

**HIRING THE SERVICES OF A
CONTRACTOR / FIRM / INSTITUTION
FOR CONDUCTING STUDY AND
SURVEY FOR THIRD PARTY
PERFORMANCE APPRAISAL (TPPA) OF
PSDP PROJECT
“CERTIFICATION INCENTIVE
PROGRAMME FOR SMEs UNDER PQI
INITIATIVE 2025”**

TENDER ENQUIRY No. -----

**Project Manager,
Certification Incentive Programme (CIP)
Ministry of Science & Technology (MoST),
1-Constitution Avenue,
Sector, G-5/2, Islamabad.
Tel: 051 9216930**

GENERAL INSTRUCTIONS & TERMS & CONDITIONS FOR SERVICES AGAINST REQUEST FOR QUOTATION

1. Introduction

Ministry of Science and Technology (MoST), Government of Pakistan, has initiated a Public Sector Development Project (PSDP) namely, Certification Incentive Programme for SMEs in order to improve the compliance portfolio of SMEs across the country. In the said project, it is envisaged that provision of certification incentives and trainings on a number of certification standards to the concerned personnel of SMEs will enhance the competence and capacities at enterprise level. This will fulfill essential pre-requisite to embark on the journey of certification for system development eventually, leading to improved competitiveness of Pakistani products in the domestic and international markets.

2. Project Objectives

Following are the key objectives to be achieved by the project:

- To guide and support SMEs for exploring and adopting new trends and requirements of intentional competitiveness, improved industrial productivity and quality according to the requirements of internationally recognized standards and guidelines.
- To provide incentives upto 2050 SMEs for developing a certification framework for meaningful participation in global supply chains, enhancing export trade and to improve business practices.
- To improve international competitiveness of Pakistani entrepreneurs/ SMEs giving them an edge to enhance exports.
- To create awareness among the SMEs for adopting certification systems and entering into Certification regime to improve their performance and productivity.
- Handholding of SMEs of Baluchistan, least developed areas of KPK, Sindh, AJK and Punjab to support and facilitate them in getting relevant certifications at project cost and thereafter be given incentive.
- To establish / promote linkages between MoST, R&D organizations and Academia with SMEs for the identification of their Certification and technical issues and offering their possible solutions.
- To organize training and awareness programs on international, need based and buyer's demanded certification standards/guides for the stakeholders for the establishment & sustainability of the certification system amongst SMEs.
- Create awareness in Pakistani manufacturers, exporters and traders regarding the importance of certification through workshops & training sessions. Minimum of 1600 persons will benefit through these programs.
- Educate Pakistani manufacturers, exporters and traders through Compliance Training sessions, as per international standards to fetch higher export price.

3. Scope of Work.

1. To design a proforma / methodology (in agreement with MoST) & accordingly conduct nationwide study and survey to evaluate, analyze, rate and ascertain the Impact of the CIP Initiative / project on the quality, productivity, knowhow, innovation, workforce conditions, environment & wellbeing, businesses ethics, business volume and contribution to import substitution and exports of the SMEs. Quantification, analysis and comparison of Testing facilities to support SMEs, before & after the introduction of CIP project, may also be done.
2. To conduct a nationwide study and survey based upon randomly selected samples with a population size of 100-150 companies (mix of awardees and non-awardees). However, samples of not more than 10% of the total sample size, will be taken from a single Sector or Trade Association / Body. Quantification, analysis and comparison of Testing facilities to support SMEs, before & after the introduction of CIP project, may also be done.

3. Analyzing the CIP Initiative and Identifying the short falls, lapses and bottlenecks in the CIP project and writing a detailed report, mentioning therein, the general feedback on the approach, integrity and methodology adopted for the execution of CIP project, training and incentivization of SMEs and level of success.
4. Clearly commenting on the targets / milestones achieved vs non-achieved and suggesting valid recommendations and way forward for the continuation of this and / or launching of such initiatives / activities in future, to support SME sector in the country.

