

REQUEST FOR PROPOSAL
FOR
HIRING SERVICES OF CONSULTING FIRM
TO
CONDUCT THIRD PARTY EVALUATION OF SEZS



PUNJAB BOARD OF INVESTMENT AND TRADE
23 AIKMAN ROAD, GOR I, LAHORE, PAKISTAN

DISCLAIMER

- 1.1. The information contained in this Terms of Reference (TORs) and Evaluation Criteria (EC) document or subsequently provided to applicants, whether verbally or in written form by or on behalf of Punjab Board of Investment (PBIT) and Trade or any of its employees, advisors or board members, shall be subject to the terms and conditions set out in this TORs and EC and any other terms and conditions subject to which such information is provided.
- 1.2. PBIT may, in its absolute discretion, but without being under any obligation to do so, update, amend, add to any of all of the provisions or supplement the information of this TORs and EC document or cancel the present invitation and call for fresh invitations. Such changes would be intimated to all applicants using this EOI and EC document.
- 1.3. PBIT reserves the right to reject any or all of proposals submitted in response to this TORs and EC request at any stage as per Punjab Public Procurement Rules 2014. PBIT also reserves the right to hold or withdraw from or cancel the process at any stage up to the final shortlisting.
- 1.4. Neither PBIT nor its employees or representatives will have any liability in case of non-receipt of any correspondence from them to the applicant due to the postal delays.
- 1.5 Any documents/information provided by firms to PBIT shall become property of the PBIT that can be used by PBIT for any of its analysis or use.
- 1.6. Mere submission of EOI or shortlisting or issue of RFP does not vest any right in the applicant for being selected for the project.

2. BACKGROUND INFORMATION

2.1. Client

PBIT is a section 42 company of Government of the Punjab mandated to promote investment and trade in the province of Punjab. PBIT is the trade and investment promotion agency of the province of Punjab, Pakistan. Government of the Punjab, conscious of the importance of investment from the private sector in the development of the provincial economy, established PBIT in 2009.

In exercise of powers under Section 10 of the Special Economic Zone Act. 2012, the Special Economic Zone authority Punjab was constituted via Notification No. SO. INV/6- 227/2013 dated 24th January 2013, declaring PBIT as Secretariat of Special Economic Zone Authority, Government of the Punjab.

2.2. Rational

SEZ is commonly used as a generic global term for referring to any modern economic zone where business and trade laws differ from the rest of the country. The reasons for development of global SEZs were to provide enabling framework for enhancing trade, investment, jobs and industrial development. Financially libertarian policies were introduced regard investing, taxation, trading, quotas, customs and labor to attract international businesses in economy. Pursuant to similar objectives, the Government of Pakistan promulgated the Special Economic Zones Act, 2012 (hereinafter referred to as the 'SEZ Act 2012') on September 12, 2012.

In terms of Section 4 of the SEZ Act 2012, the Federal and Provincial Governments can establish SEZs by themselves or in collaboration with private parties under various modes of collaboration including PPP or exclusively by private sector.

The executive head of the Punjab Board of Investment and Trade (hereinafter referred to as the 'PBIT'), being provincial investment promotion agency, is *ex officio* member of following on behalf of Government of the Punjab:

- **Board of Approval:** Section 5 of the SEZ Act 2012

- **Approvals Committee:** Section 7 of the SEZ Act 2012
- **SEZ Authority:** Section 10 of the SEZ Act 2012

PBIT being Secretariat of SEZA Punjab, facilitates investment in SEZs through investment promotion, advisory services and regulating certain key affairs in SEZs. This includes approval of granting SEZ Enterprise status, assist Zone Enterprises to avail incentives and benefits offered under SEZ Act. Making recommendations to the Government on all aspects of designation, approval, establishment, operation & regulation of special economic zones and supports public and private developers for establishment, administration and oversight of special economic zones in Punjab.

Under this component, PBIT seeks to acquire services of a professional consultancy firm / Joint Venture of not more than two (2) firms to

- Assist to monitor/assess the implementation of streamlined administration procedures in SEZs under Section 28; performance of Punjab's industrial estates/Special Economic Zones development & management companies i-e; PIEDMC & FIEDMC,
- Monitor the compliance of SEZ Enterprises with their obligation under zone regulations,

3. Purpose

PBIT is issuing these TORs and EC for inviting international and domestic firms / Joint Ventures to submit their interest in extending consultancy services.

In order to achieve the objectives set therein, Government of the Punjab has decided to undertake these specified tasks by sourcing consultancy services required for the project's implementation. PBIT looks forward to the firm/ company / joint venture extending consultancy services under these TORs to move ahead in conformity with the most advanced norms, in line with the laid down procedures for undertaking such tasks and to carry out the successful completion of the goals and objectives.

