

# **INSTRUCTIONS FOR CONSULTANCY FIRMS**

**For Submission of**

**EXPRESSION OF INTEREST**

**“MIS AUDIT”**

**BENAZIR INCOME SUPPORT PROGRAMME  
GOVERNMENT OF PAKISTAN**

**November, 2017**

# INSTRUCTIONS

1. BISP invites eligible 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 the 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.
  - iii. Corporate Profile providing sufficient information/details in following, but not limited to, areas in respect of a firm/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) Core competencies having related information in the areas, but not limited to, I.T./MIS Software Developments, Quality Assurances, I.T./MIS Audits/certifications focusing on Application Functionality, IS Security, Capacity Management, HR Sufficiency, Segregation of Duties, Incident Management, IS Continuity & Disaster Recovery, Backup Management, System Deployment Life Cycle, Infrastructure, etc.;
    - (d) In-house requisite technical competence to carry out the intended services, to be proved through presentation of detailed CVs, with their qualifications and expertise, of the available technical resources;
    - (e) Details of the retainer technical personnel/staff with their qualifications and expertise in brief;
  - iv. Certificates of National Income & Sales Tax Numbers and proof of Active Tax Payer, of the firm/joint venture firms. Copies of respective certificates must be provided/furnished;
  - v. Certificate of affiliations with different bodies and ratings if any.
  - vi. Data Sheets of relevant (similar and specific experiences) assignments/works, duly substantiated, by the firm/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
  - vii. Last three years audited financial accounts' statement of the firms/joint venture.
  - viii. Any additional documents to support relevant experience of consultancy firm/joint venture;
  - ix. 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;
  - x. List and status of litigation/arbitration by the consultancy firm/NGO or any member of the joint venture(s) against a client, if any;
  - xi. Affidavit from all the participating partners of the association confirming that: (a) applicant firm/joint venture(s) has never been blacklisted by any International, Government/Semi Government Organization and (b) All the information provided by the applicant firm/joint venture is correct.
2. Evidence of technical competence to carry out the intended services.
  3. 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.
  4. 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/joint venture.
  5. 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.
  6. Any further information/clarification by BISP can be sought.

**Director (Procurement)**  
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