

QUAID-E-AZAM SOLAR POWER (PVT.) LIMITED

REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR

**HIRING OF INDIVIDUAL PROCUREMENT CONSULTANT
(Short Term Consultancy)**

Procurement Identification number: Admin/Proc/001/2021

Document issuance date 05th January 2021

Last date of submission 21st January 2021

January, 2021



Quaid-e-Azam Solar Power (Pvt.) Limited

Submission Deadline: 21st January 2021

3rd Floor, 83 A-E/1, Main Boulevard Gulberg-III, Lahore Pakistan

Phone: +92-42-35790363-66, +92-42-99332261-65

Fax: +92-42-35790365

Terms of Reference

Hiring of Individual Procurement Consultant (Short Term Consultancy)

Project Title: Hiring of Procurement Consultant (short-term consultancy in light of PPRA Rules, 2014)

Duty Station: Lahore

Duration: 6 Months

Starting Date: After the award of Contract

Estimated Cost: Rs. 1.2 million inclusive of all applicable taxes

1. Background of the Company

Quaid-e-Azam Solar Power (Pvt.) Limited (QASPL) was incorporated on 16th September 2013 as a private limited company wholly owned by Government of the Punjab. QASPL is established under Companies Ordinance 1984. The Company has set up 100 MW Solar Power Plant in Bahawalpur.

To assist the Company in preparation, review, analyses and comment on a various procurement issues and documents; and to handle a variety of informational requests from QASPL staff.

2. Overview of Proposal

QASPL invites Individual Consultants having expertise in specialized domains as listed in the scope of work.

Scope of Work

- Below points may please be considered but not limited to the following to ensure compliance of procurement framework applicable in QASPL without compromising the fundamentals of transparency, fairness, efficiency and value for money. The responsibilities of the Procurement consultant will include but not limit to the following:
- Independently review, analyses and comment on a wide variety of procurement issues and documents. Assists QASPL Management in the implementation of procurement activities by conducting preliminary procurement reviews programs/projects; this involves prior review of bid documents, Request for Proposals, evaluation reports and award recommendations.
- Handle a variety of informational requests from QASPL's internal and external stakeholders and draft standard communications on procurement on behalf of the QASPL.
- Review and/or prepare drafts for procurement chapters/sections for programs/projects lending documents. Participate, as a junior team member, in program/project missions, meetings with donors/partners officials and provide guidance on Government procurement guidelines and procedures and available options.
- Ensuring that procurement procedures are carried out in accordance with the Procurement Plan and Punjab Government Guidelines.

- Preparing the General Procurement Notice, Request for Quotations (RFQs), Invitation for Bids (IFBs), Request for Expressions of Interest (REOIs) and other solicitation documents whenever required.
- Preparing and amending the bidding documents as needed and contribute to the preparation of Terms of References (TOR).
- Preparing and updating the Programs/Projects' Annual Procurement Plan and Budget detailing contract packages (including estimated cost) for goods, consultancy services and non-consulting services, the procurement/selection methods and processing times until completion of each procurement activity.
- Ensuring timely receipt of the goods and consultant's status reports and contributing to preparing the progress reports.
- Maintaining all correspondence, bidding documents, evaluation reports and other documents related to the program/project.
- Participating in bid/proposal opening sessions, bid and proposal evaluations and ensuring that the appropriate Guidelines are followed to arrive at the recommendations for award of contracts.
- Participating in procurement audits and reviews of the Program/Project.
- Assisting in dealing with claims, bid challenges and litigations relating to contracts and procurement.
- Advise QASPL Management/ on options and suitability of different procurement/selection methods, appropriateness and acceptability of local and/or international competitive procedures for the procurement of goods, works and services.
- Take initiatives to advise management to ensure complete compliance of PPRA Rules, 2014.
- Conduct ex-post procurement review of transactions by implementing wings/ departments.
- Participate and support as appropriate in procurement assessments, procurement reform, and capacity building activities, use of systems, governance and other strategic procurement tasks and as such, may be assigned to the incumbent by the QASPL.
- Provide technical expertise on procurement matters and to ensure development of procurement plan and its effective implementation
- Assist to develop specifications, purchase-Order and quality assurance criteria.
- Monitor contractor performance for compliance with applicable laws, delivery schedules and payment provisions.
- Analyse price and cost data to establish transparency in procurements.
- Conduct pre- and post-award conferences and site visits, where required.
- Ensure compliance with company's policies & procedures and KPIs.
- Prepare proceedings and ensure that procurement record is available for audit purpose.
- Ensure that procurement should be delivered as per the agreed cycle time, bring cost savings through negotiations (where applicable) and streamline work processes to provide best possible services to internal customers.
- Manage closure of agreements with successful bidders with required approvals & validation.
- Sourcing and development of new Suppliers for healthy competition and ensuring their performance evaluation biannually.
- Preparation of reports on monthly and quarterly basis for Management review.
- Arrange for the meetings of the Procurement Committee by identifying with partners suitable dates, compiling and disseminating necessary background documents related to the cases to be presented.
- Structuring large-scale procurement contracts, particularly the fulfilment of public sector regulatory approvals and procedures.
- Maintain and update the consultants, suppliers' database including completion of the supplier evaluation forms for all suppliers contracted by QASPL.
- Any other duties and responsibilities related to procurement department that may be assigned by management.

Note:

- Once the draft is finalized will be presented to **Board of QASPL** for the final approval, if any changes were proposed consultant would be liable to make the changes accordingly within 15 days.
- The successful consultant shall sign and execute the standard contract of QASPL with mutually agreed terms and conditions.

3. Duration and Payments

- Duration of the assignment is 6 months from the date of awarding the contract and payment shall be made with-in thirty days after submission of monthly procurement activity report. Contract shall remain valid till the time assignment is completed.
- Bid/proposal shall remain valid for the period of **90 days** from date of financial bid opening.
- Payment shall be made after applying all the applicable taxes.

4. Submission of CVs & Selection Process

- Individual Procurement Consultant shall be selected by comparing the qualifications and experience as per PPRA Rules, 2014. All the candidates fulfilling all requirements of qualification and experience will be eligible to proceed further to be compared **on least cost basis**. Lowest evaluated bidder would be awarded contract.
- CV/Profile containing all required information & documentary evidence must be delivered to **HR & Admin Department, QASPL, 3rd Floor, 83 A-E/1 Main Boulevard Gulberg-III Lahore** in a sealed envelope and submitted on or before **3:00 pm date 21st January, 2021**.
- The Expression of Interest Documents shall be opened on the same day i.e. **21st January 2021 at 3:30 pm** at **Head office** by the **Bid Evaluation Committee for short consultancy** in the presence of representatives of interested applicants who desire to attend. The selection process of Individual Consultant in Short Consultancy shall be in accordance with prevailing Procurement Rules. No telephonic / e-mail / faxed "Application for Expression of Interest" shall be acceptable. In case of incomplete information as required under the "Expression of Interest", the application will not be considered and will be rejected.

Evaluation Criteria for Individual Consultants (Based on Qualification & Experience)

Mandatory Criteria for Eligibility

- **Minimum Education Qualification:** Bachelor Degree in Business, Procurement, Supply Chain, Economics or other closely related field., higher Qualification will be given extra marks
- **Minimum Year of Experience:** 5 years Relevant Public Procurement experience of the Consultant
- **Registered as Active Taxpayer in Income Tax with FBR.**

Evaluation Criteria with Marks Distribution

Sr. No	Evaluation Criteria	Break Up	Marks
a.	Qualifications	<p>Master's Degree in a relevant discipline (Business Administration, Economics, Commerce or Law,)</p> <p style="text-align: right;">Master's degree 15 Marks Certification in field of Procurement Management or Contract Management 05 Marks</p>	20
b.	Specific/similar experience of the consultant in expertise area	<p>a) Specific/similar assignments means working as procurement consultant/manager/specialist will be given (05 marks) against each assignment related to procurement of Goods, services, works and consultancy as per following requirements:</p> <ol style="list-style-type: none"> i. Maximum Two Assignments will be considered related to procurement of Goods ii. Maximum Two Assignments will be considered related to Procurement of Services or Works iii. Maximum Two Assignments will be considered related to Procurement of Consultancy Services <p>(05 marks for each assignment and maximum Total 30 marks)</p> <p>b) Experience of Completion of International Procurements in light of Procurement Guidelines of World Bank, ADB or as per FIDIC guidelines (Prove of working on assignment must be shared as supporting documents. (10 Marks))</p>	40
	Understanding about Procurement process will be judged through interview	<ul style="list-style-type: none"> • Knowledge and understanding of public procurement system, basic knowledge of Government's procurement policies, processes and practices. • Basic but diverse experience in the technical & non-technical (e.g. commercial, procedural) aspects of procurement processing and analysis at all stages of the program/ project cycle. • Proven analytical and evaluative skills, including the ability to independently provide well researched analyses of key procurement issues and problems. • Strong written and verbal communication skills in English and Urdu with ability to prepare present and discuss findings in written and oral form. 	40 Marks for Interview
Total Points			100
Minimum Qualification Score			65%

Business Award	Least Cost Method will be adopted.
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Note: Please mark and attach all supporting document for the evaluation purpose. In case of any clarification please feel free to email at finance@qasolar.com before **21st January 2021**.



Quaid-e-Azam Solar Power (Pvt.) Limited

Cover Letter for the Submission of Expression of Interest

Location: _____ Date _____

To:

Dear Sir,

I, the undersigned, offer to provide services of “**Hiring of Individual Procurement Consultant**” with respect to the assignment referred above and in compliance with the Terms of Reference (TORs) attached with this Expression of Interest Document. I am hereby submitting my application / Expression of Interest, which includes the required information / documents sealed under an envelope.

I hereby declare that all the information and statements made in this Expression of Interest are true and accept that any misinterpretation contained in it may lead to rejection of my Expression of Interest.

If negotiations are held, I undertake to negotiate on the basis of the proposed information supplied by me. My Proposal is binding upon me and subject to the modifications resulting from Agreement negotiations.

I undertake, if my Expression of Interest is accepted, I shall complete the job related to the assignment within the stipulated time period described in the Terms of Reference (TORs) / Letter of Award.

I understand that the selection process of Individual Consultant in Short Consultancy will be in accordance with prevailing Procurement Rules and you are not bound to accept my Expression of Interest.

I remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name of Applicant Individual Consultant: _____

Address: _____



Quaid-e-Azam Solar Power (Pvt.) Limited

Template for Affidavit for Non-Blacklisting

(to be submitted on stamp paper not below the value of 100)

The Applicant/Partner shall attach original affidavit on non-judicial stamp paper (with a value of Rs. 100) and declaring on oath that the Applicant:

- a. is not in bankruptcy or liquidation proceedings;
- b. has *never* been declared ineligible/blacklisted by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons
- c. is not making any misrepresentations or concealing any material fact and detail;
- d. has not been convicted of, fraud, corruption, collusion or money laundering;
- e. is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
- f. does not fall within any of the circumstances for ineligibility or disqualifications

Witnessing Form:

Witness # 1:

Signature: _____

Signed by: _____

Designation: _____

Date: _____

Seal: _____

Witness # 2:

Signature: _____

Signed by: _____

Designation: _____

Date: _____

Seal: _____