

For Consultant

**ANNEXURE-A
REQUEST FOR QUOTATION (RFQ)
HIRING SHORT-TERM PROCUREMENT CONSULTING SERVICES FIRM FOR
HIRING OF CONTRACTORS FOR “MULTIPLE SOLARIZATION PROJECTS IN PUNJAB ”
(PPRA Rule 46 (A))**

Government of the Punjab has established Punjab Energy Efficiency & Conservation Agency (PEECA) in the Energy Department to carry out the “Punjab Energy Efficiency & Conservation Agency”.

For this purpose, Punjab Energy Efficiency & Conservation Agency (PEECA) intends to hire Consultancy Services of a “Short-Term Procurement Consulting Firm” *under PPRA Rule 46(A)*, for the following services.

- Assist client in procurement process, including but not limited to preparation & finalizing bidding documents.
- Assist in preparing addendum to the documents, if necessary,
- Communicating with bidders, if required.
- Reviewing & evaluation of bids.
- Preparation of minutes of meetings of all the procurement related process.
- Conducting pre-bid meetings and bid opening, preparing pre-qualification evaluation reports & bid evaluation reports, concluding contract negotiations and awards, grievance redressal etc.

The Request for Quotation (RFQ) must be received by 1100 hrs in the office of PEECA by registered post/courier or delivered in person on or before **May 04th, 2023**. The Expression of Interest can also be viewed at the Office Notice Board of PEECA.

TERMS OF REFERENCE (TORs)
SHORT-TERM CONSULTING FIRM (PPRA Rule 46(A))
HIRING OF SHORT-TERM PROCUREMENT CONSULTING SERVICES
FIRM FOR HIRING OF CONTRACTORS FOR “MULTIPLE SOLARIZATION
PROJECTS IN PUNJAB”

INTRODUCTION

The Government of the Punjab has established an Agency called Punjab Energy Efficiency & Conservation Agency (PEECA) which aims enforce policies/standards on the provincial level to meet the objectives that are in synchrony with the Federal Energy Efficiency & Conservation (EE&C) objectives.

Energy efficiency is widely recognized as the most fundamental short-run imperative for rapid, ambitious, and cost-effective climate change mitigation. As a matter of fact, improved efficiency is the most cost-effective, least-polluting, and readily available energy resource. The recent energy crisis being faced by Pakistan necessitates efficient management of both the supply and the demand side.

BACKGROUND

Solarization will promote green renewable energy in public institutes, which will be critical in reducing the demand and stress on expansion of energy supplies and on the environment. It will help make buildings more energy efficient and will reduce the demand supply gap through demand side management and help achieve Sustainable Development Goal of doubling the rate of energy efficiency improvement. PEECA intends to solarize public institutes in Punjab. This will reduce the burden on provincial exchequer through reduction in electricity bill of public institutes and will also help promote use of renewable energy.

OBJECTIVE & SCOPE OF WORK

The objective of this assignment is to hire Short Term Procurement Consulting Firm under PPRA Rule 46 (A) for the following tasks.

1. Preparation and finalization of advertisement (s).
2. Preparation and finalization of pre-qualification document (PQD) for the said project.
3. Evaluation of Pre-Qualification Bids and preparation of Pre-Qualification Evaluation Reports in accordance with criteria in the Request for Proposal in line with PPRA rules 2014 (amended up to date)
4. Preparation and Finalization of Request for Proposal (RFP) documents in line with standard applicable bidding documents and as per guidelines laid down in PPRA rules 2014 (amended up to date).
5. Complying with all the procedures required to carry out the entire procurement process for the assignment according to PPRA Rules 2014 (amended up to date) and other applicable laws in Punjab, Pakistan.
6. Evaluation of bids and preparation of bid evaluation reports by laid down criteria in Request for Proposal in line with PPRA rules 2014.
7. Responding to grievances for the assignment (if any) and drafting Letter of Award (s) to the successful Bidder.
8. Drafting and Finalization of Contract Agreement.

PAYMENT TERMS

Payments shall be made based on the deliverables and finalized at the time of signing of Contract with the mutual consent of both the parties (Client & selected Consultant).

ROLE OF THE CLIENT

PEECA will oversee all the activities related to the deliverables to be submitted by the Consultant. The Client will provide no lodging, boarding, or logistics.

DURATION OF THE ASSIGNMENT

The Consultant Firm will be required to complete all Deliverables within six (06) months of the execution of the Contract.

BUDGET

The estimated budget for the said consultancy is **PKR 3 Million**.

PROFILE OF THE CONSULTANT

The Short-Term Procurement Consulting Firms must fulfill the following criteria:

1. The Firm/Company must be registered with NTN.
2. The Firm must be registered with PEC.
3. The Firm/Company has an operational history of 03 years.
4. The Firm/Company must have a professional team of not less than 05 professionals and provide CVs of key personnel describing qualifications and similar nature assignments experience.
5. The Team Leader / Project Manager should be a Bachelor in Engineering having relevant experience in the relevant field of procurement & contracts.
6. The Firm/Company must have an average Financial Turnover for the last 3 years of PKR 15 million (must provide Audited statements).
7. The Firm must not be blacklisted by any national/international or donor agency.
8. The Firm must have experience related to subject assignment (evidence of the related work must be provided)
9. The Firm must give its details company profile and a list of relevant personnel for the assignment having expertise and relevant knowledge in public procurement.

TERMS OF PAYMENTS

Sr. No.	Deliverables	Payments PKR Percentage
1.	Drafting, Reviewing of Advertisement and Pre-Qualification Documents (PQD)	20%
2.	Evaluation of Pre-Qualification Proposals	25%
3	Drafting and Finalization of Advertisement and submission of RFP / Bidding Documents	20%
4	Evaluation of Technical Proposals	25%
5	Finalization of Draft Contract Agreement	10%

Note: Payment terms may vary at the time of signing of a contract with the mutual consent of both parties.

REPORTING ARRANGEMENTS

1. The Consultant shall report Program Manager and Procurement Department, PEECA for the said services.
2. All documentation, and reports shall be submitted in the English Language
3. All the data, documents, and reports produced by the Consultant for the said services shall be the property of the PEECA. The Consultant shall not share and use these data, documents and reports for any other purpose/job without explicit written approval of Managing Director, PEECA.
4. In case the Consultant fails to fulfill the contractual obligations and violates the contract agreement, the contract agreement shall be terminated and the Consultant shall not be liable to make any pending claims.