

REQUEST FOR PROPOSAL (RFP)

**HIRING OF CONSULTANT FOR CARBON CREDIT PROJECT
IMPLEMENTATION AT MEHMOOD BOOTI DUMPSITE**

FOR

RAVI URBAN DEVELOPMENT AUTHORITY



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DISCLAIMER

This request for proposal (RFP) has been prepared and issued in accordance with RUDA Procurement Regulations 2022 (amended), for the purpose of inviting proposals for **“Consultancy Services for Carbon Credit Project Implementation at Mehmood Booti Dumpsite”** for Ravi Urban Development Authority (RUDA).

2. The RFP, information, evaluation criteria and draft contract shall be used for the selection of the most responsive bidder. RUDA employees, personnel, agents, consultants, advisors, and bidders etc. shall not be liable to reimburse or compensate the recipient of the document and prospective bidder participating in the bidding process for costs, fees, damages or expenses incurred by the recipient of the document or the prospective bidder in evaluating or acting upon this document or otherwise in connection with the assignment as contemplated herein after.

3. Submission of a proposal by any prospective bidder or consultant shall be deemed to constitute full comprehension, understanding, and acceptance of all terms and conditions outlined in this document.

4. Proposals submitted by prospective bidder in response to the Request for Proposals (RFP) shall be construed to be based on full understanding and comprehension of each clause of the document after due diligence and carefully verifying and examining the information, data, criteria, terms and conditions mentioned in the RFP. Mere obtaining the document and participation in the process shall neither constitute an agreement to invest nor be termed as a guarantee or commitment of any manner on the part of Ravi Urban Development Authority (RUDA) that the contract shall be awarded. RUDA reserves the rights in its full discretion to modify the document or the assignment at any time prior to the award of contract and shall not be liable to reimburse or compensate the bidders for any cost, taxes, expenses or damage incurred by the bidders during their participation in the bids.

5. In accordance with Regulation 37 of RUDA Procurement Regulations 2022 (amended), RUDA reserves the right, at its full discretion to revoke the bidding process and reject all the bids or proposals at any stage prior to the acceptance, without incurring any liability whatsoever towards the bidders, solely by reason of such revocation.

6. Mere submission of a bid or proposal shall not, under any circumstances, generate or create the right of the bidders to selection or award.



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The bidders / prospective consultants are expected to go through the Request for Proposal (RFP) and all instruction forms, terms, specifications and precisely comprehend it fully and furnish all information required by RFP along with supporting documents if any while submitting the bid. Failure to furnish the required information or documents shall make the bid non-responsive, which may lead to its rejection.

In case of any quandary or clarification about the instructions / provisions hereinafter referred to in the bidding document RUDA can be contacted for resolution of the issue, but all such clarification shall be entertained only which are received one week prior to last date of proposal submission.



Section-I Invitation:

Ravi Urban Development Authority (RUDA), Government of the Punjab, invites sealed bids from eligible international and/or local consulting firms for the provision of **consultancy services** for the **Carbon Credit Project at Mehmood Booti Dumpsite, Lahore**.

The RFP includes the following additional documents:

- Section 1 - Letter of Invitation
- Section 2 - Instructions to Consultants (including Data Sheet)
- Section 3 - Technical Proposal - Standard Forms
- Section 4 - Financial Proposal - Standard Forms
- Section 5 - Term of References (TORs)
- Section 6 – Conditions of Contract (Draft)

The consultant will be selected under the **Quality and Cost Based Selection (QCBS)** method, as outlined in the RFP and in accordance with RUDA **Procurement Regulations 2022 (amended)**, available at <https://ruda.gov.pk/legal-framework>. These regulations shall serve as the operative law, and bidding is open to all eligible firms as specified in the bidding documents.

The RFP document may be obtained from the undersigned office upon submission of a **non-refundable Pay Order/CDR of PKR 25,000/-**, issued by any scheduled bank of Pakistan (valid for 90 days) in favor of **Ravi Urban Development Authority**, during office hours (Monday–Friday).

The advertisement and RFP are also available on RUDA’s website www.ruda.gov.pk/tenders, however, bids will only be accepted if accompanied by the required Pay Order/CDR of PKR 25,000/-.

Technical & Financial Proposals must be submitted in sealed form by **the date mentioned in advertisement/corrigendum at 11:30 AM at the office address below**.

Each bid must be accompanied by a Bid Security of **PKR 1,200,000/-** (valid for 90 days beyond bid validity) in favor of **Ravi Urban Development Authority**, in the form of Pay Order/CDR issued by any scheduled bank in Pakistan. The Bid Security must be submitted with the Technical Proposal, otherwise, the bid shall be declared non-responsive.

Pre-Bid Meeting: 28 November 2025 at 11:30 AM at RUDA Office, 5C Muslim Town, Lahore. All queries and correspondence related to this procurement may be directed to: Director Environment & Climate Change
ahad.yousaf@ruda.gov.pk

Bids will be opened on **12 December 2025 at 11:30 AM** in the presence of bidders or their authorized representatives who choose to attend, at RUDA Office.




Conditions:

- Late, incomplete, or overwritten bids will not be entertained.
- RUDA will not bear any cost incurred by bidders in preparing or submitting proposals.
- If the submission date falls on an official/local holiday, the next working day shall be deemed the deadline.
- Bidders must quote their final competitive prices inclusive of all applicable taxes.
- RUDA reserves the right to accept or reject any or all proposals without assigning any reason.
- Joint ventures/consortia are encouraged to apply.

Director Environment & Climate Change

Ravi Urban Development Authority (RUDA)

5C Muslim Town, Lahore

 Tel: +92-42-99233239

 Website: www.ruda.gov.pk

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SECTION-II INSTRUCTIONS TO CONSULTANTS

(Note: All the procurement procedures shall be conducted in accordance with RUDA Procurement Regulations 2022 (amended).)

A. General Provisions

1. Definitions

- (a) **“Assignment”** means Consultancy services for the Carbon Credit Project at Mehmood Booti Dumpsite, Lahore.
- (b) **“Applicable Law”** means the laws of the Islamic Republic of Pakistan, including those of the Province of Punjab.
- (c) **“Client”** means ‘Ravi Urban Development Authority, Government of the Punjab’, with which the selected Consultant signs the Contract.
- (d) **“Consultant”** means any individual professional, legally established entity or firm that is engaged by, or eligible to be engaged by, Ravi Urban Development Authority to provide the Services under the Contract.
- (e) **“Consultant Selection Committee”** means the committee formed for the selection of Consultant for this Assignment as per RUDA Procurement Regulations 2022 (amended).
- (f) **“Contract”** means a legally binding written agreement signed between RUDA and the Consultant and includes all the attached documents listed in (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).
- (g) **“Data Sheet”** means an integral part of the Instructions to Consultants (ITC) Section-II that is used to reflect specific country and assignment conditions to supplement, but not to override, the provisions of the ITC.
- (h) **“Day”** means a calendar day.
- (i) **“Experts”** means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-Consultant/ Sub-Contractor or Joint Venture/ Consortium member(s).
- (j) **“Joint Venture (JV)”** means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and



where the members of the JV are jointly and severally liable to RUDA for the performance of the Contract.

