

Ref: _____



Expression of Interest [EOI] Document for Selection of Project
For "Conducting Baseline Survey, Monitoring & Evaluation and
Impact Assessment"

Through
National Competitive Bidding

**"Establishment of Model Farms Linked With Improved
Supply Chain and Value Addition"**

Issued To: _____

Issued On: _____

Signature of: _____

Issuing Officer

PROJECT COORDINATOR

**Establishment of Model Farms Linked with Improved
Supply Chain & Value Addition**

2nd Floor, Agriculture Marketing Building

21-Davis Road, Lahore. Pakistan

Ph.: +92 - 42 - 99205071-73

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DISCLAIMER

This Expression of Interest (Eoi) Document is provided to the recipient solely for use in preparing and submitting applications for shortlisting for engagement of a Project Implementing Firm to carry out the Assignment as further detailed in this Eoi Document. This Eoi Document is being issued by **Project Coordination Unit for “Establishment of Model Farms Linked with Improved Supply Chain and Value Addition” Agriculture Department, Government of Punjab, Pakistan** (hereinafter referred as the “Procuring Agency” where relevant the term includes its employees, personnel, affiliated entities, consultants, advisors, agents and contractors etc.), solely for the use of the Applicant(s) interested in the Assignments enumerated hereunder.

Unless expressly specified otherwise, all capitalized terms used herein shall bear the meaning as ascribed in this Eoi Document.

This EOI is not an agreement and is neither an offer nor invitation by the Procuring Agency to the prospective Applicant(s) or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation of their application for qualification pursuant to this EOI (the “Application”). This EOI includes statements, which reflect various assumptions and assessments arrived at by the Procuring Agency in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant(s) may require. This EOI may not be appropriate for all persons, and it is not possible for the Procuring Agency, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EOI. The assumptions, assessments, statements and information contained in this EOI may not be complete, accurate, adequate or correct. Each Applicant should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this EOI and obtain independent advice from appropriate sources.

Information provided in this EOI to the Applicant(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Procuring Agency accepts no responsibility of the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The evaluation criteria have been laid down for the purpose of short-listing of the Applicant(s). The Procuring Agency or its affiliated entities including its consultants, advisors, employees, personnel, agents, make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI or in any other Document made available to a person in connection with the tendering process for the Assignment(s) or for any other written or oral communication transmitted to the recipient in the course of the recipient’s evaluation and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way with shortlisting of Applicant(s) for participation in the Bidding Process.

The Eol submitted by any Applicant shall be upon the full understanding and agreement of any and all terms of this Eol Document and such submission shall be deemed as an acceptance to all the terms and conditions stated in this Eol Document. Any Eol submitted by any Applicant shall be construed based on the understanding that the Applicant has done a complete and careful examination of this Eol Document and has independently verified all the information received from the Procuring Agency.

This Eol Document shall neither constitute a solicitation to invest, or otherwise participate, in the Assignment, nor shall it constitute a guarantee or commitment of any manner on the part of The Procuring Agency that the Assignment will be awarded. The Procuring Agency reserves its right, in its full discretion, to modify the Eol Document and/or the Assignment at any stage during the procurement process to the fullest extent permitted by law, and shall not be liable to reimburse or compensate the bidder for any costs, taxes, expenses or damages incurred by the Applicant in such an event. Similarly, The Procuring Agency reserves the right, in its full discretion, to cancel the Eol Document and/or Assignment at any stage of the procurement process and shall not be liable to reimburse or compensate the Applicant for any costs, taxes, expenses or damages incurred by the Applicant(s) in such an event.

REQUEST FOR EXPRESSION OF INTEREST (EOI)
FOR BASELINE SURVEY, MONITORING & EVALUATION SUPPORT AND
IMPACT ASSESSMENT

1. **The Agriculture Department, Government of Punjab**, Pakistan has initiated a project “Establishment of Model Farms Linked with Improved Supply Chain and Value Addition” with a total cost of Rs. 3,261.19 Million for four (4) years (2017-18 to 2020-21). Main objective of the project is to establish model farms, producing horticulture products of best quality and enhance exports by 30% by the year 2020-21, especially in the high end markets. The specific objectives of the project are:
 - i. Export promotion by addressing constraints of SPS and WTO,
 - ii. Development of supply chain infrastructure,
 - iii. Incentive structure for private sector,
 - a. Soft interventions comprising of capacity building services and certification audit for all the components of supply chain i.e. Farm Level, Processing Level, Logistic companies and traders / exporters.
 - b. Hardware interventions comprising of provision of machinery and equipment and civil works (if required) to improve quality of the produce.
 - iv. Establishment of farmers and marketing linkages,
 - v. Facilitate group marketing and business clusters for developing economies of scale.
2. Project Coordination Unit for “**Establishment of Model Farms Linked with Improved Supply Chain and Value Addition**” Agriculture Department, Government of Punjab invites Expression of interest (Eoi) from the interested firms, who are on Active Taxpayers List of the Federal Board of Revenue for Baseline Survey, Monitoring & Evaluation Support and Impact Assessment Study of the project, detailed in Project PC-1 for a period of 04 years. Method of selection will be **Quality and Cost Based Selection (QCBS)**.
3. Expression of interest documents, (containing detailed terms and conditions, etc.) can be purchased from the Office of the **Project Coordinator, Establishment of Model Farms Linked with Improved Supply Chain and Value Addition, 2nd Floor, Agriculture Marketing Building, 21 Davis Road Lahore, Pakistan Ph. + 92 – 42 - 99205071-3**. The price of the Eoi document is Rs. 500/-. Eoi documents can be downloaded from <http://www.ppra.punjab.gov.pk/> & <http://www.agripunjab.gov.pk/> for reference purposes only.
4. The expression of interest, prepared in accordance with the instructions in the Eoi documents, must reach at Office of the **Project Coordinator, Establishment of Model Farms Linked with Improved Supply Chain and Value Addition, 2nd Floor, Agriculture Marketing Building, 21 Davis Road Lahore Pakistan** on or before **11:00 AM on September 20, 2017** The expression will be opened the same day at 11:30 AM.

