

PUNJAB POPULATION INNOVATION FUND

(PREQUALIFICATION DOCUMENT)

Prequalification of Bidders for the Procurement of Tablet & Thumb Devices



**Proposal Submission Date: 16th May 2024 till
11:00 AM**

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Contents

1-PPIF INTRODUCTION	2
2-BACKGROUND	2
3-INSTRUCTIONS TO APPLICANTS	5
4-CONDITIONS FOR ELIGIBILITY	5
5-TERMS OF REFERENCE	6
6-PREQUALIFICATION EVALUATION CRITERIA	7
7-TYPE OF CONTRACT	8
8-DECLARATION	7
9-SUBMISSION OF PREQUALIFICATION PROPOSAL	8
ANNEX-A - ORGANIZATIONAL PROFILE	10
ANNEX – B – ELIGIBILITY RESPONSE CHECKLIST	11
ANNEX – C - PREQUALIFICATION EVALUATION CRITERIA	12
Annex-D Firm Experience (General)	19
Annex-E Firm Experience (Relevant)	19
Annex-F (List of Key Personnel)	21
Annex-G (CVs of Key Personnel)	22
Annex-E-2 (Cost of Relevant Assignment)	23
Annex-E-3 (Annual Turnover)	24

1- PPIF INTRODUCTION

Punjab Population Innovation Fund is a not-for-profit, public-sector company, registered under Section 42 of the Companies Ordinance, 1984. The PPIF has been established to support innovative approaches to delivery of family planning services with a view to achieving the Punjab Growth Strategy's objective of reducing fertility to couples' desired levels. The fund spearheads locally responsive, scalable and sustainable family planning and reproductive health initiatives. PPIF-enabled interventions would play a critical role in accelerating Fertility Decline by increasing Contraceptive Prevalence in Punjab, a province which houses half of the national population of women with unmet need for contraception. PPIF requires tabs and thumb devices to be used in its family planning projects.

Aims of PPIF

- To support the Punjab Growth Strategy 2025 objective of reducing fertility to couples' desired levels.
- To reduce the proportion (18%) and number (3 million) of women with unmet need for family planning services in Punjab, especially in rural, poor and underserved areas, and existing users of traditional methods (2 million) to convert them into modern contraceptive users.

PPIF Strategic Objectives:

- Increase Accessibility of Family Planning Services
- Reduce Cost Related Barriers for the Unaffordability
- Strengthen Male Engagement
- Promote Youth Centered Information & Services
- Social & Behavior Change Communication
- Cross Cutting Strategies
 - Quality Assurance
 - Mobile and electronic health

2- BACKGROUND

Unwanted fertility is more common among poor, rural, and globally uneducated women than among their well off, urban, and educated counterparts, although this disparity is much smaller in countries with strong family planning programs. Evidence suggests that dependency ratio and household size have a statistically significant effect on poverty status while contraceptive use has the greatest impact on fertility and dependency ratio in Pakistan.¹ According to the Punjab MICS survey, there is an inverse correlation between wealth and the fertility rate; Fertility for the lowest wealth quintile is 4.5 births per woman as compared to 2.7 for the highest. Likewise, the unmet need for Family Planning is higher among the lowest wealth quintile i.e., 22% and lower among the highest wealth quintile that is 14.3%.²

Family planning promotion is unique among health interventions in the breadth of its potential benefits: reduction of poverty, lower maternal and child mortality, empowerment of women, reduced burden of unintended pregnancies, and enhanced environmental sustainability by stabilizing trends in population growth rates. However, socioeconomic, demographic, and geographic disparities in contraceptive use and access remain wide between and within countries, with significant implications for unequal

¹ FP2020 goals, Age Structural Changes and Poverty Reduction Strategies in Pakistan, 2014

² MICS Survey Punjab 2014 (http://bos.gop.pk/system/files/7.Reproductive_Health.pdf)

attainment of reproductive health rights.³ To combat inequities in access to health services, vouchers have emerged as a strategy for both demand-and supply-side financing as part of reproductive health interventions, including family planning. Voucher programs can be effective in subsidizing contraceptive products and services and targeting subsidies to beneficiaries who, in their absence, would have a lower probability of service access and use⁴. The public health goals of universal access to FP services can be well-supported by voucher programs, which are specifically targeted at the marginalized or underserved populations whose right to family planning services is most compromised by financial or other constraints.⁵

Pilot Intervention in Rahim Yar Khan

In 2018, PPIF entered into a tripartite agreement with BISP to reach the poorest of the poor with FP services and Population Council as the research partner. This pilot was tested in District Rahim Yar Khan through which free FP services and commodities along with the transportation cost were provided to eligible Married women of Reproductive Age among BISP beneficiaries through electronic FP vouchers. Reimbursements were also made to private providers for FP service provision.

