

**GOVERNMENT OF THE PUNJAB
DIRECTORATE OF POWER PROJECTS (DOPP)
POWER WING, ENERGY DEPARTMENT**

PREQUALIFICATION DOCUMENT (PQD)

**EXPRESSION OF INTEREST FOR SHORTLISTING OF CONSULTING FIRMS
REGARDING CONSULTANCY SERVICES FOR THE PROEJCT “DEVELOPMENT
OF RENEWABLE ENERGY INITIATIVES”**

November, 2023





EXPRESSION OF INTEREST FOR SHORTLISTING OF CONSULTING FIRMS REGARDING CONSULTANCY SERVICES FOR THE PROEJCT “DEVELOPMENT OF RENEWABLE ENERGY INITIATIVES”

No. DOPP/Biogas(P-II)/_____ /2023

Dated: _____ / _____ / 2023

Government of the Punjab has vision to provide 600 biogas digesters for cooking purpose to deprived rural areas of Sargodha & Gujrat Divisions. For this purpose, the services of a Consulting Firm having relevant experience are required to provide support to Directorate of Power Projects (DOPP), Energy Department, Government of the Punjab for designing, construction and installation supervision of the EPC Contractor and supervision of O & M of the project for a period of one year.

The Consulting firm will be hired for the said assignment as per provisions of Punjab Procurement Regulatory Authority (PPRA) Rules 2014.

A: Requirements

The interested firms should attach the following documents with their applications:

- i. Certificate of registration with concerned professional body from their country of origin.
- ii. Copy of registration with Security Exchange Commission of Pakistan (SECP).
- iii. Copy of registration with Punjab Revenue Authority (PRA).
- iv. Copy of Registration with Income Tax Department / NTN / Sales Tax Number.
- v. List of permanent professional staff along with CVs or relevant core staff showing project wise experience with exact time duration for each project. CVs of maximum 5 core staff members who will be made responsible to plan and implement the project. Maximum size of each CV should be 4 pages.
- vi. At least two (02) similar works undertaken by the firm during last ten (10) years indicating total cost of such works and cost of consultancy services received against those works along with date of start and completion (if completed).
- vii. Audited statements of accounts for the last three (03) years.
- viii. Annual turnover of Rs. 8 Million and above.
- ix. A certificate / affidavit that the firm is not blacklisted by any public sector organization and has not been or involved in litigation during the last 10 years with any public sector organization in & outside Pakistan.
- x. International firms having Joint Venture (JV) with local partner can also apply
- xi. International firms must be pre-registered/applied for the same as a foreign consultancy firm with PEC.

B: Purchase of PQD

Expressions of Interests (EOIs) are invited from eligible Consulting firms, Companies or Consortiums or Joint Ventures having relevant expertise in the said assignment. The interested firms may purchase signed copy of PQD containing list of documents to be attached with the EOI from the office of undersigned on a written request during office working hours after depositing the pre-qualification document fee amounting to Rs. 1000/- (Non-refundable) from the date of publication of this EOI in Newspapers / PPRA website up to one day before the closing date. The fee may be deposited in 'Non Food



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Account-1, Government of Punjab in the head of ‘others C-03434’ in any National Bank branch of Pakistan. Copy of un-signed PQD is also available on the websites of Energy Department (www.energy.punjab.gov.pk) as well as PPRA (www.ppra.punjab.gov.pk). The EOIs of those firms shall only be acceptable who shall purchase PQD from the Procuring Agency. The written queries related to PQD, received from the firms minimum 03 days before the closing date, would be responded.

C: Acceptance or Rejection of Bids

The Competent Authority may reject all EOIs/bids or proposals at any time prior to the acceptance of a proposal, as provided under Rule-35 of Punjab Procurement Regulatory Authority Rules, 2014.

D: Time Schedule

The interested firms may submit their EOIs (One Original & Two Copies) in sealed envelope by registered mail or in person at the address given below. Last date for submission of EOIs is **21-11-2023 at 11:00 AM (PST)**. The EOIs shall be opened by notified Consultant Selection Committee on the closing date at **11:30 AM (PST)** on the same venue in the presence of representatives of the firms who may choose to attend the EOI opening meeting.

E: Evaluation of EOIs

The EOIs shall be evaluated as per evaluation criteria mentioned in this PQD as per Punjab Procurement Rules, 2014. The Interested firms will be informed, in due course of time about the result of the evaluation of EOIs. The firms scoring an aggregate of 65% marks & above in evaluation of EOIs shall only be prequalified / shortlisted for the said consultancy services.

F: Request for Proposals (RFP)

The RFP shall only be issued to shortlisted Consulting firms.

G: Estimated Price

The Estimated price for the consultancy services is Rs. 8.000 Million

DIRECTOR PROJECTS

DOPP, Power Wing, Energy Department, Government of the Punjab,

206 Shadman-I, Opposite Rehmania Masjid, Lahore.

(Ph:042-99203518-23, Fax: 042-99203519)

(E.Mail: dopp.dp@energy.punjab.gov.pk, dopp.dd@energy.punjab.gov.pk)

(Website address: www.energy.punjab.gov.pk)



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PART A: SCOPE OF WORK

The selected firm will be required to conduct the following activities but not limited to during this assignment in support of the DoPP, Energy Department.

- i) **Review of Contractor’s Design / Drawings, Quality Assurance/Post Shipment Inspection**
- ii) **Installation Supervision**
- iii) **Post Installation, testing & commissioning report**
- iv) **Verification of bills for payments to the EPC Contractor**
- v) **Submit the approved variation orders (if needed) with the client’s consent**
- vi) **Submission of final close out report on completion of the entire project**
- vii) **O&M Supervision and submit the approved invoices of EPC Contractor of O & M Period**

PART B: CORE TEAM OF EXPERTS

The core team of experts for the proposed Consultancy services would be as under:

All Engineers hired locally must be registered with the Pakistan Engineering Council (PEC).

Sr. #	Key Position	Minimum Qualification	Relevant Professional Experience	Man Months
01	Project Manager/ Team Leader	Must have Master’s Degree in Environmental / Renewables Engineering.	<ul style="list-style-type: none">o More than 10 years’ experience of supervising execution of similar projectso Experienced in development / preparation of BOQ documents for execution of similar projects and evaluation of BOQ estimateso Must have the ability to review the design/drawings and	Intermittent 22



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			<p>conduct post installation testing & commissioning of the Civil/biogas projects</p> <ul style="list-style-type: none"> ○ Experience in parameters of Renewable systems and components ○ Having expertise in optimizing execution and operational costs and implementation phasing of the project ○ Having expertise in conducting post-shipment inspection of the relevant equipment ○ Familiar with application of quality assurance/ control protocols and regimes ○ Having expertise in financial matters 	
2	Project Engineer	Must have a Bachelor degree in Engineering Master’s will be preferred	<ul style="list-style-type: none"> ○ More than 5 years’ experience in preparation of Feasibility studies and design documents for similar projects ○ Experience in parameters of Renewable systems and components ○ Having expertise in optimizing execution and operational costs and implementation phasing of the project ○ Having expertise in 	Intermittent 22



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			<p>preparation of bidding documents & evaluation of bids</p> <ul style="list-style-type: none"> ○ Having expertise in conducting post-shipment inspection of the relevant equipment 	
3	Civil Engineer	Must have a Bachelor degree in Civil Engineering	More than 5 years' experience in Structure Design assignments	3
4	Social Engagement Advisor	Must have a Master's degree in Social Sciences, human behavior, public management, stakeholder engagement, social mobilization, etc.	<p>More than 5 years' experience in social mobilization facilitation, design and implementation of grant applications for communities.</p> <p>Creating awareness regarding the aim and objectives of biogas digesters in the communities.</p> <p>Ensuring the active participation of beneficiaries in the project design and implementation.</p>	3
5	Procurement / contract management specialist	Must have 16 years degree in MBA/Law/Procurement/ Engineering or relevant	More than 5 years experience in procurement related activities like contract management, contract evaluation, conflict resolution, assessments for contract specifications & variations and financial matters etc.	2



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PART-C

EVALUATION/SELECTION CRITERIA

Mandatory Criteria

The interested firms should attach the following documents with their applications:

Sr#	Mandatory Requirements	Firm
1	Certificate of registration with concerned professional body from their country of origin.	Must Meet Requirement
2	Copy of registration with Security Exchange Commission of Pakistan (SECP).	Must Meet Requirement
3	Copy of registration with Punjab Revenue Authority (PRA).	Must Meet Requirement
4	Copy of Registration with Income Tax Department / NTN / Sales Tax Number.	Must Meet Requirement
5	Audited statements of accounts for the last three (03) years.	Must Meet Requirement
6	A certificate / affidavit that the firm is not blacklisted by any public sector organization and has not been or involved in litigation during the last 10 years with any public sector organization in & outside Pakistan.	Must Meet Requirement
7	Letter of Association / Consortium, if applicable attached.	Must Meet Requirement
8	International firms having Joint Venture (JV) with local partner can also apply. International firms must be pre-registered/applied for the same as a foreign consultancy firm with PEC.	Must Meet Requirement for International firms
9	A certificate / affidavit for correctness of information provided by the firm	Must Meet Requirement

The firms who will not fulfill the mandatory criteria would be considered as non-responsive and remaining complying firms shall be evaluated according to the following criteria.

	<u>Marks</u>
(A) Experience and standing of firm	[30]
(B) Qualifications and competence of key professional staff of core team	[50]
(C) Financial Position of the firm	[20]
Total marks for criteria (A), (B) & (C)	[100]



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A) Experience and standing of the Consultancy Firm [30 marks]

Sr #	Evaluation Criteria	Marks
01	Experience of two (02) similar assignment conducted by your organization (or your consortium partner) in the proposed consultancy services during the last ten (10) years (10 Marks for each project)	20 Marks
02	Experience of two (02) similar assignment conducted by your organization (or your consortium partner) in the proposed consultancy services during the last ten (10) years having consultancy cost 8 Million or above for one project. (For less than 8 million of one project, following formula for marks will be used $A*5/8$, A=Consultancy cost)	10 Marks

Evidence should be attached.

B) Qualification and competence of key professional staff of core team [50 Marks]

1. Key professional staff and academic qualification of core team:
 - i) Education & Qualification
 - a) Academic Profile (12 marks)
 - b) Time with firm (05 marks)
 - ii) Relevant Experience in Relevant Projects (33 marks)

Total marks for criteria (i) & (ii)

[50]

Sr. #	Key Position	Description	Marks
01	Project Manager/ Team Leader	Master's in Environmental / Renewables Engineering.	03
		Higher Qualification than Master's in Environmental / Renewables Engineering.	01
		Time with Firm (01 year)	01
		10 years relevant experience with detail of at least 2 similar projects	10
			15



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02	Project Engineer	Bachelor degree in Engineering Higher Qualification than Bachelor degree in Engineering Time with Firm (01 year) 05 years relevant experience with detail of at least 2 similar projects	02 0.5 01 06 9.5
03	Civil Engineer	Bachelor degree in Civil Engineering Higher Qualification than Bachelor in Civil Engineering Time with Firm (01 year) 05 years relevant experience with detail of at least 2 similar projects	02 0.5 01 06 9.5
04	Social Engagement Advisor	Masters in Social Sciences, human behaviour, public management, stakeholder engagement, social mobilization, etc. Higher Qualification than Masters in Social Sciences, human behaviour, public management, stakeholder engagement, social mobilization, etc. Time with Firm (01 year) 05 years relevant experience with detail of at least 2 similar projects	01 0.5 01 06 8.5
05	Procurement / contract management specialist	Master’s degree in MBA/Law/Procurement/Engineering or relevant Higher Qualification than Master’s degree in MBA/Law/Procurement/Engineering or relevant Time with Firm (01 year) 05 years relevant experience with detail of at least 2 similar projects	01 0.5 01 05 7.5
Total			50



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C) Financial Position: [20 Marks]

Average Annual Turnover (Last 3 Years) in PKR Million	Maximum Marks
Minimum 1 Million up to 2 Million	5
More than 2 Million up to 3 Million	7.5
More than 3 Million up to 4 Million	10
More than 4 Million up to 5 Million	12.5
More than 5 Million up to 6 Million	15
More than 6 Million up to 7 Million	17.5
More than 7 Million up to 8 Million	20

Audited Statements of last 03 years must be attached.

Note: Only firms scoring an aggregate of 65 % marks & above in evaluation of EOIs shall be pre-qualified / shortlisted for the Consultancy services for the project “Development of Renewable Energy Initiatives”.



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APPLICANT DECLARATION

I, (Name of authorized person), hereby certify that:

- The information provided in this document is factually correct in all material respects.
- I am duly authorized to submit this application on behalf of **(Name of Organization)**

Name and Designation:	
Date and Place:	
Mobile & E-Mail:	
Signature:	



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Curriculum Vitae (CV) for Proposed Professional Staff

1. **Proposed Position:** _____
2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____
4. **Date of Birth:** _____ **Nationality:** _____
5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. **Membership of Professional Associations:** _____

7. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: _____

8. **Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]: _____

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:
From [Year]: _____ To [Year]: _____
Employer: _____
Positions held: _____

11. Detailed Tasks Assigned



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[List all tasks to be performed under this assignment]

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]

- 1) Name of assignment or project & Location: _____
Cost of Project: _____
Date of Start: _____ Date of Completion: _____
Actual time spent on the project: _____ in months
Client: _____
Main project features: _____
Positions held: _____
Activities performed: _____
Assignment's Time Period: _____
- 2) Name of assignment or project & Location: _____
Cost of Project: _____
Date of Start: _____ Date of Completion: _____
Actual time spent on the project: _____ in months
Client: _____
Main project features: _____
Positions held: _____
Activities performed: _____
Assignment's Time Period: _____
- 3) Name of assignment or project & Location: _____
Cost of Project: _____
Date of Start: _____ Date of Completion: _____



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Actual time spent on the project: _____ in months

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

Assignment's Time Period: _____

4) Name of assignment or project & Location: _____

Cost of Project: _____

Date of Start: _____ Date of Completion: _____

Actual time spent on the project: _____ in months

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

Assignment's Time Period: _____

5) Name of assignment or project & Location: _____

Cost of Project: _____

Date of Start: _____ Date of Completion: _____

Actual time spent on the project: _____ in months

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

Assignment's Time Period: _____



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Affidavit of Correctness of Information

The Applicant/Partner shall attach original affidavit and declaring on oath, as follows:

We do hereby declare and undertake that all the information, warranties, statements and representations provided within this application are true and correct; and we also understand that in case any of the aforesaid are found to be false then we are liable to be disqualified, without prejudice to any other rights and actions the Employer may exercise under the applicable laws.

For & on Behalf of the Applicant

Name:

Designation:

Date:

Witness#1

Signature;
Signed By;
Designation;
Date;

Witness#2

Signature;
Signed By;
Designation;
Date;
