

**THIRD PARTY VALIDATION FOR  
OPERATIONAL SUBSIDY**



**REQUEST FOR PROPOSAL (RFP)**

**TRANSPORT DEPARTMENT  
GOVERNMENT OF THE PUNJAB**

**September 2013**

## **DISCLAIMER**

The Transport Department, Government of Punjab, has prepared this Request for Proposal (RFP) to invite bids from well reputed firms / consortiums. The interested firms / consortiums shall validate the operational subsidy claims submitted by CNG buses operators in six cities of Punjab.

This RFP does not claim to contain all the necessary information related to this Project. However, efforts have been made to incorporate and provide all the available information relevant to the project, any queries pertaining to the project will be answered in the pre-bid conference. The Transport Department does not make any representations or warranties, express or implied as to the adequacy, accuracy, completeness or reasonability of the information contained in this RFP.

No decision should be based solely on the basis of the information provided in this RFP. The Transport Department has no liability for any statement, opinion, information provided in this RFP. The Department shall have no liability for any statement, opinion, information or matter (expressed or implied) arising out of, contained in or derived from, or for any omission in, this RFP. Furthermore, the Department will not be liable for any written or oral communication transmitted to third parties regarding this RFP.

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## **ACRONYMS & ABBREVIATION**

CNIC	Computerized National Identity Card
CV	Curriculum Vitae
TD	Transport Department
Eoi	Expression of Interest
GoPb	Government of the Punjab
JV	Joint Venture
Lol	Letter of Invitation
P&D	Planning and Development Department
PST	Pakistan Standard Time
RFP	Request for Proposal
RoFs	Registrar of Firms
SECP	Securities and Exchange Commission of Pakistan
Sq.Km	Square Kilometer
ToR	Terms of Reference

# 1 General Information

## 1.1 Brief Project Details

Transport Department is committed for provision of decent, efficient, affordable, safe and environment friendly public transport in the province. Government of the Punjab has a devised policy of extending operational subsidies to the urban bus operators to make the operations financially viable and to encourage them by covering their losses.

The Transport Department, GoPb aims to determine the amount of operational subsidy required for each CNG bus plying on a notified route in six major cities of Punjab; thus facilitating operators to overcome their operational losses and promoting sustainable urban transport in the province.

Transport Department, Government of the Punjab, hereby invites sealed Technical and Financial bids for validation of the operational subsidy claims made by CNG bus operators in six major cities of Punjab i.e. Gujranwala, Multan, Faisalabad, Rawalpindi, Sialkot and Bahawalpur.

The services of the firm will be procured under **Punjab Procurement Rules 2009** that may be downloaded from PPRA's website [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk). It is not permissible to transfer this invitation to any other firm.

It is mandatory that all prescribed information pertaining to the Technical and Financial bids shall be submitted in the forms provided in the RFP document. Bids that are not in the prescribed format will not be entertained and will be discarded. No points shall be given if information required is missing or written elsewhere.

Bids must be accompanied along a Bid Security in form of a Call Deposit Receipt / Demand Draft/ Bank Draft amounting PKR One Hundred Thousand Rupees (**100,000**) in favour of Section Officer General, Department of Transport, GoPb. Sealed bids duly completed in accordance with this RFP document must be delivered at the address given below:

Deputy Secretary (Planning), Transport Department  
Transport House 11-A Egerton Road Lahore, Punjab, Pakistan  
Tel: 042 9920 5361-2 Fax: 042 9920 5363  
Email: [correspondence.tpu@gmail.com](mailto:correspondence.tpu@gmail.com)

The bids completed in all respects as per required format should be submitted in **one** (1) original and three (**03**) copies before 1100 hours by 23-09-2013. The received bids will be opened on the 25<sup>th</sup> September 2013 at Sharp 1000 hours at the Transport Department, in presence of bidders' representatives. The successful bidder will be selected in accordance with the evaluation criteria given in Section 5 of this RFP. Transport Department reserves the right to reject any or all proposals without assigning any reason.

## 1.2 Conditions for Provision of Operational Subsidy

Government of the Punjab approved a policy of capital upfront and operational subsidies for the new CNG buses leased out through Bank of Punjab to encourage the private operators for induction of new urban buses in the six major cities of the province. The salient features of the policy are:

- 20% capital upfront subsidy by Government
- 20% operator's equity
- 60% loan through BOP recoverable in 5 years
- 20% return on equity in form of Operational subsidy to the operator

However, the provision of operational subsidy is subject to the following conditions:

- The operational subsidy is conditional with the number of trips determined for a route
- In order to give time to operators to come up to the desired operational frequency/number of trips, a concession in the required trips may be given for three months.
- Operational subsidy will be disbursed on monthly basis.
- Third party validation will be carried out for overseeing tracking process to ensure transparency. Trackers will be installed to monitor the number of kilometers covered in a day, operations hours and other parameters

## 1.3 Routes and Number of Buses in Major Cities

Presently, 88 CNG buses are operating in six cities of Punjab i.e., Gujranwala, Rawalpindi, Sialkot, Bahawalpur, Multan and Faisalabad. Details of the existing bus routes along with the number of buses plying in these cities are as under:

Sr. No.	Name of City	Total Routes	No. of Buses	Name of Operator	Route Alignment (Origin and Destination)	Route Length (Km)
1	Gujranwala	1	12	City Tours & Hassan Travels	Sheikhupura More To Alipur Chata	49
2	Bhawalpur	1	5	Niazi Express	Niazi Stand to Kror Paka	62
3	Multan	1	10	Faisal Movers	Dera Adda to Vehari Chowk	18
4	Faisalabad	1	26	Brothers Metro	Khurarianwala to Chungi No 10 Ghulam Muhammadabad	30
5	Sialkot	2	12	Sialkot Transport	Sialkot to Pasrur	32.5

