



REQUEST FOR PROPOSAL

**HIRING CONSULTANCY SERVICES FOR CONDUCTING
FEASIBILITY STUDIES FOR THE DEVELOPMENT OF
MODERN AGRI-WAREHOUSES TO PROMOTE RECEIPT
BASE FINANCING UNDER PROPOSED COLLATERAL
MANAGEMENT COMPANY (CMC)**

October, 2017

M/s _____

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DEFINITIONS

In this document, the following terms shall be interpreted as indicated hereunder:

“**Bid**” means a tender, or an offer by a person, consultant, firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by a Procuring Agency.

“**Bidding documents**” mean all documents provided to the interested bidders to facilitate them in preparation of their bids in uniform manner.

“**Bidding process**” means all documents provided to the interested bidders to facilitate them in preparation of their bids in uniform manner.

“**Consultant**” means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals.

“**Contract**” means an agreement enforceable by law and includes general and special conditions of the Contract and other Specification.

“**Contractor**” means a person, firm, company or organization that undertake to execute works including services related thereto, other than consulting services, incidental to or required for the contract being undertaken for works.

“**Day**” means calendar day including holiday.

“**Government**” mean the Government of Sindh.

“**Instructions to Consultants**” means the document which provides all information needed to prepare their Proposals.

“**LOI**” means the Letter of Invitation sent/issued by the procuring agency to the Consultant.

“**Procuring Agency**” mean, Sindh Enterprise Development Fund, Finance Department, Government of Sindh.

“**Proposal**” means the Technical Proposal and the Financial Proposal.

“**RFP**” means the Request for Proposal prepared by the procuring Agency for the selection of Consultants.

“**Response Time**” means, the period starting from the first date of issuance of bidding documents up to last date of issuance of bidding documents.

“**Supplier**” means a person, firm, company or an organization that undertakes to supply goods and services related thereto, other than consulting services, required for the contract.

“**Services**” means any object of procurement other than goods or works, and includes consulting services.

“**Terms of Reference**” (TOR) means the document included in the RFP, which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the procuring agency and the Consultant, and expected results and deliverables of the assignment.

“**Lowest Evaluation Bid**” means a bid most closely conforming to evaluation criteria and other conditions specified in the bidding document, having lowest evaluated cost.

LETTER OF INVITATION

M/s _____

Sindh Enterprise Development Fund, Finance Department, Government of Sindh (hereinafter referred to as Procuring Agency), invites sealed bids from eligible bidders to provide “**Consultancy Services for Preparation of Feasibility Studies for the Development of Modern Agri-Warehouses to promote receipt base financing under proposed Collateral Management Company (CMC) in Sindh**”. Moreover details regarding scope of services are provided in the Terms of Reference (TORs).

1. Tender bids in sealed envelopes as per guidelines and information provided in this document are required. Interested bidders applying for bids should submit bids as per Single Stage Two Envelop Procedure of SPP Rules 2010 (amended 2017). The interested bidder must have valid **NTN, GST, SRB/PST** registration certificates as a precondition for their eligibility for participation in the bidding process.
2. The bidder must quote for the complete desired specifications. Incomplete bids or bids for individual items will be rejected as non-response.
3. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of this bidding document.
4. Interested eligible bidders may obtain further information on the bid and collect the bidding documents from the office of Company Secretary, Sindh Enterprise Development Fund, Finance Department, Government of Sindh, 1st Floor, Block-B, FTC Building, Shahrah-e-Faisal, Karachi from **5th October, 2017 to 25th October, 2017** during office hours, i.e. from 9:00a.m to 5:00p.m on payment of document fee of **Rs.2,000/-** in the form of pay order/demand draft in favour of “Sindh Enterprise Development Fund”. This bidding document can also be downloaded from the website of SPPRA or the website of the Sindh Enterprise Development Fund, i.e. www.sedf.gos.pk, in which document fee required in the specified format may be submitted along with the bid. Only the bids submitted with the document fee or proof of payment thereof will be considered as eligible for participation in the bidding process.
5. All bids must be accompanied by an earnest money/bid security of two percent (**2%**) of total bid amount, in the form of “pay order”, “demand draft” or “bank guarantee” in the name of “Sindh Enterprise Development Fund” and must be accompanied with the bid in a separate sealed envelope marked as “Earned Money/Bid Security”. Bid without earnest money/bid security of required amount and prescribed form shall be rejected.
Sindh Enterprise Development Fund will not be responsible for any cost or expenses incurred by bidder in connection with the preparation or delivery of bids.

6. The bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.
7. The Procuring Agency shall have right of rejecting the tender as per Sindh Public Procurement Rules, 2010 (amended 2017).
8. All quoted prices must include all applicable taxes, such as General Sales Tax, Income Tax, and Provincial Sales Tax etc. If not specifically mentioned in the bid, then it will be presumed that the prices include all the taxes. Procuring Agency will not be responsible and would not pay any additional amount in case of changes in tax rate by the Government of Sindh or Government of Pakistan.
9. Right and obligation of the procuring agency and the contractor shall be governed by general and special conditions of contract signed between the procuring agency and the contractor.
10. The following shall result in blacklisting of suppliers, contractors, individually or collectively as part of consortium:
 - a. Conviction for fraud, corruption, criminal misappropriation, theft, forgery, bribery or any other criminal offence;
 - b. Involvement in corrupt and fraudulent practices while obtaining or attempting to obtain a procurement contract;
 - c. Final decision by a court or tribunal of competent jurisdiction that the contractor or supplier is guilty of tax evasion;
 - d. Willful failure to perform in accordance with the terms of one or more than one contract;
 - e. Failure to remedy underperforming contracts, as identified by the procuring agency, where underperforming is due to the fault of the contractor or supplier.
11. Failure to complete the contract within the stipulated time period will invoke penalty of 0.025% of the total cost per day. In addition to that, amount of Performance Guarantee will also be forfeited and the company will not be allowed to participate in future tenders as well.
12. An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding documents in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bids.