4. Objectives

The objective of the assignment is to:

- Undertake evaluation of SEZs as per their business rules, SEZ Act & Rules
- Mapping existing procedures and making recommendations to SEZA Punjab for reforming the processes and procedures

5. Terms of Reference (TORs)

The consultant will be responsible to assess the following key responsibilities

5.1 Administrative matters

- Number and level of positions/posts covered/hired and its rationale
- Assessment of procedure followed for the hiring
- Rationale of salaries and benefits availed by the staff
- Assess roles assigned to the staff against their positions and mechanism already developed if any;
- Evaluation of staff performance as per their role including additional charge (where applicable)
- Rationale for having multiple offices

5.2 Sale of plots

- Procedure for the sale of plots followed before October and after 8, 2020 including multiple allocations;
- Sale of plots in violation of SEZ Act, Rules and Regulations
- Status of payments received from allottees against liabilities
- Certification of SEZ Enterprises with regards to their operations/production/ surrender/ cancellation

5.3 Status of development in SEZs

- Availability of utilities (electricity & gas) as per requirement of allottees
- Development of infrastructure (both inside and outside of SEZs) including distribution channels for electricity and other utilities
- Development at the plot level to facilitate allottees
- Feasibility of electricity/gas projects (future)

5.4 Status of Colonization in SEZs

- Status of allottees with regards to their operations after getting SEZ Enterprise status

- Status of allottees before or after SEZ status not applied for SEZ status
- Status of constructions of plants in SEZs
- Installation/availability of plant and machinery as per exemptions availed
- Duration/timelines for the import process of plant and machinery followed by the allottees
- Verification of plant & machinery (imported by allottees by getting exemption on duties) by the developers

5.5 Level of satisfaction of SEZ Enterprises in SEZs

- One Window operation in SEZs
- Mechanism developed by developers for redressal of grievances

6. Scope of Services

While carrying out this consultancy, the firm / joint venture shall coordinate with the concerned departments/agencies/companies of the Government of Punjab, in particular the Special Economic Zones Authority, Zone Developers, Industries, Commerce, Investment and Skill Development Department as required to fulfil the assignment. The work shall cover but not be limited to the aspects outlined in these Terms of Reference.

7. Reporting Requirements

All reports shall be developed in English

8. Duration of Services

3 months after signing of the contract

9. Mandatory Documentation

The provision of the following documents is mandatory: -

- a) Documents regarding legal status of the Consultant / Joint Venture (registration with the Securities & Exchange Commission of Pakistan or the Registrar of Firms, Federal Board of Revenue and Professional Bodies).
- b) List of relevant experience of the bidding firm / joint venture with respect to similar assignments handled.
- c) Audited statements of accounts for the last three years. In case of joint venture, of any one firm.

d) CVs of key relevant staff to be assigned on the assignment with relevant experience of the task and assignment.

e) Undertaking that the bidding firm (all the firms in case of joint venture) has not been blacklisted or debarred by any Government/Semi-Government organization.

9.1 Technical Proposal

The Technical Proposal shall provide the information indicated in the following paras, for the description of the approach, methodology and work plan of the Technical Proposal:

a) A brief description of the organization and an outline of recent experience of the consultant/firm/joint venture on assignments of a similar nature are required. For each assignment, the outline should indicate the names of the professional staff who participated, duration of the assignment (starting and finishing dates) and the nature of the involvement.

b) Information should be provided only for those assignments for which the consultant/firm was legally engaged by the client.

c) Assignments and projects completed by individual professional staff working privately or through other consulting firms cannot be fully claimed as the experience of the firm, but can be claimed by the professional staff themselves in their CVs. Firms should be prepared to substantiate the claimed experience, if required. Firms can take credit of 50% of that experience towards them.

d) Comments and suggestions on the TORs including workable suggestions that could improve the quality/effectiveness of the project. PBIT shall not provide any facilities such as administrative support, equipment, etc., for the services.

e) A description of the approach, methodology and work plan for performing the project, covering the subjects including technical approach & methodology, work plan and organization & staffing schedule.

f) The list of the proposed professional team by area of expertise, the position that would be assigned to each team member, and their tasks.

- g) Estimates of the staff input (man-hours of professionals) needed to carry out the project.
- h) The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be rejected.
- i) While preparing the Technical Proposal, the interested firms / joint venture must give particular attention to providing resume of key staff that will be associated with this project.
- j) If a firm/joint venture considers to associate additional human resource which may enhance its expertise for the project, then it may associate such personnel against such provisions to be created in the Technical Proposal.

10: CRITERIA FOR SHORTLISTING OF CONSULTANT FIRMS:

Interested consultant firms/joint venture shall provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Consultant firm shall be short-listed on the basis of the following criteria. The short listed firm/joint venture shall be invited to submit financial bids, thereafter.

a. Mandatory Requirements

- Proof of valid Registration with relevant professional body of the firms/joint venture.
- Valid registration with FBR and PRA.
- Audited financial statements of the firm for the last 3 years.(In case of a joint venture for any one firm)
- Certificate of Non-Blacklisting / No litigations with any Govt. Department.

b. Evaluation Criteria

- Specific experience of consultant firm/joint venture relevant to assignment. **(30 Points)**
- Adequacy of the proposed technical approach methodology and work plan in responding to this T.O.R. **(40 Points)**
- Proposed team of experts for undertaking the assignment alongwith tasks to be assigned. (C. V's to be attached) **(30 Points)**

c. Requirements

Consultants firms/joint ventures obtaining > 65% marks shall be invited to submit financial bid. Quality and Cost based selection (QCBS) method will be adopted for awarding the work.

1. The Procurement Committee reserves the right to accept or reject any or all applications as per prevailing procurement regulations.
2. Further information can be obtained at the address below during office hours i.e. **0900 to 1700 hours.**

Director Human Resources, PBIT, 23 Aikman Road GOR-1 Lahore

7: LAST DATE FOR SUBMISSION OF APPLICATION AND OPENING:

Sealed envelope marked as “**Third Party Evaluation of SEZs-Technical Proposals**” along with requisite documents shall reach at the address mentioned above, not later than:

Date: 12th July, 2021