

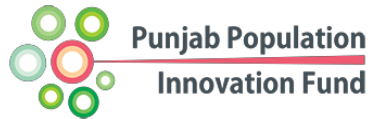
# **PUNJAB POPULATION INNOVATION FUND**

## **(PREQUALIFICATION DOCUMENT)**

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### **Request for Prequalification of Firms for Funds Disbursement Services**

**January 2023**



**Proposal Submission Date: 11:30 AM on 1<sup>st</sup> February, 2023**

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**Contents**

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

## 1- PPIF INTRODUCTION

Punjab Population Innovation Fund (PPIF) is a Public Sector section 42, not-for-profit Company set up under the Companies Ordinance 1984 by the Government of the Punjab. PPIF invites sealed bids / proposals for the provision of third-party funds disbursement services to PPIF project beneficiaries (BISP registered) for a period of 12 months (extendable up to 03 years with mutual consent of both the parties and satisfactory performance of the firm) (from the date of signing of contract). Sealed proposals are invited from interested i.e. Scheduled Bank or Microfinance Bank registered with State Bank of Pakistan for alternate payment mechanism i.e. CNIC based disbursement system. All interested and eligible bidders are requested to go through complete document and provide the required information and documents mentioned in this document.

Technical and financially qualified bidder will be offered a contract of 18 months which may be extended as per requirement, based on performance for another term or terms. Extension of contract will be on same cost and same terms & conditions if mutually agreed by both parties (bidder and PPIF).

## 2- BACKGROUND

**Duration:**

Up to 3 years

**Geographic Location:**

DG Khan division including districts DG Khan, Layyah, Rajanpur and Muzaffargarh.

**Estimated Cost**

Amount to be disbursed in the four specified districts is PKR 115 million and estimated cost is up to 2% of actual disbursed amount(Inclusive of all taxes & Costs)

## 3- INSTRUCTIONS TO APPLICANTS

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

The selection of firms/companies will base on Prequalification process of PPRA Rule – 16 & 17.. The envelope shall be marked as “Prequalification Proposal for Family Planning Projects”. PPIF engaging in prequalification is announcing, in the prequalification documents, all information required for prequalification including instructions for preparation and submission of the prequalification documents, evaluation criteria, list of documentary evidence required by bidding firms to demonstrate their respective qualifications and any other information that the procuring agency deems necessary for prequalification. PPIF is providing a set of prequalification documents to the interested firms.

The PPIF shall evaluate the proposal in the manner prescribed in the document. During the evaluation no amendments in the prequalification proposal shall be permitted. After prequalification, only the

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

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

*After the Pre-qualification, the bidding document will be shared with the qualified firms to submit the proposal for all district. This pre-qualification will be valid for three (03) years since the date of pre-qualification.*

#### **4- CONDITIONS FOR ELIGIBILITY**

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

The firms fulfilling the criteria provided below will be considered as eligible Voucher/funds disbursement firm for the further technical evaluation;

- i. A Scheduled Bank or Microfinance Bank for alternate payment mechanism i.e. CNIC based disbursement (through branches banking agent network).
- ii. Scheduled Bank or Micro-finance Bank must have Branchless Banking license from State Bank of Pakistan having experience and capability for alternate payment mechanism i.e. CNIC based solution.
- iii. Bank must be registered for having legal status (Banking license).
- iv. Schedule Bank or Micro-finance Bank must have earned Credit Rating of at least “A” level.
- v. Should have financial audit carried out for the last three years.
- vi. Should be ready to open a separate bank account for the funds provided by PPIF.
- vii. Should agree to allow PPIF assigned auditors to inspect the accounts opened under above condition, if need arises.
- viii. The voucher/funds disbursement firm must provide affidavit on following terms:
  - i. The organization has not been blacklisted by any government department, agency or any donor agency.
  - ii. That neither is the organization nor any of its employees or officers are engaged in any activity that amounts to breach of security or any activity inconsistent with Pakistan’s national interests, or contrary to Government Policy.
  - iii. That the organization is not involved in any money laundering, terrorist financing, weapon smuggling, anti-state activities or has or maintains links with proscribed individuals or organizations. (Original required)
- ix. Must have National Tax Number.
- x. Should have relevant experience of at least two years.
- xi. Should not be a shortlisted applicant for the family planning services or for provision of any other family planning services under any of the PPIF sponsored scheme.

## 5- Terms & Conditions

- a) Fund disbursement agency shall ensure 100% disbursement of amount among the BISP beneficiaries and Service Providers.
- b) Firm must not be providing any assistance to any other person/entity in conflict with 'PPIF' to avoid any sort of conflict of interest.
- c) Only short-listed firms fulfilling the eligibility and technical criteria will be considered for bidding document.
- d) The shortlist firms may be called for bidders meeting and Call for Request for Proposal/bidding (RFP) documents will be handed over to submit RFP and Financial Proposals.
- e) All documents received by PPIF from applicants will be treated in strict confidence.
- f) 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) Documents shall be submitted in separate sealed envelopes marked as "Pre-qualification of Firms for Funds Disbursement Services" as hard copy in a sealed envelope. The envelope containing hard copy of prequalification proposal shall be received on the postal address given below.
- i) Proposals received after due date will not be accepted.
- j) PPIF reserves the right to request clarification of proposals from applicants in order to clarify/further understand aspects of technical proposal as per PPRA Rules, if required.
- k) PPIF reserves the right to verify any information provided by the applicants.
- l) 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.
- m) 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 January 25, 2023. For any other related information please contact the undersigned.

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Punjab Population Innovation Fund  
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## 6- PREQUALIFICATION EVALUATION CRITERIA

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

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

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

## 7- Pre-Qualification Timeline

Initially, PPIF will offer a prequalification of 01 year (extendable for further three (03) years) to the successful firms if mutually agreed by both parties (bidders and PPIF). Extension of prequalification will be on same TORs & cost under Punjab Procurement Regulatory Authority rules 2014.

## 8- DECLARATION

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

I, \_\_\_\_\_ hereby declare that:

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

Name	
Designation	
Signature	
Date and Place	

## **9- SUBMISSION OF PREQUALIFICATION PROPOSAL**

Complete proposal containing technical details; all required information and documentary evidences may be submitted before 11:30 AM on February 01, 2023 and will be opened at 12:00 PM on same day i.e. February 01, 2023 in presence of bidder who want to attend proposal opening. The proposal should be submitted in sealed envelope clearly mentioned “Prequalification of Firms for Funds Disbursement Agency for BISP Scale Up Project”.

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.

## **10- 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.

**Cover Letter for the Submission of Prequalification / Technical Proposal**

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned above]

**Re:** Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

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

We hereby declare that all the information and statements made in these 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:

**Important Note:** The competent authority may reject all 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.



**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.	

PUNJAB POPULATION INNOVATION FUND

<b>Form 'B': Relevant Experience (Project Sheet 1<sup>1</sup>)</b>			
<b>Sr. #</b>	<b>Required Information</b>	<b>Response (Please provide exact information with project title, location/s and duration)</b>	
1	Project Title and duration (The project title means the actual name of the project)		
2	In no more than 100-150 words please elaborate your third-party disbursement role	Must attach a separate Page	
3	Funds disbursement activity duration in months		
4	Location/s (districts/tehsils)		
5	Please specify the magnitude of fund disbursement activity	<b>Relevant Indicator</b>	<b>Value</b>

<sup>1</sup>Please mark the other two sheets (if filling) as Project Sheet 2 and Sheet 3 respectively.

PUNJAB POPULATION INNOVATION FUND

**Form 'B': Relevant Experience of the Firm  
(Sample with Examples)**

S #	Required Information	Response (Guidelines are given to help fill specific information:	
	Project Title and duration (The project title means the actual name of the project)	e.g. ABC Development Program XYZ / 2012 – 2014 Please provide specific information with project title, location/s and duration)	
	In no more than 100 – 150 words please elaborate your third party funds disbursement role in this project.	Specify firm's role as third party funds disbursement. Also specify the processes and method adopted for disbursement, scale of operations, key disbursement inputs, frequency and type of information gathered and also specify the mode/ method of data reporting and supply to the client.	
	Disbursement activity duration in months and frequency	Only give information in months: e.g. 18 Months	
	Location/s	e.g. DG Khan division including districts DG Khan, Layyah, Rajanpur and Muzaffargarh	
	Please specify the magnitude of fund disbursement activity	<b>Indicator</b>	
No. of beneficiaries		<b>Magnitude</b>	
No of location			
No. of districts			
Total Cost in Million (PKR)/month			
Others please specify, e.g. No of primary schools, households etc.			

**ANNEX – B - PREQUALIFICATION EVALUATION CRITERIA**

**Technical Evaluation Criteria**

<b>Sr. No.</b>	<b>Category</b>	<b>Marks</b>
1	Firm Profile with Geographical reach in different districts of Punjab	20
2	Relevant Experience	30
3	Financial Capability	30
4	Key Management Staff	20
<b>Total:</b>		<b>100</b>

**Note:**

1. Experience after professional qualification shall be considered.

**Annex-D Firm Experience (General)**

<b>General</b>											
S. No	Name of Project	Location (Country/ Province/ Division)	Client	Project Description	Implementation of Project		Total Cost of Project	Period of services provided by the Firm		Cost of Services Provided by the Firm	Actual Scope of Services Provided by the Firm
					Start date	Completion date		Start date	Completion date		
1											
2											
3											
4											
5											

1. Provide list of five (05) number of projects/assignments performed in the past 15 years.
2. Assignments mentioned under general assignments should not be repeated under relevant assignments. Similarly, assignments mentioned under relevant assignments shall not be considered for general assignments.
3. Project/Assignment provided must be supported with the completion certificate / letter of award / work order / contract agreement / final completion report / PC-IV or any other evidence issued by the procuring agency/executing agency of that particular project.

### Annex-E Firm Experience (Relevant)

Relevant											
S. No	Name of Project	Location (Country/Province /Division)	Client	Project Description	Implementation of Project		Total Cost of Project	Period of services provided by the Firm		Cost of Services Provided by the Firm	Actual Scope of Services Provided by the Firm
					Start date	Completion date		Start date	Comple- tion date		
1											
2											
3											
4											
5											

1. Maximum number of (5) most relevant assignments to be submitted
2. Assignments provided beyond the limit of 5 will be given no weightage.
3. Project/Assignment provided must be supported with the completion certificate / letter of award / work order / contract agreement / final completion report / PC-IV or any other evidence issued by the procuring agency/executing agency of that particular project.
4. Projects completed in last 15 years will be given weightage.
5. Assignment mentioned under general assignment should not be repeated under relevant assignment. Similarly, assignment mentioned under relevant assignment shall not be considered for general assignment.

**Annex-F (List of Key Personnel)**

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

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

## Annex-G (CVs of Key Personnel)

### CURRICULUM VITAE (CV)

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

Degree	Major/Minor	Institution	Date (MM/YYYY)



**Financial Capabilities:**

**Annex-E-1 (Cost of General Assignment)**

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

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

**Annex-E-2 (Cost of Relevant Assignment)**

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

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

**Annex-E-3 (Annual Turnover)**

<b>Year</b>	<b>Annual turnover</b>

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