

Shortlisting Document

“The Assessment & Formulation of Reform Implementation Plan to Simplify and Automate Compliance with Business Regulations in Punjab”

Under

**Program Implementation Unit, Planning & Development Board,
Government of the Punjab**



**Program Implementation Unit, Planning & Development Board
11-A, Upper Mall, Mian Meer Road, Near Hotel Crown Plaza
Lahore**

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TABLE OF CONTENTS

Disclaimer	4
Section I: Instruction to Applicants	6
A. Scope of Application	6
B. Eligible Applicants	6
C. Number of EOIs	6
D. EOI Preparation Cost	7
E. Examination of Shortlisting Document	7
F. Right to Accept or Reject all Applications	7
G. Contents of Shortlisting Document	7
H. Clarifications	7
I. Amendment of Shortlisting Document	8
J. Language	8
K. Validity of EOIs	8
L. Format and Signing of EOI Application	8
M. Sealing and Marking of EOI Applications	8
N. EOI Application Due Date	9
O. Late EOI Applications	9
P. Modifications/ Substitution/ Withdrawal of EOIs	9
Q. Evaluation of EOI – Criteria	9
R. Evaluation of EOI - Supporting Documents	9
S. Evaluation of EOI - Right to Reject	9
T. Confidentiality	9
U. Clarifications	10
V. Qualification and Notification	10
Section 3: Evaluation Criteria	14
Annexure B: Experience Form	20



EXPRESSION OF INTEREST
(CONSULTANCY SERVICES-FIRM SELECTION)

Program Implementation Unit (PIU), Planning & Development (P&D) Board, Government of Punjab is looking after the monitoring & coordination of key foreign funded programs. For this purpose, PIU invites sealed expression of interest from the eligible firms for the assignment of **“The assessment & formulation of Reform Implementation Plan to simplify and automate compliance with Business Regulations in Punjab”**.

2. Interested firms are required to provide information demonstrating that they have the required qualification and relevant experience to perform the services mentioned above. The firms may associate with other firms in the form of joint venture to enhance their qualifications. The firm for above referred assignment will be selected in accordance with the Quality and Cost Based Selection (QCBS) method as defined under Punjab Procurement Regulatory Authority (PPRA) rules, 2014.

3. The advertisement and detailed shortlisting document may be browsed online from websites i.e; <https://ppra.punjab.gov.pk> and www.piu.punjab.gov.pk and can be obtained from the address below during office hours. EOI proposals must be received by 03:00 PM in our office on or before 18.01.2021.

Program Director,
Program Implementation Unit,
Planning & Development Board,
11-A, Upper Mall Scheme, Near Hotel Crown Plaza,
Mian Meer Road, Lahore.
Ph. No. 042-99332566-69
Fax. 042-35750283
EMAIL: pd@piu.punjab.gov.pk

DISCLAIMER

1. The information contained in this Shortlisting document or subsequently provided to Applicant(s), whether verbally or in written form by or on behalf of the Program Implementation Unit, P&D Board (the Client) or any of their employees or advisors, shall be subject to the terms and conditions set out in this shortlisting document and any other terms and conditions subject to which such information is provided.
2. Each Applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this shortlisting document and obtain independent advice from appropriate sources. The Client, its representatives, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the shortlisting document.
3. The Client may, in their absolute discretion, but without being under any obligation to do so, update, amend, add to any or all of the provisions or supplement the information of this document or cancel the present Expression of Interest (EOI) and call for fresh Invitations under PPRA, 2014. Such changes would be intimated to all Applicants through its website.
4. The Client reserves the right to reject the EOIs submitted in response to this shortlisting documents at any stage under PPRA 2014. The Client also reserves the right to hold or withdraw or cancel the process at any stage up to the final shortlisting under PPRA, 2014. The Client may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this documents.
5. The issue of this shortlisting document does not imply that the Client is bound to select and shortlist applications for Bid Stage or to appoint the selected Applicant, as the case may be, for the project and the Client reserves the right to reject the Applications with assigning reasons whatsoever under PPRA, 2014.
6. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Client or any other costs incurred in connection with or relating to its Application.
7. All such costs and expenses will remain with the Applicant and the Client shall not be liable in any manner whatsoever for the same or for any other costs or

other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the process.

8. Neither The Client nor their employees or representative will have any liability in case of non-receipt of any correspondence from them to the Applicants due to the postal delays.
9. Mere submission of Application / EOI or issuance of RFP does not vest any right in the Applicant for being selected for the project.

