and substitutions during execution and therefore the undesired disputes and claims.
 - k) The detailed technical and material specifications should be a part of the BoQ. One copy of the technical specifications shall be submitted to the procuring agency for its comments and suggestions before including in the BoQ and estimation.
 - l) The quantities should be worked out as accurate as possible to avoid unnecessary variations during the execution of work.
 - m) The availability of the materials may also be specified for those that are unique in features. As far as possible, the materials should be readily available in Bhutan and India. The materials may be suggested to suit to the climate Phuentsholing.
6. The consultant shall follow prevailing local norms and guidelines regarding building regulations governing plot coverage, setbacks, number of floors and traditional architecture. It shall be the responsibility of the consultant to provide necessary clarifications/details to the satisfaction of the local bodies including National Environment Commission, whenever required for obtaining approval of the plans, designs and drawings from the statutory authorities.
7. The consultant needs to consider that all buildings need to preserve Bhutanese construction tradition as per local construction regulatory requirement. Thus, the consultant shall have full understanding of the national and local architectural codes.
8. The consultant shall visit the proposed site and study the environment to prepare and submit the proposal. The consultant shall include such cost of carrying out all the above responsibilities, inter alia, in the Financial Proposal.



9. Activity: Architectural master plans and structural designs

i) Phase I - Consultant shall:

- a) Conduct Geotechnical studies and prepare a report.
- b) Conduct detailed survey for proposed structure design.
- c) Conduct soil testing report and submit relevant report.
- d) All the works listed above should be done jointly with client's engineering team, no documentation will be entertained without prior notice of client's engineering team.

ii) Phase II- Consultant shall:

- a) Prepare Conceptual design as per the findings from phase I.
- b) Prepare detail architectural, structural, electrical, plumbing and sanitation design for construction. The building shall have state of art façades and facilities and shall encourage green technologies and automation.
- c) Landscaping and bio engineering works to be included in above design along with the approach road into the structure with minimum excavation.

d) The consultant should also prepare:

- i. detailed BoQ and cost estimation for the entire project, assist preparing tender documents and supervision in construction phase.
- ii. Any changes and rectification to be incorporated should be done on initial costing, as and when desired by the client.
- iii. Technical specifications and 3D walk through.
- iv. Should submit the design memos both in hardcopy and softcopy in editable version.
- v. Project report to be submitted in a booklet form for future reference.

10. Consultant's qualification

The consultant is free to propose an appropriate composition of the team, but it is expected that the study will be led by a team of multidisciplinary experts in planning, design and management of similar infrastructural projects. The lead expert could engage a regional experts and support where necessary but the consultancy hired should bear costs and be accountable for all the necessary arrangements required. The following specializations are deemed required to carry out the feasibility study:

Qualification and experience required for the key persons are as follows:

i) Team Leader



Preferable education: Bachelor degree in civil Engineering/architect or related field: 15 years of experience in designing, managing similar projects

Preferable experience: Leading a team of multidisciplinary experts in planning and design similar project. The team leader must have also in contract administration and site supervision projects.

Key Responsibilities: The team leader (TL) will be responsible for the overall management and supervision of the project in terms of target achievements and quality performance. TL will be first in command to the project and is expected to have solid experience in similar projects and detailed designs. TL will lead and coordinate the consultant team and assure that the project objectives are met on time and quality. TL shall also coordinate with the project office, participate and advise in meetings of stakeholders of the project components; provide instruction, and guidance to the consultant team; review the design documents prepared and suggest improvements; compile and submit Inception Report, Monthly Progress Reports; Final Report and submit the project deliverables as agreed in TORs.

ii) Architect:

Minimum Qualification: Bachelors in Architecture

Preferable education: Degree in B. Architecture, planning and designing, hazards mitigation and settlement planning.

Minimum experience: above 7 years as multidisciplinary expert designer, infrastructures development, detail design of comparable projects with buildings, road and landscaping.

Key Responsibilities: This Expert will be responsible for the preliminary and detailed design of necessary infrastructures including roads, building and other necessary infrastructures. He/ she shall work closely with the structural engineer, geo-technical expert, survey expert, electrical engineer and other team member to prepare preliminary design for design purpose.

iii) Structural Engineer:

Minimum education: Bachelors in Civil Engineering;

Preferable education: Degree in Civil Engineering, Building, Roads or related field and bio-engineering.

Minimum experience: 7 years as building, infrastructures development Engineer and at least 5 years experience as leading a team of multidisciplinary experts in detail design of comparable projects with road and buildings

Preferable experience: Planning, design and execution of the proposed infrastructures.

Key Responsibilities: This Expert will be responsible for the preliminary and detailed design of necessary infrastructures including roads, building and other necessary infrastructures. He/ she shall work closely with the Architect/ planner, electrical engineer and other team member to prepare preliminary design for design purpose.



i) Geo-Technical expert:

Minimum Experience: Bachelor degree in relevant field having 5 years as infrastructure assignments and at least 5-year experience as leading a team of multidisciplinary experts in detail design of comparable projects.

Preferable experience: Experienced in geo-technical studies Planning, designing and execution of an infrastructure especially soil testing and geo-technical studies

Key Responsibilities: This Expert will be responsible for geo-technical studies and soil investigation for proposed infrastructures. He/ she shall work closely with the Architect/ planner, structural engineer, and other team member to prepare preliminary design for design purpose.

ii) Electrical Engineer:

Minimum Experience: Bachelor degree in relevant field having 5 years as infrastructure assignments and at least 5-year experience as leading a team of multidisciplinary experts in detail design of comparable projects.

