

STATE OF KUWAIT

MINISTRY OF FINANCE

TERMS OF REFERENCE

FOR

PROJECT CONSULTANCY SERVICES

FOR

Kuwait National Guard



POS Project

SEPTEMBER 2007

TABLE OF CONTENTS

SECTION A.....		4
1	Introduction	4
1.1	Copyright	4
1.2	Proprietary nature of document	4
1.3	Confidentiality Statement	5
1.4	Language of the Proposal	5
1.5	Submission and Contents of Consultant's Offer	5
1.6	Site Visit	5
SECTION B.....		6
2	Technical Offer	6
2.1	Technical Report	6
2.2	Work Program	6
2.3	Manpower Table	7
2.4	Work Team Curriculum Vitae	7
2.5	Expertise of the participating Offices	7
SECTION C.....		8
3	KNG Expectation for POS Solution	8
3.1	Document Services	8
3.2	Document Imaging & Security	8
3.3	Electronic Folder Management	8
3.4	Image Enabled Applications	9
3.5	Back File Scanning & OCR	9
3.6	Back File Processing Responsibilities	9
SECTION D.....		10
4	Financial Offer	10
SECTION E.....		11
5	General Remarks	11
SECTION F.....		12
6	Phase II part B – Supervision (optional)	12
SECTION G.....		13
7	Other Conditions	13
7.1	Performance Bond	13
7.2	Advance Payment	13
7.3	Mode of Payment	13
7.4	Delay Penalties	13
7.5	Execution Period	13
7.6	Important Remark	14
SECTION H.....		15
8	Bidder Evaluation Criteria	15

SECTION I..... 17

9	FORMATS	17
9.1	Form 1, Work Program	18
9.2	Form 2A, MAN-MONTH input schedule (2 Sheets)	19
9.3	Form 2B, Staffing Adequacy	21
9.4	Form 2C, MAN-MONTH Analysis	22
9.5	Form 3A, Curriculum Vitae	23
9.6	Form 3B, Experience/Design Team	24
9.7	Form 3C, Curricula Vitae Summary	25
9.8	Form 3D, Curricula Vitae/Design Team	26
9.9	Form 4A, Consultant's Profile/Form Data	27
9.10	Form 4B, Consultant's Experience/Staff Data	29
9.11	Form 4C, Consultant's Experience Summary	30
9.12	Form 4D, Consultant's Experience	31
9.13	Form 5A, Financial Proposal/breakdown of staff costs	32
9.14	Form 5B, Financial proposal /direct cost and total fee (2 Sheets)	33
9.15	Form 6A, Supervision personnel/cost breakdown	35
9.16	Form 6B, Supervision personnel schedule	36

Section A

1 Introduction

The **Kuwait National Guard** (KNG) is a Government's Military Organization established with a mission to safeguard Kuwait and its nationals. KNG Head Office is located in Reggie and the branch offices are at different locations in Kuwait. Information Systems Center (ISC) is a subunit of KNG and provides information technology (IT) support services to other units of KNG.

Currently, KNG is finance to improve its IT support service by implementing a Paperless Office System (POS) project. The objective of the POS is to completely eliminate paper correspondence, and introduce a unified system for messaging and communication, that includes workflow and integrates existing applications. The project is split in two phases as explained below.

1. **Phase-I** : Consultancy Services (this TOR)
2. **Phase-II** : Implementation and Consultancy Supervision (next stage)
 - a. Implementation: The consultant company will not be allowed to be part of this phase.
 - b. Consultancy Supervision: The same consultant company (Phase I) must continue in Phase II, and guarantee a full working, viable solution as part of implementation in Phase II.

KNG through Ministry of Finance (MOF) is inviting proposals from local authorized consulting companies who have highly qualified and certified Project Management Consultants (PMC), and good track record in such consultancy services with middle-east and international experience for Phase I.

1.1 Copyright

No part of this document shall be reproduced or transmitted in any form by any means, electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system, except as may be permitted, in writing, by KNG.

1.2 Proprietary Nature Of Document

This document is provided on the basis that it is for the information of the company/ organization who purchased this TOR, and that it shall not be disclosed or quoted, in whole or in part, without our prior written consent to any third party.

