

**Hiring of Firm(s) / Companies or Company for  
Revamping and Development of Consultant  
Management System  
for  
Pakistan Engineering Council (PEC)**

**Request For Proposal (RFP)**

**Assignment for Revamping and Development of  
Consultant Management System for Pakistan  
Engineering Council**

## **DISCLAIMER**

1. The information contained in this RFP document provided by the Pakistan Engineering Council (PEC) whether verbally or in written form by or on behalf of the PEC, PEC or any of their employees or advisors, shall be subject to the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided.
2. This RFP document does not purport to contain all the information each Firm(s) / companies or company may require. This RFP document may not be appropriate for all persons, and it is not possible for the PEC, their employees or advisors, to consider the investment objectives, financial situation and particular needs of each Firm(s) / companies or company who reads or uses this RFP document. Certain Firm(s) / companies or company may have better knowledge of the proposed Project than others. Each Firm(s) / companies or company should conduct their own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document, and obtain independent advice from appropriate sources. Pakistan Engineering Council . PEC, its representatives, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.
3. PEC may, in their absolute discretion, but without being under any obligation to do so, update, amend, add to any or all of the provisions or supplement the information of this RFP document or cancel the present invitation and call for fresh invitations. Such changes would be intimated to all Firm(s) / companies or company using this RFP Document.
4. PEC reserves the right to reject any or all of Bids (RFPs) submitted in response to this RFP invitation at any stage without assigning any reasons whatsoever before acceptance of any proposal. PEC also reserves the right to hold or withdraw from, or cancel the process at any stage up before contract assignment.
5. Neither PEC nor their employees or representative will have any liability in case of non-receipt of any correspondence from them to the Firm(s) / companies or company due to the postal delays.
6. Mere submission against this RFP or issue of RFP does not vest any right in the Firm(s) / companies or company for being selected for the project.

## Table of Contents

<b>ACRONYMS &amp; ABBREVIATIONS</b>	<b>1</b>
<b>LETTER OF INVITATION (LOI)</b>	<b>2</b>
<b>INTRODUCTION</b>	<b>3</b>
<b>ELIGIBLE FIRM(S) / COMPANIES OR COMPANY</b>	<b>3</b>
<b>INSTRUCTIONS TO FIRM(S) / COMPANIES OR COMPANY</b>	<b>5</b>
A. SCOPE OF APPLICATION	5
B. CHANGES IN CONSORTIUM COMPOSITION	5
C. NUMBER OF BIDS.	5
D. BID PREPARATION COST	5
E. EXAMINATION OF RFP	5
F. RIGHT TO ACCEPT OR REJECT ALL APPLICATIONS	5
G. CONTENTS OF RFP	6
H. CLARIFICATIONS	6
I. AMENDMENT OF RFP	6
J. LANGUAGE	6
K. CURRENCY	6
L. VALIDITY OF BIDS	6
M. BID APPLICATION DUE DATE	6
N. LATE BID APPLICATIONS	6
O. MODIFICATIONS/ SUBSTITUTION/ WITHDRAWAL OF RFPS	6
P. EVALUATION OF APPLICATION - DUE DATE	7
Q. EVALUATION OF BID - CRITERIA	7
R. EVALUATION OF BID - SUPPORTING DOCUMENTS	7
S. EVALUATION OF BID - RIGHT TO REJECT	7
T. CONFIDENTIALITY	7
U. TESTS OF RESPONSIVENESS	7
V. CLARIFICATIONS	7
<b>PREPARATION OF PROPOSAL</b>	<b>8</b>
A. TECHNICAL PROPOSAL	8
B. FINANCIAL PROPOSAL	9
<b>PROPOSAL EVALUATION</b>	<b>9</b>
A. TECHNICAL PROPOSAL	9
B. FINANCIAL PROPOSAL	9
<b>SUBMISSION OF PROPOSALS</b>	<b>10</b>
<b>NEGOTIATION</b>	<b>10</b>
<b>AWARD OF CONTRACT</b>	<b>11</b>
<b>DEADLINE AND DURATIONS</b>	<b>12</b>
<b>TERMS OF REFERENCE</b>	<b>13</b>
INTRODUCTION	13
<b>IN THIS CONTEXT THE PEC INTENDS TO HIRE THE PROFESSIONAL SERVICES OF A CONSULTANT FIRM TO REVAMP THE EXISTING SYSTEM TO</b>	

<b>REGISTER THE CONSULTANTS AND FIRMS. THE PEC ALSO INTENDS TO AUTOMATE THE CONSULTANT LICENSING AND THEIR RENEWAL. IN THIS CONTEXT A SYSTEM NEEDS TO BE DESIGNED AND DEVELOPED TO AUTOMATE THESE PROCESSES.</b>	<b>13</b>
<b>I. INTRODUCTION TO THE ASSIGNMENT</b>	<b>13</b>
<b>3. IMPLEMENTATION PERIOD – DELIVERABLES: SIX (6) MONTHS.....</b>	<b>15</b>
<b>11. MONTH OF COMPLETION: DEC 2023</b>	<b>15</b>
<b>5. POST SYSTEM DEVELOPMENT SUPPORT AND SERVICE LEVEL AGREEMENT.....</b>	<b>16</b>
<b>DELIVERABLES, ACTIVITIES, DATES AND PAYMENTS</b>	<b>16</b>
<b>ERROR! BOOKMARK NOT DEFINED.</b>	
<b>HUMAN RESOURCES</b>	<b>17</b>
<b>TECHNICAL EVALUATION</b>	<b>17</b>
<b>A. EVALUATION CRITERIA.....</b>	<b>17</b>
<b>APPENDIX 1A:</b>	<b>20</b>
<b>FORMAT FOR POWER OF ATTORNEY FOR SIGNING PROPOSAL.....</b>	<b>20</b>
<b>POWER OF ATTORNEY</b>	<b>20</b>
<b>APPENDIX 1B-</b>	<b>21</b>
<b>FORMAT FOR POWER OF ATTORNEY FOR LEAD MEMBER OF CONSORTIUM..</b>	<b>21</b>
<b>APPENDIX 2</b>	<b>22</b>
<b>DETAILS OF FIRM(S)/COMPANIES OR COMPANY.....</b>	<b>22</b>
<b>APPENDIX 3...</b>	<b>23</b>
<b>FORMAT FOR LETTER OF RFP APPLICATION.....</b>	<b>23</b>
<b>APPENDIX 4</b>	<b>24</b>
<b>INFORMATION RELATED TO EXPERIENCE</b>	<b>24</b>
<b>Form 1: Project Information</b>	<b>24</b>
<b>Form 2: Curriculum Vitae (CV) for Professional Staff.</b>	<b>25</b>
<b>APPENDIX 5</b>	<b>28</b>
<b>FORMAT FOR ESTABLISHING FINANCIAL CAPABILITY</b>	<b>28</b>
<b>Financial Capability of Single Entry</b>	<b>28</b>
<b>APPENDIX 6</b>	<b>30</b>
<b>LETTER OF INTENT TO FORM A CONSORTIUM.....</b>	<b>30</b>
<b>APPENDIX 7</b>	<b>31</b>
<b>GUIDELINES FOR PROVIDING INFORMATION RELATED TO FINANCIAL CAPABILITY</b>	<b>31</b>
<b>APPENDIX 8</b>	<b>33</b>
<b>FORMAT FOR ANTI-COLLUSION CERTIFICATE</b>	<b>33</b>
<b>APPENDIX 9A</b>	<b>34</b>
<b>FORMAT FOR PROJECT UNDERTAKING</b>	<b>34</b>
<b>APPENDIX 9B</b>	<b>35</b>
<b>FORMAT FOR PROJECT UNDERTAKING</b>	<b>35</b>
<b>APPENDIX 10</b>	<b>36</b>
<b>FORMAT FOR MEMORANDUM OF UNDERSTANDING (MOU)</b>	<b>36</b>
<b>CHECKLIST OF DOCUMENTS TO BE SUBMITTED</b>	<b>40</b>

