



**HIRING OF SHORT TERM CONSULTANCY FIRM FOR
TECHNICAL SUPPORT IN LOGISTICS & PROCURMENT**

REQUEST FOR PROPOSAL



Estimated Cost 2.6 Million

Punjab Police, Government of Punjab



Hiring of Short Term Consultancy Firm for Technical Support in Procurement & Logistics

Punjab Police invites applications from potential firms to provide Short Term Consultancy. Those who wish to apply can download TORs and RFP from www.punjabpolice.gov.pk / www.ppra.punjab.gov.pk same can be obtained from the undersigned office and submitted to the below mentioned address before **Time: 05:00 P.M. Date: 8th April,2019.**

AIG Procurement

Room No.114, 1st Floor, CPO Complex
Bank Road, Near Old Anarkali, Lahore
Tel: 042-99210911

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Section 1: Instructions to Consultants

Definitions

- (a) "Agreement" means the Agreement signed by the Parties and all the attached documents.
- (b) "Client" means the organization with which the selected Consultant signs the Agreement for the Services.
- (c) "Consultant" means any entity or person that may provide or provides the Services to the Client under the Agreement.
- (d) "Data Sheet" means such part of the Instructions to Consultants used to reflect specific conditions.
- (e) "Day" means calendar day.
- (f) "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.
- (g) "Instructions to Consultants" means the document which provides Consultants with all information needed to prepare their Proposals.
- (h) "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.
- (i) "Proposal" means the Technical Proposal and the Financial Proposal.
- (j) "RFP" means the Request for Proposal to be prepared by the Client for the selection of Consultants, based on the Standard RFP.
- (k) "Services" means the work to be performed by the Consultant pursuant to the Agreement.
- (l) "SRFP" means the Standard Request for Proposals, which must be used by the Client as a guide for the preparation of the RFP.
- (m) "Sub-Consultant" means any person or entity with whom the Consultant sub agreements any part of the Services.
- (n) "Terms of Reference" (TOR) means the document included in the RFP as Section 4 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. In addition to TORs, consultancy firm shall be responsible for the preparation of all codal formalities of procurement process, such as:

1. Manners of holding **procurement meeting/ Protocol/attendance sheet.**
2. Manners/SOPs of invitation and opening of bids
3. SOPs regarding issuance of minutes of meeting(MOM)
4. Templates of various letters & correspondence with departments/firms.
5. Manners of billing i-e
 - i. Review business flow process of billing.
 - ii. Recommend improvements regarding bill preparation and submission to AG, Punjab.
6. To make Punjab Police department internationally certificated in the field of procurement and supply chain from a well reputed organization like Chartered Institute of Procurement & Supply(CIPS). Also assist department in preparation of necessary documents/protocols to obtain certification.

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 interested Consultants are invited to submit a Technical Proposal and a Financial Proposal for consulting services required for the assignment named in the Data Sheet. Single stage –Two envelope method shall be used. 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.
- 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. 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.
- 1.4 The Client will timely provide at no cost to the Consultants the inputs and facilities specified in the Data Sheet, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 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 Government of Punjab policy 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 and Sub-Consultants) 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 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 (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 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.

Unfair Advantage

1.6.4 If an interested Consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Client shall make available to all interested Consultants together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

Fraud and Corruption

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:

- (b) 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 a 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 a agreement.
- (c) 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;
- (d) 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
- (e) 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.

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.

- 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 3).
- Only one Proposal** 1.10 Interested Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.
- Proposal Validity** 1.11 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, 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.
- Eligibility of Sub-Consultants** 1.12 In case a Consultant intends to associate with Consultants or individual expert(s), such other Consultants and/or individual expert(s) shall be subject to the eligibility criteria set forth in the Guidelines.
- 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, 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.
- 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 (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.

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 While preparing the Technical Proposal, Consultants must give particular attention to the following:

(a) For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.

(b) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

Technical Proposal Format and Content

3.4 The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 2). 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 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 on assignments of a similar nature is required in Form GEN-2 of Section 2. 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. 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) 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-4 of Section 2).