KNG used its professional judgment and knowledge base to include a relevant prerequisite consultancy services for POS, however this should not be treated as all inclusive & consulting companies are required to provide their inputs and optional/ best practiced setup over the POS requirements.

1.3 Confidentiality Statement

All information, documents, etc. contained in or related to this Terms of Reference (TOR) shall be considered as confidential.

The contents of this TOR including all the related information/ analysis shall not be divulged by bidder or his personnel to any third party (Such prohibition applies to any release of information including without limitation public announcements, press release and the like), without obtaining prior written permission from the KNG. The successful Bidder will be required to execute the confidentiality statement.

1.4 Language of Proposal

All proposals must be completed in English.

1.5 Submission and Contents of Consultant's Offer

The consultant's proposal must be well prepared. The quality and complete submission of the offer will merit initial recommendation for the consultant, and it will be important element in the evaluation process.

The offer shall be submitted in two parts:

1.5.1 Technical offer containing 10 written copies and 10 electronic copies on CDs of the required technical information.

1.5.2 Financial offer containing 10 copies of the office remuneration for rendering the required consulting services.

Each part shall be submitted in a separate wax sealed envelope with "Technical Offer" or "Financial Offer" indicated thereon for the project "Consultancy Service for POS Project Phase I" for Kuwait National Guards.

In case of discrepancy what so ever between the hard Copies and the Soft Copies, the Hard Copies prevail.

1.6 Site Visit

KNG currently has different units including ISC, which is fully equipped with all necessary Software, Hardware, and Network resources. Presently KNG uses various Cisco Switches and Routers, ORACLE as our database engine running on SUN hardware and SUN Solaris operating system, Windows servers and Windows XP for end users. Headquarter and main Camps are connected via single-mode fiber. KNG will arrange a site visit and will answer all questions and doubts raised by the proposed consulting company in the pre-meeting.

Section B

2. Technical offer

The technical offer shall contain the followings:

2.1 Technical Report

In this report the Consultant shall discuss the project and the arrangement of the entrusted consulting services and work organization to best carry out his jobs. The consultant shall comment on the requirements and any technical remarks. The report shall reflect the consultant's understanding of the technical and the factors affecting thereon.

2.2 Work Program (Scope of Consultancy Service Phase I)

It is mandatory that the consulting company should conduct a feasibility study, upon visiting KNG IT infrastructure hardware, software, and network entity. A project report, and interim monthly reports must be submitted that includes the recommended changes / upgrades / adds on, etc needed for the below, to reach the optimal utilization for POS project. The tasks include the following:

1. Infrastructure analysis and security

- A. Network
- B. Hardware
- C. Software and license

2. KNG Businesses process analysis

- A. Study the business policy and establish the foundation for computerization and process improvements in the core business areas of the paperless office.
- B. Ensuring maximum system integration and minimum implementation risks.
- C. POS implementation shall cover all modules. See Section C (next section), KNG Expectation for POS project for more detail.
- D. KNG Business process mapping to the POS, full Arabic support & customization of POS project.
- E. Study the existing KNG applications (HR, Payroll, Budget, Archive, MAXIMO, etc) and suggest:
 - I Module can be integrated with POS.
 - II Module needs to be modified.
 - III Module needs to be rebuilt.
 - IV Other new module to build.

3. RFP preparation

After analyzing the infrastructure, security and the business process, the consulting team with the help of KNG team shall prepare one or more RFP for the **Phase II Implementation** which include the POS system analysis and the Infrastructure & security requirements.

4. Proposal Evaluation

The consultant must evaluate tenders received for the selection of the best suited and effective POS modules that meets the KNG requirements.

The consultant shall submit on Form 1 (showed in section I) the proposed work program shall indicate the follow up period by the Kuwait National Guard according to the proposed work specifying dates of submitting the required reports and various works. The consultant shall present detailed explanation of the purpose and aim of each job and naming those in charge thereof, the completion period (day/month) and manpower needed.

The consultant shall abide by the work program included in his offer in case he is nominated for the project and any change there shall be made with the mutual agreement of the Kuwait National Guard and the consultant.

The consultant shall specify in his work program the periods of time required for carrying out each of the following:

- A. The study of the Phase I:
 - a. Infrastructure analysis and security:
 - i. Network.
 - ii. Hardware.
 - iii. Software and license.
 - b. KNG Businesses process analysis.
 - c. RFP preparation.
 - d. Proposed Tenders Evaluation.
- B. The study of Phase II section B.