5. The list of the shortlisted Firms will be displayed on www.agripunjab.gov.pk . The advertisement is also available on PPRA website at www.ppra.punjab.gov.pk and department of agriculture website www.agripunjab.gov.pk.

PROJECT COORDINATOR

**Establishment of Model Farms Linked with Improved
Supply Chain & Value Addition**

2nd Floor, Agriculture Marketing Building

21-Davis Road, Lahore, Pakistan

Ph.: + 92 - 42 - 99205071-3

SECTION-I

INTRODUCTION

DEFINITIONS

In this document, the following terms shall be interpreted as defined below:-

Procuring Agency: -	Project Coordination Unit for “Establishment of Model Farms Linked with Improved Supply Chain and Value Addition” Agriculture Department, Government of the Punjab, Lahore, Pakistan.
Applicant:-	Means any corporation, company, partnership, firm, public or private entity or a Consortium, that is eligible, has the expertise and ability to undertake the Assignment as per the requirements of this EoI Document and has not been blacklisted/debarred by any public sector organization or department anywhere.
Assignment/ Scope of Work:-	Means the works to be undertaken and services to be provided by the Applicant in accordance with this EoI Document upon being selected as a successful bidder after the bidding process to be conducted post-shortlisting.
Partner	Means a partner firm in a Consortium.
Consortium:-	Where the Applicant is comprised of a group of Partnership Firms or Corporations or Limited Companies etc. who have submitted an EoI as per the requirements of this EoI Documents, all members, if awarded the contract, shall individually sign and be jointly and severally liable for the entire Assignment and such an association may be known as a Consortium for submission of the EoI.
Lead Consultant:-	If the Applicant is a Consortium, one of the entities of such a Consortium shall be designated as the Lead Consultant in the EoI to perform a lead role. The Lead Consultant should be duly appointed by all Consortium members to submit and sign on their behalf all documents required hereunder to bind the entire Consortium to the contents, thereof. (Annexure-IX)
Due Date:-	The date mentioned in advertisement as deadline for submission of EoI application.
EoI:-	Expression of Interest to be submitted by the Applicants containing the information as set out and required under this EoI Document.
Power of Attorney:-	The Power of Attorney to be provided by the Applicant(s) in the form appended at Annexure VII, VIII, IX (as applicable) to this EoI Document.
RFP:-	Request for Proposals

Signatory of Application:	Means the person duly authorized by the Applicant through Power of Attorney placed at Annexure VIII to sign the application for EOI/Tender/Bid on its behalf.
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BACKGROUND OF THE PROJECT

The Agriculture Department, Government of Punjab, Pakistan has initiated a project **“Establishment of Model Farms Linked with Improved Supply Chain and Value Addition”** with a total cost of Rs. 3,261.19 Million for four (4) years (2017-18 to 2020-21). Main objective of the project is to establish model farms, producing horticulture products of best quality and enhance exports by 30% by the year 2020-21, especially in the high end markets. The specific objectives of the project are:

- i. Export promotion by addressing constraints of SPS and WTO,
- ii. Development of supply chain infrastructure,
- iii. Incentive structure for private sector,
 - a. Soft interventions comprising of capacity building services and certification audit for all the components of supply chain i.e. Farm Level, Processing Level, Logistic companies and traders / exporters.
 - b. Hardware interventions comprising of provision of machinery and equipment and civil works (if required) to improve quality of the produce.
- iv. Establishment of farmers and marketing linkages,
- v. Facilitate group marketing and business clusters for developing economies of scale.

The Project objectives shall be achieved by carrying out the following activities/interventions as proposed in the Project PC 1:

Component 1: Capacity Building of Quality Improvement & Support Services

Targets: 250,000 Acres of Land Compliant to SPS Protocols and Good Agriculture Practices

(Implementing Partners: Value Chain Technical Assistance Team, Directorate of Agriculture (Economics & Marketing) Punjab & Directorate of Agriculture (Horticulture) Extension Punjab)

1.1 Capacity Building for Quality Improvement:

Integrated Crop Management (ICM):

Soil Management, Irrigation Management, Disease Management, Pest Management, Tree Management, Harvest & Post harvesting Management.