Preferable experience: Experienced in electrical design for structure and estimates. Should have knowledge in security system like CCTV, fire alarm system. Should have knowledge in green technology to make building energy efficient.

Key Responsibilities: This Expert will be responsible for electrical design for structure and estimates for proposed infrastructures. He/ she shall work closely with the Architect/ planner, structural engineer, and other team member to prepare preliminary design for design purpose.

iii) Mechanical Engineer:

Minimum Experience: Bachelor degree in relevant field having 5 years in multidisciplinary experts in detail design of comparable projects.

Preferable experience: Experienced in mechanical design for structure and estimates.

Key Responsibilities: This Expert will be responsible for mechanical design for structure and estimates for proposed infrastructures. He/ she shall work closely with the Architect/ planner, structural engineer, and other team member to prepare preliminary design for design purpose.

iv) Survey Expert:

Minimum education: Graduate in surveying, engineering or equivalent;

Preferred education: Undergraduate degree in surveying, cartography, GIS or equivalent;

Minimum experience: above 5 years as surveyor for infrastructure projects

Preferable experience: Planning, design and execution of the proposed infrastructures. He/she is expected to have qualifications in landscaping and level maintenance for structure.

Key Responsibilities: This Expert will be responsible for the preliminary and detailed design of necessary infrastructures including roads, building and other necessary infrastructures. He/ she shall work closely with the Architect/ planner, structural engineer, Pavement engineer, electrical engineer and other team member to prepare preliminary design for design purpose.



Cadastral Survey, Trigonometric Survey and other surveys using EDM, Cartography using software, topographical/land use survey assignments in the same district.

Key responsibilities: Plan, guide and supervise field survey works; Liaison with District Survey Office, District Administration Office, Local Police Station, Local Village Development Committee, the Employer and local land owners; prepare the survey maps including plan, profile, contour map and finalization of the report with maps.

11. Outputs and report Submission

The Consultant shall submit a proposal indicating a work plan to carry out the study on the basis of the Terms of Reference and other aspects which, in his opinion, and after discussion with STCBL, Thimphu are deemed essential for completing the study.

In undertaking the designing, the Consultant shall keep in mind that the study must be authentic and thorough. A huge amount of important investment shall be made and is not just a bureaucratic requirement. Accordingly, the Consultant shall exercise all reasonable skills, care and diligence in the performance of all the responsibilities to recognized professional standards.

The consultant shall change any design correction to be done during the execution of the project, the consultant should be able to do it at the initial cost approved. The Consultant shall furthermore be responsible for all detailing of the project as reflected in the scope of the work and initial layout during construction phase. The Consultant shall keep a record of all information collected and present this in a manner which allows statistical comparisons to be made.

The main deliverables are listed in Part A and B below:

Part A: Geo-Technical Studies, standard soil testing, and survey report

Inception report within two weeks after start of services; which include geo-technical report with soil report and presentation, Topographical map of the survey area showing the contours and objects including the boundary points details. Each of the activities shall be executed to meet the requirements of the RGoB. The Consultant shall be expected to work closely with the concerned authorities and stakeholders in executing the activities described below.

Part B:

The consultant should be able to provide full set of Architectural, structural, electrical, mechanical, plumbing and sanitation drawings with detail estimate and BoQ as per latest BSR. The conceptual plan to be presented to client for approval and carrying out detail drawings and final presentation is also need to be presented with 3D walk through and all tendering documents and technical specifications.

12. Consultants Timeframe

The consultant shall complete the assignment within three (3) months from the start of the assignment.

13. Construction Supervision

The selected consultant shall supervise the construction works and submit monthly reports to the client. The fees for the construction supervision shall be for 2 years and shall be quoted on monthly basis for the whole design team as per the key personnel mentioned in clause no 10.



14. Confidentiality

All data and information received from company/employer for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to STCBL, Thimphu. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the company/employer. Payment and report submission schedule is as tabulated below:

Report	% Payment	To whom?	Due date
Mobilization advance	10	Project Manager	Within 1 weeks of the commencement date for Part A
Approval of conceptual drawing.	30	Project Manager	After submission of conceptual on submission and approval
Draft report submission (Progress of work)	40	Project Manager	
Final report (to include all above reports and documents prepared as per the activities specified)	20	Project Manager	During final submission of all documents

The approved payment for the supervisory services will be made monthly upon submission of the reports with proper site visits

15. Project Management and Functions of the Project Unit

The client under STCBL, will be the Project Unit. the Consultant shall work closely with the Project Manager in executing its tasks specified under this TORs. As a Project Unit, STCBL will:

- i) Facilitate obtaining Clearance and permit from the relevant government agencies
- ii) Ensure timely release of funds as per the budget schedule and reports submitted
- iii) Ensure timely execution of activities by the Consultant as per the agreed work plan
Administer the contract and oversee the quality of the work
- iv) Avail existing reports and concept papers if any, as they have access to,
- v) Provide introductory letters to the Consultant's team, if require
- vi) Ensure that the Consultant delivers final report in an appropriate format and on time

16. Consultant's obligations

The Consultant will need to provide all the administrative, technical professional and support staff needed to carry out their services. It will also be responsible for providing facilities and support to its staff, including accommodation, transportation, security, office equipment, survey equipment, printing, communications, utilities, office supplies and other miscellaneous requirements that may be required to render the services effectively.

