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## Services of Individual Consultants/Consultancy Firms

Tender #: PRCL/Admin/AML-CFT/01/2021

### 1. Invitation to Bid

Pakistan Reinsurance Company limited invites sealed bids from Individual Consultants/Consultancy Firms having vast professional experience (more than 3 years) of drafting AML/CFT policies inline with SECP's AML/CFT laws. The Consultants/Firms registered Income Tax and Sales Tax Departments having valid registration with SECP can apply within the stipulated date, time and terms & conditions mentioned below and as prescribed in bidding document:

- i. The bidding document can be obtained from Administration Department at 12th floor, PRC Towers, Karachi during office hours (9:30 am to 5:00 pm). The bidding document can also be downloaded from [www.pakre.org.pk](http://www.pakre.org.pk) and PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk). The bidding document is free of cost.
- ii. sealed bids as per the instruction contained in bidding document must reach to undersigned latest by 22/04/2021 at 11:00 am. Technical Bids will be opened on the same day in presence of bidders at 11:30 am.
- iii. This advertisement is also available on PPRA's website at [www.ppra.org.pk](http://www.ppra.org.pk) and on PRCL's website at [www.prc.com.pk](http://www.prc.com.pk)

*Sd/-*

(Arhum Rahim)

Incharge (Admin)/D.M-HR)

## 2. Eligibility Criteria

- a) Interested Individual Consultants/Consultancy Firms (“the bidders” hereafter) must have three (03) years of experience in AML/CFT legislation.
- b) The bidder shall have valid registration with SECP.
- c) The bidder shall be on active tax payer list of FBR.
- d) The bidder shall furnish an undertaking on stamp paper for not being blacklisted by any government department/organization/public entity.

## 3. Specific Terms and Conditions

- e) The bid shall be prepared in accordance with the instructions given in this document.
- f) Method of selection will be Single Stage Two Envelop of procurement specified in PPRA Rules 2004 and allied regulations, thereof.
- g) After scrutiny, only the eligible bidders will be technically evaluated and subsequently only the technically qualified bidders will be invited for the opening of Financial Proposal. Venue and timing will be communicated to the technically qualified bidders in advance.
- h) Bids received after the due date, conditional and incomplete bids will be rejected.
- i) The bidder or one authorized representative shall attend the tender opening, if desired.
- j) Details of Litigation if any, and Certificate of not being black listed by any government organization should be enclosed.
- k) PRCL will enter into an agreement with the most advantageous (lowest evaluated) bidder.
- l) PRCL shall disqualify bidder(s) if it finds, at any time, that the information submitted by the bidder concerning its eligibility was false and materially inaccurate. Such bidders shall be blacklisted as per relevant rules of PPRA.
- m) PRCL reserves the right to reject any or all bid at any time prior to the acceptance of a bid or proposal as per PPRA rules.

### 3. Submission of Bids

3.1. The sealed bids (separately marked as technical and financial) along with the required documents should reach to Incharge of Administration Department of PRCL.

#### 3.2 Technical Proposal

The technical proposal containing must be submitted along with copies of all required documents mentioned therein. The technical Proposal must be kept in a sealed envelope. The envelop shall clearly be marked as “TECHINAL PROPOSAL” along with tender number.

#### 3.3 Financial Proposal

The financial Proposal indicating the quoted price in figures as well as in words must be kept in a **SEPARATE SEALED ENVELOPE**. The envelop shall clearly be marked as “FINANCIAL PROPOSAL” along with tender number.

3.4. Both envelops of financial and technical proposal shall be kept yet in another properly sealed envelope clearly marked “*Individual Consultants/Consultancy Firms*” shall reach to Incharge (Administration) at 12<sup>th</sup> Floor of PRC Towers, Karachi.

