

PUNJAB POPULATION INNOVATION FUND

“Expression of Interest (EOI) Document for Hiring of Firms for Baseline Study for scale up of innovative model for Family Planning Family Planning service Delivery for the Poor (BISP Households) in Four (04) Districts of D.G. Khan Division”

Procurement Unique Number: PPIF/M&E/BS/2022-23

November, 2022



Submission Date for EOI: 5th December (11:00 AM),

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1- Background of PPIF

Punjab Population Innovation Fund is a not-for-profit, public-sector Company, registered under Section 42 of the Companies Ordinance, 1984. PPIF has been established to finance innovative approaches to deliver 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.

2- Invitation to EOI

PPIF requires expression from the interested eligible technically qualified research firms as per the TOR and criteria provided in the document. PPIF invites sealed expression of interest for the above-mentioned services from tax registered and relevant experienced firms.

3- Instructions to Research Firm

PPIF will follow Punjab Procurement Regulatory Authority (PPRA) Rules 2014 for the complete procurement process of large consultancy services.

The selection of Research firm will be proceeded through Expression of Interest (EOI) and then Request for Proposal (RFP) for shortlisted firms as per PPRA Rule – 47 & 48 respectively.. After EOI, prequalified firms will be called for Request for Proposal under QCBS (Quality & Cost Based Selection) method.

PPIF shall evaluate the proposal in the manner prescribed given in the document. During the evaluation, no amendments in the proposal shall be permitted. After EOI, only the shortlisted Research firm shall be entitled to participate in the subsequent proceedings of RFP. 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 Research firm, whether or not shortlisted, may require the Research firm to provide such further information concerning the professional, technical, financial, legal or managerial competence as PPIF may decide.

PPIF shall disqualify a firm on the ground that he had provided false, fabricated or materially incorrect information. Those firms who will get minimum 65 marks in technical evaluation will be declared as shortlisted for issuance of RFP.

4- Conditions for Eligibility

The successful research firm, fulfilling the following criteria, will be eligible for the bidding process and further technical evaluation of services;

1- Conditions for Eligibility

- i. Must be registered for having legal status to operate in Pakistan. (Provide copy of relevant registration certificate).

- ii. Must be an active Income Tax (NTN/FTN) and Punjab Sales Tax (PST) registered company;
- iii. Should have financial audit carried out by an ICAP registered firm for the last three years or the firm should be itself an ICAP registered auditing firm.
- iv. Must have a minimum of PKR 15 Million of annual turnover as per last audit report (not for ICAP registered auditing firms) or as per last filed income tax returns (for ICAP registered auditing firms only).
- v. Affidavit on stamp paper mentioning below three points:
 - i. Must not have been suspended or blacklisted by any Government, semi-Government, autonomous or any financial institution of Pakistan in the last 5 years.
 - ii. That neither the organization nor any of its employee or officer 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. Under AML/CFT that the organization/any of its vendor/sub-contractor 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 affidavit on stamp paper required)
 - iv. Must be a regular tax payer. (Last year tax return required)

Failure to comply with mandatory criteria will result to disqualification

5- Evaluation Criteria

Evaluation Criteria			
Criteria	Benchmarks	Allocated Points	No. of pages
1. Overall & Relevant Experience	The firm must have at least 08 years of overall research experience of designing and conducting the HH surveys, situational analysis, and needs assessment studies regarding family planning, community financial incentives/voucher schemes, integrated poverty alleviation and community development programming. Moreover, Firm must have strong track record in qualitative and quantitative research especially in low performing districts/areas of Punjab. Strong understanding of the context and situation regarding family planning, health systems, poverty, social and financial incentives to promote FP/health practices; related issues and dynamics, especially in the Punjab province. Strong understanding of the context and situation of family planning related knowledge, attitude and practices in the communities and policy agenda of poverty alleviation and social protection net. Understanding/knowledge of rural economy, local context, and multi sectorial development	15	05
	8-10 years.....10 marks 11-12 years.....12 marks One for each extra year (maximum 15 marks)		
2. Relevant Assignments	Already conducted similar assignments (family Planning and Reproductive Health) that can be verified through references from previous clients and final outputs.	20	03
	1-2 completed projects.....05 marks 3-5 completed projects.....10 marks 6-7 completed projects.....15 marks 8 & above projects.....20 marks		
3. Specific experience	The firm have specific experience on Cash grants to improve indicators (Voucher scheme)	20	02
	1-2 completed projects.....10 marks 3-5 completed projects.....15 marks 8 & above projects20 marks		
4. Associated Human Resources	The firm should have a competent team consisting of qualified personnel and having multi-disciplinary Knowledge. The consultant team shall include a Program Management Expert, Research Specialist (FP, MNCH, Financial, Community research), Financial Expert/Economist, Public Health Specialist, Statistical Data Analyst, along with experts in field research work. Provide key staff details/profiles (Qualification, overall experience, relevant experience, relevant skills) of those people who would be directly associated with the assignment. Firm must provide organogram of the organization.	25	04
4.1 Technical staff	1: Research expert.....5 (Conduct RH/FP researches 1 marks for each) 2: Family Planning Expert.....5 (Conducted RH/FP researches 1 marks for each) 3: Field data collection team.....5 (Conducted RH/FP researches 1 marks for each)	15	-
4.2 Experience	1: Research expert experience more than 10 years.....4 2: Family planning expert experience more than 10 years.....4 3: Field data collection team experience2	10	-
5. Work Volume in Monetary terms	Annual turnover	20	-
	> 15 M but up to 20 M.....10 > 20 M but up to 25 M.....13 > 25 M but up to 30 M.....15 > 30 M20		-