- (k) **“Key Expert(s)”** means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant’s proposal.
- (l) **“ITC”** (Section-II of the RFP) means the Instructions to Consultants that provides the Consultants with all information needed to prepare their Proposals.
- (m) **“LOI”** (Section-I of the RFP) means the Letter of Invitation sent by RUDA to the prospective Consultants.
- (n) **“Non-Key Expert(s)”** means an individual professional provided by the Consultant or its Sub-Consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.
- (o) **“Proposal”** means the Technical Proposal and the Financial Proposal of the Consultant.
- (p) **“Services”** means the work to be performed by the Consultant pursuant to the Contract.
- (q) **“Sub-Consultant”** means an entity to whom the Consultant intends to sub-contract any part of the Services while remaining responsible to RUDA during the performance of the Contract.
- (r) **“Terms of Reference (TORs)”** (Section-V of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of RUDA and the Consultant, and expected results and deliverables of the assignment.

2. Introduction

- 2.1 Ravi Urban Development Authority (RUDA), Government of the Punjab, invites sealed bids from eligible international and/or local consulting firms for the provision of consultancy services for the Carbon Credit Project at Mehmood Booti Dumpsite, Lahore.
- 2.2 The Consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet, for the services required. If the proposal is accepted and meets the required



criteria, it will serve the basis for negotiating and ultimately signing the Contract with the selected Consultant.

- 2.3 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal meeting as specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Consultants' expense.
- 2.4 RUDA will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in the Data Sheet.

3. Conflict of Interest

- 3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding RUDA's interest's paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.
- 3.2 The Consultant has an obligation to disclose to RUDA any situation of actual or potential conflict that impacts its capacity to serve the best interest of its RUDA. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions by the Authority.
- 3.3 Without limitation on the generality of the foregoing, the Consultant shall not be hired under the circumstances set forth below:

a. Conflicting activities

Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by RUDA to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.

b. Conflicting Assignment

Conflict among consulting assignments: a Consultant (including its Experts and Sub-Contractors) or any of its Affiliates shall not be hired for any assignment that, by its



nature, may be in conflict with another assignment of the Consultant for the same or for another RUDA.

c. Conflicting Relationships

Relationship with RUDA's staff: a Consultant (including its Experts and Sub-Contractors) that has a close business or family relationship with a professional staff of RUDA, or of a recipient of a part of the financing in case the project is financed by some financing institution) who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Authority throughout the selection process and the execution of the Contract.

4. Unfair Advantage

4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, RUDA shall indicate in the Data Sheet and make available to all Consultants with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.

5. Fraud and Corruption / Corrupt Practices

5.1 RUDA requires Firms participating in this Assignment to adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract. In pursuance of this policy, the Ravi Urban Development Authority.

5.2 Firms, their sub-consultants, and their associates shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Pakistan. Furthermore, the Firms shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract.

6. Eligibility

6.1 Unless stated otherwise in the Data Sheet, RUDA permits Consultants (individuals and firms, including Joint Ventures, Consortium and their individual members from all countries (which fulfill the required criteria and registered with relevant authorities) except (countries to mentioned as per policy of the government) to offer consulting services for the required project / assignment / services.



6.2 Furthermore, it is the Consultant's responsibility to ensure that its Experts, Joint Venture/ Consortium members, Sub-Contractors, agents (declared or not), sub-Contractors, Consultants, suppliers and/or their employees meet the eligibility requirements.

6.3 As an exception to the foregoing Clauses 6.1 and 6.2 above:

a. Sanctions

A firm or a Consultant barred, restricted or declared blacklisted by RUDA, by any other Government entity, including but not limited to PPRA (Punjab), MOCC, in accordance with the above Clause 5.1 or otherwise, shall be ineligible to participate in the procurement process or to be awarded a Contract during such period of time as determined in the Blacklisting Order or determined by RUDA whichever is later.

b. Restrictions for public employees

Government officials and civil servants are not eligible to be included as Experts in the Consultant's Proposal unless such engagement does not conflict with any employment or other laws, regulations, or policies of the Government. However, they are eligible if they:

- (i) are on leave or have resigned or retired.
- (ii) are not being hired by the same agency they were working for before going on leave, resigning, or retiring (in case of resignation or retirement, a period of at least two years, or the period established by statutory provisions applying to civil servants or government employees whichever is longer, should pass before working as consultants for the same agency); and
- (iii) would not create a conflict of interest if hired.

B. Preparation of Proposals

7. General Consideration

7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

8. Cost of Preparation of proposal

8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and RUDA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. RUDA is not bound to accept any proposal and reserves the right to annul the selection process in accordance with the procurement regulatory framework at any time prior to



Contract award, without thereby incurring any liability to the Consultant.

9. Language

9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and RUDA, shall be written in the language(s) specified in the Data Sheet.

**10. Document
Comprising the
proposal**

10.1 The Proposal shall comprise the documents and forms listed in the Data Sheet.

10.2 If specified in the Data Sheet, the Consultant shall include a statement of an undertaking of the Consultant to observe, in competing for and executing a Contract, the Procuring Regulatory Framework regarding corrupt practices.

10.3 The Consultant shall provide information on commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (Section-IV).

**11. Only One
Proposal**

11.1 Firms may only submit one Proposal. If a Firm submits or participates in more than one Proposal, such Proposals shall be disqualified.

**12. Proposal
Validity**

12.1 Proposals shall remain valid for the period specified in the Data Sheet after the Proposal submission deadline prescribed by RUDA.

12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.

12.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation and may be subject to blacklisting and debarment in accordance with Clause 5 of this ITC.

12.4 The Proposal Securing Declaration / Bid Security [to be decided by RUDA is required to protect RUDA against the risk of Consultant's conduct which would warrant the Consultant to face the blacklisting or debarment proceedings in accordance with regulatory framework.

12.5 Any Proposal not accompanied by a Proposal Securing Declaration/Bid Security shall be rejected by RUDA as non-responsive.



