



# **REQUEST FOR PROPOSAL**

## **RFP**

### **INSTRUCTIONS TO CONSULTANTS**

**STUDY FOR IMPROVING EXISTING EPZs AND SELECTION OF NEW  
SITES FOR NEW ZONES FOR ENHANCEMENT OF EXPORT**

**EXPORT PROCESSING ZONES AUTHORITY**

**MOI&P GOVERNMENT OF PAKISTAN**

**KARACHI**

**SEPTEMBER, 2022**

## **IMPORTANT NOTICE**

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This Request for Proposal is provided to the Bidders solely for use in preparing and submitting Bids in connection with the competitive bidding process to undertake study for improvement of existing zones like **KEPZ, GEPZ, SEPZ, REPZ, Saindak EPZ and Duddar EPZ**, Selection of new sites across the Country for enhancement of Exports and fetching of Foreign Direct Investment (DFI), generation of Socio-Economic activities and provision of new jobs for skilled and un-skilled workers. This Request for Proposal is being issued by the Export Processing Zones Authority, Ministry of Industries & Production Government of Pakistan solely for use by Consultants in considering the Project. *Unless expressly specified otherwise, all capitalized terms used herein shall bear the meaning ascribed thereto in the Glossary of this Request for Proposal.*

The evaluation criteria was determined by Export Processing Zones Authority, Government of Pakistan. Neither any of these entities, nor their employees, personnel, agents, make any representation (expressed or implied) or warranties as to the accuracy or completeness of the information contained herein, or in any other document made available to a person in connection with the tender process for the Project and the same shall have no liability for this Request for Proposal or for any other written or oral communication transmitted to the recipient in the course of the recipient's evaluation of the Project. Neither any of these entities, nor their employees, personnel, agents, consultants, advisors and contractors etc. will be liable to reimburse or compensate the recipient for any costs fees, damages or expenses incurred by the recipient in evaluating or acting upon this Request for Proposal or otherwise in connection with the Project as contemplated herein.

The Bids submitted in response to the Request for Proposal by any of the Bidders shall be upon the full understanding and agreement of any and all terms of the Request for Proposal and such submission shall be deemed as an acceptance to all the terms and conditions stated in the Request for Proposal. Any Bids in response to the Request for Proposal submitted by any of the Bidder shall be construed based on the understanding that the Bidder has done a complete and careful examination of the Request for Proposal and has independently verified all the information received (whether written or oral) from the Export Processing Zones Authority (including from its employees, personnel, agents, consultants, advisors and contractors etc.).

This Request for Proposal does not constitute a solicitation for a guarantee or commitment of any manner on the part of the Government that the Project will be awarded. The Export Processing Zones Authority (EPZA) reserves its right, in its full discretion, to modify the Request for Proposal and/or the Project at any time to the fullest extent permitted by law, and shall not be liable to reimburse or compensate the recipient for any costs, taxes, expenses or damages incurred by the recipient in such an event.

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## 1. INVITATION LETTER

Dear Sir/Madam,

### **Sub: Study for improvement of less performing zones like KEPZ, GEPZ, SEPZ, REPZ, Saindak EPZ and Duddar EPZ, Selection of new site Across the Country for establishment of new Zones**

The Export Processing Zones Authority, Government of Pakistan (the “**Procuring Agency**”), invites “Technical and Financial Proposals” for Study for improvement of less performing zones like KEPZ, GEPZ, SEPZ, REPZ, Saindak EPZ and Duddar EPZ, and Selection of new sites for the establishment of new Zones across the Country (the **Assignment**), from prospective firms/consortiums.

2. A detailed description of the assignment and its objectives are given in the enclosed Terms of Reference (TORs).

3. Consultants are encouraged to acquaint fully with the Assignment and local conditions before submitting their proposals, by sending written queries to the Procuring Agency, if any. Please note that no cost of any such visit or queries is reimbursable.

4. A firm/consortium will be selected under Quality and Cost Based Selection (QCBS) method described in this RFP, in accordance with the Public Procurement Regulatory Authority (PPRA) Rules, 2004. The participants are therefore advised to carefully go through these statutes to understand nature of their possible relationship with the client and the rules governing this relationship.

