

# **Prequalification Document (PQD)**

**For**

***Pre-qualification / Shortlisting of Consulting Firms having expertise in  
the Legal Services***

**Under the Concept of**

**“Capacity Building of Government Departments”**

**GOVERNMENT OF PUNJAB**



**PLANNING & DEVELOPMENT DEPARTMENT**



**August, 2017**

# Table of Contents

<b>1. Introduction</b> .....	1
<b>2. Objective</b> .....	2
<b>3. Scope of Work</b> .....	2
<b>4. Eligibility Criteria</b> .....	3
<b>i. Pre-Requisite</b> .....	3
<b>ii. Firm Experience</b> .....	3
<b>iii. Human Resource Capacity</b> .....	3
<b>iv. Financial Capabilities</b> .....	4
<b>5. Firm Detail</b> .....	5
<b>6. Client Detail</b> .....	5
<b>7. EOI Deadline</b> .....	6
<b>Annex-A Firm Experience (General)</b> .....	7
<b>Annex-B Firm Experience (Relevant)</b> .....	8
<b>Annex-C (List of Key Personnel)</b> .....	9
<b>Annex-D (CVs of Key Personnel)</b> .....	10
<b>Annex-E (Financial Capabilities)</b> .....	11
<b>Annex-F (Firm Detail)</b> .....	12

## 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 Planning, designing and operationalization of hospital waste management system*
- 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.*

## **2. Objective**

Drafting new laws / act, framing rules and regulations, preparation/ drafting and signing of contracts for different projects, expert legal opinion on various technical matters, contract, agreements and disputes. Assisting Government of Punjab for enactment of and act / law which may relate to any sector falling under the jurisdiction of any Government department.

## **3. Scope of Work**

- Preparation / review / vetting of contract agreements / concession agreements and other legal documents required by different line departments, agencies, authorities, foundation and companies of Government of Punjab;
- Drafting and vetting of the laws and framing subsequent rules/ regulation in the periphery of approved laws for different provincial government department and agencies;
- Legal opinion on the proposed legislation by Government of Punjab;
- Providing legal opinion / services on the contract agreements, concession agreements, draft laws & rules / regulation etc.
- Providing legal advisory services to different departments of Government of Punjab in case of disputes with different stakeholders including contractors, consultants and implementing partners.

#### 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 (Membership with Supreme Court/High Court, 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 (8 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 and quality management system.

##### iii. Human Resource Capacity

- a. List of key personnel proposed having expertise in **Legal Services** 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.	Drafting Expert	Bar at Law/Masters/Bachelor Degree in Law	Min 10 years of experience in preparation of draft laws/rules/regulation
2.	Legal Advisor	Bar at	Min 10 years of experience in providing

		Law/Masters/Bachelor Degree in Law	legal services for vetting of already prepared laws/rules/regulations, providing legal opinion on contract agreements and other cases
3.	Legal Expert	Bar at Law/Masters/Bachelor Degree in Law	Min 7 years of experience in providing legal services for settlement of dispute resolutions/arbitrations/Litigations at Government level
4.	Contract Specialist	Bar at Law/Masters/Bachelor Degree in Law	Min 7 years of experience in preparing / vetting contract agreements to be signed by various Government department, authorities, agencies and foundations.

#### 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) are as follows:

<b>A1</b>	<b>Firm Experience</b>	<b>Points</b>
a)	Number of Assignments (General)	<b>10</b>
b)	Number of Assignments (Relevant)*	<b>70</b>
	i. Number of Similar Assignments	40
	ii. Value of Similar Assignment	30
c)	Firm Profile	<b>20</b>

	i. Organizational Structure	10
	ii. List of Permanent Staff	5
	iii. Quality Management System	5
<b>Total A1</b>		<b>100</b>
<b>A2</b>	<b>Human Resource Capacity</b>	<b>Points</b>
a)	Drafting Expert	25
b)	Legal Advisor	25
c)	Legal Expert	25
d)	Contract Specialist	25
<b>Total A2</b>		<b>100</b>
<b>A3</b>	<b>Financial Capacity</b>	<b>Points</b>
a)	Annual Turn Over	35
b)	Current Ratio	35
c)	Net Worth	30
<b>Total A3</b>		<b>100</b>

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

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

\* Maximum number of 8 most relevant assignments to be provided.  
Assignments provided beyond the limit of 8 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 20<sup>th</sup> 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)**

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

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

**Annex-B Firm Experience (Relevant)**

<b>Relevant<sup>1</sup></b>									
<b>S. No<sup>2</sup></b>	<b>Name of Project<sup>3</sup></b>	<b>Location (Country/Province/Division)</b>	<b>Client</b>	<b>Project Description</b>	<b>Implementation</b>		<b>Total Cost of Project</b>	<b>Cost of Consultancy Services Provided by the Firm</b>	<b>Actual Services Provided by the Consultant</b>
					<b>Start</b>	<b>Completion</b>			
<b>1</b>									
<b>2</b>									
<b>3</b>									
<b>4</b>									
<b>5</b>									
<b>6</b>									
<b>7</b>									
<b>8</b>									

1. Maximum number of (8) most relevant assignments to be submitted which should include 2 Nos. projects each pertaining to a. Drafting of laws/rules/regulations, b. Vetting of draft laws/rules/regulations prepared by different departments/consultants c. Settlement of dispute resolutions, and d. Preparation/vetting of draft contract agreements
2. Assignments provided beyond the limit of 8 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)

<b>S. No.</b>	<b>Name</b>	<b>Qualification</b>	<b>Total Experience in Years</b>	<b>Position Proposed</b>	<b>Current Responsibilities</b>

**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)**

<b>Year<sup>1</sup></b>	<b>Annual turnover</b>	<b>Current Ratio</b>	<b>Net Worth</b>
<b>2014-2015</b>			
<b>2015-2016</b>			
<b>2016-2017</b>			

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

**Annex-F (Firm Detail)**

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