- 12.6 The Proposal Securing Declaration / Bid Security a Joint Venture/ Consortium must be submitted to the name of the Joint Venture/ Consortium submitting the Proposal.
- 13. Performance Security / Guarantee**
- 13.1 The successful Consultant's Proposal Securing Declaration / Bid Security will be discharged upon signing of the Contract with the Successful Consultant and furnishing the performance security / guarantee in accordance with Regulation 45 of RUDA Procurement Regulations 2022 (Amended) as specified in Data Sheet.
- 14. Extension of Validity Period**
- 14.1 If considered necessary, an extension can be made in case of exceptional circumstances (beyond the control of RUDA) after recording the reason(s) in writing. Such extension should be determined by keeping in view of the circumstances under which such extension is deemed to be necessary, however, the same shall not be more than the original bid validity period or **180 days** whichever is more. The request and the responses shall be made in writing. Moreover, any such extension shall be solicited and procured in advance prior to the expiry of original (or initial) bid validity period.
- 14.2 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with confirmation of the availability of the Key Experts.
- 14.3 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.
- 15. Substitution of Key Experts at Validity Extension**
- 15.1 If any of the Key Experts become unavailable for the extended validity period or during the continuation of consultancy services, the Consultant shall provide a written adequate justification and evidence satisfactory to RUDA together with the substitution request. Finally, RUDA shall decide whether to accept the substitute or otherwise. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain based on the evaluation of the CV of the original Key Expert.
- 15.2 If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the reasons provided for the replacement or justification are unacceptable to RUDA, such Proposal will be rejected.
- 16. Sub Contracting**
- 16.1. The Consultant shall not sub-contract the whole or part of the services.



17. Clarification and Amendment of RFP

- 17.1. The Consultant may request a clarification of any part of the RFP to be received by RUDA at least seven **(07) days** before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to RUDA's address indicated on the Data Sheet. RUDA will respond in writing, or by standard electronic means, and will send the response (including an explanation of the query but without identifying its source) to all Prospective Consultants. Should RUDA deem it necessary to amend the RFP as a result of a clarification or at its own initiative.
- 17.2. At any time before the proposal submission deadline, but not later than three (03) Working Days prior to the Proposals' submission deadline, RUDA may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all prospective Consultants and will be binding on them. The prospective Consultants shall acknowledge receipt of all amendments in writing, or by standard electronic means.
- 17.3. If the amendment is substantial, RUDA may extend the Proposal submission deadline to give reasonable time to take an amendment into account in their Proposals.
- 17.4. The Consultant who has already submitted the Proposal prior to any amendments in the RFP, may submit a modified Proposal or a modification to any part of it based on the respective amendment in the RFP or even otherwise at any time prior to the Proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

18. Preparation of Proposals

19. Technical Proposal Format and Content

- 18.1. The Proposal as well as all related correspondence exchanged by the Firms and the Client, shall be written in English.
- 19.1. The Technical Proposal shall not include any information regarding Financial Proposal. A Technical Proposal containing material financial information shall be declared non-responsive.
- 19.2. Consultant shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive.
- 19.3. Depending on the nature of the assignment, the Consultant is required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP) as indicated in the Data Sheet and using the Standard Forms provided in Section-III of the RFP.

20. Work Plan / Deputation Plan

- 20.1. The Prospective Consultant shall be responsible for the provision of proposal as per work plan / deputation plan formulated by RUDA



and RUDA may also, from time to time amend the same as per its requirement.

21. Financial Proposal

- 21.1. The Financial Proposal shall be prepared using the Standard Forms provided in Section-IV of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses or any other expense associated with the assignment.
- 21.2. The Consultant and its Sub-Contractors and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the contract.

22. Currency of Proposal and payment

- 22.1. The Consultant may express the price for its Services in the currency or currencies as stated in the Data Sheet. If indicated in the Data Sheet, the portion of the price representing local cost shall be stated in the national currency i.e. **Pak Rupees**.
- 22.2. Payment under the Contract shall be made in the currency or currencies in which the consultant is required to submit the financial proposal.

C. Submission, Opening and Evaluation

23. Submission, Sealing, and Marking of Proposals

- 23.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 4 (Documents Comprising Proposal). The submission can be done by hand.
- 23.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.
- 23.3 A Proposal submitted by a Joint Venture / Consortium shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative. **In case of foreign bidder**, who is part of the consortium or submitted its proposal independently, the authorized person of the bidder should submit its power of attorney duly attested by the foreign office.
- 23.4 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.



- 23.5 The signed Proposal shall be marked “**Original**”, and its copies marked “**Copy**” as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.
- 23.6 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “**Technical Proposal**”, for “[**Name of the Assignment**]”, reference number, name and address of the Consultant, and with a warning “**Do Not Open until [insert the date and the time of the Technical Proposal submission deadline].**”
- 23.7 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked “**Financial Proposal**” followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning “**Do Not Open with the Technical Proposal.**”
- 23.8 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant’s name and the address, and shall be clearly marked “**Do Not Open Before [insert the time and date of the submission deadline indicated in the Data Sheet].**”
- 23.9 If the envelopes and packages with the Proposal are not sealed and marked as required, RUDA may reject the proposal and will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
- 23.10 The Proposal or its modifications must be sent to the address and received by RUDA no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by RUDA after the deadline shall be declared late and rejected and promptly returned unopened.

24. Confidentiality

- 24.1 From the time the Proposals are opened to the time the Evaluation Report is published, the Consultant should not contact RUDA on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Evaluation Report.



- 24.2 Any attempt by shortlisted Consultants or anyone on behalf of the Consultant to influence improperly RUDA in the evaluation of the Proposals may result in the rejection of its Proposal and may be subject to the application of prevailing blacklisting procedures.
- 24.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of publication of evaluation report, if a consultant wishes to contact RUDA on any matter related to the selection process, it should do so only in writing.
- 25. Opening of Technical Proposals**
- 25.1 RUDA's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the Proposer Consultants' authorized representatives who choose to attend (in person, or online if this option is offered in the Data Sheet). The opening date, time and the address are stated in the Data Sheet. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored.
- 25.2 At the opening of the Technical Proposals, the following shall be read out: **(i)** the name and the country of the Consultant or, in case of a Joint Venture / Consortium, the name of the Joint Venture/ Consortium, the name of the lead member and the names and the countries of all members; **(ii)** the presence or absence of a duly sealed envelope with the Financial Proposal; **(iii)** any modifications to the Proposal submitted prior to Proposal submission deadline; and **(iv)** any other information deemed appropriate.
- 26. Proposals Evaluation**
- 26.1 Subject to provision of Clause B 13 of the ITC, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.
- 26.2 The Consultant is not permitted to alter or modify his Proposal in any way after the proposal submission deadline. While evaluating the Proposals, RUDA will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.
- 27. Evaluation of Technical Proposals**
- 27.1 RUDA's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score.
- 28. Public Opening of Financial Proposals (for**
- 28.1 After the technical evaluation is completed, the Client shall inform the Firms who have submitted Proposals the technical scores obtained by their Technical Proposals, and shall notify those Firms



QCBS and methods)

LCS

whose Proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and TOR, after completing the selection process.

28.2 The firms who score minimum 65 marks in technical proposal will be further considered for the opening of financial proposal.

28.3 The Consultant Selection 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 formers will prevail.

28.4 The Firm achieving the highest combined technical and financial score will be invited for negotiation.

29. Conversion to Single Currency

to

29.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.

D. Negotiations and Award

30. Negotiations

30.1

Negotiations will be held at the date and address indicated in the Data Sheet with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.

30.2

RUDA shall prepare minutes of negotiations that are signed by RUDA and the Consultant's authorized representative.

