

EVALUATION / QUALIFICATION CRITERIA & REQUIRED DOCUMENTS

Mandatory Provisions/Eligibility: Firm must attach the following:

- i. Valid registration certificate from income tax authority (NTN)
- ii. Registration with relevant professional body/organization.
- iii. Affidavit that firm has never been blacklisted or debarred by GOS.
- iv. Detail of disputes /litigation or arbitration with clients
- v. Proposed methodology to carry out validation.

A) Profile of firm: (Max Marks 5) (0.5 mark for each year of establishment of firm)

Basic detail of firm required is:

- i. Name of firm(Legal) *(In case of joint venture (JV), legal name of each partner)*
- ii. Nature of firm *(Corporation, Partnership, Trust, NGO etc)*
- iii. Head Office address *(telephone, fax Numbers, E-mail address)*
- iv. Place of Incorporation/ Registration
- v. Year of Incorporation / Registration
- vi. Applicant's authorized representative: *(Name, Telephone, fax numbers, E-mail address)*
- vii. Nationality of owners *(Name, Country)*
- viii. Organizational Structure *(CEO, Board of directors, Organogram)*
- ix. Detail of available office facilities.

(B) General Experience and past performance: (Max Marks 30)

- i. Projects of similar nature, complexity and completed over last 10 years *(20 Marks)*
(04 Marks for each project)
- ii. Projects of similar nature, complexity executed in similar geographical conditions or in Government of Sindh *(10 marks)*
(02 Marks for each project)

Note:

(i) While giving details of Contracts of similar nature and complexity completed over 10 years, the applicants must provide: Name of contract, Country, Name of PA with Address & Tele No, Nature of works and special features relevant to the contract for which applied, Contract Role (mention Sub Contractor, Partner, Joint venture, value of Total Contract in Pak Rs, date of Award, Date of Completion etc)

(ii) While giving details of projects of similar nature complexity executed in similar geographical conditions or in Government of Sindh, the applicant must provide: Name of Contract, Value of Contract, Name of PA & Completion date

Note: Performance certificate of assignment / project completed must be attached.

(C) Financial: (Max Marks 5)

For Financial Status assessment, the Applicants are required to submit Audited Financial Statements for the last five years or any other documents which verifies their Financial Status with minimum annual turnover of Rs. 2.5 Million. Detail of working Capital in hand for this project/work (Attach proof of Bank Statement/Credit Facilities). Where necessary, the Procuring Agency will make enquiries with the firm's bankers.

(D) Key Personnel qualification and experience: (Max Marks 60)

1. Academic qualification in the relevant field: Max Marks 25 (For 05 Key members. 05 Marks for each Key Personnel)

- a) Team Leader: PhD Degree (Social or Management Sciences): *05 Marks*
Nos Required: 01
- b) Human and Institutional Development (HID) Specialist:
Masters (Social or Management Sciences): *05 Marks*
Nos Required: 01
- c) Financial Specialist: MBA (Finance) / CA: *05 Marks*
Nos Required: 01
- d) Civil Engineer: BE Civil: *05 Marks*
Nos Required: 01
- e) Enumerators: Bachelors Degree: *05 Marks (0.33 mark per person)*
Nos Required: 15

2. Experience of similar assignments with length of experience: Max Marks: 35 (For 5 Key Personnel)

- a) Team Leader: 08-10 years experience with at least 10 similar projects.
Nos Required: 01
Max: 05 Marks (For each similar project 0.5 Marks)
- b) Human and Institutional Development (HID) Specialist:
04-06 years experience of similar projects.
Nos Required: 01
Max: 05 Marks (For each similar project 01 Mark)
- c) Financial Specialist: 05 years experience of similar projects.
Nos Required: 01
Max: 05 Marks (For each similar project 01 Mark)

- d) Civil Engineer: 04-06 years experience of similar projects.
Nos Required: 01
Max: 05 Marks (*For each similar project 01 Mark*)
- e) Enumerators: 03 years experience with at least 05 similar projects.
Nos Required: 15
Max: 15 Marks (*For each person Max marks 1). For each similar project 0.2 Mark per person.*)

Final Evaluation Criteria

Proposals along with required documents shall be evaluated according to above mentioned criteria. The firms that acquire 70% of above score with at least 30% in each section shall only be short-listed. The RFP would be issued to the short listed firms.

Disclaimer

Consultants shall bear all the costs associated with preparation and submission of their proposals. The MEC, P&D, Government of Sindh reserves the right to annul the procurement process at any time without thereby incurring any liability to the Applicant Firms.