SECTION I: INSTRUCTION TO APPLICANTS

A. Scope of Application

1. The Client invites Expression of Interests (EOIs) proposals to shortlist experienced and capable Applicants/firms for the Request for Proposals (RFPs) stage through Quality & Cost Based Selection (QCBS) under PPRA, 2014.
2. Shortlisted Applicants would be subsequently invited to submit the technical and financial proposals in respect of the **“The assessment & formulation of Reform Implementation Plan to simplify and automate compliance with Business Regulations in Punjab”**.

B. Eligible Applicants

1. A single firm/entity/company or a group of firms/entity/companies (Joint Venture), coming together to prepare the **“The assessment & formulation of Reform Implementation Plan to simplify and automate compliance with Business Regulations in Punjab”**. The term Applicant used hereinafter would therefore apply to a single firm/entity and/or a Association. The Joint venture should be meaningful partnership and should have at least one relevant assignment from each firm.
2. The Applicant should submit a Power of Attorney as per the format enclosed at **Annexure-A**, authorizing the signatory of the EOI for submission.
3. Notwithstanding anything stated elsewhere in this document, the Client shall have the right to seek updated information and supplementary information from the Applicant to ensure their continued eligibility. Applicant(s) shall provide evidence of their continued eligibility in a manner that is satisfactory to the Client. Applicant may be disqualified if it is determined by the Client, at any stage of the process, that the Applicant will be unable to fulfil the requirements of the Project or fails to continue to satisfy the Eligibility Criteria.
4. A firm which has been barred or blacklist either by any department/agencies/donors/Ministries of the Government of Pakistan / Punjab or Government departments/agencies of their respective country, in case of Applicant(s) would not be eligible to submit an EOI Application, either individually or as member of a Consortium. Applicant to submit an affidavit to this effect.

C. Number of EOIs

Each Applicant shall submit only one (1) EOI Application, with two (2) copies, in response to this shortlisting document. Any Applicant, which submits or participates in more than one EOI Application will be disqualified and will also cause the disqualification of the JV of which it is a member as the case may be.

D. EOI Preparation Cost

The Applicant shall be responsible for all of the costs associated with the preparation of its EOI and its participation in the shortlisting process. The Client will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the shortlisting process.

E. Examination of Shortlisting Document

1. It would be deemed that by submitting the EOI, Applicant has:
 - a. Made a complete and careful examination of the shortlisting document; and
 - b. Received all relevant information requested from the Client.
2. The Client shall not be liable for any mistake or error on the part of the Applicant in respect of the above.

F. Right to Accept or Reject all Applications

1. Notwithstanding anything contained in this shortlisting document, the Client reserves the right to accept or reject EOI and to annul the shortlisting process and reject all EOIs / proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment under PPRA, 2014.
2. The Client reserves the right to not to shortlist EOI Application if:
 - a. At any time, a material misrepresentation is made or uncovered, or
 - b. The Applicant does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the EOI.
3. Such misrepresentation / improper response would lead to the disqualification of the Applicant. If the Applicant is a Consortium, then the entire Consortium would be disqualified / rejected.

G. Contents of Shortlisting Document

The Shortlisting Document comprises the contents as given in the Table of Contents and would additionally include any Addenda issued in accordance with the provisions of this document.

H. Clarifications

Interested parties may address their queries relating to the shortlisting process to the Office of the Client mentioning E-mail and Fax number. The queries should reach the above within ten (10) days of publishing of this EOI. The Client would endeavour to respond to the queries. The responses will be sent by fax/ email/courier. The delivery of clarifications to the Applicant shall not be responsibility of the Client. A communication of clarification is considered to be made by the Client if transmittal of fax or email/courier has been made to the Applicant from the Client.

I. Amendment of Shortlisting Document

1. At any time prior to the deadline for submission of EOI Application, the Client may, for any reason, whether at its own initiative or in response to clarifications requested by any Applicant, modify the shortlisting Document by the issuance of an Addendum.
2. Any Addendum thus issued will be sent in writing to all those who have sent queries to the Document, and shall also be uploaded on the website of Client and Punjab Procurement Regulatory Authority.

J. Language

The EOI and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by Applicant with the EOIs should also be in English language.

K. Validity of EOIs

EOIs shall remain valid for a period not less than 120 days from the EOI Application Due Date. The Client reserves the right to reject any EOI Application, which does not meet this requirement.