1.2 Capacity Building of Support Services:

Since compliance to SPS is a new concept and food safety standards are emerging and improving at a very fast pace therefore the capacity of the allied institutions like Capacity Building Firms, Individuals & Audit Firms etc. will also be built in this regard. Regular training sessions on International Certifications and SPS will be carried out under this component.

Component 2: Support for International Certifications:

Targets: 50 Suppliers / Clusters (40,000 Acres Land, 80 Processors & 15 Traders / Exporters & 5 Logistics Compliant to International Certification and SPS Protocols.

Implementing Partners: Value Chain Technical Assistance Team, Directorate of Agriculture (Horticulture) Extension Punjab),

2.1 At farm level

- i) Capacity of the farmers will be built for complying with the requirements of protocol of Global GAP certification through VCTAT. The cost of training shall not be charged from the target beneficiary.
- ii) Since the training for Global GAP will be free of cost therefore the fee for Global GAP certification / audit for first year will be subsidized by the Project @ 30 % while the remaining 70 % will be paid by the beneficiary. In the subsequent years 100% of renewal cost of certification will be paid by the beneficiary.

2.2 At Processors level

- i) Capacity of the suppliers/processors will be built for complying with the requirements of protocol of required certification i.e. IFS, HACCP, FSSC 22000, BRC, etc through VCTAT.
- ii) The fee for certification / audit will also be subsidized by the Project @ 30% while the remaining cost will be borne by the beneficiary.

2.3 At logistics / Trader / Exporter Level

- i) Capacity of the logistic operators will be built for complying with the requirements of protocol of logistics / trader / exporter certification like IFS or any other through VCTAT.
- ii) The fee for certification / audit will also be subsidized by the Project @ 30% while the remaining 70% will be borne by the beneficiary.

Component 3: Development of Supply Chain Infrastructure:

Targets: Farm machinery to be provided at farm level for 250,000 acres with Good Agricultural Practices @ Rs. 5,000 / acre (Government share Rs. 2,500 / acre i.e. 50 % while remain 50% shall be borne by the beneficiary.

Implementing Partners: Value Chain technical Assistance Team,

Directorate of Agriculture (Horticulture) Extension Punjab, Director of Agriculture (Economics and Marketing) Punjab

21 Clusters of Supply Chain Improvement Project to be provided farm machinery and civil works on 50% subsidy up to a maximum of 3 million

Minimum 50 Pack houses / processing units / cold storages / Food Service Distribution centers / Common facility centers / Controlled atmosphere Technology for storage of Fresh Fruits and Vegetables, etc. to be established on cost sharing basis with a total cost of Rs. 15 million (government share 50 % i.e. Rs. 7.5 Million maximum). The total number of units may enhance if there is saving under the component.

3.1 At Farm Level:

Machinery and equipment for quality improvement and reduction of on-farm harvest, handling and transportation losses will be provided by subsidizing the cost up to 50 % while the remaining 50% cost will be shared by the beneficiary. Cost of Farm Machinery & Equipment shall be worked out @ of Rs. 5,000 per acre that shall be registered with the project. The Project shall subsidize 50 % of the total actual cost and the remaining 50 % shall be borne by the beneficiary. The beneficiary shall register with the project and start implementing GAP. For improvement of quality and better yield the beneficiary will procure machinery and equipment as per prescribed guidelines of the project and once GAP implementation is completed the grant amount shall be released by the Project.

3.2 Pack Houses / Processing Facilities / Cold Storages etc.:

Facility for on-farm & off farm Pack Houses / Processing units / cold storages / common facility centers / Food service delivery units / cool chain infrastructure etc. has been proposed for 50 Units. Grant for such facility would be Rs. 15 (Million) in total including Government & Beneficiary share 50:50. Keeping in view the needs and requirements of sector Common Facility Centers (CFC) can also be installed under this provision. These units will be linked with Global GAP certified farm bases with an area ranging from 400 acres to 1500 acre depending on the nature of the facility.

Component 4: Market Linkage Program

Targets: Develop trade linkages with International buyers for export enhancement through participation in International Trade Fairs / exhibitions, promotional campaigns, single country exhibitions etc. along with domestic market interventions and trade fair.

Implementing Partners: Value Chain Technical Assistance Team, Director of Agriculture (Economics and Marketing) Punjab.

Market Linkage Program is the most important component. As the Project aims to provide enabling environment for enhancement of exports by supporting for compliance to SPS requirements, GAP, Food safety & International Certifications demanded by the high end International Markets it is very important to create International Linkages through the Project interventions. Based on the project aims and objectives and project interventions, both International & Domestic markets should be targeted for marketing of the certified quality produce. To cater this all officers of Agriculture Economics and Marketing and all Secretaries of Market Committees in the Punjab will be trained by the VCTAT to build their capacity in the aforementioned project activities.