			8	Company	Sialkot to Sialkot Via Sambrial and Daska	70
6	Rawalpindi	1	15	Rawal Travels	Rawalpindi to Gujar Khan	49
<b>Total</b>		<b>7 Routes with 88 CNG Buses in operation</b>				

#### 1.4 Route Alignments

Route alignment details of the afore-mentioned routes are as mentioned in the table below:

Sr. No	City	Route Description	Route Alignment
1.	Faisalabad	Khurrian wala to Chungi no. 10	Khurrian wala, Shirian wala, Lathian wala, Chaudhry house, Fakharabad, Gatwala pull, Manawala, Nishatabad, Millat chowk, Boley-di-jogi, Generl Bus Stand, Chenab club chowk, Railway station, GTS chowk, Hilal-e-ahmar chowk, Rail bazaar Ghumti, Narwala road, Jinnah colony, Tariq road, Qabrastan chowk, Razaabad, Adam chowk, Liaqat chowk, Qadirabad chowk, Peeran wala chowk, Chungi no. 10
2.	Sialkot	GBS Sialkot to Daska via Sambrial to GBS Sialkot	Bus stand, KFC Turining, Golistan Chowk, China Chowk, Noul Mor, Ugoki, Sohwal, Sambrial, Kotli nona, Bhopal wala, Adam ke, Mandran wala, Daska, Jaiserwala, Motra, Addah, Dakwala, Pakki Kotli, Duburj Chowk, Shahab Pura, China Chowk, Golistan Chowk, KFC Turning, Bus stand
		GBS Sialkot to Pasrur	Bus stand, Civil hospital, Bhed pull, sheikh moula talab, Rang pura, Neka pura, Gulshan iqbal park, Deehra sandha, Gunnah kalan, Badyana, Poorab, Langey, mangkey, Pasrur
3.	Rawalpindi	Rawalpindi to Gujar khan	Rawalpindi, Saddar, Rawat, Dhoke shah Alam, Mandra, Ghunghrilla, Gujar Khan
4.	Gujranawal	Gujranwala to Ali pur chattha	Gujranwala, Gujranwala bypass, Merajpura, Gondlanwala, Kalaske, Dehla Chatha, Qila Didar Singh Rd, Alipur Chatha.
5.	Multan	Vehari Chowk to Dera Adda	Vehari chowk, General bus stand, Madni chowk, Qadafi chowk, Wapada colony, Rashida abad, Chungi no.9, Katchery, Kalama chowk, Dera adda
6.	Bhawalpur	Bahawalpur to Kahrur Pakka	Bahawalpur, Ghariabad, Lodhran, Dhanote, Kahrur pakka

## **2 Terms of Reference**

### **2.1 Tasks**

Transport Department intends to put in place a streamlined and transparent system of disbursement of operational subsidy and return on equity to the urban bus operators. For this purpose Transport Department is in the process of hiring a tracking firm to generate trip reports and a Third Party Validation (TPV) firm separately. The TPV firm to be hired as per this RFP shall authenticate the reports submitted by the tracker company and authenticate the subsidy claims of operators against the operations made by the CNG AC buses.

Following constitute the Term of Reference (TORS) for the TPV firm to be hired:

#### **Task 1: Determination of Passenger Ridership and Route Information through detailed Surveys**

- ❖ The firm shall conduct comprehensive surveys on the routes details mentioned in the Section 1.3 and 1.4. for detailed assessment of the following:
  - Stage wise Passenger counts on urban routes
  - Actual and required Number of buses on each route
  - Scheduled, Observed and Required Headway on each route
  - Total and Optimized Operational Hours in a Day
  - Total Number of Kilometers travelled by each bus on each route
  - Total Number of Trips (Single Direction<sup>1</sup>) completed in a day
  - Total Number of Dead and Live miles travelled in a day
  - Comparison of ridership surveys with daily ticket sold record on each route
  - Determine percentage distribution of free travelers <sup>2</sup>

#### **Note:**

<sup>1</sup> Single Direction Trip is a one-way trip and does not mean a round trip.

<sup>2</sup>Free Traveler includes students, government employees, police and conductor mistake for not issuing tickets during rush hours

#### **Task 2: Financial model for Operational Subsidy**

- ❖ The firm shall collect information pertaining to the bus operations for preparation of detailed financial model considering all aspects of expenditures and revenues for each route
- ❖ Prepare a comprehensive financial model for each CNG bus routes based on data gathered from site surveys for calculation of operational subsidy considering all revenues and expenditures ensuring 20% return on equity to the operator
- ❖ The financial model for CNG Bus Operations shall be comprehensive in all respects and shall include revenues and expenditures listed below but not limited to:



## Components of Expenditures and Revenues

<b>ROUTE NO:</b>		
<b>Background Financial Information</b>		
Route Length (Km)		
Trip (Single Direction) Time (Min)		
Round Trip (Both Direction) Journey Time (Min)		
No. of Seats in a Bus		
Total Passenger Volume / Day		
Lay-over Time		
Hours of Operation		
No. of Working Days/Year		
No. of Non-Working Days/Year		
Drop in Passenger Volume in Non-Working Days		
Free of Charge Passengers		
Drop in Passengers during Summer Holidays		
	<b>From</b>	<b>To</b>
Peak Hours		
Off-Peak Hours		

<b>Fare Structure &amp; Revenue Analysis</b>		
<b>Stages for CNG AC Buses</b>	<b>%age of Passengers Travelling</b>	<b>Fare</b>
0 to 4 Km		
4.1 to 8 Km		
8.1 to 14 Km		
14.1 to 22 Km		
22.1 to 30 Km		
30.1 to 36 Km		
36.1 to 42 Km		
42.1 to 48 Km		
48.1 Km and above		

<b>Advertisement Revenue/ Bus/ Year</b>		
<b>Bus #</b>	<b>Revenue</b>	<b>%age of total revenue/Bus/Year</b>