2.3 Manpower Table

The consultant shall, according to Forms (2A & 2B), indicate his team work (the professional and technical support) in and outside Kuwait to carry out the specified program. The table shall include each team member's name, profession, working hours and the office employed in.

2.4 Work Team Curriculum Vitae

These details shall be presented using Forms (2C, 3A & 3B) indicating the format of submitting each member's particulars which shall be clear and complete.

2.5 Expertise of the participating Offices

The office shall present its expertise using Forms (4A & 4B) in the project and similar fields. These forms shall be submitted to the Head Office and the office supporting and participating in the project and shall be submitted to each office separately on the aforesaid forms.

The Office shall be entirely responsible for the correctness of the information set forth in his offer. KNG shall reserve the right to verify such correctness by any means as deems suitable and to take any proper action against consultant if proved otherwise.

Section C

3. KNG Expectation for POS Project

KNG expects the POS to provide an integrated and automated solution for performing the standard document management functions enabling the common document-intensive activities that are part of current KNG business policies.

Workflow solution should be included with maximum flexibility to manage electronic information flow through the system. The solution should be based on unified messaging and communication system and easy to manage. The system must have gateways to interact with other government organizations either through manual or automated mechanisms. The POS project must be a fully functional, economical, viable, customizable, performance optimized high-end solution, guaranteed to work.

Implementation of the base POS module, including web interface, secured login techniques, migration of documents currently held on network drives, other document libraries and electronic document sources. Design and implement POS infrastructure based on a proposed solution. The following are some of the functionality to be delivered:

3.1 Document Services

- 3.1.1 KNG expects to make a preliminary determination during due diligence of the most common standard documents that will be processed, both on an ongoing basis and as a part of backlog processing.
- 3.1.2 Document control within the repository (access control, linking, folders & structuring)
- 3.1.3 Repository management and administration, comprehensive analysis/reporting facilities
- 3.1.4 Document conversion & retrieval from internal storage via direct interface or external system, viewing in any format, saving & printing.
- 3.1.5 Version control and document check-in/check-out
- 3.1.6 Document distribution
 - 3.1.6.1 One to many
 - 3.1.6.2 One to one
 - 3.1.6.3 Hierarchy flow

3.2 Document Imaging & Security

This functionality involves capturing paper documents in digital form. These digital documents may then be indexed, annotated, archived, searched, retrieved, check-in, check-out, and document security regardless of media type, location, or format.

3.3 Electronic Folder Management

This functionality involves virtual folders, that may contain not only images but also multiple objects or formats. A virtual folder can hold images, word-processing documents, spreadsheets, graphics, JPG, PNG, HTML, XML, PDF, etc. Images and text counterparts can be stored together in folders or they can be converted to final form documents such as Adobe PDF. The user can view any of these documents using any web browser.

3.4 Image Enabled Applications

This functionality involves using the imaging engine within another business application. The imaging engine is not the dominant application and can operate without modification to any source code. Data transfer from the host application can populate the image indexes without user intervention.

3.5 Back File Scanning

- 3.5.1 KNG requires a partial back file conversion (scanning, indexing, and storage in the POS document repository) as a one-off process.
- 3.5.2 KNG also expects to do a customized conversion of hard-copy documents which will be retrieved, scanned, and indexed as accessed.
- 3.5.3 KNG Systems Integrator shall recommend the most appropriate strategy for addressing the back file requirements. KNG will prioritize backlog documents for scanning.
- 3.5.4 Bidder company and the KNG Systems Integrator will work together to determine requirements to create metadata.
- 3.5.5 Certain high-priority documents will need to be scanned as soon as possible (in tandem with implementation of POS). Scanning and indexing of back file documents will adhere to the standards and KNG requirements.
- 3.5.6 KNG will be responsible for providing workspace in all agreed locations.
- 3.5.7 KNG systems Integrator shall provide a feedback on hardware specification, software & logistics resources.

3.6 Back File Processing Responsibilities:

KNG personnel should gain a relevant experience using the POS and should verify archived documents during back file archiving. All required collaboration tools, applications, and methodologies are to be seamlessly integrated at the functional level. Selected POS modules shall provide the balance of the functionality.