31. Availability of Key Experts

31.1

The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clause 12 of ITC. Failure to confirm Key Experts' availability may result in the rejection of the Consultant's Proposal and RUDA may proceed to negotiate the Contract with the next-ranked Consultant.

31.2

Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.

32. Technical negotiations

32.1

The negotiations include discussions on the Terms of Reference (TORs), the proposed methodology, RUDA's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not alter the



- original scope of services under the TORs or the terms of the Contract, so that the quality of the final product, or the relevance of the initial evaluation may not affect.
- 33. Financial Negotiations** 33.1 Cost may be reduced, as per Regulation 74 of RUDA Procurement Regulations 2022 (Amended), and it may also include the clarification of the Consultant's tax liability and how it should be reflected in the Contract.
- 34. Conclusion of Negotiations** 34.1 Negotiations will conclude with a review of the draft agreement. To complete negotiations RUDA and the consultant will initial the agreed agreement. If negotiations fail, RUDA will invite the consultant whose proposal received the second highest score to negotiate an agreement.
- 35. Award Agreement** 35.1 After completing negotiations, the Client shall award the agreement to the selected consultant.
- 36. Confidentiality** 36.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultant who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of agreement. The undue use by any consultant of confidential information related to the process may result in the rejection of its proposal and may be subject to the provisions of the consultant selection guidelines relating to fraud and corruption.
- 37. Integrity Pact** 37.1 The successful Consultant shall sign and stamp the integrity pact, as per standard format under Regulation 7 of RUDA Procurement Regulations 2022 (amended), read with Section 2(1) (ff) of the same.
- 38. Time Completion** 38.1 Time for Completion of the assignment shall be as specified in the Data Sheet.



Section-III: Data Sheet

The following specific data for the services to be procured shall complement, supplement, or amend the provisions in the Instructions to Consultants (ITC) Section II. Whenever there is a conflict, the provisions herein shall prevail over those in ITC.

ITC Clause Reference Number	Amendments of, and Supplements to, Clauses in the Instruction to Consultants
A. General Provisions	
2.1	Name of Procuring Agency: Ravi Urban Development Authority (RUDA).
2.2	<p>The subject / name of assignment is Consultancy services for the Carbon Credit Project at Mehmood Booti Dumpsite, Lahore.</p> <p>Name and identification number of the Contract: Tender Ref No. _____ (For Office Use Only)</p> <p>The address for seeking clarification of Bidding Documents is: Director Environment & Climate Change Ravi Urban Development Authority (RUDA) 5C Muslim Town, Lahore ☎ Tel: +92-42-99233239 🌐 Website: www.ruda.gov.pk ✉ Email: ahad.yousaf@ruda.gov.pk</p>
2.3	<p>Pre-bid meeting will be held:</p> <p>Date of Prebid Meeting: As per the Advertisement Time of Prebid Meeting: As per the Advertisement Venue of Prebid Meeting: As per the Advertisement</p>
B. Preparation of Proposals	
7.1	English
10.1	<p>The Proposal shall comprise the following:</p> <p>1st Inner Envelope with the Technical Proposal:</p> <ol style="list-style-type: none"> (1) Power of Attorney to sign the Proposal (2) TECH-1 (3) TECH-2 (4) TECH-3 (5) TECH-4 (6) TECH-5 (7) TECH-6 (8) TECH-7 (9) TECH-8 <p>Financial Proposal:</p>



	(1) FIN-1 (2) FIN-2
12.1	Proposal must remain valid for a period of ninety (90) days after the submission date.
13.1	The successful consultant shall be under an obligation to submit performance security @10% of the contract price within 10 days of the demand by the procuring agency, in the form of Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque valid for 5 years .
17.1	Clarifications may be requested no later than seven (07) days prior to the submission deadline. Director Environment & Climate Change Ravi Urban Development Authority (RUDA) 5C Muslim Town, Lahore ☎ Tel: +92-42-99233239 🌐 Website: www.ruda.gov.pk ✉ Email: ahad.yousaf@ruda.gov.pk
18.1	The Contract would be “Lump Sum Contract” and payment will be released upon successful completion of each deliverable.
19.1	The format of the Technical Proposal to be submitted is: FTP Submission of the Technical Proposal in a wrong format may lead to the Proposal being deemed non-responsive to the RFP requirements.
22.1	The Financial Proposal shall be stated in the following currencies: Consultants must submit their financial proposal in PKR inclusive of applicable taxes.
C. Submission, Opening and Evaluation	
23.5	The Consultant must submit: (a) Technical Proposal: one (1) original and 1 copy. (Soft copy of the documents required in USB). (b) Financial Proposal: one (1) original and 1 copy.
23.8	The Proposals must be clearly marked Do Not Open before: Date of Proposal submission: As per Advertisement Time of Proposal Opening: As per Advertisement Venue: Conference Room of RUDA, 5C Muslim Town, Lahore.
27.1	<u>MANDATORY CRITERIA:</u> 1. Legal and Institutional Standing: <ul style="list-style-type: none">• Must be a registered legal entity (firm/company) with valid incorporation documents.• Must possess a valid NTN and GST registration in Pakistan (or equivalent for international firms).• Must not be blacklisted or under litigation with any government agency.



2. Regulatory Compliance

- Familiarity with and commitment to comply with:
 - Pakistan’s Carbon Market Guidelines 2024
 - Paris Agreement Article 6 mechanisms
 - DGPR’s media and publication protocols (if public outreach is involved)

3. Must submit a **satisfaction report** from at least **one previous client** (preferably public sector or international registry).

EVALUATION CRITERIA FOR TECHNICAL PROPOSALS:

The evaluation of technical proposals shall be conducted using the following weighted criteria, sub-criteria, and scoring system. The total technical score will be calculated out of 100 points, with a minimum qualifying threshold of **65 points**.

(A1) Work Experience – 20% Weightage (Max 100 Points)

Sub-Criteria	Description	Max Points
a) Carbon Credit Relevant Assignments	Number of five relevant assignments (Full Marks) <i>(14 Marks for each assignment)</i>	70
b) Annual Turnover (Audited Financial Statements)	Based on most recent audited financial statements for the last three years	30

Turnover Scoring:

- PKR 80 million & above → 30 points
- PKR 60 million to < 80 million → 18 points
- PKR 50 million to < 60 million → 12 points
- Less than PKR 50 million → 0 points

Total A1 Score = 100 points → Weighted as 20 points

(A2) Project Team – 50% Weightage (Max 100 Points)

Position	Max Points
Team Leader / Carbon Specialist	40
MRV Specialist / PIN & PDD Development	20
Environment / Climate Change Expert	20
Financial Expert	20

Mandatory:

Minimum master’s degree in Relevant Field with 15 years of Experience including 10 years specific experience.

