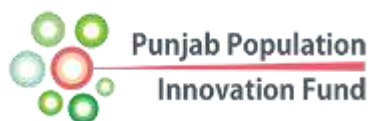


PUNJAB POPULATION INNOVATION FUND

RFP DOCUMENT

REVIEW AND REVISE PPIF MANUALS (SHORT CONSULTANCY)

December, 2019



Submission Date for Sealed Bids: 17th January, 2020 (11:00 AM)

125 Abu-Bakar Block, New Garden Town, Lahore

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1- Invitation to Bid (Short Consultancy)

Punjab Population Innovation Fund (PPIF) is a not for profit, public sector company set up by the Government of Punjab and incorporated under Section 42 of the Companies Ordinance 1984. It aims to support the Punjab Growth Strategy 2018's objective of reducing fertility to couples' desired levels by supporting projects to seed and mainstream innovative approaches.

PPIF intends to hire a firm for short consultancy service to Review and Revise PPIF Manuals. The prospective bidders, can download the Bidding Documents from the website of PPIF (<https://www.ppif.org.pk>), and PPRA (<https://ppra.punjab.gov.pk/>). Bidding documents consists of following sections;

Section 2 - **Instructions to bidders.**

Section 3 - **Form of Contract.**

Section 4 - **General Conditions of Contract.**

Section 5 - **Special Conditions of Contract.**

Section 6 – **ANNEXURES**

I. Terms of Reference (Annexure I)

II. Technical Bid Submission Form (Annexure II)

III. Financial Bid Submission Form (Annexure III)

2. Bidding shall be conducted through Single Stage-Two Envelopes bidding procedure, as per Rule 38(2) (a) of Punjab Procurement Rules, 2014.

3. It is mandatory for bids to be made using the Standard Forms of the Bidding Documents. Bids that are not in the prescribed format may be discarded. If any information required in the form is found missing or written elsewhere, no credit will be given in the relevant section of the evaluation.

4. This information in two sealed envelopes, separately containing Technical and Financial bids should be sent to the following address, so as to reach latest on 17th January, 2020 up to 11:00 am.

Name: Punjab Population Innovation Fund

Address: 125, Abu Bakar Block, New Garden Town, Lahore

5. Technical bids shall be opened on 17th January, 2020 up to 11:30 am by Evaluation Committee in the presence of officials and representatives of participating bidders who choose to attend.

Note: Procurement Process shall be governed by Punjab Procurement Rules, 2014.

2- Instructions to Bidders

A. General Instructions:

i. Scope of Assignment:

In connection with the Invitation to Bid, the PPIF, issues these “Bidding Documents” for the hiring of firms for short consultancy to Review and Revision of Manuals for PPIF.

ii. Corrupt or Fraudulent Practices:

a. The PPIF requires that all bidders should observe the highest standard of ethics during the procurement and execution of such Contracts. In pursuance of this policy, the PPIF defines, for the purposes of this provision, the terms set forth below as follows:

I. “Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in Contract execution; and

II. “Fraudulent Practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract to the detriment of the PPIF, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the PPIF of the benefits of free and open competition;

III. “Collusive Practice” is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;

IV. “Coercive Practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of party to influence improperly the actions of a party;

V. “Obstructive Practice” is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation;

b. The PPIF shall reject a bid for Award if it determines that the bidder recommended for award has engaged in corrupt, fraudulent practices, collusive, coercive or obstructive practices in competing for the Contract in question; shall declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Contract.

B. Information of the bidders:

PPIF reserves the right to inspect the accounts and records and other documents relating to the bid submission and contract performance of the bidder firms and to have them audited by auditors appointed by the PPIF. Furthermore, upon asking participating bidders shall be bound to provide any written documents which are needed by the PPIF for clarification and evaluation purpose.

C. Eligible Bidders:

- a) Organizational Setup with date of establishment of the firm, valid legal identity of the firm i.e. Registration with SECP or Registration with Registrar of Firms along with Partnership Deed (copies of required registration certificates are required).

- b) Firm must be a regular tax payer (copy of last year tax return is required).
- c) Firm Income Tax Registration Certificate with FBR and Sales Tax Registration Certificate with Provincial Revenue Authority (copies of required certificates are required).
- d) List of Key Professional staff with their CVs showing project wise experience (copies of CVs signed by relevant consultants are required).
- e) Affidavit on stamp paper of Rs.100/- that the firm/company has never been blacklist by any Government/Semi Government/autonomous body or private company (an affidavit on original stamp paper is required).
- f) Firm must have minimum 5 years of relevant consultancy experience. Client satisfaction certificates/performance certificates with their contact numbers (copies of required certificates / PO / contracts along with contract numbers are required).

D. Clarification or amendment documents:

The bidder may request a clarification of any part of the Bidding Document but not later than 13th January, 2020. Clarifications will be uploaded on (www.ppif.org.pk) on 14th January, 2020. Any request for clarification must be sent in writing to the PPIF's address. The PPIF will respond in writing to all bidders/firms. If the PPIF deem it necessary to amend the bidding documents as a result of a clarification, it shall do so following the procedure described below:

- a. At any time before the bid submission deadline, the PPIF may amend the bidding documents by issuing an amendment in writing. The amendment shall be sent to all bidders/firms and will be binding on them.
- b. If the amendment is substantial, the PPIF may extend the bid submission deadline to give the firms/bidders reasonable time to take an amendment into account in their Bids. The amendment will be made in the similar manner as of uploading of Advertisement. The bidder/firm may submit a modified Bid or a modification to any part of it at any time prior to the bid submission deadline. No modifications to the Technical or Financial Bid shall be accepted after the deadline.

E. Preparation of Bids:

I. Language of Bid:

The bid prepared by the bidder, as well as all correspondence and documents relating to the process exchanged by the bidder and the PPIF shall be written in English. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the bid, the translation shall govern.

II. In preparing the Bid, the bidder is expected to examine the bidding documents in detail. Material deficiencies in providing the information requested in the bidding documents may result in rejection of the Bid.

III. The bidder shall bear all costs associated with the preparation and submission of its Bid, and the PPIF shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. PPIF may reject all bids or proposals 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 proposals but shall not be required to justify those grounds.