Project Results:

- The results of the pilot project are as follows;
- Despite the challenges posed by COVID-19, project managed to mitigate cost and information related barriers by reaching 92,670 eligible MWRAs among BISP beneficiaries with FP information and among them 24,630 availed FP services through electronic FP voucher.
- 9.9% net CPR is increased compared to the Control Area.
- 4% Unmet need is reduced.
- 3% Graduation from short term to long term methods
- 35% never users at baseline have become current users at end line.
- 18% Increase in Knowledge about LARC.
- 61% of respondents reported satisfaction on the overall voucher scheme.

Learnings

- The Voucher Scheme addressed both physical and financial access issues of marginalized women and this model has huge potential of scalability in other districts with high unmet need for family planning.
- Engaging private sector providers to provide family planning services is a viable option to enhance poor women's access to FP services. However, the public sector should also be engaged with expanded choice of providers.
- Digital technology through the mobile app proved to enhance effectiveness at the service provider and the client level and ensured transparency of cost reimbursements

³ Cleland, John, Stan Bernstein, Alex Ezeh, Anibal Faundes, Anna Glasier, and Jolene Innis. "Family planning: the unfinished agenda." *The lancet* 368, no. 9549 (2006): 1810-1827.

⁴ Bellows B, Bulaya C, Inambwae S, Lissner CL, Ali M, Bajracharya A. Family Planning Vouchers in Low- and Middle-Income Countries: A Systematic Review. *Stud Fam Plann.* 2016;47(4):357–370

⁵ Hardee, K., Kumar, J., Newman, K., Bakamjian, L., Harris, S., Rodríguez, M., & Brown, W. (2014). Voluntary, human rights–based family planning: a conceptual framework. *Studies family planning*, 45(1), 1-18.

- Community mobilization is integral for success of voucher schemes. A well-designed mobilization program can be an effective tool in reaching out more the women for awareness about voucher schemes.
- The existing network of Lady Health Workers must be tapped in the future for greater mobilization, counselling, and provision of short acting contraceptive methods.
- The pilot model proved to a successful public-private partnership model ensuring uninterrupted and regular contraceptive supplies from the private sector providers therefore, fostering this relationship is crucial in such schemes.

Scale-up in 10 Districts of Punjab:

Marginalized communities especially the Poor has the highest unmet need for FP services. There are approximately 1.4 million eligible MWRAs among the 2.07 million active BISP beneficiaries in Punjab. Based on proof of concept and learnings from pilot intervention, there is great potential to scale-up the e-Voucher model to reach the eligible MWRAs among BISP beneficiaries for improved uptake of FP services by overcoming accessibility and affordability barriers among the poor and marginalized communities. Therefore, PPIF is scaling up the e-voucher model for BISP Beneficiaries in 10 Districts of Punjab under the Punjab Family Planning Program by the World Bank. In order to emphasize on reaching young MWRAs registered among BISP beneficiaries the updated data from BISP will be acquired and provided with FP services through vouchers and additionally, the young MWRAs in the BISP household will be served through the Private Provider Network at subsidized rates.

Estimated Cost

The estimated cost for the procurement of Tablets and Tumb Devices is PKR. 204 **million**.

3- INSTRUCTIONS TO APPLICANTS

This document contains all information pertinent to our solicitation, and must govern the preparation and submission of applications. Applications must be submitted by the deadline, completed on the formats provided by Punjab Population Innovation Fund (PPIF), with supporting documents, according to the guidelines given in the document. The application will be evaluated by an Evaluation Committee nominated by PPIF. The selection will be based on experience, competence and financial stability of the firms.

After the Pre-qualification, the Request for Bids will be shared with the qualified firms to technical and financial bids.

The selection of firms/companies will base on Prequalification process of PPRA Rule – 16 & 17.

