

**REQUEST FOR EXPRESSIONS OF INTEREST  
HIRING OF SERVICES OF FIRM FOR ANNUAL FIDUCIARY  
REVIEW (PROCUREMENT COMPONENT)**

Country: Pakistan  
Project Name: National Social Protection Program (NSPP)  
Credit No.: 5973-PK  
Assignment Title: Hiring of Services of a Firm to undertake Fiduciary Review of Procurement Component of BISP.  
Reference No. PK-BISP-139342-CS-CQS

This request for expressions of interest follows the general procurement notice for this project that appeared in UN Development Business on 5<sup>th</sup> October, 2017. The Government of Pakistan has received financing from the World Bank towards the cost of the National Social Protection program and intends to apply part of the proceeds for consulting services.

Benazir Income Support Programme (BISP) is the largest social safety net of Pakistan, established under BISP Act 2010 (No. XVIII of 2010) to provide income support and other social protection and safety net measures to economically unprivileged segment of the society. BISP has a fiduciary responsibility towards the World Bank to ensure that the proceeds of National Social Protection Program (NSPP) are used for the purpose intended with proper attention being given to economy, efficiency and mitigating chances of misuse. The objective of Fiduciary Review of Procurement Component of BISP is to examine the systemic processes and controls surrounding the fiduciary (procurement) practices of BISP based on the contracts and other procurement processes and suggest measure for improvement, if any. The activities would include but not limited to: process review, asset verification, end-use audit, price comparisons, technical implementation review etc. related to all procurement activities that BISP has carried out in a particular year. The review will be carried out for two Financial Years (FY) i.e. 2019-2020 & 2020-2021. The duration of the assignment will be two months for each FY.

BISP now invites eligible consulting firms duly registered with the Government, Income Tax and Sales Tax Departments to indicate their interest in providing the required services. Proof of said registrations are required to be provided in EOI responses. Interested firms should provide the following information demonstrating that they have the required qualifications and relevant experience to perform this assignment. In this regard, there are prescribed standards which have been mentioned in the **Instructions for Consulting Firms** which may be downloaded from the websites [www.ppra.org/pk](http://www.ppra.org/pk) or [www.bisp.gov.pk/tenders](http://www.bisp.gov.pk/tenders). Prospective firms are encouraged to provide materials/information that would be specific to the proposed services. The parameters for evaluating EOI responses are given below:-

- a) Complete historical profile of the firm with the information i.e. incorporation certificate, total experience, affiliation with relevant bodies and ratings if any and corporate profile indicating their years of operations, core competencies, management structure and systems etc. {Max Score = 20}
- b) Details of completed projects of similar nature and size with requisite information i.e. project description, cost of the project, client, duration etc. {Max Score = 50}

c) Requisite technical competence to carry out the intended services. {Max Score= 30}

The attention of interested Consulting Firms is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers January, 2011 (revised July,2014), setting forth the World Bank's policy on conflict of interest.

Firms interested to participate in JV should submit information for each partner, which will be assessed independently regardless of capacity/experience of the other partner. For firms in arrangement of lead sub-consultant, only the experience and capacity of lead firm will be assessed. However, such arrangements should be clearly mentioned in Expressions of Interest Response.

A Consulting Firm will be selected through **Consultant's Qualification Selection (CQS) Method** in accordance with the procedures set out in the World Bank's **Guidelines: Selection and Employment of Consultants by World Bank Borrowers, January 2011 (revised July, 2014).**

Further information may be obtained at the address given below during office hours from 0900 to 1700 hours. This REOI is also available on the websites: [www.ppra.org.pk](http://www.ppra.org.pk) and [www.bisp.gov.pk](http://www.bisp.gov.pk) .

Expressions of Interest must be delivered in written form to the address below (in person, or by post) by or before 1500hours on **27<sup>th</sup> January, 2020** which shall be opened on same day at 1530 hours in the presence of representatives of consulting firms who may choose to be present.

The assignment title of the Consultancy should be clearly written on the front of the envelope or in the subject line.

**Additional Director General (Procurement)**  
**BENAZIR INCOME SUPPORT PROGRAMME (BISP)**  
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# **INSTRUCTIONS FOR CONSULTING FIRMS**

**For Submission of**

**EXPRESSION OF INTEREST**

**“Hiring of Services of Firm for Annual Fiduciary  
Review of Procurement Component of BISP”**

**BENAZIR INCOME SUPPORT PROGRAMME  
GOVERNMENT OF PAKISTAN**

**January, 2020**

# 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 and in the REOI Notice: -
  - 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. Interested 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.
  - iii. Corporate Profile providing sufficient information/details in following, but not limited to, areas in respect of a consulting 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. Interested 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 evaluating 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 Consulting 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. 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)**  
**BENAZIR INCOME SUPPORT PROGRAMME (BISP)**

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