-sd/-

Company Secretary
Sindh Enterprise Development Fund
Karachi

INSTRUCTIONS TO RESPONDING ORGANIZATIONS

- Bids not confirming to the terms, conditions and specification stipulated in this document will be rejected.
- Proposals after due date and time will not be accepted for any reason. Proposal must not be sent by facsimile or e-mail. Such submission will not be accepted for any reason.
- Bid/Proposal shall comprise the Technical and Financial Proposal.
- The bidder must bid as per the letter of Invitation for bids. Contingent and partial bids will be rejected as non-response.
- All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of this bidding document.

(i) Bid Security & Performance Security

All bids must be accompanied by an earnest money/bid security of **two percent(2%)** of total bid amount, in the form of 'pay order', 'demand draft' or 'bank guarantee' in the name of 'Sindh Enterprise Development Fund' and must be accompanied with the bid in a separate sealed envelope marked as "Earnest Money/Bid Security". Bid without earnest money/bid security of required amount in the prescribed form shall be rejected.

- Bid security of the unsuccessful bidder will be release by Procuring Agency after award of work or after expiry of bid validity period whereas the bid security money of successful bidder will be released after the submission of performance security equivalent to **five percent (5%)** of contract price.
- The performance security of the successful bidder will be released after issuance of successful completion certificate by the Sindh Enterprise Development Fund, Government of Sindh, Karachi.
- All/any terms and conditions not specified here shall be dealt with reference to SPP Rules, 2010 (amended 2017).

(ii) Validity of Proposal

- All the proposals and price shall remain valid for a period of 90 days from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.

(iii) Currency

- All currency in the proposal shall be quoted in Pakistani Rupees (PKR). The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.

(iv) Withholding Tax, Sales Tax and Other Taxes

- The responding organization is hereby informed that the Government shall deduct tax at the rate prescribed under the Tax laws of Pakistan, from all payments for services rendered by any responding organization who signs a contract with the Procuring Agency (SEDF). The Firm will be responsible for all taxes on transaction and / or income, which may be levied by government. If Firm is exempted from any specific taxes, then it will provide the relevant documents with the proposal.

(v) Stamp Duty

- Stamp duty @ 0.035% (or as applicable at the time of contract) of contract value documents shall be borne by firm/bidder at the time of signing of contract.

(vi) Compliance to Specification (Terms of Reference)

- The Firm / Bidder to provide information as per prescribed forms/formats.

(vii) Financial Capabilities

- The Firm/Bidder shall describe the financial position of its organization. Income Statement or Annual Report should be included in the detailed Technical proposal.

(viii) Liquidated damages

- (a) It is utmost importance that schedule to proposals should be filled in very carefully on the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of required services within stipulate period Earnest Money/ Security deposit will be forfeited in favor of the SEDF, Government of Sindh. Besides liquidated of 0.025% per day of the contract will be deducted for provision of any deficient services in performing the assignment.

(ix) Conflicting relationships

Government officials and civil servants may be hired as consultants only if:

- (i) They are on leave of absence without pay;
- (ii) They are not being hired by the agency they were working for, six months prior to going on leave; and
- (iii) Their employment would not give rise to any conflict of interest.

(x) Availability of professional staff / Experts

Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the PA expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the PA will require assurances that the Professional staff will be actually available (either hired or employed). The PA will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

(xi) Integrity Pact

Pursuant to Rule 89 of SPPR 2010 Consultant under takes to sign Integrity pact in accordance with prescribed format attached here to for all the procurements estimated to exceed Rs.2.5million.

The technical offer must be submitted (three copies) with the following documents:

1. Company Profile with complete address, telephone number, fax number, and email address and contact person.
2. Evidence of relevant experience.
3. Affidavit that the firm is not blacklisted.
4. Document fees and Bid security of the specified form and amount as the bidding documents in a sealed envelope.
5. Bid must be signed, named and stamped by the authorized person of the firm along with authorization letter.

6. Authenticated/audited Financial Statements of last three years should also be submitted with technical proposals.
7. Valid NTN, GST, SRB/PST, Professional Tax and any other valid Tax registration certificate required by law in force.
8. In case of joint venture, names, company profile, NTN, GST, SRB/PST registration certificates and authorization letter of the JV Partner on Stamp Paper of the prescribed denomination to bid on its behalf duly attested by the authorized Oath Commissioner/Notary Public shall be required.
9. Brochures of the services/products offered with specification compliance sheet of each.
10. Complete schedule of services and timelines are to be provided.
11. Ability to provide post contact support.
12. A comparative sheet may be attached in the format indicating compliance of essential tender requirements in the format given below:

S#	Tender Requirements	Compliance	Non-Compliance
1.	Bid submitted in prescribed format with required technical documents		
2.	Bid for complete required services		
4.	Delivery schedule compliance		
5.	Support and maintenance compliance		
6.	Technical skills compliance		

Selection Criteria

Single stage-two envelop procedure under SPPRA Rules 2010 (amended 2017) will be used for the final selection of the bidder for **Consultancy Services for Preparation of Feasibility Studies for the Development of Modern Agri-Warehouses to promote receipt base financing under proposed collateral management company (CMC) in Sindh**. Bid/Proposal shall comprise one single envelope containing the technical & financial proposals separately sealed and required information mentioned in General Terms & Conditions. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

Communication

Enquiries regarding this tender document shall be submitted in writing to:
The Company Secretary, Sindh Enterprise Development Fund, 1stFloor, Block-B, FTC Building, Shahrah-e-Faisal, Karachi.