The prequalification application shall be a single envelope, containing prequalification proposal. The envelope shall be marked as “Prequalification Proposal for Tablets & Thumbs Devices”. PPIF engaging in prequalification is announcing, in the prequalification documents, all information required for prequalification including instructions for preparation and submission of the prequalification documents, evaluation criteria, list of documentary evidence required by bidding firms to demonstrate their respective qualifications and any other information that the procuring agency deems necessary for prequalification. PPIF is providing a set of prequalification documents to bidding firms.

The PPIF shall evaluate the proposal in the manner prescribed in the document. During the evaluation no amendments in the prequalification proposal shall be permitted. After prequalification, only the prequalified firms shall be entitled to participate in the subsequent procurement proceedings. PPIF, at

any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of a monitoring firm, whether or not prequalified, may require the firms to provide such further information concerning the professional, technical, financial, legal or managerial competence as PPIF may decide.

PPIF shall disqualify the bidding firms on the ground that he had provided false, fabricated or materially incorrect information.

4- CONDITIONS FOR ELIGIBILITY

Firms require the following attachments to be submitted alongside your application form.

- i. Must be registered for having legal status (copy of registration or incorporation or partnership deed /certificate required).
- ii. Must be an active taxpayer (Tax returns for the previous year required)
- iii. Must have National Tax Number (NTN) and General Sales Tax (GST) (copies required)
- iv. Must provide a signed affidavit on legal stamp paper attesting to the fact that:
 - i. The organization has not been blacklisted by any government department, agency or any donor agency.
 - ii. That neither is the organization nor any of its employees or officers are engaged in any activity that amounts to breach of security or any activity inconsistent with Pakistan's national interests, or contrary to Government Policy.
 - iii. That the organization is not involved in any money laundering, terrorist financing, weapon smuggling, anti-state activities or has or maintains links with proscribed individuals or organizations. (Original required).
- v. Must have minimum three (3) years' experience.
- vi. Must have Authorization Letter from Manufacturer / Importer / Distributor.

5- Special Instructions to the Applicant

- a) Firm must not be providing any assistance to any other person/entity in conflict with 'PPIF' to avoid any sort of conflict of interest.
- b) Only short-listed firms fulfilling the eligibility and technical criteria will be considered for Request for Bid (RFB).
- c) The shortlist firms may be called for bidders meeting and Call for Request for Proposal (RFB) documents will be handed over to submit Technical and Financial Bids.
- d) All documents received by PPIF from applicants will be treated in strict confidence.
- e) Documents submitted to PPIF will not be returned.
- f) All expenses related to participation in this pre-qualification document shall be borne by the applicants.
- g) Documents shall be submitted in separate sealed envelopes marked as "Prequalification of Firms for Tablets and Thumb Devices" as hard copy in a sealed envelope. The envelope containing hard copy of prequalification proposal shall be received on the postal address given below.
- h) Bids received after due date will not be accepted.
- i) PPIF reserves the right to request clarification from applicants in order to clarify/further understand aspects of proposal, if required.
- j) PPIF reserves the right to verify any information provided by the applicants.

PUNJAB POPULATION INNOVATION FUND

- k) The competent authority may reject all applications at any time prior to the finalization of prequalification of applicants. The procuring agency shall upon request communicate to any applicant, the grounds for its rejection of all applications, but shall not be required to justify those grounds.
- l) Questions about this prequalification document can be made only in writing: a letter or an e-mail and must be asked by or before COB For any other related information please contact the undersigned.

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6- PREQUALIFICATION EVALUATION CRITERIA

This document is governed by the procedure approved by PPIF management.

- a) Qualifications;
- b) Relevant experience and past performance;
- c) Capabilities with respect to personnel and appropriate managerial capability;
- d) Financial position;

The prequalification proposal of eligible organizations will be evaluated using the scoring guide attached as annexure – C. Bidder with at least 65 marks will qualify.

7- TYPE OF CONTRACT

Contract will be awarded to the successful bidder for the supply of Tablets and Thumb Devices.

8- DECLARATION

Kindly provide the declaration as per format provided below at the end of proposal.

