



**PEDO**



**PAKHTUNKHWA ENERGY DEVELOPMENT ORGANIZATION**

**Government of Khyber Pakhtunkhwa, PAKISTAN**

# **Request for Proposal**

**From**

**Chartered Accountant Firms**

**for the Evaluation of**

**Statement of Qualifications**

**(SOQs)/Proposals for the award of  
energy projects to private investors**

**RFP Submission Date: Latest by February 11, 2019 at 1400 Hours**

**FOR EVALUATION OF STATEMENT OF QUALIFICATIONS (SOQ) / PROPOSAL****1. Pakhtunkhwa Energy Development Organization (PEDO):**

PEDO is a statutory body acting as one window facilitator on behalf of the Energy & Power department of the Government of Khyber Pakhtunkhwa (GoKP) to process and facilitate private sector power projects and perform all other related functions.

With a view to attract private investment in the power generation, the GoKP announces power policies from time to time which contain various financial and fiscal incentives for the investors. PEDO is actively pursuing the private sector investment under the applicable policies. KP Hydropower policy 2016 is available at PEDO website ([www.pedo.pk](http://www.pedo.pk)).

For award of the projects to the private investors, PEDO carries out pre-qualification of the investors and ranking / evaluation of proposals to ensure that only serious and financially & technically sound investors having relevant experience / expertise are entertained. In this regard, Pre-Qualification Document (PQD) / Qualification Document (QD) / Expression of Interest (EoI) / Guidelines have been prepared for evaluation of the Statement of Qualifications (SOQs) / Proposals of the interested investors in accordance with the policy in vogue.

**2. Scope of Services:**

As and when SOQs / Proposals are received by PEDO from sponsors in response to advertisement or otherwise they will be sent to the selected firm for evaluation.

The selected firm will be required to evaluate the SOQs / Proposals along with information and documents submitted by the sponsors / companies in order to pre-qualify / rank the applicants. The evaluation shall be carried out in accordance with criteria as prescribed in the PQD / QD / EoI / Guidelines and the selected firm shall accordingly provide recommendations to PEDO.

The selected firm will be required to submit the preliminary report to PEDO within 14 days along with any missing information and / or any clarification required for the purpose of evaluation of SOQs / Proposals. After the provision of such missing information and / or clarification by PEDO or otherwise, a final report shall be submitted to PEDO no later than 7 days thereafter. In case multiple SOQs / Proposals are to be evaluated for the same project, the timelines will be mutually agreed depending upon the number of proposals provided, however, the final report shall be submitted no later than 45 days from the date when such SOQs / Proposals were sent to the selected firm.

The selected firm will be required to complete the assignment as per this RFP and the contract to be entered into between PEDO and the selected firm.

Payment of invoices will be made within 21 days after PEDO's approval of each final report received from the firm. Income Tax and other government taxes shall be deducted by PEDO at source as per applicable laws at the time of payment

**3. Term of the Contract:**

The selected firm will be required to enter into a contract (the "**Contract**") with PEDO for a term of two years.

**4. Eligibility Criteria:**

Proposals of only those firms will be considered which fulfill the following criteria;

- a. The Firm should be duly qualified and enrolled under the Chartered Accountants Ordinance, 1961 with the Institute of Chartered Accountants of Pakistan (ICAP) to provide professional financial services.
- b. The Firm must have secured at least three consecutive satisfactory Quality Control Reviews (QCR) issued by the ICAP. The latest being currently applicable to the firm.
- c. The firm must be registered with Audit Oversight Board, established under the Securities and Exchange Commission of Pakistan Act 1997.
- d. The Firm must hold a Foreign Affiliation with a full-fledged membership status.
- e. The Firm must have a registered office in Islamabad or Peshawar.
- f. None of the Partners of the firm should have been reprimanded by name or otherwise by ICAP or penalized by the Securities and Exchange Commission of Pakistan (SECP) in the last five years.
- g. Firms offering proposal that is in variation of the required Scope of Services will not be eligible.

**5. Price Quotes:**

The firms shall quote separate prices for evaluation per SOQ / Proposal in the following categories:

- i. Evaluation for pre-qualification in case of single SOQ / Proposal;
- ii. Evaluation for pre-qualification / ranking in case of multiple SOQs / Proposals for one project.

## 6. **Proposal Evaluation Criteria:**

Selection of the firm will be carried out in accordance with the procedure of Quality and Cost Based Selection (QCBS) method

- i. a weight of 80% will be given to Technical Score (Q) and weight of 20% will be given to Cost Score (C).

### ii. **EVALUATION OF PROPOSALS UNDER QCBS**

For those Consultants who have passed the technical evaluation (minimum score of 60%), following methodology will be used to determine the proposal with the highest total score (TS):

#### **Step 1 – Technical (quality) Weighting**

Quality Score “Q” = S x q

#### **Step 2 – Cost Score Weighting**

Cost Score (C) =  $\{[(LT1 / TC1) \times 40] + [(LT2 / TC2) \times 60]\} \times c$

#### **Step 3 – Total Score**

Total Score = Q + C

#### **Where:**

- Q is Quality Score
- S is Score given out of 100 for Technical (quality)
- q is Criteria of Quality Weighting (%) – as decided by the Procuring Entity
- C is Cost Score
- LT1 is Value of Lowest Financial Bid for single SOQ.
- TC1 is Value of the Financial Bid being evaluated for single SOQ.
- LT2 is Value of Lowest Financial Bid for multiple SOQ.
- TC2 is Value of the Financial Bid being evaluated for multiple SOQ.
- c is Cost Weighting (%) – as decided by the Procuring Entity

- iii. The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information will be declared not valid.

Following criteria shall be used for the selection of the firm:

### **Technical Proposal**

<b>S#</b>	<b>Description</b>	<b>Nature of Conditions/ Max. Marks</b>
i.	Understanding and methodology for undertaking the assignment	30
ii.	Qualification and size of team proposed for the task	10
iii.	Experience of the proposed team	10
iv.	Relevant Experience of the Firm	15
v.	Additional Expertise (Legal and Engineering) 5 +10	15
vi.	Number of partners in firm (2 numbers per partner)	20
<b>Total =</b>		<b>100</b>

*Firms scoring at least 60% in the Technical Criteria will be Considered responsive and financial proposals of only technically responsive bidders will be opened / considered. Bidders fulfilling the technical criteria with less than 60% aggregate marks shall not be considered for further processing.*

$$\text{Quality Score "Q"} = S \times q$$

#### **Where:**

- S is Score given out of 100 for Technical (quality)  
 q is Criteria of Quality Weighting (%) – as decided by the Procuring Entity  
 Q is Quality Score

### **Financial Proposal**

<b>S#</b>	<b>Description</b>	<b>Max. Marks</b>
i	Fee quoted for evaluation for pre-qualification of each set of SOQs in case of single SOQ/Proposal	40
ii	Fee quoted for evaluation for pre-qualification/ ranking in case of multiple SOQs/Proposals for one project.	60
<b>Total =</b>		<b>100</b>

- i. Financial proposal should be provided in the attached Financial Proposal Form 1.
- ii. The Financial proposal will be inclusive of out of pocket expenses.

- iii. The successful bidder will be subject to all admissible taxes and applicable government charges.
- iv. The Consultant selected and awarded the Contract shall be liable for the consequences of errors or omissions on his part, which will be twice the remuneration of the consultant excluding Out of Pocket Expenses.
- v. The value of the lowest evaluated Financial Proposal (LT) will be given the maximum score of 40 for Single SOQ and 60 for multiple SOQ. Total Maximum Financial score of the combine Financial Proposal will be 100 with due weightage assigned i.e. 20%.
- vi. TC1 or TC2 is the Value of the Financial proposal of the respective categories being evaluated / considered
- vii. LC1 or LC2 is the Value of the Lowest Financial proposal of the respective category
- viii. The financial bid will be evaluated as follows:

### **Step 2 – Cost Score Weighting**

$$\text{Cost Score (C)} = \left[ \left\{ \left( \frac{\text{LT1}}{\text{TC1}} \right) \times 40 \right\} + \left\{ \left( \frac{\text{LT2}}{\text{TC2}} \right) \times 60 \right\} \right] \times c$$

#### **Where:**

- C is Cost Score
- LT1 is Value of Lowest Financial Bid for single SOQ.
- TC1 is Value of the Financial Bid being evaluated for single SOQ.
- LT2 is Value of Lowest Financial Bid for multiple SOQ.
- TC2 is Value of the Financial Bid being evaluated for multiple SOQ.
- c is Cost Weighting (%) – as decided by the Procuring Entity

### **Final Evaluation**

A combined evaluation of technical and financial proposals shall follow and the applicant with the highest marks will be selected.

$$\text{Total Score} = Q + C$$

#### **Where:**

- Q is Quality Score
- C is Cost Score

## **7. Bidding Process:**

A single stage two envelope bidding process will be adopted. The interested firms will submit a technical proposal and a financial proposal. Each proposal will be sealed and marked separately.

Firms fulfilling the eligibility criteria and scoring at least 60% in the Technical Criteria will be considered responsive and financial proposals of only technically responsive bidders will be opened in the presence of their representatives on the date and time, as notified by PEDO to the technically responsive bidders.

### **Contents of Technical Proposal:**

- i. Firm's complete profile.
- ii. CVs of the proposed team members, including experts having energy industry experience, both legal and Engineers, with details of assignments undertaken in the energy sector and qualifications.
- iii. Understanding and methodology for undertaking the assignment.
- iv. A summary table along with detailed description of assignments undertaken and supporting documents substantiating previous experience.
- v. Office address with information on contact person and contact numbers in Islamabad Or Peshawar.
- vi. Evidence of ICAP registration.
- vii. Copy of NTN of the firm.
- viii. Evidence of Foreign Affiliation with a full-fledged membership status. The evidence must demonstrate entail high level of technical and human resource sharing between the affiliates.
- ix. Affidavit by the Engagement Partner that none of the Partners of the firm have been reprimanded by name or otherwise by ICAP or penalized by the Securities and Exchange Commission of Pakistan (SECP) in the last five years.
- x. Agreement between the firm and the concerned expert laying down the scope of work and level of involvement.

### **Contents of Financial Proposal:**

Quote for:

- i. Evaluation for pre-qualification in case of single SOQ / Proposal and
- ii. Evaluation for pre-qualification / ranking in case of multiple SOQs / Proposals for one project.

Confirmation by bidder that the quote is valid for three months period (after closing date)

**Terms and Conditions:**

1. The proposals submitted by the firm should be valid for three months period (after closing date) for the purposes of evaluation and selection of a firm by PEDO; and
2. Proposal should reach P E D O latest by **February 11, 2019 at 1400 hours**, and will be opened on the same day at **1430 hours** in the presence of bidders or their representatives.
3. No proposal shall be accepted after due date and time.
4. No TA / DA shall be paid by PEDO for performing the assignment.
5. The PEDO reserves the right to reject any or all proposal(s).
6. The Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive. Both the envelope should be then placed in One large envelope clearly marked "PROPOSAL FOR EVALUATION SOQs / PROPOSALS" and must reach the PEDO office within the stipulated date and time. The proposal may be sent to Chief Financial Officer, PEDO by means of courier. However, PEDO does not take any responsibility of its receipt and being delivered.
7. The DECLARATION BY AN AUTHORIZED SIGNATORY OF THE BIDDER as given in Annex-A of this RFP should be duly signed and attached with the Technical Proposal.
8. Any proposal not reaching the PEDO office within the stipulated time and date deadline, shall be returned unopened and shall not be part of the competitive bid.
9. Financial bids for the bidders qualifying the technical criteria will be opened on a date communicated to the bidders who would qualify the technical round.
10. Bidders shall bear all costs associated with the preparation and submission of their proposals and contract signing. PEDO is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidders or giving any reason.



11. PEDO may qualify more than one Consultant for the rendering of the services keeping in view the scope of services.
12. From the time the Proposals are opened to the time the Contract is awarded, the Bidders should not contact PEDO on any matter related to its Technical and / or Financial Proposal. Any effort by Bidders to influence PEDO in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Bidders' Proposal.
13. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

**a. CONFLICT OF INTEREST**

PEDO policy requires that Bidders provide professional, objective, and impartial advice and at all times hold the interest of PEDO paramount, strictly avoid conflicts with other assignments (i.e. If a consultant has been engaged by PEDO (procuring entity) to provide goods or works for a project, it shall be disqualified from providing consulting services for the same project and vice versa) or their own corporate interests and act without any consideration for future work. Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of PEDO. Failure to disclose said situations may lead to the disqualification of the Bidder or the termination of its Contract. A Bidder (including its Personnel and Sub-Bidders) that has a business or family relationship with a member of the PEDO staff who is directly or indirectly involved in any part of the preparation of this RFP document, the selection criteria and the Contract, may not be awarded the Contract for this assignment, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the appropriate authority within PEDO.

**Proposal Submission Deadline**

*Proposals to be submitted in sealed envelope at following address before:*

**Last date & time for submission of RFP**

**2:00 PM February 11, 2019**

**Director Renewable Energy Projects, Private Power**

**Pakhtunkhwa Energy Development Organization (PEDO)**

**Room # 332, Plot # 38-B/2, PEDO House, Phase V, Hayatabad,**

**Peshawar, Pakistan**

**Tel: 091-9217422 (328)**

**Fax: 091-9217003**

**Internet: [www.pedo.pk](http://www.pedo.pk)**

**Email: [fawad.rauf@pedo.pk](mailto:fawad.rauf@pedo.pk)**

**FINANCIAL PROPOSAL FORM: 1**

*(Fill and Attach all costs associated with providing legal services mentioned in the scope of services and terms of reference with the Financial Bid)*

S/No	Financial Bid	
	Required	Detail (to be filled in by the Bidders)
1	Name of the Bidder / Consultant _____ _____	
2	Fee including all taxes for Single SOQ / Proposal	
3	Fee including all taxes for Multiple SOQ / Proposal	
4	Any other expenses / Out of Pocket Expenses	
5	<b>Grand Total Financial Proposal</b>	

S/No	Details of Bid Security	
	Required	Detail (to be filled in by the Bidders)
1	Amount of the Bid Security	
2	Name of the Bank and Branch	
3	Reference Number of the Bank Draft	

**DECLARATION BY AN AUTHORIZED SIGNATORY OF THE  
BIDDER/Consortium**

**Only One person per the Bidder/Consultant**

**Annex-A**

I, (Name) \_\_\_\_\_  
(Designation) \_\_\_\_\_ of  
(Firm's Name, if any) \_\_\_\_\_

am an authorized signatory of the Consultant, mentioned in the Technical (Forms 1) and Financial proposal (Form 2) and above, I attest that I am competent to sign this declaration and execute this RFP document;

1. I have carefully read and understood all the terms and conditions of the PEDO RFP for hiring of "Chartered Accountant Firms for the Evaluation of Statement of Qualifications (SOQs) / Proposals for the award of energy projects to private investors" and undertake to abide to them.
2. The information/ documents furnished along with the Technical & Financial Proposals are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of this bid at any stage besides liabilities towards prosecution under appropriate law.
3. I/we understand that Pakhtunkhwa Energy Development Organization (PEDO) may require further information and we will duly provide that information in the time stipulated by PEDO, and that any non-supply of such information would lead to rejection of this bid at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Full name:

Date:

Seal:

***NOTE: Please attach the above DECLARATION BY AN AUTHORIZED SIGNATORY OF THE BIDDER to the Technical Proposal.***

**Compliance Checklist**

<b>S No.</b>	<b>Requirement</b>	<b>Reference</b>
01	<ul style="list-style-type: none"> <li>Firm Name</li> </ul>	
02	<ul style="list-style-type: none"> <li>Legal Address</li> </ul>	<ul style="list-style-type: none"> <li>Address _____</li> <li>City _____</li> <li>Phone No _____</li> <li>Contact _____ Person</li> <li>Contact Person Mobile _____</li> </ul>
03	<ul style="list-style-type: none"> <li>Registration with the Institute of Chartered Accountants of Pakistan (ICAP)</li> </ul>	<ul style="list-style-type: none"> <li>Provide Certificate of registration</li> </ul>
04	<ul style="list-style-type: none"> <li>Registration with Audit Oversight Board</li> </ul>	<ul style="list-style-type: none"> <li>Certificate of Registration</li> </ul>
05	<ul style="list-style-type: none"> <li>satisfactory Quality Control Reviews (QCR) issued by the ICAP</li> </ul>	<ul style="list-style-type: none"> <li>QCR certificates</li> </ul>
05	<ul style="list-style-type: none"> <li>International Affiliation of firm</li> </ul>	<ul style="list-style-type: none"> <li>Provide proof of International affiliation</li> </ul>
06	<ul style="list-style-type: none"> <li>None of the Partners of the firm have been reprimanded by name or otherwise by ICAP or penalized by SECP in the last five years</li> </ul>	<ul style="list-style-type: none"> <li>Affidavit by the engagement partner</li> </ul>
07	<ul style="list-style-type: none"> <li>Understanding and Methodology for undertaking the assignment</li> </ul>	<ul style="list-style-type: none"> <li>Provide detail understanding and methodology and experts involved</li> </ul>
08	<ul style="list-style-type: none"> <li>Qualification and experience of team</li> </ul>	<ul style="list-style-type: none"> <li>CVs along with proof of qualification</li> </ul>
09	<ul style="list-style-type: none"> <li>Relevant experience of the firm</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of carrying out similar assignments</li> </ul>
10	<ul style="list-style-type: none"> <li>Additional expertise (legal and Engineering)</li> </ul>	<ul style="list-style-type: none"> <li>CVs along with proof of qualification</li> </ul>
11	<ul style="list-style-type: none"> <li>Number of partners in firm</li> </ul>	<ul style="list-style-type: none"> <li>Provide details of partner with CNIC &amp; ICAP Registration</li> </ul>