

PUNJAB POPULATION INNOVATION FUND

DOCUMENT

Short Term Individual Consultant

June, 2020



Submission Date for Sealed Bids: 24th June, 2020 (11:00 AM)

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1- PPIF Introduction

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.

2- Background

PPIF desire a sound professional individual consultant who can develop performance management system for PPIF employees.

3- Instructions to Applicants

PPIF will follow Punjab Procurement Regulatory Authority (PPRA) Rules 2014 for the hiring of short term individual consultant. Whole procurement process will be executed as per PPRA Rule No. 46 "Selection process of individual consultant".

The proposal shall be a single package with label of assignment title, and consisting of two separate envelopes, containing separately the financial and the technical proposals. The envelopes shall be marked as "Financial Proposal" and "Technical Proposal". Technical proposal containing the filled form of evaluation criteria (provided in the document) with educational and experience documentary evidences.

Individual consultant is required to submit proposal as per evaluation criteria given in the document with all required supporting documents or proves in order to verify the offered education and experience. Individual consultant shall be selected based on the qualifications and experience for the assignment. Individual consultant shall be selected by comparing the qualifications and experience of at least three consultants among those who have expressed interest in the assignment or have been approached directly by PPIF. Individual consultant considered for the comparison of qualifications and experience shall meet the minimum relevant qualifications, and the one selected to be employed by PPIF shall be the best qualified and shall be fully capable of carrying out the assignment. During evaluation, Interviews may be set up, if required.

4- Conditions for Eligibility (Qualification criteria)

The individual consultant full filling the following criteria will be eligible for evaluating his/her education and experience for short term consultancy;

Education:

At least a 16 years education in HR, Finance, Economics or Social Science from a reputed University
OR;
ACA/ACMA or member of any other recognized body of professional accountants.

Experience:

- i. At least 5 years of professional experience of relevant consultancy specially in Development of Performance Management Systems / Performance Appraisal System, HR & Internal control Manuals development and HR audits.

5- Terms of Reference and Scope of Work

Detailed terms of reference are attached as annexure-A.

6- General Guidelines

- a) Consultant must not be providing any assistance to any other person/entity in conflict with 'PPIF' to avoid any sort of conflict of interest.
- b) All direct & indirect taxes will be deducted in accordance with the provisions of Government Rules amended time to time.
- c) Successful Consultant will sign a service contract and will provide the agreed services within the stipulated agreed time of signing of contract.
- d) Payment of consultancy services will be made as per the mutually agreed schedule of tranches.
- e) In case of any dispute regarding services; the decision of the PPIF shall be final & binding.
- f) All documents and information received by PPIF from applicants will be treated in strict confidence. Documents submitted to PPIF will not be returned.
- g) All expenses related to participation in this tender document shall be borne by the applicants.
- h) PPIF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- i) PPIF reserves the right to verify any information provided by the applicants.
- j) The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency 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.
- k) Prices quoted shall remain valid for a period of 120 days from the closing date of proposal.
- l) Questions about this technical proposal can be made only in writing: a letter or an e-mail and must be asked by or before COB 19th June, 2020. For any other related information please contact the undersigned.

Manager Procurement

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7- Technical Proposal Evaluation Criteria

This tender document is governed by the procedure approved by PPIF management. The technical proposal of eligible organisations will be evaluated using the scoring guide attached as annexure – D.

8- Consultancy Period and Estimated Cost

PPRA requires short consultancy services of individual consultant for the period of 6 months only and estimated cost is 2 million rupees.

9- Financial Proposal

Please refer to the annexure titled “Financial Proposal”, attached as annexure – C. Financial bid shall be submitted in a separate sealed envelope and all applicable taxes like WHT/NTN, PST should be mentioned clearly. Any future tax will be adjusted as per tax law.

10- Financial Evaluation

The financial proposal of only technically top ranked consultant will be opened.

11- Type of Contract

Contract will be a time bound and task base contract that includes but not limited to the scope of job and terms of references. Contract will be valid for project duration of six (6) months from date of signing of contract.

12- Submission of Bids (Technical and Financial Proposal)

Complete bid containing technical and financial proposal, all required information and documentary evidences may be submitted before 11:00 AM on 24th June, 2020. Technical proposals will be publically opened on the same day i.e. 24th June, 2020 at 11:30 AM in the presence of bidder’s representatives who wish to attend it. Technical and financial proposals received after bid close time will not be accepted.

a- Cover Letter for the Submission of Technical Proposal and Financial Proposal

[*letterhead*]

[*Date*]

To

Chief Executive Officer

[Address mentioned above]

PUNJAB POPULATION INNOVATION FUND

Re: Technical Proposal and Financial 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 invitation for proposal dated [Insert Date of Tender advertised]. We hereby submit our technical proposal and financial proposals including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals 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 proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory:

Annexures

Annexure – A Terms of Reference and Scope of Work

1. Bidder will share complete process as to how they will give efficient and effective solution and services of “Performance Management System (PMS)” for PPIF. After technical qualification and approval of methodology, the qualified bidders will be called for its financial proposal opening.
2. Bidder must document and implement a process of performance management system which ensures merit and urges intuition in responses.
3. The PMS should align employee objectives with PPIF’s values and purpose.
4. Ensure richer learning and employee feedback process.
5. Faster calibration process as line managers will have the capability to perform calibration.
6. Line managers should be able to generate status reports with least dependency.
7. PPIF would also expect them to demonstrate the operations of the Performance Management System to the required employees. This would give a better understanding of the product and the system to PPIF employees who would eventually manage the system.

Annexure B - Consultant Profile

Required Information	Response
Name of Consultant	
Email	
Phone & mobile numbers	
Postal address for Correspondence	

Note: Attached detailed CV with all educational documents, certificates, experience certificates, training certificates and any other document mentioned in your CV.

Annex C - Evaluation Criteria:

Sr. No.	Evaluation Criteria	Marks
1	Academic Qualification / Professional Qualification / Certifications/ Accomplishments	30
2	Professional Experience	40
3	Relevant Consultancy Experience	30
	Total Marks	100

Note: Fill the following tables and provide the required documents.

Academic Qualification

Degree	Name of Degree	Degree Awarding Institute
PhD		
MS/MPhil		
Masters / ACA/ ACMA / Other Recognized Body of Professional Accountants		
Bachelors / BBA / BS / B.Com		

Note: Copies of degrees must be attached

Professional Accomplishments

List of Certifications, Publications, Awards and Memberships

Title	Year of Certification/ Publication/ Award/ Membership	Name of professional area

Note: Proof of above-mentioned accomplishment must be attached

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Experience:

	Experience 1	Experience 2	Experience 3
Professional Area			
Name of Employer			
Job Title			
Start Date [DD/MM/YY]			
End Date [DD/MM/YY]			
Nature of Job (Brief Job Description)			
Attach Experience Certificate (Yes/No)			

Note: Proof of experience must be provided. For more than experiences, copy/paste the above table.

Relevant Consultancy Experience:

	Experience 1	Experience 2	Experience 3
Consultancy Area			
Name of Employer			
Job/Consultancy Title			
Start Date [DD/MM/YY]			
End Date [DD/MM/YY]			
Nature of Consultancy (Brief Job Description)			
Attach Experience Certificate (Yes/No)			

Note: Proof of experience must be provided. For more than experiences, copy/paste the above table.

Annexure C: TOTAL COST OF PROPOSAL

Item	Pak Rupees
Remuneration	
Applicable Taxes	
Total Costs of Financial Proposal	