IV. The bidder shall furnish information on commissions, gratuities and fees, if any, paid or to be paid to agents or any other party relating to this Bid and, if awarded, Contract execution, as requested in the Financial Bid submission form.

V. The bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture, in another Bid. If any bidder, including

any Joint Venture member, submits or participates in more than one bid, all such bids shall be disqualified and rejected.

VI. The bidder Bid must remain valid for 180 days after the Bid submission deadline.

VII. During this period, the bidder firm shall maintain its original Bid without any change, including the availability of the Key Experts, the proposed rates and the total price.

VIII. If it is established that any Key Expert nominated in the bidder Bid was not available at the time of Bid submission or was included in the Bid without his/her confirmation, such Bid shall be disqualified and rejected for further evaluation.

IX. PPIF will make its best effort to complete the process within the bid's validity period. However, should the need arise, PPIF may request, in writing, all bidders who submitted Bids prior to the submission deadline to extend the Bids' validity.

X. If the bidder agrees to extend the validity of its Bid, it shall be done without any change in the original Bid and with the confirmation of the availability of the Key Experts.

XI. The bidder has the right to refuse to extend the validity of its Bid in which case such Bid will not be further evaluated.

XII. The Bidder shall not subcontract the Services.

XIII. While preparing the Bid, the Bidder must give particular attention to the following:

a. The Technical Bid shall not include any financial information. A Technical Bid containing material financial information shall be declared non-responsive.

b. The Bidder is required to submit a Full Technical Bid.

c. The Financial Bid shall be prepared using the Standard Form provided in these bidding documents. It shall list all costs associated with the assignment.

XIV. The Bidder and Experts are responsible for meeting all tax liabilities arising out of the Contract.

XV. The Bidder should express the price for its Services in PKR.

F. Bid Security:

I. There is no Bid Security.

II. Bids shall remain valid for a period of 180 days after opening of Technical bid prescribed by the PPIF. A bid valid for a shorter period shall be rejected by the PPIF as nonresponsive.

G. Submission of Bids:

I. Format and Signing of bid:

a. The bid shall be typed and signed by the bidder or Lead bidder. The person or persons signing the bid shall initial all pages of the bid.

b. Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

c. All the documents should be duly attested (signed and stamped) by the authorized person of bidder or Lead bidder.

II. Sealing and Marking of Bids:

The envelopes shall be marked as "FINANCIAL BID" and "TECHNICAL BID" in bold and legible letters to avoid confusion. The envelopes shall then be sealed in an outer envelope. It should contain marking HIRING OF FIRM – REVIEW & REVISION OF MANUALS FOR PPIF. The inner and outer envelopes shall:

a. be addressed to the PPIF at the address given in the Invitation for Bids; and

b. Bear the sentence: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the invitation letter. The inner envelopes shall also indicate the name and address of the Bidder/ Lead Bidder to enable the bid to be returned unopened in case it is declared as non-responsive or late. If the outer as well as inner envelope is not sealed and marked properly,

the PPIF shall assume no responsibility for the bid's misplacement or premature opening.

III. Deadline for Submission of Bids:

a. Bids must be submitted by the Bidder and received by the PPIF at the address specified in the advertisement.

b. The PPIF may, at its discretion, extend this deadline for the submission of Bids by amending the documents, in which case all rights and obligations of the PPIF and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

IV. Late submission:

Any bid received by the PPIF after the deadline for submission of Bids prescribed by the PPIF shall be rejected and returned unopened to the Bidder.

V. Withdrawal of Bids:

a. The Bidder may withdraw its bid prior to the deadline specified in the invitation.

b. No bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of bid validity. Withdrawal of a bid during this interval will make the bidder

eligible to be debarred for further procurements for a period as deemed necessary by the PPIF.

H. Procedure for selection of firms for short consultancy:

Single stage – two envelopes procedure shall be applied:

I. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial bid and the technical bid;

II. The envelopes shall be marked as “FINANCIAL BID” and “TECHNICAL BID” in bold and legible letters to avoid confusion;

III. Initially, only the envelope marked “TECHNICAL BID” shall be opened;

IV. The envelope marked as “FINANCIAL BID” shall be retained in the custody of PPIF without being opened;

V. The PPIF shall evaluate the technical bid, without reference to the price and reject any bid which do not conform to the specified requirements. During the technical evaluation no amendments in the technical bid shall be permitted;

VI. The financial bids shall be opened publicly at a time, date and venue to be announced and communicated to the Bidders in advance;

VII. After the evaluation and approval of the technical bid the PPIF shall at a time within the bid validity period, publicly open the financial bids of the technically accepted Bids only. The financial bid of bidder/firm found technically non-responsive shall be returned unopened to the respective Bidders; and

VIII. The bid found to be the lowest evaluated bid shall be accepted which will be declared on the basis of Least Cost Selection Criteria.

I. Opening of Bids:

I. Opening of Bids by the PPIF:

The PPIF shall initially open only the envelopes marked “TECHNICAL BID” in the presence of Bidder's representatives who choose to attend, at the time, on the date, and at the place specified in the Invitation for Bids. The Bidder's representatives who will be present shall sign the attendance sheet as evidence of their attendance. However, the envelope marked as “FINANCIAL BID” shall remain unopened and be retained in safe custody of the PPIF till completion of the evaluation process.

The Bidder's names and such other details as the PPIF, at its discretion, may consider appropriate, shall be announced at the opening of Technical Bid. No bid shall be rejected at technical bid/ bid opening, except for late Bids, which shall be returned unopened to the Bidder. However, at the opening of Financial Bids (the date, time and venue would be announced later on), the bid prices, discounts (if any), and the presence or absence of requisite bid security and such other details as the PPIF, at its discretion, may consider appropriate, shall be announced.

II. Clarification of Bids:

During evaluation of the Bids, the PPIF may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of bid shall be sought, offered, or permitted.

J. Evaluation of Bids:

I. The PPIF shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reasons to be recorded in writing, if an extension is considered necessary, all those who have submitted their Bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity. Bidders who,

- a. Agree to the PPIF's request for extension of bid validity period shall not be permitted to change the substance of their Bids; and
- b. Do not agree to an extension of the bid validity period shall be allowed to withdraw their Bids, if any.