- (c) Estimates of the staff input (staff-months of professionals) needed to carry out the assignment (Form TECH-7 of Section 2).
 - (d) CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-5 of Section 2) along with their Computerized National Identity Card numbers (if local) or Passport numbers (if foreign).
 - (e) A detailed description of the proposed methodology and staffing for training, if the Data Sheet specifies training as a specific component of the assignment.
- 3.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.
- Financial Proposals**
- 3.6 The Financial Proposal shall be prepared using the attached Standard Forms (Section 3). It shall list all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at the Consultants' home office), and (b) reimbursable expenses indicated in the Data Sheet. If appropriate, these costs should be broken down by activity and, if appropriate, into foreign and local expenditures. 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.
- Taxes**
- 3.7 The Consultant may be subject to local taxes (such as: value added or sales tax or income taxes on non resident Foreign Personnel, duties, fees, levies) 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.
- 3.8 Consultants should express the price of their services in Pakistan Rupees. Prices in other currencies should be converted to Pakistan Rupees using the selling rates of exchange given by the State Bank of Pakistan for the date indicated in the Data Sheet.
- 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 3.
- 4. Submission, Receipt, and Opening of Proposals**
- 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 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 2, and FIN-1 of Section 3.

- 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 cause 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 submission shall be returned unopened.
- 4.6 The Client shall open the Technical Proposal immediately after the deadline for their submission. 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.

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| 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. |
| Financial Proposals for QBS | 5.3 | Following the ranking of technical Proposals, when selection is based on quality only (QBS), the first ranked Consultant is invited to negotiate its proposal and the Agreement in accordance with the instructions given under para. 6 of these Instructions. |
| Public Opening and Evaluation of Financial Proposals (only for QCBS, Fixed Budget Selection, and Least-Cost Selection) | 5.4 | 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. |
| | 5.5 | 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 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. |
| | 5.6 | 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.

5.7 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: $S = St \times T\% + Sf \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

5.8 In the case of Fixed-Budget Selection, the Client will select the firm that submitted the highest ranked Technical Proposal within the budget. Proposals that exceed the indicated budget will be rejected. In the case of the Least-Cost Selection, the Client will select the lowest proposal among those that passed the minimum technical score. In both cases the evaluated proposal price according to para. 5.6 shall be considered, and the selected firm is invited for negotiations.

6. Negotiations

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.

Technical negotiations

6.2 Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and 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.

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| Financial negotiations | 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. 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. |
| Availability of Professional staff/experts | 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 assurances 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. |
| Conclusion of the negotiations | 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 negotiate an Agreement. |
| 7. Award of Agreement | 7.1 | After completing negotiations, the Client shall award the Agreement to the selected Consultant and publish details on the Planning & Development Department website and promptly notify all Consultants who have submitted proposals. After Agreement signature, the Client shall return the unopened Financial Proposals to the unsuccessful Consultants. |
| | 7.2 | The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet. |
| 8. Confidentiality | 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 Consultant Selection Guidelines relating to fraud and corruption.

Instructions to Consultants Data Sheet

Paragraph Reference	
1.1	<p>Name of the Client: <u>Government of the Punjab, Police Department, Lahore.</u></p> <hr/> <p>Method of selection: <u>Quality and Cost-Based Selection (QCBS)</u></p> <p>Consultancy Cost : 2.6 Million</p>
1.2	<p>Financial Proposal to be submitted together with Technical Proposal:</p> <p>Yes <u><input checked="" type="checkbox"/></u> No <input type="checkbox"/></p> <p>Name of the assignment is:</p> <p><u>Hiring of Short Term Consultancy Firm for Technical Support in Procurement & Logistics</u></p>
1.4	<p>The Client will provide the following inputs and facilities: <u>Yes</u></p>
1.6.1 (a)	<p>The Client envisages the need for continuity for downstream work:</p> <p>Yes _____ No <u><input checked="" type="checkbox"/></u></p>
1.12	<p>Proposals must remain valid <u>90 Days</u> after the submission date</p>
2.1	<p>Clarifications may be requested not later than 06 days before the submission date.</p> <p>The address for requesting clarifications is:</p> <p style="text-align: center;">AIG Procurement Room No.114, 1st Floor, CPO Complex Bank Road, Near Old Anarkali, Lahore Tel: 042-99210911</p>
3.1	<p>Proposals shall be submitted in the following language: <u>English</u></p>
3.3 (b)	<p>The Financial Proposal shall not exceed the available budget of:</p> <p style="text-align: center;">_____ N/A _____</p>
3.4(a)	<p>Consultant should submit details of relevant ‘completed’ assignments.</p>