The POS project will maintain a complete knowledge library (document repository). This library will be used to house all relevant corporate information, including word processing files, emails, drawings, etc.

Section D

4. Financial Offer

The consultant shall submit a report on the completion of various work stages for rendering the consulting services required for the project as under:

- A. The study of the Phase I: Consultancy Services
 - a. Infrastructure analysis and security:
 - i. Network.
 - ii. Hardware.
 - iii. Software and license.
 - b. KNG Businesses process analysis.
 - c. RFP preparation.
 - d. Proposed Tenders Evaluation.
- B. The study of Phase II section B: Supervision

The consultant shall detail such remuneration in the form of salary schedule for his work team as per Form 5A in addition to any direct (petty) expenses for the team or the office according to the items set forth in Form 5B.

In this financial offer, the consultant shall indicate a summary for each stage using Forms (5A, 5B, 6A & 6B) and general summary for all stage using the same form for each item of both first and second Phases.

Section E

5. General Remarks

- 5.1 Offer shall be submitted inclusive of all required information according to the requirements and the enclosed forms which shall be taken into consideration when submitting the offers it shall reflect the extent of the consultant abidance by the form of invitation.
- 5.2 The consultant shall take into account that any local taxes prescribed by laws and regulations in force in Kuwait shall be borne by it.
- 5.3 The Consultant shall adhere to the terms and conditions of the agreement that shall be prepared in accordance with the laws and regulations of the State of Kuwait.
- 5.4 The consultant shall comment of these requirements. Such comments shall be included in its technical offer only.
- 5.5 The consultant shall submit his financial offer complete with its estimates for any works. No additional amounts shall be to the consultant except the lump sum specified in its offer.
- 5.6 *The work team declared by the consultant for each stage of work shall include specialized Kuwaitis. This should be clearly indicated in its offer.*
- 5.7 All consulting offices submitting offer should be registered with the Ministry of Finance.
- 5.8 Any joint ventures among offices shall be included in the offer.
- 5.9 KNG will form teams to work and help consultant's teams.

Section F

6. Phase II, part B: supervision (Optional)

KNG has the right to contract with the same consultant company or different, it's optional for KNG and obligated for the consultant company if KNG wanted to do so.

Some of the task should be covered by the consultancy services:

- 6.1 Follow-up the documentation and user manuals for POS with the company. It must be in both Arabic and English.
- 6.2 Follow-up the POS training for both end users and technical staff.
- 6.3 Follow-up of the project proceedings with the designated KNG teams and submit a weekly progress report.
- 6.4 Completing the project within the prefixed Time Schedule and ensure successful implementation of all modules.
- 6.5 Post implementation support correction of errors not detected during the initial systems testing.
- 6.6 Provide full cycle of agreed-upon POS project management solution.
- 6.7 Successful Fail-Over/Fail-Back & Startup/Shutdown of POS Applications under cluster setup.
- 6.8 Ensure POS modules should be operational under client server & web enabled environment.
- 6.9 Data migration from existing legacy systems to proposed POS system.
- 6.10 Suggest future enhancements and updates to POS.
- 6.11 Follow-up software testing.
- 6.12 Coordinate & arrange site visits to other companies if required.

Section G

7. Other Conditions

7.1 Performance Bond

Before signing the contract, the consultant shall present a performance bond equal to 10% of the project total value to be issued by an approved Kuwait bank and valid throughout the project period plus three months thereafter. Such guarantee shall be released 90 days after the completion of the required works and performing all remarks.

7.2 Advance Payment

KNG shall pay the consultant an advance payment equal to 10% of the project value against presentation of a bank guarantee for similar value to be issued by an approved Kuwait bank. The advance payment shall be reimbursed the consultant's due payments.

7.3 Mode of Payment

KNG will process the payment according to the following methodology:

#	Description	Payment
1	Advance payment, upon signing the contract	10 %
2	Infrastructure analysis and security	15 % in total
	Network	(5 %)
	Hardware	(5 %)
	Software and license	(5 %)
3	KNG Businesses process analysis	25 %
4	RFP preparation	20 %
5	Proposed Tenders Evaluation	30 %
Total		100 %

7.4 Delay Penalties

In the event of delay by the consultant in fulfillment of its obligation as stipulated in the technical offer, KNG shall have the right to impose a "non-delivery" fee of 200 KD for each day of delay but not to exceed 10% of the project total value without need to resort to prior warning or legal notice and also without proof of damage which is deemed to have occurred under all circumstances.

