

REQUEST FOR EXPRESSIONS OF INTEREST
HIRING OF FIRM FOR VERIFICATION STUDY

(EOI No.: 1-54/Proc/WeR/2019)

Consultancy Services for: **VERIFICATION STUDY OF WASEELA-E-ROZGAR
LIABILITIES**

Waseela-e-Rozgar (WeR) Programme was carried out by Benazir Income Support Programme (BISP) from 2011 to Dec 2013. The Waseela-e-Rozgar (WeR) program aimed to provide opportunities for skill development to unemployed youth. The BISP beneficiaries or their nominees were offered various skill development opportunities and job oriented certification courses to cater to job market ranging from 4 to 6 months.

BISP is seeking Expressions of Interest (EOI) from eligible Consulting Firms duly registered with the relevant Government body, Income & Sales Tax Departments for providing services to conduct a “**Verification Study**” to cover all WeR program Service Providers, training institutes / sub contractees for settlement of their final claims. The objective is to gather adequate information for settling final claims of service providers. BISP intends to validate whether the claimed services have been delivered by the Service Providers as per terms agreed in the contract & Training has actually been imparted in the field as per claim of the service providers. The list of service providers firms and training institutes to be verified will be provided by BISP.

The **Verification Study** will include an assessment of the extent to which requirements of the contract, and its deliverables were fulfilled by the Service Providers / Training Institutes. The selected Consulting Firm will verify the record of Manual Attendance, MIS attendance, Gazette, and Registration from relevant Trade Testing Boards, and other relevant documents mentioned in the contract of the Service Providers. In consideration of this, the firms to be shortlisted in result of this request for EOI will propose effective strategies in their proposals and build plausible arguments about how they will plan and conduct **Verification Study**, accumulate results, and based on the record and their findings of the verified deliverables and results, recommend the release of payments to Service Providers, or otherwise.

The Firm will be selected based on **Least Cost Selection (LCS)** method in accordance with clause 3 (C) (II) of Procurement of Consultancy Services Regulations 2010 issued by the Public Procurement Regulatory Authority (as amended from time to time) available on <http://www.ppra.org.pk/>. The Firms are required to demonstrate/provide requisite information to prove their qualification/eligibility to perform the service/assignment. In this regard, there are prescribed standards which have been mentioned in the **Instructions to the Firms** which may be downloaded from the websites www.ppra.org.pk or www.bisp.gov.pk/tenders where this REOI is also available.

The **criteria for shortlisting** the Firm for conducting “**Verification Study**” will be:

- a) Technical Competence & Experience :(70%)** Extensive experience of conducting similar/comparable third party studies/exercises for major Organizations, Public/ Donor projects in Pakistan. Relevant experience of the Firm, which consists of conducting similar exercise including interalia verifications and/or audits;
- b) Management Competence :(30%)** Particulars of organization having partners and professional staff with their list, qualification, experience, address and proof that they are in the employment of the firm. Details shall be submitted for seasoned human resource and filed staff for conducting the study. Profile of the firm with the information i.e. incorporation certificate, experience, brief corporate profile indicating years of operations, core competencies, management structure & systems, Annual Reports, Audit reports etc.

Expression of Interest **response**, carefully prepared in accordance with the instructions provided in the **Request for EOI & Instructions to the Firms**, must be delivered in a written form to the address below (in person, or by post) by or before **1400 hours** on **17th July, 2019** which shall be opened on the **same date at 1430 hours** in the presence of the authorized representatives of the Firms, who may choose to attend.

Additional Director General (Procurement)

BENAZIR INCOME SUPPORT PROGRAMME (BISP)

Procurement Wing,

F - Block, Pak Secretariat, Islamabad.

Tel: +92(51)9246420

INSTRUCTIONS to the Consulting FIRMS

For Submission of

EXPRESSION OF INTEREST

“Verification Study of Waseela-e-Rozgar Liabilities”

**BENAZIR INCOME SUPPORT PROGRAMME GOVERNMENT OF
PAKISTAN**

June, 2019

Instructions

1. BISP invites eligible Consultancy Firms with specific and proven competence and experience to indicate their interest in providing the intended services. Eligible firm(s) should submit Expression of Interest (**EOI**) in English language along with relevant complete details of their qualification and experience as requested in Request for EOI and hereunder: -
 - i. Name, address, Phone, Fax and E-mail address along with postal and telegraphic address for the head office, branch offices and contact personnel;
 - ii. Certificate of Incorporation/Registration with authorized government department(s) as Legal Entity where applicable registration/clearance from Economic Affairs Division and/or Ministry of Interior, Government of Pakistan shall be a pre-requisite;
 - iii. Corporate profile indicating years of operation, core competencies and management systems; Annual Reports, Audit reports etc.: -
 - iv. Certificates of National Income & Sales Tax Numbers and proof of Active Tax Payer, of the Consultancy Firm. Copies of respective certificates must be provided/furnished;
 - v. Data Sheets of relevant (similar and specific experiences) assignments/works, duly substantiated, by the Firm either completed or in progress, with the following details. The experience which shall not be provided with the required details shall not be taken into consideration while the profile of the Firm for shortlisting:
 - a. Name of the Project
 - b. Cost of the Project
 - c. Name and address of the Client
 - d. If case of association of service providers, the names and address of all the partners
 - e. Start & Completion Date
 - f. Number of staff-months provided by the firm
 - g. Brief description of the services rendered
 - vi. Any additional documents to support relevant experience of consultancy Firm;
 - vii. Affidavit on legal stamp paper duly notarized confirming that: (a) applicant Firm has never been blacklisted by any Government/Semi Government Organization and (b) All the information provided by the applicant Firm is correct and the firm is not in litigation with Government Organization;
 - viii. The Consulting Firm shall be selected based on Least Cost Selection (LCS) method in accordance with the procedures of Clause No. 3 (C)(ii) of Procurement of Consultancy Services Regulation, 2010 issued by Public Procurement Regulatory Authority.

- ix. The **criteria for shortlisting** the Firm for conducting “Verification Study” will be following:
- a **Technical Competence & Experience:(70%)** Extensive experience of conducting similar/comparable third party studies/exercises for major Organizations, Public/ Donor projects in Pakistan. Relevant experience of the Firm, which consists of conducting similar exercise including interalia verifications and/or audits;
 - b **Management Competence:(30%)** Particulars of organization having partners and professional staff with their list, qualification, experience, address and proof that they are in the employment of the firm. Details shall be submitted for seasoned human resource and filed staff for conducting the study. Profile of the firm with the information i.e. incorporation certificate, experience, brief corporate profile indicating years of operations, core competencies, management structure & systems, Annual Reports, Audit reports etc.
2. Interested firm(s) must provide lucid information as per above requirements indicating that they are qualified to perform above services and must provide only materials that would be specific to the proposed services, and to avoid submitting generic promotional material. Non-provision of requisite documentary evidences/ information as per Instructions of EOI Notice and those provided in this Instructions to Consulting Firm, may lead to “Non-Responsiveness” of the Firm’s response/ application.
3. An EOI Response submitted, may be declared non responsive by the designated Procurement Committee at any time up to award of contract, if significant omissions/errors are found in the information submitted by the consultancy Firm.
4. The EOI response should provide the table of contents and all documents should be securely bound.
5. Any further information/clarification by BISP can be sought.

Additional Director General (Procurement)
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