3.4 (a)	Firms should submit details of <u>5</u> assignments completed along with completion certificate issued by the client department / agency.
3.4 (g)	Training is a specific component of this assignment: Yes ___ No <u>√</u>
3.7	Amounts payable by the Client to the Consultant under the agreement to be subject to local taxation: Yes <u>√</u> No ____.
3.8	The date of exchange rates is: _____N/A_____
4.3	Consultant must submit the original and <u>Three</u> copies of the Technical Proposal, and the original of the Financial Proposal.
4.5	<p>The Proposal submission address is: Assistant Inspector General of Police, Procurement, Central Police Office, near Old Anarkali, Lahore Proposals must be submitted no later than the following date and time: On or before 08 April, 2019 during office hours till 05:00 PM</p> <p>Two sets of “Technical Proposal” and “Financial Proposal” on the prescribed forms given in the RFP, separately sealed, signed & stamped, must be delivered to the address given below by no later than 08 April 2019 before 05:00 PM. The Technical Proposal will be opened on the same day at 05:30 PM in the presence of the representatives of the firms who may wish to attend. The Financial Proposal of only Technically Responsive Consultant will be opened.</p>
5.2 (a)	<p>(i) Eligibility Criteria: The Consultant Firm fulfilling the following basic eligibility criteria shall only be considered for further evaluation.:</p> <ol style="list-style-type: none"> i. Registration of firm with Pakistan Engineering Council (PEC)/Pakistan Council of Architects & Town Planners (PCATP). ii. Valid legal entity of the firm e.g. Certificate of registration from Securities & Exchange Commission of Pakistan (SECP) or Registrar of Firms. iii. Certificate of registration with Income Tax, Sales Tax and Revenue issued by concerned Authority (if applicable). iv. Affidavit on non-judicial stamp paper that non-performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation. No litigation is pending between the Consultant and a government department, body or agency. v. Judicial Affidavit declaring “Neither the firms nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been blacklisted/ defaulted by any government agency/ department/organization”. vi. Provide separate undertaking that the information supplied by the firm is correct. (Form GEN - 3) vii. The Consultant shall properly understand all main issues related to the assignment and other relevant design/technical aspects that may not have been considered in the TORs. The Consultant shall provide detailed methodology to address such aspects by using advanced and

<p>innovative solutions. The timing and duration of all activities shall be provided by the Consultant which are appropriate & consistent with the Assignment. (Form Tech - 10)</p> <p>(ii) Qualification Criteria Qualification will be based on Consultant's meeting the following qualification criteria regarding their financial soundness, experience record and quality of its personnel capabilities and other relevant information as demonstrated by the Consultant's response to this RFP.</p>		
A	Category	Points
A1		
i	Company Profile	100
A	Number of similar assignment Submit 5 assignments with their completion certificates 14 points per assignment=14*5=70	70
B	Financial Statement (provide for last 03 years)	30
A2		
ii	Core Team	100
A	Procurement Specialist/ Team Leader	40
B	Electrical Engineer	20
C	Contract Management Specialist	20
D	Textile Engineer	20
The number of points to be assigned to each of the above positions or discipline shall be determined considering the following three sub criteria and relevant score:		
A	Education and Qualification	25
B	Relevant background / Experience	70
C	Time with firm	5
A3		
iii	Approach & Methodology	100
A	Understanding & Innovativeness	40
B	Methodology & work plan	60
Technical Score: = $\frac{A_1[40]}{100} + \frac{A_2[40]}{100} + \frac{A_3[20]}{100}$		
The minimum technical score required to qualify is 65 points.		
<p>The formula for determining the financial scores is the following: $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposal are: $T = \underline{0.80}$ and $P = \underline{0.20}$</p>		

6.1	Expected date and address for agreement negotiations: Postdate 2 to 3 weeks
7.2	Expected date for commencement of consulting services: Postdate 2 to 3 weeks after selection

Section 2: Technical Proposal - Standard Forms

Refer to Reference Paragraph 3.4 of the Data Sheet of Section 1 for format of Technical Proposal to be submitted.

GEN-1	Technical Proposal Submission Form
GEN-2	General Information Form
GEN-3	Affidavit of Correctness of Information
GEN-4	Litigation History for the Last 10 years
TECH-1	Financial Soundness
TECH-2	Consultant's Experience (Summary of Similar Nature Project Completed in Last 10 Years)
TECH-3	Consultant's Experience (Detail of Similar Nature Project Completed in Last 10 Years)
TECH-4	Team Composition and Task Assignments.
TECH-5	Curriculum Vitae (CV) for Proposed Professional Staff.
TECH-6	Description of the Approach, Methodology and Work Plan for Performing the Assignment
TECH-7	Staffing Schedule
TECH-8	Work Schedule

FORM GEN-1
Technical Proposal Submission Form

Location: _____ *Date* _____

To:

Dear Sir,

We, the undersigned, offer to provide the consulting services for [*Hiring of short term consultancy firm for technical support in logistics & procurement.*] in accordance with your Request for Proposal dated [_____] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope¹.

We are submitting our Proposal in association with: [_____] ²

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: _____

- 1 *[In case Paragraph Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: “We are hereby submitting our Proposal, which includes this Technical Proposal only.”]*
- 2 *[Delete in case no association is foreseen.]*

FORM GEN-2
General Information

Applicant applying for consultancy services is required to complete the information in this form.

1	Name of Consultant	
2	Head Office Address	
3	Telephone	
4	Fax	
5	Type of Organization	
6	Place of Incorporation/Registration	Year of incorporation/registration
7	PEC/PCATP Registration No:	Validity:
8	NTN#	
9	Name, Designation and Mobile Number of Consultant's Representative	

Detail of Owners/ Directors

Sr.#	Name	Designation	Nationality
1			
2			
3			
4			
5			

FORM GEN-3
Affidavit for Correctness of Information

(To be printed on PKR 100 Stamp Paper)

Name:

(Applicant)

I, the undersigned, do hereby certify that all the statements made in the Pre- Qualification Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by the Punjab Police deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Punjab Police.

Punjab Police undertakes to treat all information provided as confidential.

Signed by an authorized

Officer of the firm

Title of Officer _____

Name of Firm _____

Date _____

FORM GEN-4
Litigation History for the Last 10 years

Name: _____

(Applicant)

Description of Contract	Year	Name of Client, Cause of litigation and matter in dispute	Disputed amount (Current value in PKR or US\$ equivalent)	Award FOR or AGAINST Applicant	Remarks by Applicant

Attach Affidavit on non-judicial stamp paper that non-performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.

FORM TECH-1
Financial Soundness

Financial Soundness Consultant will provide financial information to demonstrate that they meet the requirements of Evaluation Criteria. If necessary, use separate sheets to provide complete information. **A copy of the audited financial statements of the past three (3) financial years must be attached.**

Year	Turnover (in Actual Currency)	Rupees in Million
2015 – 2016		
2014 – 2015		
2013 – 2014		
Average of above		

FORM TECH-2

Consultant's Experience

Summary of Similar Nature Project Completed in Last Ten (10) Years

Name of Applicant

Consultant firm is required to complete the information in this form.

Project Name	Year of Completion	Location	Value in PKR (Million)

*Each project provided in this form requires a corresponding **Form TECH-3** and adequate documentary evidence in order to be eligible for consideration.

FORM TECH-3

**Consultant's Experience
Detail of Similar Nature Project Completed in Last Ten (10) Years**

Name of Applicant

A separate form with adequate documentary evidence (Completion Certificate/ Contract Agreement indicating Consultancy Cost) shall be provided for each project in Form **TECH-2**.

1.	Name of Contract
	Location
2.	Name of Employee
3.	Employer Address

4.	Nature of Works and special features of the consultancy Assignment

5.	Contract Role (Tick One)
	(a) Sole Consultant (b) Sub- Consultant (c) Member in a JV
6.	Total Project Cost
	PKR _____ USD _____
7.	Value of the total Consultancy contract
	PKR _____ USD _____
8.	Date of Award
9.	Date of Completion
10.	Name of senior professional staff of your firm involved and functions performed in this project (indicate most significant profiles such as Project Director/Coordinator, Team Leader):

FORM TECH-4
Team Composition and Task Assignment

<i>Professional Staff</i>					
Name of Staff	CNIC No./Passport No.	Firm	Area of Expertise	Position Assigned	Task Assigned

FORM TECH-5

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.]:

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

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 & 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: _____

3) 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: _____

4) 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: _____

5) 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: _____

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.

_____ Date: _____

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative: _____

FORM TECH-6

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

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (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-7.

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.]

FORM TECH-7
Staffing Schedule

Full time input
Part time input

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

- 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. For each staff indicate separately staff input for home and field work.
- 3 Field work means work carried out at a place other than the Consultant's home office.

FORM TECH-8

Work Schedule

Year:

N°	Activity ¹	Months ²											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1													
2													
3													
4													
5													
n													

- 1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar chart.

Section 3: Financial Proposal - Standard Forms

[Comments in brackets [] provide guidance to the shortlisted 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 1. 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

FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: *[The Assistant Inspector General of Police, Logistics
Central Police Office, near Old Anarkali, Lahore]*

Dear Sir,

We, the undersigned, offer to provide the consulting services for *[Hiring of short term consultancy firm for technical support in logistics & procurement.]* 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 figures¹]*. This amount is inclusive of all 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 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: _____

FORM FIN-2 SUMMARY OF COSTS

Item	Costs
	Pak Rupees
Total Costs of Financial Proposal ²	

Indicate the total costs, inclusive of all applicable local taxes. 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 ACTIVITY¹

Group of Activities (Phase): ² _____	Description: ³ _____
Cost component	Costs
	Pak Rupees
Remuneration ⁵	
Reimbursable Expenses ⁵	
Subtotals	

- 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 Indicate between brackets the name of the foreign currency.
- 5 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 REMUNERATION¹

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

Name ²	Position ³	Staff-month Rate ⁴	Input ⁵ (Staff-months)	Pak Rupees
Professional Staff				
		[Home]		
		[Field]		
Total Costs				

- 1 Form FIN-4 shall be filled for each of the Forms FIN-3 provided.
- 2 Indicate separately staff-month rate and currency for home and field work.
- 3 Indicate, separately for home and field work, the total expected input of staff for carrying out the group of activities or phase indicated in the Form.
- 4 Indicate between brackets the name of the foreign currency. For each staff indicate the remuneration in the column of the relevant currency, separately for home and field work. Remuneration = Staff-month Rate x Input.

FORM FIN-4 BREAKDOWN OF REMUNERATION¹

N/A

(This Form FIN-4 shall only be used when the Lump-Sum Form of Agreement has been included in the RFP. Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the Client)

Name ²	Position ³	Staff-month Rate ⁴
Professional Staff		
		[Home]
		[Field]
		[Home]
		[Field]

- 1 Form FIN-4 shall be filled in for the same Professional Staff listed in Form TECH-4.
- 2 Professional Staff should be indicated individually.
- 3 Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-4.
- 4 Indicate separately staff-month rate and currency for home and field work.

Form FIN-5 Breakdown of Reimbursable Expenses¹

(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 ²	Unit	Unit Cost ³	Quantity	[Indicate Foreign Currency # 1] ⁴	Pak Rupees
	Miscellaneous travel expenses	Trip				
	Communication costs between [<i>Insert place</i>] and [<i>Insert place</i>]					
	Drafting, reproduction of reports					
	Use of computers, software					
	Laboratory tests.					
	Subagreements					
	Local transportation costs					
	Transport Rent					
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 between brackets the name of the foreign currency. Indicate the cost of each reimbursable item in the column of the relevant currency. Cost = Unit Cost x Quantity.
- 5 Indicate route of each flight, and if the trip is one- or two-ways.
- 6 Only if the training is a major component of the assignment, defined as such in the TOR