This Contract, its meaning and interpretation, and the relation between KNG and consultant shall be governed by the Kuwaiti Law.

7.5 Execution Period

Execution period for Phase-1 is no more than 12 months.

7.6 Important Remark

The contract shall be made for the execution of both phases (Phase I and Phase II part B). However, KNG shall have the right to have only the first phase. In this case the consultant shall have no right to claim any compensation not entrusted with the second phase.

Section H

8. Bidder Evaluation Criteria

The objective of the evaluation process is to select a reliable and experienced consulting company, the below criteria will be used to evaluate the consulting company:

- 8.1 Bidder Company should be an MNC with at least 5 years in Project Management & consulting with a solid presence in Kuwait/Middle East.
- 8.2 Company's Track record of Project Management & Consultancy.
- 8.3 Financial stability;
- 8.4 Similar implementation experience of the proposed software;
- 8.5 Customer references;
- 8.6 Commitment to meet time-schedule.
- 8.7 Expertise of support staff and Certified Project Management consultant resources;
- 8.8 Support capabilities (on-site and off-site);
- 8.9 Proven technical skills and capabilities relevant to IT application strategy consultancy
 - 8.9.1 Feasibility study on IT application project
 - 8.9.2 Feasibility study on Security
 - 8.9.3 Enterprise management diagnoses
 - 8.9.4 Business process optimisation
 - 8.9.5 IT application development strategy
 - 8.9.6 Overall framework of IT application
 - 8.9.7 Implementation plan of IT application
- 8.10 Proven technical skills and capabilities relevant to IT system design and implementation consultancy
 - 8.10.1 Industrial application system requirement analysis and program design consultancy
 - 8.10.2 Information resources management and information coding
 - 8.10.3 Data centre establishment and management planning
 - 8.10.4 Network and infrastructure construction
 - 8.10.5 Information security establishment
 - 8.10.6 Model selection and bidding for information system
 - 8.10.7 Supervision service to IT application project
- 8.11 Proven technical skills and capabilities relevant to IT administration consultancy series
 - 8.11.1 IT administration consultancy
 - 8.11.2 IT service management (ITSM)
 - 8.11.3 IT performance management
 - 8.11.4 Information security management
 - 8.11.5 IT application risk management
 - 8.11.6 Information system assessment

- 8.11.7 Information system audit
- 8.11.8 Business continuity and preventive back up for collapse
- 8.12** Specific consultancy for E-management category
 - 8.12.1 Enterprise resource planning
 - 8.12.2 Customer relation management
 - 8.12.3 Supply chain management
 - 8.12.4 Enterprise information portal
 - 8.12.5 Product lifecycle management
 - 8.12.6 Enterprise competition intelligence system
 - 8.12.7 E-HR consultancy
 - 8.12.8 Corporate financial management
 - 8.12.9 Quality information system
 - 8.12.10 Supplier relation management
 - 8.12.11 Manufacturing executive system
- 8.13** Quality of service.
- 8.14** Previous experience in providing similar services for international or local organizations.

In making its final decision, KNG may request additional information from short listed applicants and may decide to request personal interviews.

Section I

9. FORMATS

KNG will provide an electronic format of the forms and will allow consultant to fill those forms using either hand writing or personal computer or typewriter.

9.1. Technical Proposal's Forms

The following forms must be associated with technical proposal.

Form 1	Work Program
Form 2A	MAN-MONTH input schedule (2 Sheets)
Form 2B	Staffing Adequacy
Form 2C	MAN-MONTH Analysis
Form 3A	Curriculum Vitae
Form 3B	Experience/Design team
Form 3C	Curricula Vitae Summary
Form 3D	Curricula Vitae/Design Team
Form 4A	Consultant's Profile /Form Data
Form 4B	(cont) Consultant's Experience/Staff Data
Form 4C	Consultant's Experience Summary
Form 4D	Consultant's Experience

9.2. Financial Proposal's Forms

The following forms must be associated with the financial proposal.