SCOPE OF ASSIGNMENT

GENERAL SCOPE

Baseline Survey, Monitoring & Evaluation Support and Impact Assessment Study

To effectively measure the performance of the Project towards achievement of its objectives, a baseline survey is necessary for fixing a bench mark. The baseline survey has to be a comprehensive study of the current situation with regard to the proposed interventions in form of a report containing authenticated primary data to be collected during the exercise and secondary data available through various reliable sources. Progress on each intervention shall be monitored, measured and evaluated against these bench marks through an objective M&E system. These activities will be out sourced to competent firms having relevant expertise and experience in conducting base line surveys, providing M&E support and undertaking impact assessment studies. The selected firm will (A) conduct Baseline Survey (B) provide M&E Support to the Project during the Project implementation and (C) undertake Impact Assessment study at the completion of the Project.

SPECIFIC SCOPE

The specific TORs for the baseline study, M&E support and impact assessment study are as under:

A Baseline Survey

- i. To develop objective criteria for identification and prioritization of potential horticulture value chains of Punjab to work on under this Project.
- ii. Based on primary and secondary data, taking into account various growth and business parameters and ensuring that we can pick up the products those have potential and not performing, recommend value chains for Project interventions.
- iii. Geographical mapping of the selected value chains for identification of production clusters for carrying out various activities to achieve Project objectives.
- iv. To conduct detailed value chain analysis of selected products. The analysis will include pre and post-harvest practices, marketing (domestic & international), social (gender participation, labor employment & availability) and industry perspectives.
- v. Collect data on area/volume of production of each selected value chain already covered under international Good Agriculture Practices (GAP) certifications.
- vi. To study and develop a bench mark of export & domestic marketing channels, dynamics for various horticulture value chains of Punjab.
- vii. Documentation of grading standards and processes at production, post-harvest and pack house level and comparative analysis with regard to international grade standards.
- viii. Develop inventory of storage, processing, pack houses and allied service establishments (manufacturers of packaging materials, logistics, inspection & certification services) along with their status regarding capacity (technical & physical) quality/standard certification on Good Manufacturing Practice (GMP) like BRC, HACCP, ISO,IFS etc,etc.

B Monitoring & Evaluation

- i. Keeping in view the objectives of the Project and various interventions proposed to achieve those objectives and in consultation with Project Management, develop and administer a comprehensive M & E system with clearly define KPIs sources f verification and role s and responsibilities of data collection and analysis
- ii. To provide M&E support to the Project Management throughout the project life with clearly defined KPIs, sources of verification and roles & responsibilities of data collection.
- iii. Based on the qualitative and quantitative data collected from the field on all activities conducted by the Implementation Firm, generate periodical M&E reports for Project Management and the government along with sources of verifications.
- iv. Suggest specific measureable realistic, attainable and time bound key performance indicators (KPI's) at the output, outcome and impact levels along with credible sources of verification and quarterly milestones.
- v. To issue alerts to Project management for corrective actions if some digression from project objectives made by the implementing firm. is observed
- vi. Any other task relevant to the M&E of the Project not identified earlier.

C Impact Assessment Study

To design and conduct impact assessment study of the Project regarding its achievement on the Project objectives and their impact on the development of horticulture sector of the Province. The impact assessment should be focused on economic and social returns resulting from the Project. It should also provide the basis of evidence based decision making and course correction during the project cycle. An indicative list of evaluation questions should include (but not limited to) the following:

- i. Increase in the volume and value of export of horticulture products from Punjab.
- ii. Increase in per unit price of exported products.
- iii. Increase in exports to suppliers of super store chains.
- iv. Availability of horticulture bye products and processed products from Punjab like; dehydrated, preserved or canned, IQf, juices etc.etc.
- v. Decrease in post-harvest losses
- vi. Increased economic efficiency of the chai especially at the grower's end
- vii. Increased investment in horticulture industry.

SECTION-II

INSTRUCTIONS TO APPLICANTS

FRAUD & CORRUPTION

- i. The Procuring Agency requires that the Applicant observes the highest standard of ethics in relation to submission of EoI for short-listing and further documents required for short-listing and thereafter.
- ii. The Procuring Agency will reject a proposal for short-listing if it determines that the Applicant has directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question and will declare the applicant ineligible, either indefinitely or for a stated period of time.
- iii. Any misinformation, forged / fake documents / statements etc. will lead to disqualification at short listing stage in addition to any other action as per law.

ELIGIBILITY

- i. Undertaking on Judicial Paper that the firm is not insolvent, not blacklisted and not involved in litigation or arbitration with any of provincial or Federal Government Department of Pakistan, any Agency of United nations, World Bank and Asian Development Bank. In case the firm was involved in any litigation or arbitration process, proof of dispute resolution along with history for last ten years in accordance of Annexure-X is required.
- ii. An Applicant or any of its Members, declared Insolvent/blacklisted / debarred by any public sector organization or department in Pakistan shall be ineligible for short-listing.
- iii. The applicants should belong to eligible countries as per current policies of the Federal Government of Pakistan.
- iv. Affidavit on stamp paper that non-performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation, otherwise not eligible.
- v. Affidavit on stamp paper declaring "Neither the firms nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been black listed/ defaulted by any government agency/ department/organization".
- vi. Provide separate undertaking that the information supplied by the firm is correct. (Annexure-XI)

LANGUAGE

Language of this EoI and subsequent all processes and correspondences shall be English.

CURRENCY

The currency of this EoI is Pakistani Rupee (PKR). If financial statements and / or past experience of a firm / company is (are) in foreign currency, selling rate of the State Bank of Pakistan in PKR for that currency on the day of EoI opening shall be used for conversion of

foreign currency and evaluation of Eol application.

EOI ADVERTISEMENT

The Eol advertisement shall form an integral part of the Eol Document.

CLARIFICATIONS IN RELATION TO EOI DOCUMENTS

- i. An Applicant requiring any clarification in relation to the Eol Document shall contact The Procuring Agency in writing at the address indicated in this Eol Document.
- ii. The Procuring Agency will respond in writing to any request for clarification provided that such request is received no later than ten (10) days prior to the deadline/Due Date for submission of the Eol.

AMENDMENTS IN EOI DOCUMENTS

- i. At any time prior to the deadline for submission of Eol, The Procuring Agency may amend the Eol Document by issuing an addendum.
- iii. Any addendum issued shall be part of Eol Document.
- iv. To give Applicants reasonable time to take an addendum into account in preparing their applications, The Procuring Agency may, at its discretion, extend the deadline for the submission of applications.
- v. No objection shall be entertained regarding the terms & conditions of this Eol Document after deadline for submission of Eol.

CHANGE IN INFORMATION PROVIDED TO PROCURING AGENCY

The Applicant shall immediately report to The Procuring Agency in writing any change in the information provided in its Eol (including any information relevant to any Consortium). The determination of whether the change is material shall be in Procuring Agency's sole and exclusive discretion and any material change could also lead to disqualification of such Applicant. Any failure to report change by the Applicant shall constitute grounds for disqualification.

COST OF APPLICATION

- i. The Applicant shall bear all costs associated with the preparation and submission of Eol. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the short-listing process.
- ii. The Procuring Agency will not be responsible for any costs or expenses incurred by the Applicant in connection with the preparation or delivery of proposals or visits to any office or site.

- iii. The Procuring Agency shall be under no obligation to return any EOI or supporting materials submitted by the Applicant.

DOCUMENTS ESTABLISHING THE ELIGIBILITY OF APPLICANT

To establish its eligibility, the Applicants shall complete all eligibility requirements as set out in this document supported by verifiable documentary evidence. Applications without complete supporting documentary evidence, as required under this Eol, shall be considered non responsive and shall be rejected.

DOCUMENTS ESTABLISHING THE QUALIFICATIONS OF APPLICANT

To establish its qualifications, the Applicant shall provide the information requested in the corresponding sheets, evaluation criteria etc. in the form of verifiable documentary evidence.

CONSORTIUM OF CONSULTANTS

- i. If Applicant is a Consortium, there must be a Lead Consultant appointed through a Power of Attorney executed by all Consortium members individually, authorizing the Lead Consultant to act on their behalf and to enter into legally binding obligations.
- ii. Power of Attorneys shall be prepared as instructed in **Annexure – VII, VIII, IX**.
- iii. In the event the Applicant is a Consortium, all communications and correspondence shall be routed through the Lead Consultant. The Procuring Agency shall only correspond with the Lead Consultant and as such delivery of any notice, information or other correspondence to the Lead Consultant shall be deemed delivered to all the members of Consortium.
- iv. One member of Consortium may participate in only one Eol and if one member participates in more than one Eol's, The Procuring Agency shall reject all such Eols;

SIGNING THE APPLICATION

- i. The Applicant shall prepare and submit the Eol as described in this document. The Eol shall be signed by a person duly authorized on behalf of the Applicant through Power of Attorney.
- ii. Original written Power of Attorney authorizing the signatory of the Application to act for and on behalf of the Applicant shall be attached with the application according to the given **Annexure-VIII**.
- iii. Every page and every form of EOI shall be signed and stamped by the Signatory of the Application.

SEALING AND IDENTIFICATION OF APPLICATION

The Applicant shall enclose ONE Original and THREE copies of its EOI in a sealed envelope that shall:

- i. Bear the name and address of the Applicant,
- ii. Be addressed to the Project Coordinator, "**Establishment of Model Farms Linked with Improved Supply Chain and Value Addition**", 2nd floor, Agriculture Marketing Building, 21-Davis Road, Lahore, Pakistan,
- iii. Bear the specific identification of this short-listing process indicated in the EOI Document and shall be clearly marked the subject title.
- iv. Each EOI shall be in English accompanied by all the supporting documents. If any original supporting document is not in English, a certified translation of the same in English shall be provided by the Applicant.
- v. Applicants are also required to state, in their proposals, the name, title, phone & fax numbers, e-mails, and addresses of their Primary Contact and Secondary Contact, through whom all communications shall be directed until the procurement process has been completed or terminated.
- vi. The Procuring Agency will accept no responsibility for not processing any envelope that was not identified as required.

LATE APPLICATION

Any application received by The Procuring Agency after the deadline/Due Date for submission of applications shall not be entertained

OPENING OF APPLICATIONS

The Procuring Agency shall open (all) application(s) on the time & date indicated in Eoi advertisement.

