

Terms of Reference

Hiring of Individual Consultant for the Revision of PSDF Procurement Rules 2016

Project Title:	Revision of PSDF Procurement Rules, 2016
Project ID:	PSDF Procurement Rules, 2019
Duty Station:	Lahore
Duration:	2.5 Months
Starting Date:	After the award of business

1. Background

Procurement Rules were developed and approved by the Board in March 2016. The essential reason was to create a competitive process in public sector purchasing to achieve best value for money. Accordingly, Procurement rules were made and structured through competitive process to ensure best quality at the lowest whole life cost for the procurement of Goods, Services, Works, Consultancy and Training Service Provider etc. to cater the business needs.

PSDF intends to hire the services of an individual consultant (short term consultancy) to revisit and revise the Procurement Rules under the provision of PSDF Procurement Rules, 2016 with an aim to simplify, reduce the cycle time where possible without compromising the Value for Money aspects and Procurement Principles to bring Economy, Efficiency, Effectiveness & Equity in our procurement processes to cater the future business needs.

The purpose of revisiting the Rules is to streamline to award timely and cost-effective contracts to qualified contractors, suppliers and training service providers for the provision of goods, works, consultancy and trainings to support PSDF operations, in accordance with procurement principles and procedures established in procurement rules.

2. Overview of Proposal

PSDF invites Individual Consultants having expertise in specialized domains as listed in the scope of work.

Scope of Work

Below points may please be considered but not limited to the following to make changes in the procurement rules without compromising the fundamentals of transparency, fairness, efficiency and value for money.

- Review and revision of Procurement Rules in totality.
- Aggregation of efficiency by reducing timelines of procurement proceedings where conceivable.
- Appraisal of the prevailing Pre-qualification Process to improve competence.
- Reconsideration of financial limits to incorporate sensibleness and delegation in procurement.
- Possibility to go for direct RFP instead of going into EOI procedure.
- Review of evaluation criteria, especially in non-program services procurement, to ensure robustness and suggest improvements
- Review the constitution of various evaluation committees and suggest improvements
- Inclusion of fast track system in procurement rules to enhance productivity and speed to market.
- Revisiting the rule of “Negotiated tendering” to make it more compelling and cost effective.
- Extensions in contract may be assimilated provided it underwrites value for money.
- Procedure of award of contract may be amalgamated in the rules.
- Elimination of loopholes and ambiguities within the rules.
- To make the rules user friendly and easily fathomable.
- Consultant shall provide the training to PSDF team on the Procurement Rules.
- Any other point come across during the revisiting the policy.

Note:

- During the review of PSDF rules viability of above points will be considered, if appropriate shall be incorporated in the procurement rules.
- Once the draft is finalized will be presented to **DFID and Board of PSDF** for the final approval, if any changes were proposed consultant would be liable to make the changes accordingly within 15 days.
- The successful consultant shall sign and execute the standard contract of PSDF with mutually agreed terms and conditions.

3. Duration and Payments

- Duration of the assignment is 2.5 months from the date of awarding the contract and payment shall be made with-in thirty days after the successful completion of the assignments.
- Bid/proposal shall remain valid for the period of **150 days**.
- Payment shall be made after applying all the applicable taxes.

- **Payment Milestones (as per the deliverables)**

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| • Inception report (within 10 working days after awarding the business) | 10% |
| • First draft (within 30 days after the inception report) | 30% |
| • Final draft (within 50 days after the Inception report) | 30% |
| • Acceptance by PSDF (75 days after awarding the business) | 30% |

4. Submission of CVs

- CV/Profile containing all required information & documentary evidence must be delivered to Procurement Department, PSDF, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore in a sealed packet and submitted before **03:00 PM January 10, 2019**.

- Please submit complete profile /CV with Supporting documents and Financial Proposal. Bid shall be opened for the consultant who will score highest marks in the evaluation.
- PSDF will confirm the date and time to the highest scored consultant.

5. Qualification Information - Individual Consultants Qualification Criteria.

- **Academic Accomplishments:** (Please mention Professional Accomplishments i.e. Certifications, Diplomas, Membership etc.)
- **Specific/Similar experience of the Consultant related to the expertise area**
- **General Experience of the Consultant**

6. Evaluation Criteria for Individual Consultants

Sr. No	Evaluation Criteria	Break Up	Marks to be Allocated
a.	Qualifications	Bachelor's degree 15 Marks Master's degree 20 Marks Compile	20
b.	Specific/similar experience of the consultant in expertise area (Change in Procurement Rules)	a) Specific/similar assignments means Composing Rules / Standard Operating Procedures (SOPs) /Development/Preparing Manuals will be given (10 marks) for against each assignment (maximum 40 marks will be given) b) Duration of the assignment will be given (2 marks) which should be more than 1 months but not less than 2 months, less than 1 month will be given zero marks (maximum marks 10)	50
c.	General experience of the consultant	a) Trainings, workshops and seminars on Public Procurement Rules. (maximum 15 marks) If greater than 300 (15 marks) If greater than 200 but less than or equal to 300 (10 marks) If greater than 100 but less than or equal to 200 (5 marks) b) Publications 2 marks for each (maximum 6 marks) c) Worked as consultant in the organizations (maximum 9 marks) If worked more than 5 organizations (9 marks) If worked more than 3 but less than or equal to 5 organizations (6 marks) If worked in 2 or less than or equal to 3 organizations (3 marks)	30
	Total Points		100
	Minimum Qualification Score		65%
	Business Award	Quality Based Selection Method will be adopted. Financial bid will be opened for the consultant who will score the highest marks in evaluation process.	

Note: Please mark and attach all the supporting document for the evaluation purpose. In case of any clarification please feel free to email at proc@psdf.org.pk before **January 07, 2019**.