

Pre-Qualification Document (PQD)

For

**Pre-qualification / Shortlisting of Consulting Firms/Companies having
expertise in Information Technology.**

Under the Concept of

“Capacity Building of Government Departments”

GOVERNMENT OF PUNJAB



PLANNING & DEVELOPMENT DEPARTMENT



August, 2017

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1. Introduction

According to the vision of Chief Minister Punjab, Government Departments need Capacity Building by engaging various Consulting Firms/Companies in emerging areas to achieve development targets in an efficient and effective manner at a faster pace. Necessary amendments have been made in Punjab PPRA rules 2014 which enable Planning and Development Department (P&DD) to short-list/pre-qualify Consulting Firms/Companies on yearly basis. In accordance to the instant amendments in PPRA rules, 2014, all departments of Government Punjab may issue Request for Proposal (RFP) directly (without advertisement) to the Consulting Firms/Companies shortlisted by P&D Department to hire services under certain terms and conditions mentioned in Sub-rules 6-10 of Rule No. 16 of PPRA 2014.

- i. Power, Energy & Renewable Energy (Solar, Bio, and Wind etc.)
 - a. *Hydro Energy*
 - b. *Solar Energy*
 - c. *Bio Mass*
 - d. *Wind Energy*
 - e. *Thermal Energy*
- ii. Ground water, Hydrology and Integrated Water Management
- iii. Transportation Planning and Management
- iv. Legal, Techno-legal & Contract Management
 - a. *Legal*
 - b. *Techno-Legal and Contract Management*
- v. Public Private Partnership
- vi. Financial & Economic Analysis
- vii. **Information Technology**
- viii. Agriculture, Livestock and Forestry, Wildlife and Fisheries
 - a. *Agriculture*
 - b. *Livestock*
 - c. *Forestry, Wildlife and Fisheries*
- ix. Infrastructure and Structural Engineering
 - a. *Canals & Barrages*
 - b. *Small & Mini Dams*
 - c. *Roads & Bridges*
 - d. *Buildings*
- x. Water supply, Sanitation and Public Health Engineering
- xi. Urban Planning & Development
- xii. Environment Sector
- xiii. Monitoring and Evaluation
 - a. *Monitoring, IT / Web based Monitoring System of Projects*

- b. Output, Outcome and Impact Evaluation and M&E Frameworks*
- xiv. Health Sector
- a. Planning, designing and operations of hospitals and other public sector health facilities*
- b. Planning, need assessment, designing, specification of medical equipment used for public sector hospitals and other public sector health facilities*
- c. Planning, designing and operationalization of hospital waste management system*
- d. Third party validation of planning, designing of medical equipment & operations of hospitals and other public sector health facilities.*
- xv. Services Sector.
- a. Testing Services for recruitment.*

2. Objective

To support the development of IT related projects through providing services of design, development, quality assurance and testing for the planning and execution of small and large scale IT projects, supervision, appraisal, examination, vetting of project concept /third party validation.

3. Scope of Work

The scope of work entails the following tasks:

- Production of master plans to identify economical and sustainable IT projects ;
- To conduct the quality assurance and efficiency study and survey for proposed IT projects;
- Testing of IT projects using latest software tools;
- Conducting feasibility studies by taking into consideration, surveys, and system investigations;
- Design of IT projects;
- Studies and review of alternatives for projects;
- Socio economic analysis;
- Review, validate and recommend the design already prepared by the departments/consultants and recommending modifications where necessary;
- Supervising and monitoring of IT projects;

- Third Party Validation of the Small and large IT projects completed by the relevant departments/executing agencies;
- Contract management;
- Preparing of draft and final reports describing research results, including illustrations, appendices and other attachments;
- Evaluate the performance of supervisory staff and project development supervision team at execution stage and after the completion of the project;
- Any other related task assigned by the client departments.

4. Eligibility Criteria

Following are the details on the basis of which Firm will be shortlisted:

i. Pre-Requisite

- a. Registration with the professional body (PEC, etc.)
- b. Registration with SECP, Registrar of Firms, etc.
- c. National Tax Registration Number (NTN)
- d. Minimum Rs.100 million and 10.0 million USD annual turnover for National and International Firms / Companies respectively
- e. Undertaking by the firm on a legal format, that it has not been blacklisted by any Government Agency/Authority nor is under any litigation.

ii. Firm Experience

Firms should provide information regarding;

- a. General experience by providing the list of total number of projects/assignments performed so far as per **Annex - A**
- b. Relevant experience in the subject field by submitting the detail of (5 Nos.) most relevant projects undertaken in the past (10 years) as per **Annex - B**.
- c. Detailed description of the Firm Profile by providing its organizational structure, list of permanent staff, quality management system and list of testing equipment/machinery.

iii. Human Resource Capacity

- a. List of key personnel proposed having expertise in **IT** as per **Annex - C**.
- b. CVs of key personnel proposed as per **Annex - D**.

However, the required qualification and experience is as follows;

S. No.	Proposed Position	Required Qualification	Experience
1.	Software Engineer	M.Sc. in software engineering / MSc in IT / MSc in computer science or relevant.	Min 10 years of experience in design of different types of IT projects, i.e., web-based applications, mobile based applications, etc.
2.	Quality Assurance Engineer	M.Sc. in software engineering / MSc in IT / MSc in computer science or relevant.	Min 10 years of experience in design of IT applications and projects etc.
3.	Design Engineer (IT Engineer)	MSc / BSc (software engineering/IT/computer science)	Min 10 years of experience in design of IT projects
4.	Feasibility Expert / Analyst	MSc / BSc (software engineering/IT/computer science)	Min 5 years of experience of conducting feasibility studies of various types of IT and web based related projects.
5.	Planning Engineer	MSc / B.Sc. (software engineering/IT/computer science)	Min 5 years of experience in planning and project management IT related projects
6.	Database engineer	M.Sc. in software engineering / MSc in IT / MSc in computer science or relevant.	Min 10 years of experience in database designing.
7.	Network engineer	M.Sc. in software engineering / MSc in IT / MSc in computer science or relevant.	Min 10 years of experience in networking.

iv. Financial Capabilities

Detail of financial capabilities to be provided as per **Annex- E**.

****All documents should be in English.***

****Any misinformation, false and forged statement will lead to disqualification from being shortlisted/pre-qualified and any other action as per applicable laws.**

*****Firms/Companies which may be applying under a joint venture/consortium should submit their documents under a single login.**

Criteria, sub-criteria, and point system for the evaluation of Expression of Interest (EOIs) is as follows:

A1	Firm Experience	Points
a)	Number of Assignments (General)	10
b)	Number of Assignments (Relevant)*	70
	i. Number of Similar Assignments	40
	ii. Value of Similar Assignment	30
c)	Firm Profile	20
	i. Organizational Structure	5
	ii. List of Permanent Staff	5
	iii. Quality Management System	5
	iv. List of Testing Equipment/Machinery	5
Total A1		100
A2	Human Resource Capacity	Points
a)	Software Engineer	20
b)	Quality Assurance Engineer	20
c)	Design Engineer (IT Engineer)	20
d)	Feasibility Expert / Analyst	10
e)	Planning Engineer	10
f)	Database engineer	10
g)	Network engineer	10
Total A2		100
A3	Financial Capacity	Points
a)	Annual Turn Over	35
b)	Current Ratio	35
c)	Net Worth	30
Total A3		100

Score = A1[40%] + A2[30%] + A3[30%]

The minimum score required to be shortlisted is: **75 Points**

* Maximum number of 5 most relevant assignments to be provided. Assignments provided beyond the limit of 5 will be given no weightage.

5. Firm Detail

Firm should provide its detail as per **Annex-F**. In this PQD the word Firm has been used for both Firm and Company.

6. Client Detail

➡ **Directorate General of Monitoring & Evaluation,
Planning and Development Department
Government of Punjab
72-Garden Block, New Garden Town Lahore.
Contact No. 042-99233178**

7. EOI Deadline

The Expression of Interest EOI may be submitted on the Web Based Pre-qualification System (WBPS) developed on the website of Directorate General M&E i.e., <http://www.dgmepunjab.gov.pk>

Deadline for submission of the EOIs is 20th September, 2017 till 04:00 pm.

However, for Clarification/Coordination Firm/Company may contact to:

➡ **Research Associate
Directorate General (M&E), P&D Department
Government of Punjab
72-Garden Block, New Garden Town Lahore.
Contact No. 042-99233178**

Annex-A Firm Experience (General)

General¹									
S. No	Name of Project	Location (Country/Province/Division)	Client	Project Description	Implementation		Total Cost of Project	Cost of Consultancy Services Provided by the Firm	Actual Services Provided by the Consultant
					Start	Completion			
1									
2									
3									
4									
5									

1. Provide list of total number of projects/assignments performed so far

Annex-B Firm Experience (Relevant)

Relevant¹									
S. No²	Name of Project³	Location (Country/Province/Division)	Client	Project Description	Implementation		Total Cost of Project	Cost of Consultancy Services Provided by the Firm	Actual Services Provided by the Consultant
					Start	Completion			
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 issued by the procuring agency/executing agency of that particular project.

Annex-C (List of Key Personnel)

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

Annex-D (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. **Education :**

Degree	Major/Minor	Institution	Date (MM/YYYY)

7. **Membership of Professional Associations:** ____
8. **Other Training** [*Indicate significant training since degrees under 6 - Education were obtained*]:
9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:
10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below)*]:

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

11. Detail of Work Undertaken

Name of assignment or project: _____

Cost of Project _____ Location: _____

Date of Start: _____ Date of Completion: _____

Client: _____ Main project features: _____

Positions held: _____ Activities performed: _____

Actual time spent on the project: _____ in months.

12. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: _____

[Signature of the proposed staff] Day/Month/Year

Date: _____

[Counter Signature of authorized signatory] Day/Month/Year

Annex-E (Financial Capabilities)

Year¹	Annual turnover	Current Ratio	Net Worth
2014-2015			
2015-2016			
2016-2017			

1. Data provided under the head of financial capabilities must be supported by the Audited Annual Financial Statements

Annex-F (Firm Detail)

Name of Firm	Address	Contact No.	Authorized Personnel Name	Authorized Personnel Contact No.
Lead Firm				
Joint Venture Firm(s)				
Associate Firm(s)				