II. Preliminary Examination:

a. The PPIF shall examine the Bids to determine whether they are complete, whether any computational errors have been made (at the time of opening the financial bid), whether

required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.

b. The PPIF may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation (or changes the substance of the bid), provided

such waiver does not prejudice or affect the relative ranking of any Bidder.

c. Prior to the detailed evaluation, the PPIF shall determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially

responsive bid is one, which conforms to all the terms and conditions of the documents without material deviations. Deviations from, or objections or reservations to critical provisions shall be deemed to be a material deviation for technical bids. The PPIF's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

d. If a bid is not substantially responsive, it shall be rejected by the PPIF and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

e. In the financial Bids (at the time of opening the financial bid) the arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidders/Suppliers do not accept the correction of the errors, its bid

shall be rejected. If there is a discrepancy between words and figures, the amount in words shall prevail.

III. Evaluation and Comparison of Bids:

- a. The PPIF shall evaluate and compare the Bids on the basis of complete scope of services, which have been determined to be substantially responsive (Mentioned in evaluation criteria of services).
- b. The PPIF's evaluation of technical bid shall be on the basis of the defined criteria.
- c. A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of Bids.
- d. Evaluation of the technical and financial bids will be carried out. The lowest evaluated bidder shall be considered for further process.

Evaluation Criteria of Short Consultancy Services

- a. For evaluation purpose; Least Cost Selection (LCS) Criteria will be adopted as per following details;
- b. The minimum technical score required to be declared Responsive is: 70 Points. Financial Proposals of only responsive firms shall be opened.
- c. Criteria, sub-criteria, and point system for the evaluation of Technical Bids are;

Parameters		Scoring Criteria	
1	Company Profile	No of partners / Consultants associated with Company 5-10 = 5 Marks More than 10 = 10 Marks	10
2	Company Experience with similar assignments	Number of Manuals prepared for Government/Semi Government Organizations 5 assignments = 5 Marks Above 5 assignments = 10 Marks	30
		Relevant experience 5-10 years = 5 Marks More than 10 years = 10 Marks	
		Number of clients for similar assignments 5-10 = 5 Marks More than 10 clients = 10 Marks	
3	Financial Capability	Annual turnover as per financial statement 5-10 million = 5 Marks More than 10 million = 10 Marks	10
4	Approach & Methodology	Technical approach and Methodology = 10 Marks Work plan = 05 Marks Organization and Staffing = 05 Marks	20
5	Proposed Team	Qualification = 15 Experience = 15	30

Note: Evidence or supporting documents must be provided in technical proposal for above mentioned technical criteria. Absence of supporting documents will lead to marks deduction accordingly. Marks will be awarded only as per provided documents or evidences.

IV. Evaluation of Financial Bids:

- a. After technical evaluation is completed, the PPIF shall notify the date, time and location for opening of the financial bids.
- b. Financial bids shall be opened publicly in the presence of the bidder's representatives who choose to attend. The name of the bidders shall be read aloud. The financial bid of the technically responsive bidders shall then be inspected to confirm that they have remained sealed and unopened (financial bids of technically non-responsive Bidders shall be returned unopened). These financial bids shall be then opened, and the total prices will be read aloud and recorded.
- c. Incomplete bid shall stand rejected. The scope of work or services described in the technical bid must be priced in financial bid. Items described in the technical bid but not priced, shall be assumed to be included in the price of other items.
- d. Minor oversight, clerical mistakes, other minor inconsistencies that do not alter the substances of the financial bid may be corrected by the PPIF. When correcting computation error in case of discrepancy between a partial amount and the total amount or between the words and figures, the formers will prevail.
- e. The lowest responsible bidder will be declared with standard requirements by employing Least Cost Selection Criteria.

K. Contacting the PPIF:

- a. No Bidder shall contact the PPIF on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- b. Any effort by any Bidder to influence the PPIF in its decisions on bid evaluation, bid comparison, or Contract Award will result in the rejection of the Bidder's bid and subsequent black listing. Canvassing by any Bidder at any stage of the evaluation is strictly prohibited.

L. Rejection of Bids:

- a. The PPIF may reject any or all bids at any time prior to the acceptance of a bid. The PPIF shall upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids, but is not required to justify those grounds.
- b. Notice of the rejection of any or all bids shall be given promptly to the concerned Bidders that submitted bids.

M. Re-Invitation:

If the PPIF rejects all bids, it may call for a re-invitation or if deems necessary and appropriate the PPIF may seek any alternative methods of procurement.

N. Announcement of Evaluation Report:

The PPIF shall announce the results of bid evaluation as a report giving justification for acceptance or rejection of bids as per Punjab Procurement Rules 2014.

O. Notification of award:

Prior to the expiration of the period of bid validity, the PPIF shall notify the successful Bidder in writing that its bid has been accepted in the shape of Notification of Award. The notification of Award shall constitute the formation of the Contract. The firm shall submit performance guarantee as per clause N of Instruction to bidders (ITB) and stamp duty as per article (22) (A) Stamp Duty Act 1899 of requisite value within 07 days of the issuance of Notification of Award.

P. Signing of Contract:

- a. At the same time as the PPIF notifies the successful Bidder that its bid has been accepted, the PPIF shall send the Bidder the Contract Form provided in the documents, incorporating all agreements between the parties.
- b. Within ONE week of receipt of the Contract Form, both the successful Bidder and the PPIF shall sign the Contract.

Q. Performance Guarantee:

On the date of signing of the Contract, the successful Bidder shall furnish the Performance Guarantee/Security equal to 5% of the amount of work order. The performance security shall be deposited in the shape of irrevocable Bank Guarantee/CDR from any scheduled Bank.

R. Schedule of Requirement:

The assigned tasks shall be completed in all respects as per following timelines. The completed assignments shall be forwarded to the focal person appointed by the concerned department for the approval. The task shall be declared completed only after the completion certificate from the concerned department.

Description	Timeline	
Submission of Program Manual	Submission of First Draft	30 Days (After Signing of Contract) Or 30 Days (After Handing over the required information by PPIF)
	Submission of Final File	05 Days (After approval of Draft)
Submission of Human Resource Manual	Submission of First Draft	30 Days (After Signing of Contract) Or 30 Days (After Handing over the required information by PPIF)
	Submission of Final File	05 Days (After approval of Draft)
Submission of Finance and Budget Manual	Submission of First Draft	30 Days (After Signing of Contract) Or 30 Days (After Handing over the required information by PPIF)
	Submission of Final File	05 Days (After approval of Draft)
Submission of M&E Manual	Submission of First Draft	30 Days (After Signing of Contract) Or 30 Days (After Handing over the required information by PPIF)
	Submission of Final File	05 Days (After approval of Draft)
Submission of Communication Manual	Submission of First Draft	30 Days (After Signing of Contract) Or 30 Days (After Handing over the required information by PPIF)
	Submission of	05 Days (After approval of Draft)

	Final File	
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In case of delay, beyond the period specified in the Schedule of Requirements, penalty @ 0.2% per day of the Contracted amount for late accomplishment of the assignment shall be imposed.

S. Redressal of grievances by the Procuring Agency:

I. Any bidder feeling aggrieved by any act of the Procuring Agency after the submission of its Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the bid evaluation report.

II. The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

III. Mere fact lodging of a complaint shall not warrant suspension of the procurement process.

IV. Any bidder not satisfied with the decision of the committee of the Procuring Agency may lodge an appeal in the relevant court of jurisdiction.

T. Arbitration:

Secretary (PWD), Government of the Punjab will be the Arbitrator. The decision of the Arbitrator will be final.

3- Form of Contract

This CONTRACT (hereinafter called the “Contract”) is made the *[number]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Department]* (hereinafter called the “Procuring Agency”) and, on the other hand, *[name of Third Party]* (hereinafter called the “Third Party”).

[**Note:** If the Third Party consist of more than one entity, the above should be partially amended to read as follows:

“...(hereinafter called the “Procuring Agency”) and, on the other hand, a Joint Venture (name of the JV) consisting of the following entities, each member of which will be jointly and severally liable to the Procuring Agency for all the Third Party’s obligations under this Contract, namely, *[name of member]* and *[name of member]* (hereinafter called the “Third Party”).]

WHEREAS;

- (a) the Procuring Agency has requested the Third Party to provide certain consulting services as defined in this Contract (hereinafter called the “Services”);
- (b) the Third Party, having represented to the Procuring Agency that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The General Conditions of Contract;
 - (b) The Special Conditions of Contract;
 - (c) Appendices:
 - Annex I: Scope of Services.
 - Annex II: Letter of Award.
 - Annex III: Performance Guarantee submitted by the firm.
 - Annex IV: Schedule of Requirements.
 - Annex V: Payment Schedule.
2. In the event of any inconsistency between the documents, the following order of precedence shall prevail the Special Conditions of Contract; the General Conditions of Contract, Appendices.
3. The mutual rights and obligations of the Procuring Agency and the Third Party shall be as set forth in the Contract, in particular:
 - (a) The Third Party shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) The Procuring Agency shall make payments to the Third Party in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of [Name of Procuring Agency]

[Authorized Representative of the Procuring Agency – name, title and signature]

For and on behalf of [Name of Third Party or Name of a Joint Venture]

[Authorized Representative of the Third Party – name and signature]

[Note: For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.

For and on behalf of each of the members of the Third Party [insert the Name of the Joint Venture]
[Name of the lead member]

[Authorized Representative on behalf
of a Joint Venture] [Add signature
blocks for each member if all are
signing]

4- General Conditions of Contract

a. GENERAL PROVISIONS

1 Definitions A. Unless the context otherwise requires, the following terms whenever used in this contract have the following meanings:

a. “Applicable Law” means the laws and any other instruments having the force of law in the Procuring Agency’s country, as they may be issued and in force from time to time.

b. “Procuring Agency” means [the implementing/executing] agency that signs the Contract for the Services with the Selected Third Party.

c. “Third Party” means a legally-established professional consulting firm or entity selected by the Procuring Agency to provide the Services under the signed Contract.

d. “Contract” means the legally binding written agreement signed between the Procuring Agency and the Third Party and which includes all the attached documents of the Form of Contract (the General Conditions (GCC), the Special Conditions (SCC), and the Appendices).

e. “Day” means a working day unless indicated otherwise.

f. “Effective Date” means the date on which this Contract comes into force and effect.

g. “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Third Party, Sub-Third Party or JV member(s) assigned by the Third Party to perform the Services or any part thereof under the Contract.

h. “GCC” means these General Conditions of Contract.

i. “Government” means the government of the Procuring Agency’s country.

j. “Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one entity where one member has the authority to conduct all businesses for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Procuring Agency for the performance of the Contract.

k. “Key Expert(s)” means an individual professional (s) whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account in the technical evaluation of the Third Party’s bid.

l. “Local Currency” means the currency of the Procuring Agency’s Country.

m. “Non-Key Expert(s)” means an individual professional (s) provided by the Third Party.

n. “Party” means the Procuring Agency or the Third Party, as the case may be, and “Parties” means both of them.

o. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.

p. “Services” means the work to be performed by the Third Party pursuant to this Contract, as described in Appendix hereto.

q. “Other Party” means any person or entity other than the Government, the Procuring Agency, and the Third Party.

2 Law Governing Contract

2.1 This Contract, its meaning and interpretation, and the relation between the parties shall be governed by the Applicable Law.

- 3 Language** 3.1 This Contract has been executed in English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
- 4 Communications** 4.1 Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such Party at the address.
4.2 A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified.
- 5 Location** 5.1 The Services shall be performed at such locations as are specified in TORs.
- 6 Authority of Member in Charge** 6.1 In case the Third Party is a Joint Venture, the members hereby authorize the member to act on their behalf in exercising all the Third Party's rights and obligations towards the Procuring Agency under this Contract.
- 7 Authorized Representative** 7.1 Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Procuring Agency or the Third Party may be taken or executed by the officials specified.

b. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

- 8 Commencement of Services** 8.1 The Third Party shall confirm availability of Key Experts and begin carrying out the Services immediately after signing of the contract.
- 9 Expiration of Contract** 9.1 Unless terminated earlier, this Contract shall expire at the end of time period mentioned in special conditions of the contract.
- 10 Entire Agreement** 10.1 This Contract contains all covenants, stipulations and provisions agreed by the parties. No agent or representative of either Party has authority to make, and the parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein
- 11 Force Majeure**
- a. Definition** 11.1 For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.
- Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Experts, Sub-Third Party or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.
- 11.2 Force Majeure shall not include insufficiency of funds or failure to make any payment required here under.
- b. No Breach of**

Contract

11.3 The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

c. Measures to be taken

11.4 A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

11.5 A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

11.6 Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

11.7 Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

b. Continue with the Services to the extent reasonably possible, in which case the Third Party shall continue to be paid under the terms of this Contract.

11.8 In the case of disagreement between the parties as to the existence or extent of Force Majeure, the matter shall be settled accordingly.

12 Suspension

12.1 The Procuring Agency may, by written notice of suspension to the Third Party, suspend all payments to the Third Party hereunder if the Third Party fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Third Party to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Third Party of such notice of suspension.

13

13.1. This Contract may be terminated by either Party as per provisions set up below:

a. By the Procuring Agency

13.2. The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Third Party in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e); and at least five (5) calendar days' written notice in case of the event referred to in (f):

(a) If the Third Party fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

(b) If the Third Party becomes (or, if the Third Party consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

- (c) If the Third Party fails to comply with any final decision reached as a result of arbitration proceedings;
- (d) If, as the result of Force Majeure, the Third Party is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;
- (e) If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;
- (f) If the Third Party fails to confirm availability of Key Experts as required.

13.3. Furthermore, if the Procuring Agency determines that the Third Party has engaged in corrupt, fraudulent, collusive, coercive [*or obstructive*] practices, in competing for or in executing the Contract, then the Procuring Agency may, after giving fourteen (14) calendar days written notice to the Third Party, terminate the Third Party's employment under the Contract through (d) of this Clause.

b. By the Third Party

13.4. The Third Party may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of (a) through (d) of this Clause

- (a) If the Procuring Agency fails to pay any money due to the Third Party pursuant to this Contract and not subject to dispute within for ty-five (45) calendar days after receiving written notice from the Third Party that such payment is overdue.
- (b) If, as the result of Force Majeure, the Third Party is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.
- (c) If the Procuring Agency fails to comply with any final decision reached as a result of arbitration.
- (d) If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty five (45) days (or such longer period as the Third Party may have subsequently approved in writing) following the receipt by the Procuring Agency of the Third Party's notice specifying such breach

c. Cessation of Rights and Obligations

13.5 Upon termination of this Contract or upon expiration of this Contract, all rights and obligations of the parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth, (iii) the Third Party's obligation to permit inspection, copying and auditing of their accounts and records set forth, and (iv) any right which a Party may have under the Applicable Law.

d. Cessation of Services

13.6 Upon termination of this Contract by notice of either Party to the other, the Third Party shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Third Party and equipment and materials furnished by the Procuring Agency, the Third Party shall proceed as provided, respectively.

e. Payment Upon Termination

13.7 Upon termination of this Contract, the Procuring Agency shall make the following payments to the Third Party:

(a) Payment for Services satisfactorily performed prior to the effective date of termination; and

(b) In the case of termination, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract

f. Extension

13.8 The contract will be valid for one year and extendable to another 12 Months on the basis of satisfactory performance of the service provider and on mutual consent.

c. OBLIGATIONS OF THE THIRD PARTY

14 General

a. Standard of Performance

14.1 The Third Party shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Third Party shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings.

b. Law Applicable to Services

14.2 The Third Party shall employ and provide such qualified and experienced Experts as are required to carry out the Services.

14.3 The Third Party shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts, comply with the Applicable Law which is Pakistan's Law.

15 Conflict of Interests

15.1. The Third Party shall hold the Procuring Agency's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

16 Confidentiality

16.1 Except with the prior written consent of the Procuring Agency, the Third Party and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Third Party and the Experts make public the recommendations formulated in the course of, or as a result of, the Services.

17 Accounting, Inspection and Auditing

17.1 The Third Party shall keep, and shall make all reasonable efforts to keep, accurate and systematic accounts and records in respect of the Services and in such form and detail as will clearly identify relevant time changes and costs.

18 Reporting

Obligations

18.1 The Third Party shall submit to the Procuring Agency the reports, documents, data, videos, posters etc. regularly which will also keep track the activities in right directions as per requirements.

19 Proprietary Rights of the Procuring Agency in Reports and Records

19.1 All reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Third Party for the Procuring Agency in the course of the Services shall be confidential and become and remain the absolute property of the Procuring Agency. The Third Party shall, upon termination or expiration of this Contract, deliver all such documents to the Procuring Agency, together with a detailed inventory thereof. The Third Party may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Procuring Agency. The Third Party will provide all documentation including software and its code.

d. THIRD PARTY'S EXPERTS

20 Replacement of Key Experts

20.1 Except as the Procuring Agency may otherwise agree in writing, no changes shall be made in the Key Experts.

20.2 Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Third Party's written request and due to circumstances outside the reasonable control of the Third Party, including but not limited to death or medical incapacity. In such case, the Third Party shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration. **21.3** Contract execution may be considered only based on the Third Party's written request and due to circumstances outside the reasonable control of the Third Party, including but not limited to death or medical incapacity. In such case, the Third Party shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.

21 Removal of Experts

21.1 If the Procuring Agency finds that any of the Expert(s) has committed serious misconduct or has been charged with having committed a criminal action, or shall the Procuring Agency determine that Third Party's Expert have engaged in corrupt, fraudulent, collusive, coercive [or obstructive] practice while performing the Services, the Third Party shall, at the Procuring Agency's written request, provide a replacement.

21.2 In the event that any of Key Expert(s), Non-Key Expert(s) is found by the Procuring Agency to be incompetent or incapable in discharging assigned duties, the Procuring Agency, specifying the grounds therefore, may request the Third Party to provide a replacement.

21.3 Any replacement of the removed Experts shall possess better qualifications and experience and shall be acceptable to the Procuring Agency. The Third Party shall bear all costs arising out of or incidental to any removal and/or replacement of such Expert(s).

21.4 The Third Party shall bear all costs arising out of or incidental to any removal and/or replacement of such Expert(s).

e. OBLIGATIONS OF THE PROCURING AGENCY

22 Assistance and Exemption

22.1 The Procuring Agency shall use its best efforts to:

(a) Assist the Third Party in getting work permissions for the health facilities and such other documents as shall be necessary to enable the Third Party to perform the Services.

(b) Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.

(c) Provide to the Third Party any such other assistance as May necessary in execution of services.

23 Access to Departments

23.1 The Procuring Agency warrants that the Third Party shall have, free of charge, unimpeded access to the departments in respect of which access is required for the performance of the Services.

24 Change in the Applicable Law related to taxes and duties:

24.1 If, after the date of this Contract, there is any change in the applicable law in the country with respect to taxes and duties which increases or decreases the cost shall be incurred by the Third Party in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Third Party under this Contract shall be increased or decreased accordingly by agreement between the parties hereto, and corresponding adjustments shall be made to the Contract price amount.

f. PAYMENTS TO THE THIRD PARTY

25 Contract Price

25.1 The Contract price is fixed.

25.2 Any change to the Contract price can be made only if parties have agreed to the revised scope of Services and have amended in writing the Terms of Reference.

26 Taxes and Duties

26.1 The Third Party and Experts are responsible for meeting any and all tax liabilities arising out of the Contract.

27 Currency of Payment

27.1 Any payment under this Contract shall be made in the PKR.

28 Mode of Billing and Payment

28.1 The total payments under this Contract shall not exceed the contract price set forth.

29 Good Faith

28.2 Payments under this Contract shall be made according to payment Schedule mentioned in Special Conditions of the contract.

29.1 The parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

g. SETTLEMENT OF DISPUTES

30 Amicable Settlement

30.1 Parties shall seek to resolve any dispute amicably by mutual consultation.

31.2 If either Party objects to any action or inaction of the other Party, the objecting Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. Party receiving the Notice of Dispute will consider it and respond in writing within fourteen (14) days after receipt. If that Party fails to respond within fourteen (14) days, or the dispute cannot be amicably settled within fourteen (14) days following the response of that Party, the decision will be made by the Additional Chief Secretary, Punjab; being an Arbitrator.

31 Dispute Resolution

31.1 Any dispute between parties arising under or related to this Contract that cannot be settled amicably may be referred to by either Party to the adjudication/arbitration.

5. Special Conditions of Contract

Expiration of Contract:

The time period shall be 365 days after signing of the Contract. The contract shall be extendable to an equal tenure on the basis of satisfactory performance and on mutual consent of both parties.

Contract price:

The Contract price is PKR. _____ Inclusive of all taxes.

Payment Schedule

Payments under this Contract shall be made in the following manner; Payment against deliverables shall be made on lump sum basis on the submission of final reports of all manuals after approval from the department.

Timeline	
Submission of Final File Including all Manuals	100% value of the contract on submission of all Final Manuals after deduction of the penalties.

In case of delay, beyond the period specified in the Schedule of Requirements, penalty @ 0.2% per day of the Contracted amount for late accomplishment of the assignment shall be imposed.

No payment will be made for incomplete assignment.

Ownership of Document

All the manuals shall be the property of the PPIF, which shall be handed over with all the accompanying files after the completion of the project. All the approvals shall be made by the focal person as appointed by PPIF and payments shall be made accordingly.

Ownership of Document

Final product shall be the property of PPIF and after the completion of every task the full and final content along with the source file and accompanying supporting files shall be handed over to the respective department. The Service Provider shall not use/disseminate the files to any company/institute/public or private entity without PPIF's prior approval. Chief Executive Officer (PPIF) shall nominate the Focal Person. Payments shall be made by the PPIF after completion of task.

Annexure-I

Scope of Short Consultancy Services

Introduction to PPIF

Punjab Population Innovation Fund (PPIF), a non-profit, public sector company, registered under Section 42 of the Companies Ordinance, 1984. PPIF governs under a Board of Directors comprises of Independent and Non-independent Directors.

Punjab Population Innovation Fund (PPIF) is an innovation arm of the Population Welfare Department, which has greater flexibility testing out new approaches into Family Planning (FP), and liaison with Private Sector on DLI based formula. The department feels that company should continue its operations.

The PPIF envisions to be a market maker with the immediate goal of accelerating a rise in contraceptive prevalence and reduction in unmet need for family planning services to meet targets and country level commitments highlighted in FP2020, Sustainable Development Goals 2030 and Punjab Population Policy Goals. Its fundamental role is to test the impact of innovations that spark off a significant increase in consumer market for family planning through greater determination and information availability, enhanced provider motivation, and wider provision of quality family planning services. Recognizing the need for increasing both acceptability and availability simultaneously, the Fund supports interventions in areas of high poverty and high unmet need for family planning.

The objective of the Fund is to expand the coverage and improve quality of family planning services for the citizens of Punjab especially in rural, urban slum and underserved areas. The Fund is supplementing the activities of Population Welfare Department by financing innovative and results-based program of public, non-government and private sector organizations for enhancing the coverage and access of Family Planning Services in the province. The Fund is in addition support innovations in communications particularly those involving youth and men in subsequent years.

