



## **EXPRESSION OF INTEREST (EOI)**

### **SHORT-TERM CONSULTING FIRM FOR SOLARISATION & RETROFITTING OF PUBLIC INSTITUTES UNDER PGDP (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 and Conservation Program”.

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

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

The Proposal must be received by 1100 hrs in the office of PEECA by registered post/courier or delivered in person on or before January 06<sup>th</sup>, 2021.

The Expression of Interest can also be viewed at the Office Notice Board of PEECA.

**Manager Legal**  
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## **TERMS OF REFERNECE (TORs)**

### **HIRING OF SHORT TERM PROCUREMENT CONSULTING FIRM FOR SOLARISATION & RETROFITTING OF PUBLIC INSTITUTES UNDER PGDP**

#### **Introduction**

Government of the Punjab has established an Agency called Punjab Energy Efficiency & Conservation Agency (PEECA) that aims to enforce policies/standards on 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.

Demand Side Management (DSM) is relatively new to Pakistan and Punjab. Govt. of Punjab is paying up to PKR 37 Billion per annum for electricity bills in public buildings, replacement of electric fans and lights present a good opportunity for the introduction of DSM concepts and interventions that can help promote market acceptance of the recently launched Energy Efficient (EE) fans and other EE products and technologies.

#### **Background**

Retrofitting will promote efficient use of energy, 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.

This project will promote efficient use of energy, 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 the project will reduce the demand / supply gap through demand side management.

The project envisages replacement of inefficient electrical appliances (lights & fans) and provision of solar technology to the existing government institutes, DHQs and teaching hospitals to ensure uninterrupted supply of electricity to run the electro-medical equipment and general electrical appliances on reduced cost, stable and less polluted that may increase their lifetime.



## **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 & finalization of advertisements regarding pre-qualification document and Request for Proposal.
2. Preparation & finalization of pre-qualification document for the said project.
3. Preparation and Finalization of Request for Proposal documents in line with standard applicable bidding documents and as per guidelines laid down in PPRA rules 2014.
4. Complying all the procedures required to carry out the procurement process for the assignment according to PPRA Rules 2014 and other applicable laws in Punjab, Pakistan
5. Evaluation of bids and preparation of bid evaluation reports in accordance with laid down criteria in pre-qualification and Request for Proposal document in line with PPRA rules 2014.
6. The Firm is responsible to complete the procurement process from the start to an end, including but not limited to Drafting of Advertisement, Terms of Reference and bidding documents in line with PPRA Rules 2014, Giving & Receiving of Bids, Replying/Responding to queries of Bidders (If any), Evaluation of Received Bids, Financial Call to Technically Qualified Bidders, Financial Opening and Evaluation, Combine Evaluation, Public announcement of Evaluation Report and all related correspondence as per PPRA Rules 2014.
7. Responding to grievances for the assignment (If any) Award of Contract to Successful Bidder and carry out the process of signing of Contract between the Consultant/contractor/ firm and Client (PEECA).
8. Drafting and Finalization of Contract Agreement.
9. Any Other Procurement Task assigned by competent authority in PEECA.

## **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. No lodging, boarding and logistics will be provided by the client.

## **Duration of the Assignment**

The Consultant firm will be required to complete the whole activities related to the required deliverables within the time prescribed by the client.



## Budget

The estimated budget for the said consultancy is PKR 03 Million.

## Profile of the Consultant

The Short-Term 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 having an operational history of 05 years.
4. The firm/company must have a professional team of not less than 05 professionals and provide CVs of key personnel describing qualification and similar nature assignments' experience.
5. The Team Leader should be Masters in Engineering having relevant experience in the relevant field of procurement & contracts.
6. The firm/company must have an average Financial Turnover for last 3 years of PKR 5 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. A Consulting Firm having relevant expertise in Public Procurement and is well versed with all the Procedure & Methods of Punjab Procurement Rules 2014 and also have a grasp on Procurement guidelines of World Bank / Asian Development Bank or other donor agencies operating and working in Pakistan.
10. The firm must give its detail company profile and a list of relevant personnel for the assignment having expertise and relevant knowledge in the Public Procurement.

## Payment Terms

Sr. No.	Deliverables	Payment Percentage
1.	Drafting, Reviewing and Finalization Pre-Qualification documents	20%
2.	Evaluation of Pre-Qualification documents	20%
3.	Drafting and Finalization of RFP Document	20%
4.	Evaluation of bids / proposals	20%
5.	Contract finalization	20%

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



### **Reporting Arrangements**

1. The Consultant shall report Program Manager, PEECA for the said services.
2. All documentation, 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 violate the contract agreement, the contract agreement shall be terminated and the Consultant shall not be liable to make any pending claims.