TERM OF REFERENCE FOR BHUTAN CIVIL AVIATION AUTHORITY OFFICE EXPANSION AND RENOVATION

A. **Background:** Bhutan civil Aviation Authority is the implementing agency located at Paro International Airport.

B. Scope of Services:

a. Detailed design and drawing of the office space

b. Detailed Quantity and cost estimating including preparation of BoQ

c. Preparation of bidding document in accordance to latest standard Bidding Document
of PPPD.

d. Assist the department in floating tenders, pre-bid activities, evaluation of bids

e. Finalizing of contract and obtaining necessary approval from local authority of other related agencies as needed by the law of Bhutan.

f. Site Plan- The consultant shall be responsible for preparation of site plans

g. Sustainable architectural design concept

h. Preparation of bidding documents as advised by the employer while giving necessary recommendations as and when needed. The document shall be prepared in accordance with latest standard bidding documents available in the PPPD website.

i. Provide all necessary assistance for procurement of contracts including but not limited to advertising the invitation to bid, bid clarifications and addenda, pre-bid

j. The frequent site visit is required to ascertain the quality of works

k. The necessary construction approval should be sought by consulting firm