

Quaid e Azam Solar Power (Pvt) Limited



Quaid-e-Azam Solar Power (Pvt.) Limited

REQUEST FOR PROPOSAL (RFP) Admin/Proc/002/2021

Procurement of Consulting Company

For

**“PROVISION OF CONSULTANCY SERVICES TO QAUID-E-AZAM SOLAR POWER
(PVT) LIMITED FOR PREPARATION OF RISK REGISTER**

Assignment Duration: 2 months

(Ghiasuddin Khan)
Manager (HR &Admin)
Quaid-e-Azam Solar Power (Pvt.) Limited

Submission Deadline: May 10^h 2021 (Monday)
3rd Floor, 83 A E/1, Main Boulevard Gulberg-III, Lahore Pakistan
Phone: +92-42-35790363-66, +92-42-99332261-65
Fax: +92-42-35790365

Instructions to Chartered Accountancy Firms/ Consultancy Company

Definitions:

- (a) “Agreement” means the Agreement signed by the Parties and all the attached documents.
- (b) “Client” means Quaid e Azam Solar Power (Pvt) Limited with which the selected Bidder signs the Agreement for the Services.
- (c) “Bidder” means any entity or person that may provide or provides the Services to the Client under the Agreement.
- (d) “Day” means calendar day.
- (e) “Government” means the Government of the Punjab and all its associated departments, agencies, autonomous/semi-autonomous bodies, local governments, boards, universities and similar other organizations.
- (f) “Instructions to Bidders” means the document which provides shortlisted Bidders with all information needed to prepare their Proposals.
- (g) “Personnel” means professionals and support staff provided by the Bidder and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside Pakistan; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile inside Pakistan.
- (h) “Proposal” means the Technical Proposal and the Financial Proposal.
- (i) “RFP” means the Request for Proposal to be prepared by the Client for the selection of Bidders, based on the Standard RFP.
- (j) “Services” means the work to be performed by the Bidder pursuant to the Agreement.
- (k) “Terms of Reference” (TOR) means the document included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Bidder, and expected results and deliverables of the assignment.

General Instructions:

1. The RFP includes the following documents:
 - Instructions to Consultancy Company/Chartered Accountancy Firms
 - Form of bid
 - Terms of Reference
 - Evaluation Criteria
 - Type of Contract
 - Delivery Time
 - Payment Mode

2. Bidder for preparing risk register of QASPL shall be engaged via Quality and Cost Based Selection as provided under the Punjab Procurement Rules 2014.
3. One Original set of “**Technical Proposal**” and “**Financial Proposal**” on the prescribed forms given in the RFP, separately sealed, signed & stamped, must be delivered to the address given below by no later than May 10th, 2021 before 12:00 PM. Bids submitted after the closing time prescribed shall be rejected and returned without being opened. The Technical Bids will be opened on the same day at 12:30 PM in the presence of the representatives of the firms who may wish to attend whereas Financial Bids will be retained unopened. Date of opening of financial proposal of technically qualified bidders will be announced later. Financial proposals of technically unsuccessful bidders will be returned un-opened on the financial proposal opening day.

General Provisions:

- a) Company Detail and Profile showing experience in similar field.
- b) Copy of registration with ICAP/Copy of SECP Registration.

Special Provisions:

1. Evidence of number of partners/Directors working in the Chartered Accountant Firm/Consultancy Company (names, registration numbers and dates of admission).
2. Evidence of number of ICAP Qualified Chartered Accountants/Employees hired by the consultancy company (Provide list with ICAP registration numbers for Chartered Accountancy Firms/ Employee CVs for Consultancy Company)
3. Evidence of Clients within Govt./Semi Govt. (Relevant evidence e.g. client reference letter, annual report page, engagement letter etc.)
4. Evidence of clients within power sector. (Relevant evidence e.g. client reference letter, annual report page, engagement letter etc.)
5. Evidence of Number of risk registers assignment. (Relevant evidence)
6. Evidence showing At least for 15 years the firm has been in practice/ registered in Pakistan. (Partnership deed/Registration Certificate)
7. Evidence of satisfactory ICAP QCR rating (ICAP list) (exempt for Consultancy Company)
8. Names and addresses of offices in Pakistan (at least 1 including Lahore office) including key contact person in those offices.
9. Proposals should be addressed to the Manager (HR & Admin), QASPL, 3rd Floor, 83 A E/1, Main Boulevard Gulberg-III, Lahore Pakistan.
10. Affidavit on Rs.100/- stamp paper to the effect that the firm is not blacklisted and has no dispute with any Government Organization shall be furnished. (Format given in Annex C)

11. All the pages of Bidding documents and in case having any Erasing/ cutting/ crossing or over writing etc., therein, must be properly signed by the signing person of the bidder by the authorized signatory, who have been given power of attorney on company letter head, be enclosed with bidding documents, (Format given in Annex-F) along with attested copy of his CNIC.
12. Offer shall not be considered if received after the time and date fixed for its receipt.
13. A Bidder (including its Personnel and Sub-Contractor) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Bidder to be executed for the same or for another Client. **Conflicting Assignment**

FORM OF BID AND THE BIDDING PROCESS

Bids will be selected in accordance with the Punjab Procurement Rules (PPRA)-2014, as a Single Stage – Two Envelope procedure. The bidding process will be as under:

1. The bid shall comprise a single package containing two separate envelopes. The envelopes shall be marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” in bold and legible letters;
2. The envelope No.1 should contain the complete Technical Bid and undertaking for technical proposal submission. **Annex-B**
3. The envelope No. 2 will contain only the financial bid.
4. Both the above mentioned envelopes should be put in one large envelope, super scribed “This envelope contains two duly sealed envelopes containing Tender Document and the Price Bid for providing Services – in two separate duly sealed envelopes clearly marked so”.
5. The bidder must quote his price as per format **Annex-D and shall include all taxes (Federal and Provincial)**. Separate amounts shall be quoted for
 - a. Risk Register fee
 - b. Out of pocket expenses
6. The total amount quoted should be inclusive of all kind of taxes and must be quoted in figure as well as in words.
7. In the first stage, only the envelope marked “TECHNICAL PROPOSAL” shall be opened and the envelope marked as “FINANCIAL PROPOSAL” shall be retained without being opened;
8. The technical proposals of all the bidders shall be evaluated. The proposals which meet all the technical eligibility criteria laid down in this document shall be accepted for the second stage.
9. During technical evaluation no amendments in the technical proposal shall be permitted;
10. The financial proposals of selected bidders shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance. The financial proposals of the rejected bidders shall be returned un-opened;
11. Both the proposals will be evaluated according to the evaluation criteria and the bidder scoring highest points shall be declared as successful and a written Contract Offer will be made to the successful bidder after a minimum of 10 working days of the evaluation of bids.

12. The service provider will also sign an undertaking with the QASPL in which the completion of work will be ensured as per **Annex-A**.
13. Bids validity period will be 90 days from the due date for submission of proposals.
14. The bidder should submit bid security in form of Bank Guarantee/ Purchase Order amounting to Rs. 60,000/- (4% of estimated price i-e Rs. 1.5 million) to be accompanied with Technical Proposal.

Terms of Reference

1. Company Background:

Quaid-e-Azam Solar Power (Private) Limited ('The Company') was incorporated as a private limited Company under the Companies Ordinance, 1984 on September 16, 2013. The principal activity of the Company is to build, own, operate and maintain a solar power plant having a total capacity of 100 MW in Lal Sohanra, Cholistan, Bahawalpur (the main business unit of the Company).

2. Objectives:

The Company intends to outsource preparation of risk register of the Company as per the requirement of The Public Sector Companies (Corporate Governance) Rules, 2013 and best practices.

3. Scope of the assignment:

The assignment covers the following:

- i. Conduct meetings with the key team members of the company
- ii. Reviewing documents and contracts.
- iii. Documentation of current system
- iv. Review internal control environment and systems for their effectiveness.
- v. Preparation of a comprehensive risk register covering all business processes e.g.:
 - a) Financial Reporting;
 - b) Construction;
 - c) Operations and Maintenance;
 - d) IT/Technology;
 - e) Regulatory/Legal Compliance;
 - f) Security/Human Resource;
- vi. Allocation of high, medium and low categories of risks and identify current controls for each risk and highlight where controls are not in place for the identified risks and suggest controls to mitigate the risks.

4. **Core team of required experts:**

Preparation and review work requires involvement of at least 1 Partner/1 Director and 1 Manager.

5. **Expected deliverables:**

Comprehensive Risk Register

6. **Project Timelines:**

Project will be commenced within one week of issuance of acceptance letter by QASPL.
The project will be completed within 2 months.

7. **Professional liability of consultants:**

The consultant is liable to perform work such as comprehensive system understanding, reviewing documents, assessing the effectiveness of design of internal control environment and system.

Consultant needs to comply with general principles of ISRS 4400 while conducting the assignment.

The Consultant is liable not to disclose information to any third party which has been acquired during conduct of engagement.

8. **Covering Letters:**

Covering letter (if any) must be addressed to Mr. Ghiasuddin Khan, Manager HR & Admin, QASPL, 3rd Floor, 81 A-E/1, Main Boulevard Gulberg III, Lahore.

9. **Queries:**

For any queries or additional information, please contact Mr. Ghiasuddin Khan, Manager (HR & Admin), QASPL on (042) 35790363-6

Evaluation Criteria

The Company will use “**Quality and Cost Based Selection Method**” under “**Single Stage Two Envelope Methods**” of selection of Chartered Accountancy Firm/ Consultancy Company under Punjab Procurement Rules, 2014. Criteria for Technical and Financial Evaluation are enclosed. Scores will be allocated based on evidence available in the proposal only. The Assignment will be awarded to the firm with the highest **total** score based on the following weight ratios:

- **80%** for Technical Score
- **20%** for Financial Score

Technical and Financial Evaluation

(A) Initial Screening

The following documents/ certificates are the pre-requisite and may be used for initial screening. The Chartered Accountancy Firm/ Consultancy Company will go in the next stage if it fulfills all the requirement of initial screening which are as under:

1. The firm must be “A” ranking as per State Bank of Pakistan (Not required from Consultancy Company)
2. The firm must have affiliation with one of the global Firm.
3. Declaration on stamp paper regarding non-black listing / delisting (Format given in Annex-C)
4. Satisfactory QCR Rating of ICAP. (Not required from Consultancy Company)
5. Registration with SECP (For Consultancy Company)
6. NTN & PNTN Certificate (Active Taxpayer)

(B) Technical Evaluation:

The Firms will be evaluated as per following criteria:

1. Number of Partners/Directors in the company within Pakistan
2. Number of ICAP qualified Chartered Accountants employed by the firm in Pakistan
3. Number of Audit Staff/Total Staff
4. Experience of Govt. / Semi Govt. Organization
5. Experience of Power sector companies
6. Number of risk register assignments.
7. Operating years of firm in Pakistan
8. ICAP QCR rating (Not applicable for Consultancy Company)
9. Number of Offices in Pakistan

Minimum score for competing in the next stage is **65%**. The Financial Proposal of only that Chartered Accountancy Firm/ Consultancy Company will be opened which secured **65% or more** in the Technical Evaluation.

1. Number of Partners/ Directors	Total Marks	Range of Partners/Director	Marks
At least 5	15	5	8
		6-10	12
		11 & above	15
2. Number of ICAP Qualified Chartered Accountants (for Audit Firm)/ Total staff (for Consultancy Company) Employed in Pakistan	Total Marks	Range of Qualified Chartered Accountants/Staff Employed	Marks
At least 10	15	10	8
		11-20	12
		21 & Above	15
3. Current Clients in Govt./Semi Govt. (In Last 5 years)	Total Marks	No. of Clients	Marks
At least 5	15	5	8
		6 - 10	12
		11 & above	15
4. Current Clients within Energy Sector (In Last 5 years)	Total Marks	No. of Clients	Marks
At least 2	10	2	5
		3 - 6	7
		7 & above	10
5. Number of Risk Register Assignments	Total Marks	No. of Assignments	Marks
At least 5	10	5	5
		6 – 9	7
		10 & above	10
6. Years of Existence in Pakistan	Total Marks	No. of Years	Marks
At least 15	15	15	8
		16 – 30	12
		31 & above	15
7. Membership with Global Firm having no. of Offices Worldwide	Total Marks	No. of Offices	Marks
At least 50	10	50	3
		51 – 100	6
		101 & above	10
8. Number of Offices in Pakistan	Total Marks	No. of Offices	Marks
At least 1	10	1	6
		2 & above	10
Total	100		

(C) Financial Evaluation:

Financial Proposals of only Technically Qualified Chartered Accountancy/Consultancy Company will be opened. The Chartered Accountancy Firm/Consultancy Company getting maximum marks on 80-20 weight age (80% for Technical and 20% for Financial) will be selected as Consultant.

Max 20 Points:

The formula for determining the Financial Score is the following:

$$Sf = 100 \times Fm / F$$

Where, **Sf** is the Financial Score; **Fm** is the Lowest Price and **F** the Price of the Proposal under consideration.

The weights given to the Technical (T) and Financial Proposals (F) are:

$$T = 0.80 \text{ and } F = 0.20$$

Type of Contract

The Company (QASPL) will enter into a lump sum contract with the successful bidder.

The duration of the Contract would be for a terms of 2 months.

Payment Mode

The Company undertakes to pay valid invoice in full within thirty (30) days from raising of invoices as per approved engagement letter.

CERTIFICATE

1. Proposal duly signed must be furnished along with the following certificate:-
- i. I/We hereby confirm to have read carefully all the terms & conditions of your Request for Proposal, due for opening on _ - _ - _ for provision of preparation of risk register services of QASPL. In addition to the conditions we also agree to abide by all the special instructions mentioned in tender document. We also hereby categorically confirm that we are fully capable to provide services as laid down in the terms of reference.

Signature: _____

Name & Address of Chartered
Accountancy/Consultancy Company

Designation & ID Card No. _____

NTN _____ GST No. _____

Date: _____ Official Seal: _____

I. WITNESS

Signature: _____

Designation & ID Card No. _____

II. WITNESS

Signature: _____

Designation & ID Card No. _____

Technical Proposal Submission Form

To:
Chief Executive Officer,
Quaid e Azam Solar Power (Pvt) Limited,
Lahore.

Dear Sir,

We, the undersigned, offer to provide the preparation of risk register Services in accordance with your Request for Proposal dated _____.
We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope¹.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the required services not later than the date indicated in RFP.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature : _____
Name and Title of Signatory: _____
Name of Firm: _____
Address: _____

**Affidavit for Non-Blacklisting
(To be printed on PKR 100 Stamp Paper)**

Template for Affidavit

It is hereby solemnly confirmed and declared that M/s -----, is declaring on oath that the Applicant:

- is not in bankruptcy or liquidation proceedings;
- has *never* been declared ineligible/blacklisted by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons
- is not making any misrepresentations or concealing any material fact and detail;
- has not been convicted of, fraud, corruption, collusion or money laundering;
- is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
- does not fall within any of the circumstances for ineligibility or disqualifications

(Stamp of Company)

(Signatures of Authorized Rep)

Company Name

Attestation by Oath Commissioner and/or Notary Public

NOTE: In case of involvement of applicant / bidder in any litigation or arbitration, current status or the proof of dispute resolution along with the history of litigation / arbitration for last five years on Litigation History Form (See Annexures-E) shall be provided with the application / bid.

**BID PROFORMA
(On Letter Head)**

Sr#	PARTICULARS	(Rs)
1	Risk Register Fee inclusive of all applicable taxes	
2	Out of Pocket Expenses	
	Total Fee in Rs. Inclusive of all applicable taxes	
	Total fee (in words)	

Note: Quoted total fee must be inclusive of all kind of taxes and quoted in figure as well as in words.

Signature of the Bidder with seal

Address: _____

ANNEX-E (Litigation History)

(On 100 Rupee Stamp Paper)

Litigation History

<i>Name of Applicant</i>

*Applicant should provide information on any history of litigation or arbitration resulting from contracts executed in the **last five years** or currently under execution. (If no history, then submit Nil)*

Year	Award FOR Or AGAINST The Applicant	Name of client, cause of litigation, and matter in dispute	Disputed Amount (current value Pak Rs. or equivalent)

Annex-F

FORMAT FOR POWER OF ATTORNEY FOR SIGNING BID & PROPOSAL

(On Letter Head)

POWER OF ATTORNEY

Know all men by these presents, we _____ (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. _____ (name and address of residence) who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Bid for the [insert name of project in the Pakistan, including signing and submission of all documents and providing information/ responses to the Client, representing us in all matters before GoPb, and generally dealing with the Client in all matters in connection with our proposal for the said project.

We hereby agree to ratify all such acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all such acts, deeds and things awfully done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For -----

(Signature)
(Name, Title and Address)

Notes:

1. *To be executed by the Bidder.*
2. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
3. *Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*