



**CORRIGENDUM**  
**Expression of Interest**  
**(For Pre-qualification of Consulting Firms & Companies)**

Reference to the Advertisement titled, **Expression of Interest (For Pre-qualification of Consulting Firms & Companies)** published in the National Dailies i.e., The Nation & Jang on 04.12.2016 under the IPL-14528 and on 31.12.2016 under SPL-3499, with the last date for submission of EOIs as **January 30, 2017**.

It is hereby informed that the deadline for submission of EOIs has now been extended up to **February 15, 2017 till closing of the office hours**. The remaining contents of the previous advertisement shall remain the same.

Director General (M&E)  
For Secretary, Govt. of Punjab, P&D Department  
P&D Complex, Opposite Civil Secretariat, Lahore  
Phone No: 99210003, Email: [dgme.punjab@gmail.com](mailto:dgme.punjab@gmail.com)



# EXPRESSION OF INTEREST

(For Pre-qualification of Consulting Firms & Companies)



P&D Department, Government of Punjab is enabled to pre-qualify competent and qualified National & International Firms and Companies in the following emerging areas, which may be engaged on time to time basis by line departments, public sector companies and authorities of Government of Punjab under clause No. 16 of revised PPRA Rules 2014. The pre-qualification list of Firms & Companies will remain valid till June 2018.

## AREA OF EXPERTISE

<p>i. <b>Power, Energy &amp; Renewable Energy</b></p> <ul style="list-style-type: none"><li>a. <i>HydroEnergy</i></li><li>b. <i>Solar Energy</i></li><li>c. <i>Bio Energy</i></li><li>d. <i>Wind Energy</i></li><li>e. <i>Coal Energy</i></li></ul> <p>ii. <b>Ground Water, Hydrology &amp; Integrated Water Management</b></p> <p>iii. <b>Transportation Planning and Management</b></p> <p>iv. <b>Legal, Techno-legal &amp; Contract Management</b></p> <ul style="list-style-type: none"><li>a. <i>Legal</i></li><li>b. <i>Techno-Legal and Contract Management</i></li></ul> <p>v. <b>Public Private Partnership</b></p> <p>vi. <b>Financial &amp; Economic Analysis</b></p> <p>vii. <b>Information Technology</b></p> <p>viii. <b>Agriculture, Livestock and Forestry, Wildlife and Fisheries</b></p> <ul style="list-style-type: none"><li>a. <i>Agriculture</i></li><li>b. <i>Livestock</i></li><li>c. <i>Forestry, Wildlife and Fisheries</i></li></ul>	<p>ix. <b>Infrastructure and Structural Engineering</b></p> <ul style="list-style-type: none"><li>a. <i>Canals &amp; Barrages</i></li><li>b. <i>Small &amp; Mini Dams</i></li><li>c. <i>Roads &amp; Bridges</i></li><li>d. <i>Buildings</i></li></ul> <p>x. <b>Water supply, Sanitation and Public Health Engineering</b></p> <p>xi. <b>Urban Planning &amp; Development</b></p> <p>xii. <b>Environment Sector</b></p> <p>xiii. <b>Monitoring and Evaluation</b></p> <ul style="list-style-type: none"><li>a. <i>Monitoring, IT / Web based Monitoring System of Projects</i></li><li>b. <i>Output, Outcome and Impact Evaluation and M&amp;E Frameworks</i></li></ul> <p>xiv. <b>Health Sector</b></p> <ul style="list-style-type: none"><li>a. <i>Planning, designing, third party validation and operations of hospitals and other public sector health facilities</i></li><li>b. <i>Planning, third party validation, need assessment, designing, specification of medical equipment used for public sector hospitals and other public sector health facilities</i></li><li>c. <i>Planning, designing and operationalization of hospital waste management system</i></li></ul>
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In this context, a Web Based Pre-qualification System (WBPS) has been developed and introduced on the website of Directorate General (Monitoring and Evaluation). Interested National or International Firms / Companies including consortium and joint ventures meeting the below mentioned criteria as a prerequisite may download the pre-qualification document (PQD) from the website of Directorate General (Monitoring and Evaluation) and submit their response on the same WBPS. **Last date for submission of EOIs is extended to January 30, 2017 till closing of the office hours i.e., 4:00 pm.**

## PREREQUISITE FOR PRE-QUALIFICATION / SHORTLISTING

- Registration with the relevant professional body (PEC, PCATP, ICAP and any other National or International association /forum)
- Registration with the SECP, Registrar of Firms, Chamber of Commerce or any other International body depicting legal status of Firm, Company or Organization.
- National Tax Registration
- Minimum Rs.100 million and 10.0 million USD annual turnover for National and International Firms / Companies respectively.
- Firm / Company has neither been blacklisted by any Federal, Provincial, State or Local Government department and / or by any Government owned Company/ Foundation / Authority.

Firms/Companies which have already submitted their Expression of Interest in response to the earlier advertisement for the year 2016-17 need to submit their response afresh on WBPS in accordance with revised PQDs.

Pre-qualification / shortlisting of Firms / Companies will purely be done in accordance to the criteria defined in PQD. List of Pre-qualified Firms will be valid till June 2018. However, pre-qualification / shortlisting of any Firm / Company does not guarantee award of work and it depends on availability of assignment with line departments, technical and financial evaluation of proposal submitted by consultants for a specific work at a later stage in accordance with amended clause 16 of PPRA Rules, 2014.

**Director General (M&E)**  
**For Secretary, Govt. of Punjab, P&D Department**  
**P&D Complex, Opposite Civil Secretariat, Lahore**  
**Phone No: 042-99210003 Email: dgme.punjab@gmail.com**



Respective Department Name

GOVERNMENT OF THE PUNJAB

Telephone No.  
042-99210003

Letter No.  
Dated Lahore -1<sup>st</sup> February, 2016

## Section 1: Letter of Invitation

**SUBJECT: PRE-QUALIFICATION OF CONSULTING FIRMS AND COMPANIES**

Dear Mr. /Ms.:

1. P&D Department, Government of Punjab is enabled to pre-qualify competent and qualified National & International Firms and Companies in the following emerging areas, which may be engaged on time to time basis by line departments, public sector companies and authorities of Government of Punjab under clause No. 16 of revised PPRA Rules 2014. The pre-qualification list of Firms & Companies will remain valid till June 2018.

<b>AREA OF EXPERTISE</b>	
<ol style="list-style-type: none"><li><b>1. Power , Energy &amp; Renewable Energy</b><ol style="list-style-type: none"><li>a. Hydro energy</li><li>b. Solar Energy</li><li>c. Bio Energy</li><li>d. Wind Energy</li><li>e. Coal Energy</li></ol></li><li><b>2. Ground water, Hydrology &amp; Integrated water Management</b></li><li><b>3. Transportation Planning and Management</b></li><li><b>4. Legal, Techno-Legal &amp; Contract Management</b><ol style="list-style-type: none"><li>a. Legal</li><li>b. Techno-Legal and Contract Management</li></ol></li><li><b>5. Public Private Partnership</b></li><li><b>6. Financial &amp; Economic Analysis</b></li><li><b>7. Information Technology</b></li><li><b>8. Agriculture, Livestock and Forestry, Wildlife and Fisheries</b><ol style="list-style-type: none"><li>a. Agriculture</li><li>b. Livestock</li><li>c. Forestry, Wildlife and Fisheries</li></ol></li></ol>	<ol style="list-style-type: none"><li><b>9. Infrastructure and Structural Engineering</b><ol style="list-style-type: none"><li>a. Canal &amp; Barrages</li><li>b. Small &amp; Mini Dams</li><li>c. Roads &amp; bridges</li><li>d. Buildings</li></ol></li><li><b>10. Water Supply, Sanitation and Public Health Engineering</b></li><li><b>11. Urban Planning &amp; Development</b></li><li><b>12. Environment Sector</b></li><li><b>13. Monitoring &amp; Evaluation</b><ol style="list-style-type: none"><li>a. Monitoring IT / Web Based Monitoring System of Projects</li><li>b. Output, Outcome and Impact Evaluation and M&amp;E Frameworks</li></ol></li><li><b>14. Health Sector</b><ol style="list-style-type: none"><li>a. Planning, designing, third party validation and operations of Hospitals and other public sector of health facilities</li><li>b. Planning, third party validation, need assessment, designing, specification of Medical equipment used for Public Sector and Hospitals and other Public sector Health facilities.</li><li>c. Planning, designing and operationalization of Hospitals waste management system</li></ol></li></ol>

2. To evaluate the applicant firms of abovementioned areas, the Consulting firms are required for the evaluation of pre-qualification documents provided. In this context, a Web Based Pre-qualification System (WBPS) has been developed and introduced on the website of Directorate General (Monitoring and Evaluation). Interested National or International Firms / Companies including consortium and joint ventures meeting the below mentioned criteria as a prerequisite may download the pre-qualification document (PQD) from the website of Directorate General (Monitoring and Evaluation) and submit their response on the same WBPS.
3. The firms which are already shortlisted are not entitled to apply for PQD. The Consultant firm will not be eligible to apply for providing services in any sector mentioned in advertisement/
4. In this regard, as per Punjab Procurement Regulatory Authority (PPRA) rules 2014, (Directorate General Monitoring and Evaluation (DGM&E), Planning and Development Department), Government of Punjab invites proposals from the Consulting Firms shortlisted against their Expression of Interest (EOIs) submitted for providing the services under the project titled, "Capacity Building of DG M&E for improved Planning, Monitoring and Evaluation"
5. Details of the services along with time duration are provided in the Terms of Reference.
6. Separate Proposals shall be submitted as mentioned in the RFP.
7. Separate teams shall be nominated as proposed in the TORs.
8. It is not permissible to transfer this invitation to any other firm.
9. The Consultant will be selected under the Selection Method: **Quality and Cost Based** and procedures described in this RFP, in accordance with the clause no. 45 (3) of Punjab PPRA Rules 2014 **issued vide notification no. ADMN (PPRA) 10-2/2013 issued dated 13.01.2014.**
10. The RFP includes the following additional documents:
  - Section 1** - Instructions to Consultants (including Data Sheet)
  - Section 2** - Technical Proposal - Standard Forms
  - Section 3** - Financial Proposal - Standard Forms
  - Section 4** - Terms of Reference
11. It is mandatory for proposals to be made using the Standard Forms of the RFP. Proposals that are not in the prescribed format may be discarded. If any information required in the forms is found missing, or written elsewhere, no credit will be given in the relevant section of the evaluation.

12. Firms should submit details of 5 Nos. of their most relevant assignments for technical evaluation using the prescribed format. Assignments submitted beyond the given number will not be considered.
13. CVs of key personnel corresponding to the list given in the Data Sheet should provide details of assignments projects done by the individual in the past years. However, consultants must propose a separate team for each package.
14. Please inform us in writing through mail and email about the following upon receipt of this letter that:
  - a) You received the Letter of Invitation; and
  - b) Whether you will submit a proposal alone or in association

This information should be sent to the following address:

Name: Dr. Sajjad Mubin

Designation: DG M&E

Address: P&D Department P&D complex civil secretariat Lahore

Email: [sajjadmubin@yahoo.com](mailto:sajjadmubin@yahoo.com)

Yours sincerely,

Engr. Simab Ashraf,  
U P & T Specialist,  
DGM&E, P & D Deptt.

## Section 2: Instructions to Consultants

<b>Definitions</b>	<ol style="list-style-type: none"><li>a. 'Act' means the Punjab Procurement Regulatory Authority Act 2009;</li><li>b. 'Agreement' means the Agreement signed by the parties and all the attached documents;</li><li>c. 'Applicant' enlisted or to be prequalified or to be short-listed in response to the advertisement given by the procuring agency;</li><li>d. 'Associate' means any agency or person with whom the consultant associates in order to provide any part of the services;</li><li>e. 'Authority' means the Punjab Procurement Regulatory Authority;</li><li>f. 'Client' means the organization with which the selected Consultant signs the Agreement for the Services;</li><li>g. 'Consultant' means any entity or person that may provide or provides the Services to the Client under the Agreement;</li><li>h. 'Day' means calendar day;</li><li>i. 'Government' means the Government of the Punjab and all its associated Departments, agencies, autonomous/semi-autonomous bodies, local governments, boards, universities and similar other organizations;</li><li>j. 'Instructions to Consultant' means the document which provides short-listed Consultants with all information needed to prepare their Proposals.</li><li>k. 'LOI' means the Letter of Invitation included in the RFP as Section - 1 being sent by the Client to the short-listed Consultants;</li><li>l. 'Personnel' means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; "Foreign Personnel" means such professionals and support staff who at the time of being so provided had their domicile outside Pakistan; "Local Personnel" means such professionals and support staff who at the time of being so provided had their domicile inside Pakistan;</li><li>m. 'Proposal' means the Technical Proposal and the Financial Proposal;</li><li>n. 'RFP' means the Request for Proposal to be prepared by the Client for the selection of Consultants;</li><li>o. 'Rules' means Punjab Procurement Regulatory Authority</li></ol>
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	<p>(PPRA) rules 2014.</p> <p>p. ‘Services’ means the work to be performed by the Consultant pursuant to the Agreement;</p> <p>q. ‘Sub-Consultant’ means any person or entity with whom the Consultant sub agreements any part of the Services;</p> <p>r. ‘Terms of Reference’ (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment</p>
<p><b>1. Introduction</b></p>	<p>1.1 The Client named in the Data Sheet will select a consulting firm/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet</p> <p>1.2 The short-listed Consultants are invited to submit a Technical Proposal and a Financial Proposal for consulting services required for the assignment as per the directions provided in the Data Sheet. Separate proposals shall be submitted against each task as mentioned in the Data Sheet. The proposals should be in separate marked and sealed envelopes. The Proposal will be the basis for agreement negotiations and ultimately for a signed Agreement with the selected Consultant.</p> <p>1.3 Consultants should familiarize themselves with assignment conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment, Consultants are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. If allowed in the Data Sheet attending the pre-proposal conference is optional. Consultants should contact the Client’s representative named in the Data Sheet to obtain additional information on the pre-proposal conference. Consultants should ensure these officials are informed well-ahead of time in case they wish to visit the Client.</p> <p>1.4 The Client will timely provide at no cost to the Consultants the inputs and facilities specified in the Data Sheet (if any), assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.</p> <p>1.5 Consultants shall bear all costs associated with the preparation and submission of their proposals and agreement negotiation. The Client may reject all</p>



**Conflicting Relationships**

such assets. Similarly, a Consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question.

- (iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of;
  - (a) the preparation of the Terms of Reference of the assignment;
  - (b) the selection process for such assignment, or
  - (c) Supervision of the Agreement, may not be awarded an Agreement, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Government of Punjab throughout the selection process and the execution of the Agreement.

**1.6.2** Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Agreement.

**1.6.3** No agency or current employees of the Client shall work as Consultants under their own ministries, Departments or agencies. Recruiting former government employees of the Client to work for their former ministries, Departments or agencies is acceptable provided no conflict of interest exists. When the Consultant nominates any government employee as Personnel in their technical proposal, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his technical proposal.

**1.6.4** If a short-listed Consultant could derive a competitive advantage from having provided consulting services related to the assignment in

**Unfair Advantage**

	<p>question, the Client shall make available to all short-listed Consultants together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.</p>
<p><b>Fraud and Corruption</b></p>	<p>1.7. The Government of Punjab requires Consultants participating in its projects to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. In pursuance of this policy, the Government of Punjab:</p> <p>a. defines, for the purpose of this paragraph, the terms set forth below as follows:</p> <p><b>‘corrupt and fraudulent practice’</b> means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the contractor in the procurement process or in contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following practices:</p> <p>(i) <b>coercive</b> practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any Party or the property of the Party to influence the actions of a Party to achieve a wrongful gain or to cause a wrongful loss to another Party;</p> <p>(ii) <b>collusive</b> practice by arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;</p> <p>(iii) <b>corrupt</b> practice by offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another Party for wrongful gain;</p> <p>(iv) <b>fraudulent</b> practice by any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a Party to obtain a</p>

	<p>financial or other benefit or to avoid an obligation;</p> <p>(v) <b>obstructive</b> practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their Participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any Party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights;</p> <p>b. will reject a proposal for award if it determines that the Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive <b>or obstructive</b> practices in competing for the agreement in question;</p> <p>c. Will sanction a Consultant, including declaring the Consultant ineligible, either indefinitely or for a stated period of time, to be awarded a Government of Punjab agreement if at any time it determines that the Consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Government of Punjab agreement; and</p> <p>d. Will have the right to require that a provision be included requiring Consultants to permit the Government of Punjab to inspect their accounts and records and other documents relating to the submission of proposals and agreement performance, and have them audited by auditors appointed by the Government of Punjab.</p>
	<p>1.8 Consultants, their Sub-Consultants, and their associates shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Punjab in accordance with the above para. 1.7. Furthermore, the Consultants shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Agreement.</p> <p>1.9 Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Consultant is awarded the Agreement, as requested in the Financial Proposal submission form (Section 4)</p>

<p><b>Only One Proposal against each task Separate Team for each Package</b></p>	<p><b>1.10</b> Short-listed Consultants may submit only one proposal for the prescribed tasks as specified in the TORs. Different proposals submitted by the consultant for a particular task, such proposal shall be disqualified.</p> <p>1.11 If short-listed consultant intends to apply for more than one Package, separate teams may be nominated as proposed in the TORs. Otherwise, the proposal will be considered for only one Package.</p>
<p><b>Proposal Validity</b></p>	<p>1.12 The Data Sheet indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. Should the need arise, however, the Client may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, which would be considered in the final evaluation for agreement award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.</p>
<p><b>Eligibility of Sub-Consultants</b></p>	<p>1.13 In case a short-listed Consultant intends to associate with any Consultants other than short-listed consultants and/or individual expert(s), such other Consultants and/or individual expert(s) shall be subject to provision of copy of the agreement between consultant and sub consultant, on the legal format.</p>
<p><b>2. Clarification and Amendments of RFP Documents</b></p>	<p>2.1. Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.2</p> <p>2.2. At any time before the submission of Proposals, the client may amend the RFP by issuing an addendum in writing or</p>

	<p>by standard electronic means. The addendum shall be sent to all Consultants by standard electronic means and will be binding on them. Consultants shall acknowledge receipt of all amendments and take an amendment into account in their Proposals. The Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.</p>
<p><b>3. Clarification and Amendments of RFP Documents</b></p> <p><b>Technical Proposal Format and Content</b></p>	<p>3.1. The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language (s) specified in the Data Sheet</p> <p>3.2. In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.</p> <p>3.3. While preparing the Technical Proposal, Consultants must give Particular attention to the following:</p> <p>(a) If a short-listed Consultant considers that it may enhance its expertise for the assignment by associating with other Consultants in a joint venture or sub-consultancy, it may associate with either</p> <p>(i) Other than short-listed Consultant(s), or</p> <p>(ii) Short-listed Consultants (if so indicated in the Data Sheet). A short-listed Consultant must first obtain the approval of the Client if it wishes to enter into a joint venture with any other short-listed Consultant(s). In case of association with non-short-listed Consultant(s), the short-listed Consultant shall act as association leader. Any associations must be clearly indicated in the technical proposal. In case of a joint venture, all Partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.</p> <p>(b) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position</p> <p>3.4. The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3). Paragraph (c) (ii) indicates the recommended number of pages for the description of the approach, methodology and work plan of the Technical Proposal. A page is considered to be one</p>

printed side of A4 or letter size paper.

- (a) A brief description of the Consultants' organization and an outline of recent experience of the Consultants (each Partner in case of joint venture) on assignments of a similar nature is required in Form TECH-2 of Section 3. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who Participated, duration of the assignment, agreement amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally engaged by the Client as a firm or as one of the major firms within a joint venture (supported by the completion certificates). Assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client
- (b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by the Client (Form TECH-3 of Section 3).
- (c) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.
- (d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5 of Section 3)
- (e) Estimates of the staff input (staff-months of foreign and local professionals) needed to carry out the assignment (Form TECH-7 of Section 3). The staff-months input should be indicated for field activities, for Professional

<p style="text-align: center;"><b>Financial Proposal</b></p> <p style="text-align: center;"><b>Taxes</b></p>	<p>staff.</p> <p>(f) CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3) along with their Computerized National Identity Card numbers.</p> <p>(g) A detailed description of the proposed methodology and staffing for training, if the Data Sheet specifies training as a specific component of the assignment.</p> <p>3.5. The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.</p> <p>3.6. The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (local), in the field office, and (b) reimbursable expenses indicated in the Data Sheet. If appropriate, these costs should be broken down by activity. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.</p> <p>3.7. The Consultant may be subject to any government taxes (such as: value added or sales tax or income taxes on duties, fees, levies, etc) on amounts payable by the Client under the Agreement. The Client will state in the Data Sheet if the Consultant is subject to payment of any taxes. Any such amounts shall be included in the Financial Proposal, and consultants are required to submit the financial proposal by incorporating the values of taxes under separate heads, however the cost of taxes will not be evaluated, but they will be discussed at agreement negotiations, and applicable amounts will be included in the Agreement.</p> <p>3.8. Consultants should express the price of their services in Pakistan Rupees.</p> <p>3.9. Commissions and gratuities, if any, paid or to be paid by Consultants and related to the assignment will be listed in the Financial Proposal Form FIN-1 of Section 4.</p>
<p><b>4. Submission, Receipt and Opening of Proposals</b></p>	<p>4.1. The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The</p>

person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.

- 4.2. An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "ORIGINAL".
- 4.3. The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. The Technical Proposals shall be sent to the addresses referred to in para. 4.5 and in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 4.4. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the Assignment, clearly marked "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE SUBMISSION DEADLINE**". The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as Indicated above, this will constitute grounds for declaring the proposal non-responsive.
- 4.5. The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with para. 2.2. Any proposal received by the Client after the deadline for

	<p>submission shall be returned unopened.</p> <p>4.6. Under the presence of all the officers concerned, the Client shall open the Technical Proposal immediately after the deadline for their submission (as provided in the Data Sheet). The envelopes with the Financial Proposal shall remain sealed and securely stored.</p>
<p><b>5. Proposal Evaluation</b></p> <p><b>Evaluation of Technical Proposal</b></p> <p><b>Public Opening and Evaluation of</b></p>	<p>5.1. From the time the Proposals are opened to the time the Agreement is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Agreement may result in the rejection of the Consultants' Proposal. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.</p> <p>5.2. The Evaluation Committee/Consultant Selection Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score as indicated in the Data Sheet.</p> <p>5.3. After the technical evaluation is completed, the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and TOR, that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional. The opening date shall be set so as to allow interested Consultants sufficient time to make arrangements for attending the opening.</p> <p>5.4. Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants, and the technical scores of the Consultants shall be read aloud. The Financial</p>

<p><b>Financial Proposals (only for QCBS and Least-Cost Selection)</b></p>	<p>Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.</p> <p>5.5. The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the formers will prevail. In addition to the above corrections, as indicated under para. 3.6, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time-Based form of agreement has been included in the RFP, the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, (ii) if the Lump-Sum form of agreement has been included in the RFP, no corrections are applied to the Financial Proposal in this respect.</p> <p>5.6. In case of QCBS, the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet: <math>S = St \times T\% + Sf \times P\%</math>. The firm achieving the highest combined technical and financial score will be invited for negotiations.</p>
<p><b>6. Negotiations</b></p> <p><b>Technical Negotiations</b></p>	<p>6.1. Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a prerequisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude an Agreement.</p> <p>6.2. Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and</p>

<p><b>Financial Negotiations</b></p>	<p>methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Client and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Agreement as “Description of Services”. Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The client shall prepare minutes of negotiations which will be signed by the Client and the Consultant.</p> <p>6.3. If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to determine the tax amount to be paid by the Consultant under the Agreement. The financial negotiations will reflect the agreed technical modifications in the cost of the services. In the cases of QCBS, , and the Least-Cost Selection methods, financial negotiations can involve the remuneration rates for staff or other proposed unit rates if there is a revision of scope or if the bid rate exceeds the available budget. For other methods, Consultants will provide the Client with the information on remuneration rates described in the Appendix attached to Section 4 - Financial Proposal - Standard Forms of this RFP.</p>
<p><b>Availability of Professional staff/experts</b></p>	<p>6.4. Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Client expects to negotiate an Agreement on the basis of the Professional staff named in the Proposal. Before agreement negotiations, the Client will require assurance that the Professional staff will be actually available. The Client will not consider substitutions during agreement negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.</p>
<p><b>Conclusion of Negotiations</b></p>	<p>6.5. Negotiations will conclude with a review of the draft Agreement. To complete negotiations the Client and the Consultant will initial the agreed Agreement. If negotiations fail, the Client will invite the Consultant whose Proposal received the second highest score to</p>

	negotiate an Agreement.
<b>7. Award of Agreement</b>	<p>7.1. After completing negotiations the Client shall award the Agreement to the selected Consultant and publish details on the website of <b>Name of Organization</b> and promptly notify all Consultants who have submitted proposals. After Agreement signature, the Client shall return the unopened Financial Proposals to the unsuccessful Consultants.</p> <p>7.2. The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.</p>
<b>8. Confidentiality</b>	<p>8.1. Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Agreement. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the PPRA rules 2014 relating to fraud and corruption.</p>

## Instructions to Consultants

### DATA SHEET

Paragraph Reference	
1.1	Name of the Client: DGM&E, P&D Department. Method of selection: <b><u>Least Cost Method</u></b>
1.2	Financial Proposal to be submitted together with Technical Proposal: <b>Yes</b>  Name of the assignment is:  Under the approved project titled,  Separate Proposals shall be submitted against each Package.
1.3	A pre-proposal conference will be held: <b>No</b>
1.4	The Client will provide the following inputs and facilities:
1.6.1	The Client envisages the need for continuity for downstream work: <b>No</b>
1.10	Proposals shall be submitted as described in TORs.
1.11	If short-listed consultant intends to apply for more than one Package, separate teams shall be nominated as proposed in the TORs. Otherwise, the proposal will be considered for only one Package
1.12	Proposals must remain valid for <b><u>90 days</u></b> after the submission date, i.e. until: 20-05-2017
2.1	Clarifications may be requested till 17.02.2017 before 03:00 pm.  The address for requesting clarifications is: E-mail: engr.simab2005@gmail.com Ph No. 042-99214486 Fax No.042-99214491
3.1	Proposals shall be submitted in the <b>English</b> language
3.3 (a)	Short-listed Consultants may associate with consultants other than short-listed Consultants: <b>No</b>
3.4 (a)	Firms should submit the list of prequalified consultant firms/ companies.
3.4 (f)	CVs should contain details on EOI evaluations done by the individual in the past years.
3.7	Amounts payable by the Client to the Consultant under the agreement to be subject to all applicable taxes: <b>Yes</b>
4.3	Consultant must submit the original and <b>01 No.</b> copy of the Technical Proposal, and the original of the Financial Proposal.
4.5	The Proposal submission address is: Proposals must be submitted no later than the following date and time:

	<b>20-02-2017 till 04:00 pm</b>																																													
<b>4.6</b>	Technical Proposals will be opened in the presence of all the concerned on <b>20.02.2017 at 4:30 pm</b> in the Committee Room No. 1 of DG (M&E), Planning and Development Department.																																													
<b>5.2</b>	<p>Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are as follows:</p> <table> <tr> <td><b>A<sub>1</sub></b></td> <td>Company Profile</td> <td><b>Points</b></td> </tr> <tr> <td>A</td> <td>Number of Similar Assignments</td> <td>40</td> </tr> <tr> <td>B</td> <td>Value of Similar Assignments</td> <td>40</td> </tr> <tr> <td>C</td> <td>Human Resource Capacity &amp; Quality Management System</td> <td>10</td> </tr> <tr> <td>D</td> <td>Financial Capability</td> <td>10</td> </tr> <tr> <td></td> <td><b>Total A<sub>1</sub></b></td> <td><b>100</b></td> </tr> <tr> <td><b>**A<sub>2</sub></b></td> <td></td> <td><b>Points</b></td> </tr> <tr> <td>a)</td> <td>Project Team Leader</td> <td>50</td> </tr> <tr> <td>b)</td> <td>Procurement Specialist</td> <td>30</td> </tr> <tr> <td>c)</td> <td>Assistant/ Data Entry</td> <td>20</td> </tr> <tr> <td></td> <td><b>Total A<sub>2</sub></b></td> <td><b>100</b></td> </tr> <tr> <td><b>A<sub>3</sub></b></td> <td>Approach &amp; Methodology</td> <td><b>Points</b></td> </tr> <tr> <td>a)</td> <td>Understanding &amp; Innovativeness</td> <td>40</td> </tr> <tr> <td>b)</td> <td>Methodology &amp; Work Plan</td> <td>60</td> </tr> <tr> <td></td> <td><b>Total A<sub>3</sub></b></td> <td><b>100</b></td> </tr> </table> <p>Technical Score*** = <math>\frac{A_1[40\%]}{100} + \frac{A_2[30\%]}{100} + \frac{A_3[30\%]}{100}</math></p> <p>*The minimum technical score St required to pass is: <b>65 Points</b></p>	<b>A<sub>1</sub></b>	Company Profile	<b>Points</b>	A	Number of Similar Assignments	40	B	Value of Similar Assignments	40	C	Human Resource Capacity & Quality Management System	10	D	Financial Capability	10		<b>Total A<sub>1</sub></b>	<b>100</b>	<b>**A<sub>2</sub></b>		<b>Points</b>	a)	Project Team Leader	50	b)	Procurement Specialist	30	c)	Assistant/ Data Entry	20		<b>Total A<sub>2</sub></b>	<b>100</b>	<b>A<sub>3</sub></b>	Approach & Methodology	<b>Points</b>	a)	Understanding & Innovativeness	40	b)	Methodology & Work Plan	60		<b>Total A<sub>3</sub></b>	<b>100</b>
<b>A<sub>1</sub></b>	Company Profile	<b>Points</b>																																												
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B	Value of Similar Assignments	40																																												
C	Human Resource Capacity & Quality Management System	10																																												
D	Financial Capability	10																																												
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b)	Methodology & Work Plan	60																																												
	<b>Total A<sub>3</sub></b>	<b>100</b>																																												
<b>6.1</b>	Expected date and address for agreement negotiations: <b>27.02.2017 at 10:00 AM in the Committee Room No. 1 of DGM&amp;E, P&amp;D Department.</b>																																													
<b>7.2</b>	Expected date for commencement of consulting services:--																																													

### **Section 3: Technical Proposal - Standard Forms**

Refer to Reference Paragraph 3.4 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 3.4 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

TECH-1 Technical Proposal Submission Form

TECH-2 Consultant's Organization and Experience

A Consultant's Organization

B Consultant's Experience

TECH-3 Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client

A On the Terms of Reference

B On the Counterpart Staff and Facilities

TECH-4 Description of the Approach, Methodology and Work Plan for Performing the Assignment

TECH-5 Team Composition and Task Assignments

TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff

TECH-7 Staffing Schedule

TECH-8 Work Schedule

**FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM**

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[Location,

Date] To:            [Name and address of Client]

Dear Sir,

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]<sup>1</sup>

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.12 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Agreement negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.2 of the Data Sheet.

We understand you are not bound to accept any Proposal you

receive. We remain,

Yours  
sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

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

Name of Firm: \_\_\_\_\_

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

<sup>1</sup> [Association of consultants may be in the form of joint venture or as a sub-consultants. However, delete in case no association is foreseen.]

## FORM TECH-2 CONSULTANT'S ORGANIZATION AND EXPERIENCE

---

### A - Consultant's Organization

*[Provide here a brief (two pages) description of the background and organization of your firm/entity (including organogram) and each associate for this assignment.]*

1. Firm Background:
2. Chief Executive Officer
3. Board of Directors / Partners.
4. Departmental Structure of the Firm.
5. Organogram

**A-I,**

Whether your firm is ISO Certified? If so provide a copy of ISO Certification.

---

## B - Consultant's Experience

*[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this Assignment. Use maximum 20 pages. Please provide Client's certification and/or evidence of the contract agreement.]*

Assignment name:	Cost of the Project
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of staff-months (by your firm) on the assignment:
Start date (month/year): Completion date (month/year):	1. Total value of the consultancy agreement 2. Value of consultancy services provided by your firm under the
Name of associated Consultants, if any:	No. of professional staff-months provided by associated Consultants:
Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	
1. Firms Name: ..... 2. Certificate by the Client / Employer that the work was successfully completed by the consultant.	

**FORM TECH-3 COMMENTS AND SUGGESTIONS ON THE TERMS OF  
REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED  
BY THE CLIENT**

---

**A - On the Terms of Reference**

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

---

## **B - On Counterpart Staff and Facilities**

*[Comment here on counterpart staff and facilities to be provided by the Client according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]*

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**FORM TECH-4 DESCRIPTION OF APPROACH, METHODOLOGY AND WORK  
PLAN FOR PERFORMING THE ASSIGNMENT**

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*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (50 pages, inclusive of charts and diagrams) divided into the following three chapters:*

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

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**FORM TECH-6 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: \_\_\_\_\_

2. **Name of Firm** [*Insert name of firm proposing the staff*]: \_\_\_\_\_

3. **Name of Staff** [*Insert full name*]: \_\_\_\_\_

4. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

5. **CNIC No (if Pakistani):** \_\_\_\_\_ **or Passport No:** \_\_\_\_\_

6. **Education:**

<i>Degree</i>	<i>Major/Minor</i>	<i>Institution</i>	<i>Date (MM/YYYY)</i>

7. **Membership of Professional Associations:** \_\_\_\_\_

8. **Other Training** [*Indicate significant training since degrees under 6 - Education were obtained*]: \_\_\_\_\_

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: \_\_\_\_\_

10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

<i>Employer</i>	<i>Position</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>

## 11. Detailed Tasks Assigned

*[List all tasks to be performed under this assignment]*

## 12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

*[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]*

- 1) Name of assignment or project & Location: \_\_\_\_\_ Cost of Project \_\_\_\_\_  
Date of Start: \_\_\_\_\_ Date of Completion: \_\_\_\_\_  
Actual time spent on the project: \_\_\_\_\_ in months.  
Client: \_\_\_\_\_  
Main project features: \_\_\_\_\_  
Positions held: \_\_\_\_\_  
Activities performed: \_\_\_\_\_
  
- 2) Name of assignment or project: \_\_\_\_\_ Year: \_\_\_\_\_  
-do- \_\_\_\_\_ Location: \_\_\_\_\_  
Client: \_\_\_\_\_  
Main project features: \_\_\_\_\_  
Positions held: \_\_\_\_\_  
Activities performed: \_\_\_\_\_

3) Name of assignment or project:

Year: \_\_\_\_\_ -do- \_\_\_\_\_

Location: \_\_\_\_\_

Client: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

*[Unroll the project details group and continue numbering (4, 5, ...) as many times as is required]*

### **13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
*[Signature of staff member or authorized representative of the staff]* Date: \_\_\_\_\_  
*Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_

---

## FORM TECH-7 STAFFING SCHEDULE<sup>1</sup>

Full time input  
Part time input

<b>Year: _____</b>																
N°	Name of Staff	Staff input (in the form of a bar chart) <sup>2</sup>												Total staff-month input		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Home	Field <sup>3</sup>	Total
<b>Local</b>																
1		<i>[Field]</i>														
2																
n																
												<b>Subtotal</b>				
												<b>Total</b>				

- 1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
- 2 Months are counted from the start of the assignment.
- 3 Field work means work carried out at a place other than the Consultant's home office.



## **Section 4: Financial Proposal - Standard Forms**

*[Comments in brackets [ ] provide guidance to the short-listed Consultants for the preparation of their Financial Proposals; they should not appear on the Financial Proposals to be submitted.]*

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Costs by activity

FIN-4 Breakdown of Remuneration

FIN-5 Reimbursable expenses

Appendix: Financial Negotiations - Breakdown of Remuneration Rates

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**FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM**

---

[Location, Date]

To: [Name and address of Client]

Dear Sir,

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>]. This amount is inclusive of the taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Agreement negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Agreement execution.

We understand you are not bound to accept any Proposal you

receive. We remain,

Yours sincerely,

Authorized Signature [In full and initials]: Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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## FORM FIN-2 SUMMARY OF COSTS

---

<b>Item</b>	<b>Costs</b>
	Pak Rupees
Total Costs of Financial Proposal <sup>1</sup>	

<sup>1</sup> Indicate the total costs, net of local taxes, to be paid by the Client in each currency. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

---

**FORM FIN-3 BREAKDOWN OF COSTS BY ACTIVITY<sup>1</sup>**

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<b>Group of Activities (Phase):<sup>2</sup></b>	<b>Description:<sup>3</sup></b>
_____	_____
_____	_____
Cost component	<b>Costs</b>
	Pak Rupees
<b>(A)</b>	
Remuneration	
Punjab Sales Tax @ 16%	
<b>Sub Total (A)</b>	
<b>(B)</b>	
Reimbursable Expenses	
<b>Sub Total (B)</b>	
<b>Total (A+B)</b>	

- 1 Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. For each currency, the sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.
- 2 Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.
- 3 Short description of the activities whose cost breakdown is provided in this Form.
- 4 For each currency, Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.

### Form FIN-4 BREAKDOWN OF REMUNERATION

(This Form FIN-4 shall only be used when the Time-Based Form of Agreement has been included in the RFP)

Name <sup>2</sup>	Position <sup>3</sup>	Staff-month Rate <sup>4</sup>	Input <sup>5</sup> (Staff-months)	Pak Rupees
Total Costs				

- 1 Form FIN-4 shall be filled for each of the Forms FIN-3 provided.
- 2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
- 3 Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5.
- 4 Indicate separately staff-month rate and currency field work.
- 5 Indicate, the total expected input of staff for carrying out the group of activities or phase indicated in the Form.
- 6 . For each staff indicate the remuneration in the column of the relevant currency for field work. Remuneration = Staff-month Rate x Input.

**FORM FIN-5**  
**BREAKDOWN OF**  
**REIMBURSABLE**  
**EXPENSE 1**

(This Form FIN-5 shall only be used when the Time-Based Form of Agreement has been included in the RFP)

Group of Activities (Phase): _____						
N°	Description <sup>2</sup>	Unit	Unit Cost <sup>3</sup>	Quantity		Pak Rupees
	Miscellaneous travel expenses	Trip				
	Communication costs between [ <i>Insert place</i> ] and [ <i>Insert place</i> ]					
	Drafting, reproduction of reports					
	Equipment, instruments, materials, supplies, etc.					
	Use of computers, software					
	Local transportation costs					
	Office rent, clerical assistance					
Total Costs						

- 1 Form FIN-5 should be filled for each of the Forms FIN-3 provided, if needed.
- 2 Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.
- 3 Indicate unit cost and currency.
- 4 Indicate the cost of each reimbursable item in the column of the relevant currency. Cost = Unit Cost x Quantity.

## Section 5:

### **TERMS OF REFERENCES (TORs) FOR CONSULTING FIRMS AND COMPANIES**

#### **1. INTRODUCTION**

P&D Department, Government of Punjab is enabled to pre-qualify competent and qualified National & International Firms and Companies in the following emerging areas, which may be engaged on time to time basis by line departments, public sector companies and authorities of Government of Punjab under clause No. 16 of revised PPRA Rules 2014. The pre-qualification list of Firms & Companies will remain valid till June 2018.

<b>AREA OF EXPERTISE</b>	
<b>1. Power , Energy &amp; Renewable Energy</b> <ul style="list-style-type: none"><li>a. Hydro energy</li><li>b. Solar Energy</li><li>c. Bio Energy</li><li>d. Wind Energy</li><li>e. Coal Energy</li></ul>	<b>9. Infrastructure and Structural Engineering</b> <ul style="list-style-type: none"><li>a. Canal &amp; Barrages</li><li>b. Small &amp; Mini Dams</li><li>c. Roads &amp; bridges</li><li>d. Buildings</li></ul>
<b>2. Ground water, Hydrology &amp; Integrated water Management</b>	<b>10. Water Supply, Sanitation and Public Health Engineering</b>
<b>3. Transportation Planning and Management</b>	<b>11. Urban Planning &amp; Development</b>
<b>4. Legal, Techno-Legal &amp; Contract Management</b> <ul style="list-style-type: none"><li>a. Legal</li><li>b. Techno-Legal and Contract Management</li></ul>	<b>12. Environment Sector</b>
<b>5. Public Private Partnership</b>	<b>13. Monitoring &amp; Evaluation</b> <ul style="list-style-type: none"><li>a. Monitoring IT / Web Based Monitoring System of Projects</li><li>b. Output, Outcome and Impact Evaluation and M&amp;E Frameworks</li></ul>
<b>6. Financial &amp; Economic Analysis</b>	<b>14. Health Sector</b> <ul style="list-style-type: none"><li>a. Planning, designing, third party validation and operations of Hospitals and other public sector of health facilities</li><li>b. Planning, third party validation, need assessment, designing, specification of Medical equipment used for Public Sector and Hospitals and other Public sector Health facilities.</li><li>c. Planning, designing and operationalization of Hospitals waste management system</li></ul>
<b>7. Information Technology</b>	
<b>8. Agriculture, Livestock and Forestry, Wildlife and Fisheries</b> <ul style="list-style-type: none"><li>a. Agriculture</li><li>b. Livestock</li><li>c. Forestry, Wildlife and Fisheries</li></ul>	

In this context, a Web Based Pre-qualification System (WBPS) has been developed and introduced on the website of Directorate General (Monitoring and Evaluation). Interested National or International Firms / Companies including consortium and joint ventures meeting the below mentioned criteria as a prerequisite may download the pre-qualification document (PQD) from the website of Directorate General (Monitoring and Evaluation) and submit their response on the same WBPS.

**2. OBJECTIVES OF PROPOSED CONSULTANCY**

The objective of proposed consultancy services is to provide unbiased evaluation to assess the competence of applicant firms in aforementioned areas. The Consulting firms and companies are required for the technical and financial appraisal of the pre-qualification documents provided by these firms.

**3. SCOPE, DUTIES AND RESPONSIBILITIES OF THE CONSULTANT**

Prequalification of almost five hundred books against their expertise in the relevant sector as per criteria. The number of books may be increased or decreased depending upon responses of consultants as per criteria given by client in PQD. However, keeping in view the previous year response, the expected number of received EOIs is nearly 500 plus.

**4. WORKING LANGUAGE**

All the documentation should be in English Language.

**5. LIMITATIONS**

- a) All the relevant data is available on website of DGM&E, P & D Deptt. Additional information may asked accordingly.
- b) Bidding cost includes all the cost including all taxes, related direct and indirect cost etc.
- c) The firms which are already shortlisted are not entitled to apply for PQD.
- d) The Consultant firm will not eligible to apply for providing services in any sector mentioned in advertisement.

**6. CORE TEAM OF EXPERTS REQUIRED**

The following staff will be required by the Consultant to accomplish the assignment.

Sr. No.	Designation	No. of Staff	Input Man Days	Qualification
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1.	Team Leader	01	30	Master degree in Economics, Business Management, Public Administration, Engineering or Equivalent with seven Years relevant Experience of pre-qualification & evaluation of EOIs of firms/ companies.
2.	Procurement Specialist	05	30	Master degree in Economics, Business Management, Public Administration, Engineering or Equivalent with three Years relevant Experience of pre-qualification & evaluation of EOIs of firms/ companies.
3	Assistant/ Data Entry operators	02	30	Bachelor's degree with two years of relevant Experience.
Total Staff		08		

**7. TIME DURATION**

The Consultants shall submit the list of prequalified consultant firms/ companies as per criteria with in a time duration of thirty (30) Days.

**8. ALLOCATED BUDGET**

Reasonable budget has been allocated for the short consultancy assignment. The Consultants are required to submit their financial proposals against each book accordingly inclusive of all taxes.

**9. FINALCIAL PROPOSAL OF CONSULTANT**

The Consultant will submit single financial proposal of the job against TOR inclusive of direct and indirect (overhead) costs, all applicable govt. taxes etc.

**10. MODE OF PAYMENT**

After completion of the assigned tasks the Consultant will submit their bill inclusive of direct and indirect expenditures, against which the payment will be made through AG Office accordingly at completion of assignment.

**11. PROFESSIONAL LIABILITY OF THE CONSULTANTS**

Professional Liability of the Consultants shall be observed under the provisions of Punjab Procurement Rules-2014.

Consultant will certify that pre-qualification/ Evaluation of EOIs of firms/ companies has been done on merit free from any influence and bias.

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