Scope of Services

The service provider shall review and revise in line with the all applicable Punjab Government Rules the following three (3) manuals;

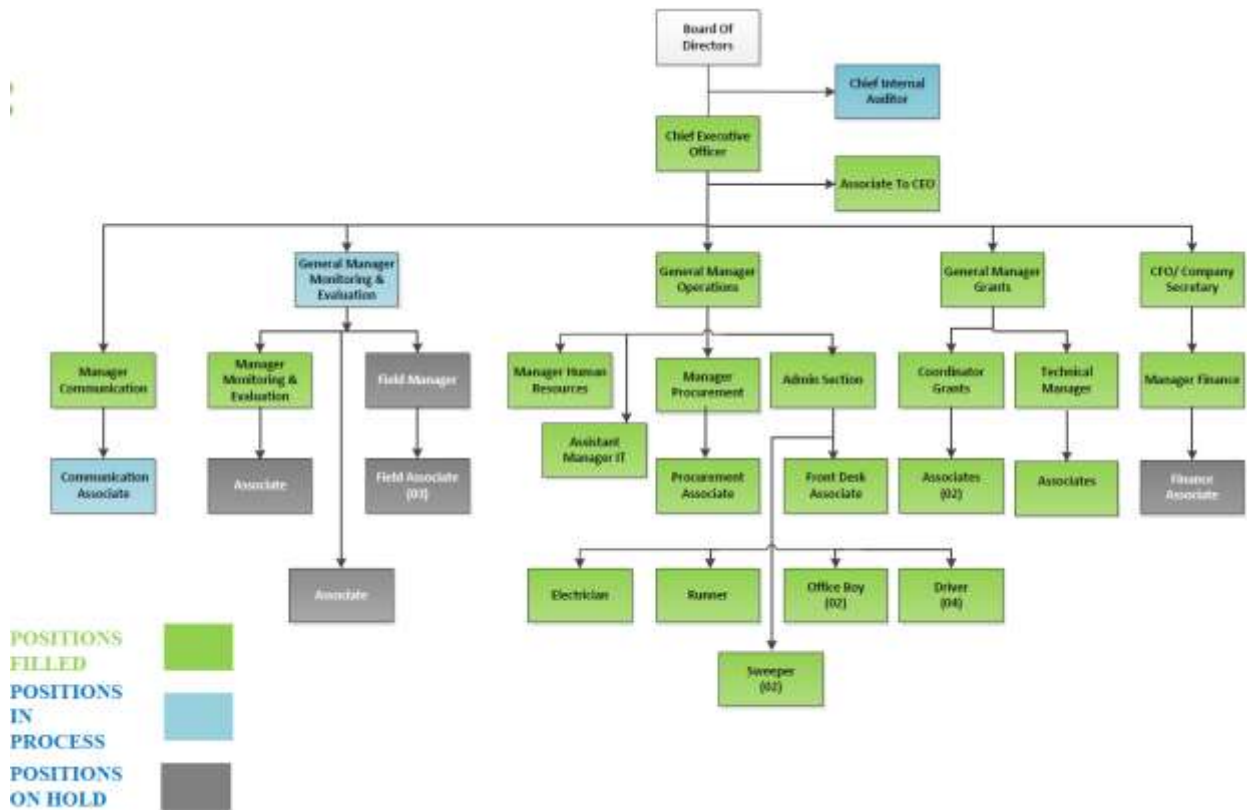
i. Human Resource Manual

PPIF has an existing HR manual (Employee Service Rules) which is available for review and revision.

- 1) Hays method to map out the job roles in context with organization structure and enable organizations to map and align their roles/jobs.
- 2) Job Analysis / Evaluation which includes Work Load Management in each Department as well as in each Position

- 3) Competency Based job descriptions which would define the Core Competencies, Functional Competencies and Behavioural Competencies
- 4) overall responsibilities,
- 5) work principles and office ethics,
- 6) general policy guidelines,
- 7) payment policies and procedures,
- 8) performance improvement,
- 9) grievances,
- 10) conflicts of interests
- 11) KPIs for all functional areas.
- 12) Compliance to the rules / notifications of all relevant Government regulatory authorities / departments must be ensured.

The organogram of PPIF is as follows;



In addition to the other functions the manual shall also include the following processes;

Sr. No.	Major Process	Sub Process (Complete SOP which include the Timeline, Frequency and Responsibility Area)
1	HR Budgeting and Planning	<ul style="list-style-type: none"> • Classification of Employees • Manpower requirement • Budgeting and analysis

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		<ul style="list-style-type: none"> • Succession planning • Career Progression Plan / Career Development Plan (CDP)
2	Recruitment and Selection (End To End, Complete Recruitment Process along with Procedure)	<ul style="list-style-type: none"> • Hiring request • Screen and select candidates • Inter-Department transfers • Internal Recruitment Process, Procedure and Criteria for Eligibility
3	Compensation and benefits / Total Rewards Management	<ul style="list-style-type: none"> • Salary • Broad-Band Grading and Pay Structure • Benchmarking and Salary Survey Process Along with Timeline e.g. after every 03 years. • Honorarium / Bonus • Bonuses and incentives • Medical Insurance/Life/Group Insurance • Transportation • Eid Allowance • Loans and short term advances • Intrinsic Benefits • Extrinsic Benefits • Short Term Benefits • Long Term Benefits
4	Payroll Management	<ul style="list-style-type: none"> • Payroll processing • Over time • Statutory and other deductions • Disbursements
5	Management of Employee Information	<ul style="list-style-type: none"> • Manage reporting process and job descriptions • Employee data management • Develop and manage time and attendance
6	Employee Relationships	<ul style="list-style-type: none"> • Work Ethics • Core Values • Code of conduct • Grievance handling and disciplinary Procedures
7	Human Resource Development	<ul style="list-style-type: none"> • TNA Based Trainings Method. Leadership Training Model • KPI Based Performance Evaluation System • A modern and customized annual KPI Based Performance Evaluation System which would be linked with Competency Based Job Description i.e. Core Competencies, Functional Competencies and Behavioral Competencies Internship schemes • Employee Induction Process and Evaluation

8	Employee Separation	<ul style="list-style-type: none"> • Employee separation procedures • Employee’s Services Contract Extension Policy, Process and Procedure
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ii. Finance and Accounts Manual:

PPIF has an existing Financial Manual which is available for review and revision. The manual must address specific requirements, IFRS, COSO Framework, Legislation including relevant act, Income Tax Ordinance 2001, technical pronouncements by ICAP and best business practices. In addition to other functions the manual shall include following processes;