Sample Form

Consulting Firm:

Assignment:

Date:

Consultant's Representations Regarding Costs and Charges

We hereby confirm that:

- (a) the basic salaries indicated in the attached table are taken from the firm's payroll records and reflect the current salaries of the staff members listed which have not been raised other than within the normal annual salary increase policy as applied to all the firm's staff;
- (b) attached are true copies of the latest salary slips of the staff members listed;
- (c) the away from headquarters allowances indicated below are those that the Consultants have agreed to pay for this assignment to the staff members listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

[Name of Consulting Firm]

Signature of Authorized Representative

Date

Name: _____

Title: _____

Consultant's Representations Regarding Costs and Charges

(Expressed in *[insert name of currency]*)

Personnel		1	2	3	4	5	6	7	8
Name	Position	Basic Salary per Working Month/Day/Year	Social Charges ¹	Overhead ₁	Subtotal	Fee ²	Away from Headquarters Allowance	Proposed Fixed Rate per Working Month/Day/Hour	Proposed Fixed Rate per Working Month/Day/Hour ¹
Home Office									
Field									

1. Expressed as percentage of 1
2. Expressed as percentage of 4

Section 4: Terms of Reference (TORs)

Hiring of Short Term Consultancy Firm for Technical Support in Procurement & Logistics



Terms of References

Police Department, Government of Punjab

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- 2. Objective:..... 2
- 3. Scope & Responsibilities:..... 2
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- 6. Deliverables:..... 6
- 7. Documents to be submitted:..... 6
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- 9. Payment Mode:..... 7
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- 11. Payment Schedule:..... Error! Bookmark not defined.

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TERMS OF REFERENCE FOR SHORT TERM CONSULTANCY FIRM

1. Introduction:

- The Police Department is in need of a short term consultancy firm for provision of Technical Support in Procurement / Logistics (hereinafter referred to as the "Assignment").
- The Hiring of the short term consultancy firm for carrying out the Assignment has been initiated under Punjab Procurement Rules, 2014.
- The period of the short consultancy is **03 months**.

2. Objective:

The overall objective of the consultancy service is to provide technical support to the Logistics and Procurement wing of Punjab Police in following areas: -

- Strengthen the procurement/contract management processes of the Punjab Police in the execution of procurement and planned contracts through the provision of procurement and contract management expertise advice and support;
- Oversee that all contract correspondence of the Punjab Police and its actions are made in compliance with the relevant contract agreements, stipulations, documents and international standards, on timely manner in accordance with prevailing laws and regulations.

3. Scope & Responsibilities:

The consultancy services are expected to complete following, in the light of PPR-2014: -

i. Procurement Processes / Procedures:

- Based on review and need assessment, consultant shall propose procurement plan for the year 2018-19.
- To review procurement/logistics procedures already in place and propose improvements, where required.
- To conduct processes vetting and to develop refined SOPs for Procurement of goods, works & services.
- To review Hiring of Goods, Works and Services practices and to propose improvement if required, in line with Punjab Procurement Rules 2014 and prevailing laws.
- To propose methodology and prepare checklist for various procurements of Goods and Consultancies.
- To review technical assessment branch of CPO, conduct procedural vetting, review of documents, organizational structure in order to propose improvements where required.
- To review Bid Invitation, Expression of Interest and propose improvements in advertising of the Invitation for Bids/Expression of Interest and Quotations etc.

