



**SUI NORTHERN GAS PIPELINES LIMITED**

**HIRING OF CONSULTANCY SERVICES FOR DESIGNING ALONG  
WITH MODIFICATION OF EXISTING FURNITURE  
LAYOUT/DESIGN OF SUI NORTHERN GAS PIPELINES LIMITED  
(SNGPL) CONSISTING OF HEAD OFFICE, REGIONAL OFFICES,  
SUB-REGIONAL OFFICES, TRANSMISSION OFFICES, CUSTOMER  
SERVICE CENTERS & COMPLAINT CENTERS ETC.**

**REQUEST FOR PROPOSAL**

**(RFP)**

**JULY, 2026**

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WITH MODIFICATION OF EXISTING FURNITURE  
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## 1. INSTRUCTION TO THE CONSULTANTS/BIDDERS

All the consultants are required to prepare their proposals as per guidelines given in RFP.

### 1.1 GENERAL INFORMATION

|    |                                                                            |                                                                                                                                                                                                                                                                                                   |
|----|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Project Title                                                              | Hiring of Consultancy Services for Designing along with Modification of Existing Furniture Layout/Design of Sui Northern Gas Pipelines Limited (SNGPL) consisting of Head Office, Regional Offices, Sub-Regional Offices, Transmission Offices, Customer Service Centers & Complaint Centers etc. |
| 2  | Tender Enquiry No.                                                         | CC/DESIGNING/2026/01                                                                                                                                                                                                                                                                              |
| 3  | Starting date for issuance of RFP documents                                | As per tender Notice advertised                                                                                                                                                                                                                                                                   |
| 4  | Last date for issuance of RFP documents                                    | As per tender Notice advertised                                                                                                                                                                                                                                                                   |
| 5  | Non-working days                                                           | Saturdays, Sundays and Public Holidays                                                                                                                                                                                                                                                            |
| 6  | RFP issuance timing                                                        | 0900-1600 on all working days-as per EPADS                                                                                                                                                                                                                                                        |
| 7  | Closing date and time for Submission of Proposals                          | As per tender Notice advertised                                                                                                                                                                                                                                                                   |
| 8  | Opening date and time of Proposals                                         | As per tender Notice advertised                                                                                                                                                                                                                                                                   |
| 9  | Venue for Issuance of RFP, receiving of Proposals and Opening of Proposals | INCHARGE (CIVIL)<br>2 <sup>ND</sup> FLOOR, S.N.G.P.L. HEAD OFFICE,<br>21-KASHMIR ROAD, LAHORE                                                                                                                                                                                                     |
| 10 | Bid Bond/Security                                                          | Rs. 100,000/- mandatory to be submitted with Technical Bid                                                                                                                                                                                                                                        |
| 11 | Validity of Bids                                                           | 120 days after opening of Technical Bids                                                                                                                                                                                                                                                          |

### 1.2 INSTRUCTIONS

- 1.2.1 The proposals against this RFP are invited on **Single stage two envelopes system basis**. The proposals shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the **"TECHNICAL PROPOSAL"** and the **"FINANCIAL PROPOSAL"**.
- 1.2.2 The envelopes shall respectively be marked as **"TECHNICAL PROPOSAL"** and **"FINANCIAL PROPOSAL"** in bold and legible letters to avoid confusion and sealed properly.
- 1.2.3 Initially, only the envelopes marked as **"TECHNICAL PROPOSAL"** shall be opened.
- 1.2.4 The envelope marked as **"FINANCIAL PROPOSAL"** shall be retained in the custody of SNGPL without being opened.
- 1.2.5 SNGPL shall evaluate the **"TECHNICAL PROPOSAL"** in accordance with the terms and conditions of the RFP without reference to the price and will reject any proposal which does not conform to the specified requirements. Bid Bond/Bid Security in hard form along with hard copies of Tender (signed & stamped) must be submitted before tender submission date and time otherwise bid would be declared non-responsive. Tender would be called through EPADS; however, Bidder must submit the Technical & Financial Proposals in hard form before Tender Closing Time & Date otherwise the Bids shall not be accepted.
- 1.2.6 SNGPL will accept Joint Venture as per following PPRA description **"JOINT VENTURE (JV)"** means an association with or without a legal personality distinct



- JV to be registered with SFCP.
- from that of its members, of more than one Consultant where one member (Lead Party) 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 the Procuring Agency for the performance of the Contract. JV to be registered with SFCP.
- 1.2.7 During the technical evaluation, amendment in the technical proposal may not be permitted. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However, the procuring agency may seek and accept clarifications to the bid that do not change the substance of bid. Therefore, Consultants are required to submit their offers complete in all respects and addressed to:-

**INCHARGE (CIVIL)  
2ND FLOOR, SNGPL HEAD OFFICE,  
21-KASHMIR ROAD, LAHORE**

- 1.2.8 After evaluation of the **"TECHNICAL PROPOSAL"** the company may within the validity period, publicly open the financial proposals of the technically accepted Proposals only at a time, date and venue announced and communicated in advance to all technically acceptable Consultants/bidders.
- 1.2.9 The **"FINANCIAL PROPOSAL"** of the Proposals found technically non-responsive shall be returned unopened to the respective Consultants.
- 1.2.10 **TECHNICAL PROPOSAL SHALL INCLUDE**
- a) Complete RFP with each page duly signed and stamped
  - b) All documents required as per RFP and "Technical Evaluation Criteria". The, Technical Proposal Submission Form and Project details should be on specified formats given in this RFP.
- 1.2.11 In case of holiday(s) falling on the date of Proposals opening Proposals will be opened at the same time on the next working day. It will be the responsibility of the bidder/ Consultant to deliver the Proposals before the closing time. The Company does not take any responsibility, whatsoever, of collection of Proposals from any agency. Proposals received after the Tender closing date and time will not be considered and will be returned.
- 1.2.12 Only one authorized representative of a Consultant/Bidder will be allowed to attend the public opening of Proposals, who will be required to submit an authority letter (as per specimen attached as **Appendix 'D'**) in his favor issued by the respective Consultant(s)/bidder(s) for attending the public opening of Proposals, failing which he will not be allowed to attend the public opening.
- 1.2.13 Non-compliance of above terms and conditions may result in rejection of the Proposal.