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. For example; if Lead firm has 3 relevant project and other firm has 2 relevant projects then score will be provided based upon 5 relevant assignments. If lead firm has no research assignments and JV firm has 5 projects then marks will be awarded for 5 projects. Similar practice will be applied for other criteria (General assignment, financial, firm profile etc.).
3. 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.
4. 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.

Note: Provide the supporting documents for eligibility criteria as mentioned in Annex-B “Eligibility Response Checklist”. Absence of any document will lead to ineligibility for further evaluation process.

Kindly fill the following necessary annexures required for the above qualification criteria and **attach the supporting documentary evidences** as mentioned in each annexure;

- | | |
|------------|---------------------------------|
| Annex – A: | Organization Profile (Form ‘A’) |
| Annex – B: | Experience Profile |
| Annex – C: | Implementation Team |

And also sign the declaration form at the end of document and attach with your other documents.

5- Terms & Conditions

- 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 Proposal (RFP).
- c) The shortlist firms may be called for bidders meeting and Call for Request for Proposal (RFP) documents will be handed over to submit RFP and Financial Proposals.
- 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 tender document shall be borne by the applicants.
- g) Documents shall be submitted in separate sealed envelopes marked as “Pre-qualification of Firms for Baseline study” as hard copy in a sealed envelope. The envelope containing hard copy of EOI shall be received on the postal address given below.
- h) Proposals received after due date will not be accepted.
- i) PPIF reserves the right to request clarification of proposals from applicants in order to clarify/further understand aspects of technical proposal, if required.
- j) PPIF reserves the right to verify any information provided by the applicants.
- k) 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.
- 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 **30th November, 2022**. For any other related information please contact the undersigned.

6- Declaration

Kindly provide the declaration as per format provided below at the end of EOI on **stamp paper**.

I, hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects
- and I am duly authorized by the Governing body/Board/Management to submit this proposal on behalf of “ ”

Name	
Designation	
Signature	
Date and Place	

7- Submission Of EOI

Complete EOI containing technical details; all required information and documentary evidences may be submitted before **11:00 AM on 5th December, 2022** and will be opened at 11:30 AM on same day in presence of bidder who want to attend proposal opening. The proposal should be submitted in sealed envelope clearly mentioned “Prequalification of Firms for Baseline Study”.

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.

8- One Person One Bid

As per PPRA Rule 36(A)

- (1) In any procurement, one person may submit one bid and if one person submits more than one bids, the procuring agency shall reject all such bids.
- (2) If a consortium of persons has submitted a bid in any procurement, it shall be construed that each member of the consortium submitted the bid.

The firm(s) who would qualify the above criteria would be considered for next step i.e. Shortlisted firm(s) will be invited to submit the technical and financial proposal for the assignment.

It is required that consultants provide professional, objective, and impartial advice and at all times hold the client’s interest paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interest of the Borrower.

Interested firms may obtain further information with regard to preparing the Expression of Interest (EOI) at the address given below or via email address [“shoaib.manzoor@ppif.org.pk”](mailto:shoaib.manzoor@ppif.org.pk) during office hours (0900-1700 hours) from Monday through Friday.

Punjab Population Innovation Fund (PPIF)
House # 125, Abu Baker Block, New Garden Town, Lahore Pakistan.
Phone: +92-42-99231190-92
Fax: +92-42-99231123
www.ppif.org.pk

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 - Experience Profile

<p>1. To determine the applicant’s suitability for this project, PPIF requires information regarding <i>relevant</i> current or prior assignments conducted by the applicant. Use this form to provide details of your experience. Please note that this section will be scored based on your description of a maximum of ten <i>baseline/endline / relevant researches</i> (which can be independently verified) and will demonstrate relevant local and international experience similar to the scope of work mentioned in the ToR.</p> <p style="text-align: right;"><i>Replicate the table for all baseline / relevant researches</i> (20 points)</p>
Project title
Client, name and designation of contact person, office address and telephone number
Country and location
If any of these reports were prepared under a sub-contractual arrangement, provide names and contact information of references from the contracting entity.
Value of the agreement (in PKR or original currency of agreement):
Project description
Duration of the assignment (months)
Start date (month/year) and Completion date (month/year)
Size and description of sample (if applicable)
Methodology and tools used
Total number of staff-months (by your firm) on the assignment:
Name of associated consultants (if any)
Outcomes of the research / baseline / end line (please elaborate on ways in which this information was assessed, used and/or quoted).
Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader)
Description of actual services provided by your staff within the assignment

