

# INSTRUCTIONS FOR CONSULTANCY FIRMS

For Submission of

EXPRESSION OF INTEREST

***“Third Party Operations Review of  
Nationwide Rollout of National  
Socio-Economic Registry Update”***

**BENAZIR INCOME SUPPORT PROGRAMME  
GOVERNMENT OF PAKISTAN**

June, 2017

# INSTRUCTIONS

1. BISP invites eligible consultancy firms/NGOs/Joint Ventures with specific and proven competence and experience to indicate their interest in providing the intended services. Eligible firm(s) should submit Expression of Interest (**EOI**) in English language along with relevant complete details of their qualification and experience as requested hereunder: -
  - i. Name, address, Phone, Fax and E-mail address along with postal and telegraphic address for the head office, branch offices and contact personnel;
  - ii. Certificate of Registration of the consultancy firm/NGO/each associating firm of a joint venture as Legal Entity;
  - iii. Details of the technical personnel available with the consultancy firm/NGO/each associating firm of a joint venture, either as permanent or retainer staff with their qualifications and expertise, briefly;
  - iv. Sound financial position with documentary evidence in the form of last three years audited financial accounts' statement of the consultancy firms/NGOs/joint venture;
  - v. National Income & Sales Tax Numbers of the consultancy firm/NGO/joint venture firms. Copies of respective certificates should be furnished;
  - vi. Data Sheets of relevant (similar and specific experiences) assignments/works, duly substantiated, by the firm/NGO/joint venture's members either completed or in progress, with the following details:
    - a. Name of the Project
    - b. Cost of the Project
    - c. Name and address of the Client
    - d. If case of association of service providers, the names and address of all the partners.
    - e. Services/Solutions rendered along with the Start & Completion Date.
  - vii. Any additional documents to support relevant experience of consultancy firm/NGO/joint venture;
  - viii. List and status of litigation/arbitration by the consultancy firm/NGO or any member of the joint venture(s) against a client, if any;
  - ix. Affidavit from all the participating partners of the association confirming that: (a) applicant firm/NGO/joint venture(s) has never been blacklisted by any International, Government/Semi Government Organization and (b) All the information provided by the applicant firm/NGO/joint venture is correct.
2. Interested firm(s) must provide lucid information as per above requirements indicating that they are qualified to perform above services and must provide only

materials that would be specific to the proposed services, and to avoid submitting generic promotional material.

3. An EOI Response/Proposal submitted, may be dropped at any time upto award of contract, if significant omissions/errors are found in the information submitted by the consultancy firm/NGO/joint venture.
4. If the EOI response consists of more than one volume, the applicant must clearly number the volumes constituting the EOI and provide an indexed table of contents for each volume. All documents should be securely bound.
5. To carry out the Third Party Operations Review in covering the Nationwide Rollout of NSER Update in following eight (08) clusters, services of **“a consultancy firm”**, shall be selected through **“Quality & Cost Based Selection (QCBS) Method”** in accordance with the procedures set out in the Procurement of Consultancy Services Regulations 2010 issued by the Public Procurement Regulatory Authority, (as amended from time to time) which can be perused at the website: [www.ppra.org.pk/legal documents/regulations:](http://www.ppra.org.pk/legal documents/regulations:)

<b>Clusters</b>	<b>Clusters' Description</b>
Cluster – 1	Northern Punjab, AJK and ICT
Cluster – 2	Central Punjab
Cluster – 3	Southern Punjab
Cluster – 4	Khyber Pakhtunkhwa and Gilgit Baltistan
Cluster – 5	Upper Sindh and Bahawalpur Division
Cluster – 6	Karachi, Makran and Lower Balochistan
Cluster – 7	Upper Balochistan
Cluster – 8	FATA

Details of clusters alongwith the households and population estimates, are available at BISP's website at the link [www.bisp.gov.pk/procurement](http://www.bisp.gov.pk/procurement).

6. Any further information/clarification by BISP can be sought.

**Director (Procurement)**  
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