### **1.3 WORKING CONDITIONS**

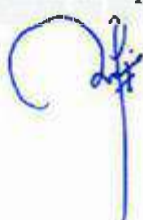
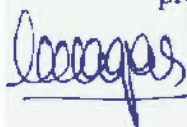
The Consultants shall consider the location of assignments throughout the area of operations of SNGPL affecting in any way the cost of services etc., before tendering. The work is to be completed in all respects.

### **1.4 CLARIFICATIONS, INTERPRETATIONS**

- 1.4.1 The Consultant shall study the scope of work and TOR (Appendix-A) carefully. Any information, clarifications, interpretations sought by the intending Consultants must

be referred in writing to Company as per date issued on web and SNGPL will issue necessary instructions in writing to all Consultants simultaneously, which will become part of the contract. The Consultants shall sign copies of all such addenda and submit them together with the RFP. Verbal discussions shall not to be considered binding.

- 1.4.2 No extension in the closing date shall be demanded on account of any such clarification and/or interpretation having received late. If no clarification is obtained within the prescribed time and later on any discrepancy (e.g. mismatch between any RFP etc.,) is noticed, then the decision of the Company shall be final and binding.
- 1.4.3 Proposals should not have any over-writings. Corrections, if any, must be made by deleting and re-writing. All such deletions/cuttings must be authenticated by additional signatures.
- 1.4.4 Proposals carrying over-writing are likely to be disregarded. No Consultant will be permitted to alter his Proposal after the Proposals have been opened, but clarifications not altering the substance of the Proposal may be solicited and/ or accepted.
- 1.4.5 No Consultant will be asked or required to alter the substance of his Proposal. It is the intention of Sui Northern Gas Pipelines Limited, to deal directly with manufacturers of the items required.
- 1.4.6 All deviations from or exceptions to, or qualification of specification shall be clearly stated separately in the proposal.
- 1.4.7 Modifications in the RFP, if required by the Company, will be made by issuing addenda to the RFP. Intimation of such modifications will be sent to each Consultant, minimum four days prior to the date of submission of tenders. No amendment or modification of the contract shall be made except in writing and signed by the Company.
- 1.4.8 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the SNGPL's interest's paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.
- 1.4.9 Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by the SNGPL 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.



## **1.5 REJECTION OF PROPOSAL**

Sui Northern Gas Pipelines Limited reserves the right to reject any or all Proposals which do not meet the intent of the RFP or where there is evidence of lack of competition or where the lowest Proposal exceeds the cost estimate by an amount which in the opinion of Sui Northern Gas Pipelines Limited is sufficient to justify such a cause.

The Company does not bind itself to accept the lowest priced Proposal or any particular Proposal or any part of a Proposal, and will not be responsible to pay the expenses or losses which may be incurred by any Consultant in preparation of his Proposal.

## **1.6 CANVASSING**

Canvassing by any Consultant at any stage of the Proposals evaluation is strictly prohibited. Any infringement will lead to disqualification.

## **1.7 CONDITIONAL TENDER**

Conditional tender will not be accepted.

## **1.8 TAXES DEDUCTION**

As required under the law, Taxes will be deducted as per prevailing Government instructions and deposited with the concerned Tax Department/Authority. However, a certificate for such deduction will be issued to the consultant upon request.

## **1.9 ESCALATION**

No escalation in respect of any kind of Services and labour shall be paid in any case due to increase of prices in the market.

## **1.10 LANGUAGE**

This Contract shall be executed in the English language which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All the reports and communications shall be in the English language.

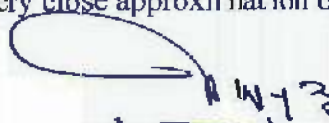
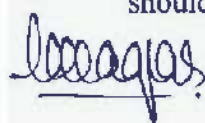
## **1.11 TYPE OF CONTRACT**

The type of contract shall be Lump Sum.

## **1.12 STANDARDS**

1.12.1 Where National / International standards are specified material/design meeting other authoritative standards which ensure an equal or higher quality than the specified standards, will also be acceptable.

1.12.2 Where definitions are given in terms of specific national / international standards those should be taken as a very close approximation of the requirements to be met.



- 1.12.3 In each case where reference is made to any specific national or International standards, ensuring equal or higher quality will also be acceptable. In case your offer confirms to standards other than specified in the tender enquiry, you are required to submit along with your Proposal, one copy each of those standards in English, and evidence that the standard used are organized and authoritative standards which ensure equal or higher quality. In case you do not submit the required evidence and copy of standards than your offer will not be considered.
- 1.12.4 Any provision, requirement, procedure, or condition not specifically incorporated in these Tender Documents shall be deemed to be governed by the applicable provisions of the Standard Bidding Documents for "National Request for Proposal Document for Procurement of Consultancy Services" issued by the Public Procurement Regulatory Authority (PPRA), available on its official website and will be superseded on all clauses of this RFP where inconsistency occurred.

### 1.13 BID SECURITY

A Demand Draft, Pay Order, Call Deposit Receipt (in original) issued from any scheduled bank of Pakistan (preferably at Lahore), equal to Rs. 100,000 in favour of Sui Northern Gas Pipelines Limited, Lahore shall be submitted in hard form before Tender Closing Date and time with tender as earnest money. Tenders without Earnest Money (in hard form) will not be entertained. Cheques and cash will not be accepted. The earnest money of unsuccessful Consultants shall be returned:

- a. After the submission of first bill by successful bidder and deduction of Retention Money, the earnest Money would be released in parallel with payment.
- b. If all the Consultants are rejected, after such rejection or
- c. 120 days from the date of opening of tenders till the expiry of bid validity.

If the Consultant to whom the contract is awarded refuses or neglects to execute the agreement then the earnest money will be forfeited and contract may be rescinded.

