

# **PUNJAB POPULATION INNOVATION FUND**

## **(PREQUALIFICATION DOCUMENT)**

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**Request for Prequalification of Firms  
for Scale up of Male Engagement in Family Planning Program Call**  
Integration of male health workers and service providers in FP eco-system in 3 Districts of Punjab

**January, 2023**



**Proposal Submission Date: 11:00 AM on 2<sup>nd</sup> February, 2023**

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## 1- PPIF INTRODUCTION

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

### Aims of PPIF

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

### PPIF Strategic Objectives:

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

## 2- BACKGROUND

International agreements and declarations (ICPD 1994) have long recognized the positive role of men in Family Planning (FP) and Reproductive Health (RH) and have emphasized that 'special efforts should be made to emphasize men's shared responsibility and promote their active involvement in responsible parenthood, sexual and reproductive behavior, including family planning'.<sup>1</sup>

While the number of couples preferring smaller families is increasing, men and women still have varying fertility preferences in Punjab. Men in Pakistan have had more say in household decision making around family size, contraception, and use of health services.<sup>2</sup> This has created various barriers for women in accessing family planning services. Insights from male engagement programs, catalogued by Population Council, shows that engaging men as contraceptive users, supportive partners and agents

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<sup>1</sup> United Nations, "Framework of Actions for the Follow-Up to the Programme of Action of the International Conference on Population and Development Beyond 2014 Report of the Secretary-General," (2014), accessed at [www.unfpa.org/sites/default/files/pub-pdf/ICPD\\_beyond2014\\_EN.pdf](http://www.unfpa.org/sites/default/files/pub-pdf/ICPD_beyond2014_EN.pdf).

<sup>2</sup> Kamran, Iram, Zeba Tasneem, Tahira Parveen, and Rehan Niazi. 2015. "Family Planning through the Lens of Men: Readiness, Preferences, and Challenges," Policy Paper. Washington, DC: Population Council, The Evidence Project

of change can improve their ability to communicate with their partners in FP use, better health outcomes for couples and thus accelerate Punjab's Sustainable Development Goals (SDG).<sup>3</sup>

### **Pilot Intervention**

PPIF piloted Male Engagement Cycle in Districts RY Khan, Muzaffargarh, Multan, Bahawalpur, Lahore, Gujranwala, Rawalpindi and Faisalabad. PPIF has reached 158,160 MWRAs with FP information, 31,584 New Users were generated and 74,193 availed FP services. A multi-pronged approach of globally proven and promising innovative FP practices was implemented locally to generate evidence for an accelerated FP uptake by engaging both men and women. In this regard, men and women were reached by increasing information channels through community workers and tele-health and also provided with FP services through a network that includes previously untapped Male GPs, Hakims, Homoeopaths and Pharmacies with referral linkages to female health service providers. Through these interventions, 13.5% increase in CPR in District Faisalabad and Bahawalpur, 19.1% in Multan and 7.4% in workplaces and 16.1% in communities. 38% increase in Knowledge of FP methods among men

### **Scale-Up of Integration of male health workers and service providers in FP eco-system**

Places which men find as reliable sources for health information and services such as male GPs, hakims and homeopaths and pharmacies seem a natural fit to sensitize them about other related issues such as FP. According to landscape analysis of FP situation in Pakistan, dispensers, hakeems, and homeopaths, mainly male providers, are present in large numbers but are not currently utilized for FP so there is a huge potential for expansion in increasing their role in FP service provision. Given the high unmet need and limited role of private sector in the current landscape of FP service provision, there is a potential for enabling the untapped private sector to play a more significant role. PPIF intends to scale up this model in 3 Districts of Punjab. It is expected that through this model 300,000 MWRAs will be reached with FP information.

### **Main Activities:**

- Male FP champions for community mobilization at GP Clinics & workplaces
- Female FP Champion for sensitization of MWRAs on HTSP
- Male GPs for couple counselling and service provision to couples.
- Quality assured network of female service providers for provision of FP services to MWRAs.
- Hakims and Homeopaths for counselling and referral.
- Pharmacies for contraceptives and referrals.
- Men as agents of change
- M-health: Robo calls and FP messages

### **Duration:**

02 years

### **Geographic Location:**

Districts: Mandi Bahauddin, Hafizabad, Narowal

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<sup>3</sup> Kamran, I., Khan, M. and Tasneem, Z. 2013. Involving Men in Reproductive and Fertility Issues: Insights from Punjab. Population Council, Islamabad.

### **Estimated Cost**

The estimated cost for three projects in the three specified Districts is PKR 180 million (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. PPIF will adopt single stage one envelope bidding procedure as laid down in Punjab Procurement Regulatory Authority (PPRA) Rule # 38.

The proposal shall be a single envelope, containing prequalification proposal. 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 bidding firms.

The PPIF shall evaluate the proposal in the manner prescribed in the document. During the evaluation no amendments in the prequalification proposal shall be permitted. After prequalification, only the prequalified firms shall be entitled to participate in the subsequent procurement proceedings. PPIF, at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of a monitoring 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 Request for Proposals will be shared with the qualified firms to submit district wise proposals for all 3 Districts as specified above. This pre-qualification will be valid for two years since the date of pre-qualification.

## **4- CONDITIONS FOR ELIGIBILITY**

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

- i. Must be registered for having legal status (copy of registration or incorporation or partnership deed /certificate required).
- ii. Must be an active taxpayer (Tax returns for 2021 year required)

- iii. Must have National Tax Number (NTN) and Punjab Sales Tax on Services (PST) (copies required)
- iv. Must provide a signed affidavit on legal stamp paper attesting to the fact that:
  - a. The organization has not been blacklisted by any government department, agency or any donor agency
  - b. 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.
  - c. That the organization is not involved in any money laundering, terrorist financing, weapon smuggling, anti-state activities or has or maintains links with proscribed individuals or organizations. (Original required)
  - v. Must have financial audit carried out by an ICAP registered firm for the last three years or the bidder should be itself an ICAP registered auditing firm. (Copy of last three years audited accounts/management accounts required)
  - vi. Must have minimum three (3) years' relevant experience

## **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 Family Planning Projects" as hard copy in a sealed envelope. The envelope containing hard copy of prequalification proposal shall be received on the postal address given below.
- h) 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 26<sup>th</sup> February, 2023. For any other related information please contact the undersigned.

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## 6- PREQUALIFICATION EVALUATION CRITERIA

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

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

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

## 7- Pre-Qualification Duration

Initially, PPIF will offer a prequalification contract of 36 months to the successful firms which may be extended for further term/terms if mutually agreed by both parties (bidders and PPIF). Extension of contract will be on same TORs 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 authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

## 9- SUBMISSION OF PREQUALIFICATION PROPOSAL

Complete proposal containing technical details; all required information and documentary evidences may be submitted before 11:00 AM on 2<sup>nd</sup> February, 2023 and will be opened at 11:30 AM on same day i.e. 2<sup>nd</sup> February, 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 Scale-Up of Male Engagement in Family Program Call”.

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.	

**ANNEX – B – ELIGIBILITY RESPONSE CHECKLIST**

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

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ANNEX – C - PREQUALIFICATION EVALUATION CRITERIA

<b>A1</b>	<b>Firm Experience</b>	<b>Points</b>
<b>a)</b>	<b>Number of Projects (General)*</b>	<b>20</b>
i	Social Development project/s, 2 marks for each project	10
ii	Duration of services provided by the firm Projects as defined above (5 projects will be taken) <ul style="list-style-type: none"> <li>• 3 to 5 projects 65%</li> <li>• 6 to 10 projects 85%</li> <li>• More than 10 projects 100%</li> </ul>	10
<b>b)</b>	<b>Number of Projects (Relevant)**</b>	<b>60</b>
i	Scope of relevant Projects <ul style="list-style-type: none"> <li>a) Family Planning/Reproductive Health Project/s, <ul style="list-style-type: none"> <li>a. 5 marks for each project (20 marks)</li> </ul> </li> <li>b) Project in underserved areas/marginalized communities, <ul style="list-style-type: none"> <li>a. 2 marks for each project (10 marks)</li> </ul> </li> <li>c) Linkages with manufacturers/distributors, pharmacies/drug shops and private health service providers <ul style="list-style-type: none"> <li>a. 2 marks each project (10)</li> </ul> </li> </ul>	40
ii	Duration of services provided by the firm in relevant Projects as defined above (5 projects will be taken) <ul style="list-style-type: none"> <li>• 12 to less than 18 Months 65%</li> <li>• 18 to less than 24 Months 85%</li> <li>• 24 Months &amp; above 100%</li> </ul>	20
<b>c)</b>	<b>Firm Profile</b>	<b>20</b>
	<b>i. Organizational Structure</b> (Finance Team including CFO and his team)	10
	<b>ii. List of Permanent Staff</b> <ul style="list-style-type: none"> <li>• 5 to 10 employees 2.5 mark</li> <li>• More than 10 employees 5 marks</li> </ul>	5
	<b>iii. Internal Audit Department and quality control system</b>	5
	<b>Total A1</b>	<b>100</b>
<b>A2</b>	<b>Human Resource Capacity****</b>	<b>Points</b>
a)	Reproductive Health	30
b)	Monitoring & Evaluation	20
c)	Quality Assurance	15
d)	Finance & Admin	15
e)	IT Expert	5
f)	Communication	5
g)	Program Management	10
	<b>Total A2</b>	<b>100</b>
<b>A3</b>	<b>Financial Capacity</b>	<b>Points</b>
a)	Cost of Projects	<b>75</b>
	i. Cost of the general Projects (in PKR) ***** <ul style="list-style-type: none"> <li>• 30 to less than 50 million 65%</li> <li>• 50 to less than 70 Million 85%</li> <li>• 70 Million &amp; above 100%</li> </ul>	10
	ii. Cost of the relevant Projects(in PKR)***** <ul style="list-style-type: none"> <li>• 20 to less than 30 Million 65%</li> <li>• 30 to less than 50Million 85%</li> <li>• 50 Million &amp; above 100%</li> </ul>	65

