

PUNJAB SKILLS DEVELOPMENT FUND

EXPRESSION OF INTEREST (EOI)

FOR

HIRING OF INDIVIDUAL CONSULTANT FOR THE REVISION
OF PSDF PROCUREMENT RULES 2016

February, 2019



Submission Deadline: 25th February 2019 by or before 3:00 PM
21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II, Lahore Pakistan
Phone: +92-42-35752408-10
Fax: +92-42-35752190

Terms of Reference

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

Project Title:	Revision of PSDF Procurement Rules, 2016
Duty Station:	Lahore
Duration:	2 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 timely and cost-effective award of 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 feasibility of above points to implement 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 months from the date of awarding the contract and payment shall be made with-in thirty days after receipt of invoice as per deliverable milestones. Contract shall remain valid till the time assignment is completed.
- Bid/proposal shall remain valid for the period of **90 days** from date of financial opening.
- Payment shall be made after applying all the applicable taxes.

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

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| • Inception report (within 5 working days after awarding the business) | 10% |
| • First draft (within 25 days after the inception report) | 30% |
| • Final draft (within 50 days after the Inception report) | 30% |
| • Acceptance by PSDF (60 days after awarding the business) | 30% |

4. Submission of CVs & Selection Process

- The selection of Hiring of Individual Consultant for the Revision of PSDF Procurement Rules 2016 will be based on **Quality through Single Stage, Two Envelopes** procedure.
- The proposal shall be a single package consisting of two separate envelopes, containing separately Technical Proposal and Financial Proposals. The envelopes shall be marked separately as “Technical Proposal” and “Financial Proposal”.
- 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 by or before **03:00 PM February 25, 2019**.
- The Expression of Interest Documents shall be opened on the same day i.e. **February 25, 2019 at 03:30 PM** by the Individual Consultant Selection Committee for short consultancy in the presence of representatives of interested applicants who desire to attend. The selection process of Individual Consultant in Short Consultancy shall be in accordance with prevailing Procurement Rules. No telephonic / e-mail / faxed “Application for Expression of Interest” shall be acceptable. In case of incomplete information as required under the “Expression of Interest”, the application will not be considered and will be rejected.
- Please submit complete profile /CV with supporting documents and Financial Proposal. Financial Bid shall be opened for the qualified consultant who will score highest marks in the evaluation.
- PSDF will confirm the date and time to the highest scored consultant for financial bid opening.

5. Qualification Information - Individual Consultants Qualification Criteria.

- **Minimum Qualification:** Bachelor’s degree, higher Qualification will be given extra marks
- **Minimum Experience:** 3 years Specific/similar experience of the Consultant
- **Registered as Active Taxpayer in Income Tax with FBR.**

6. Evaluation Criteria for Individual Consultants

Sr. No	Evaluation Criteria	Break Up	Marks
a.	Qualifications	Bachelor's degree 15 Marks Master's degree 20 Marks	20
b.	Specific/similar experience of the consultant in expertise area (Change in Procurement Rules)	<p>a) Specific/similar assignments means Composing Rules / Standard Operating Procedures (SOPs) /Development/Preparing Manuals will be given (20 marks) against each assignment (maximum 40 marks will be given)</p> <p>b) Duration of the assignment will be given (5 marks) which should be more than 1 month and less than 1 month will be given zero marks (maximum marks 10)</p>	50
c.	General experience of the consultant	<p>a) Trainings, workshops and seminars on Public Procurement Rules. (maximum 15 marks)</p> <p>If greater than 50 (15 marks) If greater than 20 but less than or equal to 50 (10 marks) If greater than 10 but less than or equal to 20 (5 marks)</p> <p>b) Publications 3 marks for each (maximum 6 marks)</p> <p>c) Worked as consultant in the organizations (maximum 9 marks)</p> <p>If worked with more than 4 organizations (9 marks) If worked with more than 2 but less than or equal to 4 organizations (6 marks) If worked with 1 or less than or equal to 2 organizations (3 marks)</p>	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 **February 21, 2019**.

Cover Letter for the Submission of Expression of Interest

Location: _____ Date _____

To:

Dear Sir,

I, the undersigned, offer to provide services of **“Hiring of Individual Consultant for The Revision of PSDF Procurement Rules 2016”** with respect to the assignment referred above and in compliance with the Terms of Reference (TORs) attached with this Expression of Interest Document. I am hereby submitting my application / Expression of Interest, which includes the required information / documents and my Financial Proposal sealed under an envelope.

I hereby declare that all the information and statements made in this Expression of Interest are true and accept that any misinterpretation contained in it may lead to rejection of my Expression of Interest.

If negotiations are held, I undertake to negotiate on the basis of the proposed information supplied by me. My Proposal is binding upon me and subject to the modifications resulting from Agreement negotiations.

I undertake, if my Expression of Interest is accepted, I shall complete the job related to the assignment within the stipulated time period described in the Terms of Reference (TORs) / Letter of Award.

I understand that the selection process of Individual Consultant in Short Consultancy will be in accordance with prevailing Procurement Rules and you are not bound to accept my Expression of Interest.

I remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name of Applicant Individual Consultant: _____

Address: _____