**Cost**

**a) Variable Costs**

Avg. Fuel Consumption (Km/Ltr)			km/ ltr	
Drivers Salary per month				
Drivers Commission (%age of daily sale)				
Fare Collectors Salaries				
Change of Tyres			every	
Over-hauling cost per bus per year			after every	
Engine Oil			after every	
Gear Oil (Transmission)			after every	
Gear Oil (Differential)			after every	
Power Steering Oil			after every	
Brake Oil (Clutch & Brakes)			after every	
Engine Coolant			after every	
Chassis Grease			after every	
Wheel Bearing Grease			after every	
Oil Filter			after every	
Fuel Filter (Primary)			after every	
Fuel Filter (Secondary)			after every	
Power Steering Filter			after every	
Air Cleaner Element Set			after every	

**b) Fixed Costs**

Insurance p.a.	
Registration	
Number Plate Fee	
Token Fee per seat per quarter	
Bus Parking Fee (per bus per day)	
Admin Staff Salaries per bus per month	
Management Salaries per bus per month	
Workshop Staff Salaries per bus per month	
Operation Staff Salaries per bus per month	
Contingencies Expenses	
Utility Expense	

- ❖ Calculate Subsidy for each bus routes prevailing in the six cities based on the components of the cost

**Task 3: Authentication of Subsidy Claims**

- ❖ Random physical verification of quality of tracking facility hired by the Government
- ❖ Verification and validation of tracking reports generated by the tracking company and authentication of operational subsidy claim of the operator
- ❖ Suggest mode of verification and performance indicators for assessing delivery of services by bus operations.

**Task 4: Data Validation**

The firm shall conduct a ridership survey as mentioned in Task 1 and repeat the same process of surveys and operational subsidy validation bi-annually for a period of three years (*conducting 6 surveys in 36 months, keeping a gap of minimum 6 months between surveys*). The process of validation shall be simultaneous and shall be conducted for each CNG Bus route in six cities of Punjab.

**2.2 Deliverables**

S. No.	Deliverables	Timeline	Payment Composition	Discharge of Payment
1.	<p><b>First Report:</b></p> <ol style="list-style-type: none"> <li>1. Review of Existing Routes to Establish Data of:               <ol style="list-style-type: none"> <li>a. Components of expenditures and revenues</li> <li>b. Stage wise Passenger count on each route</li> <li>c. Actual and required Number of buses on each route</li> <li>d. Actual and required Headway on each route in peak and off-peak periods for both working days and weekends</li> <li>e. Determination of Operating hours</li> <li>f. Total number of Kilometers covered by each bus on each route (including dead and live miles)</li> <li>g. Minimum number of Kilometers to be covered by each bus for optimum operational subsidy</li> </ol> </li> <li>2. Random Inspection of VTS to:               <ol style="list-style-type: none"> <li>a. Assess Performance</li> <li>b. Validate Tracking Reports</li> <li>c. Suggest Improvements</li> <li>d. Review Bus Operators Performance</li> </ol> </li> </ol>	8-weeks (including Surveys execution)	10% of the Contract Value	Within Two Weeks upon Report Submission
2.	<p><b>Second Report</b></p> <ol style="list-style-type: none"> <li>1. Prepare financial model for Return on equity and validation</li> </ol>	1-weeks	5% of the Contract Value	Within Two Weeks upon Report Submission

	of subsidy claim			
3	<b>Third Report</b> 1. Final report of operational subsidy model after incorporating comments of Transport Department	3-weeks	5% of the Contract Value	Within Two Weeks upon Report Submission
<b>Total:</b>		<b>12 Weeks</b>	<b>20% of the Contract Value</b>	
<b>Note: The Successful Bidder shall perform the above deliverables as mentioned in Serial No. 1, 2 &amp; 3 bi-annually for a period of three years (i.e. repeat the same process six times in 36 months). The payment for deliverable shall be 20% for the first half, followed by 5 consecutive installments @ 16% for every successful completion of the deliverables.</b>				

### 2.3 Period of Contract

The successful bidder will be engaged for a period of three years and will have to conduct surveys and validate the subsidy claims bi-annually.

### 2.4 General Conditions of Surveys

The general conditions of the Survey include:

- The successful bidder will conduct surveys of 7 days to establish ridership on each route.
- The ridership surveys will be conducted on total number of buses plying on each route
- The successful bidder will execute ridership surveys for operational hours
- The Transport Department will have full right to review and monitor the processes of TPV
- The Transport Department may ask clarification on any process of the the TPV during the contract period. If any discrepancies or misconduct found by the Transport Department, the Department may penalise / terminate the contract with TPV firm

### 3 Instructions to Bidders

#### Definitions

- (a) "Agreement" means the Agreement signed by the Parties and all the attached documents.
- (b) "Bid" means Technical Bid and Financial Bid.
- (c) "Client" means the Transport Department (TD), Government of the Punjab.
- (d) "Data Sheet" means such part of the Instructions to the bidding firms which reflects specific conditions.
- (e) "Day" means calendar day.
- (f) "Firm(s)" means any legal entity registered with SECP or RoFs, which includes a Joint Venture (JV) or a Consortium.
- (g) "Government" means the Government of the Punjab and all its associated departments, agencies, autonomous/semi-autonomous bodies, local governments, boards, universities and similar other organizations.
- (h) "LOI" means the Letter of Invitation.
- (i) "Personnel" means professionals and support staff provided by the selected firm/ successful bidder to perform the Services or any part thereof;
- (j) "Proposal" means Technical Proposal and Financial Proposal.
- (k) "RFP" means the Request for Proposal.
- (l) "Services" means the tasks to be performed by firm/ successful bidder.
- (m) "Terms of Reference" (TOR) means the document included in the RFP as Section 2.

