

INSTRUCTIONS FOR CONSULTANCY FIRMS

For Submission of

EXPRESSION OF INTEREST

**“Hiring of Services of Firm to Undertake MIS
Audit of BISP”**

**BENAZIR INCOME SUPPORT PROGRAMME
GOVERNMENT OF PAKISTAN**

November, 2018

INSTRUCTIONS

1. BISP invites eligible consultancy firms 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. National firms are required to submit certificate of Incorporation/Registration with authorized government department(s) of consulting firm/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. Firms are required to submit certificate that they are authorized to conduct independent IT Audit. 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/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 related information etc.;
 - iv. National firms shall submit certificates of National Income & Sales Tax Numbers of the Consultancy Firm/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/Joint venture's 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
- vi. Any additional documents to support relevant experience of consultancy Firm/Joint venture;
 - vii. 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;
 - viii. National firms are required to submit affidavit on stamp paper duly notarized confirming that: (a) applicant Firm/Joint venture(s) has never been blacklisted by any Government/Semi Government Organization and (b) list and status of litigation/arbitration by applicant Firm/Joint Venture (c) All the information provided by the applicant Firm/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. 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.
 4. Any further information/clarification by BISP can be sought.

Additional Director General (Procurement)
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