



TRADING CORPORATION OF PAKISTAN (PVT) LIMITED
MINISTRY OF COMMERCE

No. TCP (HR)/10-60/2022

Dated: 04-04-2022

REQUEST FOR PROPOSAL (RFP)

Trading Corporation of Pakistan (Pvt.) Limited (TCP), Karachi, a state owned commercial organization working under the administrative control of Ministry of Commerce, Government of Pakistan invites proposals from reputable Management Consultant/firms registered with Income Tax and Sales Tax authorities and appearing active tax payer list for development of various policies and procedures.

2. Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders at following offices on all working days (Monday to Friday) from 9:00 a.m. to 5:00 p.m. @ price of Rs.2,000/-. The bidding documents can also be downloaded from www.tcp.gov.pk as well as PPRA's website (www.ppra.org.pk). The interested firms who opt to download the bidding document from the website should register themselves with the office of General Manager (HR), TCP, Karachi for communication of any changes etc. and deposit pay order with Rs.2,000/- alongwith their bids as price of bidding documents:-

- i) Deputy Manager (Cash), Trading Corporation of Pakistan (Pvt.) Limited, Block-B, 4th Floor, Finance & Trade Centre, Shakra-e-Faisal, Karachi (Phone No. 021-20247-4 Ext-25)
- ii) Regional Office, Trading Corporation of Pakistan (Pvt.) Limited, 2nd Floor, LDA Plaza, Egerton Road, Lahore (Phone No. 042-2005-7).
- iii) Regional Office, Trading Corporation of Pakistan (Pvt.) Limited, House No.47, Street 2 PHAF , Residencia Kurri Road, Islamabad (Phone No.051-9450441-42)

3. Single Stage Two Envelope Procedure would be used for Open Competitive Bidding. Financial proposal should accompany a bid security equal to 2% of their financial bid in form of Bank Draft/Pay order in favor of Trading Corporation of Pakistan.

4. Scaled bids (marked separately as Technical Bid and Financial Bid), prepared in accordance with the instructions in the bidding documents, must be dropped in the tender box at Trading Corporation of Pakistan (TCP), 4th Floor Block-B, FTC Building, Shakra-e-Faisal, Karachi on or before **11:00 A.M** on **Friday 22nd April, 2022**. Bids will be opened on the same day at **11:30 AM**. This advertisement is also available at the official websites of TCP www.tcp.gov.pk and PPRA website www.ppra.org.pk.

5. The consultant firm(s) who have defaulted in their contract(s) awarded by TCP or any other Government entity is/are not eligible to participate in the tender. The firm(s) who have not fulfilled their contractual obligation with TCP are also not eligible to participate in the Bid(s), unless they clear their dues alongwith penalties and markings or fulfill their contractual obligations with TCP before opening of the bids. Trading Corporation of Pakistan reserves the right to reject any or all bids and to annul the bidding process at any time in accordance with Public Procurement Rules.


General Manager (HR)



ٹریڈنگ کارپوریشن آف پاکستان (پرائیویٹ) لمیٹڈ Trading Corporation of Pakistan (Pvt) Limited

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Fax : (92-21) 99202722, 99202731 & 99202595
E-mail : tcpkhi@pk.netsolir.com|
: www.tcp.gov.pk

4th & 5th Floor.
Finance & Trade Centre.
Shahrah Faisal, Karachi. 75350
(Pakistan)

No. TCP(HR)/10-60/2022

Date: 04-04-2022

REQUEST FOR PROPOSAL (RFP)

RFP FOR MANAGEMENT CONSULTANCY SERVICES FOR DEVELOPMENT OF POLICIES AND PROCEDURES AT TRADING CORPORATION OF PAKISTAN

Trading Corporation of Pakistan (Pvt.) Limited (TCP), Karachi, a state owned commercial organization working under the administrative control of Ministry of Commerce, Government of Pakistan invites proposals from reputable management consultant(s) registered with Sales Tax and Income Tax authorities and having status active on list of tax payers for development of various policies and procedures.

1. Scope of Work:

The consultant is expected to develop below documents for TCP:

- i. Revise Memorandum and Articles of Association (AoA);
- ii. Prepare Detailed organogram (Functional as well as Administrative) of the Organization; and
- iii. Prepare Policy and procedure manuals:
 - a) Human Resource Policy and Procedures Manual;
 - b) Compendium of Service Rules;
 - c) Operations Manual;
 - d) Investment Policy;
 - e) Procurement Policy;
 - f) Internal Audit Manual;
 - g) Credit and Claim Settlement Policy and Procedures Manual;
 - h) Related Party Transactions Policy;
 - i) Whistleblowing Policy;
 - j) Corporate Social Responsibility Policy; and
 - k) Health, Environment and Social Policy.
 - l) Accounting Polices and Procedure.
 - m) Financial Management Manual.
 - n) Any other policy & procedures as mutually agreed.

2. Eligibility Requirement:

- i. The consultant shall be on the active taxpayer list of FBR (Proof to be submitted with the bid);
- ii. The consultant is not blacklisted or debarred by any public or private sector organization (affidavit to be provided on Rs.50 stamp paper *Blacklisted firms, affiliated firms or firms having conflict of interest with this assignment need not apply*);
- iii. The consultant shall not be a defaulter of TCP and should not have a history of litigation with TCP (undertaking to be provided); and



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iv. Must score at least 70% in the technical criteria (as described below).

3. Evaluation of Technical Proposal:

The Technical Proposal shall be evaluated as per following information:

| S # | Parameters against which technical evaluation shall be done | Scoring brackets | Total points allocated |
|----------|---|------------------|------------------------|
| 1 | <u>Profile</u> | | <u>20</u> |
| 1.1 | <u>Years of Experience in Management Consulting:</u> | | 10 |
| | > 2 <4 year | 03 | |
| | > 4 < 8 years | 05 | |
| | > 8 < 12 years | 08 | |
| | > 12 years | 10 | |
| 1.2 | <u>No. of Employees</u> | | 10 |
| | Employees below 300 | 04 | |
| | Employees 300 to 500 | 06 | |
| | Employees above 500 | 10 | |
| 2 | <u>Qualification and Relevant Experience</u> | | <u>30</u> |
| 2.1 | <u>Qualification of the Proposed Team</u> | | 15 |
| | Professional Qualifications awarded by renowned professional bodies or Master's degree | | |
| | >20 Employees | 5 | |
| | >30 Employeys | 10 | |
| | >50 Employees | 15 | |
| 2.2 | <u>Relevant experience of team/ employees proposed for the assignment</u> | | 15 |
| | <u>Projects executed by the firm or sister concerns/ joint bidders (excluding sub – contractors/ special contract firms)</u> | | |
| | > 2 <4 years of experience in relevant projects | 03 | |
| | > 4 < 8 years of experience in relevant projects | 07 | |
| | > 8 < 12 years of experience in relevant projects | 10 | |
| | > 12 years of experience in relevant projects | 15 | |
| 3 | <u>Financial Strength of the Firm</u> | | <u>20</u> |
| | Certified accounts /statements/ confirmation from firm on letter head showing cash balances greater than 10 Million and less than Rs. 20 million in the current year. | 10 | |



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| S # | Parameters against which technical evaluation shall be done | Scoring brackets | Total points allocated |
|----------------|---|------------------|------------------------|
| | Certified accounts /statements/ confirmation from firm on letter head showing cash balances of more than Rs. 20 million in the current year | 20 | |
| 4 | Registration with any international legal Body / Forum / Society | | 25 |
| | Since more than ≥ 10 years | 10 | |
| | Since more than ≥ 20 years | 15 | |
| 5 | Registration with Government Authorities | | 5 |
| | Registration with FBR | 15 | |
| Total : | | | 100 |

Minimum qualifying marks are 70% but minimum 50% in each section.

4. Clarification and Amendment in RFP Documents:

- Consultant may request for a clarification of contents mentioned in RFP in writing, TCP shall respond to such queries in writing within three working days, provided they are received at least five working days prior to the date of opening of proposal. TCP shall communicate such response to all parties who have obtained RFP document without identifying the source of inquiry.
- At any time before the submission of Proposals, TCP may amend and issue an addendum/ corrigendum in writing. The addendum shall be sent to all Consultants and will be binding on them. Consultant shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals TCP may, if the amendment is substantial, extend the deadline for the submission of Proposals.

5. PREPARATION OF PROPOSAL:

While preparing the Proposal, consultant must give particular attention to the following:

- If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant and/or other firms or entities in a joint venture or sub consultancy, as appropriate.
- It is desirable that the specify of the key professional staff proposed, be permanent employees of the firm or have an extended and stable working relationship with it.
- Proposed professional staff must, at a minimum, have the experience, preferably working under similar geographical condition
- A brief description of the consultant organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment and firm's involvement.
- In preparing their Proposal, Consultants are expected to examine in detail the documents, nature of work, etc.
- The consultant is encouraged to co-ordinate for any query with representative of TCP.



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- vii. The requirement to submit document evidence with proposal with reference its experience and CVs of team indicating relevant experience.
- viii. The financial bids should be submitted as per bid form (**Annex-A**).

6. Care and Diligence:

- i. The Consultant affirm and guarantee that they are skilled and fully qualified, and that they shall make use of all such skills and qualification in the best professional standards and skills.

7. Award of Works:

- i. Once the panel of consultants has been technically evaluated under this RFP, TCP shall obtain quotes from the technically qualified consultants for the assignment given in the scope of work. The contract shall be awarded on the basis of lowest cost basis. However, consultant shall be required to sign addendum to the agreement once work order has been issued.

8. Period of Assignment:

- i. The period of assignment shall not be more than 60 working days. However, in case the firm requires additional time for completion the assignment, the Management of TCP may consider to extend the time on basis of genuine reasons, as deemed fit by the Management.

9. Payment Against Assigned Job:

The payments may be made in the following mode:-

- i. Upto 50% on completion of different stages of the assignment and after due verification.
- ii. Remaining 50% payment to be released on completion of the overall job.

10. Taxes:

- i. The Consultant will be subject to all admissible taxes including stamp duty, income tax and sales tax etc., The Taxes will be applicable as per law.

11. Arbitration:

- i. Any dispute or difference arising during the contract period shall be referred for Chairman TCP whose decision will be final and binding on both the parties.

12. The successful bidder will be required to sign an agreement with TCP as per the tender document.
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ANNEX-A

Summary of Costs /

PRICE SCHEDULE IN PAK RUPEES

NAME OF BIDDER:

| Description | Total amount in PKR (inclusive of all taxes, duties etc.) |
|--|--|
| Total amount for the required services as per the TORs, schedule of requirement etc. as in the bidding document. | Rs. |
| Total Amount | Rs. |
| Amount in Words | |

SIGNATURE & STAMP OF BIDDER

*Note: In case of discrepancy between unit price and total, the unit price shall prevail.
All the applicable taxes to be borne by the bidder.*