CONFIDENTIALITY

Information relating to the evaluation of Applications, and recommendation for short-listing, shall not be disclosed to the Applicants or any other persons not officially concerned with such process until the notification of short-listing is made to all Applicants.

CLARIFICATIONS OF APPLICATIONS

- i. To assist in the evaluation of applications, The Procuring Agency may, at its discretion, ask any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.

- ii. If an Applicant does not provide clarifications of the information requested by the deadline, the application shall be evaluated based on the information and documents available at the time of evaluation of the application. Failing to provide requisite information may lead to rejection / disqualification of application.

RESPONSIVENESS OF APPLICATIONS

All applications not responsive to the requirements of the EoI Documents shall be rejected.

NOTIFICATION OF SHORT-LISTING

The purpose of this EoI Document / Advertisement is to shortlist Consultant Firms for their further participation in selection process. The Procuring Agency shall promptly notify each Applicant as to whether or not it has been shortlisted after completing the process and procedure of short-listing.

INTERPRETATION & FINAL DETERMINATION

The interpretation and final determination of any matter relating to the EoI Document, all enclosed documents, sections, compliance documents etc. as well as any additional or supplementary information required by The Procuring Agency will be at Procuring Agency's sole discretion which shall be final and binding on the Applicants.

USE OF INFORMATION

Permission for disclosure of information submitted by an Applicant as part of the EoI is not required for the release of information to The Procuring Agency, its governing bodies/departments, its consultants, advisors and personnel for the purpose of evaluation of application and short-listing.

CONFLICT OF INTEREST

The Procuring Agency may confirm the status of the Applicant for the sake of conflict of interest before completion of the short-listing process. For this purpose, the Applicant shall be required to provide this information in specific terms and any misrepresentation shall be made a ground for rejection. Applicants shall note that in case of their selection, any such links, if detected during the course of their contract, would be reported by The Procuring Agency to PPRA for cancellation of its registration/license leading to their blacklisting.

GOVERNING LAW

The governing laws of the Project and the contract thereto shall be laws of Pakistan (where Federal laws are applicable) and laws of Punjab (where provincial laws are applicable). The procurement process will be governed under the Punjab Procurement Rules 2014 (as amended up to date) & Regulations as available on the day of publication of this EoI,

instructions of the Government of the Punjab received during the completion of the process, and other applicable laws of Punjab Province. The Rules may be downloaded from the Punjab Procurement Regulatory Authority (“PPRA”) website www.ppra.punjab.gov.pk Moreover, the entire EoI Document shall be construed in the light of these Rules.

SECTION-III

EVALUATION CRITERIA

MANDATORY REQUIREMENTS

Legal Status of Firm (Registered with either of the following) SECP Registrar of Firms Recognized by Govt. of Pakistan Relevant registration forum (In case of international firms)
NTN / FTN
Registration certificate from Punjab Revenue Authority (if not already registered with PRA then, if awarded the work, the Firm will have to get registered with PRA before signing of contract)
All requirements of clause-2 "Eligibility" of Instructions to the Applicant have been met.
Financial Statements of the firm duly audited by the Chartered Accountant Firm for the last 5 years. Kindly place as Annexure IV of the application.
Minimum 7 Years in Business

(Please attach copies of all certificates / relevant Documents)

DISTRIBUTION OF EVALUATION SCORE

CATEGORY		MAXIMUM SCORE
1.	Management Team & Technical Team	25
2.	Experience of the Firm / Company	75
Total Marks		100
Aggregate Qualifying Marks		65

**1. Management & Technical Team (In-house, i.e. on permanent payroll of Applicant)
(Maximum score – 30)**

Note: Use format placed at **Annexure I** of EoI Document to provide information regarding Management & Technical Team.

DESCRIPTION		MAXIMUM SCORE
Management Team: Total Number of Management Professionals*	One (2) point for each professional	10
Technical Team: 1. Economist/Agriculture Economist (8) 2. M&E specialist (7)		15

***Professional:** A person having a minimum of Master’s degree with a minimum of 5 years relevant & verifiable experience.

ECONOMIST / AGRICULTURE ECONOMIST		MAXIMUM SCORE
Academic Qualification		3
<ul style="list-style-type: none"> • Ph.D. • M.Sc. or above • B.Sc. 	3 2 1	
Experience		2
<ul style="list-style-type: none"> • More than 15 Years • 10 to 15 years 	2 1	
Work experience of similar project/assignment (one score for each assignment)		3

M & E EXPERT		MAXIMUM SCORE
Educational Qualification		3
<ul style="list-style-type: none"> • Ph.D. • M.Sc. or above 	3 2	
Experience		2
<ul style="list-style-type: none"> • More than 10 Years • 7 to 10 Years 	2 1	
Work experience of similar project/assignment (one score for each assignment)		2

EXPERIENCE OF THE FIRM / COMPANY (MAXIMUM SCORE A+B+C= 70)

**A. Specific past experience of Conducting Agriculture Base Line Surveys
(Maximum Score – 20)**

Note: Use formats placed at **Annexure II, III & IV** of EoI Document to provide information regarding experience of firm / company.