#### 1. Introduction

- 1.1 The Client will select a firm/ bidder in accordance with the evaluation criteria specified in the RFP.
- 1.2 The Firms/ Bidders are invited to submit Technical and Financial bids for the Services described in TOR. The bids should be in separate marked and sealed envelopes. The bidding firms shall bear all costs associated with the preparation and submission of their proposals.
- 1.3 The bidding firms should familiarize themselves with assignment conditions and take them into account in preparing their bids. To obtain first-hand information on the assignment, firms are encouraged to visit/ contact the Client on address mentioned in this RFP before submitting a bid.
- 1.4 The Client is not bound to accept any bid, and reserves the right to annul the selection process at any time prior to

Agreement award, without thereby incurring any liability to the bidding firms.

- |  |     |   |
|--|-----|---|
| <b>Conflict of Interest</b>                                    | 1.5 | The firms should hold the Client's interests paramount and strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.  |
| <b>Fraud and Corruption</b>                                    | 1.6 | The firms should adhere to the highest ethical standards, both during the selection process and throughout the execution of the Agreement. Transport Department will reject a bid for award if it determines that the firm has directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices.   |
| <b>Bid Validity</b>  | 1.7 | The bid will be valid for 90 days and extendable on consent of the client and the service provider.   |
| <b>2. Clarification and Amendment of RFP Documents</b>         | 2.1 | At any time before the submission of Bids, the Client may amend the RFP by issuing an addendum. The addendum shall be sent to all bidding firms and will be binding on them. The firms or bidders shall acknowledge receipt of all amendments. To give bidding firms reasonable time in which to take an amendment into account in their Bids the Client may, if the amendment is substantial, extend the deadline for the submission of Bids.  |
| <b>3. Preparation of Bids Technical Bid Format and Content</b> | 3.1 | <p>The bidder shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms in Section-6.</p> <ul style="list-style-type: none"><li>(a) A brief description of the firms' organization and an outline of recent experience of the firms (each partner in case of joint venture) on assignments of a similar nature are required in Form TECH-1 of Section-6.</li><li>(b) Financial soundness of the firms in terms of annual turnover and net-worth of the firm (Form TECH-8, and TECH-9 respectively of Section-6).</li><li>(c) A description of the work plan for performing the assignment covering the following subjects: work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical bids is provided under Form TECH-2 of Section-6. The work plan should be consistent with the Survey Schedule (Form TECH-3 of Section-6).</li><li>(d) A detailed description of the assurance of quality, if the Data Sheet specifies Quality Assurance as a</li></ul> |

specific component of the assignment. (Form TECH-4 of Section-6).

3.2 The Technical bid shall not include any financial information. A Technical bid containing financial information may be declared non responsive.

**Financial Bids**

3.3 The Financial bid shall be prepared using the attached Standard Forms: FIN-1 (Section-6). It shall list all costs associated with the assignment, including (a) Survey Cost for all routes listed in Section 1 in major Cities (b) Financial model development cost based on the components but not limited to mentioned one. All activities and items described in the Technical bid must be priced; activities and items described in the Technical bid but not priced, shall be assumed to be included in the prices of other activities or items.

**Taxes**

3.4 The firm or bidder may be subject to local taxes (such as: withholding, value added, or sales tax or income taxes on non-resident Foreign Personnel, duties, fees, levies) on amounts payable by the Client under the Agreement. All taxes, levies and rates shall be borne by the bidder and any such cost shall be covered in financial bid.

3.5 The bidders should express the price of their services in Pakistan Rupees.

**4. Submission, Receipt, and Opening of Bids**

4.1 The original shall contain no interlineations or overwriting, except as necessary to correct errors made by the firms/ bidders themselves. The person who signed the bid must initial such corrections. Submission letters for both Technical and Financial bids should respectively be in the format of TECH-1 to TECH-9 of Section-6, and FIN-1 of Section-6 respectively.

4.2 An authorized representative of the firm/ bidder shall initial all pages of the original Technical and Financial Bids. The authorization shall be in the form of a written power of attorney accompanying the Bid or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Bids shall be marked "Original".

4.3 The Technical bid shall be marked "ORIGINAL" or "COPY" as appropriate. The Technical bids shall be sent to the addresses and in the number of copies indicated in the Data Sheet. All required copies of the Technical Bid are to be made from the original. If there are discrepancies between the original and the copies of the Technical bid, the original governs.

4.4 The original and all copies of the Technical bid shall be placed in a sealed envelope clearly marked "Technical bid" Similarly, the original Financial Bid shall be placed in a sealed envelope clearly marked "Financial bid" followed by

the name of the assignment, and with a warning “Do Not Open” With The Technical bid.” The envelopes containing the Technical and Financial bids shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the Assignment, clearly marked “Do Not Open, Except in Presence of the Official Appointed, Before Submission Deadline”. The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Bid rejection. If the Financial bid is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the bid non-responsive.

4.5 The bids must be sent to the address indicated in the Data Sheet and received by the Client no later than the time and the date indicated above and in the Data Sheet. Any proposal received by the Client after the deadline for submission shall be returned unopened.

**5. Bid Evaluation**

5.1 From the time the bids are opened to the time the Agreement is awarded, the firms should not contact the Client on any matter related to its Technical and/or Financial bid. Any effort by firms to influence the Client in the examination, evaluation, ranking of Bids, and recommendation for award of Agreement may result in the rejection of the firms' Bid.

**Evaluation of Technical Bids**

5.2 The evaluation committee shall evaluate the Technical bids on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, specified in the Data Sheet. A Bid shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

**Public Opening and Evaluation of Financial Bids**

5.3 After the technical evaluation is completed, the Client shall inform the firms/ bidders who have submitted bids the technical scores obtained by their Technical bids, and shall notify those firms whose Bids did not meet the minimum qualifying mark or were considered non responsive to the RFP and TOR, that their Financial bids will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing firms that have secured the minimum qualifying mark, the date, time and location for opening the Financial bids. Firms' attendance at the opening of Financial bids is optional. The opening date shall be set so as to allow interested firms sufficient time to make arrangements for attending the opening.

5.4 Financial bids shall be opened publicly in the presence of the firms' representatives who choose to attend. The name of the firms and the technical scores of the firms shall be read aloud.