I, _____ hereby declare that:

- all the information provided in the proposal is correct in all manners and respects
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

9- SUBMISSION OF PREQUALIFICATION APPLICATIONS

Complete application containing technical details; all required information and documentary evidences may be submitted before **11:00 AM on 16th May, 2024**. The application should be submitted in sealed envelope clearly mentioned “Prequalification of Bidder for the supply of Tablets and Thumb Devices”.

Kindly fill the following necessary annexures required for the above qualification criteria and attach the supporting documentary evidences as mentioned in each annexure. And also sign the declaration form at the end of document and attach with your other documents.

Cover Letter for the Submission of Prequalification Proposal

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned above]

Re: Prequalification Proposal in respect of [Insert title of assignment] Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your prequalification dated [Insert Date of prequalification advertised]. We hereby submit our application including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these Bids are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all Bids you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory:

Important Note: The competent authority may reject all Bids at any time prior to the acceptance of a bid or proposal. PPIF shall upon request communicate to any bidder, the grounds for its rejection of all bids or Bids, but shall not be required to justify those grounds.

ANNEX-A - ORGANIZATIONAL PROFILE

Required Information	Response
Legal Name of Organization	
Year of Registration / Establishment of the Organization	
Is your organization a Private Sector entity, Not-for-Profit Organization or a University? Put cross in the relevant box	
What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	<input type="checkbox"/> Section 42 Company
	<input type="checkbox"/> Private Ltd. Company
	<input type="checkbox"/> Sole Proprietor
	<input type="checkbox"/> Partnership
	<input type="checkbox"/> Organization registered under Voluntary Social Welfare Agencies (Registration and Control) Ordinance 1961
	<input type="checkbox"/> Organization registered as Joint Stock Company under the Societies Registration Act 1860
	<input type="checkbox"/> Organization registered under The Trusts Act (II of 1882)
	<input type="checkbox"/> Others (please specify)
Name of Head of Organization	
Designation	
Email	
Phone & mobile numbers	
Postal address of Organization	
Phone	
Email	
Website	
Name of contact person*	
Designation	
Phone & mobile numbers	
Email	
In case of Joint Venture / Partnership or Consortium, please provide additional details as relevant.	

ANNEX – B – ELIGIBILITY RESPONSE CHECKLIST

Eligibility Response Checklist			
Sr. No.	Necessary Eligibility Information	Response/Elaboration	
1	Must be registered for having legal status (copy of registration or incorporation or partnership deed /certificate required).		Copies Attached
			Copies Not Attached
			Not applicable. Public sector organization
2	Mention National Tax Number (NTN) or General Number (GST) in the name of Organization and provide a copy of registration	National Tax Number (NTN)	
		General Sales Tax Number (GST)	
3	Regular tax payer Attach copies of tax returns of last year		Copies Attached
			Copies Not Attached
4	Has your firm ever blacklisted by any government authority or any bi-lateral/multi-lateral financial institution. That neither is the organization nor any of its employees or officers are engaged in any activity that amounts to breach of security or any activity inconsistent with Pakistan’s national interests, or contrary to Government Policy. That the organization is not involved in any money laundering, terrorist financing, weapon smuggling, anti-state activities or has or maintains links with proscribed individuals or organizations (MUST attach an undertaking on stamp paper by your firm’s authorized person with this document)		We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted.
			Our organization has been blacklisted once or more than once.
6	Must have Authorization Letter from Manufacturer / Importer / Distributor.		Copies Attached

All other requirements mentioned in eligibility criteria.