Each position shall be evaluated based on:

- Education & Qualifications → 30%



- Relevant Experience → 70%

Total A2 Score = 100 points → Weighted as 50 points

(A3) Approach & Methodology – 20% Weightage (Max 100 Points)

Sub-Criteria	Description	Max Points
a) Understanding & Innovativeness	Depth of understanding and originality of approach	40
b) Methodology & Work Plan	Clarity, feasibility, and alignment with TORs	60

Total A3 Score = 100 points → Weighted as 20 points

(A4) Presentation – 10% Weightage (Max 100 Points)

Prospective consultants shall present their approach and methodology to the Authority, accompanied by four key personnel. Presentation schedule will be communicated separately.

Sub-Criteria	Description	Max Points
a) Presentation of Methodology	Quality and clarity of presentation	50
b) Key Personnel Attendance	Evaluation of presence and input from key experts	50

Key Personnel Breakdown:

- Team Leader / Carbon Specialist → 20
- MRV Specialist / PIN & PDD Development → 10
- Environment / Climate Change Expert → 10
- Financial Expert → 10

Total A4 Score = 100 points → Weighted as 10 points

Overall Technical Score Calculation

Component	Weightage
A1 – Work Experience	20
A2 – Project Team	50
A3 – Approach & Methodology	20
A4 – Presentation	10

Minimum Technical Score Required to Qualify: **65 Points**

It shall be mandatory for the consultant to secure a minimum of **50% marks in each evaluation category**. Failure to meet this threshold in any individual category shall result in disqualification from further consideration.

s32.1

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:



	<p>$S_f = 100 \times F_m / F$, in which “S_f” is the financial score, “F_m” is the lowest price, and “F” the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are: T = 80%, and P = 20%</p> <p>Proposals are ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = S_t \times T\% + S_f \times P\%$.</p>
D. Negotiations and Award	
33.1	<p>The expected address for negotiations: Venue: Conference Room of RUDA, 5C Muslim Town, Lahore.</p>
42.1	<p>The expected contract / assignment completion timeline is: <i>5 years extendable on satisfactory performance.</i></p>



Section-IV (A): Technical Proposal – Standard Forms
Checklist of Required Forms

FORM	DESCRIPTION	Page
TECH-1	Technical Proposal Submission Form.	
TECH-1 Attachment	If the Proposal is submitted by a Joint Venture/ Consortium, attach a letter of intent or a copy of an existing agreement.	
Power of Attorney	In the case of a Joint Venture/ Consortium, a power of attorney for the authorized representative of each member, and/or a power of attorney for the representative of the lead member to represent all members.	
TECH-2	Consultant's Organization and Experience.	
TECH-2A	A. Consultant's Organization	
TECH-2B	B. Consultant's Experience	
TECH-3	Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Procuring Agency.	
TECH-3A	A. On the Terms of Reference	
TECH-3B	B. On the Counterpart Staff and Facilities	
TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	
TECH-5	Team Composition & Task Assignment	
TECH-6	Curriculum Vitae (CV) for Proposed Professional Staff	
TECH-7	Staffing Schedule	
TECH-8	Work Schedule	

All pages of the original Technical and Financial Proposal shall be initialized by the same authorized representative of the Consultant who signs the Proposal.



FORM TECH-1

Technical Proposal Submission Form

{Location, Date}

To: *[Name and address of Procuring Agency]*

Dear Sirs,

We, the undersigned, offer to provide consulting services for **{Insert title of assignment}** in accordance with your Request for Proposal dated **{Insert Date}** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope. We are hereby submitting our Proposal, which includes this Technical Proposal only in a sealed envelope.

We are submitting our Proposal as a Joint Venture/ Consortium with: **{Insert a list with full name and the legal address of each member and indicate the lead member}**. We have attached a copy of the JV/ Consortium agreement signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said Joint Venture/ Consortium.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Procuring Agency.
- (b) Our Proposal shall be valid and remain binding upon us until {insert day, month and year in accordance with ITC 12.1}.
- (c) We have no conflict of interest in accordance with ITC 3.
- (d) Except as stated in the Data Sheet, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC Clause 12.3 may lead to the termination of Contract negotiations.
- (e) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated as per contractual obligations.



We understand that the Procuring Agency is not bound to accept any Proposal that the Procuring Agency receives.

We remain,
Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Consultant {Company's name or JV's/ Consortium name}:

In the capacity of: _____

Address: _____

Contact information {phone and e-mail}: _____

{For a Joint Venture/ Consortium, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}.



FORM TECH-2

Consultant's Organization and Experience

FORM TECH-2: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a Joint Venture/ Consortium, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and Sub-Contractors who participated, the duration of the assignment, the Contract amount {total and, if it was done in a form of an Association (Joint Venture/ Consortium or a sub-Contractors), the amount paid to the Consultant}, and the Consultant's role/involvement.

A - Consultant's Organization

1. Provide here a brief description of the background and organization of your company, and in case of a Joint Venture/ Consortium or sub-Contractors of each member for this assignment.
2. Include organizational chart, a list of Board of Directors etc., and beneficial ownership

B - Consultant's Experience

1. List only previous assignments successfully completed in the last 15 years.
2. In case of JV/Sub-consultant, to assess firm's experience and financial capacity; **60%** weightage shall be assigned to the lead firm whereas remaining **40%** to the partner firm(s) equally.



[Using the format below, provide information on each assignment (of the Lead firm as well as Partners / associates separately) for which your firm, and each associate for this assignment, for carrying out consulting services similar to the ones requested under this Assignment].

Assignment name:	Cost of the Project
Country: Location within country:	Duration of assignment (months):
Name of Client:	
Start date (month/year): Completion date (month/year):	1- Total Value of the Consultancy Agreement. 2- Value of consultancy services provided by your firm under the agreement (in current PKR or US\$):
Name of associated Consultants, if any:	
Narrative description of Project:	

Each submitted project or assignment must be accompanied by a completion certificate issued by the relevant procuring or executing agency for that specific undertaking.



FORM TECH-3

Comments and Suggestions on the Terms of Reference, Counterpart Staff, and Facilities to be Provided by the Procuring Agency

FORM TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Procuring Agency, including: administrative support, office space, local transportation, equipment, data, etc.

A - On Terms of Reference

{Improvements to the Terms of Reference, if any}

B - On Counterpart Staff and Facilities

{Comments on counterpart staff and facilities to be provided by the Procuring Agency. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}.



FORM TECH-4

Description of Approach, Methodology, and Work Plan in Responding to the Terms of Reference

FORM TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal (in FTP format):

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing}

- a) ***Technical Approach and Methodology.*** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team.}

{Please do not repeat/copy the TORs in here.}

[Note for Procuring Agency: add the environmental and social aspects to deliver the expected output(s), and the degree and detail of supervision structure for infrastructure Contracts such as Plant or Works and for other consulting services where the social risks are substantial or high]

- b) ***Work Plan.*** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Procuring Agency), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- c) ***Organization and Staffing.*** {Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}



FORM TECH-5

Team Composition and Task Assignments

Index of Core Team and Key Personnel

Sr. No.	Name	CNIC / Passport No.	Qualification	Firm	Area of Expertise	Total Experience in Years	Position Proposed	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. **CNIC No** (if Pakistani): _____ **or Passport No:** _____

6. **Education:**

Degree	Major/Minor	Institution	Date (MM/YYYY)

7. **Membership of Professional Associations** (if any): _____

8. **Other Training** (if any) [*Indicate significant training since degrees under 6 - Education were obtained*]: _____

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.*]:

Employer	Position	From (MM/YYYY)	To (MM/YYYY)



11. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

12. Work Undertaken that Best illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]

1) Name of assignment or project & Location: _____ Assignment Cost _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

2) Name of assignment or project & Location: _____ Assignment Cost _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____



3) Name of assignment or project & Location: _____ **Assignment Cost** _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

4) Name of assignment or project & Location: _____ **Assignment Cost** _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

5) Name of assignment or project & Location: _____ **Assignment Cost** _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____



13. Certification:

- 1 I am willing to work on the project as indicated in the deployment schedule and as required during the assignment period.
- 2 I, the undersigned, certify that to the best of my knowledge and belief, this biodata correctly describes my qualification and my experience.
- 3 I understand that Client may initiate debarment proceedings against me if I abandon the assignment before its completion.

Signature of the Candidate _____

Place

Date

Or

Signature of the Authorized Representative of the firm _____

Place

Date

Note:

- i. To prevent submission of inaccurate or inflated biodata, RUDA reserves the right to verify the credentials stated in the CVs by directly contacting the employers listed therein. The Consultancy Firm shall bear full responsibility for any false or misleading information provided.

14. Personnel Capabilities: The Firm shall ensure the following along with others, stated in RFP / Data Sheet: -

- i. *The composition of the proposed team and Task Assignment to individual personnel shall be clearly stated. Firms shall make their own assessment of support personnel to undertake the assignment. Additional staff or personnel, if required to complete the assignment in the prescribed time, must be provided, within the total estimated cost only. Client shall not be responsible for any wrong assessment by Firm and shall not in any case bear any additional cost arising there from. No such core team / key personnel shall be proposed for any position if the CV of the personnel does not meet the requirements of the TOR.*
- ii. *The core team / key personnel shall remain available for the period indicated in the TOR. An undertaking to this effect must also be submitted. It is further clarified that all the core team / key personnel shall remain available for full assignment period as stated in the Data Sheet.*
- iii. *No alternative proposal to any core team / key personnel shall be made and only one CV for single position shall be furnished.*
- iv. *If a firm as a Consortium is qualified on the strength of experience of a foreign company, requisite core team / key personnel from that foreign company shall be fielded.*



- v. *In case of engineer, architect and urban planner, registration with related professional body (PCATP/PEC/any other) is necessary. The expired registration or just registered engineer instead of professional engineer is not acceptable and shall be rejected.*
- vi. *Failure to comply with the requirements shall make the proposal liable to be rejected and the evaluation of Financial Proposal shall not be undertaken. If, individual, core team / key personnel make an averment regarding his qualification, experience, professional membership / license, age, and it turns out to be false, or his commitment regarding availability for the project is not fulfilled at any stage after signing of the agreement, he shall be debarred for any future assignment in/with/of the Client. The firm shall also be liable for its authorized representative counter signing a CV, which is subsequently found to contain false and misleading statements or claims.*



FORM TECH-7 Staffing Schedule

Year: _____																
N°	Name of Staff	Staff input (in the form of a bar chart) ²												Total staff-month input		
		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month n							Total
Local / International																
1																
2																
3																
N																
														Subtotal		
														Total		

- 1 For Key Experts, the input should be indicated individually for the same positions required.
- 2 Months are counted from the start of the assignment/mobilization. One (1) month equals twenty-two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
- 3 “Home” means work in the office in the expert’s country of residence. “Field” work means work carried out in the Procuring Agency’s country or any other country outside the expert’s country of residence.

- Full time input
 Part time input



FORM TECH-8 Work Schedule

Year:

N°	Activity ¹	Week ²																							
		W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16	W17	W18	W19	20	W21	W22	W23	W24
1																									
n																									

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.



(Affidavit)

[To be printed on PKR 100 Stamp Paper, duly attested by oath commissioner. To be attached with Technical Proposal]

Name: _____

(Applicant)

I, the undersigned, do hereby certify that all the statements made in the RFP and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by procuring agency if the Procuring agency, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the *[name of Procuring Agency]* of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the *[name of Procuring Agency]*.

The undersigned further affirms on behalf of the firm that:

- (i) The consultant is not currently blacklisted by the Procuring Agency.
- (ii) The documents/photocopies provided with proposal are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
- (iii) All the information is correct to the best of my knowledge and belief.

[Name of the Consultant] undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____



Section-IV (B) Financial Proposal - Standard Forms

{Notes to Consultant shown in brackets { } to provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs



**FORM FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM**

{Location, Date}

To: {Name and address of Procuring Agency}

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 figures]**. This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Agreement negotiations, up to expiration of the validity period of the Proposal.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____

{If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party 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: _____

In the capacity of: _____

Address: _____

E-mail: _____



{For a Joint Venture/ Consortium, either all members shall sign or only the lead member/Consultant, in which case the power of attorney to sign on behalf of all members shall be attached}



FORM FIN-2
SUMMARY OF COSTS

Item	Costs
	Pak Rupees
Total Costs of Financial Proposal ¹	Rs.
Service Tax	Rs.
Total Cost including Service Tax	Rs.

1. Indicate the total costs inclusive of Direct Cost, net of local taxes, to be paid by the Client.
2. The type of contract is Lump Sum.
3. The price variation is not permissible.

**Signature and Seal of Authorized
Representative of the Firm/ Consultant**



Section V Terms of Reference (TORs)

5.1. Introduction and Purpose

Ravi Urban Development Authority (RUDA), an autonomous government body under the Government of Punjab, is undertaking a major initiative to mitigate climate change by transforming unsustainable waste management practices into carbon-reducing, climate-resilient infrastructure. In this context, RUDA intends to rehabilitate the Mehmood Booti landfill site, an open dumpsite in continuous use since 1998 by implementing a scientifically designed Landfill Gas (LFG) capture and flaring system.

The main objective of these Terms of Reference (ToRs) is to engage a qualified technical and commercial consultant or consortium with demonstrable experience in carbon credit generation, validation, registration, and sales, particularly within the framework of both compliance and voluntary carbon markets.

These Terms of Reference (TORs) will support RUDA in:

- Reducing greenhouse gas (GHG) emissions, especially methane (CH_4), by capturing landfill gas and converting it into a flared or usable form.
- Ensuring compliance with national environmental standards and global climate commitments.
- Monetizing verified emission reductions (VERs) or certified emission reductions (CERs) through carbon credit trading under mechanisms such as Article 6.2 and 6.4 of the Paris Agreement, as well as voluntary markets like Verra (VCS), Gold Standard, etc.
- Generating revenue for RUDA through the efficient sale of carbon credits and reinvesting those gains into broader environmental and infrastructural improvements.

This document outlines the comprehensive scope of work, responsibilities, deliverables, timelines, and regulatory compliance requirements for the selected consultant to lead the carbon credit development cycle from technical assessment and design optimization to registration, verification, and financial realization.

5.2. Project Background

The Mehmood Booti Landfill, located within the jurisdiction of the Ravi Urban Development Authority (RUDA) near Lahore's Ring Road, has served as an open dumping site since 1998. Over the years, it has accumulated approximately 13.2 million tons of municipal solid waste across an area of 43 acres. This unregulated dumping has led to significant environmental degradation, rendering the site one of the major sources of uncontrolled methane emissions in the region. Methane (CH_4), which is produced from the anaerobic decomposition of organic



waste, is a highly potent greenhouse gas having a global warming potential over 80 times greater than carbon dioxide (CO₂) over a 20-year period.

The current condition of the landfill poses severe risks not only to the climate but also to public health and nearby ecosystems. The accumulated waste has formed towering mounds exceeding 80 feet in height. During the monsoon season, leachate generated from the waste infiltrates the soil and contaminates both surface water and groundwater reserves, thereby threatening the water security of nearby communities. The lack of leachate control, improper landfill engineering, and inadequate gas capture systems further exacerbate the environmental impact of the site.

In response to these challenges, RUDA has prioritized the rehabilitation of the Mehmood Booti landfill as a key environmental and climate resilience initiative. The proposed rehabilitation project involves implementing a scientifically engineered landfill gas (LFG) capture and flaring system aimed at reducing GHG emissions and aligning the site with best practices in integrated solid waste management. This initiative is an integral part of RUDA's broader commitment to sustainable urban development and environmental stewardship in Lahore.

The rehabilitation effort also presents a unique opportunity to monetize the environmental benefits through participation in international carbon markets. The project aligns with Pakistan's Updated Nationally Determined Contributions (NDCs), which commit to reducing 801.2 MtCO₂e by 2030, with a portion eligible for international trading under Article 6 of the Paris Agreement. By converting methane emissions into tradable carbon credits, whether through the UN Clean Development Mechanism (CDM), the Gold Standard, Verra's Verified Carbon Standard (VCS), or other mechanisms, RUDA aims to recover a portion of the project investment and reinvest in long-term environmental infrastructure.

Through this project, RUDA seeks to position the Mehmood Booti rehabilitation as a flagship initiative demonstrating how legacy environmental liabilities can be transformed into financially and environmentally viable carbon reduction assets. This background sets the foundation for the comprehensive scope of work detailed in the following section.

5.3. Scope of Work

The consultant shall be responsible for delivering the following scope of work under this assignment:

A. Technical Review and Feasibility Analysis

- Review existing design documents, emission assessments, and engineering drawings for the Mehmood Booti landfill rehabilitation project.
- Identify methane generation potential and assess current and proposed gas



collection system efficiencies.

- Recommend improvements or redesigns to enhance methane capture, flaring, and GHG emission reduction.
- Conduct a detailed techno-economic feasibility study covering:
 - Capital expenditure (CAPEX)
 - Operational expenditure (OPEX)
 - Return on investment (ROI)
 - Payback period from carbon credit revenues

B. Carbon Market Analysis and Methodology Selection

- Identify and evaluate suitable carbon credit mechanisms, including:
 - Article 6.2 cooperative approaches
 - Article 6.4 mechanism (UNFCCC-supervised)
 - Voluntary Carbon Markets (e.g., Verra, Gold Standard)
- Analyze each mechanism for eligibility, cost, transaction complexity, and potential price advantage.
- Select and recommend appropriate carbon crediting methodology aligned with landfill gas projects.

C. Project Design and Registration

- Prepare or support preparation of a detailed Project Design Document (PDD).
- Conduct baseline studies, site visits, and stakeholder consultations.
- Align the project with applicable monitoring and verification methodologies.
- Submit documents to the National Designated Authority (NDA) and the selected carbon standard body (e.g., UNFCCC, Verra, Gold Standard).
- Facilitate the issuance of Letters of Intent (LOI) and host country approvals as per national guidelines.

D. Monitoring, Reporting, and Verification (MRV)

- Develop a monitoring plan in line with the selected methodology and carbon standard.
- Collect and verify primary and secondary data required for emission reduction calculations.
- Coordinate with Designated Operational Entities (DOEs) or accredited third-party verifiers for:
 - Validation



- Verification
- Certification of GHG reductions
- Respond to technical queries raised during verification processes.

E. Carbon Credit Issuance and Registry Coordination

- Prepare and submit documentation for carbon credit issuance.
- Ensure full compliance with national and international carbon market protocols.
- Coordinate with relevant registries for the issuance and ownership transfer of CERs/VCUs/VERs to RUDA.

F. Carbon Credit Sales and Monetization

- Develop a comprehensive carbon credit sales strategy, including:
 - Target buyer identification (governments, corporations, brokers)
 - Optimal sales timing and pricing model
 - Risk mitigation measures for market volatility
- Facilitate execution of credit sales via:
 - Direct contracts
 - Carbon exchanges
 - Auctions or bilateral deals
- Ensure secure and timely transfer of proceeds to RUDA's designated account.

Please note: The Consultant shall support RUDA in marketing, trading, and monetization of carbon credits. All transactions shall be executed under RUDA's authority, with the Consultant acting as advisor and facilitator only.

G. Stakeholder Engagement and Capacity Building

- Conduct stakeholder consultations in line with carbon market requirements.
- Arrange public comment periods and prepare responses to queries or concerns.
- Support RUDA in participating in climate platforms (e.g., COP events, Donor outreach).
- Organize seminars, workshops, or capacity-building sessions on carbon credit development.

H. Compliance and Governance

- Ensure full adherence to:
 - Pakistan's 2024 Policy Guidelines for Trading in Carbon Markets (MoCC & EC)
 - CDM, VCS, Gold Standard, or relevant program rules



- Corresponding Adjustment protocols under the Paris Agreement (if applicable)
- Maintain transparency, data integrity, and documentation for all activities.

I. Donor Outreach Support

- Prepare a professionally designed and visually compelling pitch deck that communicates the project's environmental impact, scalability, and potential for generating carbon revenues.
- Develop a concise one-page summary highlighting the projected emission reductions, associated co-benefits, and anticipated financial return on investment (ROI).
- Produce detailed technical, environmental, and financial documentation tailored to meet the expectations of international donors and climate finance institutions.
- Leverage an extensive network of Voluntary Carbon Market (VCM) funds, climate-focused institutional donors, and green finance entities to introduce the project to qualified stakeholders.
- Identify and approach potential donors through climate investment forums, carbon credit aggregators, and bilateral or multilateral financial institutions.
- Explore opportunities for co-financing arrangements, public-private partnerships, and donor-backed investments that can support project scaling and long-term sustainability.
- Organize and facilitate donors meetings, site visits, and virtual calls to present the project and address technical and commercial queries.
- Develop clear and informative Frequently Asked Questions (FAQs) and well-prepared response strategies to anticipate and address donors concerns effectively.
- Ensure RUDA's active participation and representation at global platforms such as COP conferences, regional climate finance summits, and green investment forums to showcase the project and attract strategic partnerships.

5.4. Deliverables and Timeline

#	Deliverable	Timeline (from Commencement Date)
1	Technical Review and updating of the existing design	Within 1 month of contract start
2	Feasibility report and financial model	Within 2 months
3	Donor Outreach Support	To initiate the process to outreach the donors after the commencement for timely intervention of donors (Parallel Activity)



#	Deliverable	Timeline (from Commencement Date)
4	Project Design Document (PDD) and Baseline Study	Within 8 months
5	Stakeholder Consultation and Approval Documentation	Within 3 months (Parallel Activity)
6	Registration of Carbon Credits	Within 8 months
7	Monitoring, Reporting, and Verification (MRV) Plan	Rolling basis post-registration
8	Verification and Issuance Support	Ongoing after the monitoring cycle
9	Carbon Credit Sales and Revenue Transfer Summary for Total Period Contract Period i-e 5 years from commencement	Per issuance/sale cycle
10	Quarterly Progress Reports	Every 3 months

5.5. Contract Period

- Total Duration: (5) years extendable on satisfactory performance.
- Purpose of Duration: To accommodate project setup, multiple MRV cycles, and credit sales across compliance and voluntary carbon markets.
- Amendment Clause: The contract duration may be extended or shortened upon mutual written agreement, to be recorded through a formal addendum.

5.6. Roles and Responsibilities

The successful execution of this carbon credit development project requires close collaboration between the consultant and RUDA, with clearly defined roles and responsibilities for both parties.

RUDA's Responsibilities

- Issue Letter of Award (LoA) to the selected consultant.
- RUDA will provide oversight and strategic decision-making for technical review and monitoring.
- Provide access to project sites, data, and previous feasibility studies.
- Coordinate with the National Designated Authority (NDA) and other government bodies.



- Review and approve deliverables submitted by the consultant.

Consultant's Responsibilities

- Conduct technical, financial, and market feasibility studies.
- Prepare the Project Design Document (PDD), baseline studies, and MRV plans.
- Lead validation, registration, verification, and issuance processes.
- Identify carbon market opportunities and develop sales strategies.
- Conduct donors outreach and facilitate stakeholder consultations.
- Ensure full compliance with national guidelines and carbon credit standards.
- Generate and register all carbon credits in RUDA's name only.
- Facilitate carbon credit trading and secure timely payment transfers to RUDA.
- Appoint a full-time Project Coordinator/Team Leader for continuous engagement.
- Submit regular progress reports and updates throughout the contract period.

Please note: Consultant is tasked with facilitating trading and securing payment transfers. To avoid conflict of interest, clarify that RUDA remains the legal seller and consultant acts only as advisor/facilitator.

5.7. Reporting and Communication Protocols

- Quarterly Progress Reports detailing activities, risks, outputs, and recommendations.
- Milestone Reports for key deliverables such as PDD, MRV, validation, and credit issuance.
 - All reports to be submitted in editable (e.g., Word, Excel) and non-editable (PDF) formats.
- Supporting materials must include:
 - Technical appendices
 - Data sheets
 - Verification summaries
 - Meeting minutes or consultation records (where applicable)
- Monthly or bi-monthly coordination meetings with RUDA (in-person or virtual).
- Maintain regular communication with RUDA focal persons via designated channels.
- Prior approval required for all presentations, external communications, and donors-facing materials.
- Transparency and traceability to be ensured in all correspondence with third parties.



5.8. Payment Terms and Disbursement Schedule

Task No.	Task	Subtasks Included	Payment %
1	Technical Review	<ul style="list-style-type: none"> Preparation of Baseline of Carbon Emission for Mehmood Booti Review of pre-feasibility/feasibility studies Provide expert guidance to make the landfill gas (LFG) system work efficiently. Review all existing plans, drawings, and reports to see how methane can be captured and safely flared. Suggest improvements to system design and operation. Establish baseline emissions data to guide technical decisions. 	5%
2	Economic Feasibility Analysis	<ul style="list-style-type: none"> Submission of Prior Consideration Note Analyze the financial side of the project. Calculate construction and operational costs (CAPEX and OPEX) and estimate potential income from carbon credits. Assess whether the project is financially viable and determine the payback period. 	5%
3	Donor Outreach Support	<ul style="list-style-type: none"> Prepare pitch deck highlighting environmental impact, scalability, and potential carbon revenue Develop one-page summary with emission reductions, co-benefits, and ROI Produce technical, environmental, and financial documentation for donors Leverage network of Voluntary Carbon Market (VCM) funds, climate-focused donors, and green finance entities Identify and approach potential donors via forums, aggregators, and financial institutions Explore co-financing, public-private partnerships, and donor-backed investment opportunities Organize donors meetings, site visits, and virtual calls Develop FAQs and response strategies for donors concerns Ensure RUDA representation at global climate platforms (COP, summits, forums) 	10%
4	Preparation and approval of Project Design	<ul style="list-style-type: none"> Preparation, Submission and approval of Project Design Document (PDD) Submission and approval of baseline studies (as per CDM Methodology) 	20%



Task No.	Task	Subtasks Included	Payment %
	Document	<ul style="list-style-type: none"> Submission and approval of the assessment report for methodology, registration, validation, monitoring, and verification of the carbon credit Submission and approval of guidelines for CERs, VERs, or VCUs Submission and approval of the activity plan to hold awareness raising of stakeholders 	
5	Monitoring, Reporting & Verification (MRV)	<ul style="list-style-type: none"> Submission and approval of primary and secondary data for carbon credit Preparation and submission of a report identifying stakeholders, including international and local Preparation and submission of verification reports for carbon credit Develop and maintain a system to track emissions and operational performance. Develop a Monitoring Plan in accordance with the applicable methodology and carbon standard requirements Coordinate third-party verification processes with Designated Operational Entities (DOEs) or accredited validators 	15%
6	Carbon Credit Registration	<ul style="list-style-type: none"> Submission and approval of the strategic road map for the carbon credit project Submit all final documentation for official approval and registration of carbon credits. Ensure compliance with standards so the project is formally recognized. Prepare roadmap and finalize issuance procedures 	15%
7	Carbon Credit Sales Strategy Development	<ul style="list-style-type: none"> Develop a tailored carbon credit sales strategy to maximize revenue within the framework of Article 6.2 of the Paris Agreement Identify target buyers (e.g., governments, corporations, brokers) and optimal timing for credit issuance and sales. Propose risk mitigation strategies related to price volatility, demand uncertainty, and regulatory changes. 	30% (6% for each year)
		Total (of Lump Sum Contract Price)	100%

All payments shall be processed within 30 working days of formal approval of each deliverable, subject to submission of a valid invoice. RUDA reserves the right to withhold partial or full payment if deliverables are deemed incomplete, non-compliant, or delayed without



justification. Any changes in the payment structure must be agreed upon in writing and appended to the contract as an official addendum.