(Detailed scope of work / Deliverables is given in TORs at **Annexures-A & B**).

4. Prospective Third Party Performance Appraisal (TPPA) Service Provider /Firm / Institution should particularly note that:

- Due to conflict of interest, the Certification Bodies and Firms extending Consultancy services for System Development are not eligible to apply. However, the Consultancy Firms who have not extended the Consultancy services for System Development, during last 5 years, can apply.
- Validity of each bid should be for minimum period of 90 days from the date of opening of the bid. Each Bid must be accompanied by Bid security in the form of a Pay Order / Bank Draft in favour of Project Manager, CIP, issued by any of the scheduled Bank of Pakistan for an amount equal to 2% of the Bid price.
- TPPA Firm / Institution / will arrange and deploy technically sound and competent personnel to conduct unbiased survey in a professional manner with sheer honesty and integrity.
- TPPA Firm / Institution may use any or combination of professional, statistical, mathematical, computational etc. tools to conduct and complete the performance appraisal and analysis of CIP Initiative.
- The PMU / MoST do not take any responsibility for collecting the bids from TPPA Firm / Institution. Your authorized representative may attend the Tender opening meeting, if desired. The request for extension of closing date and time shall not be entertained and tender received after closing time or date or without Pay Order / Bank Draft of 2% of the Bid price shall be returned to TPPA unopened.
- The PMU / MoST reserve the right to increase or decrease the quantities / Scope of Work and accept or reject any or all of the bids or cancel any or all items prior to the acceptance of bids. However, the grounds / reasons for rejection shall be communicated to any bidder upon request.
- It must be clearly indicated in the offer that the quotation fully conforms to Technical Specifications / aspects and Terms & Conditions of the Tender Enquiry.

5. The bidding documents comprise of the following: -

- Instructions to TPPA Firm / Institution.
- Terms of Reference for Technical proposal (Annexure-A)
- Terms of Reference for Financial proposal (Annexure-B)

6. Time and Place for Submission of Bids.

Bids must be delivered / submitted at the following address on or before **10:00 a.m. on Friday, the 27th January, 2023.**

**Project Manager,
Certification Incentive Programme (CIP),
Ministry of Science & Technology (MoST),
1-Constitution Avenue,
Sector G-5/2, Islamabad.**

7. Opening of Bids

Bids will be opened on **Friday, the 27th January, 2023 at 10:30 a.m** , at the place noted above.

8. Single Stage Two Envelope biddings

- Bids against this tender are invited on **Single Stage Two Envelops Bidding Procedure**; therefore, the TPPA Firm / Institution shall submit original copies of their separately sealed Technical and Financial bids in a single sealed envelope (Single Stage Two Envelope Bidding System) along with the bid security equal to 2% of the Bid money.

- TPPA Firms / Institutions are advised to carefully review and examine the enclosed Bidding Document for assessment of work involved.
- Tender Annexure to be added in both the bids; un-priced with Technical Bids & Priced with Financial Bids.
- TPPA Firms / Institutions are required to submit most competitive and comprehensive bid proposal along with one set of signed and stamped Bidding Documents strictly as per Terms of Reference (TOR).

9. Preparation of Proposal / Bid:

TPPAs Firms / Institutions will prepare their bids in two parts i.e. Technical Proposal as per ANNEXURE - A and Financial Proposal as per ANNEXURE-B. Both parts sealed separately, should be further sealed in one envelope.

Technical Proposal / Bid: will carry 100 marks and the technical competence of the TPPA Firm / Institution will be gauged on the basis of technical criteria. The TPPA Firm / Institution should, therefore, demonstrate its capability to provide the required Services and its understanding of the requisite tasks set forth in the Bidding Document. Availability of the following information / documents in the technical proposal must be ensured for proper evaluation of the bid.

(i). Requested information / sheets, in full with reference to the instructions given in **Terms of Reference** at Annexure-A.