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b)	Annual Average Turn Over for last 3 years (in PKR)***** <ul style="list-style-type: none"> <li>• 1 Million – 50 Million      65%</li> <li>• Above 50 up to 100 Million   85%</li> <li>• More than 100 Million      100%</li> </ul>	<b>25</b>
Total A3		100

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

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

\* 05 general assignments completed in the past 15 years to be provided. Assignments provided beyond the limit of 05 will be given no weightage. Project/Assignment provided must be supported with the completion certificate

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

\*\* 05 most relevant assignments completed in the past 15 years to be provided. Assignments provided beyond the limit of 05 will be given no weightage. Project/Assignment provided must be supported with the completion certificate

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

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

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

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

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

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

Total Score for 5 relevant projects=65

Per project score= 13

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

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

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

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

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

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

**Note:**

1. For JV between local firms/companies, eligibility criteria must be fulfilled by the lead as well as partner firms separately. However, in case of a JV firm outside Pakistan, then eligibility criteria must be fulfilled by the Lead Firm and the JV (international firm) registration with relevant professional body and exchange commission will be required of their country of origin.
2. For evaluation, lead and JV firms experience, profile, HR and financial will be evaluated collectively. Like if Lead firm has 3 relevant project and other firm has 2 relevant project then score will be provided based upon 5 relevant assignments. Similar practice will be applied for other criteria (General assignment, financial, firm profile etc.)

One of the joint venture partners shall be nominated as being in charge; and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the joint venture partners. A copy of the agreement entered into by the joint venture partners shall be

submitted stating the conditions under which it will function, its period of duration not less than for period of contract award, the persons authorized to represent and obligate it and which persons will be directly responsible for due performance of the Contract and can give valid receipts on behalf of the joint venture. No amendments / modifications whatsoever in the joint venture agreement shall be agreed to between the joint venture partners without prior written consent of the Employer.

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

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Sr. No.	Proposed Position	Qualification	Experience
1.	Reproductive Health	M.Sc./MS/M.Phil. in Health Sciences/Social Sciences from HEC recognized university or equivalent.	Min 10 years of experience in the relevant field
2.	Monitoring & Evaluation	M.Sc./MS/M.Phil. in Social Sciences/Management Sciences from HEC recognized university	Min 8 years of experience in therelevant field
3.	Quality Assurance	MBBS or equivalent	Min 5 years of experience in therelevant field
4.	Finance & Admin 4(a) CFO & His team 4(b) GM Operation & his team	CA/ACCA/ACMA or Master's Degree in Finance/Accounting or relevant field from a HEC recognized institute	Min 5 years of experience in therelevant field
5.	IT Expert	Master (sixteen years education) in Computer Sciences/IT or equivalent from HEC recognized institute.	Min 5 years of experience in web development, app (desktop & web) development, designing and data base maintenance
6.	Communication Specialist	Master's Degree in Mass Com/PR/ Social sciences or equivalent from HEC accredited college	Min 5 years of experience handling Media and dissemination of news to the industry and social media. Experience in health promotion activities will be a plus
7.	Project Implementation	MSc./MS/M.Phil. in Project Management/ Social Sciences or equivalent	Min 7 years of experience in therelevant field.

**Note:**

1. Experience after professional qualification shall be considered.



## Annex-D Firm Experience (General)

General											
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 Consultant		Cost of Consultancy Services Provided by the Firm	Actual Scope of Services Provided by the Consultant
					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 Consultant		Cost of Consultancy Services Provided by the Firm	Actual Scope of Services Provided by the Consultant
					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 Consultancy Services Provided by the Firm	Actual Scope of Services Provided by the Consultant
1							
2							
3							
4							
5							

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

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

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

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

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

Year	Annual turnover
2017-2018	
2018-2019	
2019-2020	

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.