- II. Preparation of Documents:
- i. **For Procurement of Goods:** To review the already prepared Bidding documents/request for quotations, bids/quotations evaluation reports, contract conditions including issues of performance guarantee, advance payment guarantee, insurance, liquidated damages, contract execution schedule, payments, delays, compensation events, contract extension, quality control, disputes, and claim / parties' obligations and other allied documents in order to propose improvements where required.
 - ii. **For Procurement of Consultancy Services:**
 - a) To review already prepared expression of interest, Terms of References (TORs), Request for Proposal, RFPs, draft contracts, and propose improvements where required.
 - b) To review evaluation reports, contract negotiation of already selected consultants and propose improvements where required.
 - c) To review, monitor and supervise the contract implementation, including issues off claims and disputes, compensation events and propose improvements, if any.
 - d) To review, analyze and update the annual procurement plan document.
- III. Contract Management:
- I. To review all the contract documents of Goods, Works and Services and make recommendations based on industry best practices.
 - II. To review committee's compositions such as Evaluation Committee, Technical Committee, Procurement Committee, Consultant Selection Committee, Departmental Consultant Selection Committee, Technical Evaluation Committee, Grievance Reversal Committee and Arbitration etc. as per PPR-2014 and prevailing laws.
- IV. Specification Review:
- To review existing technical specifications and propose revised and upgraded specifications of Plant & machinery items (attached at Annex-A)
- V. Business Processes
- Review the existing Business Processes of Logistics/Procurement.
 - Propose amendments in SOPs of Business Processes.
 - Propose structure of HR requirements with qualification & TORs of jobs of newly created Technical Procurement Branch.

vii. SOPs for inspection:

- Define standard operating procedures for the inspection of all goods and services being procured by Punjab Police.
- Review of mechanism & process of sample submission testing (by lab) and corresponding Sample evaluation and technical reports.

VII. Reporting Requirements:

- Consultant shall provide mentioned deliverables' Hard Copy and Softcopy on CD/DVD to Police Department.
- Consultant shall work, in close coordination with AIG Logistics and AIG Procurement.

4. Qualifications / Specialized Knowledge/Experience required:

The Team for the assignment will have following composition, qualification & experience: -

Sr.#	Designation	Qualification	Experience & Skills	Responsibilities	Man Months
1	Procurement Specialist/ Team Leader	Master's degree in Supply Chain Management; Business Administration, Commerce, Finance, economics; and Engineering from HEC recognized University.	<ul style="list-style-type: none"> • At least 5 year working experience in large public sector organization in procurement and similar consultancy. • Exposure of procurement field in Large Public Sector Organizations • Well versed with Punjab Procurement Rules-2014 • Excellent command in computer proficiency • Able to communicate, negotiate, analyze, elaborate and present reports and statements 	<ul style="list-style-type: none"> • Identify loopholes and propose amendments where required. • Review technical need assessment. • Perform procedural vetting of logistics procedures already in place and propose improvements, where required. • Develop SOPs • Propose Annual Procurement plan for the year 2018-19 • Define timelines of procurement 	03 Months
2	Electrical Engineer	Bachelors/ Masters degree in electrical engineering Registered with Pakistan Engineering Council(PEC)	<ul style="list-style-type: none"> • At least 3 year working experience in public procurement in similar capacity of preparing and upgrading technical specifications. • Exposure of large public sector organization. • Well versed with Punjab Procurement Rules-2014. 	<ul style="list-style-type: none"> • Review Specifications of plant & machinery and other items. • Identify loopholes if any. • Study specifications of similar items. • Propose improvement in 	1 Month

			<ul style="list-style-type: none"> • Computer proficiency (word processing, spread sheets, internet research, and other applications skills); • Able to communicate, negotiate, analyze, elaborate and present reports and statements. 	<p>specifications as per Punjab Procurement Rules-2014 and prevailing laws.</p> <ul style="list-style-type: none"> • Assist Procurement Specialist whenever required. 	
3	Contract Management Specialist	L.L.B/ L.L.M from HEC recognized University	<ul style="list-style-type: none"> • At least 3 year working experience in public procurement • Exposure of large public sector organization. • Well versed with Punjab Procurement Rules-2014 • Computer proficiency (word processing, spread sheets, internet research, and other applications skills); • Able to communicate, negotiate, analyze, elaborate and present reports and statements. 	<ul style="list-style-type: none"> • Study all contract documents of goods, works and services. • Identify loopholes and propose improvements • Study Arbitration, Legal, Grievance redresses procedures, documents and propose improvements. • Assist Procurement Specialist whenever required. 	03 Months
4	Textile Engineer	Bachelors/ Masters degree in textile engineering Registered with Pakistan Engineering Counsel(PEC)	<ul style="list-style-type: none"> • At least 3 year working experience in public procurement in similar capacity. • Exposure of large public sector organization. • Well versed with Punjab Procurement Rules-2014. • Computer proficiency (word processing, spread sheets, internet research, and other applications skills); • Able to communicate, negotiate, analyze, elaborate and present reports and statements. 	<ul style="list-style-type: none"> • Review Specifications uniform/clothes. • Identify loopholes if any. • Study specifications of similar items. • Propose improvement in specifications as per Punjab Procurement Rules-2014 and prevailing laws. • Assist Procurement Specialist whenever required. 	01 Months

