

Bidding Document

TENDER FOR HIRING OF PROCUREMENT CONSULTANCY FIRM

Under PP Rules, 2014 (Amended)

Document Issuance Date: 13th November, 2023



Quaid e Azam Solar Power (pvt) Ltd

Terms of Reference for Procurement Consultancy Firm

The scope of work of Procurement Consultancy firm is as below:

1. Preparation of EOI, RFP and bid related documents including detailed terms of references for the recruitment of the project (both firms and individuals).
2. Preparation of all types of bidding documents including but not limited to EOI, RFP for works, goods, services as well as evaluation of the bids and negotiating with contractors and suppliers in line with PPRA guidelines.
3. To ensure that the scope of bid, evaluation, qualification criteria and Board's requirements are adequately covered in the bidding documents, while preparing such documents.
4. Conducting pre-bid meetings, clarification of bid documents and amendments to the bid documents.
5. Maintaining previous and on-going Bidding records of respective procurement proceedings along with all associated documentation.
6. Bid evaluation, obtaining bidder's clarifications, preparation of technical and financial bid evaluation reports.
7. Responding to the inquiries related to the tenders, evaluation criteria or related issues.
8. Negotiations, preparation of contract agreements.
9. Carry the overall responsibility for all the Procurement & Contract Management functions.
10. Preparation & Updating procurement plan along with its implementation plan.
11. Ensure compliance with legal requirements of Board in procurement actions for engaging consultants, procuring goods and work requirements.
12. Maximize efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring transparency cost effectiveness and soundness of all procurements.
13. Address all matters associated with procurements of goods/services e.g. taxation, duties clearance.
14. Assist with various audits by ensuring that procurement documents are effectively filed and provide complete track of procurement cycle.

15. Respond adequately and timely to audit queries.
16. Assessing and identifying the risk like institutional, organizational, procedural, etc. that may negatively affect the ability of the agency to carry out the procurement process.
17. Maintain an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules.
18. Assisting the organization in preparation of all relevant documents to PPRA in context to consultants hiring (the firms as well as individual consultants).
19. Monthly report on the activities undertaken.
20. Put in place a procurement monitoring mechanism.
21. Strengthening procurement capacity of the staff of organization.
22. Any other task assigned by the management.

Deliverable:

The firm will depute a full-time procurement consultant with the following deliverables:

- Preparation of Tender Advertisements and tender documents and ensure their publishing on PPRA website and in National newspapers.
- Preparation of RFPs and their issuance to firms.
- Technical Bids Opening and their evaluation including preparation of technical evaluation report.
- Financial bids opening and their evaluation including preparation of financial evaluation report.
- Uploading of results on PPRA website.
- Issuance of work order/Purchase order/Letter of award (LOA) to successful bidder.
- Contract signing with the successful bidder.

Duration: 12 Months

Terms of Payment

Sr No.	Milestone	Percentage Amount
01	Submission of all the deliverables on timely basis	100%

Estimated Budget

Estimated Budget: PKR 2 million PKR inclusive of all applicable taxes.

(B) Evaluation Criteria (Part of technical Proposal)

Sr. No.	Mandatory Requirements	Yes/No
1	Company Profile	Must Meet
2	NTN Certificate	Must Meet
3	PRA Certificate	Must Meet
4	A list of 2 relevant Consultancy assignments completed by the applicant. (Copies of P.O/Completion Certificates to be attached)	Must Meet
5	Undertaking on letter head regarding non-Blacklisting from any public and private institution	Must Meet
6	Bid Security 2% (PKR 40,000/-) of Estimated Budget of PKR 2,000,000/- in the form of P.O/CDR in the name of Quaid-e-Azam Solar Power (Pvt) Ltd	Must Meet
7.	Each page of the bidding document must be signed and stamped	Must Meet
8.	Bid security will be enclosed with Technical Bid	Must Meet

Letter of Application

[Letterhead paper of the Bidder, including full postal address, telephone no., fax no. and e-mail address]

Date:

To:

Chief Executive Officer

Quaid-e-Azam Solar Power Pvt Ltd

Mailing Address: 3rd, Floor, 83-A, E/1, Main Boulevard Gulberg III, Lahore.

Dear Sir:

We, the undersigned, offer to provide the consultancy services _____ in accordance with your Request for Quotation dated *[Insert Date]* and;

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may be sanctioned by the Procuring Agency.
- (b) Our quotation shall be valid and remain binding upon us for the period of 90 days.
- (c) We declare on oath that the Bidder:
 - i. is not in bankruptcy or liquidation proceedings;
 - ii. has *never* been declared ineligible/blacklisted by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons
 - iii. is not making any misrepresentations or concealing any material fact and detail;
 - iv. has not been convicted of, fraud, corruption, collusion or money laundering;
 - v. is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
 - vi. does not fall within any of the circumstances for ineligibility or disqualifications

- (d) We undertake to execute the Contract on the basis of fees quoted by us.
- (e) Our quotation is binding upon us and subject to any modifications resulting from the Contract negotiations.
- (f) We understand that this whole procurement process will be governed under PPRA Rules, 2014.

We undertake, if our quotation is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated ToRs.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain, Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Bidder (company's name or JV's name):

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

The undersigned declares that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed
Name
For and on behalf of (name of Firm)

Quaid-e-Azam Solar Power Pvt Ltd

FORM FOR QUOTATIONS (Financial Bid)

Sr. No.	Description	Costs (PKR)
1	Provision of Procurement Consultancy Services as per Terms of Reference (TORs)	
Total Cost including all applicable taxes		