The Company reserves the rights to rescind the contract, on the basis of any serious discrepancy, which Company deems fit in the interest of work and earnest money will be forfeited in case of any such default of consultant.

The bid security may be forfeited if any Consultant withdraws its Proposal during the period of Proposal validity specified by the Consultant in his Proposal or extended period of validity of their Proposal in the case of successful Consultant, if the Consultant fails to sign the Contract.

### 1.14 BLACKLISTING

If the consultant fails to execute the work as per contract, company may blacklist the consultant for future participation to company works and same would be forwarded to PPRA and Pakistan Engineering Council or PCATP or both. Mechanism of Blacklisting would be governed as per PPRA Rule No. 19 and according to the procedure spelled out in Clause No. 32 of Section 6 of Standard Bidding Documents issued by PPRA.

## PROPOSED CONTRACT

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## PROPOSED AGREEMENT FOR CONSULTANCY SERVICES

**THIS AGREEMENT**, together with APPENDICES A to D which constitute an integral part thereof (herein referred to as the Agreement), is entered into on this \_\_\_\_ day of \_\_\_\_\_ between **Sui Northern Gas Pipelines Limited (SNGPL)** a public limited company incorporated under the Companies Ordinance 1984 and having its registered office at 21-Kashmir Road, Lahore, (hereinafter referred to as "**SNGPL**" which expression shall, where the context so admits, means and includes its successors-in-interest and permitted assigns) of the **first part**

And

\_\_\_\_\_**(CONSULTANT)** represented through \_\_\_\_\_ (Designation and complete address of representative from Consultant) (herein referred to as "**Consultant**"), of the **second part**.

### WHEREAS

- SNGPL is in the business of operation and maintenance of high-pressure gas transmission and distribution systems within Pakistan;
- Consultant is consultancy organization which is in the business of engineering consultancy \_\_\_\_\_ (fields in which the consultancy firm deals)
- SNGPL intends to award the Contract to Consultant for providing consulting services as defined in the Appendix A, and
- Consultant is willing and able to and possesses the required professional and personnel and technical resources for providing the consulting Services on the terms and conditions set forth in this Agreement,

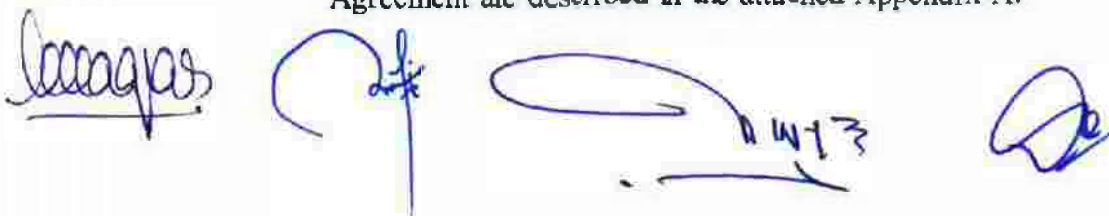
NOW THEREFORE, this Agreement witnesses that in consideration of the mutual covenants contained herein, the parties hereby agree as follows:

### 1. ARTICLE 1: THE PROJECTS

The Projects for which Services are required to be performed under this Agreement is described in the attached Appendix A.

### 2. ARTICLE 2: SCOPE OF SERVICES

- 2.1 The scope of consultancy and other professional services (herein referred to as "Services") to be performed by the Consultant for the Project under this Agreement are described in the attached Appendix-A.



### 3. ARTICLE 3: TIME SCHEDULE

#### 3.1 Effective Date of Commencement

Effective Date of Commencement of Services shall be as defined in the attached Appendix-B.

#### 3.2 Time Schedule of Services

The time schedule of Services is given in the attached Appendix-B.

#### 3.3 Extension of Time

Extension of Time for completion of Services and the terms and conditions thereof shall be mutually agreed between the SNGPL and the Consultant as and when required.

### 4. ARTICLE 4: MODE OF OPERATION

#### 4.1 Obligations of the Consultant

- The Consultant shall perform Services as an independent consultant in accordance with recognized international standards, applicable laws and regulations.
- The Consultant shall appoint a Project Manager (Professional Engineer licensed by PEC/Architect registered with PCATP) who shall represent the Consultant for purposes of this Agreement and shall be responsible for the administration of the Agreement including performance of Services thereunder. The Liability of the Consultant and Project Manager shall be as per contract and mutually agreed by SNGPL & Consultant. He shall remain in contact with the representative of the SNGPL to keep him fully informed on all matters relating to the provision of Services by the Consultant. Nomination should be done on Appendix-E.
- The Consultant shall carry out the Services with due diligence and efficiency and in conformity with sound engineering practices.
- The Consultant shall act at all times so as to protect the interests of the SNGPL and shall take all reasonable steps to keep all expenses to a minimum consistent with sound economic and engineering practices.
- The Consultant shall furnish the SNGPL such information relating to the Services as the SNGPL may from time to time reasonably request.
- Except with the prior written approval of the SNGPL, the Consultant shall not assign or transfer the Agreement for Services or any part thereof nor engage any other independent consultant or sub-consultant to perform any part of the Services.

*leeragias*

*[Signature]*

*[Signature]*

*[Signature]*

- The Consultant agrees that no proprietary and confidential information received by the Consultant from the SNGPL shall be disclosed to a third party unless the Consultant receives a written permission from the SNGPL to do so.
- "Confidentiality" means any confidential trade secret or other intellectual proprietary information disclosed by one party to the other under this Agreement which is specifically designated as confidential information or if disclosed orally, expressed to be confidential at the time of disclosure, and subsequently confirmed as confidential in writing to the other party.

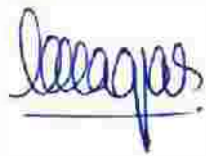
#### 4.2 **Obligations of the SNGPL**

The SNGPL shall provide to the Consultant:

- All necessary data/documents/reports, as listed in Appendix A, that may be required by the Consultant for performing the Services within the Time Schedule given in Appendix B.
- The SNGPL shall designate a person named to the successful bidder to act as its representative on all matters pertaining to this Agreement and to fully cooperate with the Project Manager of the Consultant.
- The SNGPL shall take all necessary measures to make timely payments to the Consultant as stipulated in Article 5, hereof.

