



No.F.3(5)/2022-NDMA(HR)
Government of Pakistan
Prime Minister's Office
National Disaster Management Authority
Islamabad



NOTICE
REQUEST FOR PROPOSAL (RFP)

National Disaster Management Authority (NDMA), Islamabad invites sealed technical and financial proposals / offers from well reputed consultant firms / individuals who should be on Active Tax Payer List (ATL) of the Federal Board of Revenue (FBR), Pakistan / Tax Filer in case of individual consultant as a contract manager / specialist. The method for selection 'Quality and Cost Based' will be used under the provision 'Procurement of Consultancy Services Regulations, 2010'.

Request for Proposal containing detailed terms and conditions is available for the interested bidders. The interested firms / individual consultants should be technically as well as financially sound. The consultant firms / individuals must have ample experience in preparing contract agreement with adequate knowledge of relevant rules / regulations and legal aspects.

The Request for Proposal containing detailed terms and conditions may be obtained from Administration Directorate (HR Section) (Room No. 235 - B, Prime Minister's Office Islamabad) during office hours free of cost. The same can also be downloaded from website of the Authority on www.ndma.gov.pk.

The Request for Proposal prepared in accordance with instructions in RFP documents must reach the undersigned before 1300 hours on **23 May 2022**, which will be opened on the same day at 1400 hours in Room No 220-E, NDMA, Prime Minister's Office, Islamabad.

(Abdul Shakoor)
Director (Administration)
National Disaster Management Authority, Islamabad
Tel: 0519087812 / 9087842

BIDDING DOCUMENTS OF REQUEST FOR PROPOSAL (RFP)
FOR CONSULTANCY SERVICE - CONTRACT MANAGER / CONTRACT SPECIALIST
TERMS AND CONDITIONS

1. Tender No: Tender No. 3(5)/2022-HR
2. Title of tender: Request for Proposal (RFP)
3. Procuring Agency: National Disaster Management Authority, Prime Minister's Office, Islamabad.
4. Last Date for Submission: 23 May 2022 at 1300 hours
5. Opening Date and Time: 23 May 2022 at 1400 hours
Opening Address: Room No. 220-E, National Disaster Management Authority (NDMA), Prime Minister's Office, Islamabad.
6. Desired Qualification / Experience: Master Degree duly recognized by HEC in Contract Management or equivalent and minimum 10 years post qualification working experience in Contract Management or relevant field.
7. Period of Contract: Minimum 1 year extendable to further 2 years.
8. Rejection of Applications: Application on following grounds will be rejected: -
 - a. Incomplete and conditional applications will be rejected forthwith.
 - b. Applications received after due date and time of submission will not be accepted.
 - c. Rate other than PKR will not be accepted.
9. **Following must include in the proposal / offers:-**

| Ser | Document Required | Attached |
|-----|---|----------|
| a. | Complete Profile of the Firm / CV of the Consultant | Annex-A |
| b. | Qualification | Annex-B |
| c. | Specific Experience | Annex-C |
| d. | General Experience | Annex-D |
| e. | Satisfactory Client List | Annex-E |
| f. | Registered with Income Tax / Sales Tax Department | Annex-F |
| g. | An affidavit on Stamp Paper that the Firm / Consultant has never been blacklisted by any Government Ministry/Division/Department in the past. | Annex-G |
| h. | Copy of Bank Statement FY 2020 -21 | Annex-H |

10. **Scope of Work:** The contract management consultant / specialist shall be responsible for all aspect of contract management and shall include but not limited to: -
 - a. Preparation of various contracts to be made for procurement / supply of goods and services including COVID-19 Supplies, Plant and Machinery, Oxygen Generation Plant and Tanks, Food Supplies, Food Items, Medical and Engineering Equipment as well as routine general purpose items.
 - b. Legal aspect including legal vetting of the contract.
 - c. Audit replies pertaining to the contracts.
 - d. Standardization of contract.
 - e. Formulation of SOPs for making contracts.
 - f. Preparation of bidding documents and contracts with national and international firms /

- companies / vendors.
- g. Standardization of Purchase Orders for procurement at national and international level.
 - h. Any other related tasks assigned by the Chairman NDMA.

11. Evaluation of Proposals:

- a. Bidding shall be conducted on Single Stage Two Envelope basis. Selection will be made based on Quality and Cost Method under PPRA Rules. The name of Bidder and Tender description shall be clearly marked on the envelope for both Technical and Financial Bids separately.
- b. The technical proposals shall be opened by Committee on the same day (1400 hours on 23 May 2022) in the presence of Bidders/ Authorized Representatives.
- c. The weightage with the ratio of 60:40 to the Technical and Financial Evaluation respectively as per criterion attached at **Annex-I**.
- d. Result of Technical Proposals after technical evaluation shall be announced/ conveyed to the participating Firms / Consultants.
- e. The date of opening of Financial Bids shall be communicated to the technically successful bidders accordingly.
- f. Combined evaluation of technical and financial proposal will be followed.
- g. The applicant with winning proposal will be accepted after approval of the Chairman, NDMA.
- h. After approval, the firm will be served offer letter.
- i. Upon acceptance of the offer letter, service agreement to be signed by the shortlisted firm / individual consultant.

12. Award of Contract / Appointment of Consultant: Competitive bidding will be done through Single Stage Two Envelopes System as per PPRA Rules. The Contract / Service Agreement will be awarded to the successful bidder adopting 'Quality and Cost Based' selection method for one year, extendable for further period of 2 years.

13. Effectiveness of Contract: Contract shall be effective on signature of both parties. The selected firm / individual would be liable to start performing the contract within 48 hours of signing of contract.

14. Payment Terms: Payment will be made on production of invoice on monthly basis. The Payment shall be liable to deduction of relevant taxes and will be paid in Pak Rupees.

15. Termination of the Service Agreement: The service agreement shall be liable to termination on 30 days prior notice by either party.

