

**Title of Work: Cataloguing of Metal Products and
craftsmanship skills in the Country**

**Procuring Agency: Agency for Promotion of Indigenous Crafts
Ministry of Economic Affairs**

1. INTRODUCTION

- 1.1 Firms are hereby invited to submit a technical and a financial proposal for the “Cataloguing Consultant” required for the assignment named in the attached LOI Data Sheet (referred to as “Data Sheet”). The Proposal could form the basis for future negotiations and ultimately a contract between your firm and the Client named in the Data Sheet.
- 1.2 A brief description of the Assignment and its Objectives are given in the Data Sheet.
- 1.3 The assignment will be implemented in accordance with the procedure indicated in the Data Sheet.
- 1.4 The Client will provide the inputs specified in the Data Sheet, and will assist the Consultants in obtaining permits needed to carry out the services, and make available relevant project data and reports.
- 1.5 Please note that (i) Costs of preparing the proposal and of negotiating the contract, including a visit to the client, are not reimbursable as a direct cost of the assignment.
- 1.6 Consultants shall not be under a declaration of ineligibility for corrupt and fraudulent practices specified in the Standard Request for Proposal.

2. DOCUMENTS

- 2.1 To enable firms to prepare a proposal, please find and use the attached documents listed in the data sheet.
- 2.2 Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than 3 days before the proposal submission date.
- 2.3 At any time before the submission of bids, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment.

3. Preparation of Proposal

3.1 Firms are requested to submit a technical and a financial proposal. Your proposal shall be written in English.

Technical Proposal

3.2 Firms are expected to examine all terms and instructions included in the documents. Failure to provide all requested information will be at your own risk and may result in rejection of your bid.

3.3 During preparation of the technical proposal, firms/individuals must give particular attention to the following;

- I. The estimated budget for the assignment should be substantially in accordance with the work load.
- II. The estimated man days for the assignment are stated in the Data Sheet for your information. However, firms/individuals should feel free to submit your proposal on the basis of man days which firms/individuals consider necessary to undertake the assignment.

3.4 The Technical Proposal must provide the following information, using, but not limited to, the formats attached in Annexure-1;

- i. A brief description of the Consultant's Organization and outline of recent experience on assignments of a similar nature. The information provided on each assignment should indicate, inter alia, the profiles of the staff provided, duration, contract amount and firm involvement;
- ii. Any comments/suggestion on the TOR, and a description of the methodology which the Consultants propose to execute the services, illustrated with bar charts of activities.
- iii. The composition of the proposed staff team, the task which would be assigned to each and their timing;
- iv. C.V. recently signed by the proposed key professional staff or an authorised manager in the home office.

3.5 The Technical Proposal must not reflect any financial information.

Financial Proposal

- 3.6 The Financial Proposal should list the costs associated with the assignment. These normally cover remuneration for staff, rental for training space, food and refreshment for trainees, stationary items, transportation, equipment (vehicles, office equipment, furniture and supplies) and printing of documents.
- 3.7 The Financial Proposal must take into account the tax liability and cost of insurances if any.
- 3.8 Cost should be expressed in Ngultrums.

4. Submission of Proposals

- 4.1 Firms must submit one original proposal and the number of copies indicated in the Data Sheet. Each proposal will be sealed in an outer envelope which will bear the address and information indicated in the Data Sheet.
- 4.2 The completed Technical and Financial proposals must be delivered on or before the time and date stated in the Data Sheet.
- 4.3 The Proposal must be valid for the number of days stated in the data sheet from the date of its submission during which firms must maintain and make available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations at the location stated in the Data Sheet within this period.

5. Proposal Evaluation

- 5.1 A two-stage procedure will be adopted in evaluating the proposals:
- i. Technical Evaluation will be carried out prior to opening any financial proposal;
 - ii. A Financial Evaluation

Firms will be ranked using a combined technical/financial score (of 100 points each), as indicated below:

Technical Proposal

5.2 The evaluation committee appointed by the Client will carry out the evaluation applying the evaluation criteria and point system specified in the Data Sheet. Each responsive proposal will be attributed a technical score.

The technical proposal should score at least 75% to be considered for financial evaluation.

Financial Proposal

5.3 The lowest financial proposal (F_m) will be given a financial score (F_s) of 100 points. The financial scores of the proposals will be computed as follows: $S_f = 100 \times F_m / F$ (F -amount of financial proposal).

5.4 Proposals will finally be ranked according to their combined technical (S_t) and Financial (S_f) scores using the weights indicated in the Data Sheet” $S = S_t \times T\% + S_f \times F\%$.

6. Negotiations

- 6.1 Prior to expiration period of proposal validity, the Client will notify the successful Consultant(S)/Firm who submitted the highest scoring proposal (Technical + Financial) in writing by registered letter, cable telex or fax and invite to negotiate the Contract.
- 6.2 Negotiations will commence with the discussion of technical proposal, the proposed methodology (work plan), staffing and any suggestions made to improve the TOR. Agreement must then be reached on the final TOR, the staffing and bar charts, which will indicate activities, staff, periods in the field and in the home office, staff days, logistics and reporting. Special attention will be paid to optimise the required output from the Consultants within the available budget and to define clearly the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 6.3 The negotiations will be concluded with a review of the draft form of Contract. The Client and the Consultants will finalize the contract to conclude negotiations.

7. AWARD OF CONTRACT

7.1 The contract will be awarded after successful negotiations with the successful consultants. If negotiations fail, the Clients will invite the Consultants having obtained the 2nd highest score to Contract Negotiations. Upon successful competition, the Client will promptly inform the other Consultants that their proposals have not been selected.

7.2 The selected Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

LOI DATA SHEET

- | <u>Clause no.</u> | <u>Clauses</u> |
|-------------------|---|
| 1.1 | The name of the assignment is 'Cataloguing Consultant'. |
| 1.2 | The name of the client is APIC |
| 1.3 | The description and the objectives of the assignment are ;
(refer TOR) |
| 1.4 | The assignment will be carried as : Lump sum Contract |
| 1.5 | Pre-proposal Conference: Yes/No (If Yes, indicated date, time
and venue) |

The name(s) and address of the official(s) is (are):

- 1.6 The Client shall provide without charges and within a reasonable time, all pertinent data and information available related to the project and shall give such assistance as shall be reasonably be required by the Consultant to carry out the assignment.
- 1.7 The address is: Agency for Promotion of Indigenous Crafts (APIC), 2nd Floor, RSPN Building, Kawajangsa, Thimphu.
- 1.8 The medium of language is English.
- 1.9 Tax liability, Insurances (insert as appropriate): subject to 2% TDS on the bill amount.
- 1.10 The number of copy of proposal to be submitted is one.
- 1.11 An EMD of 2% of the quoted amount payable to APIC in the form of Demand Draft or Bank Guarantee should accompany the tender document (in the financial proposal).
- 1.12 The date and time of proposal submission: 2.30 PM, 9th January, 2014 and will be opened on the same day at 3PM in the office of the Manager, PIDU.
- 1.13 The currency is Ngultrum.
- 1.14 The weight (T%) given to the technical proposal is 70%.
- 1.15 The weight (F%) given to the financial proposal is 30%.
- 1.16 For any clarification, please contact Ms. Kesang Anayat ,
Manager, Product Innovation & Design Unit, APIC at 02-334157
during office hours.

Terms of Reference

for

Cataloguing Consultant

**Product Innovation and Design Unit
Agency for Promotion of Indigenous Crafts**

1. Introduction

The thirteen traditional Arts and Crafts of Bhutan popularly known as the Zorig Chusum stands as a cultural identity of our country and the people. The art has been passed down from generation to generation without any form of documentation about it and modification in any form. However with modernisation the need for product diversification has turned out to be a must to survive in the global market. Enhancing product range on the other hand imposes a threat of diminishing and eventually disappearing of our rich cultural heritage. So it is important that we have the data of craft works and products and related information such as designs, their utility, the historical reasoning about the particular craft product, etc, which existed in the past and are still part of livelihood activities for our communities today.

The inventory of this information will not only record our indigenous knowledge of the works and preserve our rich cultural heritage, but will also serve as a basis for promotion and diversifications of craft product/design responding to contemporary needs of the art and craft products.

Cataloguing of metal crafts and products has been given importance as there has been a catalogue of cane and bamboo and wood work that has been developed and the next priority is given to metal works and crafts.

Objectives

The Cataloguing of the Metal art work and products will be done with the following objectives:-

1. Collect all the detail information about the craft both in writing which should be along with the photograph.
2. Develop the cataloguing format, which should be very informative covering all the needed information about the craft.
(If there is any oral history and stories related to craft being past down must be recorded)
3. Indicate how to calculate the price for that particular product taking in to account the raw material price, the labour charges and other related expenditures.

4. Market performance of the product and ways to improve the market performance taking the artisans recommendation into consideration.
5. Identify places where metal craftsmanship is being carried out both on a large as well as small scale.
6. Draw up recommendations for suitable database software.
7. Establish artisans 'directory metal crafts and craftsmanship product.
8. Indicate the areas for improving design and utility.

2. Scope of the consultancy

The work will be mainly for cataloguing of not only the existing metal craft items which came about as a result of modern influence but also of those products of the past. Metal Craft works which are not produced anymore needs to be documented and photographed from locations where such craft works are still used and preserved. The work will be carried out looking at the following:-

1. Existing Metal workmanship products which came about as a result of modern influence (Tourist taste, adapting designs from other countries and etc).
2. Existing metal products of traditional design.
3. Metal products that were there from the past which are not produced any more.
4. The name of the product along with the design description needs to be captured both in writing and visual (professional photograph).
5. The name of tools/equipment used also needs to be captured both in writing as well as visual(Professional photograph)
6. Categorise products in accordance with the place/region where it is being produced.
7. Utilities of the product and areas where improvement can be made.
8. To collect information on all the raw materials that are being used and from where they source it needs to be documented along with the picture.
9. The production time has to be noted as well as the procedures involved in the entire process.
10. Record any oral history/story associated with the craft/particular craft product.

3. Methodology

1. The consultant will start by doing desk research of available secondary information of the potential areas related to catalogue format and database for priority product.
2. Discussion with all stakeholders must be planned and guided with prepared setting up catalogue format and database relevant for information collection.
3. The consultant will gather all the required information on cataloguing.
4. A very informative cataloguing format needs to be developed by the consultant.
5. The consultant will come up with an implementable activity plan.
6. The consultant will present the draft reports to solicit comments and suggestions.
7. Finalization of the report based on the comments and suggestions.

4. Deliverable and Timeframe

The entire process is to be completed within 30 days. The deliverable is the final report which is submitted both in hard copy and electronic format and must be written in English.

	Activities	Outcome	Timeline (No. of days)
1	Desk research for secondary information	- Have information on catalogue format and database of priority product	2 days
2	Visits to all stakeholders for primary information	- Primary data collected - Guided catalogue format and database prepared	3 days
3	Preparing the catalogue format and activity plan	- Catalogue format and database prepared - Activity plan prepared	2 days
4	First presentation about the catalogue format and implementable plan	- APIC updated and feedback received	1 day
4	Starts implementing the plan	- Cataloguing data	28 days

		collected	
5	Data compilation and report writing	- Draft report generated	3 days
6	Draft report presentation	- Feedback received	1 day
7	Final report writing presentation and submission	- Final presentation made - Final report submitted	3 days
8	Time for unseen contingency		2 days
	Total Number of days		45 days

6. Expected Output

The assignment shall result as follows:-

1. A standard informative catalogue format to be developed (taking into account the name of the product both modern and local, design, the kind of raw materials and equipments used, production time, market performance, utilities, etc).
2. Recommend suitable database software for establishing backbone for database management.
3. Provides APIC the list of artisans with contact details who work with metal and metal craft products
4. Information on the number of new products that are being produced on an annual basis.
5. Recommendations for improvement in terms of design and utility.
6. Submission of report within 30 days from date of signing of the contract.
7. The final report should be submitted both in hard (colour where necessary) and soft copies.

a. Selection of Consulting Firm

The consulting firm shall be selected based on competitive bidding procedures specified in the RGOB Procurement Rules and Regulations.

b. Reporting and Accountability

The consulting firm shall execute an agreement with the output of the, Ministry of Economic Affairs and the work of the assigned consultant shall be facilitated under the supervision of the Chief Executive Officer, Agency for Promotion of Indigenous Craft. The payment as specified in the contract shall be made on an instalment basis as per a schedule agreed in the contract agreement.

c. Confidentiality

All information, data and documents provided to the consulting firm by the client or developed by the consulting firm in the course of performing the services under this TOR shall be treated by the firm as confidential and shall not be published or disclosed to any third party without the prior written approval of the client.

d. Time Frame

The assignment is expected to be completed within a period of 30 days from the day of signing of the contract agreement. However, the exact duration of the assignment will be determined at the time of signing the contract agreement.

Annexure -1

FORMAT FOR TECHNICAL PROPOSAL

To

Sir,

Subject: Hiring of Consultancy Service for _____

Regarding Technical Proposal

I/We _____ Consultant/Consultancy firm
herewith enclose Technical Proposal for selection of my/our firm/organization as
Consultant for _____.

Yours sincerely,

Signature

Full Name

Designation

Address

(Authorized Representative)

- a. Attach firm's profile:
- b. Relevant services carried out in the last five years which best illustrates qualifications
- c. Detailed approach and methodology explanation
- d. Comments and suggestions on the TOR
- e. CVs of Proposed Personnel
- f. Valid Trade license

Annexure -2

FORMAT FOR FINANCIAL PROPOSAL

To

Sir,

Subject: Hiring of Consultancy Service for _____

Regarding Price Proposal

I/We _____ Consultant/Consultancy firm
herewith enclose Price Proposal for selection of my/our firm/organization as
Consultant for

_____.

I, the undersigned, hereby declare to the best of my knowledge and belief, this
information is true and correct.

Yours sincerely,

Signature

Full Name

Designation

Address

(Authorized Representative)