#### 4.3 **Liability of Consultant**

- The Consultant is liable for the consequence of errors and omissions on his part or on the part of his employees in so far as the detail of the Design is concerned to the extent and with the limitations as mentioned herein below.
- If the SNGPL suffers any losses or damages as a result of proven faults, errors or omissions in the Design, the Consultant shall make good such losses or damages, subject to the conditions that the maximum liability as aforesaid shall not exceed twice the total remuneration of the Consultant for conducting the Design Services in accordance with the terms of the Agreement.
- In addition to and without prejudice to above, the Consultant shall indemnify, protect and defend, at Consultant's own expense, the SNGPL and its employees, from and against any and all actions, claims, losses or damages where such actions, claims, losses or damages is or are the result of the furnishing professional Services by the Consultant to the SNGPL, or willful malfeasance or gross negligence of the Consultant or its personnel, including any intellectual property rights such as copyrights, patents, etc.
- The liability of the consultant would be expired upon actual completion of work (physical execution) which can take almost 5 years from the award of Contract.









**4.4 Documents Prepared by the Consultant to be the Property of the Company**

All plans, drawings, specifications, reports and other documents prepared by the Consultant shall remain confidential and shall meant to be solely for the use of SNGPL, upon conclusion of the contract or in case of termination shall remain the property of SNGPL. The Consultant shall, not later upon termination or conclusion of this Agreement, deliver (if not already delivered) all such documents and software to the SNGPL, together with a detailed inventory thereof. The Consultant shall not use these documents for purposes unrelated to this Agreement without the prior written approval of the SNGPL.

**5. ARTICLE 5: REMUNERATION FOR SERVICES AND SCHEDULE OF PAYMENT**

The remuneration for Services rendered by the Consultant and the mode of payment shall be as described in the attached Appendix-C. The SNGPL shall be obliged to make all payments within 30 days of verification of invoice, SNGPL would strive to settle the bill/ invoice, if found correct and undisputed and in order with regard to services as detailed in the invoice. In the event of any mistake/defect the matter would be referred back to Consultant for clarification of disputed portion of the invoice. Until such time the clarification is received, the invoice would remain unsettled.

**6. ARTICLE 6: ADDITIONAL SERVICES**

Additional Services means:

- (a) Services as approved by the SNGPL outside the scope of services described in Appendix-A.

The SNGPL may ask the Consultant to perform Additional Services during the currency of this Agreement. Such Additional Services shall be performed with the prior concurrence of both the Parties. The Consultant shall submit an estimate of the additional time (if any) and the additional remunerations for such Additional Services which shall be approved in writing by the SNGPL before the commencement of the Additional Services.

**7. ARTICLE 7: TERMINATION**

**7.1 End of Services**

The Agreement shall terminate when, pursuant to the provisions hereof, the Services have been completed and the payment of remunerations have been made.

## 7.2 Termination by the SNGPL

SNGPL may desire explanation about unsatisfactory performance of consultant /delay in deliverables as per contract. In case reasons provided by the consultant are not justified/ satisfactory; SNGPL may by a written notice of thirty (30) days to the Consultant, terminate the Agreement. All accounts between the SNGPL and the Consultant shall be settled as per contract terms.

Following but not limited to are the basis to determine the unsatisfactory performance:

- 1) Incomplete Job
- 2) Missing Timelines of deliverable
- 3) Quality of Work (Non-compliance of Instructions regarding conceptual designing)

**Clause No. 19 of General Conditions of Contract of Standard Bidding Documents issued by PPRA shall be the Master Clause governing the mechanism of Termination.**

## 8. ARTICLE 8: FORCE MAJEURE EVENT

The term "Force Majeure Event" shall mean any event or circumstances or combination of event or circumstances that is beyond the reasonable control of a party and which materially effects the performance of such affected party of its obligations under the agreement provided that such event shall not constitute a "Force Majeure Event" if such material effects could have been prevented, overcome or remedied in whole or part by the affected party by exercising of diligence and reasonable care. Without limiting the generality of the foregoing, "Force Majeure Events" hereunder not limited to acts of God only and also includes, strikes, lock-out or other industrial disturbances, acts of public enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, fire, explosions and any other similar events, not within the reasonable control of either Party.

If either Party by reason of Force Majeure event unable to perform any of its obligations (wholly or partially) under the Agreement, such Party shall give notice of "Force Majeure Event" to the other Party as soon as practicable but in any event, not later than 48 (forty-eight) hours after the party becomes aware of the occurrence of the "Force Majeure Event". Neither Party shall be liable to the other Party for loss or damage sustained by such other Party arising from any event referred to as Force Majeure Event or delays arising from such event. Force Majeure shall not include insufficiency of funds or failure to make any payment required under the Agreement.

The affected party shall use all reasonable efforts to mitigate the effects of a "Force Majeure Event" including the payment of all reasonable sums of money by or on behalf of the affected party in light of the likely efficacy of the mitigation measures.

As soon as the Force Majeure ends, the affected Party shall provide notice to the other party of i) the cessation of the Force Majeure Event, and ii) its ability to recommence performance of its obligation under this agreement, in each case as soon as possible and in any event not later than seven (7) days after the occurrence of i) and ii) above. If the Force Majeure event persists for the period of 3 months, the either party shall be entitled to termination of this Agreement in accordance with Article 7.2 of this Agreement.

9. **ARTICLE 9: RESOLUTION OF DISPUTES**

The Parties shall use their best efforts to amicably settle all the disputes arising out of or in connection with this Agreement or its interpretation. Any difference or dispute arising out of or in connection with the Agreement between the "SNGPL" and the "Consultant" which cannot be amicably resolved shall be referred to Arbitration in Lahore, Pakistan to two Arbitrators, one to be appointed by each party of such dispute. In case of the judgment of the said Arbitrator being at variance, the matter shall be referred to an Umpire. The Arbitration shall be conducted under the provisions of the Arbitration Act, 1940 (Act No X of 1940) and of Rules made there under and any statutory modifications thereto.

