



Information, Science & Technology Department

Government of Sindh

DOMICILE & PRC AUTOMATION PROJECT

REQUEST FOR PROPOSAL

Hiring Consultant for Feasibility Study & Transaction Advisory Services



## CONTENTS

1. INVITATION LETTER .....	3
2. INSTRUCTIONS TO CONSULTANTS .....	4
2.1 Definition .....	4
2.2 Introduction .....	5
2.3 Conflict of Interest.....	5
2.4 Conflicting Relationships .....	6
2.5 Fraud and Corruption .....	6
2.6 Integrity Pact.....	6
2.7 Only one Proposal .....	7
2.8 Proposal Validity .....	7
2.9 Clarification and Amendment in RFP Documents.....	7
2.10 Preparation of Proposals .....	7
2.11 Language .....	8
2.12 Technical Proposal Format and Content.....	8
2.13 Financial Proposals .....	9
2.14 Taxes.....	9
2.15 Submission, Receipt, and Opening of Proposals .....	9
2.16 Basic Eligibility Criteria .....	9
2.17 Proposal Evaluation .....	10
2.18 Evaluation of Technical Proposals.....	10
2.19 Evaluation of Financial Proposals.....	11
2.20 Negotiations.....	11
2.21 Technical Negotiations .....	11
2.22 Availability of Professional staff/experts .....	11
2.23 Award of Contract.....	11
2.24 Confidentiality.....	12
2.25 Consortium Agreement.....	12
2.26 Schedule of Deliverables .....	13
DATA SHEET.....	14
3. TECHNICAL PROPOSAL – STANDARD FORMS .....	16
FORM TECH-1. TECHNICAL PROPOSAL SUBMISSION FORM .....	17
FORM TECH-2. CONSULTANT’S ORGANIZATION AND EXPERIENCE .....	18
FORM TECH-3. COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE.....	20



FORM TECH-4. DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT .....	21
FORM TECH-5. TEAM COMPOSITION AND TASK ASSIGNMENT .....	22
FORM TECH-6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF .....	23
FORM TECH-7. STAFFING SCHEDULE .....	25
FORM TECH-8. WORK SCHEDULE.....	26
4. FINANCIAL PROPOSAL - STANDARD FORMS .....	27
FORM FIN-1. FINANCIAL PROPOSAL SUBMISSION FORM.....	28
FORM FIN-2 SUMMARY OF COSTS (in Local Currency PKR).....	29
5. TERMS OF REFERENCE .....	30
5.1 Project Background.....	30
5.2 The Assignment.....	30
5.3 Terms of Reference .....	30
6. EVALUATION CRITERIA AND SCORING SYSTEM.....	34
7. INTEGRITY PACT.....	37
8. AFFIDAVIT.....	38



## 1. INVITATION LETTER

Dear Sir/Madam,

**Sub: Transaction Advisory Services, Domicile & PRC Automation Project**

The *Information, Science & Technology Department*, Government of Sindh (the "**Procuring Agency**"), invites "Technical and Financial proposals" for Feasibility Study and Transaction Advisory Services to implement the Domicile & PRC Automation project under Public Private Partnership mode (the **Assignment**), from prospective firms/consortiums.

2. The Domicile & PRC Automation Project will help share the Government of Sindh's IT vision with the IT industry and the general public. The existing process of Domicile and PRC is paper-based and ipso facto lengthy, time consuming and cumbersome. Further, documents are usually archived in un-indexed files rendering them susceptible to loss and damage due to natural hazards and human negligence. The existing procedure is leading to unnecessary delays and inconvenience for the people. The Domicile & PRC Automation Project shall have centralized database which will reside at central server system. The front-end software application with features of biometric system would be connected indefinitely with central database system. A detailed description of the assignment and its objectives are given in the enclosed Terms of Reference (TORs).

3. Prospective bidders/firms/consortiums are encouraged to acquaint fully with the Assignment and local conditions before submitting their proposals, by sending written queries to the Client, if any. Please note that no cost of any such visit or queries is reimbursable.

4. A firm/consortium will be selected under Least Cost Selection Method (LCSM) described in this RFP, in accordance with the Sindh Public Procurement Rules, 2010 and amended from time to time. The participants are therefore advised to carefully go through these statutes to understand nature of their possible relationship with the client and the rules governing this relationship.

5. The RFP includes the following documents:

- Section 1: Letter of Invitation
- Section 2: Instructions to Consultants (including Data Sheet)
- Section 3: Technical Proposal - Standard Forms
- Section 4: Financial Proposal - Standard Forms
- Section 5: Terms of Reference
- Section 6: Evaluation Criteria and Scoring System
- Section 7: Integrity Pact
- Section 8: Affidavit
- Appendix-I: Draft Consultancy Contract



Yours sincerely,  
**Additional Secretary**  
Information, Science & Technology Department  
Government of Sindh

## 2. INSTRUCTIONS TO CONSULTANTS

### 2.1 Definition

- (a) **“Automation”** means computerization to enter, process, or store (information) in a computer or system of computers.
- (b) **“Consortium”** means an association of not more than five (5) firms.
- (c) **“Contract”** means consultancy services contract to be executed between selected Consultant and Procuring Agency.
- (d) **“Consultant”** means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals.
- (e) **“Data Sheet”** means such part of the Instructions to Consultants that is used to reflect specific assignment conditions.
- (f) **“Day”** means calendar day including holiday.
- (g) **“Feasibility Study”** technical, legal, financial, environmental and socio-economic feasibility study.
- (h) **“Financial Close”** means the stage where all loan agreements are executed with the lenders and equity arranged by the special purpose vehicle / company (SPV) of the private party (successful bidder for implementation of the project). The complete funding required to implement the project is arranged at financial close with fully satisfaction of conditions of a financing agreement for loan disbursement.
- (i) **“Government”** means the Government of Sindh.
- (j) **“Instructions to Consultants”** (Section 2 of the RFP) means the document which provides Consultants with all information needed to prepare their Proposals.
- (k) **“IT”** means software development, database development, networks infrastructure connectivity, data warehousing and installation of hardware;
- (l) **“Key Professional Staff”** means the professionals assigned by the Consultant to undertake assignment as listed under Evaluation Criteria and Scoring System given in Section 6-B (2).
- (m) **“LOI”** (Section 1 of the RFP) means the Letter of Invitation sent by the procuring agency to the Consultant.
- (n) **“Procuring Agency”** means the Information, Science & Technology Department with which the selected Consultant signs the Contract for the Assignment.



- (o) **“Proposal”** means the Technical Proposal and the Financial Proposal.
- (p) **“RFP”** means the Request for Proposal prepared by the Procuring Agency for the selection of Consultants.
- (q) **“Terms of Reference”** (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the procuring agency and the Consultant, and expected results and deliverables of the assignment.
- (r) **“Transaction Advisory”** means the services include Feasibility Study, bidding documents preparation, assist the line department during the bidding procedure for hiring of contractor, assist line department in negotiations with the successful bidder.

## 2.2 Introduction

- 2.2.1 The Procuring Agency named in the Data Sheet will select a consulting firm/organization (the Consultant) in accordance with the method of selection specified in the Data Sheet.
- 2.2.2 The Consultants are invited to submit a Technical Proposal and a Financial Proposal as specified in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 2.2.3 Consultants should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. Consultants may liaise with procuring agency's representative named in the Data Sheet for gaining better insight into the assignment.
- 2.2.4 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation, if any. The Procuring Agency reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Consultants in line with Sindh Public Procurement Rules, 2010 (amended from time to time).
- 2.2.5 While submitting the Technical Proposal, the composition of the proposed team and task assignment to individual personnel shall be clearly stated.
- 2.2.6 If a firm as a consortium is qualified/selected on the strength of experience of a foreign company, requisite key personnel from that foreign company shall be fielded.
- 2.2.7 In case a firm is proposing key personnel from educational/research institutions, a 'No Objection Certificate' from the concerned institution shall be enclosed with the CV of such person.

## 2.3 Conflict of Interest

- 2.3.1 Consultants are required to provide professional, objective, and impartial advice and holding the Procuring Agency interest paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Agency, or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its contract.



2.3.2 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:

- i. A consultant that has been engaged by the procuring agency to provide goods, works or services other than consulting services for a project, 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, 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.
- 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 Procuring Agency.
- iii. A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Procuring Agency'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 contract, may not be awarded a contract, unless the conflict stemming from this relationship has been resolved.

#### 2.4 Conflicting Relationships

Government officials and civil servants may be hired as consultants only if:

- i. They are on leave of absence without pay;
- ii. They are not being hired by the agency they were working for, six months prior to going on leave; and
- iii. Their employment would not give rise to any conflict of interest.

#### 2.5 Fraud and Corruption

2.5.1 It is Government's policy that Consultants under the contract(s), observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Agency follows the instructions contained in Sindh Public procurement Rules 2010 which defines:

"corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the act of another party for wrongful gain or any act or omission, including misrepresentation, that knowingly or recklessly misleads or attempt mislead a party to obtain a financial or other benefit or to avoid an obligation;

Under Rule 35 of SPPR2010, "The PA can inter-alia blacklist Bidders found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the SPPRA, provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard".

#### 2.6 Integrity Pact

Pursuant to Rule 89 of SPPR 2010 Consultant undertakes to sign an Integrity pact in accordance with prescribed format attached hereto for all the procurements estimated to exceed Rs. 2.5 million (Section 7).



## 2.7 Only one Proposal

Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. Participation of the same Sub-Consultant, including individual experts, to more than one proposal is not allowed.

## 2.8 Proposal Validity

- i. The Data Sheet indicates Proposals validity period. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Agency will make its best effort to complete negotiations within this period. Should the need arise; however, the Procuring Agency 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 may submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.
- ii. Consultants shall submit required bid security in the form of pay order, along with financial proposal defined in the data sheet. Bid security shall be released to the unsuccessful bidders once the contract has been signed with the successful bidder or the validity period has expired. The Bidder shall provide the Bid Security in accordance with the Sindh Public Procurement Rules, 2010 acceptable to the Client. The Bid shall be summarily rejected if it is not accompanied with the Bid Security.

## 2.9 Clarification and Amendment in RFP Documents

- i. Consultants may request for a clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of proposal. The procuring agency shall communicate such response to all parties who have obtained RFP document without identifying the source of inquiry. Should the PA deem it necessary to amend the RFP as a result of a clarification, it shall do so.
- ii. At any time before the submission of Proposals, the Procuring Agency may amend the RFP by issuing an addendum/ corrigendum in writing. The addendum shall be sent to all Consultants (or uploaded on procuring agency website) 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 Procuring Agency may, if the amendment is substantial, extend the deadline for the submission of Proposals.

## 2.10 Preparation of Proposals

- i. In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies (deviation from scope, experience and qualification of personnel) in providing the information requested may result in rejection of a Proposal.
- ii. Your proposal shall be prepared in two separate parts, each to be contained in a separate cover as follows:

Cover 1: Technical Proposal

Cover 2: Financial Proposal



## 2.11 Language

The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Agency shall be written in English. However it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.

## 2.12 Technical Proposal Format and Content

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

- i. If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture. The international consultants are encouraged to seek the participation of local consultants by entering into a joint venture with, or subcontracting part of the assignment to, national consultants.
- ii. It is desirable that majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- iii. Proposed professional staff must, at a minimum, have the experience indicated in the Evaluation Criteria as given in Section 6, preferably working under similar geographical condition.
- iv. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall be submitted for each position.

The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

- i. A brief description of the consultant organization and an outline of recent experience on assignments (Form Tech-2) of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.
- ii. Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the PA (Form Tech-3).
- iii. A detailed description of the proposed methodology, work plan for performing the assignment, staffing (Form Tech-4).
- iv. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Form Tech-5).
- v. CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Form Tech-6). Key information should include number of years working for the consultant and degree of responsibility held in various assignments.
- vi. Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Form Tech-7 and Form Tech-8).



vii. Any additional information requested in the Data Sheet.

The Technical Proposal shall not include any financial information.

### **2.13 Financial Proposals**

The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment. 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.

### **2.14 Taxes**

The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of Contract agreement unless exempted by relevant tax authority.

### **2.15 Submission, Receipt, and Opening of Proposals**

2.15.1 Proposal shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4. All pages of the original Technical and Financial Proposals will be initialed by an authorized representative of the Consultants (Individual Consultant). The authorization shall be in the form of a written power of attorney accompanying the Proposal.

2.15.2 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.

2.15.3 The Technical Proposal shall be submitted, in triplicate (one original and two copies) and shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" followed by name of the assignment, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" 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.

2.15.4 The Proposals must be sent to the address indicated in the Data Sheet and received by the PA no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any proposal received by the PA after the deadline for submission shall be returned unopened. In order to avoid any delay arising from the postal or PA's internal despatch workings, Consultants should ensure that proposals to be sent through couriers should reach a day before the deadline for submission.

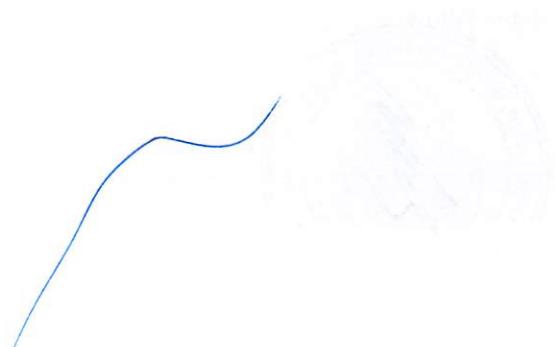
### **2.16 Basic Eligibility Criteria**

2.16.1 The evaluation committee shall first check the basic eligibility criteria pursuant to section 2.16.2 in Technical Proposal of all bids received. Any technical proposal which do not meet basic eligibility criteria shall not be evaluated further for technical score. Such ineligible bid will stand non-compliant and un-opened/sealed financial proposal shall be returned back to Consultant.

2.16.2 The Basic Eligibility Criteria is listed below:



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- a. Registration with Sindh Revenue Board or relevant tax authority (In case of Consortium, every consortium member firm should provide a copy of registration with Sindh Revenue Board or relevant tax authority).
- b. Registration with Pakistan Engineering Council (PEC) (In case of Consortium, the PEC registration of civil engineering consulting firm member of Consortium).
- c. In case of Consortium, the Consortium Agreement shall be submitted pursuant to clause 2.25.
- d. The Bidder is not black listed by any Procuring Agency / GoS. An affidavit from consultant shall be signed and submitted with technical proposal (In case of Consortium, every Consortium member firm should provide affidavit) **(section 8)**.
- e. In case of Consortium, every Consortium member firm should place at least one (1) Key Professional Staff and at least two (2) Key Professional Staff of Lead member firm.
- f. The relevant experience of lead Consortium member and other Consortium member firms is mandatory. The experience of every Consortium member firm shall be provided as given in Form-TECH 2 (B) along with supporting documentation either in the form of a confirmation letter from an independent auditor, to demonstrate that it satisfies this criteria or a completion certificate for each listed experience.

## **2.17 Proposal Evaluation**

- 2.17.1 From the time the Proposals are opened to the time the contract is awarded, the Consultants should not contact the PA on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the PA in the examination, evaluation, ranking of Proposals, and recommendation for award of contract 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.
- 2.17.2 A LCSM will be adopted in evaluating the proposal. In the first stage a technical evaluation will be carried out. Only those Technical proposals, which score at least 75 points out of 100, shall be considered for financial evaluation in the second stage. The evaluation of the technical and financial bids shall be held under the Least Cost Selection Method (LCSM) method. The Evaluation criteria under LCSM is at Section 6A.

## **2.18 Evaluation of Technical Proposals**

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 (TS). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Section 6A.

After the technical evaluation is completed, the PA shall notify in writing Consultants that have secured the minimum qualifying marks, the date, time and location, allowing a reasonable time, for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional. Financial proposals of those consultants who failed to secure minimum qualifying marks shall be returned un-opened.



## **2.19 Evaluation of Financial Proposals**

- 2.19.1 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. Copy of the record shall be sent to all Consultants.
- 2.19.2 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, 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.

## **2.20 Negotiations**

Negotiations will be held at the date and address to be communicated by the Procuring Agency. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the PA proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a contract.

## **2.21 Technical Negotiations**

Technical Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The PA and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as part of the Scope of Work. Minutes of negotiations, which will be signed by the PA and the Consultant, will become part of Contract agreement.

## **2.22 Availability of Professional staff/experts**

Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the PA expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the PA will require assurances that the Professional staff will be actually available. The PA will not consider substitutions during contract 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.

## **2.23 Award of Contract**

- 2.23.1 After completing negotiations, the Procuring Agency shall award the contract to the selected Consultant and within seven days of the award of contract, Procuring Agency shall publish on the website of the Authority and on its own website, if such a website exists, the result of the bidding process, identifying the bid through procuring identifying number, if any and the following information, evaluation report, form of contract and letter of award, bill of quantity or schedule of requirement, as the case may be.



2.23.2 After publishing of award of contract Consultant required to submit a performance security at the rate indicated in date sheet.

#### 2.24 Confidentiality

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 Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

#### 2.25 Consortium Agreement

2.25.1 In case of Consortium of firms, the proposal shall be accompanied by a certified true copy of the **Consortium Agreement**. The Consortium Agreement as applicable shall confirm the following therein:

- i. Date and place of signing;
- ii. Purpose of consortium (must include the details of contract works for which the consortium has been invited to bid);
- iii. A clear and definite description of the proposed administrative arrangements for the management and execution of the assignment;
- iv. Delineation of duties, responsibilities and scope of work to be undertaken by each along with resources committed by each partner/member of the Consortium for the proposed services;
- v. An undertaking that the firms are severally liable to the Client for the performance of the services;
- vi. Duties, responsibilities and powers of the lead firm;
- vii. The authorized representative of the consortium.

2.25.2 In case of Consortium, it is expected that the lead partner would be authorized to incur liabilities and to receive instructions and payments for and on behalf of the consortium. For a consortium to be eligible for bidding, the experience of lead partner and other partner should be indicated.

2.25.3 Any alternative proposal, such as one by a firm in sole capacity and another in Consortium with another firm or as a part of 2 or more consortiums, for the assignment will be summarily rejected. In such an event, all the proposals submitted by such firm and its Consortium or associate shall be rejected.

2.25.4 The proposal of a firm is liable to be rejected if the firm makes any false or misleading statement in the proposal(s) without prejudice to the rights of the Client to initiate further proceedings against the said firm(s).

2.25.5 Notwithstanding anything to the contrary contained in this RFP, the detailed terms specified in the draft Contract agreement shall have overriding effect; provided, however, that any conditions or obligations imposed on the Bidder hereunder shall continue to have effect in addition to its obligations under the Contract.



## 2.26 Schedule of Deliverables

	<b>Phase-1: Feasibility</b>	<b>Timeline</b> <i>(from signing of Consultancy Contract)</i>	<b>Payment</b>
1	Inception Report	1 Week	-
2	Survey & Investigation Report <i>(shall cover 5.3.1.2 of ToR)</i>	3 Months	10%
3	Technical Feasibility Report <i>(shall cover 5.3.1.3 of ToR)</i>	3.5 Months	10%
4	Socio-Economic Viability Report <i>(shall cover 5.3.1.4 of ToR)</i>	4 Months	05%
5	Financial Viability Assessment Report <i>(shall cover 5.3.1.5 of ToR)</i>	4 Months	10%
6	PPP Options Analysis Report <i>(shall cover 5.3.1.6 of ToR)</i>	4 Months	05%
7	Legal Viability Assessment Report <i>(shall cover 5.3.1.7 of ToR)</i>	4 Months	10%

	<b>Phase-2: Bid Management</b>	<b>Timeline</b> <i>(from signing of Consultancy Contract)</i>	<b>Payment</b>
8	Bid Management <i>(shall cover 5.3.2.2 (a), (b) and (c) of ToR)</i>	5 Months	10%
9	5.3.2.2 (d) and (e)	9 Months	15%

	<b>Phase-3: Transaction Negotiation and Financial Closure</b>	<b>Timeline</b> <i>(from signing of Consultancy Contract)</i>	<b>Payment</b>
10	Transaction negotiation and Signing of Concession Agreement <i>(shall cover 5.3.3.2 of ToR)</i>	-	15%
11	Financial Close <i>(shall cover 5.3.3.3 of ToR)</i>	-	10%



### DATA SHEET

The following specific data shall supplement the provisions in the Document.

1	Project Name	<b>Domicile &amp; PRC Automation Project</b>
2	Address and Contact Person of Procuring Agency	<b>1. Mr. Mutiullah Shaikh, I/c Project Director (Domicile &amp; PRC Automation)</b>  <b>2. Deputy Director, Information, Science &amp; Technology Department Government of Sindh</b>  Tel: +92-21-99213406
3	Address and Contact Person of PPP Unit	<b>Director, PPP Unit, Sindh Secretariat</b> Government of Sindh, 7th Floor, A.K. Lodhi Block (Building No. 6), Kamal Atta-Turk Road, Sindh Secretariat, Karachi, Pakistan. Tel: +92-21-9922 2191 Email: <a href="mailto:pppunitsindh@gmail.com">pppunitsindh@gmail.com</a>
4	Address for Submission of Bids	<b>Additional Secretary, Information, Science &amp; Technology Department</b>  Address: 1 <sup>st</sup> Floor, Building No. 6, Kamal Atta-Turk Road, Sindh Secretariat, Karachi, Pakistan.
5	Pre-Bid Meeting	11:00 A.M, August 09, 2016  Committee Room of Information, Science & Technology Department, 1 <sup>st</sup> Floor, Building No. 6, Sindh Secretariat, Karachi
6	Submission Deadline date and time	12:00 P.M. Pakistan time on August 31, 2016
7	Bid Opening	01:00 P.M. Pakistan time on August 31, 2016
8	Envelops	“ORIGINAL PROPOSAL”  DOCUMENTS IN TECHNICAL PROPOSAL or FINANCIAL PROPOSAL as appropriate; and,  DO NOT OPEN, EXCEPT IN PRESENCE OF THE CONSULTANT SELECTION COMMITTEE on outer envelope.
9	Language of Bid and correspondence	English



10	Proposal Validity	90 days from the closing date of submission of proposal.
11	Evaluation Criteria	Minimum 75 points for technical proposal qualification. Refer Section 6A
12	Scoring System	Refer Section 6B
13	Method of Selection	Least Cost Selection Method
14	Bid Security	The Consultant shall deposit a bid security <u>in original Financial Proposal</u> of an amount equivalent to 2% (two per cent) of the bid price in the form of Pay Order favoring "Information, Science & Technology Department", which shall remain valid for a period of 28 days beyond the Proposal validity period for bids, in order to provide the Procuring Agency reasonable time to act, if the security is to be called;
15	Performance Security	5% in the form of Pay Order
16	Contract Stamping	Duly stamped @ 0.35% of bid price by successful bidder at its own cost
17	Tax Liability	Government of Sindh will only deduct Income Tax on Services. Consultant has to assess all other applicable taxes while quoting the price in the financial proposal.



### 3. TECHNICAL PROPOSAL - STANDARD FORMS

*[Comments in brackets [ ] provide guidance to the Consultants for the preparation of their Technical Proposals; they should be deleted from the Technical Proposals to be submitted.]*

Form TECH-1. Technical Proposal Submission Form.....	17
Form TECH-2. Consultant's Organization and Experience.....	18
A - Consultant's Organization.....	18
B - Consultant's Experience.....	19
Form TECH-3. Comments and Suggestions on the Terms of Reference.....	20
Form TECH-4. Description of Approach, Methodology and Work Plan for Performing the Assignment.....	21
Form TECH-5. Team Composition and Task Assignment.....	22
Form TECH-6. Curriculum Vitae (CV) for Proposed Professional Staff.....	23
Form TECH-7. Staffing Schedule.....	25
Form TECH-8. Work Schedule.....	26



[Location, Date]

To:  
Project Manager,  
Domicile & PRC Automation Project  
Information, Science & Technology Department  
Government of Sindh

Dear Sirs:

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

We are submitting our Proposal in association with: *[Insert a list with full name and address of each associated Consultant]*

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

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

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

We understand you are not bound to accept any Proposal you receive.

We remain,  
Yours sincerely,

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

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

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

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



*A - Consultant's Organization*

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



### B – Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually or as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. **The prospective bidder shall provide supporting documentation either in the form of a confirmation letter from an independent auditor, to demonstrate that it satisfies this criteria or a completion certificate for each listed experience**].

Assignment Name:	Country:	
Location within Country :	Professional Staff Provided by your firm	
Name of Client :	No. of Staff :	
Address :	No. of Staff Months :	
Start Date (Month / Year)	Completion Date (Month / Year)	Approx. Value of Services : (in current PKR) :
Name of Association Firm(s) if any :	No. of Months of Professional Staff provided by Associated Firm(s)	
Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project :		
Description of actual services provided by your staff within the assignment:		

Firm's Name: \_\_\_\_\_



*On the Terms of Reference (TORs)*

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

1.

2.

3.

4.

5.

..

..

*Understanding of the Assignment*



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

---

The approach and methodology will be detailed precisely under the following topics.

*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:*

- 1) **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.*
- 2) **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 PA), 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-VIII.*
- 3) **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-5. TEAM COMPOSITION AND TASK ASSIGNMENT

---

I. Professional Staff					
S. No	Name	Firm	Area of expertise	Position	Task Assignment
1					
2					
3					
4					
..					
...					



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

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

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

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

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

5. **Nationality**: \_\_\_\_\_

6. **Educational Qualification**: [*Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained*]: \_\_\_\_\_

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

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

9. **Countries of Work Experience**: [*list countries where staff has worked*]: \_\_\_\_\_

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

**11. Employment Record:**

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

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Position held: \_\_\_\_\_

12. **Detailed Tasks Assigned** [*List all tasks to be performed under this assignment*]:

13. **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 12*]:

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

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

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

PA: \_\_\_\_\_

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

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

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



**14. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualification and my experience. I understand that any willful 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-7. STAFFING SCHEDULE**

**Months (in the Form of Bar Chart)**

S. No.	Name	Position	Report Due/ Activities	Months												Number of Months
1															Sub Total (1)	
2															Sub Total (2)	
3															Sub Total (3)	
4															Sub Total (4)	
...																
....																

Part Time :



**FORM TECH-8. WORK SCHEDULE**

S. No	Activity <sup>1</sup>	Months												
		1	2	3	4	5	6	7	8	9	10	11	12	n
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 PA 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.



#### 4. FINANCIAL PROPOSAL – STANDARD FORMS

*[Comments in brackets [ ] provide guidance to the Consultants for the preparation of their Financial Proposals; they should be deleted from 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 Section 2. Such Forms are to be used as per the selection method.

Form FIN-1.	Financial Proposal Submission Form.....	27
Form FIN-2.	Summary of Costs.....	28



FORM FIN-1. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:  
Project Manager,  
Domicile & PRC Automation Project  
Information, Science & Technology Department  
Government of Sindh

**Subject:** Providing Consultant's Services for Domicile & PRC Automation Project

Dear Sirs:

We, the undersigned, offer to provide the consulting services for **Domicile & PRC Automation Project** in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>].

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet.

Yours faithfully,

Authorized Signature [*In full and initials*] \_\_\_\_\_  
Name and Title of Signatory \_\_\_\_\_  
Name of Firm \_\_\_\_\_  
Address \_\_\_\_\_

[*The Financial Proposal is to be filled strictly as per the format given in RFP.*]

<sup>1</sup> Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.



**FORM FIN-2 SUMMARY OF COSTS (in Local Currency PKR)**

Description	Amount (in Rs)
<b>Phase I: Feasibility</b>	<b>50%</b>
Inception Report	--
Survey & Investigation Report	10%
Technical Feasibility Report	10%
Socio-Economic Viability Report	05%
Financial Viability Assessment Report	10%
PPP Options Analysis Report	05%
Legal Viability Report	10%
	<b>25%</b>
<b>Phase II: Bid Management</b>	
Bid Management 5.3.2.2 (a), (b) and (c)	10%
Bid Management 5.3.2.2 (d) and (e)	15%
	<b>25%</b>
<b>Phase III: Transaction Negotiation &amp; Financial Close</b>	
Transaction negotiation and signing of Concession	15%
Financial Close	10%
<b>Total Costs inclusive of Taxes</b>	

\*\* Total Costs net of taxes shall be considered for financial evaluation

Note: No escalation shall be payable during the services



## 5. TERMS OF REFERENCE

### 5.1 Project Background

- 5.1.1 The Information, Science & Technology (IST) Department, Government of Sindh has conceived Domicile & PRC Automation Project under public private partnership (PPP) mode. The Domicile & PRC Automation Project will help share the Government of Sindh's IT vision with the IT industry and the general public. The existing process of Domicile and PRC is paper-based and ipso facto lengthy, time consuming and cumbersome. Further, documents are usually archived in un-indexed files rendering them susceptible to loss and damage due to natural hazards and human negligence. The existing procedure is leading to unnecessary delays and inconvenience for the people. The leakage in the existing system leads to issuance of fake domicile as well as issuance of more than one domicile of different districts to a single applicant.
- 5.1.2 The Domicile & PRC Automation Project shall have centralized database which will reside at central server system. The front-end software application with features of biometric system would be connected indefinitely with central database system. Therefore, the new automated system not only store data electronically but will be powered with authenticity checks to ensure transparency, error free and no duplication of domicile & PRC issuance.
- 5.1.3 The IST Department desires to locate central database and server in Karachi at its premises preferably. The workstations from across all district offices throughout the Sindh would be connected with central database. The Consultant would be required to visit all district offices division-wise to assess physical condition with space availability specifications. The Consultant shall also propose best technology solution for centralized data center (Karachi) and front end application for workstations at district level. The project shall be rolled out division-wise throughout the Sindh province. Further details are provided below.

### 5.2 The Assignment

- 5.2.1 The transaction advisor (successful bidder) shall be required to conduct feasibility study and transaction advisory for Domicile & PRC Automation Project in PPP mode.
- 5.2.2 The scope of work has been broadly categorized into three phases. However, the Government reserves the right to end the Transaction Advisory Services for this assignment at the end of any of the Phases if it is satisfied that proceeding further will not help achieve the Government Objectives.

### 5.3 Terms of Reference

At any stage during three phases given below, the legal council of the Consultant shall furnish legal opinion as and when required by the Procuring Agency with regards to the Project.

- 5.3.1 **Phase 1: Feasibility** shall include but not limited to the following components:

#### 5.3.1.1 Inception Report



#### 5.3.1.2 Survey & Investigation of District Offices

- a) The physical surveys and investigation of all 27 district offices, be a task of a team of experts rather than any one individual;
- b) Assess the present status and existing infrastructure facilities of (space allocated by) the district offices for the Project;
- c) The key goal of all these survey & investigation in addition to the above, should also be to identify constraints and recommendations to remove such constraints for the Project;
- d) Compute the estimated cost for rehabilitation of each district office space for the project.

#### 5.3.1.3 Technical Feasibility

- a) The Consultant shall propose best technology solution for centralized data center (Karachi) and front-end application at district level.
- b) Prepare technical viability assessment report along with justification for recommended technologies;

#### 5.3.1.4 Socio-Economic Viability Assessment

- a) Conduct stakeholder consultation for awareness and feedback;
- b) Highlight Factors impacting the project during the procurement, development and operations phases;

#### 5.3.1.5 Financial Viability Assessment

- a) Develop financial model of the Project covering the projected revenues, construction/development and Operations & Maintenance cost estimates over the life of the Project;
- b) Prepare cost estimates for allied facilities and ancillary works based on the schematic designs;

#### 5.3.1.6 PPP Options Analysis

- a) Prepare a viable transaction structure for implementation of the Project;
- b) Value for Money (VfM) analysis based on public sector comparator model;
- c) Identify possible PPP options and their impact on the financial and commercial viability, financial model and transaction structuring;
- d) Identify possible Government support may be required by developer, both financial and other
- e) Identify the project risks and develop risk matrix.



*Note: The Transaction Advisor would be responsible to undertake all related surveys needed for preparation of feasibility study report.*

#### 5.3.1.7 Legal Viability Assessment

- a) What laws, rules, regulations will be involved in the project implementation?
- b) What kind of District, Provincial and Federal approvals are required for establishing the project?
- c) Prepare draft bill, rules and regulations for the project, if required.

5.3.2 **Phase 2: Bid Management** shall include but not limited to the following components:

##### 5.3.2.1 Marketing

- a) Develop a marketing and communication strategy for sensitizing potential investors and other project stakeholders with the project;
- b) Sensitize potential investors, operators and financiers for the project and seek their feedback for incorporation in the project structure;
- c) Seek investor interest and feedback on project prior to launch of official solicitation;
- d) Arrange investor/bidder conferences, road shows and investor visits to market the project;
- e) Assist the Client to establish a data room which will include all the relevant documents and information on the project for investor due diligence.

##### 5.3.2.2 Bid Management

- a) Prepare Notice for **Pre-qualifications**, pre-qualification criteria, Request for Proposal (the **RFP**) documents, concession agreements and project information memorandum for bidders;
- b) Help the Client to invite notice for pre-qualifications, pre-qualify the bidders based on the pre-qualification criterion given in RFQ;
- c) Assist the Client to invite proposals from the pre-qualified bidders and handle queries, if any received in response to the RFP, of the pre-qualified bidders by holding a pre-bid conference(s)
- d) Assist the Client to evaluate the bids including technical and financial proposals.
- e) Assist the Client in preparation of Bid Evaluation Report.

5.3.3 **Phase 3: Transaction Negotiation and Financial Closure** shall include but be not limited to the following:



#### 5.3.3.1 Transaction Negotiation and Execution

- a) Assist in final negotiation with preferred party;
- b) Assist in execution of the PPP agreement between GOS, Special Purpose Vehicle/Company (SPV) and the successful bidder;

#### 5.3.3.2 Financial Closure

- a) Assist the GoS by achieving financial close.



## 6. EVALUATION CRITERIA AND SCORING SYSTEM

### *A - Evaluation Criteria*

The evaluation of the technical and financial bids shall be held under the Lowest Cost Selection Method (LCSM). The total score of the technical evaluation shall be 100, out of which 80% shall be the technical qualification. The lowest financial bid price of technically qualified bidder shall be the preferred bidder.

#### **1. Evaluation of Technical Proposals**

1.1 The Technical Proposal will be evaluated on the basis of Consultants' relevant experience, its understanding of assignment, proposed methodology, financial capability and Work Plan, the experience of Key professional staff. Only those Consultants' whose Technical Proposals score 75% marks or more shall qualify for further process. Financial proposals of those bidders who secure less than 75% marks shall be returned un-opened to the firm/consortium.

#### **2. Financial Bid opening**

2.1 A public Financial Bid opening shall be held at the time, date and venue which shall be communicated to all technically qualified Bidder(s).

2.2 Confirm submission of bid security shall be checked first. In case the bid security is not submitted along with the financial proposal in the same sealed envelope, such proposal(s) shall be rejected without being evaluated.

2.3 The Bid with the lowest financial bid price shall be declared as the preferred bidder and issued Letter of Acceptance, containing invitation for contract negotiation. Any factor having a bearing on the quoted price shall not be subject to negotiations.

2.4 The Contract shall however, be signed after getting the same duly vetted and approved from the competent authority.



### *B - Scoring System*

The Technical Proposal will be evaluated on the basis of the criteria given below:

	Criteria	Marks
<b>1. Firm's relevant Experience</b>	Transaction Advisory experience for PPP projects or Public Sector projects  <i>(Please note: Transaction Advisory under process are not eligible for scoring and Bid preparation for a client is not applicable either)</i>  5 or more projects                      10 marks 4 projects                                      08 marks 3 projects                                        06 marks 2 projects                                        04 marks 1 projects                                        02 marks	10
	Feasibility study or IT Consultancy experience of public sector or private sector automation/IT projects worth at least PKR 5 million each project  10 or more projects                      30 marks 09 projects                                      27 marks 08 projects                                        24 marks 07 projects                                        21 marks 06 projects                                        18 marks 05 projects                                        15 marks 04 projects                                        12 marks 03 projects                                        09 marks 02 projects                                        06 marks 011 project                                       03 marks	30
	<b>TOTAL</b>	<b>40</b>
<b>2. Key Professional Staff</b>	Financial Team	10
	Financial Team Leader                      05 marks Financial Analyst                              05 marks	
	Technical Team	30
	IT Expert - Team Leader                      05 marks Software Specialist/developer              05 marks Network Administrator                       05 marks System Analyst                                   05 marks Infrastructure & Building Expert              05 marks Civil Engineer                                   05 marks	
	Legal Team	10
	Legal Team Leader                              05 marks Legal Expert                                       05 marks	
	<b>TOTAL</b>	<b>50</b>
<b>3. Financial Capability</b>	Annual Turn-over of last three years	4
	PKR 40 million                                      04 marks	



	marks)	
Bachelor (15 marks)		
<b>2. Association with the firm</b>		5
5 or more years                      5 marks 4 years                                      4 marks 2-3 years                                      3 marks Less than 2 years                      2 marks		
<b>3. Relevant Experience and Adequacy for the Project</b>		70
12 or more years                      70 marks 9-10 year                                      56 marks 7-8 years                                        42 marks 5-6 years                                        28 marks Less than 5 years                      14 marks		

**7. INTEGRITY PACT**

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS 10.00 MILLION OR MORE**

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_  
Contract Value: \_\_\_\_\_  
Contract Title: \_\_\_\_\_

..... [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, [name of Supplier] agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

Name of Buyer: .....  
Signature: .....  
[Seal]

Name of Seller/Supplier: .....  
Signature: .....  
[Seal]



## 8. AFFIDAVIT

**To:**

Project Manager  
Domicile & PRC Automation Project  
Information, Science & Technology Department  
Government of Sindh

**Re:** Transaction Advisory Services of Domicile & PRC Automation project (the "**Project**")

[Date]

Pursuant to the Request for Proposal document dated [*Please insert the Date*] in respect of the Project, [*Name of Prospective Bidder/Lead Member of Consortium*] hereby represents and warrants that, as of the date of this letter [*Name of Prospective Bidder/Lead Member of Consortium*], and each member of our Consortium (if applicable):

- (a) is not in bankruptcy or liquidation proceedings;
- (b) has not been convicted of, fraud, corruption, collusion or money laundering;
- (c) is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with the obligations under the Consultancy Contract; and
- (d) does not fall within any of the circumstances for ineligibility listed in Section 2.16 (Basic Eligibility Criteria) of the Invitation for Proposal.

Yours Sincerely,

Authorized Signature  
Name and Title Signatory  
Name of Firm  
Address



The Technical Proposal will be evaluated on the basis of the criteria given below:

	Criteria	Marks
<b>1. Firm's relevant Experience</b>	Transaction Advisory experience for PPP projects or Public Sector projects	10
	<i>(Please note: Transaction Advisory under process are not eligible for scoring and Bid preparation for a client is not applicable either)</i>	
	5 or more projects	10 marks
	4 projects	08 marks
	3 projects	06 marks
	2 projects	04 marks
	1 projects	02 marks
	Feasibility study or IT Consultancy experience of public sector or private sector automation/IT projects worth at least PKR 5 million each project	30
	10 or more projects	30 marks
	09 projects	27 marks
08 projects	24 marks	
07 projects	21 marks	
06 projects	18 marks	
05 projects	15 marks	
04 projects	12 marks	
03 projects	09 marks	
02 projects	06 marks	
01 project	03 marks	
	<b>TOTAL</b>	<b>40</b>
<b>2. Key Professional Staff</b>	Financial Team	10
	Financial Team Leader	05 marks
	Financial Analyst	05 marks
	Technical Team	30
	IT Expert - Team Leader	05 marks
	Software Specialist/developer	05 marks
	Network Administrator	05 marks
	System Analyst	05 marks
	Infrastructure & Building Expert	05 marks
	Civil Engineer	05 marks
Legal Team	10	
Legal Team Leader	05 marks	
Legal Expert	05 marks	
	<b>TOTAL</b>	<b>50</b>
<b>3. Financial Capability</b>	Annual Turn-over of last three years	4
	PKR 40 million	04 marks



	PKR 30 million PKR 20 million PKR 10 million	03 marks 02 marks 01 mark	
	<i>* Bidders to submit audit financial statements of last three years. In case of Consortium, the Lead member firm shall furnish audited financial statements</i>		
<b>4. Understanding of the Assignment and Proposed Methodology</b>	Appreciation of TOR and understanding of the assignment		02
	Proposed Methodology		02
	Work Plan and Manning Schedule		02
	<b>TOTAL</b>		<b>06</b>
<b>Total</b>			<b>100</b>

The Information, Science & Technology Department may conduct a Presentation from bidders during the Technical evaluation period for clarity on Technical Proposal.

The weight age points given to evaluation sub-criteria for qualifications and competence of key staff are:

**Weight-age points for Key Professionals**

Description			Weight (%)
<b>1. General Qualifications</b>			25
Technical Team Specialist	Financial Team	Legal Team	
PHD (25 marks)	CA/CFA/MBA (Finance) (25 marks)	LLM (25 marks)	
Masters (20 marks)	Bachelor (15 marks)	LLB (20 marks)	
Bachelor (15 marks)			
<b>2. Association with the firm</b>			5
5 or more years	5 marks		
4 years	4 marks		
2-3 years	3 marks		
Less than 2 years	2 marks		
<b>3. Relevant Experience and Adequacy for the Project</b>			70
12 or more years	70 marks		
9-10 year	56 marks		
7-8 years	42 marks		
5-6 years	28 marks		
Less than 5 years	14 marks		
Total			100



**7. INTEGRITY PACT**

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS 10.00 MILLION OR MORE**

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_  
Contract Value: \_\_\_\_\_  
Contract Title: \_\_\_\_\_

..... [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, [name of Supplier] agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

Name of Buyer: .....  
Signature: .....  
[Seal]

Name of Seller/Supplier: .....  
Signature: .....  
[Seal]



## 8. AFFIDAVIT

**To:**

Project Manager  
Domicile & PRC Automation Project  
Information, Science & Technology Department  
Government of Sindh

**Re:** Transaction Advisory Services of Domicile & PRC Automation project (the "Project")

[Date]

Pursuant to the Request for Proposal document dated [*Please insert the Date*] in respect of the Project, [*Name of Prospective Bidder/Lead Member of Consortium*] hereby represents and warrants that, as of the date of this letter [*Name of Prospective Bidder/Lead Member of Consortium*], and each member of our Consortium (if applicable):

- (a) is not in bankruptcy or liquidation proceedings;
- (b) has not been convicted of, fraud, corruption, collusion or money laundering;
- (c) is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with the obligations under the Consultancy Contract; and
- (d) does not fall within any of the circumstances for ineligibility listed in Section 2.16 (Basic Eligibility Criteria) of the Invitation for Proposal.

Yours Sincerely,

Authorized Signature  
Name and Title Signatory  
Name of Firm  
Address