L. Format and Signing of EOI Application

1. The Applicant would provide all the information as per this shortlisting document. The Client would evaluate only those EOIs that are received in the required format and are complete in all respects.
2. The Applicant shall prepare one original of the documents comprising the EOI Application and clearly marked "ORIGINAL". In addition, the Applicant shall make two copies of the EOI Application, clearly marked "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.
3. The EOI Application and its copies shall be typed or written in indelible ink and each page shall be initialled and stamped by the Applicant. All the alterations, omissions, additions, or any other amendments made to the EOI Application shall be initialled by the person(s) signing the EOI Application.

M. Sealing and Marking of EOI Applications

1. The Applicant shall seal the original and copy duly marking the envelopes as "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer envelope super scribing 'EOI for "**Punjab Business Regulation Assessment and Reform Plan**" under PIU, P&D Board' and also the name(s) of Applicant / association.
2. The envelope shall be addressed to: "Program Implementation Unit, Planning & Development Board, 11-A, Upper Mall, Mian Meer Road, Near Hotel Crown Plaza, Lahore"
3. If the envelope is not sealed and marked as instructed above, the Client assumes no responsibility for the misplacement or premature opening of the contents of the EOI Application submitted.

N. EOI Application Due Date

EOI Applications should be submitted on or before **January 18, 2021, 3:00 PM** PST on the Due Date, at the address provided above in the manner and form as detailed in this shortlisting document. EOI Applications submitted by either facsimile transmission, telex or e-mail will not be considered for evaluation and shortlisting. However, the Client reserves the right to extend the EOI Application Due Date and Time, at any time prior to closing/opening of EOIs in response to this shortlisting document. In such cases the EOI applications received prior to such extension shall not be opened. Further, if the document is materially modified during such extended period, the EOI application received prior to extension shall be returned to the Applicants and appropriate time shall be allowed for resubmission of the EOI applications.

O. Late EOI Applications

EOI Applications received after the Due Date and time shall not be considered

P. Modifications/ Substitution/ Withdrawal of EOIs

The Applicant may modify, substitute or withdraw its EOIs after submission, provided that written notice of the modification, substitution or withdrawal is received by the Client before the EOI's Due Date. No EOI shall be modified or substituted or withdrawn by the Applicant after the EOI Due Date and time.

Q. Evaluation of EOI – Criteria

The Client would subsequently examine and evaluate EOIs in Accordance with the criteria set out in Section 3.

R. Evaluation of EOI - Supporting Documents

The Client reserves the right to call for supporting documentation to verify the data provided by Applicant, at any time during the shortlisting process. The Applicant in such cases would need to provide the requested clarification / documents promptly and within the stipulated time failing which the Applicant is liable to be disqualified at any stage of the shortlisting process.

S. Evaluation of EOI - Right to Reject

The Client reserves the right to reject EOI Application if:

1. At any time, a material misrepresentation is made or uncovered; or
2. The Applicant does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the EOI.

T. Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the short-listed Applicants shall not be disclosed to any person not officially concerned with the process. The Client will treat all information submitted as part of EOI Application in confidence and would require all those who have access to such material to treat the same in

confidence. The Client will not divulge any such information unless it is ordered to do so by higher authority that has the power under law to require its disclosure.

U. Clarifications

To facilitate evaluation of EOIs, the Client may at its sole discretion, seek clarifications in writing from any Applicant regarding its EOI or reject the incomplete EOI proposal.

V. Qualification and Notification

After the evaluation of EOIs, the Client would announce a list of shortlisted Applicants who meet the Qualification Criteria. At the same time, the Client would notify other Applicants that their EOI Applications have been unsuccessful. The shortlisted Applicants would then be requested by the Client to submit a detailed Proposal in the form and manner to be set out in the RFP Document

SECTION 2: Brief Background of the Assignment

The Assessment & Formulation of Reform Implementation Plan to simplify and automate compliance with Business Regulations in Punjab

A. OBJECTIVES OF THE CONSULTANCY

The overall objectives of the consultancy assignment are to generate recommendations for and to assist with the implementation of changes which will:

1. make the business environment in the Punjab more investor-friendly for both domestic and foreign investors alike, thus increasing investor interest in the Province
2. have a significant positive impact on the operating environment for private sector businesses in the Punjab Province
3. leverage digital solutions including online payments for compliance with business regulation both at the provincial and district levels