The Agreement shall be governed under the laws of Pakistan and the arbitration language shall be English.

During the course of arbitration, "Consultant" shall not suspend the performance of its responsibilities and obligations under this Agreement and no payment shall be withheld on account of such proceedings.

The SNGPL on the one hand and the Consultant on the other hand agree to contribute equally towards the cost of the arbitration proceedings.

10. **ARTICLE 10: APPLICABLE LAWS**

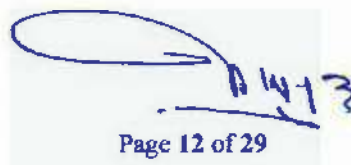
This Agreement shall be read and construed and shall operate in conformity with the laws of Pakistan and the courts in Lahore shall have exclusive jurisdiction over the matter pertaining to the Agreement as well as supervision and enforcement of the arbitral award.

11. **ARTICLE 11: CONTRACT AMENDMENT**

No variation in or modifications to the terms of the Agreement shall be made, except by a written amendment signed by the Parties hereto.

12. **ARTICLE 12: PRIORITY OF THE DOCUMENTS**

In case of any discrepancy between this Agreement and the Appendices A to D, the Appendices A to D shall take precedence.



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### 13. ARTICLE 13: NOTICES

Any notice given by any of the Parties hereto shall be sufficient only if in writing and delivered in person or through registered mail as follows:

To: The SNGPL Incharge (Civil)  
Sui Northern Gas Pipelines Limited  
Gas House, 21-Kashmir Road  
Lahore  
Tel: +92-042-99201241

To: The Consultant  
Name:  
Designation:  
Office Address:  
Tel:  
Fax:  
Email:

OR To: such other address as either of these Parties shall designate by notice given as required herein. Notices shall be effective when delivered.

IN WITNESS WHEREOF, the Parties have executed this Agreement, in two (2) identical counterparts, each of which shall be deemed as original, as of the day, month and year first above written.

FOR AND ON BEHALF OF  
(The SNGPL)

FOR AND ON BEHALF OF  
(The Consultant)

Signed by: \_\_\_\_\_

Signed by: \_\_\_\_\_

Designation:

Designation:

(Seal)

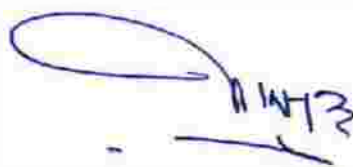
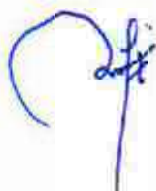
(Seal)

Witness:

Witness:

Signed by: \_\_\_\_\_  
(Name)

Signed by: \_\_\_\_\_  
(Name)



## TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: *[Sui Northern Gas Pipelines Limited]*

Dear Sirs:

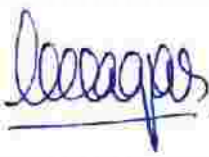
We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposals dated *[Insert Date]* and our Proposal. *[Select appropriate wording depending on the selection method stated in the RFP: "We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope" or, if only a Technical Proposal is invited "We hereby are submitting our Proposal, which includes this Technical Proposal only in a sealed envelope."]*

{If the Consultant is a joint venture, insert the following: We are submitting our Proposal a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: "of our letter of intent to form a joint venture" or, if a JV is already formed, "of the JV 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.

{OR

If the Consultant's Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firms as Sub-consultants: {Insert a list with full name and address of each Sub-consultant.}

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 as per bid validity.
  - (c) We have no conflict of interest in accordance with clause no.1.4.9 of RFP.
  - (d) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We understand that the SNGPL is not bound to accept any Proposal that they receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

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

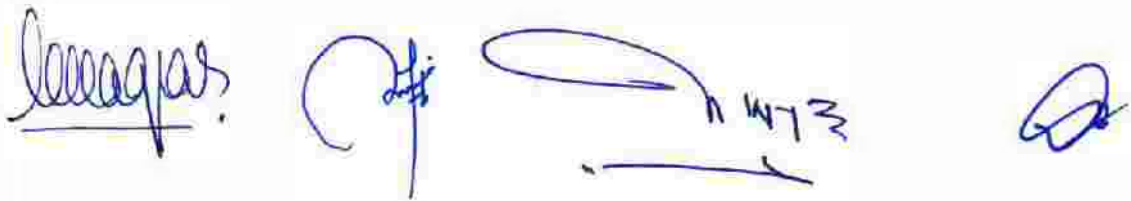
Name of Consultant (company's name or JV's name): \_\_\_\_\_

In the capacity of: \_\_\_\_\_

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

Contact information (phone and e-mail): \_\_\_\_\_

{For a joint venture, 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}

Four handwritten signatures in blue ink. The first signature is a cursive name, possibly 'Sungar'. The second is a stylized 'H' with a vertical line. The third is a large loop with 'N 1473' written next to it. The fourth is a simple circular mark.

## APPENDIX-A

### **TOR (TERMS OF REFERENCE) THE PROJECT & SCOPE OF SERVICES**

#### **A-1 OBJECTIVES AND GOALS**

Sui Northern Gas Pipelines Limited (SNGPL) is a leading firm for supply of gas in Pakistan. SNGPL intends to upgrade and standardize the working environment of its Head Office, Regional Offices, Sub-Regional Offices, Transmission Offices, Customer Service Centers, and Complaint Centers etc. This includes redesigning furniture, improving space utilization, and enhancing overall aesthetics and functionality.

For this purpose, consultancy services are required from a professional Architect/Design firm. The primary objective of this consultancy is to:

- Develop modern, efficient, and standardized furniture designs
- Improve customer experience at service & complaint centers
- Optimize office layouts for better functionality and workflow
- Ensure cost-effective and durable design solutions
- Develop a standard theme for all categories of offices

#### **A-2 SCOPE OF SERVICES**

The consultant shall perform, but not be limited to, the following tasks:

A-2.1 Site visits of Head Office, Regional Offices, Sub-regional Offices, Transmission Offices, Customer Service Centers, and Complaint Centers etc. to gather the information. Visit of following Offices are required to be done:

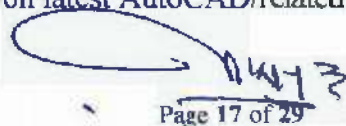
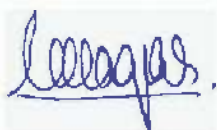
1. Head Office, Lahore (Company Owned)
2. Regional Distribution Office, Lahore (Company Owned)
3. Regional Distribution Office Faisalabad (Company Owned)
4. Regional Distribution Office, Islamabad (Company Owned)
5. Regional Distribution Office, Peshawar (Company Owned)
6. Transmission Office, Faisalabad (Company Owned)
7. Regional Distribution Office, Rawalpindi (Hired Premises)
8. One Customer Services Center and Complaint Center at each of the aforesaid Cities

A-2.2 Comprehensive Assessment of existing furniture and layouts designs of all kind of furniture (Senior General Managers, General Managers, Executives, Staff) of all categories of Offices

A-2.3 Development of concept design and layout plans and interior & exterior design

A-2.4 Detailed furniture design (tables, counters, workstations, storage, etc.)

- A-2.5 3D renders and visualization of proposed designs
- A-2.6 Preparation of detailed drawings (AutoCAD)
- A-2.7 Presentations of different viable solutions to Management
- A-2.8 Material specifications and BOQs of each category of furniture
- A-2.9 Cost estimates for proposed designs per unit for each category and each building/office
- A-2.10 Standardization of designs for all offices
- A-2.11 Preparation of Complete Tendering Documents in a Phase wise manner considering the priority of SNGPL (Short Term and Long Term).
- A-2.12 Preparation of Submission Drawings and complete documents for submission file to the concerned Authorities. However, cost for approval will be borne by the SNGPL.
- A-2.13 Preparation of Working/detail Drawings including but not limited to services given above and submit to the SNGPL 6 sets of such drawings free of cost. However, Consultant may charge for the additional sets of drawings supplied on cost but not more than the market rates.
- A-2.14 Consultants will prepare tender documents and supply to SNGPL 6 sets of each free of cost.
- A-2.15 Preparation of bill of quantities and submit to SNGPL 6 sets of each free of cost.
- A-2.16 Consultant shall respond to all queries and clarifications related to project till completion of physical execution of work at all Offices of every category.
- A-2.17 Evaluation of Technical Proposal as well as Financial Proposal received against Tender Documents prepared for physical execution of works.
- A-2.18 Supervision of all Projects during physical execution through periodic visits to ensure quality and quantity of works. Projects consisted of 01 No. Head Office, 25 No. (approx.) Main Offices (Regional/Transmission/Compression), 270 (approx.) Complaint Centers and Customer Services Center. Consultants would visit the project under execution minimum twice and submit the report. Consultant shall verify the payments of Contractors.
- A-2.19 On completion of the project, Consultant will submit completion drawings/file to the concerned Authorities and obtain completion certificate. Such certificates shall be submitted to the SNGPL in original for its record. However, any charges for submitting drawings/complete file to the authorities shall be borne by the SNGPL.
- A-2.20 After completion of the project, the Consultant will submit softcopy of Working and As-Built Drawings on latest AutoCAD/related software format to the SNGPL.



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## APPENDIX-B

### TIME SCHEDULE

#### **B-1 Effective Date of Commencement of Services.**

The date on which this Agreement shall come into effect is the date when the Agreement is signed by both the Parties and order to start work on specific project.

#### **B-2 Time Schedule of Services**

- I. The Consultant shall perform their Services as per the time schedule set forth hereunder.
- II. It is further agreed by the Consultant that the time is of the essence of the Agreement.
- III. The Consultant shall complete the Services according to the following time schedule:

| Sr. No. | Reports / Documents                                                                                           | No. of Copies | Period of Submission                               |
|---------|---------------------------------------------------------------------------------------------------------------|---------------|----------------------------------------------------|
| 1.      | Study and Analysis of existing design along with revised requirement                                          | 2             | 60days                                             |
| 2.      | Submission of Presentations for different viable solutions                                                    | 2             | 40 days                                            |
| 3.      | Approval from Competent Authority of SNGPL                                                                    | -             | As early as possible (within 60 days of Sr. No. 2) |
| 4.      | Submission of Complete Tender Documents containing 3D Designs, Material Specifications, BOQs, Cost Estimates. | 6             | 60 days                                            |

#### **B-3 DURATION OF AGREEMENT**

Estimated Time for completion of Project including Physical Execution by Third Party Contractors is up to 5 Years.



## APPENDIX-C

### **REMUNERATION FOR SERVICES & SCHEDULE OF PAYMENT**

The following lump sum percentage payments are based on the remuneration as described above.

The professional fee shall be paid to the lowest evaluated Consultant as under: -

| <b>Sr. No.</b> | <b>Reports / Documents</b>                                                                                                                         | <b>Percentage Amount</b> |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1.             | Submission of Study and Analysis of existing design along with revised requirement.                                                                | 10 %                     |
| 2.             | Submission of Presentations for different viable solutions.                                                                                        | 15 %                     |
| 3.             | Submission of 3D Designs, Material Specifications, and Cost Estimates of each category of Office including Interior (Furniture etc.) and Exterior. | 15 %                     |
| 4.             | Submission of Complete Tender Documents and Working Drawings of each category of Office including Interior (Furniture etc.) and Exterior.          | 20%                      |
| 5.             | Technical & Financial Evaluations of Bids received against Tender Documents Formulated by Consultants.                                             | 10%                      |
| 6.             | After completion of supervision of execution of all categories of Offices and approval from SNGPL.                                                 | 30%                      |

- Retention Money @ 10% of Running Bill and 5% of Final Bill Amount would be held at each payment and would be released upon submittal/completion of next step but not earlier than 1 year of retention date. For Final Bill, Retention Money would be released after 1 year of issuance of completion certificate of last executed project.
- 10% Performance Guarantee of Successful Bidder in form of Demand Draft must be required.
- The Consultant shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at its (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage specified in the scope of services at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid. The Consultant shall ensure that such insurance is in place prior to commencing the Services.
- In case of any inconsistency/ contradiction of information of this RFP or information uploaded on EPADS 2.0 this RFP will supersede.

**\*No advance payment would be made to the Consultants.**

**APPENDIX-D**  
**AUTHORITY LETTER**

M/S. Sui Northern Gas Pipelines Limited,  
Lahore.

I Mr. / Mrs. \_\_\_\_\_ representing M/s. \_\_\_\_\_

have submitted Quotation Ref: \_\_\_\_\_ dated \_\_\_\_\_ due

for opening on \_\_\_\_\_ at \_\_\_\_\_ hours.

We hereby authorize Mr. \_\_\_\_\_

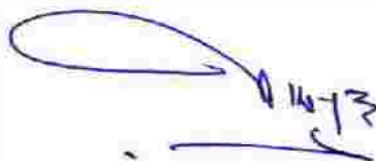
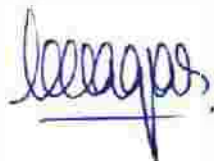
(Name)

(Designation)

To attend the public opening of the bids on our behalf. He has been further authorized  
to authenticate any erased/fluidic figure(s) of corrections, if any, in the bid.

SIGNATURE: \_\_\_\_\_

STAMP: \_\_\_\_\_



**APPENDIX-E**

**NOMINATION OF PROJECT MANAGER**

M/S. Sui Northern Gas Pipelines Limited,  
Lahore.

I Mr./Mrs. \_\_\_\_\_ representing M/s. \_\_\_\_\_

hereby nominate Mr./ Ms.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Designation)

as Project Manager for the subject consultancy services. The nominated Project Manager is a Professional Engineer licensed by PEC / Architect registered with PCATP.

PEC / PCATP Registration No.: \_\_\_\_\_ Valid up to: \_\_\_\_\_

The nominated Project Manager shall represent the Consultant for the purposes of the Agreement and shall be responsible for administration of the Agreement, including performance of the Services thereunder. He / She shall remain in contact with the representative of SNGPL and shall keep SNGPL fully informed on all matters relating to the provision of Services by the Consultant.

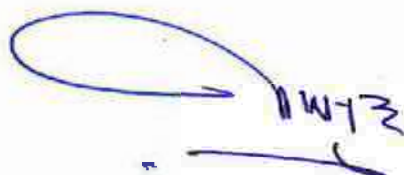
The nominated Project Manager shall not be replaced without prior written approval of SNGPL. In case replacement becomes unavoidable, the proposed replacement shall possess qualifications and experience equal to or better than those of the originally nominated Project Manager.

The updated CV, CNIC, valid PEC / PCATP registration certificate and relevant experience certificates of the nominated Project Manager are attached herewith.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

NAME / DESIGNATION: \_\_\_\_\_

STAMP: \_\_\_\_\_



## TECHNICAL EVALUATION CRITERIA

leccagpas.

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## INFORMATION ABOUT CONSULTANCY FIRM

| Sr.<br>No. |                                                                                                                                                                                                                                                                                                                          |  |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1          | Name of the Consultancy Firm/Company                                                                                                                                                                                                                                                                                     |  |
| 2          | Address of the registered office of the Firm                                                                                                                                                                                                                                                                             |  |
| 3          | Copy of Valid Registration certificate from PEC (Pakistan Engineering Council) or PCATP (Pakistan Council of Architects and Town Planners). In case of joint venture all firms are required to be registered with any of above council.                                                                                  |  |
| 4          | Copy of Registration, Partnership deed, Memorandum/Article of Association.                                                                                                                                                                                                                                               |  |
| 5          | Detail of Arbitration, if any.                                                                                                                                                                                                                                                                                           |  |
| 6          | a) National Tax Number Certificate<br>b) Professional Tax Clearance Certificate<br>c) Provincial Sales Tax Registration from concerned Provincial Authority.                                                                                                                                                             |  |
| 7          | Copies of Work orders along with Copies of completion certificates issued by SNGPL, government or semi-government organizations, autonomous bodies, public-sector entities, and reputable corporate organizations.                                                                                                       |  |
| 8          | Must have successfully completed at least five (05) similar projects (office interior design) of SNGPL, government or semi-government organizations, autonomous bodies, public-sector entities, and reputable corporate organizations. having multiple offices with at least 01 estimated covered area above 100000 sft. |  |

**Note: Above information is compulsory to qualify a consultant.**

## Pre-Qualification Criteria

The consultancy firm must meet the following criteria:

- Must be a registered Architect/Interior Design firm with PCATP or PEC.
- Must have successfully completed at least five (05) similar projects (office interior design) of SNGPL, government or semi-government organizations, autonomous bodies, public-sector entities, and reputable corporate organizations, having multiple offices with at least 01 estimated covered area above 100000 sq.ft.
- Submission of portfolio of completed projects along with details/contact reference of SNGPLs.
- Proposed methodology meeting the timelines requirement of SNGPL.

### TECHNICAL EVALUATION CRITERIA

Mandatory eligibility requirements should first be assessed on a pass/fail basis. Only bidders meeting all mandatory conditions should proceed to the marks-based technical evaluation below.