## ACRONYMS & ABBREVIATIONS

RFP	Request For Proposal
MOU	Memorandum of Understanding
POA	Power of Attorney
RFP	Request for Proposal
PEC	Pakistan Engineering Council Government of Pakistan

Dated the \_\_\_\_\_  
Ref No. \_\_\_\_\_

## LETTER OF INVITATION (LOI)

Gentlemen!

We extend warm welcome to you and invite you for participating in this consultancy assignment. We hope that you will live up to your reputation and provide us accurate information so that the evaluation is carried out "just and transparent". Please understand that the contents of this RFP, where applicable, shall be deemed part of the contract agreement. An example to this affect can be the contents of your work plan and methodology which you shall be submitting in your technical proposal. Since that is the basis of the selection, therefore, it shall become part of the contract agreement subject to approval/revisions of the same by CLIENT during the negotiations. Similarly, all other services and the content contributing to services shall be deemed part of the contract agreement unless it is specified for any particular item up-front in your technical proposal which obviously will make your proposal a conditional proposal whereby, authorizing CLIENT to may or may not consider to evaluate your proposal. Please understand that if no such mention appears up-front (i.e. on front page of technical proposal) then it shall be deemed that the consultant is in 100% agreement to the above. You are also advised to kindly read the RFP thoroughly as it can drastically affect the price structure for various services which may not be appearing directly in the terms of reference. In the end, we appreciate your participation and hope that you will feed a good proposal to merit consideration by CLIENT.

## INTRODUCTION

1. You are hereby invited to submit a technical and a financial proposal for consulting service required for the assignment named in the attached Letter of Invitation (LOI). Your proposal could form the basis for future negotiations and ultimately a consultancy contract between your Firm(s) / companies or company and the Client named in the Data Sheet.
  2. A brief description of the assignment and its objectives are given in the Data Sheet. Details are provided in the attached RFP for design services provided in the Documents, and will become part of agreement subsequently.
  3. The assignment shall be implemented in accordance with the phasing specified in the Data Sheet.
  4. To obtain first-hand information on the assignment and on the local conditions, you are encouraged to pay a visit to the Client before submitting a proposal and attend a pre-proposal conference if specified in the Data Sheet. Your representative shall meet the named officials on the date and time specified in the Data Sheet. Please ensure that these officials are advised of the visit in advance to allow adequate time for them to make appropriate arrangements. You must fully inform yourself of local conditions and take them into account in preparing your proposal.
5. Please note that:
- a. The cost of preparing the proposal and of negotiating the Contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment, and
  - b. The Client is not bound to accept any of the proposals submitted
  - c. The Consultant may please note not to suggest names of key staff already proposed in other proposals with the Client or awarded recently. This will affect adversely marking of these professionals in evaluation of the technical proposal. Their secured points are liable to be reduced by 50% if their name appears in more than 1 previous proposal in which they are ranked No.1. Also the existing load of work with a Firm(s) / companies or company shall be considered as one of the factors for the consideration in the award of the work.
  - d. The Client shall provide the inputs for this assignment as given in the Data Sheet.

## ELIGIBLE FIRM(S) / COMPANIES OR COMPANY

1. May be a single Firm(s) / companies or company (with named sub-contractors if required) or a group of maximum 4 companies (hereinafter referred to as Consortium), coming together to provide Development of Consultant Management System Project. The term Firm(s) / companies or company used hereinafter would therefore apply to a single entity and/or a Consortium or joint venture.
2. The Firm(s) / companies or company should submit a Power of Attorney as per the format enclosed at Appendix 1A, authorizing the signatory of the RFP Application to commit the Firm(s) / companies or company.
3. The Pakistan based Firm(s) / companies or company (or at least one partner in the Consortium) must be registered with the Security and Exchange Commission of Pakistan (SECP) duly valid certificate from PEC in relevant category
4. The Consultant Firm(s) / companies or company must be registered with appropriate Tax Authorities, must be a tax filer, having valid NTN and other such/related documents.
5. Facilities available with the consultants to perform their functions effectively (proper office premises, softwares, hardware, and record keeping etc.).

6. Firm(s) / companies or company/ Company or at least one partner in the Consortium shall have presence in Lahore, Punjab Pakistan
7. Bids submitted, in response to the RFP, by a Consortium should comply with the following additional requirements:
  - a. Number of members in a consortium would be limited to maximum of 4,
  - b. The bids application should contain the information required for each member of the Consortium;
  - c. A member of a particular Consortium cannot be member of any other Consortium applying for this Project; an undertaking towards this end needs to be submitted by all members;
  - d. Members of the Consortium shall nominate one member as the Lead Member. The nomination shall be supported by a Power of Attorney as per the format enclosed at Appendix 1B;
  - e. Members of the Consortium shall enter into a Memorandum of Understanding (MOU) as per the format enclosed at Appendix 10 and duly notarized for the purpose of making the RFP Application and submitting a Proposal. The MOU shall, inter alia:
    - i. Convey the intent to enter into the Contract Agreements and subsequently carry out all the responsibilities specified in the Contract Agreement, in case the assignment is awarded to the Firm(s) / companies or company; and
    - ii. Clearly outline the proposed roles and responsibilities of each member in case of Consortium at each stage.
8. Notwithstanding anything stated elsewhere in this document, the PEC shall have the right to seek updated information from the Firm(s) / companies or company to ensure their continued eligibility. Firm(s) / companies or company(s) shall provide evidence of their continued eligibility in a manner that is satisfactory to the PEC. Firm(s) / companies or company may be disqualified if it is determined by the PEC, at any stage of the process, that the Firm(s) / companies or company will be unable to fulfil the requirements of the Project or fails to continue to satisfy the Eligibility Criteria. Supplementary information or documentations may be sought from Firm(s) / companies or company at any time and must so be provided within a reasonable period as stipulated by the PEC.
9. A Firm(s) / companies or company which has been barred or disqualified either by any department/agencies of the Government of Pakistan or Government departments would not be eligible to submit an RFP Application, either individually or as member of a Consortium. Firm(s) / companies or company to submit an affidavit to this effect.

## INSTRUCTIONS TO FIRM(S) / COMPANIES OR COMPANY

### A. Scope of Application

1. PEC wishes to receive bids against this RFP to hire experienced and capable firm(s) / companies or company for the assignment explained in this document.
2. Firm(s) / companies or company are invited to submit the proposal in respect of the "Revamping and Development of Consultant Management System for Pakistan Engineering Council".