### 4. Clarification on EOI Documents

Bidder(s) requiring any clarification on this EOI document may seek clarification by contacting the PRCL 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:

**Mr. Arham Rahim**

Incharge (Administration/DM(HR))

12<sup>th</sup> Floor, PRC Towers 32-A Lalazar Drive, M.T Khan Road, Karachi

Tel: 021-99202908-15 Ext: 240, Fax: 021-99202901

## 5. Disqualification

Bid(s) shall be rejected if: -

- a) Found to be conditional or incomplete in any respect;
- b) Received later than the stipulated / fixed, date and time;
- c) There is any deviation from the Instructions contained in this document;
- d) Multiple rates are quoted;
- e) Contains the unauthenticated amendments/corrections / overwriting);
- f) the validity of bid is not quoted as required;
- g) Made through Fax / E-mail / Telex;
- h) Required documents to establish eligibility are not enclosed;

## 6. Terms of Reference/Scope of the Services

The successful bidder shall be required to draft AML/CFT policy in sync with PRCL business and in accordance with the AML/CFT laws/rules and/or regulations framed by the relevant authorities/institutions of Pakistan.

## 7. Cost of Preparation of bidding document and Liability:

The bidder shall bear all costs associated with the preparation and submission of the bidding document. PRCL will, in no case, be responsible or liable for these costs, or have any other liability to any bidder, regardless of the conduct or outcome of the bidding process. PRCL shall have no obligation to any bidder to reimburse any costs incurred in preparing bids.

## 8. Technical and Financial Evaluation:

8.1. PRCL shall evaluate the eligible Applicant 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 PPRA.

## 8.2. Technical Evaluation

8.2.1. The technical bids will be evaluated and minimum points for a bid being technically qualified is 65 points out of 80 points.

8.2.2. The technical proposal shall be evaluated as per following:

Sr No.	Technical Evaluation Parameters	Max Points Allocated	Total Points
1	<b>General Experience(evidence such as SECP registration etc shall be attached)</b>		25
	≥ 3 years ≤ 10 years; 1 point for each complete year	10	
	≥ 11 years; 10 points + 1.5 points for each complete year beyond 10 years. No extra points shall be awarded in excess of max allocated points	15	
2	<b>Public/Private Clients(list of Clients shall be enclosed)</b>		45
	≥ 3 ≤ 20 Clients; 1 point for each client	20	
	≥ 21 Clients; 20 points + 1.5 points for each client beyond 20 clients.No extra points shall be awarded in excess of max allocated points	25	
3	<b>Specific Experience of AML/CFT Policy drafting</b>		10
	≥ 3 years ≤ 5 years;	3	
	≥ 5 years	7	
<b>TOTAL(Technical Scores)</b>			<b>80</b>

## 8.3 Financial Evaluation

8.3.1. Total score for Financial Bid is 20 points out of 100. Financial bid will be evaluated as per below formula:

$$\text{Financial Score} = 20 \times \frac{\text{Amount of Lowest Submitted Bid}}{\text{Amount quoted by Bidder}}$$

8.3.2. The financial proposal must be inclusive of all taxes applicable in Pakistan including out of pocket expenses, if any.

8.3.3. Financial bids of technically unsuccessful/unqualified bidders will be returned unopened.

8.3.4. As per rules rule 31 of PPRA Rules 2004 no change/modification in financial proposal will be accepted/allowed once the same has been opened publicly.

## 9. Validity of Proposal

The Proposals validity period shall be 90 days from the last date for submission of the Tender.

## 10. Payment/Remuneration

10.1. Payment will be made after deduction of all applicable taxes once the successful bidder submits the final draft of the AML/CFT policy as envisioned in TORs/Scope.

## 11. Award Criteria

The most advantageous bid (lowest evaluated bid) applicant will be awarded the tender as per below formula:

**Most advantageous bid (lowest evaluated bid) = T. S+F.S**

Here:

T.S = Technical Scores

F.S = Financial Scores

## 12. Arbitration

In case of any difference or dispute arising between the parties relating to the present bid or during the contract period, shall be referred to resolution to the Chief Executive Officer of PRCL or his duly authorized nominee whose decision shall be final and binding on both the parties and cannot be challenged in any court of law.

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