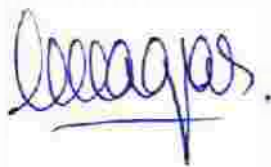
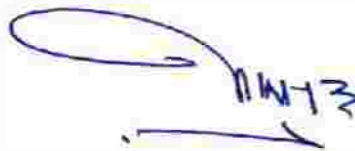
| Sr. No.      | Evaluation Parameter                                   | Maximum Marks | Minimum Marks | Suggested Scoring / Sub-Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------|--------------------------------------------------------|---------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1            | Relevant experience of the consultancy firm            | 25            | 15            | 4 to less than 7 years: 15 marks;<br>7 to less than 10 years: 20 marks;<br>10 years or more: 25 marks.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2            | Similar completed consultancy assignments              | 40            | 25            | Five projects: 25 marks;<br>Six to seven projects: 30 marks;<br>Eight or more projects: 40 marks.<br><br>For each criteria, At least one project should meet the finally approved covered-area threshold (i.e. 100,000 SFT). Copies of Work Orders and Completion Certificates must be provided along with Technical Bid.                                                                                                                                                                                                                |
| 3*           | Key professional staff proposed for the assignment     | 25            | 20            | Team Leader / Architect registered with PCATP/PEC with minimum experience of 10 years, Employment Certificates to ensure years of experience must be attached: 10 Marks;<br>Interior Designer (having at least 16 years of education) with minimum 05 years' Experience Employment Certificates to ensure years of experience must be attached: 6 Marks;<br>Quantity Surveyor / Cost Estimator Must have relevant degree/diploma: 5 Marks;<br>CAD / 3D or other relevant Software Specialist Must have relevant degree/diploma: 4 Marks; |
| 4            | Methodology, work plan and understanding of assignment | 10            | 5             | Methodology and approach: 5;<br>Work plan and timelines: 3;<br>Understanding/ presentation: 2.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>TOTAL</b> |                                                        | <b>100</b>    | <b>65**</b>   | <b>100</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

\* Bidder must have Architect & Interior Designer with mentioned experience otherwise considered as Technically Disqualified

**\*\*Minimum Qualifying Marks are 65. It is mandatory to obtain Minimum Marks of each Evaluation Parameter.**

Note: a) The substitution of Key Experts during Contract execution may be considered only based on the Consultant's written request and due to circumstances outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.

b) Clause No. 6.5 of General Provisions of Section II of Instruction to Consultants k shall be considered for Restriction for Public Employees being included in the Experts.

A handwritten signature in blue ink, appearing to read 'Lacagpas'.A handwritten signature in blue ink, consisting of a large 'C' followed by a vertical line and some smaller characters.A handwritten signature in blue ink, featuring a large loop and the letters 'NW-13'.A handwritten signature in blue ink, consisting of a large 'D' followed by a vertical line.

# PROJECT DETAIL SHEET

Relevant Services Carried out  
That Best illustrate Qualifications

Project Nature: (Completed or In Hand please mention here): \_\_\_\_\_

Using the format below, provide information on each assignment for which provided the services as Consultant, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

|                                                                                                                 |                               |                                                                         |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------------------------------------------------|
| Assignment Name:                                                                                                |                               | Country:                                                                |
| Location within Country:                                                                                        |                               | Professional Staff Provided by Your Consultant/Entity(profiles):        |
| Name of SNGPL:                                                                                                  |                               | No of Staff:                                                            |
| Address of Project:                                                                                             |                               |                                                                         |
| Start Date (Month/Year):                                                                                        | Completion Date (Month/Year): | Approx. Value of Project<br>(Not value of consultancy services charges) |
| Name of Associated Consultants, if Any:                                                                         |                               |                                                                         |
| Narrative Description of Project (mentioning the cost of the project):                                          |                               |                                                                         |
| Description of Actual Services Provided by Your firm and copy of work order to hire your firm is also required: |                               |                                                                         |

Consultant's Name: \_\_\_\_\_

Note: A separate sheet for each project is required

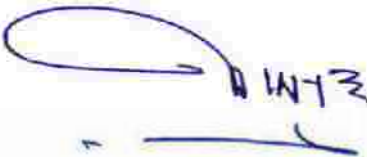
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## FINANCIAL PROPOSAL / BID SHEET

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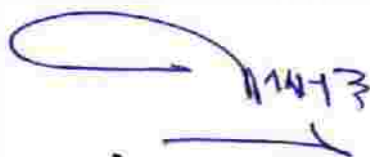
## FINANCIAL PROPOSAL/ BID SHEET

The total lumpsum amount for all design stages to be filled in table below, no separate amount of these stages shall be considered:

| Sr. No. | Description                                                 | Amount in PKR (excluding PST) |
|---------|-------------------------------------------------------------|-------------------------------|
| 1       | Cost of the Project as per Scope of Services defined above. | _____                         |

1. The total Contract Amount shall be paid as per payment schedule given in **Appendix-C**.
2. 16% or applicable rate of PST would be charged.
3. The Financial proposal of only Technical Acceptable Consultants shall be opened.
4. Contract shall be awarded to technically acceptable and lowest evaluated/most advantageous bidder. Least Cost method Would be used.
5. Project value without PST (Provincial Sales Tax) value would be considered to calculate the consultancy charges.
6. All travelling and boarding expenses will be borne by the bidder.

Seal and Signature of Bidder/ Consultant: \_\_\_\_\_



### **Proposal Securing Declaration**

*[The Consultant shall fill in this Form in accordance with the instructions indicated.]*

Date: *[insert date (as day, month and year)]*

Proposal No.: *[insert number of Proposal process]*

Alternative No.: *[insert identification No if this is a Proposal for an alternative]*

To: *[insert complete name of Procuring Agency]*

We, the undersigned, declare that:

We understand that, according to your conditions, Proposals must be supported by a Proposal Securing Declaration.

We accept that we will automatically be suspended from being eligible for Bidding in any contract with the Procuring Agency for the period of time as determined by the Authority if we are in breach of our obligation(s) under the Proposal conditions, because we:

- (a) have withdrawn or modified our Proposal during the period of Proposal Validity specified in the Form of Proposal;
- (b) Disagreement to arithmetical correction made to the Proposal price; or
- (c) having been notified of the acceptance of our Proposal by the Procuring Agency during the period of Proposal Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the SRFP Documents.

We understand this Proposal Securing Declaration shall expire if we are not the successful Service Provider, upon the earlier of (i) our receipt of your notification to us of the name of the successful Service provider; or (ii) twenty-eight (28) days after the expiration of our Proposal.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Proposal Securing Declaration]*

Name: *[insert complete name of person signing the Proposal Securing Declaration]*

Duly authorized to sign the Proposal for and on behalf of: *[insert complete name of Service Provider]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, *[insert date of signing]*  
Corporate Seal (where appropriate)