### B. Changes in Consortium Composition

After shortlisting, change in the composition of the Consortium is not allowed. New members can be added (except lead member) subject to approval of the PEC but applications to change the consortium should reach the PEC at least 10 days before the last date for submission of RFP. Conditions for such approval will be provided in the RFP document.

### C. Number of bids

Each Firm(s) / companies or company shall submit only one (1) bid Application in response to this RFP. Any Firm(s) / companies or company, which submits or participates in more than one RFP Application will be disqualified and will also cause the disqualification of the Consortium of which it is a member as the case may be.

### D. Bid Preparation Cost

The Firm(s) / companies or company shall be responsible for all of the costs associated with the preparation of its bids and its participation in the pre-qualification process. The PEC will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the pre-qualification process.

### E. Examination of RFP

1. It would be deemed that by submitting the bid, Firm(s) / companies or company has:
  - a. Made a complete and careful examination of the RFP; and
  - b. Received all relevant information requested from the PEC.
2. The PEC shall not be liable for any mistake or error on the part of the Firm(s) / companies or company in respect of the above.

### F. Right to Accept or Reject all Applications

1. Notwithstanding anything contained in this RFP, the PEC reserves the right to accept or reject all bids and to annul before contract assignment, at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning reasons.
2. The PEC reserves the right to reject any Application if:
  - a. At any time, a material misrepresentation is made or uncovered, or
  - b. The Firm(s) / companies or company does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the RFP.
3. Misrepresentation / improper response would lead to the disqualification of the Firm(s) / companies or company. If the Firm(s) / companies or company is a Consortium, then the entire Consortium would be disqualified / rejected.

**G. Contents of RFP**

The RFP Document comprises the contents as given in the Table of Contents and would additionally include any Addenda issued in accordance with the provisions of this Document.

**H. Clarifications**

Any questions about the "Revamping and Development of Consultant Management System", may be clarified during the "Pre-Bid Meeting" on 24th August 2023, 1000hrs at the following designated address. Any query about the RFP can be shared at [purchase@pec.org.pk](mailto:purchase@pec.org.pk) with the subject "Revamping and Development of Consultant Management System Query".

Sealed bid/proposal should reach the following address on or before 04th, September 2023, upto 2:30 pm which will be opened on the same day at 3:00 pm in the presence of bidders or their authorized representative, if they wish to attend the same.

**I. Amendment of RFP**

1. At any time prior to the deadline for submission of RFP Application, the PEC may, for any reason, whether at its own initiative or in response to clarifications requested by any Firm(s) / companies or company, modify the RFP Document by the issuance of an Addendum.
2. Any Addendum thus issued will be sent in writing to all those who have sent queries to the RFP Document and shall also be uploaded on official website i.e., <https://pec.org.pk/>

**J. Language**

The RFP and all related correspondence and documents should be written in the English language Supporting documents and printed literature furnished by Firm(s) / companies or company with the RFPs; Application may be in any other language, provided it is accompanied by appropriate translations of the pertinent passages in the English language with appropriate certifications. Supporting materials, which are not translated into English, shall not be considered. For the purpose of interpretation and evaluation of the RFP, the English language translation shall prevail.

**K. Currency**

The currency for the purpose of the RFPs' application shall be the Pak Rupee (PKR). The conversion to Pak Rupees shall be clearly indicated in the Appendix 5.

**L. Validity of Bids**

RFPs shall remain valid for a period not less than 90 days from the RFP Application Due Date. The PEC reserves the right to reject any RFP Application, which does not meet this requirement.

**M. BID Application Due Date**

Bid Applications should be submitted as per the RFP Application Due Date mentioned in the Schedule/deadlines, at the address provided above in the manner and form as detailed in this RFP BID Applications submitted by either facsimile transmission, telex or e-mail will not be considered for evaluation and shortlisting. However, the PEC reserves the right to extend the RFP Application Due Date and Time, at any time prior to opening of BIDS in response to this RFP. In such cases, the bid applications received prior to such extension shall not be opened. Further, if the RFP document is materially modified during such extended period, the RFP application received prior to extension shall be returned to the Firm(s) / companies or company and appropriate time shall be allowed for resubmission of the RFP applications.

**N. Late Bid Applications**

Bid Applications received after the Due Date and Time shall NOT be considered.

**O. Modifications/ Substitution/ Withdrawal of RFPs**

The Firm(s) / companies or company may modify, substitute or withdraw its bid after submission, provided that written notice of the modification, substitution or withdrawal is received by the PEC

before the bid's Due Date and time. No bid shall be modified or substituted or withdrawn by the Firm(s) / companies or company after the Due Date and time.

**P. Evaluation of Application - Due Date**

The PEC would open the Applications on the opening due date mentioned in the Schedule, for the purpose of evaluation.

**Q. Evaluation of Bid – Criteria**

The PEC would subsequently examine and evaluate bids in Accordance with the criteria set out in Section "proposal evaluation".

**R. Evaluation of Bid - Supporting Documents**

The PEC reserves the right to call for supporting documentation to verify the data provided by Firm(s) / companies or company, at any time during the selection process. The Firm(s) / companies or company in such cases would need to provide the requested clarification / documents promptly and within the stipulated time failing which the Firm(s) / companies or company is liable to be disqualified at any stage of the shortlisting process.

**S. Evaluation of Bid - Right to Reject**

The PEC reserves the right to reject any bid Application if:

1. At any time before the award of assignment, a material misrepresentation is made or uncovered; or
2. The Firm(s) / companies or company does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the bid.

**T. Confidentiality**

Information relating to the examination, clarification, evaluation, and recommendation for the Firm(s) / companies or company shall not be disclosed to any person not officially concerned with the process. The PEC will treat all information submitted as part of bid Application in confidence and would require all those who have access to such material to treat the same in confidence. The PEC will not divulge any such information unless it is ordered to do so by higher authority that has the power under law to require its disclosure.

**U. Tests of responsiveness**

Prior to evaluation of bids, the PEC will determine whether each bid Application is responsive to the requirements of the RFP. An Application shall be considered responsive; if the bid Application:

1. Is received by the Due Date including any extension thereof;
2. Is accompanied by the letter of intent ( Appendix 6), if applicable, (to form a consortium and submission of MOU duly supported by Board resolution and charter documents before the RFP submission deadline); and
3. Contains information required as per Appendix 3, 4, 5, 6 and 7.

The PEC reserves the right to reject any bid Application which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Client in respect of such RFP Applications.

**V. Clarifications**

To facilitate evaluation of bids, the PEC may at its sole discretion, seek clarifications in writing from any Firm(s) / companies or company regarding its bid.

