

# **Pre-Qualification Document (PQD)**

**For**

***Pre-qualification / Shortlisting of Testing  
Firms/Companies/Institutions, having expertise in the Selection of  
Candidates in the Punjab Government and its Allied  
(Departments/Autonomous Bodies/Companies/Authorities, etc.)***

**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/Institutions 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/Institutions on yearly basis. In accordance to the instant amendments in PPRA rules, 2014, all departments of Government of Punjab may issue Request for Proposal (RFP) directly (without advertisement) to the Consulting Firms/Companies/Institutions shortlisted by P&D Department to hire their 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 Power*
- 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. *TPV of planning, designing of medical equipment & operations of hospitals and other public sector health facilities.*
- xv. **Services Sector**
  - a. ***Testing Services.***

## **2. Objective**

To provide a support in selecting candidates against the vacant posts being available with the line Departments of Punjab Government. This will not only support in providing a robust mechanism, but will also contribute towards the filtering of the best possible individuals across the board ultimately giving support to the fair, transparent and efficient delivery of services.

## **3. Scope of Work**

In collaboration with the line Departments of Punjab Government, preparation of an efficient testing material to be executed from time to time for selection of the most capable candidate(s) to be inducted by different departments by taking following points into consideration:

- Preparation of advertisement for the vacant post.
- Preparation of sound Eligibility Criteria (EC).
- Receipt of applications on behalf of the Department.
- Arrangements to be made with the Bank(s) for the receipt of testing fees.
- Shortlisting of eligible candidates to be called for screening test.
- Preparation of Question Papers (QPs).
- Issuance of Roll Number Slips (RNSs) to the eligible candidates.

- Arrangements to be made for the smooth conducting of screening test on the testing date (computer based/ written).
- Evaluation of candidates by checking their Answer Sheets.
- Preparing of merit on behalf of the already established rules by the Punjab Government.
- Capacity of uploading of the result on the website of the agency.
- Setting up of a Grievance Cell to handle/ dispose-off complaints of the candidates (if any).

#### **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, PCATP 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 **Testing Services for Recruitment** as per **Annex - C**.
- b. CVs of key personnel proposed as per **Annex - D**.

However, the required qualification and experience is as follows;

<b>S. No.</b>	<b>Proposed Position</b>	<b>Required Qualification</b>	<b>Experience</b>
1	Convener	Masters/PhD in Social Sciences/Life Sciences/Physical Sciences, etc.	Minimum 10 years of experience of conducting entry/screening tests at private /public level.
2	Paper Setter	Masters /PhD in Social Sciences/Life Sciences/Physical Sciences, etc.	Minimum 5 years of experience in setting up of papers.
3	Evaluation/ Shortlisting Expert	Masters in Social Sciences/Life Sciences/Physical Sciences, etc.	Minimum 5 years of experience in the evaluation/shortlisting of candidates to be called for entry/screening tests.
4	Invigilator	Bachelors in Social Sciences/Life Sciences/Physical Sciences, etc.	Minimum 02 years of experience in invigilation.

**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:

<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	5
	ii. List of Permanent Staff	5
	iii. Quality Management System	5
	iv. List of Testing Equipment/Machinery	5
<b>Total A1</b>		<b>100</b>
<b>A2</b>	<b>Human Resource Capacity</b>	<b>Points</b>
a)	Convener	25
b)	Paper Setter	25
c)	Evaluation/Shortlisting Expert	25
d)	Invigilator	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 5 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 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>									

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)**

<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)				