5. The RFP includes the following documents:

- Section 1: Letter of Invitation
- Section 2: Instructions to Consultants (including Data Sheet)
- Section 3: Technical Proposal - Standard Forms
- Section 4: Financial Proposal - Standard Forms
- Section 5: Terms of Reference
- Section 6: Evaluation Criteria and Scoring System
- Section 7: Integrity Pact
- Section 8: Affidavit

Yours sincerely,

Project Director /Secretary  
Export Processing Zones Authority

## 2. INSTRUCTIONS TOCONSULTANTS

### 2.1 Definition

All capitalized terms not defined herein shall have the meaning set forth in the project service contract.

<b>Bid(s)</b>	Any and all proposals and bids submitted by the Consultants as a response to this RFP that are prepared and submitted in accordance with this RFP and are in compliance of the same.
<b>Bid Price</b>	The consultancy fee for the Study for improvement in less performing EPZs and Selection of new sites across the country for Selection of new sites for establishment of new zones quoted by the Consultant in its Financial Bid
<b>Bid Security</b>	The security deposit that a consultant must provide, <b><u>in the form of a pay order</u></b> issued by a scheduled commercial bank operating in Pakistan acceptable to the Procuring Agency (EPZA).
<b>Consortium</b>	means an association of not more than five (5) members (firms/companies/partnership). The Lead Member shall be an Engineering consulting firm amongst Consortium.
<b>Contract</b>	means consultancy services contract to be executed between selected Consultant and Procuring Agency.
<b>Consultant</b>	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.
<b>Consultant Selection Committee</b>	The Consultant Selection Committee notified by the Procuring Agency pursuant to Public Procurement Regulatory Authority (PPRA) Rules, 2004 (amended in 28 <sup>th</sup> June 2021) to hire Consultants for the Project.
<b>Data Sheet</b>	means such part of the Instructions to Consultants that is used to reflect specific assignment conditions.
<b>Day</b>	means calendar day including holiday.
<b>Government</b>	means the EPZA, MOIP Government of Pakistan.
<b>Instructions to</b>	(Section 2 of the RFP) means the document which provides Consultants
<b>Consultants</b>	with all information needed to prepare their Proposals.
<b>Key Professional Staff</b>	means the professionals assigned by the Consultant to undertake assignment as listed under Evaluation Criteria and Scoring System given in Section 6-B (2).
<b>LOI</b>	(Section 1 of the RFP) means the Letter of Invitation sent by the procuring agency to the Consultant.

<b>Performance Security</b>	The security deposit that a consultant must provide, <b><u>in the form of Bank Guarantee issued</u></b> by a scheduled commercial bank operating in Pakistan acceptable to Export Processing Zones Authority (EPZA).
<b>Procuring Agency</b>	means the Export Processing Zones Authority (EPZA) with which the selected Consultant signs the Contract for the Assignment.
<b>Proposal</b>	means the Technical Proposal and the Financial Proposal.
<b>Proposal Deadline</b>	The deadline for the Consultants to submit their Proposal as given in the Data Sheet
<b>Request for Proposal / RFP</b>	means the Request for Proposal prepared by the Procuring Agency for the selection of consultants.
<b>PPRA</b>	Public Procurement Regulatory Authority
<b>Terms of Reference</b>	(TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities and tasks to be performed, respective responsibilities of the procuring agency and the Consultant, and expected results and deliverables of the assignment.

## 2.2 Introduction

- 2.2.1 The Procuring Agency named in the Data Sheet will select a consultant in accordance with the method of selection specified in the Data Sheet.
- 2.2.2 The Consultants are invited to submit a Technical Proposal and a Financial Proposal as specified in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 2.2.3 The Consultants should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. The Consultants may liaise with Procuring Agency's representative named in the Data Sheet for gaining better insight into the assignment.
- 2.2.4 The Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Procuring Agency reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Consultants in line with Public Procurement Regulatory Authority (PPRA) Rules, 2004 (amended in 28<sup>th</sup> June 2021)
- 2.2.5 While submitting the Technical Proposal, the composition of the proposed team and task assignment to individual personnel shall be clearly stated. If a Consultant is qualified/selected on the strength of experience of a foreign company, requisite Key Professional Staff from that foreign company shall be fielded along with other Consortium members.
- 2.2.6 In case a firm is proposing Key Professional Staff from educational/research institutions, a 'No Objection Certificate' from the concerned institution shall be enclosed with the CV of such person.

## 2.3 Time Table

The estimated timetable for the bidding process is as follows

S. No	Activity	Duration	Tentative Deadlines
1	Preparation of RFP for inviting Technical and Financial proposals	15 days	1 <sup>st</sup> September 2022
2	Publication of advertisement and time for submission of Technical and Financial proposals	30 days	10 September 2022 Publication in newspapers and PPRA and EPZA website opening of Technical bid on 30 <sup>st</sup> September 2022
3	Bid Opening and Financial/commercial bid and evaluations of bids	15days	15 <sup>th</sup> October 2022
4	Announcement of Bid Evaluation report on PPRA Website	15 days	30 <sup>th</sup> October 2022
5	Award of contract	5 days	4 <sup>th</sup> November2022
6	<b>Completion of study</b>	<b>90 days</b>	<b>31<sup>st</sup>January 2023</b>
7	<b>Total time</b>	<b>170 days</b>	<b>5.5 Months</b>

## 2.4 Conflict of Interest

2.4.1 The Consultants are required to provide professional, objective, and impartial advice and holding the Procuring Agency interest paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. The Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Agency, or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of it contract.

2.4.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- i. A Consultant that has been engaged by the Procuring Agency to provide goods, works or services other than consulting services for a project, any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation. A Consultant (including its Consortium members) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency.
- ii. A Consultant (including its Consortium members) that has a business or family relationship with a member of the Procuring Agency's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the contract, may not be awarded a contract, unless



the conflict stemming from this relationship has been resolved.

## **2.5 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.

## **2.6 Fraud and Corruption**

2.6.1 It is Government's policy that Consultants under the contract(s), observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Agency follows the instructions contained in Public Procurement Rules 2004 notified vide SRO 432(1)/2004 dated June 9, 2004 which defines:

“Corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the act of another party for wrongful gain or any act or omission, including misrepresentation, that knowingly or recklessly misleads or attempt mislead a party to obtain a financial or other benefit or to avoid an obligation;

Under Public Procurement Regulatory Authority (PPRA) Rules, 2004 (amended in 28<sup>th</sup> June 2021) “The Procuring Agency can inter-alia blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the PPRA, provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard”.

## **2.7 Integrity Pact**

Pursuant to Public Procurement Regulatory Authority (PPRA) Rules, 2004 (amended in 28<sup>th</sup> June 2021) Consultant undertakes to sign an Integrity pact in accordance with prescribed format attached hereto for all the procurements estimated to exceed Rs.25 millions.

## **2.8 Only one Proposal**

Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. Participation of the same Consultant, including individual experts, to more than one proposal is not allowed.

## **2.9 Proposal Validity**

- i. The Data Sheet indicates Proposals validity period. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Agency will make its best effort to complete negotiations within this period. Should the need arise, however, the Procuring Agency may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal (as per PPRA Rules 2004, Consultants may submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.
- ii. The Consultants shall submit required Bid Security, along with financial proposal defined in the data sheet. Bid security shall be released to the unsuccessful bidders once the contract has been signed with the successful bidder or the validity period has expired. The Consultant shall provide the Bid Security in accordance with the Public Procurement Regulatory Authority (PPRA) Rules, 2004 (amended in 28<sup>th</sup> June 2021) acceptable to the Client. The Bid shall be summarily rejected if it is not accompanied with the Bid Security.

## **2.10 Clarification and Amendment in RFP Documents**

- i. The Consultants may request for a clarification of contents of the bidding document 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 Proposal. The procuring agency shall communicate such response to all parties who have obtained RFP document without identifying the source of inquiry. Should the Procuring Agency deem it necessary to amend the RFP as a result of a clarification, it shall do so.
- ii. At any time before the submission of Proposals, the Procuring Agency may amend the RFP by issuing an addendum/ corrigendum in writing. The addendum shall be sent to all Consultants (or uploaded on procuring agency website) and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Procuring Agency may, if the amendment is substantial, extend the deadline for the submission of Proposals.

## **2.11 Preparation of Proposals**

- i. In preparing their Proposal, the Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies (deviation from scope, experience and qualification of personnel) in providing the information requested may result in rejection of a Proposal.
- ii. Your proposal shall be prepared in two separate parts, each to be contained in a separate cover as follows:

Cover 1: Technical Proposal

Cover 2: Financial Proposal

## **2.12 Language**

The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Agency shall be written in English. However it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.

## **2.13 Technical Proposal Format and Content**

While preparing the Technical Proposal, the Consultants must give particular attention to the following:

- i. It is desirable that majority of the Key Professional Staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- ii. The proposed Key Professional Staff must, at a minimum, have the experience indicated in the Evaluation Criteria as given in Section 6, preferably working under similar geographical condition.
- iii. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall be submitted for each position.

**The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):**

- i. A brief description of the Consultant organization and an outline of recent experience on assignments (Form Tech-2) of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.
- ii. Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Procuring Agency (FormTech-3).

- iii. A detailed description of the proposed methodology, work plan for performing the assignment, staffing (FormTech-4).
- iv. The list of the proposed Key Professional Staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (FormTech-5).
- v. CVs recently signed by the proposed Key Professional Staff and the authorized representative submitting the proposal (Form Tech-6). Key information should include number of years of relevant experience and degree of responsibility held in various assignments.
- vi. Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Form Tech-7 and FormTech-8).
- vii. Any additional information requested in the Data Sheet.

The Technical Proposal shall not include any financial information.

#### **2.14 Financial Proposals**

The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

#### **2.15 Taxes**

The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of Contract agreement unless exempted by relevant tax authority.

#### **2.16 Submission, Receipt, and Opening of Proposals**

- 2.16.1 Proposal shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4. All pages of the original Technical and Financial Proposals will be initialed by an authorized representative of the Consultants (Individual Consultant).
- 2.16.2 All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 2.16.3 The Technical Proposal shall be submitted, in duplicate (one original and one copy). Each Technical Proposal shall be in a separate sealed envelope indicating the proposal as original or copy clearly marked as "ORIGINAL" and "COPY", as appropriate. The Technical Proposal shall be placed in a sealed envelope clearly marked as "**TECHNICAL PROPOSAL**" and the Financial Proposal shall be placed in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**". The two envelopes, in turn, shall be sealed in an outer envelope bearing the address and information indicated in the Data Sheet. The envelope shall be clearly marked: "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE CONSULTANT SELECTION COMMITTEE**". Any Consultant who submits or participate in more than one Bid will be disqualified.
- 2.16.4 The Proposals must be sent to the address indicated in the Data Sheet and received by the Procuring Agency no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any proposal received by the Procuring Agency after the deadline for submission shall be returned unopened. In order to avoid any delay arising from the postal or Procuring Agency's internal dispatch workings, Consultants should ensure that proposals to be sent through couriers should reach a day before the deadline for submission.

## **2.17 Bid Security**

- 2.17.1 A Bid submitted by each Consultant must be accompanied by a Bid Security in an amount equal to Two (2%) percent of the bid price, in Pakistani Rupees in shape of pay order or Bank Guarantee, which shall remain valid for a period of at least ninety (90) days plus twenty-eight (28) days beyond the original bid validity period making it a total of one hundred and eighteen (118) days from the Proposal Deadline. The Bid Security must be in a form and substance as attached hereto as Appendix-A.
- 2.17.2 The Bid Security submitted by the unsuccessful Consultants shall be released to the unsuccessful Consultants upon signing of the Consultancy Services Contract.
- 2.17.3 Any Bid not accompanied by the required Bid Security, or accompanied by a Bid Security in an amount less than that required in accordance with PPRA Rules 2004 or other than in the required form by this RFP shall be, in each case, rejected by the EPZA as non-responsive. It is further clarified that no Bid Security in the form of Insurance Guarantee shall be entertained.
- 2.17.4 The Bid Security (or the Performance Security as the case may be) may be en-cashed by the EPZA in the following circumstances:
- a. In the case of a successful Consultant, if it fails within the specified times to:
    - comply with the instructions laid down in the Letter of Acceptance within the time period stipulated therein;
    - furnish the necessary Performance Security when required;
    - sign the Consultancy Services Contract;
    - achieve all the conditions precedents agreed in the signed Consultancy Services Contract.
  - b. In case the Bid Security expires prior to the date falling ninety (90) days plus twenty eight (28) days beyond the original bid validity period making it a total of one hundred and eighteen (118) days from the Proposal Deadline;
  - c. In case of an occurrence of Consultant's event of default in terms of the Consultancy Services Contract; and /or
  - d. Consultant withdraws its Bid during the Bid Validity Period.

## **2.18 Basic Eligibility Criteria**

- 2.18.1 Registration with Federal Board Revenue and Sindh Revenue Board (SRB) or relevant tax authority (In case of Consortium, every consortium member firm should provide).
- 2.18.2 Registration with Pakistan Engineering Council (PEC) and Pakistan Counsel for Architect Town Plan (PCATP) as consulting firm/member of consortium, having service codes of PEC Nos.0501, 0507,0510,0511,0512,0513,0514,0517 and 0519
- 2.18.3 Each Consortium shall appoint and authorize one (1) lead member (the “**Lead Member**”) to represent and irrevocably bind all members of the Consortium in all matters connected with the bidding process including but not limited to the submission of the Technical and Financial proposal on behalf of the Consortium. The Lead Member shall be a Engineering consulting firm/ Consortium and shall be registered with relevant professional body having maximum number of service codes of PEC to accomplish the project as mentioned in 2.18.2.
- 2.18.4 The Consultant is not black listed by any Procuring Agency / GOP or Provincial Government. A fresh Affidavit from Consultant shall be signed and submitted with Technical Proposal (In case of consortium, every Consortium member firm should provide) (**section8**)
- 2.18.5 For a consortium to be eligible for bidding, every consortium member firm should place at least one (1) Key Professional Staff and at least two (2) Key Professional Staff of Lead member firm of Consortium.
- 2.18.6 In case of Consortium, the Consortium Agreement shall be submitted pursuant to clause2.27.
- 2.18.7 The relevant experience of lead Consortium member and other Consortium member firms is mandatory. The experience of every Consortium member firm shall be provided as given in Form-TECH 2 (B) along with supporting documentation in any form, for each listed experience on Form Tech-2 (B). Failing to provide any documentation proof will not eligible for scoring/marking. The Procuring Agency reserves the right to verify any experience mentioned under Form Tech-2(B).

## **2.19 Proposal Evaluation**

- 2.19.1 The Evaluation Committee shall first check the basic eligibility criteria pursuant to section 2.18in Technical Proposal of all bids received. Any Technical Proposal which does not meet basic eligibility criteria shall not be evaluated further for technical score. Such bid will stand non-compliant /non responsive and rejected.
- 2.19.2 From the time the Proposals are opened to the time the contract is awarded, the Consultants should not contact the Procuring Agency on any matter related to its Technical and/or Financial Proposal. Any effort by consultants to influence the Procuring Agency in the examination, evaluation, ranking of Proposals, and recommendation for award of contract may result in the rejection of the Consultants’ Proposal. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the Technical Evaluation is concluded.
- 2.19.3 A QCBS will be adopted in evaluating the proposal. In the first stage a Technical Evaluation will be carried out. Only those Technical proposals, which score at least 75 points out of100, shall be considered for Financial Evaluation in the second stage. The evaluation of the Technical and Financial bids shall be held under the Quality and Cost Based Selection (QCBS) method. The Evaluation Criteria under QCBS are at Section 6A.

## **2.20 Evaluation of Technical Proposals**

The Evaluation Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (TS). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Section 6A.

After the Technical Evaluation is completed, the Procuring Agency shall notify in writing Consultants that have secured the minimum qualifying marks, the date, time and location, allowing a reasonable time, for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional. Financial proposals of those Consultant(s) who failed to secure minimum qualifying marks shall be returned un-opened.

## **2.21 Evaluation of Financial Proposals**

2.21.1 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying marks will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants.

2.21.2 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

## **2.22 Negotiations**

Negotiations will be held at the date and address to be communicated by the Procuring Agency. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Key Professional Staff. Failure in satisfying such requirements may result in the Procuring Agency proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a contract.

## **2.23 Technical Negotiations**

Technical Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Procuring Agency and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as part of the Scope of Work. Minutes of negotiations, which will be signed by the Procuring Agency and the Consultant, will become part of Contract agreement.

## **2.24 Availability of Key Professional Staff**

The consultant must submit CV for each required Key Professional Staff. Moreover, the Key Professional Staff team will be made an integral part of the consultancy services contract. Before contract negotiations, the Procuring Agency will require assurances that the Key Professional Staff will be actually available. The Procuring Agency 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 Key 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.

## **2.25 Award of Contract**

- 2.25.1 After completing negotiations, the Procuring Agency shall award the contract to the selected Consultant and within seven days of the award of contract, Procuring Agency shall publish on the website of the PPRA and on EPZA's own website, the result of the bidding process, identifying the bid through procuring identifying number, if any and the following information, Evaluation Report, form of contract and letter of award, bill of quantity or schedule of requirement, as the case maybe.
- 2.25.2 After publishing of award of contract Consultant required to submit a Performance Security at the rate indicated in datasheet.

## **2.26 Confidentiality**

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

## **2.27 Consortium Agreement**

- 2.27.1 In case of Consortium of firms, the proposal shall be accompanied by a certified true copy of the **Consortium Agreement**. The Consortium Agreement as applicable shall confirm the following therein:
- i. Date and place of signing;
  - ii. Purpose of Consortium (must include the details of contract works for which the consortium has been invited to bid);
  - iii. A clear and definite description of the proposed administrative arrangements for the management and execution of the assignment;
  - iv. Delineation of duties, responsibilities and scope of work to be undertaken by each along with resources committed by each partner/member of the Consortium for the proposed services;
  - v. An undertaking that the firms are severally liable to the Client for the performance of the services;
  - vi. Duties, responsibilities and powers of the lead firm;
  - vii. The authorized representative of the Consortium.
  - viii. In case of JV in consortium every JV party should be registered separately with professional bodies like PEC and PCATP.
- 2.27.2 In case of Consortium, it is expected that the lead partner would be authorized to incur liabilities and to receive instructions and payments for and on behalf of the consortium. For a consortium to be eligible for bidding, the experience of lead partner and other partner should be indicated.
- 2.27.3 Any alternative proposal, such as one by a firm in sole capacity and another in Consortium with another firm or as a part of 2 or more consortiums, for the assignment will be summarily rejected. In such an event, all the proposals submitted by such firm and its Consortium or associate shall be rejected.
- 2.27.4 The proposal of a firm is liable to be rejected if the firm makes any false or misleading statement in the proposal(s) without prejudice to the rights of the Client to initiate further proceedings against the said firm(s).
- 2.27.5 Notwithstanding anything to the contrary contained in this RFP, the detailed terms specified in the draft Contract agreement shall have overriding effect; provided, however, that any conditions or obligations imposed on the Bidder hereunder shall continue to have effect in addition to its obligations under the Contract.

## 2.28 Schedule of Deliverables

S.N	Improvement in less performing EPZs& Selection of new site across the Country for Establishment of New Zones	Timeline (from signing of Consultancy Contract)	Payment
1.	Signing of agreement	1 week	15%
2.	Improvement plan of KEPZ and Gujranwala EPZs	4 <sup>th</sup> Week	15%
3.	Improvement Plan of Sialkot and Risalpur EPZs	6 <sup>th</sup> Week	15%
4.	Improvement Plan of Saindak and Duddar EPZs	8 <sup>th</sup> Week	15%
5.	Submission of Study Report for Selection new site across the Country for establishment of new Zones	10 <sup>th</sup> Week	20%
6.	Complete /comprehensive report for improvement of all zones as per TORs	12 <sup>th</sup> Week	20%

*\*The timeline is from signing of Consultancy Services Agreement for each deliverable*



### DATA SHEET

The following specific data shall supplement the provisions in the Document.