MODE OF DELIVERY AND ADDRESS

Proposals should be submitted on or before **Thursday 26th October, 2017 at 1100 hrs** at the address give below:

Company Secretary

SINDH ENTEPRISE DEVELOPMENT FUND,
1ST FLOOR, BLOCK-B, FTC BUILDING, SHAHRAH-E-FAISAL, KARACHI.
PHONE NUMBER: 021-99207512-14

Proposals shall be delivered by hand or courier so as to reach the address given above by the last date indicated for submission.

(PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED)

Submission of Proposal:

Proposal can be submitted on or before **Thursday 26th October, 2017 at 1100 hrs** at the Office of Company Secretary, Sindh Enterprise Development Fund, 1st Floor, Block-B, FTC Building, Shahrah-e-Faisal, Karachi.

Opening of Proposals:

The proposals submitted against this RFP will be opened on SAME DAY SAME PLACE AT 1130 hours (Friday), by the SEDF Consultant Selection Committee in the presence of bidders or their authorized representatives (having valid authority letter from their respective Firm/Company).

Evaluation and Comparison of Technical and Financial Bids

Bid/Proposal shall comprise one single envelope containing the Technical & Financial proposal separately sealed and required information mentioned in General Terms & Conditions. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

Mandatory Requirements

The bidders must comply with the following mandatory requirements:

- Registered under the Companies Ordinance 1984 or Companies Act, 2017 (where applicable).
- The bidder must be registered with Federal Board of Revenue (FBR) for Income Tax and Sales Tax and must be on FBR's Active Taxpayers list.
- The bidder must be registered with Sindh Revenue Board (SRB) for Provincial Tax and must be on SRB's Active Taxpayers list.
- The bidder may submit bids as a Joint Venture but in such case one bidder shall be appointed as a lead bidder who shall be solely responsible for end to end delivery of the entire project. For the said purpose, the lead bidder should submit an undertaking on stamp paper signed by all the JV partners.
- Affidavit: The bidder or any of its consortium partners have not been black listed or declared bankrupt by any Government or Financial Institution.
- Bidder NOT complying with any of the above eligibility pre-requisite would be disqualified. All documentary evidence must be submitted along with the bids, no document will be acceptable after bid submission.

NOTE: TECHNICAL PROPOSAL AND OTHER BIDDING DOCUMENTS SHALL CONTAIN PROPER INDEX AND PAGE NUMBERS FOR CONVENIENCE OF THE EVALUATION COMMITTEE.

DATA SHEET

1.1	<p>Name of the Assignment is: Hiring Consultancy Services for Preparation of Feasibility Studies for the Development of Modern Agri-Warehouses to promote receipt base financing under proposed collateral management company (CMC) in Sindh</p> <p>The Name of the PA's Focal Person (s): Company Secretary, SEDF Address: Sindh Enterprise Development Fund, 1st Floor, Tower B, Finance Trade Centre, Shahrah e Faisal, Karachi Telephone: +92 21 99207512-4 Facsimile:+92 21 99207515 E-mail:info@sedf.gos.pk</p>
1.2	<p>The Procedure/Method of Selection is: Single Stage-Two Envelop (Least Cost Selection among the technically Qualified bidders)</p>
1.3	<p>Bid Security: 2% of the total bid price</p> <p>Performance Security: 5% of the contract price</p>
1.4	<p>The outer envelope will contain two separate envelopes, one clearly marked 'Technical Proposal' and the second clearly marked with 'Financial Proposal' 'DO NOT OPEN WITH THE TECHNICAL PROPOSAL'. Overall 5 copies of Technical Proposals and one Financial Proposal.</p>
1.5	<p>Pre-Bid Meeting: Friday 20th October, 2017 at 1500 hours</p> <p>Focal Person: Chief Executive Officer, SEDF Venue: Sindh Enterprise Development Fund, 1st Floor, Tower B, Finance Trade Centre, Shahrah e Faisal, Karachi Telephone: +92 21 99207512-4</p>
1.6	<p>The Proposal Submission Address is: Sindh Enterprise Development Fund (SEDF), 1st Floor, Tower B, Finance & Trade Center, Shahrah-e-Faisal Karachi, Pakistan.</p> <p>Proposals must be submitted no later than 26th October, 2017 till 1100 hours.</p>
1.7	<p>Expected Date for Commencement of Consulting Services: 15th November, 2017.</p>

1.8	Proposals Validity Period: At least 90 days from the closing date of submission of proposal.
1.9	<p>Last Date for Written Clarifications regarding RFP: 20th October, 2017. The address for requesting clarifications is:</p> <p>Address: Sindh Enterprise Development Fund, 1st Floor, Tower B, Finance Trade Centre, Shahrah e Faisal, Karachi Telephone: +92 21 99207512-4 Facsimile:+92 21 99207515 E-mail:info@sedf.gos.pk</p>
1.10	<p>Last Date for Issuance of Bidding Documents/RFP: 25th October, 2017</p> <p>Last Date and Time for Submission of Bidding Documents/RFP: 26th October, 2017 (1100 hours)</p> <p>Date and Time for Opening of Bids: 26th October, 2017 (1130 hours)</p>
1.10	Bid Currency: Pak Rupee (PKR)
1.11	Cost of Biding Document/RFP: Rs. 2,000 only
1.11	Clause on Fraud and Corruption: As per SPP Rules, 2010 (amended 2017)

BASIS OF EVALUATION AND COMPARISON OF BID

The bidders who have been qualified in the mandatory requirements shall be eligible for a detailed evaluation. Procuring Agency will evaluate and compare the bids that have been determined to be substantially responsive in accordance with the SPP Rules, 2010 (amended 2017). The financial bid of only those bidders will be opened who qualify the following evaluation criteria (minimum 70% score to qualify) against the tender. Qualified bidder with the lowest evaluated cost shall be awarded the contract. The financial bid of disqualified/non-compliant bidder will be returned unopened.