## PREPARATION OF PROPOSAL

It will consist of two parts – Technical and Financial

### A. Technical Proposal

1. The Technical Proposal should be submitted using the format specified and shall include duly signed and stamped forms appended with the RFP. This is a mandatory requirement for evaluation of proposals and needs to be filled up carefully.
2. For Technical Proposal, the general approach and methodology which you propose for carrying out the services covered in the TOR, including such detailed information as you deem relevant, together with your appreciation of the Project from provided details
3. A detailed overall work program to be provided with timing of the assignment of each expert or other staff member assigned to the project. This will also provide the Client an opportunity to effectively monitor work progress.
4. Total number of man-months and project duration as per TOR.
5. Clear description of the responsibilities of each expert staff member within the overall work program.
6. The Curriculum Vitae (CV) of all Key Staff members and an affidavit that proposed staff shall be available for the assignment during the project duration and their present place of duty may also be specified. The Firm(s) / companies or company / Consortium are advised to suggest such names that shall be available for the Assignment.
7. The technical proposal shall include duly filled in forms provided with this RFP.
8. The name, background and professional experience of each expert staff member to be assigned to the project, with particular reference to his experience of work of a nature similar to that of the proposed assignment
9. Current commitments and past performance are the basic criteria of technical proposal. You are required to provide the details of present commitments/on-going jobs as referred in the form A9 of technical proposal. Further, the basis for the past performance is the report from Engineering wing of the Client.
10. In preparing the technical proposal, you are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information shall be at your own risk and may result adversely in the scoring of your proposal. The proposal should be prepared as per RFP and any suggestion or review of staff etc. should be clearly spelt out on a separate paper attached with proposal named "Comments on RFP". This will be discussed at the time of negotiation meeting as and when called.
11. During preparation of the technical proposal, you must give particular attention to the following:

## B. Financial Proposal

12. The financial proposal should be submitted using the format specified (Financial Proposal Form-1, 2 & 3) and enclosed with this RFP. This is a mandatory requirement for evaluation of proposals and needs to be filled up carefully.

12.1. The Maximum Total Cost of Assignment is Rs.3.000 Million including provision sum and contingencies and all taxes.

13. The financial proposal should list the costs associated with the Assignment. These normally cover remuneration for staff in the field and at headquarters, per diem, housing, transportation for mobilization and demobilization, services and equipment (vehicles, office equipment furniture and supplies), printing of documents, surveys and investigations. These costs should be broken into foreign (if applicable) and local costs.

14. Costs may be expressed in Pakistani Rupees only.

15. 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 former will prevail. In addition to the above corrections, activities and items described in the Technical Proposals but not priced, in the Financial Proposals shall be assumed to be included in the prices of other activities or items. In case an activity or item is quantified in the Financial Proposal differently from the Technical Proposal, the evaluation committee shall correct the quantification specified in the Financial Proposal so as to make it consistent with that specified in the Technical Proposal.

## PROPOSAL EVALUATION

A quotation procedure shall be adopted in ranking of the proposals. The technical evaluation shall be carried out, followed by the financial evaluation. The Firm(s) / companies or company / Consortium shall be ranked using a combined technical/financial score.

### A. Technical Proposal

1. The evaluation committee appointed by the Client shall carry out its evaluation for all the projects as listed later in this document, applying the evaluation criteria and point system specified later. Each responsive proposal shall be given a technical score: St. The Firm(s) / companies or company / Consortium scoring less than seventy (70) percent points shall be rejected and their financial proposals returned un-opened.
2. The technical proposal will carry 80% weight in the final evaluation ( T- the weight given to the technical proposal , T=0.8)
3. The technical Evaluation methodology is given in section "Technical Evaluation" section

### B. Financial Proposal

1. The financial quote of the Firm(s) / companies or company / Consortium on the basis of evaluation of technical proposals shall be reviewed.
2. The evaluation committee shall determine whether the financial proposals are complete and without computational errors. The lowest financial proposal (Fm) among all shall be given a

financial score: Sf of 1000 points. The financial scores of the proposals shall be computed as follows:

$$S_f = (1000 \times Fin)/F$$

(F = amount of specific financial proposal)

3. The financial proposal will carry 20% weight in the final evaluation. P = the weight given to the financial proposal (P = 0.2)
4. Proposals, in the Quality Cum Cost Based Selection (QCBS) shall finally 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, and T+P=1) stated in the Data Sheet

$$S = St \times T\% + Sf \times P\%$$

## SUBMISSION OF PROPOSALS

1. You shall submit one original technical proposal and one original financial proposal be placed in an envelope along with two copies.
2. In the event of any discrepancy between the copies of the proposal, the original shall govern. The original and each copy of the technical and financial proposals shall be prepared in indelible ink and shall be signed by the authorized Consultant's representative. The representative's authorization shall be confirmed by a written power of attorney accompanying the proposals. All pages of the technical and financial proposals shall be initialed by the person or persons signing the proposal
3. The proposal shall contain no interlineations or overwriting except as necessary to correct errors made by the Firm(s) / companies or company / Consortium themselves. Any such corrections shall be initiated by the person or persons signing the proposal
4. The completed technical and financial proposals shall be delivered on or before the time, date, and the location specified in the Data Sheet
5. The proposals shall be valid for the number of days stated in the Data Sheet from the date of its submission. During this period, you shall keep available the professional staff proposed for the assignment. The Client shall make its best effort to complete negotiations at the location stated in the Data Sheet within this period.

## NEGOTIATION

1. Prior to the expiration of proposal validity, the Client shall notify the successful Consultant who submitted the highest ranking proposal in writing, by registered letter, cable telex or facsimile and invite it to negotiate the Contract.
2. Negotiations normally take from two to five days. The aim is to reach agreement on all points and initial a draft contract by the conclusion of negotiations.

3. Negotiations shall commence with a discussion of your technical proposal. The proposed methodology, work plan, staffing and any suggestions you may have made to improve the TOR. Agreement shall then be reached on the final TOR, the staffing, and the bar charts, which shall indicate activities, staff, periods in the field and in the home office, staff months, logistics and reporting.
4. Changes agreed upon shall then be reflected in the financial proposal, using proposed unit rates (no negotiation of the staff month rates).
5. Having selected Firm(s) / companies or company / Consortium on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the staff named in the proposal. Prior to contract negotiations, the Client shall require assurances that the staff members will be actually available. The Client shall not consider substitutions of key staff except in cases of unexpected delays in the starting date or incapacity of key professional staff for reasons of health.
6. The negotiations shall be concluded with a review of the draft form of the contract. The Client and the Firm(s) / companies or company / Consortium shall finalize the contract to conclude negotiations. If negotiations fail, the Client shall invite the Firm(s) / companies or company / Consortium that received the second highest score in ranking to Contract negotiations. The procedure will continue with the third in case the negotiation process is not successful with the second ranked consultants.

## **AWARD OF CONTRACT**

1. The contract shall be awarded after successful negotiations with the selected Firm(s) / companies or company / Consortium and approved by the competent authority. Upon successful completion of negotiations/initialing of the draft contract, the Client shall promptly inform the other Firm(s) / companies or company / Consortium that their proposals have not been selected.
2. The selected Firm(s) / companies or company is expected to commence the assignment on the date and at the location specified in the section "Deadline and Durations".

## **DEADLINE AND DURATIONS**

**Advertisement date:**

**Pre-bid Meeting: 24<sup>th</sup> August, 2023**

**Deadline for Questions:**

**Submission of Bids: 4<sup>th</sup> September, 2023**

**Disclose of Technically Successful Firm(s) / companies or company:**

**Financial openings:**

**Contract Award:**

**The expected duration of assignment is 18 months**

## **TERMS OF REFERENCE**

### **Introduction**

The Pakistan Engineering Council is a statutory body, constituted under the PEC Act 1976 (V of 1976) amended upto 24th January 2011, to regulate the engineering profession in the country such that it shall function as key driving force for achieving rapid and sustainable growth in all national, economic and social fields. The council shall as its mission set and maintain realistic and internationally relevant standards of professional competence and ethics for engineers, and license engineers, and engineering institutions to competently and professionally promote and uphold the standards.

The Pakistan Engineering Council hereinafter the client intends to engage competent and qualified firms or company / Consortium for "Revamping and Development of Consultant Management System for Pakistan Engineering Council".

As a part of wider Reforms, the PEC has been taking initiatives towards digitization of its services with an aim of leveraging the existing advancements in technology to bring about a comprehensive digital transformation within the department, for enhanced and streamlined consultant management. The PEC has the mandate to catalogue, register and maintain membership record of the engineering consultants in Pakistan.

In this context the PEC intends to hire the professional services of a consultant firm to revamp the existing system to register the consultants and firms. The PEC also intends to automate the consultant licensing and their renewal. In this context a system needs to be designed and developed to automate these processes.

### **I. Introduction to the Assignment**

The blooming technology has taken deep roots in every field nowadays. It is impossible for anyone to imagine a world without high modern computing environment. In Operational level of any organization there are large number of data collected. The collection of data helps to improve the routine activity and affect the overall performance of any organization. Most of the organizations have automated computer systems for handling their data. The use of technology radically improves the efficiency and accuracy with high scalability and sustainability. The main

advantage is that the technology can be programmed and changed from time to time with change in activities.

Technology enables the management to take crucial decisions and helps in solving problems. With technology the management can take better decisions and can draw conclusions with help of precise data in no time. Preparing daily reports in a dynamic technology environment makes it easier for the management in having the right level of visibility, increasing confidence level in the decision making. The rise and the falls in performance can be easily traced with several automated systems

## **2. Objectives of the assignment.**

The assignment will provide a foundation to manage consultant registration, licensing and renewal Processed through the process automation, establish common standards, lead organizational change management, and enable strong automation collaboration between the consultants and IT-Section of PEC to drive performance and provide transformational opportunities for the advancement of the PEC.

The assignment's core objectives will be to assess the current state of the following PEC processes to determine the maturity level / readiness of the processes from automation perspective, identify gaps, define target state and design/development of a software system to achieve the target state (i.e. automated consultant management and registration system).

The assignment will cover the following key steps:

- i. Examine and review existing consultant/firm registration Process including institutional and system arrangements for coordination with individual consultants and firms. The consultant will finalize in mutual collaboration with PEC the Data gathering & Application Process, online scrutiny based upon validation parameters as define in Policy Decisions & Regulations of PEC.
- ii. The consultant will also map the current Case/Application Tracking & Timelines with study of existing application and structure.
- iii. Perform analysis of existing process for consultant / firm registration and data keeping.
- iv. Analysis of requirement for the new system, Technology, well Planned Architecture and Frameworks.
- v. Design and develop a system for Online Registration, Profile reviewing, categorization, specialization, Feedback, Technical Review / Recommendations. Introduce interactive &

innovative Online registration System to automate scrutiny of the application received from different firms/consultants for speedy disposal.

- vi. Perform analysis of existing data storage framework and suggest data retention plan in light of nature of data.
- vii. Suggest best practices for storage options with disaster recovery.

### **3. Implementation period – Deliverables : Six (6) Months:**

- i. Month of Commencement: July 2023
- ii. Month of Completion: Dec 2023

Activities / Months	July 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23
Inception Report						
Draft Assessment Report including Specifications and requirements of the system that needs to be developed						
An analysis and design of existing business process models and recommendations for their reforms and To-Be process models keeping in view the high-level target state defined at requirements gathering stage.						
Design finalization and development of the system						

### **4. Expected Outcomes:**

The consultancy has the following outcomes:

- i. Detailed current state assessment of the consultant and firm registration along with license renewal.
- ii. Managing the consultant profiles and segmenting them according their categories based on their experiences, HR and other available resources of firm/consultants.
- iii. Detailed analysis of existing business process models keeping in view the target state and automation requirements of the PEC.
- iv. Requirement gathering for the new system.
- v. Designing the new system on the bases of requirements gathered

- vi. Development of the system for consultant registration automation and the related data-model with the database
- vii. Deployment of the system on the server(s)

#### **5. Post System Development Support and Service Level Agreement:**

Upon successful completion any deployment of the above mentioned system the service provider firm(s) must be willing to continue to provide it support for at-least one year or longer as mutually agreed between the client and the service provider firm(s). For this support a service level agreement (SLA) will be negotiated upon completion of the assignment.

### **DELIVERABLES, ACTIVITIES, DATES AND PAYMENTS**

Deliverables	Activities/Methodology	Payment schedule	Time line
System design document	<ul style="list-style-type: none"> <li>• Stakeholder Consultations</li> <li>• Development of report templates and mock-ups</li> <li>• Inception report</li> </ul>	25%	Aug 2023
First version of the partially functioning system	<ul style="list-style-type: none"> <li>• Importing existing data into the system</li> <li>• Consultant registration form design</li> <li>• Consultant approval</li> <li>• Membership renewal</li> </ul>	20%	Oct 2023
System development and deployment	<ul style="list-style-type: none"> <li>• Database design and development</li> <li>• Web based dashboard development</li> <li>• Server preparation</li> </ul>	40%	Nov 2023
Deployment on production server	<ul style="list-style-type: none"> <li>• Deployment of dashboard</li> </ul>	15%	Nov 2023

## HUMAN RESOURCES

The minimum core staff for the project should include the following:

Sr.No	Description	No. of Professionals	Education and Experience
1	ICT Expert Project Lead	01	PhD in ICT related field with 10 years of experience OR MPhil/MS/MSc .in ICT Systems with minimum 15 years of relevant experience OR BSc or relevant with 20 years of experience. Experience in public sector will be preferred
2	Assistant ICT / Experts/developers	01	MSc/BSc in IT related subjects with relevant with 5 years of experience, experience in public sector will be preferred
3	Data Analyst	01	MSc/BSc in IT related Subjects with relevant with 5 years of experience
4	Database Expert	01	MSc in IT related subjects with relevant 5 years of experience

The core staff proposed in RFP document provided by the Firm(s) / companies or company/consortium will be considered final. A replacement in the staff shall be subject to approval of PEC.

## TECHNICAL EVALUATION

### A. Evaluation Criteria

Once all Firm(s) / companies or company that have submitted the required items including those that are non-compliant to the terms laid out in the RFP's. Non-compliant Firm(s) / companies or company will be removed from the list, remaining Firm(s) / companies or company would be evaluated according to the following criteria:

Sr. No.	Criteria	Marks
1	1.1 Understanding of the task – quality of the proposal – attention to the details 1.2 Approach 1.4 Methodology 1.5 Explanation of each software module details	400 200 200 200
2	Firm(s) / companies or company Relevant Experience	1000
2.1	Experience and understanding of core staff (mentioned in Human Resources section in page 18) for working in similar two projects (100 each) involving ICT application in Government Sector during last 10 years in project management of large project related to Govt. with scope of similar nature. a Weak similarity of project b Medium similarity of project c Complete similarity of project	200 33% 66% 100%
2.2	Experience and understanding of core staff (mentioned in Human Resources section in page 18) Two projects regarding application of ICT in department wide context during last 10 years. Each project should be of 50 Million PKR or above	200
2.4	Experience and understanding of core staff (mentioned in Human Resources section in page 18) 10+ Projects in the field of ICT or GIS software and/or hardware system design and implementation during including ICT system in last 10 years. Each project should be of 10 Million PKR or above	350
2.5	2 of public projects in hand of a similar nature (125 each)	250
3	Professional Capability	1000
	a ICT Expert Project Lead b Assistant ICT / Experts/developers c Data Analyst d User interface designer e IT security Expert f Database Expert	100 250 200 300 100 50
4	Financial criteria	

4.1 Lowest quote	1000
<b>TOTAL</b>	<b>4000</b>

Each staff person in "Professional Capability" section will be marked as follows

Sr. No.	Description	Percent
1	Academic Qualification*	30%
2	Foreign Qualification	20%
3	No. of years of Experience**	50%

\*Academic Qualification (30%)

Degree	% age
Below minimum criteria	0%
16 years or equivalent	70%
18 years or equivalent	85%
PhD	100%

\*\*No. of Years of Experience (50%)

Experience	% age
Below minimum criteria	0%
As per minimum criteria	75%
5% marks per each extra 1 year of experience	Up to 100%

*Note: Firms with marks of overall 70% and above will be considered as pass.*

## APPENDIX 1A:

### FORMAT FOR POWER OF ATTORNEY FOR SIGNING PROPOSAL *(On a Stamp Paper of appropriate value)*

#### POWER OF ATTORNEY

Know all men by these presents, we \_\_\_\_\_ (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. \_\_\_\_\_ (name and address of residence) who is presently employed with us and holding the position of \_\_\_\_\_ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our RFP for the [insert name of project in the Pakistan, including signing and submission of all documents and providing information/ responses to the Pakistan Engineering Council, representing us in all matters PEC. and generally dealing with the Client in all matters in connection with our proposal for the said project.

We hereby agree to ratify all such acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all such acts, deeds and things awfully done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For \_\_\_\_\_

(Signature)  
(Name, Title and Address)

Accepted

\_\_\_\_\_ (Signature)  
(Name, Title and Address of the Attorney)

Firm(s) / companies or company seal & stamp

#### Notes:

1. To be executed by the sole Firm(s) / companies or company or the Lead Member in case of a Consortium duly supported by a Board Resolution
2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
3. Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Firm(s) / companies or company.

## APPENDIX 1B:

### FORMAT FOR POWER OF ATTORNEY FOR LEAD MEMBER OF CONSORTIUM *(On a Stamp Paper of appropriate value)*

#### POWER OF ATTORNEY

Whereas, the Pakistan Engineering Council invited RFP from interested Firm(s) / companies or company for the "Revamping and Development of Consultant Management System for Pakistan Engineering Council".

Whereas, the members of the Consortium are interested in competing for the Project in accordance with the terms and conditions of the RFP and other connected documents in respect of the Project, and

Whereas, it is necessary under the RFP for the members of the Consortium to nominate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all such acts, deeds and things as may be necessary in connection with or incidental to the Consortium's proposal for the Project.

#### NOW THIS POWER OF ATTORNEY WITNESSETH THAT:

We, M/s. \_\_\_\_\_, and M/s. \_\_\_\_\_ (the respective names and addresses of the registered office) do hereby constitute, appoint and authorize M/s. \_\_\_\_\_ as the Lead Member of the Consortium and as our attorney, to do on behalf of the Consortium, all or any of such acts, deeds or things as may be necessary in connection with or incidental to the Consortium's proposal for the Project, including submission of RFP application/ proposal, participating in conferences, responding to queries, submission of information/ documents and generally to represent the Consortium in all its dealings with Pakistan Engineering Council or any other Government Agency or any person, in connection with the Project until culmination of the process of selection and thereafter till the Contract Agreement is entered into with the School Education Department.

We hereby agree to ratify all such acts, deeds and things lawfully done by Lead Member as our said attorney pursuant to this Power of Attorney and that all acts deeds and things lawfully done by our aforesaid attorney shall and shall always be deemed to have been done by us/Consortium.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 2023.

(Executants)

(To be executed by all the members of the Consortium)

Firm(s) / companies or company seal & stamp

#### Note:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
2. The executants(s) should submit for verification the extract of the charter documents and documents such as Board Resolution and Power of Attorney in favor of the person executing this Power of Attorney in favor of the Lead Member.

## APPENDIX 2

### **DETAILS OF FIRM(S) / COMPANIES OR COMPANY**

1. (a) Name  
 (b) Country of Incorporation (Pakistan)  
 (c) Address of the corporate headquarters and its branch office (s), Pakistan  
 (d) Date of incorporation and / or commencement of business
2. Brief description of the Firm(s) / companies or company's company including details of its main lines of business and proposed roles and responsibilities in this Project.
3. Name, Designation, Address and Phone Nos. of Authorized Signatory of the Firm(s) / companies or company:  
 (a) Name:  
 (b) Designation:  
 (c) Firm(s) / companies or company's Company  
 (d) Address:  
 (e) Telephone No:  
 (f) E-mail Address:  
 (g) Fax No:
4. Details of individual (s) who will serve as the point of contact / communication for the School Education Department, within the Firm(s) / companies or company's company.  
 (a) Name:  
 (b) Designation:  
 (c) Address:  
 (d) Telephone No.  
 (e) E-mail address:  
 (f) Fax No.
5. In case of Consortium:  
 (a) The information above (1-4) should be provided for all the Members of the Consortium  
 (b) Information regarding role of each Member should be provided as per table below:

Sr. No.	Name of Member	Lead Member / Associate	Role of the Member
1			
2			

Specify whether Lead Member, Associate Member

(Signature of Authorized Signatory)

Firm(s) / companies or company seal & stamp

## APPENDIX 3

### FORMAT FOR LETTER OF RFP APPLICATION

*(On the Letter Head of the Firm(s) / companies or company (in case of Single or Lead Member (in case of a Consortium))*

Date -----

Competent Authority Pakistan Engineering Council,

Address:

Phone:

Fax:

[insert name of Project]

Sir,

Being duly authorized to represent and act on behalf of \_\_\_\_\_ (hereinafter referred to as "the Firm(s) / companies or company"), and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby expresses its interest and apply for qualification for the [insert name of Project].

We are enclosing our Expression of Interests (RFPs), in one Original and two Copies, with the details as per the requirements of the RFP, for your evaluation.

The undersigned hereby also declares that the statements made and the information provided in the RFPs are complete, true and correct in every detail.

We confirm that the RFP application is valid for a period of 90 days from the due date of submission of RFP application and is unconditional.

Yours faithfully,

(Signature of Authorized Signatory)

(Name, Title and Address of the Firm(s) / companies or company)

Firm(s) / companies or company seal & stamp

**APPENDIX 4****INFORMATION RELATED TO EXPERIENCE.****Form 1: Project Information**

[Using the format below, provide information on each project for which you, and each associate for this project, was legally contracted as a corporate entity or as one of the major members within an consortium, for carrying out project similar to the ones requested under this Project. Use maximum 20 pages. Please provide Client's certification and/or evidence of the contract agreement.]

Project name:	Value of the agreement (in current PKR):
Country: Location within country:	Duration of project (months):
Name of Client:	Total No. of staff-months (by your company) on the project:
Start date (month/year):	Value of total project provided under an agreement (in current PKR)
Completion date (month/year):	In case of consortium, value of part of the project provided by Firm(s) / companies or company under the agreement (in current PKR):
Name of associated members, if any:	No. of professional staff-months provided by associated members:
Name of senior professional staff of your company involved and functions performed (indicate most significant profiles such as Team Leader, Economist etc):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

**Note:**

- 1 Only the eligible projects that satisfy technical criteria shall be included
- 2 All the Financial numbers are to be given in Pak Rupees
- 3 The format shall be filled up for each member of the consortium and as a cumulative experience for the consortium

(Signature of Authorized Signatory)

Firm(s) / companies or company seal &amp; stamp

**Form 2: Curriculum Vitae (CV) for Professional Staff**

- 1. Current Position** [*only one candidate shall be nominated for each position*]: \_\_\_\_\_
- 2. Name of Company** [*Insert name of company 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**

Degree	Major/Minor	Institution	Year

- 7. Membership of Professional Associations** \_\_\_\_\_
  
- 8. Other Training** [*Indicate significant training since degrees under 6 - Education were obtained*]: \_\_\_\_\_
  
- 9. Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]
  
- 10. Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below) dates of employment, name of employing organization, positions held*]:

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

#### **11. Detailed Tasks Assigned**

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

#### **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 projects that best illustrate staff capability to handle the tasks listed under point 11 ]*

- 1) Name of project: \_\_\_\_\_
- Year: \_\_\_\_\_
- Location: \_\_\_\_\_
- Client: \_\_\_\_\_
- Main project features: \_\_\_\_\_
- Positions held: \_\_\_\_\_

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

2) Name of assignment or project: \_\_\_\_\_

Year: \_\_\_\_\_

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

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

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

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

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

3) Name of assignment or project: \_\_\_\_\_

Year: \_\_\_\_\_

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

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

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

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

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

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

### 13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any 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: \_\_\_\_\_

**APPENDIX 5****FORMAT FOR ESTABLISHING FINANCIAL CAPABILITY****Financial Capability of Single Entry****Turnover**

Turnover (PKR. Millions)		
Year	Year	Year

**(Signature of Authorized Signatory)****Firm(s) / companies or company seal & stamp****Signature , Name, Address and Membership No. of Chartered Accountant****Note: Please attach calculation details of above financial values and their basis of these calculations**



## APPENDIX 6

### LETTER OF INTENT TO FORM A CONSORTIUM

*(On the Letter Head of the Firm(s) / companies or company (in case of Single Entity) or Lead Member (in case of a Consortium))*

Date: .....

Pakistan Engineering Council,

Address:

Phone:

Fax:

[Insert name of Project]

Sir,

We,

hereby convey our intent to form a consortium with  
and for the  
successful execution of the captioned Project. The Lead member of the Consortium will be

We commit to provide the following appendices and documents before the RFP submission deadline:

1. Appendix 1A – The Power of Attorney for signing authority
2. Appendix 1B – The Power of Authority for Lead Member
3. Appendix 10 - Duly notarized MOU of the Consortium.
4. Documentary Evidence

The mode of execution of the Power of Attorney would be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the consortium members and when it is so required the same would be under common seal affixed in accordance with the required procedure.

The consortium members would submit for verification the extract of the charter documents and documents such as Board Resolution and Power of Attorney in favor of the person executing this Power of Attorney in favor of the Lead Member.

Yours faithfully,

(Signature of Authorized Signatory)

(Name, Title and Address of the Firm(s) / companies or company)

Firm(s) / companies or company seal & stamp

## APPENDIX 7

### GUIDELINES FOR PROVIDING INFORMATION RELATED TO FINANCIAL CAPABILITY

1. The Firm(s) / companies or company should provide the Financial Capability based on its own audited financial statements. Financial capability of the Firm(s) / companies or company's parent company or its subsidiary or any associate company (who are not Members of the Consortium) will not be considered for computation of the Financial Capability of the Firm(s) / companies or company.

2. Member Code LM = Lead member, AM = Associate Member

3. Instructions for calculation of Financial Capability:

(a) *The financial year* would be the same as followed by the Firm(s) / companies or company for its annual report. Year 1 will be the last Financial Year. Year 2 shall be the year immediately preceding Year 1.

(b) The Firm(s) / companies or company shall provide audited Annual Reports as required under this Bid Document. For a Consortium, audited Annual Reports of all Members shall be provided/any other relevant documents.

(c) In case of a Consortium comprising of members with holdings in each other, the cross holdings between the group companies comprising part of the Consortium will be deducted for the purpose of Net Worth calculations.

4. *Financial details of the Firm(s) / companies or company.* If the Firm(s) / companies or company is a consortium the Financial Details of all the members should be provided in the following manner. The information at serial number 12 of the table is mandatory and all other information in rows above is optional.

Name of Member		Role of Member			
Sr. #	Particulars as per the Audited Balance Sheet	Year 3	Year 2	Year 1	Total
Profit After Tax (PAT)					
1					
2	Depreciation				
3	Other non-cash expenditure				
4	Subscribed and Paid up Equity				
5	Reserves				
6	Revaluation reserves				
7	Miscellaneous expenditure not written off				
8	Deferred Revenue Expenditure				
9	Deficit In Profit & Loss Account				
10	Net Cash Accruals = (1+2+3)				
11	Net Worth = (4+5+6+7+8+ 9)				
12	Annual Turn Over				

(Signature of Authorized Signatory)

Firm(s) / companies or company seal &amp; stamp

Signature, Name, Address and Membership No. of the Chartered Accountant

## APPENDIX 8

### FORMAT FOR ANTI-COLLUSION CERTIFICATE

*(To be submitted on the letter heads of the Firm(s) / companies or company separately)*

#### Anti-Collusion Certificate

Date: .....

Pakistan Engineering Council

Address:

Phone:

Fax:

[Insert name of Project]

Sir,

We hereby certify and confirm that in the preparation and submission of this RFPs, we have not acted in concert or in collusion with any other Firm(s) / companies or company or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive, restrictive or monopolistic trade practice.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with the instant RFPs.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 2017

Name of the Firm(s) / companies or company

Signature of the Authorized Person

#### Note:

*To be submitted by each Member in case of Consortium*

## APPENDIX 9A

### FORMAT FOR PROJECT UNDERTAKING

*[In case of Single Firm(s) / companies or company]  
[To be submitted on the letter heads of the Firm(s) / companies or company separately]*

Date. \_\_\_\_\_

*Pakistan Engineering Council,*

Address:

Phone:

Fax:

[Insert name of Project]

Sir,

We have read and understood the RFP Document in respect of the captioned Project provided to us

We hereby agree and undertake as under:

- (a) Notwithstanding any qualification or conditions, whether implied or otherwise, contained in our RFP, we hereby represent and confirm that our RFPs is unqualified and unconditional in all respects.
- (b) We are not barred by the Government or any of its Department or Agency from participating in any project.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_

Name of the Firm(s) / companies or company  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of the Authorized Person

Firm(s) / companies or company seal & stamp

## APPENDIX 9B

### FORMAT FOR PROJECT UNDERTAKING

*[In case of Consortium]*

*[To be submitted on the letter heads of the Firm(s) / companies or company separately]*

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

Pakistan Engineering Council,

Address:

Phone

Fax

[insert name of Project]

Sir,

We have read and understood the RFP Document in respect of the captioned Project provided to us on [www.urbanunit.gov.pk](http://www.urbanunit.gov.pk)

We hereby agree and undertake as under:

(a) We hereby agree and undertake to be an exclusive member of the consortium and not a member of any other consortium nor an independent Firm(s) / companies or company, applying for this Project and have submitted only one (1) RFP Application in response to this RFP

(b) Notwithstanding any qualification or conditions, whether implied or otherwise, contained in our RFP, we hereby represent and confirm that our RFPs is unqualified and unconditional in all respects.

(c) We are not barred by the Government or any of its Department or Agency from participating in any project.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_

Name of the Firm(s) / companies or company  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of the Authorized Person

Firm(s) / companies or company seal & stamp

**APPENDIX 10****FORMAT FOR MEMORANDUM OF UNDERSTANDING (MOU)**

(On No. \_\_\_\_\_, for of appropriate value duly attested by notary public)  
 \_\_\_\_\_ - judicial stamp no. \_\_\_\_\_

This Memorandum of Understanding (MOU) entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2017 at  
 Between \_\_\_\_\_ (hereinafter referred as "\_\_\_\_\_" ) and having office at  
 \_\_\_\_\_, Pakistan. Party of the First Part

And

\_\_\_\_\_ (hereinafter referred as "\_\_\_\_\_" ) and having office at \_\_\_\_\_, Pakistan  
 Party of the Second Part (the member is individually referred to as Party and collectively as  
 Parties.

WHEREAS the *Pakistan Engineering Council* has invited Expression of Interest (RFP) from entities interested in [insert name of Project]

AND WHEREAS the Parties have had discussions for formation of a Consortium for competing for the said project and have reached an understanding on the following points with respect to the Parties' rights and obligations towards each other and their working relationship.

**IT IS HEREBY AS MUTUAL UNDERSTANDING OF THE PARTIES AGREED AND DECLARED AS FOLLOWS:**

1. The parties undertake that there shall be no changes in respect of the lead member in case of a consortium till the execution of the contract agreement.
2. That the Parties shall carry out all responsibilities which will be specified in terms of the Contract Agreement
3. That the roles and the responsibilities of each Party at each stage of the section shall be as follows:

Name of the Member	Type of Member	Roles and Responsibilities

4. That the Parties shall be jointly and severally liable for the execution of the Project in accordance with the terms of the Contract agreement to be executed on award of the Project.
5. That the Parties affirm that they shall execute the Project in good faith and shall take all necessary steps to see the Project through expeditiously. They shall not negotiate with any other party for this Project.
6. That this MOU shall be governed in accordance with the laws of Pakistan and courts in PUNJAB shall have exclusive jurisdiction to adjudicate disputes arising from the terms herein.

In witness whereof the Parties affirm that the information provided is accurate and true and have caused this MOU to be duly executed on the date and year above mentioned,

**Witness:**

1. First Party
2. Second Party

**Firm(s) / companies or company seal & stamp**

**FINANCIAL PROPOSAL FORM-1**  
**SUMMARY OF COSTS**

Item	Cost	
	<i>Payment will be made in the PKR only</i>	
	Amount in PKR	
<b>A - Competitive Components</b>		
Remuneration, Key Experts		
Remuneration, Non-Key Experts		
Remuneration, Support Staff		
Reimbursable Expenses		
<b>Sub-Total - A</b>		
<b>B - Non-Competitive Components</b>		
Provisional Sums		
Contingency		
<b>Sub-Total - B</b>		
<b>Total Cost (A+B) of the Financial Proposal</b>		

**FINANCIAL PROPOSAL FORM-2  
BREAKDOWN OF REMUNERATION**

When used for Lump Sum Contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract's ceiling amount, to calculate applicable taxes at contract negotiations, and if needed, to establish payments to the Consultant for possible additional services requested by the Client. This Form shall not be used as a basis for payments under Lump Sum Contracts.

No.	Name	Position	Firm	Nationality	Currency	Person-month Remuneration Rate (Field)	Time Input in Person/Month	Local Currency
<b>KEY EXPERTS</b>								
1.								
2.								
3.								
4.								
<b>Sub-Total Costs</b>								
<b>NON-KEY EXPERTS</b>								
1.								
2.								
3.								
4.								
<b>Sub-Total Costs</b>								
<b>SUPPORT STAFF</b>								
1.								
2.								
3.								
4.								
<b>Sub-Total Costs</b>								
<b>TOTAL COSTS: KEY, NON-KEY EXPERTS AND SUPPORT STAFF</b>								

**FINANCIAL PROPOSAL FORM -3**

### **Breakdown Of Other Expenses, Provisional Sums and Contingency**

When used for Lump Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the Contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump Sum contracts.

Type of Expenses, Provisional Sums and Contingence	Quantity	Unit	Currency	Unit Price	Amount in PKR
<b>Reimbursable Expenses/ Out of Pocket Expense</b>					
1.					
<b>Sub-Total: Reimbursable Expenses</b>					
<b>Provisional Sums</b>					
<b>Provisional Sums</b>					
<b>Sub-Total: Provisional Sum</b>					
<b>Contingency</b>					
<b>Total: Reimbursable Expenses + Provisional Sums + Contingency</b>					

## CHECKLIST OF DOCUMENTS TO BE SUBMITTED

RFP containing the following:

Original

2 Copies

Contents of RFP:

Letter of Bid Application (*Appendix 3*)

Letter of intent to form a Consortium (*Appendix 6*) and the MOU (*Appendix 10*)

Power of Attorney for signing of proposal (*Appendix 1A*)

Power of Attorney for lead member of consortium (*Appendix 1B*)

Firm(s) / companies or company details (*Appendix 2*) including the following:

a) Registration Certificate (name of relevant professional institutions) along with latest renewal letter;

b) Copy of Registration with Securities & Exchange Commission or Registrar of Firms, / Relevant registration Authority

c) Copy of Registration with respective FBR;

d) A certificate / affidavit that Firm(s) / companies or company is not blacklisted by Government / Autonomous Body;

e) Registration certificate of Consortium Partner (name of relevant professional institutions) along with latest renewal letter

f) Copy of Registration of Consortium Partner with Securities & Exchange Commission or Registrar of Firms, / Relevant registration Authority

Completed Format for Experience (*Appendix 4*)

Completed Format for Financial Capability (*Appendix 5 & 7*)

Documentary evidence, relating to experience of group companies/associates, (if applicable)

Anti-collusion certificate (*Appendix 8*)

Project Undertaking (*Appendix 9A or 9B*, whichever applicable)