

**GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION**

REQUEST FOR EXPRESSION OF INTEREST (REOI)
Independent (3rd Party) Performance Evaluation of Professionals hired in
Special Professional Pay Scales (SPPS)

1. INSTRUCTIONS TO APPLICANT FIRMS

1.1 BRIEF INTRODUCTION

The Establishment Division (hereinafter referred as the Division) is mandated with the provision of technical/professional human resource to fill the skill gap in Federal Government Organizations. It upholds rigorous standards in the recruitment and placement processes to enhance the talent pool of the Federal Government.

For attracting highly skilled technical / professionals to fill critical capacity gaps within Ministries/ Divisions/Departments/ offices, the Federal Government has introduced the contractual policy of Special Professional Pay Scales (SPPS) by offering competitive market-based compensation packages on contract basis. In this regard, **62 professionals/experts** of the relevant fields are currently serving in SPPS positions. Major areas of expertise include the disciplines of Economics & Finance, I.T & Telecom, Law, Petroleum, Food & Agriculture, etc. (Detail of SPPS is at **Annex-A**). The number of professionals appointed in SPPS may increase/decrease due to ongoing process.

1.2 OBJECTIVE

In compliance with the Prime Minister's directive to evaluate the performance of HR hired against SPP Scales, independent of the evaluation done by the concerned Ministry / Division and obtain 3rd Party evidence-based appraisal of such appointments and propose recommendations for improving selection, performance management and retention of such professionals in the Federal Government, the Establishment Division invites the interest/application from reputed and experienced Human Resource Management/ Management Consultancy/ Chartered Accountancy firms, incorporated as per the prevailing laws and registered with SECP/Registrar of Firms/ ICAP, concerned tax authorities and appropriate fora, for the purpose of providing services of independent third-party performance evaluation of the incumbents of SPPS positions for a period of three years, in line with the international best practices.

3 BUDGET:

The project shall be financed from the regular budget of the Establishment Division.

1.4 ELIGIBILITY:

1. In order to be eligible, the firm(s) should be registered with Securities & Exchange Commission of Pakistan (SECP)/ Registrar of firms/ ICAP and submit the valid Registration or Incorporation Certificate.
2. Only registered service providers who are on Active Taxpayers List (Income and Sales Tax) of FBR/respective revenue boards are eligible to provide the Consultancy services.
3. In addition, the applicant shall submit 'Self Declaration' mentioning their eligibility, non-conflict of interest, non-receipt of any punishment while doing Human Resource Management/ Management Consultancy/ Chartered Accountancy or any other business including any kind of debarment by any Governmental or national or international organizations.
4. Applicant is required to submit details about the litigation history (if any).

1.5 GENERAL INSTRUCTIONS TO THE APPLICANTS

1.5.1 Clarification on EOI Documents

Interested firms requiring any clarification on this EOI document may seek clarification through EPADS as well as by contacting the Establishment Division during working hours three days prior to the submission deadline at the address mentioned below:

Director-II (Unit-IV),
Management Services Wing, Establishment Division
5th Floor, Shaheed-e-Millat Secretariat, Islamabad.
Tel +92-51- 9206377
E-mail: bushra@msw.establishment.gov.pk

Pre-bid meeting will be held to clarify queries of the applicant 5 days before the submission date and minutes of the meeting will be issued accordingly.

1.5.2 Cost of Preparation of EOI and Liability:

Applicant firm shall bear all costs associated with the preparation and submission of the proposal. The Division will, in no case, be responsible or liable for these costs, or have any other liability to any Applicant, regardless of the conduct or outcome of the EOI process. The Division shall have no obligation to any Applicant to reimburse any costs incurred in preparing a response to this EOI.

1.5.3 Confidentiality of the Document

If an applicant believes that any portion of the submission is to be treated in confidence, he shall identify such information clearly in the submission. The Division will make every effort to treat such documents in confidence as far as possible.

1.6 SUBMISSION OF EXPRESSION OF INTEREST

1.6.2 Submission Deadline/ Procedure

EOI documents prepared in accordance with the instructions provided in the Instruction of Applicants must be submitted through EPADS **on or before 09-03-2026 at 11:00 am.**

Manual submission of EOI documents will NOT be accepted/ entertained.

1.7 PUBLIC OPENING OF THE EOI DOCUMENT

The completed EOI documents received by the due date and within the time specified in section 1.6.2, shall be opened on the same day at least 30 minutes after the closing time, in the presence of the applicants or their authorized representatives who so ever wish to attend the opening event. Absence of the applicants or their authorized representative(s), however, shall not obstruct or prevent the opening of the EOI in any way neither absence shall declare applicants as non-responsive. Applicants' each designated representative must bring a letter from the applicant stating that he/she is authorized to represent the applicant for the public opening of the EOI document. Applicants or their authorized representatives who are present at the time of opening shall sign in a register evidencing their presence.

During the opening, Members of Evaluation Committee shall read out the names of the applicants who have submitted the completed EOI document and then will open the submitted EOI envelopes.

1.8 SHORTLISTING PROCESS

The Division shall shortlist the Applicant Firms 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 Public Procurement Regulatory Authority.

At the first stage screening of the application shall be made in accordance with eligibility parameters, and then evaluation of the applications shall be made in accordance with the Evaluation Criteria.

1.8.1 Screening of Applications as per Eligibility Parameters

The basic eligibility parameters are as follows:

| S. No. | Eligibility Parameters |
|--------|--|
| 1. | Certified copy of valid Incorporation Certificate, registered with Securities & Exchange Commission of Pakistan/ Registrar of Firms/ ICAP |
| 2. | Proof of ATL status and a copy of valid NTN/STRN or VAT Registration Certificate(s) whichever is applicable. |
| 3. | Audit report / Audited financial statements/ Bank Certificates of last three (03) consecutive fiscal years. |
| 4. | Submission of:- <ul style="list-style-type: none">➤ Self-Declaration Form (A-2) of mentioning their eligibility, non-conflict of interest, non-receipt of any punishment while doing business including any kind of debarment by any Governmental or national or international organizations and➤ Litigation History if any (Form-F). |

1.8.2 Evaluation of EOI Document of Eligible Firms

Only eligible firms (i.e. after meeting eligibility parameters) shall be evaluated against score based evaluation criteria. The criteria for the evaluation of EOI documents are tabulated on the following page:

| EVALUTION CRITERIA TABLE | | | |
|--------------------------|--|-------------|--|
| S.No | CRITERIA | MARKS (Max) | DOCUMENTS REQUIRED |
| A. | FINANCIAL CAPABILITY | 20 | |
| 1. | <p>Turnover of the firm during the last three consecutive Fiscal years</p> <ul style="list-style-type: none"> • 5.0-10.0 million Pak Rupees (6 marks) • 10.01-20.0 million Pak Rupees (12 marks) • Above 20.0 million Pak Rupees (20 marks) | 20 | Information to be provided on prescribed Form A-5 |
| B. | GENERAL WORK EXPERIENCE | 20 | |
| 1. | <p>Duration of Incorporation:</p> <p>The applicant firm shall be registered or incorporated as a Human Resource Management/ Management Consultancy/ Chartered Accountancy Firm and shall have a minimum of 2 years' experience.</p> <ul style="list-style-type: none"> ➤ One (01) mark shall be granted for each additional year after the initial service of 2 years. | 04 | As mentioned in Form A-3 |
| 2. | <p>Past Experience:</p> <p>Past Experience of the applicant firm (as individual / JV firm) in various spheres of Human Resource Management. Two (02) marks shall be awarded for each project.</p> | 16 | Information to be provided on prescribed Form B-1 & Form B-2 |
| C. | SPECIFIC WORK EXPERIENCE (excluding that of Part-B above) | 30 | |
| 1. | <p>Performance Evaluation:</p> <p>Past Experience of the applicant firm (as individual / JV firm) in undertaking projects relating to Designing/ Execution of Individual's Performance Evaluation Framework in the Public Sector Organizations/ UN Agencies/ international organizations.</p> <p>Following marks shall be awarded for each completed project of the Public Sector Organizations/ UN Agencies/ international organizations, having a strength of :-</p> <ul style="list-style-type: none"> ➤ 50-100 employees = 2 marks ➤ 101-200 employees = 4 marks ➤ more than 200 employees = 6 marks | 20 | Information to be provided on prescribed Form C-1 & Form C-2 |
| 2. | <p>Past Experience of the applicant firm (as individual / JV firm) in undertaking projects relating to Designing/ Execution of Individual's Performance Evaluation Framework in the Private Sector entities</p> <p>Following marks shall be awarded for each completed project of private sector organizations having a strength of :-</p> <ul style="list-style-type: none"> • 50-100 employees = 1 mark • 101-200 employees = 2 marks • more than 200 employees = 3 marks | 10 | Information to be provided on prescribed Form C-3 & Form C-4 |

| D. | HUMAN RESOURCES CAPABILITY | 30 | DOCUMENTS REQUIRED |
|-----------|---|------------|--|
| 1. | <p>Qualification and Experience of Key personnel of the firm</p> <p>Number of Key personnel having qualification of Masters in the following fields, with relevant experience of at least 10 years:-</p> <ul style="list-style-type: none"> • IT & Telecom • Law • Energy/Petroleum • Data Analytics • Governance/ Public Ad. • Economics & Finance • Science & Technology • Project Management • HRM • Food & Agriculture <p>Note:</p> <ul style="list-style-type: none"> • Fields may be added/ subtracted due to ongoing process • In case of one step higher qualification, the same may be considered as substitute of two (2) years of experience (03 marks for each expert per field) | 30 | Information to be provided on prescribed Form-D-1 & Form-D-2 |
| | Grand Total | 100 | |
| | Minimum Score required for Pre-qualification | 60 | |

1.8.3 Screening of the EOI applications

Each applicant must secure minimum 60% marks to qualify for the next stage. i.e. RFP stage. Any applicant not complying or fulfilling with above-mentioned evaluation criteria will be disqualified and will not be considered for further process.

1.8.4 Clarification during Evaluation by the Division

During the evaluation, the Division may require the applicant for necessary clarifications or substantiation of the information furnished. The applicant shall furnish the necessary clarifications expeditiously through EPADS or by post/courier/fax/e-mail or by any other means of communication to Division's address.

1.8.5 Rejection of EOI Document of Applicant

The Division reserves the right to reject all EOI applications. The Division shall (upon the written request) communicate to any applicant who submitted EOI application, the grounds for its rejection, but is not required to justify those grounds. The Division is not liable for any losses to applicants due to such rejection.

Making any misrepresentation or furnishing of any false or wrong information, document or evidence by any firm, may result in rejection of the EOI document of the firm. In addition, in such cases, legal action shall be taken as per prevailing law, in addition to debarment of the firm(s) to participate in any procurement in the jurisdiction of the Division, for the time determined by the Division on the basis of the gravity of misrepresentation or false or wrong information.

1.8.6 Announcement of Result of Evaluation

All applicants will be notified through announcement of Evaluation Report that shall be published on EPADS and on PPRA website.

Subsequently, pre-qualified applicants will be invited to participate in the Request for Proposal process, where Quality and Cost Based Selection (QCBS) method will be used for evaluation of the proposals.

1.8.7 Tentative Timelines:

The tentative timeline for the procurement proceedings till the award of contract is given as under:-

| S. NO. | ACTIVITY DESCRIPTION | Tentative Duration |
|--------|--|--------------------|
| 1 | Advertisement regarding Request for Expression of Interest (REOI) | 15 days |
| 2 | <ul style="list-style-type: none">• Opening of EOI Applications• Announcement of Evaluation Report for pre-qualification of firms | 7 days |
| 3 | Observance of standstill period for filing of grievance | 7 days |
| 4 | Issuance of RFP documents to Pre-qualified applicant firms | 15 days |
| 5 | <ul style="list-style-type: none">• Opening of RFP (Technical proposals)• Announcement of Technical Evaluation Report | 7 days |
| 6 | Observance of standstill period for filing of grievance | 7 days |
| 7 | <ul style="list-style-type: none">• Opening of RFP (Financial proposals)• Announcement of Final Evaluation Report | 7 days |
| 8 | Observance of standstill period for filing of grievance | 5 days |
| 9 | Contract Signing (15 days from the date of announcement of Final Evaluation Report) | |

2. **BRIEF OF THE SCOPE OF THE ASSIGNMENTS/PROJECT:**

The selected Firm/Service Provider shall be required:-

- i. To carry out a bi-annual performance evaluation of each professional (hired in SPPS) against agreed Targets / Timelines, Key Performance Indicators (KPIs) and Deliverables, stated in the contracts and annual work plans.
- ii. To conduct a critical evaluation of the technical contributions provided by SPPS professionals, including an assessment of the quality of their output and value addition in the Ministry's overall work programme.
- iii. To review the existing Performance Evaluation Mechanism and carry out a gap analysis of the SPPS policy.
- iv. To propose a robust, transparent and objective-oriented performance evaluation framework in line with international best practices.
- v. To assess whether the skill gaps as identified by the Ministries/ Divisions are being effectively addressed in developing Job Descriptions, Targets/ Timelines & Deliverables of the respective SPPS positions.
- vi. To validate skill-gap alignment by assessing whether each appointment directly mitigates the specific competency deficiencies outlined in the Ministry/Division's needs assessment and approved TORs. Moreover, to evaluate the incumbents' integration and adaptation within the existing institutional ecosystem.

3. PREPARATION OF EOI APPLICATION

The EOI document shall be structured in accordance with the outlines given in the EOI forms and must contain accurate and complete information as requested by the Division.

The EOI document shall have no interlineations or overwriting, except as necessary to correct errors made by the applicant firm itself. Any such correction must be initiated by the person authorized to sign the application and stamped with the firm's seal.

3.1 Forms FOR EOI

The completed EOI documents to be submitted by applicants shall comprise of the following documents:

| FORM TYPE | DESCRIPTION/ CONTENTS |
|-----------------------------------|--|
| Letter Head of the Applicant Firm | General Information about the Organization |
| Form A-1 | Letter of Submission |
| Form A-2 | Self-Declaration Form |
| Form A-3 | Eligibility Documents (Attach Incorporation Certificate, NTN/ STRN/ VAT Certificates, whichever are applicable, Proof of ATL and other related documents) |
| Form A-4 | Identification of the Applicant Firm(s) |
| Form A-5 | Financial Capability of the Applicant Firm(s) (Attach Audit Reports/ Audited financial statements/ Bank Certificates of last three (03) consecutive fiscal years) |
| Form B-1 | General Work Experience of the Firm as mentioned in the Evaluation Criteria Table during the last ten (10) years |
| Form B-2 | Details of the works stated in Form B-1 |
| Form C-1 | Specific Work experience of the Applicant firm, as mentioned in the Evaluation Criteria Table (excluding the general work experience mentioned in Forms B-1 & B-2) |
| Form C-2 | Details of the works stated in Form C-1 |
| Form C-3 | Specific Work Experience, as prescribed in the Evaluation Criteria Table, during the last ten (10) years |
| Form C-4 | Details of the works stated in Form C-3 |
| Form D-1 | Details of Key Personnel/ Professionals |
| Form D-2 | Resume of Prime & Alternative Candidates |
| Form-E | Summary Sheet: Current Contract Commitments/ Works in Progress |
| Form-F | Litigation History (of last seven years contracts) |

Note: The EOI documents should be prepared and submitted in above mentioned sequence along with supporting documents with respective Forms.

3.2 DESCRIPTION OF EOI FORMS

3.2.1 General Information & Financial Capacity:

The applicant shall provide a Letter of Submission with completed forms as provided in the Format Forms A-D as prescribed in this document. All necessary information shall be

presented to demonstrate the firm's eligibility, capability and experience including the details of the professionals to be deployed for the Project.

Form A-1: Letter of Submission

The applicant shall submit with the EOI a submission letter with name and full contact information of the authorized representative. The letter shall be signed by an authorized person of the firm and shall be stamped by the company's seal. The format of submission letter is given in Form A- 1 of the EOI document. The letter shall also include the title of the project.

Form A-2: Self Declaration Statement by the Applicant(s)

The applicant shall submit a Self-Declaration mentioning that applicant(s) is not ineligible to participate in this procurement process, that the applicant(s) does/do not have any conflict of interest in the proposed assignment, and that the applicant firm has not received any punishment while doing the HR/ Management consultancy/ Chartered Accountancy business including any kind of debarment by any Governmental or national or international organizations and litigation history (if any), in last seven years. The self-declaration letter shall be signed with original signature of an authorized person of the applicant firm and shall be stamped by the company's seal. The format of the self-declaration letter is given in Form A-2 of this EOI document.

Form A-3: Eligibility Documents

The applicant shall complete form A-3 and submit supporting documents for the eligibility requirements(s). The supporting documents will be in the form of certified copies of incorporation certificate, NTN/STRN and VAT Certificates whichever applicable, Proof of ATL and other related documents

Form A-4: Identification of the Firm

The background information of the applicant firm shall be presented in the prescribed Form A-4.

Form A-5: Financial Capability of the Firm

The financial capability of the applicant firm(s) shall be presented in the prescribed Form A-5 of this EOI document. The financial status of the applicant firm shall be supported with audited reports/ financial statements/ Bank Certificates of last three (03) consecutive fiscal years.

3.2.2 General & Specific Work Experience

The experience of the firm should be supported with evidence/proof in the form of work completion certificates showing the project size, value of contract, time duration and date of completion of the assignment, as appropriate. The experience of the firm without such evidence/proof will not be considered for evaluation.

Form B-1: General Work Experience of the Firm

General experience of the applicant firm as Human Resource Management/ Management Consultancy/ Chartered Accountancy Firm, during the last ten (10) years as prescribed in the Evaluation Criteria Table.

Form B-2: Details of the works stated in Form B-1

Complete Description of the projects referred in Form B-1 shall be described on the prescribed format.

Form C-1: Past Experience of same nature of Projects

Specific experience of the applicant firm during the last ten (10) years as prescribed in the Evaluation Criteria Table.

Form C-2: Details of the works stated in Form C-1

Complete Description of the projects referred in Form C-1 shall be described on the prescribed format.

Form C-3: Specific Work Experience of Projects related to performance evaluation

Specific experience of the applicant firm in the last ten (10) years as prescribed in the Evaluation Criteria Table.

Form C-4: Details of the works stated in Form C-3

Complete Description of the projects referred in Form C-3 shall be described on the prescribed format.

Form D-1: Details of Key Personnel/ Professionals

The details of proposed Key Personnel/Professionals shall be presented on the prescribed form D-1, as desired in Evaluation Criteria Table and Annexure-B.

Form D-2: Resume (Name of the Prime/Alternate Candidate)

The Resume of prime Key Personnel/Professionals, including any alternate professionals, if needed, shall be presented on the prescribed D-2.

3.2.3 Additional Forms

Form E: Summary Sheet: Current Contract Commitments/ Works in Progress

Applicants and each partner to an application should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.

Form F: Litigation History

Applicant shall provide information on any history of litigation or arbitration resulting from contracts executed in the last seven (07) years or currently under execution.

FORM A-1
LETTER OF SUBMISSION

[Letterhead of the Applicant,]

Date:

To:
Section Officer (G),
Management Services Wing
Establishment Division
5th Floor, Shaheed-e-Millat Secretariat
Islamabad, Pakistan 44000
Tel +92-51- 9204785
E-mail: zahid.h.faroqui@gmail.com

Dear Sir,

Being duly authorized to represent and act on behalf of

.....(hereinafter “the Applicant”), and having reviewed and fully understood all the information provided in EOI, the undersigned hereby apply for qualification by the Division as a Human Resource Management/ Management Consultancy/ Chartered Accountancy Firm for “*independent (third party) Performance Evaluation of the incumbents of Special Professional Pay Scales (SPPS) positions, appointed in various Ministries/ Divisions/ Departments/ Offices*”.

1. The Division and its authorized representative(s) are hereby authorized to verify the statements, documents, and information submitted in connection with the submitted EOI. This Letter will also serve as an authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this EOI, or with regard to the resources, experience, and competence of the Applicant.
2. The Division and its authorized representative(s) are authorized to contact any of the signatories to this letter for any further information.
3. This application has full understanding that all the decisions by the Division related to this EOI shall be final, binding and not subject to review. The Division shall be under no obligation to inform the applicant of the reasons for its decisions or actions.
4. The applicant hereby provides willingness and commitment to abide by all applicable laws, regulations, and other requirements having the effect of law in the execution of this project, if shortlisted and finally selected for the award of contract.
5. The applicant has full understanding that the Division, being the Human Resource Agency of the Federal Government, has the power to interpret any of the provisions of its Regulatory Framework including Rules & Regulations, Orders, Instructions etc.
6. If shortlisted by the Division, the applicant shall not be permitted to withdraw the EOI application submitted to the Division, and shall be bound to submit the proposals in response to the RFP. In case of failure, the Division may debar the applicant firm(s) for a period of not more than two (02) years for participating in any tender by itself and the procuring agencies in its jurisdiction.
7. All further communication concerning this EOI proposal should be addressed to the following person who is authorized to represent and to receive all communication on behalf of the Applicant and its constituents.
[Person & Designation]
[Company]
[Address]
[Phone, Fax, Email]

Date: **Signature & Designation of Applicant:** **Seal of the Firm**

8. The undersigned declare that the statements made and the information provided in the duly completed EOI proposal are complete, true and correct in every detail.

Signed
Name
Designation
For and on behalf of (Name of Applicant)

FORM A-2
SELF DECLARATION FORM

Date:

To:

Section Officer (G),
Management Services Wing
Establishment Division
5th Floor, Shaheed-e-Millat Secretariat
Islamabad, Pakistan 44000
Tel +92-51- 9204785
E-mail: zahid.h.faroqui@gmail.com

Sir,

We, _____ the _____ undersigned _____ (u/s),

..... declare that we are legally eligible to participate in the procurement process of services for the (Title). We also declare that we do not have any conflict of interest in the said assignment. We hereby also declare that we have not received any punishment while doing HR/ management consultancy/ Chartered Accountancy business including any kind of debarment by any Governmental or national or international organizations.

We also declare that we have provided the litigation history, of the last seven years.

Note: (If any member of the applicant firm is not eligible to participate in procurement process or has conflict of interest in the said assignment or has received any punishment while doing any business in the last seven years, the same must be clearly mentioned in this form. Any history of litigation during the last seven years shall also be declared here along with the relevant verdict.)

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM A-3 ELIGIBILITY DOCUMENTS

Fulfillment of Eligibility Requirements

| Description | Status of submitted documents and their position/reference in the EOI Application | Remarks (if any) |
|---|---|------------------|
| Complete Company profile and Organizational Chart | | |
| Certified copy of Business Incorporation Certificate (Registration with Securities & Exchange Commission of Pakistan/ Registrar of Firms/ ICAP) | | |
| Proof of Active Taxpayers List of relevant Tax Authorities, and NTN/STRN and VAT Certificates (whichever applicable) | | |
| Certified copy of Audit report/ financial statements/ Bank Certificates of last three (03) consecutive fiscal years | | |
| Self-Declaration Form mentioning required information | | |
| Forms A-1 to A-5 | | |
| Forms B-1 to B-2 | | |
| Forms C-1 to C-4 | | |
| Form D | | |
| Form E (Involvement Activities/Projects) | | |
| Form F (Litigation History) | | |

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM A-4
GENERAL INFORMATION OF THE APPLICANT FIRM(S)

All individuals firms applying through EOI are requested to complete the information in this form.

| | | |
|------------------------------|--|-------------|
| 1. | Name of Firm | |
| 2. | Head Office Address | |
| 3. | Telephone | |
| 4. | Fax | |
| 5. | Incorporate Details: Date of Incorporation: No: Date of last renewal: Valid up to: | |
| 6. | Name and address of contact person: Name and Designation of Contact Person: Address: Telephone number (Office): Telephone number (Residence): Mobile no: Fax: Email: | |
| Nationality of Owners | | |
| | Name | Nationality |
| 1. | | |
| 2. | | |
| 3. | | |

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM A-5
FINANCIAL CAPABILITY OF THE FIRM(S)

Full name of the Applicant Firm(s): _

FINANCIAL STATUS

| Turnover of last three consecutive fiscal years Description | FY _____ | FY _____ | FY _____ |
|--|-----------------|-----------------|-----------------|
| Amount in Rs. | | | |
| Amount in words | | | |

Note:

1. Submit Audited Reports/ Audited financial statements/ Bank Certificates of last three (03) consecutive fiscal years to support the above information.

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM B-1

GENERAL WORK EXPERIENCE OF THE APPLICANT FIRM(S) IN VARIOUS SPHERES OF HRM

| S. No. | Name of the project | Location | Client value of contract (Rs.) | Year of completion | Description of relevant work |
|--------|---------------------|----------|--------------------------------|--------------------|------------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM B-2

DETAILS OF THE WORKS STATED IN FORM B-1

The following information should be provided in the format indicated for each reference project for which your company was legally contracted. Moreover, successful completion certificate issued by the concerned organization may also be provided.

| | | |
|--|----------------------------------|--|
| Project Name: | | Country: |
| Project Location: Name of Client: Approximate value of Services: | | Professional Staff Provided by the Company: No. of Staff: No. of Man-months: |
| Start Date: (Month/Year) | Completion Date: (Month/Year) | No. of man-months of Professional Staff provided by Associated Firm(s). |
| Name of associated firm(s) if any: | | |
| Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed: | | |
| Detailed Narrative Description of Project: | | |
| Detailed Description of Actual Services Provided by the Company: | | |

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM C-1

SPECIFIC WORK EXPERIENCE OF THE APPLICANT FIRM(S)

(Designing / Execution of Individual's Performance Evaluation Framework in the Public Sector Organizations/ UN Agencies/ international organizations)

| S. No. | Name of the project | Location | Client value of contract | Year of completion | Description of relevant work | Project under taken as Lead/ JV Firm |
|--------|---------------------|----------|--------------------------|--------------------|------------------------------|--------------------------------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM C-2
DETAILS OF THE WORKS STATED IN FORM C-1

The following information should be provided in the format indicated for each reference project for which your company was legally contracted. Moreover, successful completion certificate issued by the concerned organization may also be provided.

| | | |
|--|-------------------------------|--|
| Project Name: | | Country: |
| i. Project Location: ii. Name of Client: iii. Approximate value of Services: iv. No. of employees of the Client Organization: | | Professional Staff Provided by the Company: No. of Staff: No. of Man-months: |
| Start Date: (Month/Year) | Completion Date: (Month/Year) | No. of man-months of Professional Staff provided by Associated Firm(s). |
| Name of associated firm(s) if any: | | |
| Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed: | | |
| Detailed Narrative Description of Project: | | |
| Detailed Description of Actual Services Provided by the Company: | | |

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM C-3

SPECIFIC WORK EXPERIENCE OF THE APPLICANT FIRM(S)

(Designing / Execution of Individual’s Performance Evaluation Framework in the Private Sector Entities)

| S. No. | Name of the project | Location | Client value of contract | Year of completion | Complete/ Partial Procurement Cycle | Description of relevant work | Project under taken as Lead/ JV Firm |
|---------------|----------------------------|-----------------|---------------------------------|---------------------------|--|-------------------------------------|---|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 6. | | | | | | | |
| 7. | | | | | | | |

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM C-4
DETAILS OF THE WORKS STATED IN FORM C-3

The following information should be provided in the format indicated for each reference project for which your company was legally contracted. Moreover, successful completion certificate issued by the concerned organization may also be provided

| | | |
|--|-------------------------------|--|
| Project Name: | | Country: |
| i. Project Location: ii. Name of Client: iii. Approximate value of Services: iv. No. of employees of the Client Organization: | | Professional Staff Provided by the Company: No. of Staff: No. of Man-months: |
| Start Date: (Month/Year) | Completion Date: (Month/Year) | No. of man-months of Professional Staff provided by Associated Firm(s). |
| Name of associated firm(s) if any: | | |
| Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed: | | |
| Detailed Narrative Description of Project: | | |
| Detailed Description of Actual Services Provided by the Company: | | |

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM-D-1
DETAILS OF KEY PERSONNEL/ PROFESSIONALS

| S. No. | Designation | Name | Qualification (including university & year of degree obtained after graduation) | Full time/ part time | Total years of experience | Projects currently involved in |
|--------|-------------|------|---|----------------------|---------------------------|--------------------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |

Note: Duly signed bio-data of personnel must be attached. Professional Degrees shall be accredited by respective professional statutory body.

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM-D-2

Resume (Name of the Prime/Alternate Candidate)

(There is no mandatory requirement to mention alternate candidates)

| | | |
|-----------------------|--|-------------------------------------|
| Position | Candidate [tick appropriate one] Prime Alternate | |
| Candidate Information | 1. Name of Candidate | 2. Date of Birth |
| | Professional Qualification | |
| | | |
| Present Employment | Name of Employer | |
| | Address of Employer | |
| | | |
| | Telephone | Contact (manager/personnel officer) |
| | Fax | Email |
| | Job title of candidate | Year with present employer |

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

| Month/ Dates/years | | Company / Project/ Position/ Relevant technical and management experience | |
|-----------------------|----|--|--|
| From | To | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM-E

Summary Sheet: Current Contract Commitments/ Works in Progress

Applicants should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.

| Name of Contract | Value of Outstanding work (equivalent Pak Rs. Million) | Estimated Completion Date |
|------------------|---|------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |

Date:

Signature & Designation of Applicant:

Seal of the Firm

**LIST OF MINISTRIES/ DIVISIONS/ DEPARTMENT HAVING PROFESSIONALS
APPOINTED IN SPPS**

| S. No. | Ministry/ Division/ Entities | SPPS-I | SPPS-II | SPPS-III | SPPS-IV | Total |
|--------|--|-----------|-----------|-----------|-----------|-----------|
| 1 | Cabinet Division (OGRA) | 1 | 0 | 0 | 0 | 1 |
| 2 | M/o Commerce | 0 | 1 | 1 | 0 | 2 |
| 3 | M/o Energy (Petroleum Division) | 0 | 3 | 0 | 3 | 6 |
| 4 | M/o Finance | 4 | 6 | 3 | 1 | 14 |
| 5 | M/o Industries & Production | 0 | 0 | 0 | 1 | 1 |
| 6 | M/o Information Technology & Tele-comm. | 0 | 0 | 0 | 2 | 2 |
| 7 | M/o Law & Justice | 1 | 0 | 0 | 0 | 1 |
| 8 | M/o Planning Development & Special Initiatives (including PBS) | 7 | 1 | 10 | 0 | 18 |
| 9 | M/o Science & Technology | 0 | 0 | 4 | 3 | 7 |
| 10 | M/o National Food Security & Research (including NASDRA) | 2 | 2 | 2 | 1 | 7 |
| 11 | M/o Federal Education & Professional Training (NAVTTTC) | 0 | 2 | 0 | 0 | 2 |
| 12 | M/o Interior (FCPG) | 1 | 0 | 0 | 0 | 1 |
| | Total | 16 | 15 | 20 | 11 | 62 |

Note: The number of posts may increase/ decrease due to occupancy of the professionals.