



**Request for Expression of Interest Services of
Individual Consultants/Consultancy Firms
Tender #: PRCL/Admin/UW-Claim Polices/2020**

Pakistan Reinsurance Company limited invites sealed bids from Individual Consultants/Consultancy Firms having more than 3 years' experience of drafting insurance/reinsurance underwriting and claims management policies. The Consultants/Consultancy Firms registered with Income Tax and Sales Tax Department having valid registration can apply within the stipulated date, time and terms & conditions mentioned below and as prescribed in bidding document

- 1- The bidding documents can be obtained from Administration Department at 12th floor, PRC Towers, Karachi, during office hours (9:30 a.m. to 5:00 p.m.) free of cost.
- 2- The bids (EOI) should be addressed to HOD (Admin/HR), PRCL and should be as per the instructions contained in bidding document
- 3- The sealed bids as per the instruction contained in bidding document must be placed in drop box placed at 14th Floor of PRC Towers, Karachi during 9:30 am to 5:00 pm (except Saturdays and Sundays) latest by 29/11/2021 at 11:00 am. Technical Bids will be opened on the same day in presence of bidders at 11:30 am.
- 4- Incomplete, conditional bids (EOI) received after stipulated date and time shall not be considered.
- 5- This advertisement along with EOI documents are also available on PPRA's website at www.ppra.org.pk and on PRCL's website at www.pakre.org.pk

Arham Rahim
HOD (Admin/HR)

Pakistan Reinsurance Company Limited

PRC Towers, 32-A, Lalazar Drive, M. T. Khan Road, Karachi.

Phones: 021-99202908 to 14, Fax: 021-99202921-22,

Email: prcl@pakre.org.pk Web: www.pakre.org.pk

**PAKISTAN REINSURANCE COMPANY
LIMITED**

BIDDING DOCUMENTS

For

NATIONAL COMPETITIVE BIDDING

(For Individual Consultants/Consultancy for drafting of insurance/reinsurance underwriting and claims management policies)

Price: Free of Cost

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**Services of Individual Consultants/Consultancy Firms
Tender #: PRCL/Admin/UW-Claims Polices/2021**

1. Invitation to Bid

Pakistan Reinsurance Company limited invites sealed bids from Individual Consultants/Consultancy Firms having more than 3 years' experience of drafting insurance/reinsurance underwriting and claims management policies. The Consultants/Consultancy Firms registered with Income Tax and Sales Tax Department having valid registration can apply within the stipulated date, time and terms & conditions mentioned below and as prescribed in bidding document:

- i. The bidding documents can be obtained from Administration Department at 12th floor, PRC Towers, Karachi, Karachi during office hours (9:30 a.m. to 5:00 p.m.) free of cost.
- ii. The bids (EOI) should be addressed to HOD (Admin/HR), PRCL and should be as per the instructions contained in bidding document
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Sd/-

(Arhum Rahim)
HOD (Admin/HR)

2. Eligibility Criteria

- a) Interested Individual Consultants/Consultancy Firms (“the bidders” hereafter) must have three (03) years of experience in policies or manuals drafting.
- b) General Sales Tax Registered
- c) National Tax Number Registered
- d) The bidder shall be on active tax payer list of FBR.
- e) 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

- a) The bids shall be prepared in accordance with the instructions given in this document.
- b) Method of selection will be Single Stage Two Envelop of procurement specified in PPRA Rules 2004 and allied regulations, thereof.
- c) 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.
- d) Bids received after the due date, conditional and incomplete bids will be rejected.
- e) The bidder or one authorized representative shall attend the tender opening, if desired.
- f) Details of Litigation if any, and Certificate of not being blacklisted by any government organization should be enclosed.
- g) PRCL will enter into an agreement with the most advantageous (lowest evaluated) bidder.
- h) PRCL shall disqualify bidder(s) if found, any time, that the information submitted by the bidder concerning its eligibility was false or materially inaccurate. Such bidders shall be blacklisted as per relevant rules of PPRA.
- i) 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.

4. Submission of Bids

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

4.2 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.

4.3 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.

4.4. 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 12th Floor of PRC Towers, Karachi.

5. Clarifications

Bidder(s) requiring any clarification may contact the undersigned during working hours prior to three days of the deadline for submission of bids

Mr. Arham Rahim

HOD (Admin/HR)

14th Floor, PRC Towers 32-A Lalazar Drive, M.T Khan Road, Karachi

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

6. 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 documents/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.

7. Terms of Reference/Scope of the Services

The successful bidder shall understand the processes/procedures from relevant stakeholders of PRCL and draft following policies in sync with best global practices not inconsistent with any law of Pakistan.

- i. Retrocession Policy;
- ii. Underwriting Policy;
- iii. Claims Settlement Policy; and
- iv. Classification and appreciation policy for clients

8. 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.

9. Technical and Financial Evaluation:

9.1.1 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 bidding process shall be governed by the prevailing Public Procurement Rules of PPRA.

9.2. Technical Evaluation

9.2.1 The technical bids will be evaluated as per below tabulated criteria. The bids scoring Minimum 55 marks in technical evaluation will qualify for the next stage, i.e financial opening.

Sr No	Technical Evaluation	Marks	Total Marks	Documents required
1	Experience		10	Documentary evidence of experience
	1 to 3 years;	3		
	More than 3 years (3 + 1 point for each complete year beyond 3 years, not exceeding total points)			
2	Public/Private Clients		15	Signed & stamped list of Clients shall be enclosed
	Public/Private Clients			
	≥ 3 ≤ 20 Public/Private Clients;	5		
	≥ 21 Public/Private Clients	10		
3	Financial Strength (Annual Revenue)		25	Signed & stamped audited financial statements of last three years
	>3<10 million	3		
	>11<25 million	7		
	>25 million	15		
4	Insurance Industry Experience		10	Documentary evidence
	More than two insurance experts	10		
5	Satisfactory Performance Certificates¹(SPC)		10	Copies of Satisfactory Performance Certificates should be attached
	1-2 Certificates	2		
	3- 6 Certificates	3		
	More than 6 Certificates	10		
TOTAL (Technical Scores)			70	

9.3 Financial Evaluation

8.3.1. Total score for Financial Bid is 30 points out of 100. Financial bid will be evaluated as per below formula:

$$\text{Financial Score} = 30 \times \frac{\text{Amount of Lowest Submitted Bid}}{\text{Amount quoted by Bidder}}$$

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

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

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

9.4. Most Advantageous Bid

The most advantageous bid (lowest evaluated bid) will be determined as per below formula:

$$\text{Most advantageous bid (lowest evaluated bid)} = T.S + F.S$$

Here:

T.S = Technical Scores

F.S = Financial Scores

10. Award of Contract

10.1. **Qualification:** PRCL will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily.

10.2. The determination will take into account the Bidder's compliance with the qualification criteria defined in the Bid Data Sheet.

10.3. **Award Criteria:** Subject to Clause 8.2 and 8.3 read with clause 9.1, PRCL will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

10.4. **PRCL Right to Accept/ Reject Bids:** PRCL reserves the right to accept or reject all bids, and to annul the bidding process and reject all bids at any time prior to acceptance of the bids, without thereby incurring any liability to the affected bidder or bidders. PRCL will inform the affected bidder or bidders of the grounds for PRCL's action, if so requested, but PRCL shall not be required to justify the grounds.

10.4 Notification of Award: Prior to the expiry of the period of bid validity/extended bid validity and subject to Clause 10.4.1, PRCL will notify the successful bidder in writing by registered letter or by email, to be confirmed in writing by registered letter, that its bid has been accepted.

10.4.1. The notification of award under 10.4 will constitute the formation of the Contract.

10.4.2. PRCL shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of contract.

10.5. **Signing of Contract:** At the same time as PRCL notifies the successful Bidder, PRCL will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

10.6. After fifteen days of announcement of evaluation report, the successful Bidder shall sign the contract and return it to PRCL.

11. **Corrupt or Fraudulent Practices:**

PRCL observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, PRCL:

(a) Defines, for the purposes of this provision, the terms set forth below as follows:

“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty

- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a PRCL financed contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a PPRCL financed contract.