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5. Duration:

Approximate duration for the assignment is **3 months** which may be extended on satisfactory performance, as per requirement and approval of the Competent Authority.

6. Deliverables:

The consultancy firm should be responsible for the following deliverables:

Sr.#	Description
1	Bidding Documents for all Goods and Services of Punjab Police
2	Prequalification Documents for the Procurement above 100 million.
3	Request for Proposal for Procurement of Consultancy Services.
4	Refined and updated specifications of Goods
5	Updated Contract Documents specific to the Goods and Services
6	Standard Operating Procedures(SOPs) on Business Processes of Logistics and Procurement branches. Recommendations for improving efficiency.
7	Standard Operating Procedures(SOPs) on Inspection of all Procurements of Punjab Police
8	Propose structure of HR requirements with qualification & TORs of jobs of newly created Technical Procurement Branch.
9	Review of mechanism & process of sample submission testing(by lab) and corresponding Sample evaluation and technical reports.
10	Vetting and improvements of templates of various documents.
11	Any other deliverable relevant to Logistic & Procurement assigned by the Competent Authority.

7. Documents to be submitted:

- Curriculum Vitae including experience in similar projects with completion certificate and documents mentioned.
- A financial proposal stating Lump sum package including all applicable taxes.

8. Responsibility Matrix by Deliverable:

Deliverable	Responsible	Timelines
Procurement Assessment / Review	All Team	After 10 Days of Signing of Contract
Procurement Documents as mentioned above	Procurement Specialist /Team Leader	45 Days
Specifications of all items procured by Punjab Police	Electrical Engineer/Textile Engineer	20 Days
Procedural Vetting/SOPs	All Team	
Contract Document	Contract Management Specialist	

Draft Final Report	All Team	05 Days
Review	AIG Logistics	---
Final Report / Completion Report	All Team	10 Days

9. Payment Mode:

- The consultant shall be paid on satisfactory performance of the Scope and Services, 10% of running payments shall be withheld by the Client as retention money, which shall be released after completion report of the assignment.
- For each payment a certificate of satisfactory performance will be issued by the Client Department.
- 10% of each running payment shall be withheld as security deposit. The amount shall be released after expiry of the maintenance period of the contract.
- Income Tax ^{+ other applicable Taxes} shall be deducted from each running bill as per rate prescribed/applicable as per relevant rules/conditions.
- In case, the job is not done in accordance with the provision of the terms of reference/approved scope of work or to the satisfaction of the client, one of the following penalties shall be imposed on the consultants.
 - The consultancy fee on various stages shall be released only after the complete satisfaction of the competent authority of Police Department. In case of non-compliance of the conditions of T.O.R. or the agreement, no payment would be made to the consultant and the contract would be rescinded.
 - Depending upon the seriousness of the non-compliance of the instruction, Consultant name shall be recommended to the competent authority for black listing.

10. Penalties/liquidated Damages/ Blacklisting:

- If the Services are not provided in the agreed time as specified in this document for reasons completely within the consultant's control for each working day delayed, the consultant shall be liable to pay 0.1% of contract value per day to the client. The penalty shall not exceed 10% of the amount of the CONTRACT.
- Police department may, for a specified period, debar a bidder or contractor (Consultant) from participating in any public procurement process of the procuring agency, if the bidder or contractor (Consultant) has:
 - (a) acted in a manner detrimental to the public interest or good practices;

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- (b) consistently failed to perform his obligation under the contract;
- (c) not performed the contract up to the mark; or
- (d) indulged in any corrupt practice.

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