EVALUATION CRITERIA

S. No.	Criteria	Score / Points
1	CONSULTANT’S RELEVANT EXPERIENCE (COMPANY PROFILE)	30
1.1	Years of Establishment	05
1.2	Experience of Providing Business Consultancies	10
1.3	Experience of Developing Feasibility Studies for Agribusiness Sector	15
2	AFFILIATIONS WITH ACCREDITATION INSTITUTIONS	20
2.1	Practicing Chartered Accountant Firm having Satisfactory Quality Control Rating (QCR) by the Institute of Chartered Accountants of Pakistan (ICAP)	10
2.2	Category-A listed Chartered Accountant/ Auditing Firm on Panel of Auditors maintained by State Bank of Pakistan under Section 35 of Banking Companies Ordinance, 1962	10
3	QUALIFICATIONS AND COMPETENCE OF THE KEY STAFF FOR ADEQUACY OF THE ASSIGNMENT	40
3.1	Availability of Adequate Human Resource	05
3.2	Availability of Agribusiness Technical Expert	10
3.3	Availability of Civil Engineers	10
3.4	Availability of Qualified Financial Expert	05

3.5	Availability of Qualified Project Financial Expert	10
4	CONSULTANT'S FINANCIAL CAPABILITIES	10
4.1	Average Annual Turnover for the last three (3) Years	10
TOTAL		100

S#	Sub-Criteria	Max. Marks	Marks Obtained
1	CONSULTANT'S RELEVANT EXPERIENCE (COMPANY PROFILE)	30	
1.1	Years of establishment: a. 10 Years or more = 05 Marks b. 5 Years or more = 03 Marks c. Less than 5 years = 00 Marks (Attach Certificate of Incorporation/Registration)	05	
1.2	Experience of Providing Business Consultancies: a. 10 Years or more = 10 Marks b. 5 Years or more = 05 Marks c. Less than 5 years = 00 Marks (Attach NTN/STN Registration Certificates)	10	
1.3	Experience of Developing Feasibility Studies for Agribusiness Sector, Public Sector/Banks/Financial Institution/ Reputed Private Sector Entities, having project cost worth Rs. 50 million or more in each project: a. More than 5 Projects = 15 Marks b. 2-5 Projects = 05 Marks c. Less than 2 Project = 00 Marks (Attach work Orders / Completion Certificates)	15	
2	AFFILIATIONS WITH ACCREDITATION INSTITUTIONS	20	
2.1	Practicing Chartered Accountant Firm having Satisfactory Quality Control Rating (QCR) by the Institute of Chartered Accountants of Pakistan (ICAP): Yes = 10 Marks No = 00 Marks	10	

2.2	Category-A listed Chartered Accountant/ Auditing Firm on Panel of Auditors maintained by State Bank of Pakistan under Section 35 of Banking Companies Ordinance, 1962: Category A = 10 Marks Category B = 5 Marks Category C = 00 Marks	10	
3	QUALIFICATIONS AND COMPETENCE OF THE KEY STAFF FOR ADEQUACY OF THE ASSIGNMENT	40	
3.1	Availability of Adequate Human Resource: The firm must have at least 10 Employees/Staff on Company's/Firms permanent payroll providing consultancy services for last One Year: a. 10 or more employees/staff = 05 Marks b. 3-5 employee/staff = 03 Marks c. Less than 3 employees/staff = 00 Marks (Attach authenticated Company's Payroll)	5	
3.2	Availability of Agribusiness Technical Expert: Master/Bachelor Degree in Agriculture and Horticulture or equivalent with experience in setting up Agro-based Projects having project cost worth Rs. 50 million or more: a. More than 5 projects = 10 Marks b. 2-5 projects = 05 Marks c. Less than 2 projects = 00 Marks (Attach C.V and Degrees of the Expert)	10	
3.3	Availability of Civil Engineers: Accredited by the PEC and possessing experience in warehousing projects for agricultural products a. More than 5 projects = 10 Marks b. 2-5 projects = 05 Marks c. Less than 2 projects = 00 Marks (Attach C.V and Degrees of the Expert)	10	
3.4	Availability of Qualified Financial Expert: ACA/CFA/ACCA qualified staff having experience of Financial Advisory Services and developing financial models for infrastructure and agri-sector projects: a. More than 10 qualified experts = 05 Marks b. 5-10 qualified experts = 03 Marks c. Less than 5 qualified experts = 00 Marks (Attach C.V and Degrees of the Expert)	05	

3.5	Availability of Qualified project Finance Expert: ACA/CFA/ACCA qualified staff having experience of securing project finance and debt arrangement for projects: a. More than PKR 20 billion = 10 Marks b. Between PKR 10 billion and PKR 20 billion = 05 Marks c. Less than PKR 10 billion = 00 Marks (Attach C.V and Degrees of the Expert	10	
4	CONSULTANT'S FINANCIAL CAPABILITIES	10	
4.1	Average Annual Turnover for the last three (3) Years: a. More than 1000 million = 10 Marks b. 250-1000 million = 05 Marks c. Less than 250 million = 00 Marks (Attach audited Financial Statements for the last three years)	10	
Total Marks		100	
Passing Marks		70	

Preliminary Evaluation Checklist

The Bidder should also provide the following required information and placing this checklist/form on top of the Technical Proposal. Relevant portions of the Technical Proposal should be referenced in this form.

Information Required

a) General

1. Name of Firm / Bidder
2. No. of Years in business in Pakistan
3. No. of offices locations in Pakistan
4. Annual Turnover (Million Rs.)
5. Value of feasibility study projects in hand (details may be given)
6. Year of Incorporation
7. Status of the Firm / Bidder
 - Sole Proprietor
 - Partnership Firm
 - Private Limited Company
 - Public Limited Company
 - Entity registered/incorporated outside Pakistan (Give details)
 - Other (Please specify)
8. Name of Owner / Partner /Chief Executive /Directors

9. Details of Registered Head Office (Address, Phone, Facsimile, Email and Website Information)

b) Details of total staff employed

1. Number of permanent staff employed: Technical / Managerial
2. Cumulative Experience (in years)
3. Degrees and C.V for staff to be assigned for the project
4. Details of Staff assigned for the proposed project

c) Joint Ventures

Bids submitted by a joint venture of two or more companies or partners shall comply with following requirements:

- a) The Bid, and in case of successful Bid, the Contract Form, shall be signed by the lead bidder duly nominated by all the JV partners
- b) One of the partner shall be authorized to be In-charge, and this authority shall be evidence by submitting a power of attorney signed by legally authorized signatories of all the partners
- c) The partner In-charge shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the joint venture
- d) All partners of the joint venture shall be liable jointly and severally for executing the Contract in accordance with Contract terms, and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the Bid Form and the form of agreement (in case of a successful bid) and
- e) The JV Agreement for this project entered into by the joint venture partners on stamp paper duly attested by Notary Public shall be submitted with the Bid.

Special Instructions:

- Incomplete applications be not considered
- Any firm, which furnishes wrong information, will be liable for legal proceeding and if any contract is awarded, the same will be cancelled.
- Procuring Agency (SEDF) reserves the right to accept or reject any or all proposals without assigning any reason thereof.
- The financial bid must be filled in prescribed form without any alternative/over writing
- Conditional tenders/bids will be acceptable
- Procuring Agency (SEDF) reserves the right to increase or decrease the scope of work/number of items without assigning any reason under relevant provision of SPRRA Rules 2010
- Only companies registered with Sales Tax, Income Tax & Sindh Revenue Board Departments shall be eligible to participate in the tender (proof of registration is required)
- Every page of this tender document should be signed and sealed by the bidder.

Contacting the Purchaser:

Any effort by the bidder to influence the Purchaser in the Purchaser's decision in respect of bid evaluation or Contract award will result in the rejection of the bidder's bid.

Purchaser's Right to Accept the Bid or Reject the Bid:

Purchaser reserves the right to accept or reject the bid and to annul the bidding process at any time prior to award of contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the purchaser's action as per SPPRA Rule 2010.

TERMS OF REFERNCES (Scope of Work)

Background

Agriculture sector's access to formal sector credit is highly constrained. The key reasons for this constraint are identified to be use of farmers' land as collateral, lack of standardization of agricultural commodities and the absence of formal-sector commodity trading that can be trusted by financial institutions. Average collateral value of per acre of land in Sindh is Rs. 50,000 for agri-lending, which is far below from real value of land from farmers' perspective. From a bank's perspective, agricultural land is extremely difficult to liquidate in case of default. Therefore, there is a huge difference between collateral value and the real value per acre of land. To overcome this constraint, we need standardization of agricultural commodities and formal-sector commodity trading which can be trusted by financial institutions.

Purpose

To overcome aforementioned constraints and to develop formal-sector commodity trading we need standardized warehouses/ grain silos/ horticulture cold stores/ up-gradation of exiting warehouses based on receipts based financing under proposed Collateral Management company (CMC).

Title: Consultancy Services for Preparation of Feasibility Studies for the Development of Modern Agri-Warehouses to promote receipt base financing under proposed collateral management company (CMC) in Sindh.

These feasibility studies are intended to provide to prospective investors a first cut document to support their decision-making regarding investment in modern agri-warehousing. The output of this study will be pro-forma business plans (including financials) for four representative agri-warehousing investments covering the leading crops of Sindh at suitable nodes for sitting each agri-warehouse. Sindh's leading field crops and horticulture products will be represented in these business plans with the following agri-warehousing types:

1. Grain silo
2. Horticulture cold store
3. Plain warehouse (green field), and
4. Upgrade of existing plain warehouse.

Collateral Management Company licensed by the Securities and Exchange Commission of Pakistan (SECP) will provide collateral management services including;

(i) warehousing, i.e. provision of quality, storage and preservation services for a range of agricultural produce;

- (ii) providing enabling arrangements for collateral commodity financing;
- (iii) issuance of credible Warehouse receipts and other necessary arrangements for agricultural commodity financing; and
- (iv) stock audit, evaluation and verification services.

Scope of Work

The feasibility study needs to encompass:

A - Identify Suitable area for Agri-Warehouses

1. Identify Sindh's crops which are suitable for the above types of modern agri-warehousing (after studying export potentials of various crops) and the regions in which these crops are cultivated,
2. Locations of existing agri-warehouses in the private sector for these crops with identification of their commercial models and uses of these warehouses,
3. Main logistical routes for these crops (to ensuring that identified areas for representative agri-warehousing are geographically accessible),
4. Identify suitable nodes/locations for siting the four proposed types of agri-warehouses for the selected crops from the point of view of the most viable agri-warehousing business.

The firm shall present the deliverable against this task to SEDF to seek feedback and approval before proceeding to the next task.

B – Develop Feasibility Studies for Representative Agri-Warehouse

1. For each of the four types of agri-warehousing investment identified above, the firm will develop the following:
 - (i) Business case including commercial justification compared to existing agri-warehousing services, location recommendations with pros & cons, etc.
 - (ii) Identify notable potential investors/clients
 - (iii) Operational model
 - (iv) Summary implementation plan
 - (v) Proforma financials for 10 years
 - (vi) Criteria for investment decision
 - (vii) SWAT analysis
 - (viii) Profitability and liquidity 'ratio analysis'
 - (ix) Identify suppliers/markets for plant and machinery

C - Produce and present investment package

- (i) Brief investment model for different levels/scales of warehouses
- (ii) Potential sources available for agri-warehouse project financing
- (iii) Compliance framework including identification of applicable laws and regulations
- (iv) Applicable taxes and other duties on import of plant and equipment
- (v) Identification of subsidies and tax exemptions available for the agri-warehouse projects

D - Timelines

- (i) Total time duration of the assignment will be estimated to be Four (4) months (extendable by mutual consent of the parties in case of any unforeseen reasons, to be recorded in writing).
- (ii) Force Majeure: The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

E - Deliverables**PROPOSED SCHEDULE OF SERVICES DELIVERY**

Task Deliverables	Timeline	Payment
<ul style="list-style-type: none"> • Devise and share a formal project plan for the assignment. • Assignment of appropriate staff for the project and allocation of roles and responsibilities to them. • Conduct field visits and gather relevant data from available sources for the assignment (including crop statistics and existing structure of warehousing in Sindh). Filter and segregate the data as per the ToRs for the assignment. • Identification of ideal sites for the project(s) 	Within fifteen (15) days from date of contract	1 st Installment
<ul style="list-style-type: none"> • Share skeleton feasibility report with SEDF. • Acquire feedback on the form of the report and make necessary amendments. 	Within thirty (30) days from date of contract	2 nd Installment
<ul style="list-style-type: none"> • Identify the applicable legal and financial frameworks for the project. • Identify available subsidies and Tax exemptions offered by different institutions and evaluate their impact on project feasibility. • Actively liaison with SEDF officials and share the pro-forma business plans (including financials) for four representative agri-warehousing investments. 	Within forty five (45) days from date of contract	3 rd Installment

<ul style="list-style-type: none">• Finalize the feasibility study as per the ToRs and share final draft with SEDF and acquire feedback on the final draft and make necessary amendments if required.• Identify potential resources for financing these warehouses (private sector investors/financial institutions, Public Private Partnership).• Present the final report to SEDF and acquire job completion certificate.	<p>Within sixty (60) days from date of contract</p>	<p>4th Installment</p>
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APPENDIX-I:

Contract Form

THIS AGREEMENT made the _____ day of _____ 20____ between [name of Procuring Agency] of [country of Procuring agency] (hereinafter called “the Procuring agency”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., [brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Bid Form and the Price Schedule submitted by the Bidder;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract; and
- (f) the Procuring agency’s Notification of Award.

3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS, whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Procuring agency)

Signed, sealed, delivered by _____ the _____ (for the Supplier)

APPENDIX-II
INTEGRITY PACT

Declaration of Fees, Commission and Brokerage etc.
Payable by the Suppliers/Contractors/Consultants

Contract Number: _____

Dated: _____

Contract Value: _____

Contract Title: _____

[Name of Supplier/Contractor/Consultant] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, [Name of Consultant] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

[Name of Consultant] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Consultant] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, [Name of Supplier/Contractor/Consultant] agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier/Contractor/Consultant] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from PA.

[Procuring Agency]

[Supplier /Contractor/Consultant]

**APPENDIX-III
BID FORM**

To,
The Company Secretary
Sindh Enterprise Development Fund,
Karachi

Subject: **CONSULTANCY SERVICES FOR PREPARATION OF FEASIBILITY STUDIES FOR THE DEVELOPMENT OF MODERN AGRICULTURE WAREHOUSES TO PROMOTE RECEIPT BASE FINANCING UNDER PROPOSED COLLATERAL MANAGEMENT COMPANY (CMC) IN SINDH**

Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, for the above contract, we, the undersigned, offers to provide required services in conformity with the said bidding documents for the total bid price Pak Rupees (In figure _____, in words), Or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this bid.

We undertake (if our bid is accepted),to complete our service in accordance with the bidding documents. If our bid is accepted, we will provide the performance security in the sum equivalent to **5%** of the Contact price for the due performance of the contract as per bid Security Form.

We agree to abide by this Bid for the period of ninety (90) days from the date fixed for bid opening of the instructions to bidder and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this bid, together with your written acceptance thereof in your Notification of Contract Award, shall constitute a binding Contracting between us.

We understand that you are not bound to accept the lowest-priced or any Bid that you may receive.

Dated this day of 2017

Bidder (Sign +Seal)

Witness

Signature: _____

Name: _____

Title: _____

Address: _____

CNIC #: _____

Signature: _____

Name: _____

Title: _____

Address: _____

CNIC #: _____

Format of Financial Proposal
Summary of Cost (in PKR)

Title: Consultancy Services for Preparation of Feasibility Studies for the Development of Modern Agri-Warehouses to promote receipt base financing under proposed collateral management company (CMC) in Sindh

The Financial Proposal should have the following information:

- 1 Financial Proposal Submission Form
- 2 Summary of Cost

No.	Description	Amount (in Rs)
	1. Cost borne by the Consultant	
	2. Reimbursable Costs (if any)	
	3. Taxes to be borne by the Consultant	
	4. Any other Costs (Miscellaneous Charges)	
	Subtotal	
	Total cost net of service tax**	
	Service Tax (Sindh Sales Tax)	
	TOTAL COSTS (Including Service Tax)	

** Total Cost Net of Service Tax shall be considered for financial evaluation

Note: No escalation shall be payable during the services except for inflation as per the TOR's. Yearly break-up of costs will be preferred.

Cost of Insurances shall not be allowed separately. These will be incidental to main items.

Rates for all items shall be quoted in figures as well as in words

APPENDIX-IV BID SECURITY FORM

WHEREAS _____ (hereinafter called “**the Bidder**”) has submitted its bid dated _____, for the “**Consultancy Services for Preparation of Feasibility Studies for the Development of Modern Agri-Warehouses to promote receipt base financing under proposed collateral management company (CMC) in Sindh**”, (hereinafter called “**the Bid**”).

KNOWALL MEN by these presents that We _____ (Name of Bank, hereinafter called “the Bank”) of _____ (Name of Country) having our registered office at _____ (address of Bank) are bound into the Sindh Enterprise Development Fund, Government of Sindh, Karachi (here in after called “the Procuring Agency”) in the sum of Rs. _____, for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors and assigns, by these presents.

Sealed with the Common Seal of the Bank this _____ day of, 2017

THE CONDITIONS of this obligation are:

1. If the Firm/Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form: or
2. If the Firm / Bidder does not accept the corrections of his Total Bid Price; or
3. If the Bidder, having been notified of the acceptance of its Bid by the Procuring Agency during the Period of bid validity:
 - (a) Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders; or
 - (b) Fails or refuses to execute the Contract Form, when requested.

We undertake to pay to the Procuring Agency up to the above amount, according to, and upon receipt of, its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency will note that the amount claimed by it is due to it owing to the occurrence of one or both of the three above stated conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to _____, 2017 the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

(Name of Bank)
Title
Authorized Representative

APPENDIX-V
PERFORMANCE SECURITY FORM
(Applicable incase of bank guarantee)

To:

The Company Secretary,
Sindh Enterprise Development Fund,
Karachi

WHEREAS _____ (Name of the Firm), hereinafter called “the Contactor” has undertaken, in pursuance of the bid for “**Consultancy Services for Preparation of Feasibility Studies for the Development of Modern Agri-Warehouses to promote receipt base financing under proposed collateral Management Company (CMC) in Sindh**”, dated _____, 2017, (hereinafter called “the contract”).

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with the Contractor’s performance obligations in accordance with contract;

AND WHEREAS we have agreed to give the Firm a Guarantee:

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total Sum of Rs. _____ /- (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Firm to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of (amount of Guarantee) Rs. _____ /- as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified there in.

This guarantee is valid until _____ day of _____, 2017,

(NAME OF GUARANTOR)

Signature _____

Name _____

Title _____

Address _____

Seal _____

APPENDIX-VI TECHNICAL EVALUATION FORMS

Company Profile

(1.1 & 1.2: Number of Years in Business)

Dated:-----

All bidders are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Venture as required under the bye-Laws as a Partnership/Joint Venture:

1.	Name of firm or consortium of firm (Legal Name) (In case of Joint Venture (JV), please also provide legal name of each partner)
2.	Nature of Business: (Whether the firm is a Corporation, Partnership, Trust etc., show documentary evidence of required nature in business for every year)
3.	Head Office Address:
4.	Telephone: Fax Number: Email Address:
5.	Place of Incorporation/Registration: Year of Incorporation/Registration:
6.	Date of Incorporation / Registration
7.	Year in which start providing business consultancies (please attach relevant proof):
8.	Applicants authorized representative: Telephone: Fax Number: Email address:
	Nationality of Owners: Name: Country:

Note:

Please attach relevant document such as certificate of incorporation / registration NTN/STN Certificates etc.

COMPANY PROFILE
RELEVANT EXPERIENCE

(1.3: Agri-Sector Feasibility Studies, Completed assignments)

Use a separate sheet for each contract/consultancy.

1.	Name of Contract:
	Country:
2.	Name of Procuring Agency, Telephone and Fax Number:
3.	Procuring Agency Address:
4.	Nature of works and special features relevant to the contract: ----- -----
5.	Contract Role (Tick One): (a) Sole (b) Sub-Partner (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract: Currency..... Currency..... Currency.....
7.	Equivalent in Pak/Rs.:
8.	Date of Award:
9.	Date of Completion:
10.	Specified Requirements:

Note:

Please attach relevant document such as successful completion certificate and any other document deemed necessary as proof of claims.

COMPANY PROFILE
RELEVANT EXPERIENCE

(1.4: Agri-Warehouse Consultancy, Completed assignments)

Use a separate sheet for each contract/consultancy.

1.	Name of Contract:
	Country:
2.	Name of Procuring Agency: Telephone Number: Fax Number:
3.	Procuring Agency's Address:
4.	Nature of works and special features relevant to the contract: ----- -----
5.	Contract Role (Tick One): (b) Sole (b) Sub-Partner (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract: Currency..... Currency..... Currency.....
7.	Equivalent in Pak/Rs.:
8.	Date of Award:
9.	Date of Completion:
10.	Specified Requirements:

Note:

Please attach relevant document such as successful completion certificate and any other document deemed necessary as proof of claims.

AFFILIATIONS WITH ACCREDITATION INSTITUTES

2.1: Practicing Chartered Accountant Firm having Satisfactory Quality Control Rating (QCR) by the Institute of Chartered Accountants of Pakistan (ICAP)

Use a separate sheet for each credential:

1.	Date of Certificate:
2.	Grant Date:
3.	Expiration Date:
4.	Accreditation body:
5.	Date of QCR evaluation:
6.	Next due date of QCR:

Note:

Please attach relevant document such as certificate and any other document deemed necessary as proof of claims:

AFFILIATIONS WITH ACCREDITATION INSTITUTES

2.2: Category-A listed Chartered Accountant/ Auditing Firm on Panel of Auditors maintained by State Bank of Pakistan under Section 35 of Banking Companies Ordinance, 1962

Use a separate sheet for each credential:

1.	Date of Certificate/Status:
2.	Grant Date:
3.	Expiration Date:
4.	Accreditation body:
5.	Date of evaluation:
6.	Next due date of evaluation:

Note:

Please attach relevant document such as certificate and any other document deemed necessary as proof of claims:

QUALIFICATION AND COMPETENCE OF KEY STAFF
FOR ADEQUACY OF THE ASSIGNMENT

(3.1: Regular employees providing consultancy services on company payroll for last one year)

(ATTACH SEPARATE SHEET FOR EACH FULL TIME TECHNICAL STAFF)

Position			
Personnel Information	Name		Date of Birth
	Professional Qualifications		
	Technical/Professional Certifications		
Experience	Name of Employer		
	Position	From	To
Present Employment Record	Job Title:		
	Period with firm:		
	Telephone:	Email:	
	NTN		
	Mailing Address:		

Note:

Please attach relevant document such as degree(s), certificate(s) and any other deemed necessary as proof of claims in CVs. Also please attach the authenticated payroll of the staff for the last one year.

QUALIFICATION AND COMPETENCE OF KEY STAFF
FOR ADEQUACY OF THE ASSIGNMENT

(3.2: Availability of Agribusiness Technical Expert to the Company)

(ATTACH SEPARATE SHEET FOR EACH FULL TIME TECHNICAL STAFF)

Position			
Personnel Information	Name		Date of Birth
	Professional Qualifications		
	Technical/Professional Certifications		
Experience	Name of Employer		
	Position	From	To
Present Employment Record	Job Title:		
	Period with firm:		
	Telephone:	Email:	
	NTN		
	Mailing Address:		

Note:

Please attach relevant document such as degree(s), certificate(s) and any other deemed necessary as proof of claims in CVs.

**QUALIFICATION AND COMPETENCE OF KEY STAFF
FOR ADEQUACY OF THE ASSIGNMENT**

(3.3: Availability of Civil Engineer accredited by PEC)

(ATTACH SEPARATE SHEET FOR EACH FULL TIME TECHNICAL STAFF)

Position			
Personnel Information	Name		Date of Birth
	Professional Qualifications		
	Technical/Professional Certifications		
Experience	Name of Employer		
	Position	From	To
Present Employment Record	Job Title:		
	Period with firm:		
	Telephone:	Email:	
	NTN		
	Mailing Address:		

Note:

Please attach relevant document such as degree(s), certificate(s) and any other deemed necessary as proof of claims in CVs.

QUALIFICATION AND COMPETENCE OF KEY STAFF
FOR ADEQUACY OF THE ASSIGNMENT

(3.4: Availability of Qualified Financial Expert to the Company)

(ATTACH SEPARATE SHEET FOR EACH FULL TIME TECHNICAL STAFF)

Position			
Personnel Information	Name		Date of Birth
	Professional Qualifications		
	Technical/Professional Certifications		
Experience	Name of Employer		
	Position	From	To
Present Employment Record	Job Title:		
	Period with firm:		
	Telephone:	Email:	
	NTN		
	Mailing Address:		

Note:

Please attach relevant document such as degree(s), certificate(s) and any other deemed necessary as proof of claims in CVs.

**CURRICULUM VITAE (CV) FOR PROPOSED
PROFESSIONAL STAFF**

1. **Proposed Position***[only one candidate shall be nominated for each position]:* _____

2. **Name of Firm***[Insert name of firm proposing the staff]:* _____

3. **Name of Staff***[Insert full name]:* _____

4. **Date of Birth:** _____ **Nationality:** _____

5. **Education***[Indicate college/university and other specialized education of staff member, giving names of institutions ,degrees obtained, and dates of obtainment]:* _____

6. **Membership of Professional Associations:** _____

7. **Other Training***[Indicatesignificanttrainingsincedegreesunder5 –Education were obtained]:* _____

8. **Countries of Work Experience:***[List countries where staff has worked in the last ten years]:* _____

9. **Languages***[For each language indicate proficiency: good, fair, or poor in speaking, reading ,and writing]:* _____

10. **Employment Record***[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment ,name of employing organization, positions held.]:*

From [Year]: _____ To [Year]: _____

Employer:

_____ Positions held: _____

<p>11. Detailed Tasks Assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>PA: _____</p> <p>Main project features:</p>
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13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any will full mis statement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized representative of the staff] Date: _____
Day/Month/Year

Full name of authorized representative: _____

FINANCIAL CAPABILITIES
(4: Average Annual Turnover)

Date:.....

Year	Turnover	Income Tax Paid	Name along with Cost of Assignments Executed/Undertaken	Liquid Assets Balance
2016-17				
2015-16				
2014-15				

Note:

Please attach relevant document such as authenticated audited statements and any other document deemed necessary as proof of claims: