



**EXPRESSION OF INTEREST**

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**FOR HIRING OF PROCUREMENT CONSULTANT**

**EOI ADVERTISEMENT**

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**BOARD OF MANAGEMENT  
SUNDAR INDUSTRIAL ESTATE**

**INVITATION FOR EXPRESSION OF INTEREST FOR  
HIRING OF PROCUREMENT & CONTRACTING CONSULTANT**

Board of Management Sundar Industrial Estate (BOM-SIE), working under Punjab Industrial Estate Development & Management Company (PIEDMC), a Semi-Government Organization - invites EOIs from reputed consultants (individuals / companies) registered with the Income Tax / Sales Tax Departments, who are on Active Taxpayers List of the Federal Board of Revenue and registered with the PRA (if required).

Expression of Interest (EOI) documents containing Terms of Reference are available free of cost for the interested firms from the address mentioned below as well as PPRA website (<http://ppra.punjab.gov.pk>) and the website of the procuring agency (<http://www.sie.com.pk/downloads>).

Interested company may submit their quotes on or before 10:00 am October 6<sup>th</sup> 2017.

**SECRETARY  
0320-5400502**

**Board of Management Sundar Industrial Estate  
Gate # 2, Sundar – Raiwind Road, Lahore.**

**TELEPHONE 92 42 35297291~3 FAX 92 42 35297080**

**PROFILE & INTRODUCTION**

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**ABOUT SIE**

Sundar Industrial Estate is a state-of-the-art industrial estate which was inaugurated in February 2007 and is the first project assigned to the Punjab Industrial Estates Development & Management Company (PIEDMC). It is spread over 1850 acres near Raiwind, Lahore.

Divided into five departments and fifteen sections, the Board of Management Sundar Industrial Estate makes all procurements in line with the PPRA Rules (Punjab).

## **ABOUT THIS DOCUMENT**

Board of Management Sundar Industrial Estate (BOM-SIE) intends to invite bids from reputed procurement consultants (individual or firm) registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue and registered with PRA (if required)

## **SCOPE OF WORK**

BOM-SIE wishes to engage a procurement consultant for a 8-month period to transact the following:

- Preparation, overseeing and monitoring/controlling of all pending procurements in line with PPRA rules in collaboration with respective departments
- Drafting, monitoring and controlling of all contract agreements in liaison with respective departments
- Reporting to higher management with progress reports, forecasting reports and other required information with regards to procurement and budget utilization
- Communicating with necessary departments / management / vendors with regards to delays / changes / variations.
- Executing all PPRA related protocols in terms of approval, cancellation, extension of bids
- Ensuring incident-free execution of the procurement plan (free from avoidable risks)
- Responsible for ensuring achievement of procurement goals (value-for-money) and the utilization of procurement budget for FY 2017-18
- Providing necessary templates (with required customization) during the contracting stage in liaison with relevant departments

## **TERMS OF REFERENCE**

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The individual / firm hired for the purpose shall be engaged as per the following details:

**1. Duration**

8 months from date of signing of contract

**2. Engagement Hours**

The consultant or it’s designated project manager will visit SIE daily from 9 to 5 (Mon – Fri) for the duration of the contract (excluding public holidays).

**3. Job Description**

Preparation, vetting and execution of all public procurement documents as per PPRA rules. Monitoring and controlling of all procurement contracts and the successful achievement of the procurement budget for FY 2017-18.

**4. Deliverables**

- Preparation of all pending public procurements in liaison with respective departments
- Successful implementation of system for efficient management of petty purchases
- Execution of all public procurements successfully
- Contract Preparation as well as Monitoring and Controlling of Contract Agreements of all Works, Service Agreements and Purchases
- Live procurement progress plan with detailed analysis reports
- PPRA-related consultancy sessions for organization staff

**INSTRUCTIONS FOR INTERESTED PARTIES**

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**Interested Parties are requested to submit the following documents to prove Eligibility & Qualification criteria requirements. The documents shall be inserted in a sealed envelope and sent at the address mentioned in the Data Sheet before the time specified therein.**

1. Profile .....Mandatory [Flag A]
2. Bid/Quotation.....Mandatory [Flag B]
3. List of Major Clients.....Mandatory [Flag C]
4. Evidence of Academic Credentials..... Mandatory [Flag D]
5. NTN Certificate/Evidence of being Taxpayer..... Mandatory [Flag E]
6. Evidence of Experience.....Mandatory [Flag F]
7. Project Understanding.....Mandatory [Flag G]
8. CV of Individual Consultant or Proj. Manager.....Mandatory [Flag I]

EOI of any party will not be considered if:

1. Received without the required documentation or evidence
2. Received later than the date mentioned herein.
3. The EOI is unstamped or unsigned by an authorized agent of the entity.
4. The interested party does not agree to any clause or requirement of the Terms of Reference (TORs) or any other part of this document
5. Received from an individual or firm which is blacklisted or in litigation with any Public Sector Organization.

\* Interested party will expected to solicit the 2017-18 Procurement Plan (in writing) ahead of submitting it's proposal and prepare an Assessment Report for inclusion within it's Technical Proposal

## **ELIGIBILITY & QUALIFICATION CRITERIA**

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The interested party must meet the following conditions to be eligible for submission of an EOI:

- Income Tax / Sales Tax Registered
- PRA Registered (if required by law for said purpose)
- Active Taxpayer

The following qualifications are also required:

- At least 10 years' experience in the concerned field in similar capacity
- At least 5 years' experience working within the public sector in similar capacity
- Proven experience of overseeing public procurements works / projects of at least 300 million within a span of one year in similar capacity
- Proven experience of having overseeing engineering-related procurements of at least 200 million within a span of one year in similar capacity
- Proven experience of having published, opened, executed and closed tenders in relevant field as per PPRA rules
- Graduate degree (Masters preferred) in relevant field
- Diploma or Certificate in Public Procurement or Contract Management and Relevant Project Management experience (PMP preferred)

## SHORTLISTING METHODOLOGY

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1. To qualify, applicant must meet **all** eligibility requirements as well as the necessary qualification requirements to meet the aggregate of 60 marks out of 100.
2. The Consultants shall be evaluated on the basis of the CV and other submitted documents and only qualified consultants shall be eligible to participate in the RFP for the concerned scope of work.
3. Broad criteria as tabulated here shall be used to evaluate the submitted documents and shortlist interested parties.

Sr.	Shortlisting Criteria	Weight
1	General Profile and qualification / suitability for the task	10
2	Experience in the specific assignment and Past Performance	45
3	Qualification Experience of the Key Personnel	15
4	Financial Position	10
5	Methodology	20
	Total Weight	100

Marks for the above table shall be awarded as per the criteria below. Documentary proof for each work is to be attached with letter for verification of the client

<b>General Profile and qualification / suitability for the task</b>	<b>10</b>	<b>Total Marks</b>
Minimum 10 years	06	Min 6 Marks
11-15 years	02	Additional 2 Marks
Above 15 years	02	Additional 2 Marks
<b>Experience and Past Performance</b>	<b>45</b>	<b>Total Marks</b>
Minimum 5 years working with public sector	25	5 Marks
Executed Public Procurements worth 300 Mill in 1 Year	10	Marks
Executed Engineering Procurements worth 200 Mil in 1 Year	10	Marks
<b>Qualification and Experience of Individual/PM</b>	<b>15</b>	<b>Total Marks</b>
Certificate/Diploma in Public Procurement or Contract Mng.	15	Marks
Project Management Certification / Diploma	05	Marks



<b>Financial Position</b>	<b>10</b>	<b>Total Marks</b>
Audited Account statement for last 3 years	05	Marks
Registration with Income Tax department	03	Marks
No Litigation History	02	Marks
<b>Project Understanding</b>	<b>20</b>	<b>Total Marks</b>

## DATA SHEET

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1. Name of Procuring Agency Board of Management Sundar Industrial Estate
2. Address Gate #2. Sundar Industrial Estate,  
Sundar-Raiwind Road, Lahore
3. Name of EOI Hiring of Procurement & Contracting  
Consultant
4. Deadline for Submission 10:00 am 6<sup>th</sup> October, 2017
5. Consultancy Tenure 8 months

## **PROJECT UNDERSTANDING**

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Please attach this page as the cover page of your project understanding – which shall include the following sections in separate pages.

1. Task / Project Understanding
2. Work Methodology
3. Timeline / Execution Plan (8-month spread)
4. Assessment Report of SIE Procurement Plan

## **FINANCIAL PROPOSAL**

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**Please attach breakdown of the proposed amount alongside this cover letter.**

I/ We \_\_\_\_\_, offer to provide my / our services as per the Terms of Reference mentioned in the Invitation for EOI for the amount of Rs.

\_\_\_\_\_ (inclusive of all taxes and associated charges) for the entirety of the stated contract tenure, the **breakdown of which follows (as attached)**.

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