PUNJAB POPULATION INNOVATION FUND

ANNEX – C - PREQUALIFICATION EVALUATION CRITERIA

A1	Firm Experience	Points
a)	Number of Projects (General) <ul style="list-style-type: none"> • 2 projects 65% • 3 to 4 projects 85% • More than 5 projects 100% 	10
b)	Number of Projects (Relevant)	70
	Scope of relevant Projects for supplying Tablets & Thumb Devices <ul style="list-style-type: none"> • 2 projects 65% • 3 to 4 projects 85% • 3 to 4 projects 85% 	50
	Cost of the Relevant Project <ul style="list-style-type: none"> ○ Rs.100 to 150 million 65% ○ Rs.151 to 200 million 85% ○ Rs. 200 million & above 100% 	20
c)	Firm Profile	20
	i. Organizational Structure (Having service center and repairing labs)	10
	ii. List of Permanent Staff <ul style="list-style-type: none"> • 5 to 10 employees 2.5 mark • More than 10 employees 5 marks 	5
	iii. ISO certifications	5
	Total A1	100
A2	Human Resource Capacity	Points
a)	Project Manager	30
b)	Quality Assurance Specialist	20
c)	Lab Technician (10 marks for each technician)	50
	Total A2	100
A3	Financial Capacity	Points
a)	Working Capital	75
	Working Capital of last year including credit facility (in PKR) <ul style="list-style-type: none"> 30 Million – 50 Million 65% Above 50 & up to 70 Million 85% More than 70 Million 100% 	
b)	Annual Average Turn Over for last 5 years (in PKR) <ul style="list-style-type: none"> 200 Million – 250 Million 65% Above 250 & up to 350 Million 85% More than 350 Million 100% 	25
	Total A3	100

*Documental proof of all requirement to be attached with the proposal.

Score = A1[50%] + A2[30%] + A3[20%]

The minimum score required to be shortlisted is: **65 Points**

* 05 general assignments completed in the past 10 years to be provided. Assignments provided beyond the limit of 05 will be given no weightage. Project/Assignment provided must be supported with the completion certificate

/ letter of award / work order / contract agreement / final completion report / PC-IV or any other evidence issued by the procuring agency/executing agency of that particular project.

** 05 most relevant assignments completed in the past 10 years to be provided. Assignments provided beyond the limit of 05 will be given no weightage. Project/Assignment provided must be supported with the completion certificate

/ letter of award / work order / contract agreement / final completion report / PC-IV or any other evidence issued by the procuring agency/executing agency of that particular project.

*** Quality Management System has to be supported by Quality Management System of the firm.

**** 30% weightage shall be given to qualification whereas 70% weightage shall be assigned to experience for each proposed resource given in above table. One resource can only apply in one sub-sector with single firm.

***** Cost of general assignments shall be calculated from the cost of projects submitted against 05 general assignments **Annex – E-1**.

***** Cost of relevant assignments shall be calculated from the cost of projects submitted against 05 most relevant assignments **Annex – E-2**. The scoring will be awarded as under:

If firm A provided; Project 1 Cost = 25 million, Project 2= 35 million, Project 3=55 million,:

Total Score for 5 relevant projects=65

Per project score= 13

Project 1 score= 25 million falls in first slab so $13 \times 65\% = 8.45$ score will be awarded for first project

Project 2 score= 35 million falls in 2nd slab so $13 \times 85\% = 11.05$ score will be awarded for 2nd project

Project 3 score= 55 million falls in 3rd slab so $13 \times 100\% = 13$ score will be awarded for 3rd project

Total Score for 3 projects will be = $8.45 + 11.05 + 13 = 32.5$

This is assumed that firm A provided 3 relevant projects. If any firm provided 5 then the score for remaining projects will be calculated in the same way. The same criteria will be applied for general assignment.

***** Annual Turnover under financial capacity should be supported by Authenticated Audit Financial Statements. Annual turnover shall be calculated from the Average annual turnover of last 03 years as per **Annex – E-3**.

Note:

1. For JV between local firms/companies, eligibility criteria must be fulfilled by the lead as well as partner firms separately. However, in case of a JV firm outside Pakistan, then eligibility criteria must be fulfilled by the Lead Firm and the JV (international firm) registration with relevant professional body and exchange commission will be required of their country of origin.
2. For evaluation, lead and JV firms experience, profile, HR and financial will be evaluated collectively. Like if Lead firm has 3 relevant project and other firm has 2 relevant project

then score will be provided based upon 5 relevant assignments. Similar practice will be applied for other criteria (General assignment, financial, firm profile etc.)

One of the joint venture partners shall be nominated as being in charge; and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the joint venture partners. A copy of the agreement entered into by the joint venture partners shall be submitted stating the conditions under which it will function, its period of duration not less than for period of contract award, the persons authorized to represent and obligate it and which persons will be directly responsible for due performance of the Contract and can give valid receipts on behalf of the joint venture. No amendments / modifications whatsoever in the joint venture agreement shall be agreed to between the joint venture partners without prior written consent of the Employer.

2. Assignments mentioned under general assignments should not be repeated under relevant assignments. Similarly, assignments mentioned under relevant assignments shall not be considered for general assignments.

Required HR Qualification & Experience

Sr. No.	Proposed Position	Qualification	Experience
1.	Project Manager	MBA/MA/MSC equivalent from HEC recognized university or equivalent.	Min 8 years of experience in the relevant field
2.	Quality Assurance Specialist	Relevant Diploma or Certificate from reputed institute.	Min 5 years of experience in the relevant field
3.	Lab Technician	Relevant Diploma or Certificate from reputed institute.	Min 3 years of experience in the relevant field

Note:

1. Experience after professional qualification shall be considered.

Annex-D Firm Experience (General)

S. No	Name of Project	Location (Country/ Province/ Division)	Client	Project Description	Implementation of Project		Total Cost of Project
					Start date	Completion date	
1							
2							
3							
4							
5							

1. Provide list of five (05) number of projects/assignments performed in the past 10 years.
2. Assignments mentioned under general assignments should not be repeated under relevant assignments. Similarly, assignments mentioned under relevant assignments shall not be considered for general assignments.
3. Project/Assignment provided must be supported with the completion certificate / letter of award / work order / contract agreement / final completion report / PC-IV or any other evidence issued by the procuring agency/executing agency of that particular project.

Annex-E Firm Experience (Relevant)

S. No	Name of Project	Location (Country/Province /Division)	Client	Project Description	Implementation of Project		Total Cost of Project
					Start date	Completion date	
1							
2							
3							
4							
5							

1. Maximum number of (5) most relevant assignments to be submitted
2. Assignments provided beyond the limit of 5 will be given no weightage.
3. Project/Assignment provided must be supported with the completion certificate / letter of award / work order / contract agreement / final completion report / PC-IV or any other evidence issued by the procuring agency/executing agency of that particular project.
4. Projects completed in last 10 years will be given weightage.
5. Assignment mentioned under general assignment should not be repeated under relevant assignment. Similarly, assignment mentioned under relevant assignment shall not be considered for general assignment.

Annex-F (List of Key Personnel)

S. No.	Name	Qualification	Total Experience in Years	Position Proposed	Current Responsibilities

1. The list of key personnel should be in accordance with proposed positions mentioned in Human Resource Capacity.
2. 30% weightage shall be given to qualification whereas 70% weightage shall be assigned to experience for each proposed resource given in above table.
3. Only one human resource can apply in one sector/sub-sector with single firm against each post. Similarly, one human resource can be quoted/entered by single firm and no other firm can quote/enter that human resource in any sector/sub-sector.
4. It is mandatory for each proposed resource to fulfill minimum eligibility criteria mentioned under section 4(iii) of this PQD to be qualified for score assignment.

Annex-G (CVs of Key Personnel)

CURRICULUM VITAE (CV)

1. **Name of Personnel:** _____
2. **Current Position in the Firm:** _____
3. **Date of Birth:** _____
4. **Nationality** _____
5. **CNIC No (if Pakistani):** _____ **or Passport No:** _____
6. **Mobile No.** _____
7. **Email Address:** _____
8. **Home Address:** _____
9. **Education:**

Degree	Major/Minor	Institution	Date (MM/YYYY)

Financial Capabilities:

Annex-E-1 (Cost of General Assignment)

S. No	Name of Project	Location (Country/Province/Division)	Client	Project Description	Total Cost of Project	Cost of Consultancy Services Provided by the Firm	Actual Scope of Services Provided by the Consultant
1							
2							
3							
4							
5							

Note: Provide cost of five (5) assignments mentioned under **Annex-D** Firm Experience (General)

Annex-E-2 (Cost of Relevant Assignment)

S. No	Name of Project	Location (Country/Province/Division)	Client	Project Description	Total Cost of Project	Cost of Consultancy Services Provided by the Firm	Actual Scope of Services Provided by the Consultant
1							
2							
3							
4							
5							

Note: Provide cost of five (5) assignments mentioned under **Annex-E** Firm Experience (Relevant)

Annex-E-3 (Annual Turnover)

Year	Annual turnover
2020-2021	
2021-2022	
2022-2023	

1. Data provided under the head of financial capabilities must be supported by the Authenticated Audited Annual Financial Statements.
2. Annual turnover shall be calculated from the Average annual turnover of past 03 years.