12. **Blacklisting:**

In case of any misrepresentation, poor performance and corrupt & fraudulent practice PRCL shall blacklist bidder(s).

- 12.1 Before blacklisting of the firm, show cause notice will be issued to the bidder followed by personal hearing, in case of non-resolution of issue. The nature of blacklisting of firm, whether temporary or permanent, will depend upon the gravity of offense.

13. **Validity of Proposal**

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

14. **Payment/Remuneration**

- 14.1. Payment will be made after deduction of all applicable taxes once the successful bidder submits the final draft of the policies as envisioned in TORs/Scope.

15. **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.

Schedule-A

[to be printed on letter head of firm]
TENDER APPLICATION FROM
[this form must be kept with technical proposal]

No.....

Date.....

To:
 The Head of Administration Department
 Pakistan Reinsurance Company Limited

Subject: - Tender for Individual Consultants/Consultancy Firms

Dear Sir,

With reference to tender advertisement of Pakistan Reinsurance Company Limited titled Tender for _____ published in daily _____ dated _____, we would like to participate in the subject tender and hereby submit bids on behalf of M/s _____ (name of firm). Brief details of our firm are as under:

1. Name of Applicant/ Firm.....
2. Address.....
3. Phone No..... Mobile No..... Fax No..... Email.....
4. Experience(years)..... Name of owner.....
5. NTN number..... (copy of income tax certificate attached) Yes NO
6. GST Certificate..... (copy of income tax certificate attached) Yes NO
7. Active Tax payer evidence (attached) Yes NO
8. List of Major Clients.....(attached) Yes NO
9. Affidavit (on the stamp paper) to the effect that the firm has not been black listed by any of the Govt. (Federal or Provincial (attached) Yes NO

2. We hereby confirm that we have thoroughly read the contents of the bidding document, TORs mentioned and the terms and conditions framed therein. we further confirm that all the terms and conditions stipulated in bidding document of above-mentioned tender are unconditionally acceptable to us and that we shall abide the same in letter and spirit.

Name, Signature and Stamp of owner/Authorized representative

Schedule-B

[to be printed on letter head of firm]

Financial Proposal

[this from must be kept in a separate envelop along with earnest money and the envelop be sealed and marked as financial proposal]

No.....

Date.....

To:
The Head of Administration Department
Pakistan Reinsurance Company Limited
12th Floor, PRC Towers,
Karachi

Subject: - Tender for Individual Consultants/Consultancy Firms

Dear Sir,

With reference to tender advertisement of Pakistan Reinsurance Company Limited titled Tender for _____ published in daily _____ dated _____, on behalf of M/s _____ (name of firm) our financial proposal for subject tender is under:

Work Responsibilities	Financial Proposal inclusive of all Tax (in Rupees)
As per terms of the agreement and TORs.	Amount: Rs..... (in fugues)
	Amount: Rupees..... (in words)

2. we hereby confirm that we have thoroughly read the contents of the bidding document, TORs mentioned therein and the terms and conditions framed therein. we further confirm that all the terms and conditions stipulated in bidding document of above-mentioned tender are unconditionally acceptable to us and that we shall abide the same in letter and spirit.

Name, Signature and Stamp of owner/Authorized representative

Annex-C

[See clause 3 (f) of para 3 above and clause 12]

**Certificate for not being blacklisted by Federal / Provincial / Ministries / Organization
Department of Pakistan
(To be typed on stamp paper)**

I _____ (full name as per CNIC _____ (Designation)
holding CNIC number _____ on behalf of M/s
_____ (name of firm) has not
been blacklisted by any Federal / Provincial / Ministries/ organization departments of Pakistan. It
is further certified that, we have not withheld, concealed or tampered any affect M/s.
_____ (name of firm) fitness for
tender titled “individual consultants/consultancy firms (if selected) in PRCL. We have read all
the terms and conditions of above mentioned tender and understand that submission of incorrect
and/or false information may lead to strict legal action and in case, if it is found at any time that
the information given by us in untrue; it shall be treated as an act subversive of discipline of the
organization and will be sufficient cause for legal actions as per applicable rules/laws of
Pakistan.

Name, Signature and Stamp of owner/authorized representative