	MAXIMUM SCORE 20
Overall past experience in conducting baseline surveys during the last 10 years 2 points for each project valuing PKR 1 Million or more (maximum score 10) 2 Points for each baseline survey in agriculture sector valuing PKR 1 Million or Above (Max 10 Points)	20

**B. Specific Experience of providing Monitoring & Evaluation (M&E) Support to Agriculture Projects
(Maximum Score – 30)**

	MAXIMUM SCORE 35
Overall past experience providing Monitoring & Evaluation (M&E) support Projects during the last 10 years	20
4 points for each M&E project valuing PKR 5 Million or above. (20 points)	15
3 points for each M&E project in agriculture sector valuing 5 million or above	

C. Impact Assessment (Maximum Score – 20)

	MAXIMUM SCORE 20
Overall past experience of conducting baseline impact assessment studies during the last 10 years	10
2 points for each project valuing PKR 1 Million or more 2 Points for each in agriculture sector valuing PKR 1 Million or Above	10

APPLICATION FORM

Name of Applicant: _____

Firm / Company / Consortium: _____

- a) Address:
- b) Telephone No(s):
- c) Fax Number:
- d) E-mail Address:
- e) Preferred mode of correspondence

In case of Consortium, provide following information:

Sr. #	Name of Associate / Consortium Firm*	Brief Description of Associate / Consortium Firm	Role in Consortium	Representative of Each Associate / Consortium Firm in Consortium**	Contact Information

*Start with the Lead Firm in Consortium.

**To be appointed through Power of Attorney by each Associate / Consortium Firm.

EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY SERVICE

To,

**The Project Coordinator,
"Establishment of Model Farms Linked with Improved Supply Chain and
Value Addition",
2nd Floor Agriculture marketing Building,
21-Davis Road, Lahore.**

Subject: **EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY SERVICE**

Dear Sir,

This is in response to your Eoi advertisement published in the daily [.....] on [.....] inviting expression of interest for hiring of Baseline Survey, Monitoring & Evaluation Support and Impact Assessment Study firm for the Project Establishment of Model Farms Linked with Improved Supply Chain & Value Addition. We hereby submit our expression of interest. We have attached all the requisite information according to the given formats. The information furnished by us in this expression of interest is correct to the best of our knowledge and belief. We understand that you will evaluate our application to decide whether or not we are eligible and shortlisted to participate further in the process.

We shall remain obliged.

Dated: dd/mm/yyyy

Sincerely yours,

(On behalf of the firm)

Signature:

Name of signatory:

Designation:

Company SealAnnexures:

- I. CVs of Management & Technical Team
- II. Experience of the Applicant for Baseline Survey
- III. Experience of Applicant for M&E Projects
- IV. Experience of Applicant for Impact Assessment of Projects
- V. Financial Statements
- VI. Power of Attorney (For signatory of Application)
- VII. History of Litigations
- VIII. Affidavit for Correctness of Information

ANNEXURES

ANNEXURE – I - FORMAT OF CURRICULUM VITAE FOR MANAGEMENT & TECHNICAL TEAM

1	Name of Staff <i>[Insert full name]:</i>	
2	Position in firm/company <i>[insert Designation]</i>	
3	Years with the firm/company	
4	Date of Birth	
5	Nationality:	
6	Education:	
7	CNIC/Passport No:	

DEGREE	MAJOR/MINOR	INSTITUTION	COUNTRY	DATE(MM/YYYY)

7. Core area of expertise

8. Membership of Professional Associations/Societies :

9. Other Trainings/Certifications *[Indicate significant training since degrees under 7 – Education were obtained]:*

DESCRIPTION*	TITLE	INSTITUTE	DURATION**	COUNTRY

*Training, Certification, short course, etc.

**Indicate start & end dates *[dd-mm-yyyy]*

10. Knowledge of Languages

[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

Language	Skills	Proficiency		
		Good	Fair	Poor
	Reading			
	Speaking			
	Writing			
	Listening			
Language	Skills	Proficiency		
		Good	Fair	Poor
	Reading			
	Speaking			
	Writing			
	Listening			
Language	Skills	Proficiency		
		Good	Fair	Poor
	Reading			
	Speaking			
	Writing			
	Listening			

12. Employment Record

[Starting with present position]

<i>Employer</i>	<i>Country & Province</i>	<i>Position</i>	<i>From (DD/MM/YYYY)</i>	<i>To (DD/MM/YYYY)</i>	<i>Brief Job Description</i>

Full name & signature of the authorized representative of the Applicant.

ANNEXURE – II - LIST OF PROJECTS / ASSIGNMENTS RELATING TO BASELINE SURVEY

HANDLED BY THE APPLICANT

Sr. No.	Name of the Project/ Assignment	Location Province/ Country/ City	Client	Cost of the Project	<u>Implementation</u> Start Date Completion Date	Scope of Project/ Assignment Components/Volume of Work etc.
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Note: Provide information in chronological order and attach herewith verifiable documentary evidence issued by the concerned agency.

**ANNEXURE – III- LIST OF PROJECTS / ASSIGNMENTS RELATING TO
MONITORING & EVALUATION HANDLED BY THE APPLICANT**

Sr. No.	Name of the Project/ Assignment	Location Province/ Country/ City	Client	Cost of the Project	<u>Implementation</u> Start: Completion:	Scope of Project/ Assignment Components/Volume of Work etc.
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Note: Provide information in chronological order and attach herewith verifiable documentary evidence issued by the concerned agency.

ANNEXURE IV - LIST OF PROJECTS / ASSIGNMENTS RELATING TO IMPACT ASSESSMENT

HANDLED BY THE APPLICANT

Sr. No.	Name of the Project/ Assignment	Location Province/ Country/ City	Client	Cost of the Project	<u>Implementation</u> Start: Completion:	Scope of Project/ Assignment Components/Volume of Work etc.
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Note: Provide information in chronological order and attach herewith verifiable documentary evidence issued by the concerned agency.

Annexure V

ANNEXURE – V- ATTACH AUDITED FINANCIAL STATEMENTS FOR LAST 3 YEARS

ANNEXURE - VI - POWER OF ATTORNEY

(For signatory of Application)

[To be printed on a PKR 1000 stamp paper]

KNOW ALL MEN BY THESE PRESENTS THAT by this Power of Attorney (“**Power of Attorney**”), _____ [*Insert name firm*] having its registered office at [-----], does hereby nominate, appoint and authorize Mr. _____, having CNIC No. _____ hereinafter referred to as the “**Signatory of Application**”, to do in our name and on our behalf the following:

- i. Sign and submit to Project Coordinator or its authorized nominee, the EOI/Tender/Bid of Consultancy Services for “Establishment of Model Farms Linked with Improved Supply Chain and Value Addition”, in response to the Eoi advertisement dated [---] issued by The Procuring Agency and all other documents and instruments required to submit the EOI/Tender/Bid.
- ii. execute all such contracts, deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
- iii. do and carry out all other actions as may be required by the Procuring Agency in connection with the EOI/Tender/Bidding process as a whole;
- iv. To immediately notify The Procuring Agency in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.
- v. To do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our EOI and/or Bid in response to the above referred tenders including signing and submission of all documents, instruments and deeds (including correcting any deficiencies or mistakes therein), attending any meetings organized by the Procuring Agency (including pre-bid conference meetings and bid opening meetings) and providing information/responses to the Procuring Agency in all matters in connection with our Bid.

We, [*Insert name of Firm*], do hereby ratify and confirm whatsoever the Signatory of Application shall do by virtue of these presents and further agree that whatever the Signatory of Application shall do or cause to be done pursuant to this Power of Attorney shall be binding on us.

Furthermore, each provision of this Power of Attorney is severable and distinct from the others. The invalidity, illegality or unenforceability of any one or more provisions of this Power of Attorney at any time shall not in any way affect or impair the validity, legality and enforceability of the remaining provisions hereof.

IN WITNESS WHEREOF, we have executed this **POWER OF ATTORNEY** as of [Date].

FOR: [INSERT NAME OF APPLICANT FIRM]

Signature: _____
Name: _____
Title: _____
CNIC/Passport #: _____

FOR SIGNATORY OF THE APPLICATION (Attorney)

Signature: _____
Name: _____
Title: _____
CNIC/Passport #: _____

WITNESSES:

1.....	2.....
NAME:	NAME:
ADDRESS:	ADDRESS:
NIC OR PASSPORT NO.:	NIC OR PASSPORT NO.:

Notes:

- i. To be executed by:
 - 1. Partners in case of a Partnership Firm; or
 - 2. Chairman Board of Directors in case of a Company.
- ii. In the case of a Pakistani Executor or Attorney, a copy of his/her Computerized National Identity Card ("CNIC") should be attached with the Power of Attorney.
- iii. 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 executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- iv. Also, wherever required, the applicant 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.
- v. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. Once the original Power of Attorney has been brought into Pakistan, adhesive stamps are to be affixed on the same.

.....
AS NOTARIZED BY THE NOTARY PUBLIC

ANNEXURE-VII - LITIGATION HISTORY

Name: *(Applicant or Member(s) of Consortium)*

Year	Award FOR or AGAINST Applicant	Name of Client, Cause of litigation and matter in dispute	Disputed amount (Current value in Pakistani Rs. or US\$ equivalent)

Note:

- i. Attach Affidavit on non-judicial stamp paper that non-performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.
- ii. Applicants, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the last 10 years or currently under execution. A separate sheet should be used for each partner of Consortium.

ANNEXURE VIII

ANNEXURE VIII - AFFIDAVIT FOR CORRECTNESS OF INFORMATION

(To be printed on PKR 50 Stamp Paper)

Name: *(Name of Applicant or member of Joint Venture)*

I, the undersigned, do hereby certify that all the statements made in the EOI and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by Procuring Agency (Project Coordination Unit for "Establishment of Model Farms Linked with Improved Supply Chain and Value Addition" Agriculture Department (GoPb)), at any time, if deems it necessary.

The undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by the Procuring Agency deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Procuring Agency.

Signed by an authorized representative

Title of Officer Name of Firm: _____

Date: _____