Form 5A	Financial Proposal/breakdown of staff costs
Form 5B	Financial proposal/direct cost and total fee (2 sheets)
Form 6A	Supervision personnel /cost breakdown
Form 6B	Supervision personnel schedule

WORK PROGRAM

FORMAT 1

FIRM NAME:

ACTIVITIES	DURATION (in months) BY PHASE												PERSON IN CHARGE	MM- INPUT	
	1	2	3	4	5	6	7	8	9	10	11	12			

State clearly the activities required during each phase of work and indicate time period required in bar chart form

MOP/CONSULT

Consultant's Signature:

MAN - MONTH INPUT SCHEDULE

FORMAT 2A
FIRM NAME:

POSITION	NAME	FIRM	DURATION OF INVOLVEMENT BY PHASE												MAN-MONTHS				
			1	2	3	4	5	6	7	8	9	10	11	12	IN KU	%	OUT	%	TOTAL
P R O F E S S I O N A L																			
	SUB-TOTAL KUWAIT FIRM																		
	SUB-TOTAL INTERNATIONAL FIRM																		
	SUB-TOTAL PROJECT																		

Distinguish between time in Kuwait and time out of Kuwait

MOP/CONSULT

Consultant's Signature:

MAN - MONTH INPUT SCHEDULE

FORMAT 2A (Cont'd)

FIRM NAME:

POSITION	NAME	FIRM	DURATION OF INVOLVEMENT BY PHASE												MAN-MONTHS				
			1	2	3	4	5	6	7	8	9	10	11	12	IN KU	%	OUT	%	TOTAL
T E C H N I C A L																			
	SUB-TOTAL KUWAIT FIRM																		
	SUB-TOTAL INTERNATIONAL																		
	SUB-TOTAL PROJECT																		
TOTAL KUWAIT FIRM																			
TOTAL INTERNATIONAL FIRM																			
TOTAL PROJECT																			

Distinguish between time in Kuwait and time out of Kuwait

MOP/CONSULT

Consultant's Signature:

FORMAT 3A

Name :

Nationality :

Date of Birth :

Academic Qualifications :

Academic Degrees :

Date conferred :

Name and Location of Institution :

Professional Registrations/Affiliations :

(with registration numbers and membership dates)

Proposed Position on Project :

Responsibilities :

(brief summary of tasks and duties on the project)

Relevance of post :

Note : Curricula Vitae shall be organized in the same order as listed on formats 2 and 5A. the above information should be provided for each professional team member. Further curriculum vitae data be provide on accompanying pages.

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FORMAT 3B

EXPERIENCE

FIRM NAME:

PERIOD (YEAR/MONTH)		DESIGNATION/ POSITION	EMPLOYER'S NAME AND ADDRESS	PROJECT DESCRIPTION	DUTIES
FROM	TO				

MOP/CONSULT

Consultant's Signature:

FORMAT 3C

CURRICULA VITAE

FIRM NAME:

PROJECT TEAM MEMBERS BY NAME	FIRM NAME	HIGHEST ACADEMIC DEGREE	PROFESSION	PROFESSIONAL EXPERIENCE (IN YEARS)	PROPOSED PROJECT ROLE	PROJECT ROLE EXPERIENCES (IN YEARS)	EXPERIENCE ON SIMILAR PROJECT (NUMBER)

MOP/CONSULT

Consultant's Signature:

FORMAT 3D

CURRICULA VITAE

TEAM MEMEBERS

PROPOSED FOR PROJECT:						CONSULTANT NAME:						DATA DATE:					REMARKS										
TEAM MEMBERS			POSITION			EDUCATION			PROFESSION EXPERIENCE			SIMILAR PROJECTS LAST (5) YEARS			ROLE HISTORY												
CV NO	Discipline	NAME	Kuwaiti	FIRM	PROF.	PROPOSED PROJECT ROLE	P.HD	MASTER	BACHELOR	AA	OTHER	REMARKS	(>TEN) YEARS	(5-10) YEARS	(3-5) YEARS	(1-3) YEARS		(3) PROJECTS	(2) PROJECTS	(1) PROJECTS	NONE	(>TEN) YEARS	(5-10) YEARS	(3-5) YEARS	(1-3) YEARS	(<1) YEARS	
1																											
2																											
3																											
4																											
5																											
6																											
PAGE TOTALS																											

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Consultant's Signature:

FORMAT 4A

CONSULTANT PROFILE - FIRM DATA

Firm Name :

Address :

Telephone Nos. :

Telex Nos. :

Principal Members of firm :

Year Established :

Narrative Description of Firm :

Note: Above information shall be provided concerning the consultant, his associated and his sub-consulting firms.

MOF/CONSULT

Consultant's Signature:

FORMAT 4A (cond)

CONSULTANT PROFILE - STAFF DATA

	<u>FT</u>	<u>PT</u>		<u>FT</u>	<u>PT</u>
1. Planer	___	___	21. EDP Programmer	___	___
2. Architect	___	___	22. EDP Processor/Anal	___	___
3. Landscape Architect	___	___	23. Resources Analyst	___	___
4. Transportation Planner	___	___	24. Recreation Spec	___	___
5. Highway Roads Engineer	___	___	25. Spec. Writer	___	___
6. Mechanical Engineer	___	___	26. Report Writer	___	___
7. Electrical Engineer	___	___	27. Education Spec	___	___
8. Civil Engineer	___	___	28. Space Programmer	___	___
9. Structural Engineer	___	___	29. Sociologist	___	___
10. Hydraulic Engineer	___	___	30. Historian	___	___
11. Geological Engineer	___	___	31. Cartographer	___	___
12. Interior Designer	___	___	32. Drafter	___	___
13. Graphic Artist	___	___	33. Technician	___	___
14. Land Surveyor	___	___	34. Laboratory Tech	___	___
15. Quantity Surveyor	___	___	35. Administrator	___	___
16. Horticulturist	___	___	36. Clerk	___	___
17. Irrigation Engineer	___	___	37. _____	___	___
18. Economist	___	___	38. _____	___	___
19. Construction Manager	___	___	39. _____	___	___
20. Statistician	___	___	40. _____	___	___

Total number of Professional: FT _____ PT _____

Total number of Technical/ Support Staff: FT _____ PT _____

FT = FULL - TIME

PT = PART - TIME

Note: Above information shall be provided separately for the consultant, his associates and his sub-consultants.

MOF/CONSULT

Consultant's Signature:

FORMAT 4B

CONSULTANT EXPERIENCE HISTORY

CONSULTANT FIRM NAME:

PROJECT TITLE/ DESCRIPTION	SERVICES PERFORMED BY YOUR FIRM	CLIENT'S NAME & ADDRESS	PERIOD (YEAR/MON)		TOTAL PROJECT COST(KD)	NAME(S) OF ASSOCIATED FIRM	% OF TO WORK BY YOUR FIRM
			FROM	TO			
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

INSTRUCTIONS TO CONSULTANT: The consultant shall submit a 10- year history of projects completed by the firm.

PROJECT TITLE/DESCRIPTION: Name of project and type,i.e, office building, school, car park, etc.

SERVICES PERFORMED: Study, full design, supervision, etc....

PERIOD: Year(s) consultant provided services.

ASSOCIATED FIRM & % OF TOTAL WORK: List firms associated with in accomplishing project work and the percentage (%) of total project work accomplished by each associated firm.

Note: Experience of firms shall be submitted for each participating consultant, his assocaites and his sub-consultant.

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Consultant's Signature:

FORMAT 4C

CONSULTANT'S EXPERIENCE SUMMARY

FIRM NAME:

CONSULTANT FIRMS (INCLUDE ALL JOINT VENTURE. SUB-CONSULTANT & ASSOCIATE FIRMS)	PRIMARY ROLE (ARCHITECTURE, ENGINEERING.ETC)	PERCENT CONTRIBUTION TO PROJRCT	NUMBER OF SIMILAR PROJECTS BY DATE	MIDDLE EAST EXPERIENCE (NO. OF YEARS)	REMARKS

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Consultant's Signature:

**FORMAT 4D
CONSULTANT'S EXPERIENCE**

PROPOSED FOR PROJECT:					CONSULTANT NAME:				DATA DATE:				
PROPOSED CONSULTING FIRMS			PROPOSED INVOLVEMENT		PREVIOUS EXPERIENCE								
NO	NAME	PRIMARY ROLE	MM	%	SIMILAR PROJECT	PROJECTS DATA					LOCATION		
						NO	NAME	DATE COMPLETED	BLDG. AREA (X1000M2)	COST(US\$ MILLIONS)	DESCRIPTION/ BUILDING TYPE	MIDDLE EAST	
											KT	OTHERS	
FOR OFFICE USE ONLY/DO NOT WRITE BELOW THIS LINE					E1	E2	E3					E4	

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Consultant's Signature:

FORMAT 5A**FINANCIAL PROPOSAL
(BREAKDOWN OF STAFF COST)****FIRM NAME:**

1 POSITION	2 NAME	3 FIRM	4 MONTHLY SALARY	5 OFFICE OVERHEAD		6 PROFIT (% OF 4+5)		7 MONTHLY RATE (4+5+6)	8 MAN-MONTHS							9 TOTAL (7x8)		
				(KD)	(%)	(KD)	(%)		(KD)	PHASE							TOTAL	
								I	II	III	IV	V	VI					
TOTAL																		

* Total salary as specific in employees contract. Plus cost of accomodation if furnished by employer.

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FORMAT 5B
FIRM NAME

FINANCIAL PROPOSAL
(DIRECT COST AND TOTAL FEE)

STAGE 1

	Rate	No. Round Trips Or Man-Days	Total KD
A. Staff Related*	-----	-----	-----
1. International Travel	_____	_____	_____
2. Subsistence	_____	_____	_____
3. Local Transportation	_____	_____	_____
4. Local Accommodation	_____	_____	_____
5. Sub-Total	_____	_____	_____

B. Office Costs

Total KD

1. Reproduction/printing Costs (provide supplemental Breakdown of this item)	_____
2. Performance Bond	_____
3. Model	_____
4. Other Items (Specify)	_____
5. Sub-total	_____

Total Direct Cost (lines A.5 + B.5)	_____
Total Staff Cost (from Format 5A)	_____
 Total Lump Sum Fee/ Stage 1	 _____

* these items are applicable only staff of international consultants working in Kuwait or Kuwait based staff working abroad for short periods (i.e., less than 2 months). For international travel, list point of departure, destination, number of round trips, and position of each traveler from Format 2.

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FORMAT 5B (CONTINUED)
FIRM NAME

FINANCIAL PROPOSAL
(DIRECT COST AND TOTAL FEE)

OPTIONAL COSTS ITEMS

A. Value Engineering Workshop

Total Lump Sum Fee – (optional) KD. _____

B. Interior Design and loose Furniture Design/

Total Lump Sum Fee – (optional) KD. _____

C. KNG Trainee Program

Total Fee Per Month Per Trainee KD. _____

Note: Consultant shall provide the staff cost and Direct Cost Breakdown for each of the Optional Costs Items.

FORMAT 6A**SUPERVISION PERSONNEL
AND COST BREAKDOWN****FIRM NAME:**

1 POSITION	2 PERSONNEL			3 MAN-MONTHS				4 MONTHLY SALARY (KD)	5 OVERHEAD (KD)	6 PROFIT (% OF 4+5)	7 TOTAL COST PER MONTH (4+5+6)
	EXP	LOC	NO	Y1	Y2	Y3	TOTAL				
TOTAL											

* Any direct cost for duration of stay longer than two months shall be justifiable in the financial proposal.

* Note: EXP means from international associate or sub consultant based outside Kuwait & direct Costs are applicable only to his staff.

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FORMAT 6B

SUPERVISION PERSONNEL SCHEDULE

FIRM NAME:

L O C A L	POSITION	MAN-MONTH PART CGART			MAN-MONTHS EFFORT				TOTAL MONTHLY REMUNERATION			TOTAL COST			TOTAL COST FOR EACH POSITION
		Y1	Y2	Y3	Y1	Y2	Y3	TOTAL	Y1	Y2	Y3	Y1	Y2	Y3	
	SUB-TOTAL														
E X P A T															
	SUB-TOTAL														

* Monthly remuneration shall be fixed for a period of two years minimum. Any revision after that will be according to the cosumer

price published by M>O>P. Subject to the MPW approval of MOP (CSC)

MOP/CONSULT

Consultant's Signature: