

# REQUEST FOR PROPOSAL (RFP)

For

**HIRING THE SERVICES OF PREQUALIFIED FIRMS /  
CONSULTANTS OF PLANNING & DEVELOPMENT  
DEPARTMENT 2017-18, FOR MONITORING & THIRD  
PARTY VALIDATION OF CHIEF MINISTER'S SELF-  
EMPLOYMENT SCHEME (CMSES) FOR THE PERIOD  
FROM 01.10.2016 TO 31.12.2019**



**PUNJAB SMALL INDUSTRIES CORPORATION**  
DIRECTORATE OF CREDIT & MARKETING  
315-ALFALAH BUILDING, THE MALL, LAHORE  
Ph. No. 042-99201432 email: [psic.credit@gmail.com](mailto:psic.credit@gmail.com)

(February, 2018)

# **LETTER OF INVITATION**

No: **PSIC/C&M/VR-414/5220**

Date: \_\_\_\_\_

**To,**

Prequalified Firms by P&D Department for FY 2017-2018:

- i. Ernst and Young (EY) Ford Rhodes
- ii. UHY Hassan Naeem & Co.
- iii. AF Ferguson & Co. (PwC)
- iv. KPMG Taseer Hadi and Co. Chartered Accountants

**Subject:- LETTER OF INVITATION FOR HIRING THE SERVICES OF PREQUALIFIED FIRMS / CONSULTANTS OF PLANNING & DEVELOPMENT DEPARTMENT 2017-18 FOR MONITORING & THIRD PARTY VALIDATION OF CHIEF MINISTER'S SELF-EMPLOYMENT SCHEME (CMSES) FOR THE PERIOD FROM 01.10.2016 TO 31.12.2019**

Dear Mr. /Ms.:

Punjab Small Industries Corporation (PSIC) Govt. of the Punjab initiated an interest free loan scheme titled "Chief Minister's Self Employment Scheme (CMSES)" with a revolving fund of PKR.12.00 billion in collaboration with M/S. Akhuwat Islamic Microfinance (AIM), to the needy and prospective entrepreneurs. Uptill December 31<sup>st</sup>, 2017 an amount of Rs.38.7 billion has been disbursed to 1,787,668 loanees including 840,204 female loanees through its 556 field offices in Punjab.

PSIC intends to hire the services of a Firm for Monitoring & Third Party Validations of (CMSES) for disbursed amount of Rs.15.00 billion to 620,000 loanees for the period from 01.10.2016 to 31.12.2017 and expected disbursement of Rs.24.00 billion to 1,080,000 loanees for the period from 01.01.2018 to 31.12.2019.

PSIC invites Technical and Financial Proposals from the firms, pre-qualified by Planning & Development Department, Government of the Punjab for the year 2017-18. The bid shall comprise of a single package containing two (2) separate envelopes as per PPRA Rule 38(2), for Monitoring & Third Party Validations of (CMSES).

The complete detail of the services required has been provided / available in the attached documents. The general information is as under:-

- i. The firm will be selected under the ***Least Cost Selection (LCS)*** method and procedures mentioned in this document as per PPRA Rules, 2014 will be adopted.
- ii. This document includes the following information:-
  - a. Section 1 - Instructions to Consultants/Firms (ITC)
  - b. Section 2 - ITC Data Sheet (with Evaluation Criteria)
  - c. Section 3 - Technical Proposal - Standard Forms
  - d. Section 4 - Financial Proposal - Standard Forms
  - e. Section 5 - Terms of References (TORs)

- f. Section 6 - Additional Information
- g. Section 7 - Standard form of Contract
- iii. It is mandatory that the proposals should be prepared using the Standard Forms available in the document. Proposals submitted, 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.
- iv. The contesting firms should preferably submit their queries / clarifications (if any) within seven (07) days after receipt of this letter.
- v. You are, therefore, requested to offer your fee for the Consultancy Services, described in the relevant section of the RFP.
- vi. The proposals must be accompanied by a **Bid Security as mentioned in the data sheet** in the form of Pay Order / CDR.
- vii. The proposals including “Technical Proposal” and “Financial Proposal” on the prescribed forms given in the RFP, separately sealed, signed & stamped, must be dropped in the box placed at reception of PSIC, Head Office, **1<sup>st</sup> Floor, Al-Falah Building, The Mall, Lahore** by **March 02, 2018** before **11:00 AM**, which will be opened on the same day at **11:30 AM**, in the presence of the representatives of the contesting firms.
- viii. Please inform us in writing about the following upon receipt of this letter:
  - a. that this Letter of Invitation has been received; and
  - b. whether the proposal will be submitted by the firm or Not

If no acknowledgment is received, it will be presumed that you are not interested in undertaking the assignment.

**DIRECTOR**  
**(CREDIT & MARKETING)**

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# **PART I – SELECTION PROCEDURE**

## **SECTION 1: Instructions to Consultants (ITC)**

### **DEFINITIONS**

- (a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.
- (b) “Applicable Rules” means the Punjab Procurement Rules 2014 (amended November, 2017)) governing the selection and Contract award process as set forth in this RFP.
- (c) “Applicable Law” means the laws of Islamic Republic of Pakistan, as they may be issued and in force from time to time.
- (d) “Agreement” means the Agreement signed by the Parties and all the attached documents.
- (e) “Client” means the organization with which the selected Consultant signs the Agreement for the Services.
- (f) “Consultant” means any entity or person that may provide or provides the Services to the Client under the Agreement.
- (g) “Data Sheet” means such part of the Instructions to Consultants used to reflect specific conditions.
- (h) “Day” means calendar day.
- (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.
- (j) “Instructions to Consultants” means the document which provides shortlisted Consultants (by P&D Department) with all information needed to prepare their Proposals.
- (k) “LOI” means the Letter of Invitation included in the RFP as Section 1 being sent by the Client to the Prequalified Consultants.
- (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.
- (m) “Proposal” means the Technical Proposal and the Financial Proposal.
- (n) “RFP” means the Request for Proposal prepared by the Client for selection of the Consultants.

- (o) “Services” means the work to be performed by the Consultant pursuant to the Agreement / contract.
- (p) “Sub-Consultant” means any person or entity with whom the Consultant sub agreements any part of the Services.
- (q) “Terms of Reference” (TOR) means the document included in the RFP, 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.
- (r) “JV “means Joint venture in which two or more firms enters a temporary partnership.

## **1. Introduction**

- 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.
- 1.2 The Consultants are invited to submit a Technical Proposal and a Financial Proposal for consulting services required for the assignment named in the Data Sheet. The proposals should be in separate marked and sealed envelopes.
- 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.
- 1.4 The Client will provide the inputs, and relevant project data to the Consultants specified in the Data Sheet.
- 1.5 Consultants shall bear all costs associated with the preparation and submission of their proposals and agreement negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Agreement award, without thereby incurring any liability to the Consultants.

### Conflict of Interest

- 1.6 Punjab Small Industries Corporation, requires that Consultants provide professional, objective, and impartial advice and at all times hold the Client’s interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.
  - 1.6.1 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

### Conflicting activities

- (i) A firm that has been engaged by the Client to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related

to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation. For the purpose of this paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

#### Conflicting assignments

- (ii) A Consultant including its Personnel or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Client. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Client in the privatization of public assets shall not purchase, nor advise purchasers of, such assets. Similarly, a Consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question.

#### Conflicting relationships

- (iii) A Consultant including its Personnel 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 (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) 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 Punjab Small Industries Corporation, 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.

Fraud and Corruption

1.7 The Punjab Small Industries Corporation, 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 Punjab Small Industries Corporation:

a) defines, for the purpose of this paragraph, the terms set forth below as follows:

(i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in agreement execution;

(ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement;

(iii) “collusive practices” means a scheme or arrangement between two or more consultants with or without the knowledge of the Client, designed to establish prices at artificial, noncompetitive levels;

(iv) “coercive practices” means 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 an agreement.

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 or coercive practices in competing for the agreement in question;

c) will sanction a Consultant, including declaring the Consultant ineligible, either indefinitely or for a stated period of time, to be awarded a Punjab Small Industries Corporation, 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 Punjab Small Industries Corporation, agreement; and



d) will have the right to require that a provision be included requiring Consultants to permit the Punjab Small Industries Corporation, 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 Punjab Small Industries Corporation.

1.8 Consultants, and their associates shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Punjab Small Industries Corporation in accordance with the above para. 1.7.

Only one Proposal

1.9 The Consultants prequalified by P&D Department for 2017-18, may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.

Proposal Validity

1.10 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 award of Contract 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, who 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.

Joint Venture

1.11 The Prequalified Consultants Cannot associate with any other Consultant as specified in the Data Sheet.

**2. Clarification and Amendment of RFP Documents**

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 to the Client's address indicated in the Data Sheet. The Client will respond in writing 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.

2.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals

the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.

### **3. Preparation of Proposals**

3.1 The Proposal, as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language specified in the Data Sheet.

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.

3.3 Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position on the prescribed format available in the RFP.

#### Technical Proposal Format and Content

3.4 The Consultants are required to submit their Technical Proposal as indicated in the Data Sheet and using the Standard Forms from Tech 1 to Tech 7 available in **Section 3** of the RFP.

#### Financial Proposals & Payment

3.5 The Financial Proposal shall be prepared using the attached Standard Forms provided in **Section 4**. It shall include costs associated with the assignment as indicated in the Data Sheet.

#### Taxes

3.6 The Consultant may be subject to local taxes (such as: value added or sales tax or income taxes etc.) on amounts payable by the Client under the Agreement, as indicated in the Data Sheet.

3.7 Consultants should express the price of their services in Pakistan Rupees.

#### Bid Security & Performance Guarantee

3.8 Consultants are required to provide bid security and performance guarantee as specified in the Data Sheet.

### **4. Submission, Receipt, and Opening of Proposals**

4.1 The original proposal (Technical Proposal and, if required, Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections.

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 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 Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, and with the 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. Any proposal received by the Client after the deadline for submission shall not be considered.
- 4.6 The Client shall open the Technical Proposal immediately after the deadline for their submission as indicated in the Data Sheet. The envelopes with the Financial Proposal shall remain sealed and securely stored.

## **5. Proposal Evaluation**

- 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.

### Evaluation of Technical Proposals

- 5.2 The evaluation 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 indicated in the Data Sheet.

### Public Opening and Evaluation of Financial

- 5.3 After the technical evaluation is completed, the Client shall inform the Consultants who have submitted proposals the

Proposals through Least Cost Selection (LCS)

technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying marks 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 compulsory. The opening date shall be set so as to allow interested Consultants sufficient time to make arrangements for attending the opening.

- 5.4 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The Financial Proposal of the Consultants who met the minimum qualifying marks 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.
- 5.5 In the Least-Cost Selection (LCS) method, the Client will select the lowest proposal among those that passed the minimum technical score.

**6. Award of Agreement**

- 6.1 The Client shall award the Agreement to the selected Consultant and publish details on the website of the PSIC or Planning & Development Department or PPRA. After Agreement signature, the Client shall return the unopened Financial Proposals to the unsuccessful Consultants.
- 6.2 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

**7. Confidentiality**

- 7.1 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 Consultant Selection Guidelines relating to fraud and corruption.

SECTION 2. ITC Data Sheet (With Evaluation Criteria)

**DATA SHEET**

Paragraph Reference	Particulars
1.1	<p>Name of the Client:</p> <p><b>Punjab Small Industries Corporation</b></p> <hr/> <p>Method of selection:</p> <p><b>Least Cost Selection (LCS)</b></p>
1.2	<ul style="list-style-type: none"> <li>• Technical Proposal and Financial Proposal should be submitted together in the separate sealed envelope.</li> <li>• Name of the assignment is:</li> </ul> <p><b>HIRING THE SERVICES OF PREQUALIFIED FIRMS / CONSULTANTS OF PLANNING &amp; DEVELOPMENT DEPARTMENT 2017-18, FOR MONITORING &amp; THIRD PARTY VALIDATIONS OF (CMSES) FOR DISBURSED AMOUNT OF RS.15.00 BILLION TO 620,000 LOANEES FOR THE PERIOD 01.10.2016 TO 31.12.2017 AND EXPECTED DISBURSEMENT OF RS.24.00 BILLION TO 1,080,000 LOANEES FOR THE PERIOD FROM 01.01.2018 TO 31.12.2019</b></p>
1.4	<p>The Client will provide the Complete Access to Documents Required For the Services.</p>
1.10	<p>Proposals must remain valid for <b>90 days after the submission date.</b></p>
1.11	<p>Prequalified Consultants/Firms <b>Cannot</b> associate with any other Consultant/Firm. As Participation of Joint Venture or Sub-consultant is <b>NOT</b> permissible.</p>
2.1	<p><b>Clarifications (if any) may be requested, in writing, within seven (07) days after receipt of the RFP.</b></p> <p>The address for requesting clarifications is:</p> <p style="text-align: center;"><b>Director (Credit &amp; Marketing), Punjab Small Industries Corporation 315-Alfalalah Building, The Mall, Lahore. Tel: 042-99201432, email:-psic.credit@gmail.com</b></p>

3.1	Proposals shall be submitted in <i>English language</i> .
3.5 & 3.6	<ul style="list-style-type: none"> <li>Financial Proposal shall include all applicable taxes, duties and any other statutory payments payable under any or all of the statutes / laws etc. now or hereafter imposed in Punjab, Pakistan.</li> <li>Lump Sum Payment will be made in instalments as per scheduled indicated in the draft service agreement.</li> <li>Payment shall be made in Pak Rupees</li> </ul>
3.8	<p>i. Bidders are required to provide their Technical bid along with <b>5%</b> of the value of total bid as bid security in the shape of Pay Order / CDR in the name of “Punjab Small Industries Corporation”. Bid security in shape of cheque will not be acceptable.</p> <p>ii. The successful bidder shall require to submit Performance Guarantee @ 10% of the total cost of the assignment in the shape of Pay Order / CDR in the name of “Punjab Small Industries Corporation”.</p>
4.3	<p>The Consultant must submit:</p> <p>(a) <b>Technical Proposal:</b> one (1) original</p> <p>(b) <b>Financial Proposal:</b> one (1) original</p>
4.5	<ul style="list-style-type: none"> <li>The Proposals must be submitted before: <b>Date: <u>02.03.2018</u>      Time: <u>11:00 am</u></b></li> <li>On the outer sealed envelope mark the warning marking (“<b>Do not open before Day, Month, Year</b>”)</li> <li>The Proposal <b>submission address</b> is:  <b>Punjab Small Industries Corporation</b> <b>1<sup>st</sup> Floor, Alfalah Building, The Mall, Lahore</b> <b>042-99201432</b></li> </ul>
4.6	<p>The Technical proposals will be opened on:</p> <p><b>Date: <u>02.03.2018</u>      Time: <u>11:30 am</u></b></p>
5.2	Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are:

<b>PARTICULARS</b>		<b>Max. Points</b>
<b>A. <u>Size of Firm</u> (Tech. Form 3)</b>		<b>(25 points)</b>
i. <b>No. of Partners</b> (05 score for upto 05 partners & 01 score for each partner above 05)		(10)
ii. <b>Experienced/Qualified Work Force</b> (02 score for upto 20 employee & 01 score for each 05 employee)		(05)
iii. <b>Geographic spread in Punjab at Divisional Level</b> (01 score for Lahore division and 1/2 score for other division)		(03)
iv. <b>Overall clientele (Long term &amp; short term)</b>		(07)
a. <b>Commercial Banks (CB)/MFIs-</b> (01 score for upto 05 CB/MFIs & 04 score for above 05 CB/MFIs)		
b. <b>Autonomous body/Corporations/NGOs-</b> (01 score for upto 05 & 03 score for above 05)		
<b>B. <u>Specific Experience</u> (Tech. Form 4)</b>		<b>(30 points)</b>
<b>Similar Assignments carried out by Firm in last 10 years with any commercial bank/MFI/Autonomous body/Corporation/NGO.</b> (05 score for each similar assignment successfully completed, maximum 30 score)		(30)
<b>C. <u>Quality of Methodology, Work Plan and Time Schedule in responding to TORs</u> (Tech. Form 5)</b>		<b>(20 points)</b>
i. Methodology is clear and responds to TORs		(10)
ii. Work Plan provides a detailed activity list		(05)
iii. Time Schedule is realistic		(05)
<i>(Note. methodology must explain the customized procedures to be performed)</i>		
<b>D. <u>Specific Team</u> (Tech. Form 6)</b>		<b>(25 points)</b>
<i>(Staff shall be directly involved in carrying out similar Assignments)</i>		
<b>1. Team Leader</b>		<b>(10)</b>
<b><u>Experience:</u></b> (01 score for 02 year experience, maximum upto 16 years' in monitoring & third party validations – <b>max.08 score</b> )		
<b><u>Education:</u></b> (MPhil / MS or above in Management Sciences / Economics; or CA/CFA <b>(02 score)</b> )		
<b>2. Assignment Manager/Report Writing &amp; Communication Specialist</b>		<b>(06)</b>
<b><u>Experience:</u></b> (01 score for 02 year experience, maximum upto 08 years' in monitoring & third party validations – <b>max.04 score</b> )		
<b><u>Education:</u></b> <i>MBA or ACMA /ACCA (02 score)</i>		
<b>3. Other qualified Team Members</b>		<b>(09)</b>
<b>At least:</b>		
- 01 Economist ( <b>MPhil/MS. in Economics</b> ) with at least 03 years'		

	<p>experience in consulting / involving in the assignments of (TPVs) / Monitoring &amp; Evaluation/ Performance. (02 score )</p> <ul style="list-style-type: none"> <li>- 01 Monitoring &amp; Evaluation Expert (MBA/Master in Management/Economics/Statistics) with at least 03 years' experience in Monitoring &amp; Evaluation. (02 score)</li> <li>- 05 CFA/CA or 10 ACCA/ACMA (05 score)</li> </ul>	
	<p><b>Total points for the above criteria:</b></p>	<p><b>100 Points</b></p>
	<p><b>The minimum technical score (St) required for further evaluation is:</b></p>	<p><b>75 Points</b></p>
<p>6.2</p>	<p>Expected date for commencement of consulting services.</p> <p>The consultant shall commence the services within 15 days after the effective date as stated in special condition 2.1 special conditions of contract or as mutually agreed between the parties.</p>	



SECTION 3: Technical Proposal - Standard Forms

**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 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 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 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: \_\_\_\_\_

## **FORM TECH-2**

### Consultant's Organization

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#### **Consultant's Organization**

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

1. Firm's Background
2. Chief Executive Officer
3. Board of Directors
4. Departmental Structure of the Firm
5. Organogram

## FORM TECH-3

### Size of Firm

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#### A - Detail of Partners

Sr. No	Particulars of the Partners				
	Name	Address /Contact	CNIC	Position	Years of Association

#### B – Experienced/Qualified Work Force

Sr. No	Designation	No. of Post	Experience (No. of Years)

#### C – Geographical Spread in Punjab at Divisional Level

Sr. No	Name of Division	Location / Address of the Office	Contact No.

#### D – Overall Clientele

Sr. No	Clientele	No. of client
1	Corporate Banks / MFIs	
2	Autonomous body/Corporations/NGOs	
3	Others	
	<b>Total:</b>	

- *Note: Attach / Provide Documentary proof*

## FORM TECH-4

### Consultant's Experience of Similar Assignments

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*The consultants are required to provide the detail of maximum (06) similar assignments successfully completed in last 10 years with any commercial bank / MFI / Autonomous body / Corporation / NGO, as per the format given below:-*

Assignment name:	Cost of the Project (in PKR):
Country and Location:	Duration of assignment (months):
Name of Client:	Total No. of staff by your firm engaged on the assignment:
Start date (month/year): Completion date (month/year):	Total Value of the Consultancy services provided by your firm under the agreement (in current PKR):
Name of associated Consultants, if any:	No. of professional staff 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	

## **FORM TECH-5**

### **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 divided into the following chapters:*

- a) Technical Approach and Methodology,
- b) Work Plan, and Time Schedule

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 & Time Schedule. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones, 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.

## **FORM TECH-6**

### Team Composition

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#### **1. Team Leader**

Name	CNIC No./Passport No.	Firm	Area of Expertise	Qualification	Experience of Monitoring & TPVs (No. of Years)

#### **2. Assignment Manager/Report Writing & Communication Specialist**

Name	CNIC No./Passport No.	Firm	Area of Expertise	Qualification	Experience of Monitoring & TPVs (No. of Years)

#### **3. Economist**

Name	CNIC No./Passport No.	Firm	Area of Expertise	Qualification	Experience of Monitoring & TPVs (No. of Years)

#### **4. Monitoring & Evaluation Expert**

Name	CNIC No./Passport No.	Firm	Area of Expertise	Qualification	Experience of Monitoring & TPVs (No. of Years)

#### **5. CFA/CA or ACCA/ACMA**

Name	CNIC No./Passport No.	Firm	Area of Expertise	Qualification	Experience of Monitoring & TPVs (No. of Years)

- *Note: Attach / Provide Documentary proof*

## FORM TECH-7

### CURRICULUM VITAE (CV) OF PROFESSIONAL STAFF

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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 in Professional Associations and Publication:** \_\_\_\_\_

\_\_\_\_\_

8. **Training** [*Indicate significant training, 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 any two assignments that best illustrate staff capability to handle the tasks of the assignment]

- 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 & 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: \_\_\_\_\_

**Expert's contact information:** (e-mail ....., phone.....)

### 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 wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

{day/month/year}

\_\_\_\_\_  
Name of Expert

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

{day/month/year}

\_\_\_\_\_  
Name of authorized  
Representative of the Consultant  
(the same who signs the Proposal)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



SECTION 4: Financial Proposal - Standard Forms

**FORM FIN-1**

**FINANCIAL 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 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 all the applicable 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 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: \_\_\_\_\_

\_\_\_\_\_

**FORM FIN-2**

**SUMMARY OF COSTS**

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<b>Item</b>	<b>Amount Excluding all Taxes</b>	<b>Tax Amount</b>	<b>Total Amount Including all Taxes</b>
<b>Total Cost of Financial Proposal</b>			

- **Payments will be made in the PKR**

## SECTION 5. Terms of References (TORs)

### **Component A: Development of Framework for Execution and Reporting**

1. Prepare annual work plan for monitoring and third party validation
2. Identify Key Performance Indicators (KPIs) to be monitored in light of the Service Agreements, Project Guidelines & Operational Manual of the scheme
3. Prepare work programs, checklists, questionnaires for field work at various locations.
4. Prepare reporting framework and information proformas comprising of the following:
  - a. Reports to be delivered by CA Firm and their frequency
  - b. Formats and contents of the reports
  - c. Recipients of the reports

### **Component B: Third Party Validation**

1. **Period:** From 01.10.2016 to 31.12.2017.
2. **Sample Size:**
  - a. The sample size for third party validation shall be **10%** of total M/s. AIM's branches covering **05%** of total loanees in each selected branch
  - b. At least one branch should be selected from each district
  - c. Total No. of Branches: 556, Total No. of loanees: 620,000, Total amount disbursed: Rs.15 billion
3. Verifications and Compliance to the observations / suggestions indicated in the report.
4. Test the sample of transactions and perform procedures to:
  - **Compliance with agreement between M/s. AIM and PSIC:**
    - a. Check that M/s. AIM and PSIC have fulfilled their respective responsibilities as per Service Agreement
    - b. Check compliance of disbursement and recovery procedures as per Service Agreement and M/s. AIM Operational Manual
    - c. Check that loan project activities have been carried out in accordance with the Project Guidelines as annexed with the Service Agreement.
  - **Disbursement and recovery of loans:**
    - a. Check compliance with M/s. AIM Operational Manual viz-a-viz adherence to the lending methodology agreed between M/s. AIM and PSIC.
    - b. Perform the following procedures for disbursement related activities carried out by M/s. AIM:
      - Examine and evaluate the maintenance of complete documentation of loan and borrowers as required by M/s. AIM for loan disbursement, as required to be maintained by the Service Agreement and Operational Manual
      - Review the fund requirement of M/s. AIM in terms of request generated for next tranche and related service charges in light of relevant agreement clauses
      - Monitor loan disbursement to target group by M/s. AIM as per approved limit
      - Examine the repetition and graduation of loans

- Monitor recovery of loan as per repayment schedule
- Examine bad debts and identify amounts written-off
- Confirmation of disbursement and service charges @ 7% claimed by M/s. AIM.
- **Accounting and bookkeeping by M/s. AIM:**
  1. Perform the following procedures to check compliance with accounting related matters comprising the following:
    - Examine the bank reconciliation statements of recovery & disbursement accounts of the scheme prepared by M/s. AIM
    - Check reconciliation of accounts of M/s. AIM with PSIC relating to micro credit disbursement under this project
    - Check that account maintained by M/s. AIM for this scheme are as per International Accounting Standards as applicable in Pakistan
    - Reconciliation of profit earned on Disbursement and Recovery accounts of CMSES remitted to PSIC

### **Component C: Monitoring of Key Performance Indicators**

1. **Period:** From 01.01.2018 to 31.12.2019.
2. **Sample Size:**
  - a. The sample size for Monitoring shall be **10%** of total M/s. AIM's branches covering **05%** of total loanees (to whom the loan to be disbursed from 01.01.2018 to 31.12.2019) in each selected branch.
  - b. At least one branch should be selected from each district
  - c. Total No. of Branches: 556 (may be increased), Total No. of expected loanees: 1,080,000, Total expected amount to be disbursed: Rs. 24.00 billion.
3. Monitor the desired outcomes/Key Performance Indicators (KPIs) as identified in Component "A" of this Scope of Work and report on the trends noted.

### **Component D: Physical Verification**

1. The sample size for physical verification shall be **01%** of active loanees as selected from Monitoring and TPVs.
2. Physical verification of loan projects/ loanees should be carried out in accordance with the variables / indicators as defined / described in Service Agreements, Project Guidelines & Operational Manual of the Scheme.
3. During physical verification the financial, economic & social impact of the scheme shall also be identified.
  - a. **Reporting:**
    - a. Provide information/status of the scheme to PSIC management
    - b. Submit monthly progress of the assignment to the PSIC
    - c. Submit quarterly reports to the PSIC Board of Members
    - d. Submit quarterly progress report and give presentation to the Committees.
    - e. Provide hard & soft copies of the report as per requirement of PSIC.

***Note: sample size for monitoring & TPVs may be increased or decreased.***

## SECTION 6. Additional Information

1. Service Agreement alongwith Project Guidelines (**Annex. I**)
2. Operational Manual of the scheme (**Annex. II**)
3. Detail of branches (**Annex. III**)
4. Branch wise / District wise disbursement detail from October, 2016 to December, 2017 (**Annex. IV**)

## **PART II - Draft Contract / Agreement**

### **SECTION 7. Draft Contract / Agreement**

## FORM OF CONTRACT (DRAFT)

This CONTRACT (hereinafter referred to as the “Contract”) is made on the \_\_\_\_ day of the month of \_\_\_\_\_, 2018.

### BETWEEN

**The Punjab Small Industries Corporation**, an entity established under the Punjab Small Industries Act, having its head office at Ground Floor, Al-Falah Building, The Mall, Lahore, acting through its Managing Director, (hereinafter referred to as the “PSIC”) OF THE FIRST PART

### AND

The Consultant (name) acting through (name/designation - having the power of attorney to sign on behalf of the Consultant) liable to the Client for all the Consultant’s obligations under this Contract, (hereinafter referred to as the “Consultant” which expression shall include the successors, legal representatives and permitted assigns) OF THE SECOND PART

“Client” and “Consultant” shall hereinafter collectively be referred to as the “Parties” and individually as the “Party”.

### WHEREAS

- (a) the Client has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the “Services”);
- (b) the Consultant, having represented to the Client that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. **Services**
  - i. The Consultant shall perform the services specified in “Terms of References (TORs),” which is made an integral part of this Contract (“the Services”).
  - ii. The Consultant shall provide the list of personnel “Consultant’s Personnel,” to perform the Services.
  - iii. The Consultant shall submit to the Client the reports within the time periods specified in “Consultant’s Reporting Obligations

- 2. Term** The Consultant shall perform the Services during the period commencing *[insert starting date]* and continuing through *[insert completion date]*, or any other period as may be subsequently agreed by the parties in writing
- 3. Payment**
- i. The Client shall pay the Consultant an amount not to exceed *[insert amount]*. This amount includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.
  - ii. Payment shall be made in Pak Rupees
  - iii. Lump Sum Payment will be given as per following schedule
 

**Payment Schedule (Tentative)**

    - Submission and finalization of Framework **10%**
    - Submission and finalization of report from 01.10.2016 to 31.12.2017 **30%**
    - Submission and finalization of report from 01.01.2018 to 31.12.2018 **30%**
    - Submission and finalization of report from 01.01.2019 to 31.12.2019 **30%**
- 4. Project Administration**
- i. The Client's Coordinator; will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.
  - ii. The “Consultant's Reporting Obligations,” shall be submitted in the course of the assignment, and will constitute the basis for the payments
- 5. Performance Standards** The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.
- 6. Confidentiality** The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
- 7. Ownership of Material** Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.
- 8. Consultant Not to be Engaged in Certain Activities** The Consultant agrees that, during the term of this Contract, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.



- 9. Assignment**            The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
- 10. Law Governing Contract and Language**    The Contract shall be governed by the laws of Pakistan, and the language of the Contract shall be English
- 11. Dispute Resolution**            Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of Pakistan

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

**FOR AND ON BEHALF OF CLIENT(PSIC)**

**FOR AND ON BEHALF OF CONSULTANT**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_

**WITNESSES:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

**NOTE:** At the time of signing of agreement the contents of the agreement may be added / deleted with the consent of the parties which don't change the substance of the bid or major deviation of the scope of the work.