B. PROJECT COMPONENTS AND SPECIFIC TASKS

The assignment will comprise of the following components:

- a comprehensive mapping of regulation related to business operations in the Punjab Province including at the district levels
- formulate recommendations for reforms in provincial and district levels business regulation
- assist the Government of the Punjab (GoPunjab) with the implementation of the recommended changes which are adopted by GoPunjab
- support the design and implementation of an institutional and legal roadmap for sustaining Punjab's regulatory reform effort.
- provide digital solutions / intra operability framework for all business regulations in Punjab for full automation including online payment

Description of the existing arrangements

Regulatory reform and simplification: This will entail the preparation of a consolidated register of business licenses, permits, registrations and no-objection certificates (NOCs) applicable both at the provincial and local levels for starting and doing business in Punjab. The register will identify redundant licenses / permits / NOCs; and will thus serve as the basis for streamlining requirements.

It is essential that the assignment generates a detailed description- a comprehensive map-of the existing regulatory arrangements and requirements for all business regulations in Punjab. For each regulatory requirement, the following information should be obtained and recorded:

- description of the requirement and its legality, including the frequency for renewal
- the purpose it serves
- nature of the procedure (application, registration, etc) – obtain a copy of any form/s involved
 - language/s
 - accompanying documentation required
- source of authority
 - legislation, regulation, decree, etc
 - agency involved
- administering authority/s
 - federal, provincial or local government agency
 - procedural links with other agencies
- cost (if any) for complying with the requirement
- application preparation time (compliance cost)
- processing time
 - official
 - actual
- stakeholders mapping including the key stakeholders mandated to complete a regulatory requirement or administrative procedure
- for each business registration and regulatory requirement above, documenting the differences that impact on female investors or female owned businesses from the following dimensions:
 - legislations governing the procedure: any specific barriers such as the need for an additional signatures for female-owned businesses
 - the institutions administering the procedures: does the gender balance of the staff, physical environment, or culture of the organization pose any specific difficulties for women
- identify ‘women-friendly’ services that can help women access information or make it easier for them to register businesses
- identify whether delays in compliance with registration/regulatory requirements are longer for female-owned businesses and investors as compared to male-owned businesses
- collate gender-disaggregated data where possible and to analyze whether registration forms and documentation currently provide for gender-disaggregated data
- assess the technical capacity of the department / agencies etc. to fully automate the existing business processes.

Once the maps of regulatory requirements including for business registration are complete, the consultants should examine the data collected to determine:

- instances of duplication of information provision and regulatory procedures across multiple agencies and the legal bases for such duplication

- the completeness and clarity of the publicly available information regarding the requirement
- regulatory arrangements and business registration requirements which serve no apparent purpose
- requirements which have linkages to and dependencies on other parts of the regulatory environment
- agencies which have long elapsed times for processing
- the existence of consultative mechanisms to provide private sector feedback to the various regulatory authorities
- the apparent competencies and capabilities of the public servants interacting with the private sector
- regulatory arrangements and business registration requirements that are most likely to affect women-owned businesses

The outcomes from this assessment will provide the main basis for the development of recommendations for change.

Development of reform recommendations

The recommendations developed should cover legislative, regulatory and procedural changes, as appropriate to the issue under consideration. It will be important for the proposed recommendations to be discussed with both the private sector – to check on whether the changes proposed are considered likely to address the problems effectively – and the public sector – to check on whether the changes are feasible in the context of government procedures.

Reforms recommendations should also support the development of architecture and design (including functional, non-functional requirements and technical requirements) of online solutions for compliance with entry level and ongoing business regulation. The online platform (**Punjab Business Portal**) would act as a single interface between businesses and key regulatory agencies.

SECTION 3: EVALUATION CRITERIA

The minimum qualifying marks is 65

Sr. No.	Criteria	Marks
1	General	
1.1	Legal status of firm (registration with registrar of firm or SECP etc). or registration with relevant body.	Mandatory Criteria
1.2	Registration with relevant tax authorities.	Mandatory Criteria
1.3	Declaration on stamp paper regarding non-black listing/delisting of applicant and all of its practice in Pakistan	Mandatory Criteria
1.4	10 years of working experience in relevant field out of which at least five years of direct local working experience in stocktaking/mapping/reform recommendation and automation of business processes.	Mandatory Criteria

Sr. No	Criteria	Max. Marks	
1.	Financial Position Average turnover of at least 20 million in last three financial year supported with FY 2017-18, 2018-19 and 2019-20 annual financial statements	10	a. Turnover from 20 million to 25 Million =05 Marks b. Turnover from 26 million to 30 Million=07 Marks c. Turnover from 31 Million and above =10 Marks
2.	Experience: Completion of similar assignments duly supported with documentary evidence i.e; completion certificates / contract agreement/work orders et.c)	50	3-5 Completed Projects = 35 Marks 6-7 Completed Projects = 40 Marks 8 and above Completed Projects = 50 Marks
3.	Firm's relevant Experience since incorporation	10	10-12 years = 07 Marks More than 12 years = 10 Marks
4.	Firm's Team of Experts (Brief profile one pager) A- Expert having 10 years of experience in the relevant field (5 Nos) list of expert is to be attached.	15	3-Marks for each expert.
5.	Firm's Team of Experts (Brief profile one pager) B- Expert having 05 years of experience in the relevant field (5 Nos) list of expert is to be attached.	15	3-Marks for each expert

A- List of Experts having 10 years of relevant experience in the required field:

1. Senior Legal Expert
2. Senior Business Environment Expert
3. Senior Public Sector Expert
4. Senior Business Process Reengineering Expert
5. Senior Digital Solutions/IT Expert

B- List of Experts having 5 years of relevant experience in the required field:

1. Legal Expert
 2. Business Environment Expert
 3. Public Sector Expert
 4. Business Process Reengineering Expert
 5. Digital Solutions/IT Expert
-

Format of CURRICULUM VITAE (CV) FOR PROPOSED EXPERTS

1. Proposed Position [*only one candidate shall be nominated for each position*]: _____

2. Name of Firm [*Insert name of firm proposing the staff*]: _____

3. Name of Staff [*Insert full name*]: _____

4. Date of Birth: _____ **Nationality:** _____

5. CNIC No (if Pakistani): _____ **or Passport No:** _____

6. Education :

<i>Degree</i>	<i>Major/Minor</i>	<i>Institution</i>	<i>Date (MM/YYYY)</i>

7. Membership of Professional Associations: _____

8. Other Training [*Indicate significant training since degrees under 6 - Education were obtained*]: _____

.

9. Languages [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

10. Employment Record [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

<i>Employer</i>	<i>Position</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>

11. Detailed Tasks Assigned [*List all tasks to be performed under this assignment*]

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[*Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.*]

Name of assignment or project: _____

Year: _____ -do- _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: _____

[*Signature of staff member or authorized representative of the staff*]

Day/Month/Year

Full name of authorized representative: _____

Annexure-A: Format for Power of Attorney

(On a Notary / Stamp Paper of Appropriate Value)

Know all men by these presents, we _____ (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. _____ (name and address of residence) who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our EOI for **Punjab Business Regulation Assessment and Reform Plan**, including signing and submission of all documents and providing information/ responses to Program Implementation Unit, P&D Board, representing us in all matters and generally dealing in all matters in connection with our proposal for the said project.

We hereby agree to ratify all such acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all such acts, deeds and things awfully done by our aforesaid attorney shall and shall always be deemed to have been done by us.

**For -----
(Signature)
(Name, Title and Address)
Applicant seal & stamp**

Important Notes:

1. *To be executed by all members of the Consortium duly supported .by a Board Resolution*
2. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
3. *Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*

ANNEXURE B: EXPERIENCE FORM

[Using the format below, provide information on each project for which your firm, was legally contracted as a corporate entity or as one of the major members within an consortium, for carrying out project similar to the ones requested under this Assignment. Use maximum 20 pages. Please provide Client's certification and/or evidence of the contract agreement.]

Project name:	Value of the agreement (in current PKR):
Country: Location within country:	Duration of project (months):
Name of Client:	Total No. of staff-months (by your company) on the project:
Start date (month/year): Completion date (month/year):	Value of total project provided under an agreement (in current PKR) In case of consortium, value of part of the project provided by Applicant under the agreement (in current PKR):
Name of associated members, if any:	No. of professional staff-months provided by associated members:
Name of senior professional staff of your company involved and functions performed (indicate most significant profiles such as Team Leader, Urban Economist etc):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Note:

1. Only the eligible projects that satisfy technical criteria shall be included.
2. All the Financial numbers are to be given in Pak Rupees
3. The format shall be filled up for each member of the consortium and as a cumulative experience for the consortium

(Signature of Authorized Signatory)

Applicant seal & stamp _