

SECTION – 4

TECHNICAL BID REQUIREMENTS

In order for PLL to evaluate the bids as per the criteria set out in Section-2(II), the following information needs to be submitted along with the proposals:

Information and Documents required for Technical Bid

The Consultants shall submit the following information along-with supporting documentary evidence:

1. Consultant / Consultancy Firm's Establishment / Registration Details
2. Consultant / Consultancy Firm's Relevant Experience Details
3. Details regarding Academic & Professional Qualifications of Project Team
4. Information Detailing Financial Strength & Audited Statements
5. Proposed Methodology

Note: Forms given below may be used as a reference for providing the required information.

Form B-1. Qualification & Expertise of Key Professional Staff

1. Name
2. Profession/Expertise
3. Date of Birth
4. Nationality
5. Years with the Firm
6. Languages and degree of proficiency
7. Experience
 - a. Type/Nature: Upstream/downstream gas industry, LNG import
 - b. Job responsibilities
 - c. Duration
8. Membership of Professional Societies
9. Academic Qualification
10. Other Trainings

I, the undersigned, certify that, to the best of my knowledge and belief, these bio-data correctly describes myself, my qualifications and my experience.

Signature: Dated:

Note:

- *Please fill one form for each expert as per above format.*
- *Additional information may be attached with the form.*

Form B-2. Information Form

1. Name of Consultant [Lead partner, if association]

- Address
- Telephone No(s)
- Fax Number
- E-mail Address

2. Description of consulting firm (ownership/organization)

3. Experience (Number of Years)

- Local/National
- International

2. Name(s) and Address(es) of Associates; if a *N*, their short description and description of their role in the *N*/Association.

5. Experience of the Consultants (on appended B-3 form) during the last 3 years.

6. Organization chart showing consultant's structure.

7. Financial standing of Consultant (Audited Financial Statements for the last 3 years).

- Subsidiaries and associates.
- Financial reference [name/address of bank(s)]

8. Professional staff proposed for the assignment on Form B-1.

9. Additional information

Yours truly,

Name of Authorized Representative

Position Date

Form B -3. Assignments Completed by the Consultants during last 3 Years

[Name of the Firm/Consultant]

1. Name of Assignment
2. Country
3. Name of Client
4. Address
5. Start Date Month/Year
6. Completion Date Month/Year
7. No. of Staff / professionals
8. Total Nos. of Staff Months
9. Approximate Value of Services
10. Name of Other JV Firms (if any)
11. No. of Staff/Staff Months Provided by the N partner(s):
12. Description of Project
13. Description of Services Provided by the Firm

Notes:

- *One form for each assignment.*
- *Description of Services (item 13) shall highlight the services rendered by the firm.*
- *Additional information may be attached with the form.*
- *Documentary evidence of experience to be provided.*

Form B-4. Proposed Methodology and Work Plan

Methodology

The methodology shall include Consultants' understanding of the Project/Assignment Objectives, proposed consulting services envisaged to meet the Project Objectives, approach adopted for carrying out the Services, methodology for carrying out related activities, staffing, and the expected output and deliverables. Highlight anticipated issues/problems, challenges, their importance, and suggest approach to address them.

Work Plan

Consultants to submit a work plan for the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client) and deliverables. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the scope of the work and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, hard copies, soft copies with native format and tables to be delivered as final output, should be included here.