Sr. No.	Major Process	Sub Process
1	Planning and Budgeting	<ul style="list-style-type: none"> • Budgeting and projections. (Salaries and other expenses) • Monitoring of budgets
2	Accounting and Financial Reporting	<ul style="list-style-type: none"> • User creation • Maintenance of GL and Chart of Accounts • Period closing process • Management reporting • Preparation of Consolidated Financials • Book keeping and accounting • Reconciliations of Control Accounts • Book keeping and accounting
3	Treasury Function	<ul style="list-style-type: none"> • Approvals • Recordings and disbursements • Financing and management of cash flows • Petty Cash • Working capital management
4	Banking Operations	<ul style="list-style-type: none"> • Bank account opening and closing process • Bank reconciliations • Inter-Bank transfers • Cheque book maintenance
5	Taxation	<ul style="list-style-type: none"> • Filling of returns and calculations of tax • Compliance with applicable tax laws • Tax refunds

iii. Program Manual:

PPIF has an existing Program Manual which is available for review and revision. The manual must address specific requirements of grants management including partner management, partner capacity development, program execution, program performance management etc. and best business practices of grants

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management under Government of the Punjab rules. In addition to other functions the manual shall include following processes;

Sr. No.	Major Process	Sub Process
1	Design of program	<ul style="list-style-type: none"> • Idea generation or idea acceptance • Feasibility of idea • Business case of program • Design development
2	Program Cycle	<ul style="list-style-type: none"> • Duration of program funding • Streams of program • Extensions of program
3	Thematic Focus	<ul style="list-style-type: none"> • Short term objectives • Long term objectives • Expected outcomes
4	Application process (as per PPRA Rules 2014)	<ul style="list-style-type: none"> • Eligible organizations • Project eligibility • Process
5	Selection process	<ul style="list-style-type: none"> • PPIF evaluations • Program Design & Evaluation Committee (PDEC) of Board • PPIF Board • Contract award
6	Project Implementation and Management	<ul style="list-style-type: none"> • Responsibilities of Contract Partners • Financial Control System and Requirements • Monitoring & Evaluation • Amendments of Project • Imposition of Financial Penalties • Complaints Redressal Mechanism • Termination of Contract • Project Closeout • Blacklisting • Dissemination of Results

iv. Monitoring & Evaluation Framework and Manual:

PPIF has an existing M&E Framework which is available for review and revision. The manual must address specific requirements of M&E systems, including indicator descriptions, data management, data quality assurance, evaluations, M&E coordination, capacity-building for M&E and a costed M&E workplan under Directorate General of Monitoring & Evaluation and Government of the Punjab rules. In addition to other functions the manual shall include following processes;

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Sr. No.	Major Process	Sub Process
1	M&E in Program Life Cycle	<ul style="list-style-type: none"> • Integrating M&E • Performance framework • M&E Annual plan • Performance Review • Process Monitoring • Result based payment
2	Systems Strengthening	<ul style="list-style-type: none"> • Assessing data quality • Assessing quality of services
3	Program Reviews & Evaluations	<ul style="list-style-type: none"> • Program/Project reviews • Evaluations
4	Value Addition	<ul style="list-style-type: none"> • Networking & collaborations • Technology based monitoring tool kits and instruments • Real time monitoring

v. **Communications Strategy and Manual:**

PPIF has an existing Communications Strategy which is available for review and revision. The manual must address specific requirements of M&E systems, including indicator descriptions, data management, data quality assurance, evaluations, M&E coordination, capacity-building for M&E and a costed M&E workplan under Directorate General of Monitoring & Evaluation and Government of the Punjab rules. In addition to other functions the manual shall include following processes;

Sr. No.	Major Process	Sub Process
1	Establish PPIF as a key actor in Family Planning in Punjab	Action Pillar 1: Profile the Fund: <ul style="list-style-type: none"> • Establish unified identity and voice Action Pillar 2: Position the Fund: <ul style="list-style-type: none"> • Build trust in the brand
2	Create an enabling environment for PPIF objectives	Action Pillar 3: Call to Action <ul style="list-style-type: none"> • Engage, encourage and mobilize key stakeholders • Develop effective awareness campaigns for the target audience • Ensure broad coverage of project partner interventions

Annexure-II
Technical Bid Submission Form

{Location, Date}

To: [Name and address of Procuring Agency]

Dear Sir!

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Bidding Documents dated [Insert Date] and our Bid. [Select appropriate wording depending on the selection method stated in the BIDDING DOCUMENTS: “We are hereby submitting our Bid, which includes this Technical Bid and a Financial Bid sealed in a separate envelope”].

{If the Third Party is a joint venture, insert the following: We are submitting our Bid in a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: “of our letter of intent to form a joint venture” or, if a JV is already formed, “of the JV agreement”} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

We hereby declare that:

- (a) All the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification by the Procuring Agency and/or may be sanctioned by the Bank.
- (b) Our Bid shall be valid and remain binding upon us for the period of time specified in the documents.
- (c) We have no conflict of interest.
- (e) Neither we, nor our JV/associate partners or any of the proposed experts prepared the TOR for this consulting assignment.
- (f) Our Bid is binding upon us and subject to any modifications resulting from the Contract negotiations.
- (g) We undertake to observe the laws against fraud and corruption, including bribery, in force in the country.
- (h) We undertake that we had never been blacklisted/barred from participating by any public/private or semi government entity.

We undertake, if our Bid is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in the schedule.

We understand that the Procuring Agency is not bound to accept any Bid that the Procuring Agency receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: Name and _____

Title of Signatory: _____

Name of Third Party (JV’s name):

In the

PUNJAB POPULATION INNOVATION FUND

capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

Annexure-III
Financial Bid Submission Form for Short Consultancy Service

{Location, Date}

To: [Name and address of Procuring Agency]

Dear Sir:

We, the undersigned, offer to provide the Services for [Insert title of assignment] in accordance with your Bidding Documents dated [Insert Date] and our Technical Bid.

Our attached Financial Bid (*including all direct and indirect local taxes and other associated costs expenses*) is as follows;

Description	Financial Bid
Financial Bid for Human Resource Manual	I
Financial Bid for Finance & Accounts Manual	II
Financial Bid for Program Manual	III
Financial Bid for M&E Manual	IV
Financial Bid for Communications Manual	V
Total Bid Price	(I+II+III+IV+V)

Our Financial Bid shall be binding upon us up to expiration of the validity period of the Bid.

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

We remain,
Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

In the capacity of:

Address:

E-mail:
