

**GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION**

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**REQUEST FOR EXPRESSION OF INTEREST (REOI)**  
Independent (3rd Party) Performance Evaluation for incumbents of  
SPPS and MP Scales Positions

**1. INSTRUCTIONS TO APPLICANT FIRMS**

**1.1 BRIEF INTRODUCTION**

The Establishment Division (hereinafter referred as the Division) is mandated with the provision of technical/professional human resource to fill the skill gap in Federal Government Organizations. It upholds rigorous standards in the recruitment and placement processes to enhance the talent pool of the Federal Government.

For attracting highly skilled technical / professionals to fill critical capacity gaps within Ministries/ Divisions/Departments/ offices, the Federal Government has introduced the contractual policies of Special Professional Pay Scales (SPPS) and Management Position Scales (MP-Scale) by offering competitive market-based compensation packages. In line with the provisions of the aforesaid policies, 35 professionals/ experts of the relevant field have so far been appointed against SPPS positions and 71 against the MP- Scales Positions in various Ministries/ Divisions/ Departments/ Offices. Major sectors include the disciplines of I.T & Telecom, Law, Economics & Finance, Petroleum, Minerals, Science & Technology, Food Security & Research, etc. (Detail of SPPS and MP-Scales positions is placed as Annex-A). The number of posts / positions is likely to increase/decrease due to ongoing process.

**1.2 OBJECTIVE**

In compliance with the Prime Minister's directive to evaluate the performance of HR hired against MP and SPP Scales independent of the evaluation done by the concerned Ministry / Division and obtain 3<sup>rd</sup> Party evidence-based appraisal of such appointments and propose recommendations for improving selection, performance management and retention of such professionals in the Federal Government, the Establishment Division invites the interest/application from reputed and experienced Human Resource Management/ Management Consultancy/ Chartered Accountancy firms, incorporated as per the prevailing laws and registered with SECP/Registrar of Firms/ ICAP, concerned tax authorities and appropriate fora, for the purpose of providing services of independent third-party performance evaluation of the incumbents of SPPS and MP-Scales positions for a period of three years, in line with the international best practices.

**3 BUDGET:**

The project shall be financed from the regular budget of the Establishment Division.

#### **1.4 ELIGIBILITY:**

1. In order to be eligible, the firm(s) should be registered with Securities & Exchange Commission of Pakistan (SECP)/ Registrar of firms/ ICAP and submit the valid Registration or Incorporation Certificate, Income Tax Clearance/ Submission Certificate.
2. In addition, the applicant shall submit 'Self Declaration' mentioning their eligibility, non-conflict of interest, non-receipt of any punishment while doing Human Resource Management/ Management Consultancy/ Chartered Accountancy or any other business including any kind of debarment by any Governmental or national or international organizations.
3. Applicant is required to submit details about the litigation history (if any).
4. The firms/consultants who are rendering headhunting services for appointment against SPPS positions shall only be eligible to submit REOI application for the Lot of MP Scales' positions and vice versa to avoid conflict of interest.

#### **1.5 GENERAL INSTRUCTIONS TO THE APPLICANTS**

##### **1.5.1 Clarification on EOI Documents**

Interested firms may obtain pre-qualification documents containing qualification parameters for prequalification from [www.establishment.gov.pk](http://www.establishment.gov.pk) or PPRA website <https://www.ppra.org.pk/> and e-PADS [www.eprocure.gov.pk](http://www.eprocure.gov.pk). A prospective applicant firm requiring any clarification on this EOI document may seek clarification through EPADS as well as by contacting the Establishment Division during working hours on all working days prior to three days of the deadline for submission of the completed EOI document at the address mentioned below:

Director-II (Unit-IV),  
Management Services Wing  
Establishment Division  
5<sup>th</sup> Floor, Shaheed-e-Millat Secretariat  
Islamabad, Pakistan 44000  
Tel +92-51- 9206377  
E-mail: mswingisb@gmail.com

Pre-bid meeting will be held to clarify queries of the applicant 5 days before the submission date and minutes of the meeting will be issued accordingly.

##### **1.5.2 Cost of Preparation of EOI and Liability:**

Applicant firm shall bear all costs associated with the preparation and submission of the proposal. The Division will, in no case, be responsible or liable for these costs, or have any other liability to any Applicant, regardless of the conduct or outcome of the EOI process. The Division shall have no obligation to any Applicant to reimburse any costs incurred in preparing a response to this EOI.

##### **1.5.3 Confidentiality of the Document**

If an Applicant believes that any portion of the submission is to be treated in confidence, he shall identify such information clearly in the submission. The Division will make every effort to treat such documents in confidence as far as possible.

## **1.6 SUBMISSION OF EXPRESSION OF INTEREST**

### **1.6.2 Submission Deadline/ Procedure**

EOI documents prepared in accordance with the instructions provided in the Instruction of Applicants must be submitted through e-PADS and in a sealed envelope by post or registered mail or in person **on or before 01-08- 2025 at 10:00 am.**

**Manual submission of quotation without e- PADS will NOT be accepted/ entertained.** The Applicant shall seal the original completed EOI in an envelope and marked as "Expression of Interest" and clearly mention the title of Job, and indicate the name and complete address (including e-mail) of the Applicant firm. The envelope shall be addressed to:

Section Officer (G),  
Management Services Wing  
Establishment Division  
5<sup>th</sup> Floor, Shaheed-e-Millat Secretariat  
Islamabad, Pakistan 44000  
Tel +92-51- 9204785  
E-mail: zahid.h.faroqui@gmail.com

## **1.7 PUBLIC OPENING OF THE EOI DOCUMENT**

The completed EOI documents received by the due date and within the time specified in section 1.6.2, shall be opened on the same day at least 30 minutes after the closing time, in the presence of the applicants or their authorized representatives who so ever wish to attend the opening event. Absence of the applicants or their authorized representative(s), however, shall not obstruct or prevent the opening of the EOI in any way neither absence shall declare applicants as non-responsive. Applicants' each designated representative must bring a letter from the applicant stating that he/she is authorized to represent the applicant for the public opening of the EOI document. Applicants or their authorized representatives who are present at the time of opening shall sign in a register evidencing their presence.

During the opening, Members of Evaluation Committee shall read out the names of the applicants who have submitted the completed EOI document and then will open the submitted EOI envelopes.

## **1.8 SHORTLISTING PROCESS**

The Division shall shortlist the Applicant Firms based on the eligibility parameters and evaluation criteria prescribed herein after. Anything not mentioned in this document regarding the EOI process shall be governed by the prevailing Public Procurement Rules and Regulations issued by the Public Procurement Regulatory Authority.

At the first stage screening of the application shall be made in accordance with eligibility parameters, and then evaluation of the applications shall be made in accordance with the Evaluation Criteria.

### 1.8.1 Screening of Applications as per Eligibility Parameters

The basic eligibility parameters are as follows:

S. No.	Eligibility Parameters
1.	Certified copy of valid Incorporation Certificate, registered with Securities & Exchange Commission of Pakistan/ Registrar of Firms/ ICAP
2.	Certified copy of Valid NTN/STRN or VAT Registration Certificate(s) whichever applicable.
3.	Certified Copy of Tax Clearance Certificate of Fiscal Year 2023-24.
4.	Audit report / Audited financial statements/ Bank Certificates of last three (03) consecutive fiscal years.
5.	Submission of:- <ul style="list-style-type: none"><li>➤ Self-Declaration Form (A-2) of mentioning their eligibility, non-conflict of interest, non-receipt of any punishment while doing business including any kind of debarment by any Governmental or national or international organizations and</li><li>➤ Litigation History if any (Form-F).</li></ul>

### 1.8.2 Evaluation of EOI Document of Eligible Firms

Only eligible firms (i.e. after meeting eligibility parameters) shall be evaluated against score based evaluation criteria. The criteria for the evaluation of EOI documents are tabulated on the following page:

EVALUTION CRITERIA TABLE			
S.No	CRITERIA	MARKS (Max)	DOCUMENTS REQUIRED
<b>A.</b>	<b>FINANCIAL CAPABILITY</b>	<b>20</b>	
<b>1.</b>	<b>Turnover of the firm during the last three consecutive Fiscal years</b> <ul style="list-style-type: none"><li>• 5.0-10.0 million Pak Rupees (6 marks)</li><li>• 10.01-20.0 million Pak Rupees (12 marks)</li><li>• Above 20.0 million Pak Rupees (20 marks)</li></ul>	<b>20</b>	Information to be provided on prescribed Form A-5
<b>B.</b>	<b>GENERAL WORK EXPERIENCE</b>	<b>20</b>	
<b>1.</b>	<b>Duration of Incorporation:</b> <p>The applicant firm shall be registered or incorporated as a Human Resource Management/ Management Consultancy/ Chartered Accountancy Firm and shall have a minimum of 2 years' experience.</p> <ul style="list-style-type: none"><li>➤ One (01) mark shall be granted for each additional year after the initial service of 2 years.</li></ul>	<b>04</b>	As mentioned in Form A-3
<b>2.</b>	<b>Past Experience:</b> <p>Past Experience of the applicant firm (as individual / JV firm) in various spheres of Human Resource Management. Two (02) marks shall be awarded for each project.</p>	<b>16</b>	Information to be provided on prescribed Form B-1 & Form B-2

<b>C.</b>	<b>SPECIFIC WORK EXPERIENCE (excluding that of Part-B above)</b>	<b>30</b>	<b>DOCUMENTS REQUIRED</b>
<b>1.</b>	<p><b>Performance Evaluation:</b></p> <p>Past Experience of the applicant firm (as individual / JV firm) in undertaking projects relating to <b>Designing/ Execution</b> of Individual's Performance Evaluation Framework in the <b>Public Sector Organizations/ UN Agencies/ international organizations.</b></p> <p>Following marks shall be awarded for each completed project of the Public Sector Organizations/ UN Agencies/ international organizations, having a strength of :-</p> <ul style="list-style-type: none"> <li>➤ 50-100 employees = 2 marks</li> <li>➤ 101-200 employees = 4 marks</li> <li>➤ more than 200 employees = 6 marks</li> </ul>	<b>20</b>	Information to be provided on prescribed Form C-1 & Form C-2
<b>2.</b>	<p>Past Experience of the applicant firm (as individual / JV firm) in undertaking projects relating to <b>Designing/ Execution</b> of Individual's Performance Evaluation Framework in the <b>Private Sector entities</b></p> <p>Following marks shall be awarded for each completed project of private sector organizations having a strength of :-</p> <ul style="list-style-type: none"> <li>• 50-100 employees = 1 mark</li> <li>• 101-200 employees = 2 marks</li> <li>• more than 200 employees = 3 marks</li> </ul>	<b>10</b>	Information to be provided on prescribed Form C-3 & Form C-4
<b>D.</b>	<b>HUMAN RESOURCES CAPABILITY</b>	<b>30</b>	<b>DOCUMENTS REQUIRED</b>
<b>1.</b>	<p><b>Qualification and Experience of Key personnel of the firm</b></p> <p>Number of Key personnel having qualification of Masters in HRM/ Sectoral specialist in the following fields, with relevant experience of at least 5 years:-</p> <ul style="list-style-type: none"> <li>• IT &amp; Telecom</li> <li>• Law</li> <li>• Energy/Petroleum</li> <li>• Environmental Management</li> <li>• International Relations</li> <li>• Economics &amp; Finance</li> <li>• Science &amp; Technology</li> <li>• Maritime</li> <li>• Mass Communication</li> <li>• Food &amp; Agriculture</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>• Fields may be added/ subtracted due to ongoing process</li> <li>• In case of one step higher qualification, the same may be considered as substitute of two (2) years of experience (03 marks for each expert)</li> </ul>	<b>30</b>	Information to be provided on prescribed Form-D-1 & Form-D-2
<b>Grand Total</b>		<b>100</b>	
<b>Passing Marks for Shortlisting</b>		<b>60</b>	

### 1.8.3 Screening of the EOI applications

Each applicant must secure minimum 60% marks to qualify for the next stage. i.e. RFP stage. Any applicant not complying or fulfilling with above-mentioned evaluation criteria will be disqualified and will not be considered for further process.

#### 1.8.4 Clarification during Evaluation by the Division

During the evaluation, the Division may require the applicant for necessary clarifications or substantiation of the information furnished. The applicant shall furnish the necessary clarifications expeditiously through EPADS or by post/courier/fax/e-mail or by any other means of communication to Division's address.

#### 1.8.5 Rejection of EOI Document of Applicant

The Division reserves the right to reject all EOI applications. The Division shall (upon the written request) communicate to any applicant who submitted EOI application, the grounds for its rejection, but is not required to justify those grounds. The Division is not liable for any losses to applicants due to such rejection.

Making any misrepresentation or furnishing of any false or wrong information, document or evidence by any firm, may result in rejection of the EOI document of the firm. In addition, in such cases, legal action shall be taken as per prevailing law, in addition to debarment of the firm(s) to participate in any procurement in the jurisdiction of the Division, for the time determined by the Division on the basis of the gravity of misrepresentation or false or wrong information.

#### 1.8.6 Announcement of Result of Evaluation

All applicants (shortlisted or not) will be notified through announcement of Evaluation Report that shall be published on EPADS and on PPRA website.

Subsequently, shortlisted applicants will be invited to participate in the Request for Proposal process, where Quality and Cost Based Selection (QCBS) method will be used for evaluation of the proposals. The competition among firms will be held lot wise for evaluating performance of HR hired on SPPS and MP Scales:-

Lot No.	Positions in	No. of Posts*
1	SPPS	35
2	MP Scales	71

\*The number of posts may increase/decrease in due course of time.

#### 1.8.7 Tentative Timelines:

Following is the tentative timeline for the procurement proceedings till the award of contract.

S. No.	Activity Description	Tentative Duration
01.	Advertisement for EOI (National Print Media, Daily 'Jang' & 'Dawn')	15 days
02.	Notification of Evaluation Committee and Grievance Redressal Committee	
03.	Pre Bid Meeting	
04.	Opening and evaluation of EOI applications.	7 days
05.	Announcement of Evaluation Report for shortlisted applicants. Standstill period for filing of grievance.	7 days

S. No.	Activity Description	Tentative Duration
06.	Issuance of RFP document to shortlisted applicant firms. Allowing bidders to submit technical & financial proposal	7 days
07.	Submission and opening of RFP	7 days
08.	Evaluation of Technical Proposal	
09.	Announcement of Technical Evaluation Report. Standstill period for filing of grievance, before opening of financial bid.	7 days
10	Announcement of Final Evaluation Report. Standstill period for filing of grievance	5 days
11.	Negotiations with the most advantageous bidder. Standstill period before signing of contract	10 days.
12.	Contract signing with selected bidder.	---

## **2. BRIEF OF THE SCOPE OF THE ASSIGNMENTS/PROJECT:**

The selected Firm/Service Provider shall be required to:

- i. To carry out a bi-annual evaluation of each professional's performance against agreed Targets / Timelines, Key Performance Indicators (KPIs) and Deliverables, stated in the contracts and annual work plans.
- ii. To conduct a critical evaluation of the technical contributions provided by professionals in both SPPS and MP Scales, including an assessment of the quality of their output and value addition in the Ministry's overall work programme.
- iii. To review the existing Performance Evaluation Mechanism and carry out a gap analysis of the SPPS and MP Scales policies.
- iv. To propose a robust, transparent and objective-oriented performance evaluation framework in line with international best practices.
- v. To assess whether the skill gaps as identified by the Ministries/ Divisions are being effectively addressed in developing Job Descriptions, Targets/ Timelines & Deliverables of the respective SPPS/ MP Scales positions.
- vi. To validate skill-gap alignment by assessing whether each appointment directly mitigates the specific competency deficiencies outlined in the Ministry/Division's needs assessment and approved TORs. Moreover, to evaluate the incumbents' integration and adaptation within the existing institutional ecosystem.

## **3. PREPARATION OF EOI APPLICATION**

The EOI document shall be structured in accordance with the outlines given in the EOI forms and must contain accurate and complete information as requested by the Division.

The EOI document shall have no interlineations or overwriting, except as necessary to correct errors made by the applicant firm itself. Any such correction must be initiated by the person authorized to sign the application and stamped with the firm's seal.

### 3.1 Forms FOR EOI

The completed EOI documents to be submitted by Applicants shall comprise of the following documents:

<b>FORM TYPE</b>	<b>DESCRIPTION/ CONTENTS</b>
Letter Head of the Applicant Firm	General Information about the Organization
Form A-1	Letter of Submission
Form A-2	Self-Declaration Form
Form A-3	Eligibility Documents (Attach Incorporation Certificate, NTN/STRN Certificates and VAT Certificates whichever are applicable. Income Tax Clearance or Income Tax Clearances Submission Certificates and other related documents)
Form A-4	Identification of the Applicant Firm(s)
Form A-5	Financial Capability of the Applicant Firm(s) (Attach Audit Reports/ Audited financial statements/ Bank Certificates of last three (03) consecutive fiscal years)
Form B-1	General Work Experience of the Firm in the last ten (10) years
Form B-2	Details of the works stated in Form B-1
Form C-1	Specific Work experience of the Applicant firm, as mentioned in the Evaluation Criteria Table (excluding the general work experience mentioned in Forms B-1 & B-2)
Form C-2	Details of the works stated in Form C-1
Form C-3	Specific Work Experience, as prescribed in the Evaluation Criteria Table
Form C-4	Details of the works stated in Form C-3
Form D-1	Details of Key Personnel/ Professionals
Form D-2	Resume of Prime & Alternative Candidates
Form-E	Summary Sheet: Current Contract Commitments/ Works in Progress
Form-F	Litigation History (of last seven years contracts)

**Note:** The EOI documents should be prepared and submitted in above mentioned sequence along with supporting documents with respective Forms.

### 3.2 DESCRIPTION OF EOI FORMS

#### 3.2.1 General Information & Financial Capacity:

The applicant shall provide a Letter of Submission with completed forms as provided in the Format Forms A-D as prescribed in this document. All necessary information shall be presented to demonstrate the firm's eligibility, capability and experience including the details of the professionals to be deployed for the Project.

**Form A-1: Letter of Submission**

The applicant shall submit with the EOI a submission letter with name and full contact information of the authorized representative. The letter shall be signed by an authorized person of the firm and shall be stamped by the company's seal. The format of submission letter is given in Form A- 1 of the EOI document. The letter shall also include the title of the project.

**Form A-2: Self Declaration Statement by the Applicant(s)**

The applicant shall submit a Self-Declaration mentioning that applicant(s) is not ineligible to participate in this procurement process, that the applicant(s) does/do not have any conflict of interest in the proposed assignment, and that the applicant firm has not received any punishment while doing the HR/ Management consultancy/ Chartered Accountancy business including any kind of debarment by any Governmental or national or international organizations and litigation history (if any), in last seven years. The self-declaration letter shall be signed with original signature of an authorized person of the applicant firm and shall be stamped by the company's seal. The format of the self-declaration letter is given in Form A-2 of this EOI document.

**Form A-3: Eligibility Documents**

The applicant shall complete form A-3 and submit supporting documents for the eligibility requirements(s). The supporting documents will be in the form of certified copies of incorporation certificate, NTN/STRN and VAT Certificates whichever applicable, in addition to Income Tax Clearance Certificates.

**Form A-4: Identification of the Firm**

The background information of the applicant firm shall be presented in the prescribed Form A-4.

**Form A-5: Financial Capability of the Firm**

The financial capability of the applicant firm(s) shall be presented in the prescribed Form A-5 of this EOI document. The financial status of the applicant firm shall be supported with audited reports/ financial statements/ Bank Certificates of last three (03) consecutive fiscal years.

**3.2.2 General & Specific Work Experience**

The experience of the firm should be supported with evidence/proof in the form of work completion certificates showing the project size, value of contract, time duration and date of completion of the assignment, as appropriate. The experience of the firm without such evidence/proof will not be considered for evaluation.

**Form B-1: General Work Experience of the Firm in the last ten (10) years**

General experience of the applicant firm in the last ten (10) years as Human Resource Management/ Management Consultancy/ Chartered Accountancy Firm, as prescribed in the Evaluation Criteria Table.

**Form B-2: Details of the works stated in Form B-1**

Complete Description of the projects referred in Form B-1 shall be described on the prescribed format.

**Form C-1: Past Experience of same nature of Projects**

Specific experience of the applicant firm in the last ten (10) years as prescribed in the Evaluation Criteria Table.

**Form C-2: Details of the works stated in Form C-1**

Complete Description of the projects referred in Form C-1 shall be described on the prescribed format.

**Form C-3: Specific Work Experience of Projects related to performance evaluation**

Specific experience of the applicant firm in the last ten (10) years as prescribed in the Evaluation Criteria Table.

**Form C-4: Details of the works stated in Form C-3**

Complete Description of the projects referred in Form C-3 shall be described on the prescribed format.

**Form D-1: Details of Key Personnel/ Professionals**

The details of proposed Key Personnel/Professionals shall be presented on the prescribed form D-1, as desired in Evaluation Criteria Table and Annexure-B.

**Form D-2: Resume (Name of the Prime/Alternate Candidate)**

The Resume of prime Key Personnel/Professionals, including any alternate professionals, if needed, shall be presented on the prescribed D-2.

**3.2.3 Additional Forms**

**Form E: Summary Sheet: Current Contract Commitments/ Works in Progress**

Applicants and each partner to an application should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.

**Form F: Litigation History**

Applicant shall provide information on any history of litigation or arbitration resulting from contracts executed in the last seven (07) years or currently under execution.

**FORM A-1**  
**LETTER OF SUBMISSION**

[Letterhead of the Applicant,]

Date: .....

To:  
Section Officer (G),  
Management Services Wing  
Establishment Division  
5<sup>th</sup> Floor, Shaheed-e-Millat Secretariat  
Islamabad, Pakistan 44000  
Tel +92-51- 9204785  
E-mail: zahid.h.faroqui@gmail.com

Dear Sir,

Being duly authorized to represent and act on behalf of .....

.....(hereinafter “the Applicant”), and having reviewed and fully understood all the information provided in EOI, the undersigned hereby apply for qualification by the Division as a Human Resource Management/ Management Consultancy/ Chartered Accountancy Firm for “*independent (third party) Performance Evaluation of the incumbents of Special Professional Pay Scales (SPPS) and Management Position Scales (MP-Scale) positions, appointed in various Ministries/ Divisions/ Departments/ Offices*”.

1. The Division and its authorized representative(s) are hereby authorized to verify the statements, documents, and information submitted in connection with the submitted EOI. This Letter will also serve as an authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this EOI, or with regard to the resources, experience, and competence of the Applicant.
2. The Division and its authorized representative(s) are authorized to contact any of the signatories to this letter for any further information.
3. This application has full understanding that all the decisions by the Division related to this EOI shall be final, binding and not subject to review. The Division shall be under no obligation to inform the applicant of the reasons for its decisions or actions.
4. The applicant hereby provides willingness and commitment to abide by all applicable laws, regulations, and other requirements having the effect of law in the execution of this project, if shortlisted and finally selected for the award of contract.
5. The applicant has full understanding that the Division, being the Human Resource Agency of the Federal Government, has the power to interpret any of the provisions of its Regulatory Framework including Rules & Regulations, Orders, Instructions etc.
6. If shortlisted by the Division, the applicant shall not be permitted to withdraw the EOI application submitted to the Division, and shall be bound to submit the proposals in response to the RFP. In case of failure, the Division may debar the applicant firm(s) for a period of not more than two (02) years for participating in any tender by itself and the procuring agencies in its jurisdiction.
7. All further communication concerning this EOI proposal should be addressed to the following person who is authorized to represent and to receive all communication on behalf of the Applicant and its constituents.  
[Person & Designation]  
[Company]  
[Address]  
[Phone, Fax, Email]

**Date:**                      **Signature & Designation of Applicant:**                      **Seal of the Firm**

8. The undersigned declare that the statements made and the information provided in the duly completed EOI proposal are complete, true and correct in every detail.

Signed  
Name  
Designation  
For and on behalf of (Name of Applicant)

**FORM A-2**  
**SELF DECLARATION FORM**

Date: .....

To:

Section Officer (G),  
Management Services Wing  
Establishment Division  
5<sup>th</sup> Floor, Shaheed-e-Millat Secretariat  
Islamabad, Pakistan 44000  
Tel +92-51- 9204785  
E-mail: zahid.h.faroqui@gmail.com

Sir,

We, \_\_\_\_\_ the \_\_\_\_\_ undersigned \_\_\_\_\_ (u/s),

..... declare that we are legally eligible to participate in the procurement process of services for the ..... (Title). We also declare that we do not have any conflict of interest in the said assignment. We hereby also declare that we have not received any punishment while doing HR/ management consultancy/ Chartered Accountancy business including any kind of debarment by any Governmental or national or international organizations.

We also declare that we have provided the litigation history, of the last seven years.

*Note: (If any member of the applicant firm is not eligible to participate in procurement process or has conflict of interest in the said assignment or has received any punishment while doing any business in the last seven years, the same must be clearly mentioned in this form. Any history of litigation during the last seven years shall also be declared here along with the relevant verdict.)*

**Date:**

**Signature & Designation of Applicant:**

**Seal of the Firm**

## FORM A-3 ELIGIBILITY DOUCUMENTS

Fulfillment of Eligibility Requirements

Description	Status of submitted documents and their position/reference in the EOI Application	Remarks (if any)
Complete Company profile and Organizational Chart		
Certified copy of Business Incorporation Certificate (Registration with Securities & Exchange Commission of Pakistan/ Registrar of Firms/ ICAP)		
Link of Active Taxpayers List of relevant Tax Authorities, and NTN/STRN and VAT Certificates (whichever applicable)		
Certified copy of Income Tax Clearance Certificate		
Certified copy of Audit report/ financial statements/ Bank Certificates of last three (03) consecutive fiscal years		
Self-Declaration Form mentioning required information		
Forms A-1 to A-5		
Forms B-1 to B-2		
Forms C-1 to C-4		
Form D		
Form E (Involvement Activities/Projects)		
Form F (Litigation History)		

**Date:**

**Signature & Designation of Applicant:**

**Seal of the Firm**

**FORM A-4**  
**GENERAL INFORMATION OF THE APPLICANT FIRM(S)**

All individuals firms applying through EOI are requested to complete the information in this form.

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	
4.	Fax	
5.	<b>Incorporate Details:</b> Date of Incorporation: No: Date of last renewal: Valid up to:	
6.	<b>Name and address of contact person:</b> Name and Designation of Contact Person: Address: Telephone number (Office): Telephone number (Residence): Mobile no: Fax: Email:	
<b>Nationality of Owners</b>		
	Name	Nationality
1.		
2.		
3.		

**Date:**

**Signature & Designation of Applicant:**

**Seal of the Firm**

**FORM A-5**  
**FINANCIAL CAPABILITY OF THE FIRM(S)**

Full name of the Applicant Firm(s): \_

**FINANCIAL STATUS**

<b>Turnover of last three consecutive fiscal years Description</b>	<b>FY _____</b>	<b>FY _____</b>	<b>FY _____</b>
<b>Amount in Rs.</b>			
<b>Amount in words</b>			

**Note:**

1. Submit Audited Reports/ Audited financial statements/ Bank Certificates of last three (03) consecutive fiscal years to support the above information.

**Date:**

**Signature & Designation of Applicant:**

**Seal of the Firm**

## FORM B-1

### GENERAL WORK EXPERIENCE OF THE APPLICANT FIRM(S) IN VARIOUS SPHERES OF HRM

S. No.	Name of the project	Location	Client value of contract (Rs.)	Year of completion	Description of relevant work
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Date:

Signature & Designation of Applicant:

Seal of the Firm

## FORM B-2

### DETAILS OF THE WORKS STATED IN FORM B-1

The following information should be provided in the format indicated for each reference project for which your company was legally contracted. Moreover, successful completion certificate issued by the concerned organization may also be provided.

Project Name:		Country:
Project Location: Name of Client: Approximate value of Services:		Professional Staff Provided by the Company: No. of Staff: No. of Man-months:
Start Date: (Month/Year)	Completion Date: (Month/Year)	No. of man-months of Professional Staff provided by Associated Firm(s).
Name of associated firm(s) if any:		
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Detailed Narrative Description of Project:		
Detailed Description of Actual Services Provided by the Company:		

**Date:**

**Signature & Designation of Applicant:**

**Seal of the Firm**

## FORM C-1

### SPECIFIC WORK EXPERIENCE OF THE APPLICANT FIRM(S)

(Designing / Execution of Individual's Performance Evaluation Framework in the Public Sector Organizations/ UN Agencies/ international organizations)

S. No.	Name of the project	Location	Client value of contract	Year of completion	Description of relevant work	Project under taken as Lead/ JV Firm
1.						
2.						
3.						
4.						
5.						
6.						
7.						

**Date:**

**Signature & Designation of Applicant:**

**Seal of the Firm**

**FORM C-2**  
**DETAILS OF THE WORKS STATED IN FORM C-1**

(DETAILS OF THE WORKS SHOWN IN FORMS C-1)

The following information should be provided in the format indicated for each reference project for which your company was legally contracted. Moreover, successful completion certificate issued by the concerned organization may also be provided.

Project Name:		Country:
i. Project Location: ii. Name of Client: iii. Approximate value of Services: iv. No. of employees of the Client Organization:		Professional Staff Provided by the Company: No. of Staff: No. of Man-months:
Start Date: (Month/Year)	Completion Date: (Month/Year)	No. of man-months of Professional Staff provided by Associated Firm(s).
Name of associated firm(s) if any:		
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Detailed Narrative Description of Project:		
Detailed Description of Actual Services Provided by the Company:		

**Date:**

**Signature & Designation of Applicant:**

**Seal of the Firm**

**FORM C-3**

**SPECIFIC WORK EXPERIENCE OF THE APPLICANT FIRM(S)**

**(Designing / Execution of Individual's Performance Evaluation Framework in the Private Sector Entities)**

<b>S. No.</b>	<b>Name of the project</b>	<b>Location</b>	<b>Client value of contract</b>	<b>Year of completion</b>	<b>Complete/ Partial Procurement Cycle</b>	<b>Description of relevant work</b>	<b>Project under taken as Lead/ JV Firm</b>
1.							
2.							
3.							
4.							
5.							
6.							
7.							

**Date:**

**Signature & Designation of Applicant:**

**Seal of the Firm**

**FORM C-4**  
**DETAILS OF THE WORKS STATED IN FORM C-3**

(DETAILS OF THE WORKS SHOWN IN FORMS C-3)

The following information should be provided in the format indicated for each reference project for which your company was legally contracted. Moreover, successful completion certificate issued by the concerned organization may also be provided

Project Name:		Country:
i. Project Location:		Professional Staff Provided by the Company: No. of Staff: No. of Man-months:
ii. Name of Client:		
iii. Approximate value of Services:		
iv. No. of employees of the Client Organization:		
Start Date: (Month/Year)	Completion Date: (Month/Year)	No. of man-months of Professional Staff provided by Associated Firm(s).
Name of associated firm(s) if any:		
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Detailed Narrative Description of Project:		
Detailed Description of Actual Services Provided by the Company:		

**Date:**

**Signature & Designation of Applicant:**

**Seal of the Firm**

**FORM-D-1**  
**DETAILS OF KEY PERSONNEL/ PROFESSIONALS**

<b>S. No.</b>	<b>Designation</b>	<b>Name</b>	<b>Qualification (including university &amp; year of degree obtained after graduation)</b>	<b>Full time/part time</b>	<b>Total years of experience</b>	<b>Projects currently involved in</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

*Note: Duly signed bio-data of personnel must be attached. Professional Degrees shall be accredited by respective professional statutory body.*

**Date:**

**Signature & Designation of Applicant:**

**Seal of the Firm**

## FORM-D-2

### Resume (Name of the Prime/Alternate Candidate)

**(There is no mandatory requirement to mention alternate candidates)**

Position	<b>Candidate</b> [tick appropriate one] Prime Alternate	
Candidate Information	1. Name of Candidate	2. Date of Birth
	Professional Qualification	
Present Employment	Name of Employer	
	Address of Employer	
	Telephone	Contact (manager/personnel officer)
	Fax	Email
	Job title of candidate	Year with present employer

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

Month/ Dates/years		Company / Project/ Position/ Relevant technical and management experience	
From	To		
1.			
2.			
3.			
4.			
5.			

**Date:**

**Signature & Designation of Applicant:**

**Seal of the Firm**

## FORM-E

### Summary Sheet: Current Contract Commitments/ Works in Progress

Applicants should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.

Name of Contract	Value of Outstanding work (equivalent Pak Rs. Million)	Estimated Completion Date
1.		
2.		
3.		
4.		
5.		
6.		

**Date:**

**Signature & Designation of Applicant:**

**Seal of the Firm**



**LIST OF MINISTRIES/ DIVISIONS/ DEPARTMENT HAVING POSITIONS OF  
SPPS AND MP-SCALES**

**(i) MP- Scales Positions**

S.No.	Organizations	MP-I	MP-II	MP-III	Total
1	Cabinet Division	5	4	0	9
2	Climate Change & Environmental Coordination Division	4	0	0	4
3	Ministry of Information and Broadcasting	0	0	6	6
4	Establishment Division	0	1	0	1
5	Foreign Affairs Division	1	2	0	3
6	Maritime Affairs Division	0	2	4	6
7	Ministry of Finance & Revenue	2	2	3	7
8	Ministry of IT & Telecom	4	5	2	11
9	Ministry of Law and Justice	2	2	7	11
10	Ministry of Planning, Development & Special Initiatives	2	0	0	2
11	Railways Division	1	2	5	8
12	National Security Division	0	0	2	2
13	Defence Division	1	0	0	1
	<b>Total</b>	<b>22</b>	<b>20</b>	<b>29</b>	<b>71</b>

**(ii) SPPS Positions**

S. No.	Organization	SPPS-I	SPPS-II	SPPS-III	SPPS-IV	Total
1	Finance Division	3	1	2	1	7
2	Industries & Production	0	0	0	1	1
3	IT & Telecom	0	0	0	2	2
4	M/o Commerce	0	1	1	0	2
5	M/o Information & Broadcasting	2	0	0	0	2
6	M/o National Food Security & Research	0	0	1	1	2
7	M/o Science & Technology	0	0	4	3	7
8	Petroleum Division	0	2	0	0	2
9	Planning Commission M/o Planning, Development & Special Initiatives	0	0	10	0	10
	<b>Total</b>	<b>5</b>	<b>4</b>	<b>18</b>	<b>8</b>	<b>35</b>

Note: The number of posts may increase/decrease in due course of time.