(ii). Background, organization and experience of TPPA / Institution / Firm for the purpose of providing the services for this project/contract. A list of past 5 years and present major work(s) / assignments of similar nature / type carried out, or are being carried out with documentary evidence i.e. work completion certificate or duly signed contract.

(iii). General approach or plan and methodology proposed for carrying out the stated job including all detailed information, as may deemed relevant.

(iv). Complete Names, CVs, copies of highest degrees / qualifications, professional to be deployed for this Task.

Technical Criteria:

(100 Marks)

1. Presentation to be given by a representative of TPPA / Institution / Firm on its design, survey mechanism, strategy, techniques, plan and methodology. (40 Marks)
2. TPPA / Institution / Firm should have operations preferably with established office(s) at any of the major industrial city(ies). (List of office(s) with city(ies) be attached) (10 Marks)
3. For the Performance Appraisal, TPPA / Institution / Firm, should have ample number of Technically and professionally sound personnel with proven past experience and competence. (20 Marks)
(No. of Surveys conducted=10 Marks, No. of experienced Qualified Personnel to be deployed= 10 Marks)
4. TPPA / Institution / Firm should submit list of Performance Appraisal / Surveys conducted to the private / public sector originations / agencies for the last 5 years. (20 Marks)
(2 marks / Organization)
5. TPPA / Institution / Firm should submit certificates of Good Market Standing/ Reputation in the Performance Appraisal / management profession, from at least 5 most recent end users. (10 Marks)
(2 marks / Organization)
6. TPPA / Institution / Firm should have a good / sound financial standing to meet the contract obligations. (Bank / Financial Statement, duly audited, for the last three (3) years to be provided).
(Mandatory)
7. TPPA / Institution / Firm should certify that the Firm has never been black listed by any of the public sector department / agency. (Mandatory)
8. TPPA / Institution / Firm should hold applicable NTN / FTN, Professional Tax and GST registrations.
(Mandatory)

Financial Proposal / Bid:

Financial Proposal should contain:

Requested information / sheets, in full with reference to the instructions given in **Terms of Reference** at Annexure-B.

All pages of the financial bid proposal shall be signed and stamped by duly authorized representatives of the TPPA / Institution / Firm / Bidder.

10. Bid Price:

Bid price shall be inclusive of all taxes, duties, levies, and charges (specifically inclusive of professional and provincial Taxes on services). The prices should be quoted in the bid proposal in Pak Rupees.

11. Cost of Bidding:

The TPPA / Institution / Firm shall bear all costs associated with the preparation and submission of its bid and in no case, PMU / MoST will be responsible or liable for those costs, regardless of the outcome of the bidding process.

12. Additional Services

Contract price will be subjected to adjustment as a result of addition/reduction in scope of work w.e.f the date of its coming into effect / force.

13. Language of Bidding

The bid and supporting documents and printed literature must be prepared and submitted in the English language.

14. Bid Validity.

- The Bid shall remain valid and open for acceptance for a period of 90 days from the specified date of tender opening.
- In exceptional circumstances prior to expiry of the original bid validity period, the TPPA / Institution / Firm can be requested in writing for an extension of the period of validity. However, in such a case, the TPPA / Institution / Firm agreeing to such request will not be permitted to modify its bid.

15. Bid Security.

- Each Bid must be accompanied by a Pay Order / Bank Draft in favour of Project Manager, CIP, issued by any of the scheduled Bank of Pakistan or a branch of foreign bank operating in Pakistan, on account of Bid Security at the rate of 2% of the Bid price.

16. Amendment of Bidding Documents.

- At any time prior to the deadline for submission of Bids, PMU may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective TPPA / Institution / Firm modify the Bidding Documents by amendment.
- The amendment shall be part of the Bidding Documents, and will be notified in writing through fax, email or letter to all prospective TPPAs / Institutions / Firms who have received the Bidding Documents, and will be binding upon them.

17. Clarification(s) / Queries of Tender

The TPPA / Institution / Firm is expected to carefully examine all instructions, forms and specifications in the Bidding Documents. Any TPPA / Institution / Firm having doubt in connection with the exact meaning or interpretation of any part of the Bidding Documents should immediately seek clarification in writing from:

**Project Manager,
Certification Incentive Programme (CIP),
Ministry of Science & Technology (MoST),
1-Constitution Avenue, Sector G-5/2, Islamabad.**

Clarification requests with regard to the information contained in Bidding Documents made over the telephone shall not be entertained. All inquiries about the tender must be made to CPC/PM and PMU, and

its response will be made known to other Bidders / TPPA / Institution / Firm without disclosing identity of the TPPA / Institution / Firm / Bidder who made the enquiry.

18. Contradictions, Obscurities and Omissions

The TPPA / Institution / Firm should likewise notify the above of any contradictions, obscurities and omissions in the Bidding Documents if clarification of these is necessary for the clear understanding of the documents and for preparation of the bid. Such enquiries, clarifications, queries must reach the above named not later than one week before the bid submission date otherwise the same will not be responded by PMU.

19. Modifications and Withdrawal of Bids.

- TPPA / Institution / Firm may modify or withdraw his bid after submission, provided that written notice of the modification or withdrawal is received by PMU prior to the prescribed deadline for submission of bids.
- The TPPA's / Institution's / Firm's modification or withdrawal notice shall be prepared, sealed, marked and dispatched as for the bid.
- No bid shall be modified subsequent to the deadline for submission of bids and before the expiry of the period of bid validity / extended validity.
- No bid shall be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity / extended validity.

20. Sealing, Marking and Transmission of the Bid

- Your detailed but separately sealed “**Technical Proposal as per Annexure-A**” and “**Financial Proposal as per Annexure-B**” should be submitted **in a single sealed Envelope**. The single envelope shall contain two sealed envelopes containing Technical and Financial Proposals, separately. The envelopes shall be properly sealed, stamped and marked as follows:

**Bid (Technical and Financial proposal) against TENDER ENQUIRY NO.-----
Do not open before of Bid opening date**

TECHNICAL AND FINANCIAL PROPOSALS

**Project Manager,
Certification Incentive Programme (CIP)
Ministry of Science & Technology (MoST),
1-Constitution Avenue,
Sector G-5/2, Islamabad.**

- If the envelope is not marked as instructed above, PMU/ MoST will assume no responsibility for the misplacement or premature opening of the bid.
- In addition, you should intimate by Fax to PMU of the dispatch of your proposal.

21. Bid Opening

The Bid shall be opened publicly in the office of PMU/ MoST by the Tender Opening Committee in the presence of TPPA's / Institution's / Firm's representatives who choose to attend the bid opening at the prescribed time and date.

22. Evaluation of Proposals.

Initial scrutiny of the bids shall be carried out to determine / check its responsiveness and conformity with the requirements of bid. The technical evaluation shall be carried out on the basis of criteria, presentation, information /data spelled out at Annexure “A” provided with this document.

TPPAs getting at least 80 or more marks out of 100 marks in the Technical Proposals / Bids will be considered Technically responsive / qualified / successful. Financial proposals of only the technically responsive / qualified TPPAs will be opened. The contract will be awarded to the Bidder offering the most advantageous bid.

In case no Bidder / TPPA is found technically responsive, MoST reserves the right to re-invite the Bids.

23. Clarification of Bids.

To assist in the examination, evaluation and comparison of Bids, PMU may at its discretion, ask the TPPA for clarification of his Bid. All responses to request for clarification shall be in writing, and no change in the price or substance of the Bid shall be sought, offered or permitted.

24. General Terms and Conditions.

- After opening the bids, PMU will determine whether each bid is substantially responsive to the requirements of the Bidding Documents.
- PMU will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required experience certificates/ evidence, sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- Computational errors will be rectified on the following basis:
 - If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
 - If there is a discrepancy between words and figure, the amount in words shall prevail.
- A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviation. A material deviation is one which being inconsistent with the Bidding Documents, affects in any substantial way the scope, instruction to TPPAs, quality or prescribed completion schedule or which limits in any substantial way.
- A bid determined to be non-responsive will be rejected by PMU and shall not subsequently be made responsive by the TPPA / Institution / Firm / Bidder by correction of the non-conformity.
- PMU may waive off any minor deviation, non-conformity or irregularity in a bid, which does not constitute a material deviation, provided that the waiver does not prejudice or affect the relative standing order of any TPPA / Institution / Firm.
- To assist in determining bid's responsiveness the TPPA / Institution / Firm may be asked for clarification of his bid. The TPPA / Institution / Firm is not permitted, however, to change bid price or substance of his bid.
- The evaluation of the bids will take into account, in addition to the bid price, the following factors:
 - a) Reliability, integrity and efficiency of the offered Service.
 - b) Financial standing of the TPPA / Institution / Firm.
 - c) Competence of the TPPA / Institution / Firm.
 - d) TPPA's / Institution's / Firm's market standing.
- The award of the contract / PO shall be made to the TPPA / Institution / Firm on the basis of evaluation criteria and weightage given to technical and financial proposal, after considering the requisites of Schedule of Requirement (Scope of Work/Bid Format).
- The successful TPPA / Institution / Firm shall notify by fax / letter, of its intent to enter into a contract. The contract shall be executed only after all necessary management / Governmental approvals have been obtained.
- The TPPA / Institution / Firm may lodge a written complaint to Project Manager for redressal of Grievances & Settlement of Dispute within fifteen (15) days of the placement of the Technical Evaluation Report.

25. Performance Bond / Bank Guarantee

- Within fifteen (15) days of receipt of the notification of contract award, the successful TPPA / Institution / Firm shall furnish to PMU, the Bank Guarantee / Performance Bond for an amount equivalent to 10% of contract value.
- The bank guarantee / performance bond shall remain valid and in full force and effect during validity / extended validity of the contract.
- The validity of Bank Guarantee / Performance Bond shall be extended by the TPPA / Institution / Firm if the completion of contract is delayed, whether in whole or in part.
- The cost incurred for establishing the Bank Guarantee / Performance Bond or any extension thereof shall be to the account of the TPPA / Institution / Firm.

- The Bank Guarantee / Performance Bond will be discharged after successful completion of the contract.
- The Bank Guarantee must be as per format to be provided by the PMU before the award of the contract.
- The proceeds of the Performance Bond shall be payable to the PMU as compensation for any loss resulting from the TPPA's / Institution's / Firm's failure to complete its performance obligations under the contract.

26. Right to Withdraw the Request for Bids.

PMU /MoST reserves the right to annul the bidding process at any time prior to the signing of the contract in accordance with Rule 33 of Public Procurement Rules, 2004, and shall incur no liability towards bidders / TPPAs who have submitted the bids / proposals.

27. Signing of Contract

Within 30 days after notification to the successful TPPA / Institution / Firm regarding acceptance of its bid, the contract incorporating all agreements between the parties will be signed.

28. Source of Funds.

The costs of the Contract will be financed out of funds allocated under the PSDP project "Certification Incentive Programme for SMEs under PQI Initiative 2025".

Terms of Reference (TOR) for Technical Proposal / Bid

Bid / Tender Enquiry NO.-----

For hiring services of TPPA / Institution / Firm for conducting Study / Survey for Performance Appraisal and Impact Analysis of CIP Initiative on the SMEs Sector under PSDP project “CERTIFICATION INCENTIVE PROGRAMME FOR SMEs UNDER PQI INITIATIVE 2025”

Note: TPPAs Bidders are requested to read this document carefully and provide complete information required in this TOR. All information required in the Technical Evaluation Criteria must be provided. PMU reserves the right to reject Proposals with in-complete or partial information.

1. General

Name and Address of TPPA / Institution / Firm:

Type of TPPA / Institution / Firm: (Public limited liability, private, limited, private practice, wholly owned subsidiary, sole proprietary, etc.)

Date Established:

Name and Address of company bankers:

Is your TPPA / Institution / Firm: registered with Income Tax Department under Pakistani Law? (if so, provide): Registration

No. _____

Number of Experts/ Consultant/ Human Resource Base / Competent Tutors:

CEO / Managing Director:

Contact Person:

Telephone Numbers:

Fax Number:

Email Address:

City wise Offices with names & qualifications of officers' In-charge:

Terms of Reference (TOR)–Technical Proposal / Bid (Table-1)

SCOPE OF WORK / DELIVERABLES:

1. To design a proforma / methodology (in agreement with MoST) and accordingly conduct a nationwide study and survey based upon randomly selected samples with a population size of 100-150 samples (mix of awardees & non-awardees) to analyze and ascertain the Impact of the CIP Initiative / project on the quality, productivity, knowhow, innovation, workforce conditions, environment & wellbeing, businesses ethics, business volume and contribution to import substitution and exports of the SMEs. However, for best survey and diversified impact analysis, samples of not more than 10% of the sample size will be taken from a single Sector / Trade Body. Quantification, analysis and comparison of Testing facilities to support SMEs, before & after the introduction of CIP project, may also be done.
2. To evaluate, analyze and rate the CIP penetrations in the SME sector across the country, in a professional manner and report.
3. To interact with the nationwide stakeholders including various Chambers of Commerce & Industry, Trade Associations / Bodies, Industrial clusters, Industrial Hubs, applicants, successful applicants, rejected applicants and alike to collect / gather their feedback on CIP initiative, in general.
4. To evaluate and rate the willingness & preparedness of the SME sector for entering in to certification regime for the common good of industrial sector.
5. Analyzing the CIP Initiative and Identifying the short falls, lapses and bottlenecks in the CIP project and writing a detailed report, mentioning therein, the general feedback on the approach, integrity and methodology adopted for the execution of CIP project, awareness raising, capacity building and incentivization of SMEs and level of success of CIP Initiative.
6. Clearly commenting on the targets / milestones achieved vs non-achieved and suggesting clear recommendations and way forward for the continuation of this and / or launching of such initiatives / activities in future, to support SME sector in the country.

Tentative start of the Survey / TPPA	March, 2023.
Tentative completion of the Survey /TPPA	May, 2023.
Scope	As mentioned above.
Note for the TPPA	<ul style="list-style-type: none"> • TPPA Firm / Institution / will arrange and deploy technically sound and competent personnel to conduct unbiased survey in a professional manner with sheer honesty and integrity. • TPPA Firm / Institution may use any or combination of professional, statistical, mathematical, computational etc. tools to conduct and complete the survey leading to, but not limited to, the unbiased Third Party Performance Appraisal and analysis of CIP Initiative. • Submit a detailed analysis and report, in a professional and unbiased manner, as per the above said Scope of work to PMU, CIP (MoST) within the stipulated period of contract. • The confidentiality of the Study / Survey, Performance Appraisal and the Final recommendations / Report will be maintained at all levels.

ANNEXURE –B

Terms of Reference (TOR) for Financial Proposal

Bid / Tender Enquiry No. -----

For hiring services of TPPA / Institution / Firm for conducting Study / Survey for Performance Appraisal and Impact Analysis of CIP Initiative on the SMEs Sector under PSDP project “CERTIFICATION INCENTIVE PROGRAMME FOR SMEs UNDER PQI INITIATIVE 2025”

Note: TPPAs are requested to read this document carefully and provide complete information required in this TOR. All information required in the Technical Evaluation Criteria must be provided. PMU reserves the right to reject Proposals with in-complete or partial information.

**Terms of Reference (TOR)–Financial Proposal / Bid
(Table-1)**

All Costs are in Million Rs.

S. No	Task / Scope of Work	Cost	All Applicable Taxes	Total Cost inclusive of all Taxes
1	As described in the Technical Proposal.			