

INSTRUCTIONS FOR CONSULTANCY FIRMS

For Submission of

EXPRESSION OF INTEREST

***“Hiring of Services of
Implementing Firms for Waseela-e-
Taleem Programme”***

**BENAZIR INCOME SUPPORT PROGRAMME
GOVERNMENT OF PAKISTAN**

October, 2017

INSTRUCTIONS

1. BISP invites eligible consultancy Firms/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 Incorporation/Registration with authorized government department(s) of consulting firm/association either Sub-consultants or Joint Venture, as Legal Entity. The registration shall be provided in respect of each associating firm of a joint venture or sub-consultant association formation. In case of INGOs, their registration/clearance from Economic Affairs Division and/or Ministry of Interior, Government of Pakistan shall be a pre-requisite;
 - iii. Corporate Profile providing sufficient information/details in following, but not limited to, areas in respect of a consultancy firm/NGO/each associating firm of a joint venture: -
 - (a) Years of operations;
 - (b) Management Structure/Organogram & Systems of the firm with relevant information about Board/Directors etc.;
 - (c) Details of the technical personnel either as permanent or retainer staff with their qualifications and expertise in brief;
 - (d) Core competencies having related information in the areas, but not limited to, Social Mobilization, Data Collection, Field Implementation, Socio Economic/Demographic Surveys, Research, Monitoring & Evaluations, Use of MIS/CAPI Technology;
 - (e) In-house systems apropos to Quality Assurance, Data Collection & Cleaning, Financial Management, Logistics Management etc.;
 - (f) Provincial/Regional/Field offices with relevant strength of staff & operational mechanisms;
 - iv. Certificates of National Income & Sales Tax Numbers and proof of Active Tax Payer, of the consultancy firm/NGO/joint venture firms. Copies of respective certificates must be provided/furnished;
 - v. 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. The experience which shall not be provided with the required details shall not be taken into consideration while the profile of the firm/JV for shortlisting:

- 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. Start & Completion Date
 - f. Number of staff-months provided by the firm (in case of association/JV, by other partner firms)
 - g. Brief description of the services rendered
 - h. Field Mobilization. Necessary details such as how many maximum number of enumerators/field staff have been hired for various field based HHs data collection assignments; how the hiring process was executed; how much time was consumed on engaging such human resource; how their retention/replacements were managed; how logistics and related support was provided to human resource; how the issues related to their payments were resolved etc., should be provided/ explained.
- vi. Last three years audited financial accounts' statement of the consultancy firms/NGOs/joint venture. In addition of taking into account the audited statements, the consultancy firms/NGOs/joint venture must provide the financial details as per Annex – I with necessary documentary evidence as requisitioned therein, sound financial position of the consulting firm/NGO/JV Partners shall be judged in tandem on following parameters in respect of each cluster separately and in case of multiple clusters' applications, on the combination economic evaluation of clusters:

3. FINANCIAL SITUATION						
<i>INDIVIDUAL FIRM</i>						
<i>(Pak. Rs. in Million)</i>	Year 1 (2016)	Year 2 (2015)	Year 3 (2014)	Current Commitments	Financial Resources	
					Source	Amount (Rs. M)
Total assets						
Current assets						
Total liabilities						
Current liabilities						
Annual Turnover Data						
Net Working Capital (Current Assets - Current Liabilities)						
Net Worth (Total Assets - Total Liabilities)						
Average Annual Turnover					Total	

- vii. Any additional documents to support relevant experience of consultancy firm/NGO/joint venture;
- viii. In case of firms, participating in an association, sub-consultant or JV, original Letter(s) of Association from each associating partner, confirming the Lead Partner/Partner in Charge, on the letter head of a firm/partner duly signed and stamped, must be provided;

- ix. List and status of litigation/arbitration by the consultancy firm/NGO or any member of the joint venture(s) against a client, if any;
 - x. 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. Non-provision of requisite documentary evidences/ information as per Instructions of EOI Notice and those provided in this Instructions to Consultants, may lead to “Non-Responsiveness” of the firm’s/JV’s response/ application.
 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. Any further information/clarification by BISP can be sought.

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Annex – I

The information is required in respect of a firm. In case of joint ventures, each Joint Venture Partner must provide the relevant information separately, and provide the Joint Venture Partner name below:

Joint Venture Partner: _____

TABLE - 1

Criteria	Documents
Requirement	Submission Requirements
The firm must demonstrate that it has the financial resources to meet:	
(a) its Total Financial Requirements for Current Contract Commitments, plus	As per Table - 4
(b) Minimum Liquidity for a cluster in Pak. Rs. 30.00 million, in the form of cash/credit line	As per Tables 3 & 4

TABLE – 2: Average Annual Turnover

The information supplied should be the Annual Turnover of a firm or each member of a Joint Venture in terms of the amounts billed to clients for each year for work in progress or completed, converted to Pak Rs. at the specified exchange rate.

Annual Turnover Data for the Last Three (03) Years			
Year	Amount Currency	Exchange Rate	Pak. Rs. Equivalent
Average Annual Turnover			

TABLE – 3: Availability of Financial Resources

Firms should demonstrate sufficient financial resources, comprising of Working Capital supplemented by credit line statements or overdraft facilities and others to meet the financial requirements for

- (a) its current contract commitments, and
- (b) the contract of a cluster for WeT Programme.

Financial Resources		
No.	Source of financing	Amount (Pak. Rs.)
1	Working Capital	
2	Credit Line ^a	
3	Other Financial Resources	
Total Available Financial Resources		

^a **To be substantiated by a letter from the bank issuing the line of credit.**

TABLE – 4: Financial Requirements for Current Contract Commitments

Firms should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments						
No.	Name of Contract	Employer's Contact (Address, Tel, Fax)	Contract Completion Date	Outstanding Contract Value (X)	Remaining Contract Period in months (Y)	Monthly Financial Resources Requirement (X / Y)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total Monthly Financial Requirement for Current Contract Commitments						Pak. Rs..