

4. REQUIRED SKILLED MANPOWER AND TECHNICAL RESOURCES

4.1 Skilled Manpower / Key Personnel

The bidder shall propose a qualified and experienced team of professionals for the successful execution of the assignment as specified in the Terms of Reference (TOR).

The minimum required key personnel shall be as follows:

Sl/No	Position	Min. Qualification	Min. Relevant Experience
1	Team Leader / Architect	Bachelor's Degree or higher in Architecture	5 years
2	Structural Engineer	Bachelor's Degree or higher in Civil/Structural Engineering	5 Years
3	Electrical Engineer	Bachelor's Degree or higher in Electrical Engineering	3 Years
4	Quantity Surveyor / Cost Estimator	Degree/Diploma in Quantity Surveying/Civil Engineering or equivalent	3 Years
5	CAD/BIM Technician	Diploma/Certificate in CAD/BIM or equivalent	2 years

The bidder may propose additional personnel as required for the successful completion of the assignment.

4.1.1 Documentary Evidence for Key Personnel

The bidder shall submit the following for each proposed key personnel:

- Updated Curriculum Vitae (CV);
- Copies of academic qualification certificates;
- Copies of professional registration/certificates, where applicable;
- Relevant experience certificates or other acceptable documentary evidence;
- Details of similar assignments undertaken;
- Signed availability/commitment letter from the proposed personnel.

Only experience supported by satisfactory documentary evidence shall be considered for evaluation.

4.1.2 Availability of Key Personnel

The bidder shall ensure that the proposed key personnel are available for the duration of the assignment and shall actively participate in the relevant stages of the work.

The Team Leader/Architect shall be responsible for overall coordination of the architectural, structural, electrical, and cost estimation components.

No key personnel shall be replaced without prior written approval from **Drukair Office, Paro**.

Any replacement personnel shall have qualifications and experience equal to or better than those of the originally proposed personnel.



4.2 EQUIPMENT AND TECHNICAL RESOURCES

The bidder shall demonstrate access to adequate equipment, software, and technical resources required to undertake the design assignment.

The minimum required resources shall include:

Sl/No	Equipment/Software	Requirements
1	Computer/Laptop	Suitable for CAD and engineering design
2	CAD Software	AutoCAD or equivalent
3	Structural Design Software	Suitable for G+2 building analysis and design
4	Electrical Design/Calculation Software	Suitable for building electrical design
5	Quantity Estimation Software	Suitable for BoQ and cost estimation
6	Site Measurement Equipment	Measuring tape/laser distance meter
7	Survey Equipment	As required for site verification

The bidder shall indicate the availability of the above resources in the technical proposal.

Recommended documents to request from the bidder

Sl/No	Resource	Documentary Evidence Required
1	Computer/Laptop	Equipment declaration/list indicating make, model, processor, RAM, storage, etc.
2	CAD Software	Valid software license/subscription evidence or license certificate.
3	Architectural/BIM Software	Valid license/subscription evidence , where applicable.
4	Structural Design Software	Valid software license/subscription evidence for the proposed structural analysis/design software.
5	Electrical Design Software	Valid license/subscription evidence , where applicable.
6	Site Measurement Equipment	Equipment list and ownership/access declaration for measuring tape, laser distance meter, etc.
7	Survey Equipment	Ownership/access documents , such as equipment list, purchase invoice, lease/rental agreement, or service agreement.

Mandatory:

1. Equipment and Software Availability Declaration.
2. Detailed list of equipment/software proposed for the assignment.
3. Valid license/subscription evidence for **CAD and structural design software**.
4. Ownership/access evidence for major survey equipment, where applicable.



5. Undertaking that all declared resources will be available throughout the assignment.