- 6. Negotiations** 6.1 There shall be no negotiations with the bidders as stated in the PPRA Rule 2009.
- 7. Award of Agreement** 7.1 After completing evaluations, the Client shall award the Agreement to the selected firm and promptly notify all firms who have submitted bids. After Agreement signature, the Client shall return the unopened Financial Bids to the unsuccessful bidders.
- 7.2 The firm is expected to commence the assignment on the date and at the location specified in the agreement/contract.
- 8. Confidentiality** 8.1 Information relating to evaluation of bids and recommendations concerning awards shall not be disclosed to the firms who submitted the Bids or to other persons not officially concerned with the process, until the award of Agreement. The undue use by any firm of confidential information related to the process may result in the rejection of its bid and may be subject to the provisions relating to fraud and corruption.
- 9. Contract Termination** The client will have the right to terminate the contract if the service solicited is found not desirable.
- 10. Financial Closure.** It would be around three months or more as appropriate from the date of signing of the contract for the services.
- 11. Due Diligences** The information given in this RFP is only for guidance purposes. The provided information as well as any information collected is being provided for bidders' guidance only and the bidders at their own discretion may and may not use the information for the purpose of developing their proposals.
- All verification of information related to physical, technical, administrative and legal state of affairs shall solely be the responsibility of the bidder as part of his due diligences and the Transport Department or its representatives shall accept no responsibility for any defect, error, or discrepancy contained therein.
- The bidders intending to conduct their due diligence will request Transport Department, in writing, at least one week in advance and one week before proposal submission date to allow access to project area and for any information in possession of Transport Department
- 12. Confidentiality Issues** Information relating to the examination, clarification, evaluation, comparison of bids, and recommendations for the award of a contract, shall not be disclosed to any

bidder or any other persons not officially concerned with such process until the award to the successful bidder has been announced. The successful bidder shall not, during or after the term of Operational Agreement, disclose any proprietary or confidential information relating to the services, the Operational Agreement, this RFP, the Department's information and operations without the prior written consent of the Transport Department.

## 4 Data Sheet

<b>INSTRUCTIONS</b>
<b>Method of Selection:</b> Single Stage Two Envelope
<b>Name of the Assignment:</b> Third Party Validation of Operational Subsidy to Urban Bus Operators”.
<b>Pre-bid Conference</b> As part of the bidding process a pre-bid meeting for potential bidders will be held on 10 <sup>th</sup> <b>September, 2013</b> at 1000 hrs at the Transport Department committee room, 11-A Egerton Road, Lahore. Participation of potential bidders in this meeting though not mandatory, however, is encouraged. This meeting will be aimed at providing an opportunity to the potential bidders for seeking any clarifications or explanations on the bid documents, scope of services to be provided, bidding process or any other matter important to the bidders. In the interest of productiveness of the pre-bid meeting, the bidders are requested, as far as possible, to submit their written questions prior to the conference. Meeting Minutes, questions raised and answers / responses thereof shall be transmitted within 3 days to all bidders.
<b>Name of the Client’s Representative:</b> Deputy Secretary (Planning) Transport 11-A , Egerton Road, Transport House, Lahore
<b>Client Responsibility:</b> The Client will provide the following inputs and facilities: Information regarding operators plying buses, bus routes and reports from Vehicle Tracking System installation firm
<b>Bid Validity:</b> Bid must remain valid for ninety (90) days after the last date of submission date.
<b>Clarifications:</b> Clarifications may be requested not later than seven (07) days before the submission date. The address for requesting clarifications is:  Deputy Secretary (Planning), Transport Department Transport House 11-A Egerton Road Lahore, Punjab, Pakistan Tel: 042 9920 5361-2 Fax: 042 9920 5363 Email: correspondence.tpu@gmail.com
<b>Language of the Bid:</b> Bids shall be submitted in the language: <i>English</i>
<b>Single party/ Joint Venture/ Consortium:</b> A Prospective Bidder may be a single entity or may take the form of a joint venture /Consortium comprising of companies, firms, corporate bodies or other legal entities.  Each Joint Venture/ Consortium shall appoint and authorize one (1) lead member ("Lead Member") to represent and irrevocably bind all members of the Joint Venture/ Consortium in all matters connected with the bidding process, including but not limited to the submission of the bidding document on behalf of the Joint venture taking part in the opening of bids and signing of contracts. The venture agreement shall contain requirements on the Lead Member throughout the term of the agreement to subscribe and maintain a shareholding of minimum 40% in the consortium.

**Amounts Payable:** Amounts payable by the Client to the firm under the agreement will be subjected to local taxation

**Bid Submission Documents:** The firms must submit the one (01) original and three (3) copies of the Technical Bid, and the original of the Financial Bid.

**Bid Security:** Prospective Bidders shall be required to submit Bid Security in form of Call Deposit Receipt / Demand Draft/ Bank Draft of PKR One Hundred Thousand (**100,000**) as a bid security in favour of Section Officer General, Department of Transport issued by a scheduled bank allowed/ carrying financial transactions in PAKISTAN. The bid security shall be dis-dragged/ returned to all unsuccessful bidders after declaration of the name of the successful bidder, and signing of the agreement with the successful bidder.

A bid security may be forfeited;

- a. If the Bidder withdraws its bid during the period of bid validity
- b. In case of successful bidder, if it fails within the specified time to
  - i. Furnish the necessary bid security for assignment
  - ii. Sign the contract agreement
  - iii. Achieve the financial close
- c. In case of default

Withdrawal of a bid during the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the Form of Bid may result in forfeiture of the Bid Security.

**Performance Guarantee:** A bank/ performance guarantee shall be furnished by the successful bidder in the form of three (03) separate pay-orders or a bank drafts or a Bank guarantees upon signing of the contract agreement, in favour of Section Officer General, Department of Transport issued by a scheduled bank allowed/ carrying financial transactions in PAKISTAN.

<b>Performance Guarantee</b>	<b>Percentage Distribution</b>	<b>Retention Period</b>
Performance Guarantee 1	4 % of Contractual Value	12 Months
Performance Guarantee 2	3 % of Contractual Value	24 Months
Performance Guarantee 3	3 % of Contractual Value	36 Months
<b>Total</b>	<b>10 % of Contract Value</b>	

The performance guarantee will be retained for the a period of 12, 24, and 36 months for Performance Guarantee 1, Performance Guarantee 2, and Performance Guarantee 3 respectively.

## 5 Criteria for Bid Evaluation

### 5.1 Technical Evaluation Criteria

Sr. No.	CRITERIA	MAXIMUM POINTS															
<b>I</b>	<b>Experience of Transport Surveys</b>	<b>15</b>															
	Three (03) points will be awarded for each project undertaken of similar nature. A maximum of fifteen (15) points will be awarded for five (05) or more projects. The bidder must have undertaken at least one project of similar nature to score in this section; no point will be awarded to a bidder without previous experience in transport surveys.																
<b>II</b>	<b>Number of Similar Validation Assignments</b>	<b>15</b>															
	Three points (03) points will be awarded for each similar assignment performed. A maximum of fifteen (15) points will be awarded for five (05) or more projects. The bidder must have undertaken at least one project of similar nature to score in this section; no point will be awarded to a bidder without previous experience.																
<b>III</b>	<b>Technical Expertise</b>	<b>10</b>															
	Two and half (2.5) points will be awarded for each of the following disciplines within the company / organization. A maximum of 10 points will be awarded for an organization having expertise in all the sectors mentioned in the table given below:																
	<table border="1"> <thead> <tr> <th>Sr. No</th> <th>Sectors within Organization</th> <th>Point</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Team Leader -Transport Planning Specialist</td> <td>2.5</td> </tr> <tr> <td>2.</td> <td>Financial Analyst</td> <td>2.5</td> </tr> <tr> <td>3.</td> <td>Data Analyst/ Statistician</td> <td>2.5</td> </tr> <tr> <td>4.</td> <td>Tracking Specialist - GIS/ IT Specialist</td> <td>2.5</td> </tr> </tbody> </table>	Sr. No	Sectors within Organization	Point	1.	Team Leader -Transport Planning Specialist	2.5	2.	Financial Analyst	2.5	3.	Data Analyst/ Statistician	2.5	4.	Tracking Specialist - GIS/ IT Specialist	2.5	
Sr. No	Sectors within Organization	Point															
1.	Team Leader -Transport Planning Specialist	2.5															
2.	Financial Analyst	2.5															
3.	Data Analyst/ Statistician	2.5															
4.	Tracking Specialist - GIS/ IT Specialist	2.5															
	The bidder must have technical expertise in the sectors of Transport Planning and Financial Analyst to score in this section; no point will be awarded for Sr. No. 3 and 4 alone.																
<b>IV</b>	<b>Annual Turn Over (Latest audited Financials)</b>	<b>10</b>															
	<b>Description</b>	<b>Points Allocation</b>															
	Greater or equal to PKR 20 million	10															
	Greater or equal to PKR 15 million but less than PKR 20 million	8															
	Greater or equal to PKR 10 million but less than PKR 15 million	6															

	Greater or equal to PKR 5 million but less than PKR 10 million	4
	Less than PKR 5 million	2
<b>V</b>	<b>Net Worth as per Audited Report</b>	<b>10</b>
	<b>Description</b>	<b>Points Allocation</b>
	Greater or equal to PKR 30 million	10
	Greater or equal to PKR 25 million but less than PKR 30 million	8
	Greater or equal to PKR 20 million but less than PKR 25 million	6
	Greater or equal to PKR 15 million but less than PKR 20 million	4
	Less than PKR 15 million	2
	1 "Annual Turnover": means the value of total gross revenue of the entity concerned for a given financial year.	
	<b>Overall Total</b>	<b>60</b>
<b>Note:</b> The prospective bidder must obtain 60% or more score to qualify technical evaluation.		

### Financial Capability

- a. Annual Turnover (10 points)  
b. Net worth (10 points)

The Bidders should provide information regarding the above based on audited annual accounts. The Application must be accompanied by the audited Balance Sheet and Profit and Loss Account of the Bidder (of each member in case of a consortium) for the last 3 years. The point's allocation will be according to the outline given in respective tables mentioned in Section 4:

### 5.2 Financial Evaluation Criteria

Financial evaluation will be based solely on the lowest amount for the assignment proposed by the bidder.

The Bidder having lowest quoted price of the overall assignment and having score of 60% or above in technical criteria will be successful.

## 6 Standards Forms to Be Filled By the Bidder

### CHECKLIST FOR PERFORMAS TO BE ATTACHED

Please fill the Checklist of the Documents to be submitted for Technical and Financial Evaluation along with the documentary evidence where applicable and required

Sr. No	Document	Page Number <i>(To be filled by Concessioner )</i>	Please Tick if Attached
<b>Bid Submission Form</b>			
<b>Bidder's Profile Summary (Technical Forms)</b>			
1.	Bidder's Organization Form: (Tech-1)		
2.	Methodology and Work Plan (Tech-2)		
3.	Survey Work Plan for Data Collection (Tech-3)		
4.	Quality Assurance Plan (Tech-4)		
<b>Technical Evaluation Criteria</b>			
5.	Experience of Transport Surveys (Tech-5)		
6.	Number of Similar Assignments (Tech-6)		
7.	Technical Expertise (Tech-7)		
8.	Annual Turnover (Latest Audited Financials) (Tech-8)		
9.	Net Worth as Audited Report (Tech-9)		
<b>Financial Proposal-Standard Forms</b>			
10.	Cost Details (FIN-1)		

**Authorized Signature:** \_\_\_\_\_

**Name & Designation:** \_\_\_\_\_

**Company Seal:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

# **Standard Performa to be filled by Bidder**

## **Bid Submission Form**

[Location, Date]

To:

Deputy Secretary (Planning),  
Transport Department  
11-A Egerton Road Lahore

Dear Sir,

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

We hereby declare that all the information and statements made in this Bid are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Bid is binding upon us and subject to the modifications resulting from Agreement negotiations.

We understand you are not bound to accept any Bid you receive and we bear all the cost associated with this bid and its submission process.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_



## **BIDDER PROFILE SUMMARY**

### **1. Background**

<b>No.</b>	<b>Requirement</b>	<b>To be filled by Bidder</b>
1.1	Name of Firm	
1.2	Registration No. of Firm with SECP	
1.3	Date and place of registration	
1.4	Years of Experience since Registration	
1.5	Type of Firm (Public, Private, Limited, etc.)	
1.6	Owners' Names	
1.7	Name of Board of Directors/ Chief Executive /Chief Operating Officer	Please attach list
1.8	Present H/O Address and Last Former Address (if any)	
1.9	E-mail	
1.10	Phone/Fax	
1.11	URL	

### **2. Financial**

<b>No.</b>	<b>Requirement</b>	<b>To be filled by Bidder</b>
a.	National Tax Number	
b.	GST Number	
c.	Total tax paid in last 3 years (attach tax return as proof)	

**Bidder's Organization**

***Provide a brief (maximum 5 pages) description of the background and organization of your firm and each partner for this assignment***

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

1. Firm Background:
2. Chief Executive Officer:
3. Board of Directors / Partners.
4. Departmental Structure of the Firm

Whether your Firm is ISO Certified? If so provide a copy of ISO Certification.

[Empty space for bidder's response]

## Methodology and Work Plan

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

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

a) Technical Approach and Methodology. you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.

b) Work Plan. You should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Survey Schedule of Form TECH-3.

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



**CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

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

**2. Name of Firm** [*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 :**

<i>Degree</i>	<i>Major/Minor</i>	<i>Institution</i>	<i>Date (MM/YYYY)</i>

**7. Membership of Professional Associations:** \_\_\_\_\_

**8. Other Training** [*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.*]:

<i>Employer</i>	<i>Position</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>

**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: \_\_\_\_\_ Cost of Project \_\_\_\_\_  
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: \_\_\_\_\_

Year: \_\_\_\_\_ Location: \_\_\_\_\_ Client: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

*[Unroll the project details group and continue numbering (4, 5, ...) as many times as is required]*

**13. Certification:**

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

\_\_\_\_\_ Date: \_\_\_\_\_

*[Signature of staff member or authorized representative of the staff]*

*Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_

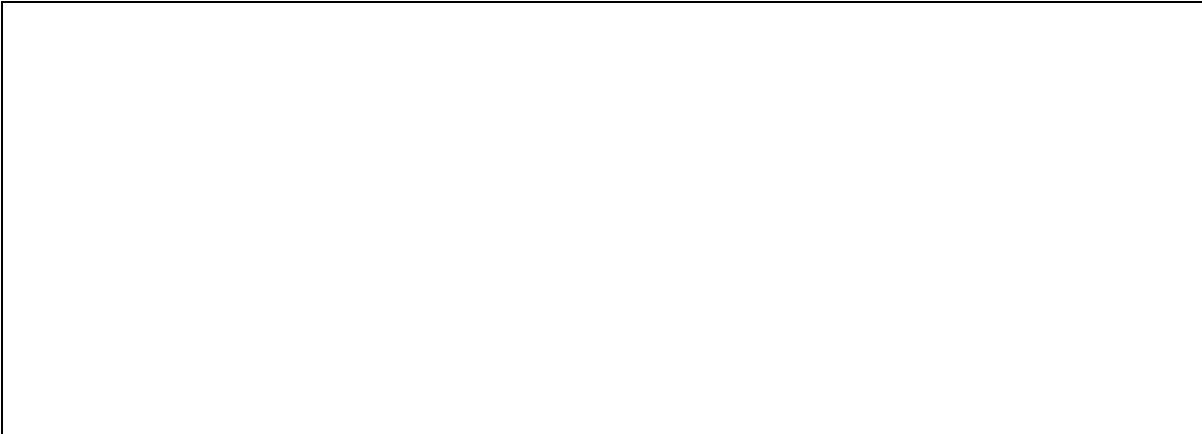
**Survey Work Plan for Data Collection**

No.	City	Activities	2013	
			Week	Month
1				
2				
3				
4				
5				
6				
7				

**Quality Assurance Plan**

The bidder shall submit the quality assurance plans to be prepared and adopted during the execution of assignment to ensure quality and non-biasness in surveys. The comprehensive plans shall be prepared by the successful bidder after signing of the Agreement which shall be duly approved by the Transport Department.

**QUALITY ASSURANCE PLAN**

A large, empty rectangular box with a thin black border, intended for the bidder to submit their Quality Assurance Plan. The box is centered horizontally and occupies a significant portion of the lower half of the page.



**EXPERIENCE OF TRANSPORT SURVEYS**

**Max: 15 Points**  
**(Attach documentary proof in the format attached below)**

<b>Select appropriate box, use tick in one box.</b>			
<b>Project Experience</b>	<b>Allocated Points</b>	<b>Tick Box Below</b>	<b>Points Awarded</b> <i>(To be Filled By The Transport Department)</i>
5 or More	15		
4	12		
3	9		
2	6		
1	3		
<b>Total Points Scored</b> <i>(To be Filled By The Transport Department)</i>			

\_\_\_\_\_ (Seal)

(Signature of Authorized Signatory)

(Name, Title, Address, Date)

### Firm's Experience

*[Using the format below, provide information on each assignment for which your firm, was legally contracted for carrying out services similar to the ones requested. Please provide Client's certification and/or evidence of the contract agreement.]*

Assignment name:	Cost of the Project
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No of staff-months (by your firm) on the assignment:
Start date (month/year): Completion date (month/year):	1- Total Value of the Services Agreement. 2- Value of the services provided by your firm under the agreement (in PKR):
Name of associated Consultants, if any:	No of professional staff-months provided by associated Consultants:
Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	
Narrative description of Project	
Description of actual services provided by your staff within the assignment	
1. Firms Name: .....	
2. Certificate by the Client / Employer that the work was successfully completed by the consultant.	

**NUMBER OF SIMILAR ASSIGNMENTS**

**Max: 15 Points**

**(Attach documentary proof)**

Select appropriate box, use tick in one box.			
Maintenance Experience	Allocated Points	Tick Box Below	Points Awarded <i>(To be Filled By The Transport Department)</i>
5 or More	15		
4	12		
3	9		
2	6		
1	3		
Total Points Scored <i>(To be Filled By The Transport Department)</i>			

\_\_\_\_\_ (Seal)

(Signature of Authorized Signatory)

(Name, Title, Address, Date)

**TECHNICAL EXPERTISE**

**Max: 10 Points**

**(Attach Documentary Proof in Form of CVs, Resources & Organo-Gram)**

Select appropriate box, use tick in one box.			
Technical Sector Expertise	Allocated Points	Tick Box Below	Points Awarded <i>(To be Filled By The Transport Department)</i>
Team Leader – Transport Planning Specialist	2.5		
Financial Analyst	2.5		
Data Analyst / Statistician	2.5		
Tracking Specialist – GIS / IT Specialist	2.5		
Total Points Scored <i>(To be Filled By The Transport Department)</i>			
<p>Note: The bidder must have technical expertise in the sectors of Transport Planning and Financial Analyst to score in this section; no point will be awarded for Sr. No. 3 and 4 alone.</p>			

\_\_\_\_\_ (Seal)

(Signature of Authorized Signatory)

(Name, Title, Address, Date)

**ANNUAL TURNOVER**

(i).Financial Year [insert the year]

<p><b>Prospective Bidder</b> <b>(or if the Prospective Bidder is a Consortium, the relevant Consortium Member)</b></p>
<p>[insert the value of total gross revenue in PKR]</p>

(Signature of Authorized Signatory)

Bidder seal & stamp

Signature, Name, Address and Membership No. of Chartered Accountant

**NET WORTH**

(i). Financial Year End (insert the date and year)

<b>Prospective Bidder (or if the Prospective Bidder is a Consortium, the relevant Consortium Member)</b>		
<b>Value of Total Assets</b>	<b>Total Liabilities</b>	<b>Net Worth</b>
[insert the amount in PKR]	[insert the amount in PKR]	[insert the amount in PKR]

(Signature of Authorized Signatory)

Bidder seal & stamp

Signature, Name, Address and Membership No. of Chartered Accountant

**Note:**

The financial data shall be expressed in Pakistani Rupees (PKR). Exchange rate if utilized should mention separately along with the date for which it is being considered.

The Prospective Bidder, or if the Prospective Bidder is a Consortium, the relevant Consortium member, shall support the provided financial data by submitting (i) audited financial statements, duly certified by a certified chartered accountant, for the most recent three (3) full financial years for which such statements are available, including the consolidated balance sheet, income statement, statement of cash flows and the accompanying notes, and (ii) a confirmation letter from an independent auditor, to demonstrate that it satisfies the relevant financial criterion.

**FINANCIAL BID-STANDARD FORMS**

**Form: FIN 1**

<b>Item</b>	<b>Bid Amount<sup>1</sup></b>
<b>Transport Surveys</b>	
<b>Financial model (including development &amp; due diligence)</b>	
<b>Total Financial Bid Amount</b>	

<sup>1</sup> Bid amount includes all taxes, levies, and service charges

#



## PERFORMANCE BANK GUARANTEE

Transport Department  
Government of the Punjab  
11-A, Egerton Road,  
Lahore  
Pakistan

Dear Sir,

Ref; our Bank Guarantee No. \_\_\_\_\_ in the sum of \_\_\_\_\_ Account \_\_\_\_\_ in consideration of you having entered into agreement \_\_\_\_\_ No. \_\_\_\_\_ Dated \_\_\_\_\_ with \_\_\_\_\_ called TPV Firm and in consideration for value received.

From the TPV Firm we hereby agree and undertake as followings:

i. To make an unconditional payment in three (03) separate pay-orders or bank drafts or bank guarantees making a total of (10%) Ten percent of the value of the contract price as per the schedule mentioned in the table below upon signing of this contract agreement, in favour of Section Officer General, Department of Transport issued by a scheduled bank allowed/ carrying financial transactions in PAKISTAN.

<b>Performance Guarantee</b>	<b>Percentage Distribution</b>	<b>Retention Period</b>
Performance Guarantee 1	4 % of Contractual Value	12 Months
Performance Guarantee 2	3 % of Contractual Value	24 Months
Performance Guarantee 3	3 % of Contractual Value	36 Months
<b>Total</b>	<b>10 % of Contract Value</b>	

**NOTE:**

The performance guarantee will be retained for the a period of 12, 24, and 36 months for Performance Guarantee Period 1, 2, and 3 respectively, and will be released upon successful completion of task/ services as agreed.

ii. To accept written intimation from you as conclusive and sufficient evidence of the existence of the default or breach as aforesaid on the part of (TPV Firm) and to make payment accordingly within 3 (three) days of receipt thereof.

iii. To keep this guarantee in full force from the date hereof until the time mentioned in the above schedule.

iv. That no grant of time or other indulgence to, amendment in the terms of the Contract by Agreement between the parties, or imposition or Agreement with (TPV Firm) in respect of the performance of his obligations under the said Agreement, with or without notice to us, shall in any manner discharge or otherwise affect this Guarantee and our liabilities and commitments there under.

v. This Guarantee shall be binding on us and our successor's interest and shall be Irrevocable.

vi. This guarantee shall not be affected by any change in the constitution of the Guarantor Bank or the constitution of the (TPV Firm).

(BANKER)