1	Project Name	Karachi Export Processing Zone Phase-III
2	Address and Contact Person of Procuring Agency	<b>Chairman</b> Export Processing Zones Authority(EPZA) MOIP Government of Pakistan Karachi Tel: +92-21-99208003-4
3	Address and Contact Person in EPZA	Engr. Nasir Hidayat Khan/GM (Engineering)/Secretary  Karachi Export Processing Zone Landhi Industrial area , Extension Mehran Highway Karachi Tel: +92-21-99208036/ 99208010 Email: <a href="mailto:nasir.hidayat@epza.gov.pk">nasir.hidayat@epza.gov.pk</a>
4	Address for Submission of Bids	Engr. Nasir Hidayat Khan/ GM(Engineering)/Secretary Karachi Export Processing Zone Landhi Industrial area , Extension Mehran Highway Karachi Tel: +92-21-99208036/99208010
5	Pre-Bid Meeting	Conference Room Karachi Export Processing Zone Landhi Industrial Area, Extension Mehran Highway Karachi. (22 <sup>nd</sup> September, 2022) at 12:30 PM
6	Submission of Deadline date and time	30 <sup>th</sup> September 2022 up to 12.00 Noon
7	Bid Opening date and time Technical bids	30 <sup>th</sup> September 2022 up to 12.30 PM
8	Envelops	“ORIGINAL PROPOSAL” DOCUMENTS IN TECHNICAL PROPOSAL or FINANCIAL PROPOSAL as appropriate; and, DO NOT OPEN, EXCEPT IN PRESENCE OF THE CONSULTANT SELECTION COMMITTEE on outer envelope.

9	Language of Bid and correspondence	English
10	Proposal Validity	90 days from the closing date of submission of proposal.
11	Evaluation Criteria	Minimum 75 points for Technical Proposal qualification. Refer Section 6A
12	Scoring System	Refer Section 6B
13	Method of Selection	Quality and Cost Based Selection (QCBS) Method
14	Bid Security	The Consultant shall deposit a bid security in original Financial Proposal of an amount equivalent to 2% (Two per cent) of the bid price in the form of Pay Order any Scheduled Bank of Pakistan issued in favor of "EPZA", which shall remain valid for a period of 28 days beyond the Proposal validity period for bids, in order to provide the Procuring Agency reasonable time to act, if the security is to be called;
15	Performance Security	10% of Bid Price in the form of Pay Order any Scheduled Bank of Pakistan, Bank Guarantee only acceptable valid till completion of the Project.
16	Contract Stamping	Duly stamped @ 0.35% of bid price by successful bidder at its own cost
17	Tax Liability	All applicable taxes as per FBR/SRB will be deducted as Per Rules.

### **3. TECHNICAL PROPOSAL – STANDARD FORMS**

*[Comments in brackets [ ] provide guidance to the Consultants for the preparation of their Technical Proposals; they should be deleted from the Technical Proposals to be submitted.]*

Form TECH-1. Technical Proposal Submission

Form TECH-2. Consultant's Organization and Experience

A – Consultant's Organization

B – Consultant's Experience

Form TECH-3. Comments and Suggestions on the Terms of Reference

Form TECH-4. Description of Approach, Methodology and Work Plan for performing the assignment

Form TECH-5. Team Composition and Task Assignment

Form TECH-6. Curriculum Vitae (CV) for proposed Key Professional Staff

Form TECH-7. Staffing Schedule

Form TECH-8. Work Schedule

**FORM TECH-1. TECHNICAL PROPOSAL SUBMISSIONFORM**

[Location, Date]

To:  
General Manager (Engineering)/ Secretary,  
Export Processing Zones Authority,  
Government of Pakistan,  
Karachi

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: *[Insert a list with full name and address of each associated Consultant]*

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,  
Yours sincerely,

Authorized Signature *[In full and initials]*: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

**A – Consultant's Organization**

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each Consortium member for this assignment.]

**B – Consultant's Experience**

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually or as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment.]

Assignment Name:	Country:	
Location within Country :	Professional Staff Provided by your firm	
Name of Client :	No. of Staff deployed by the Consultant for the assignment:	
<b>Authorized Representative: (Name &amp; Designation)</b>		
<b>Telephone:</b>		
<b>Email:</b>		
Address :	No. of Staff Months :	
Start Date (Month / Year)	Completion Date (Month / Year)	Approx. Value of Services : (in current PKR) :
Name of Association Firm(s) if any :	No. of Months of Professional Staff provided by Associated Firm(s)	
Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project :		
Description of actual services provided by your staff within the assignment:		

Firm's Name: \_\_\_\_\_

## FORMTECH-3.COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE

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### *On the Terms of Reference (TORs)*

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

1.

2.

3.

4.

5.

You got

..

..

### *Understanding of the Assignment*

## **FORM TECH-4. DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**

The approach and methodology will be detailed precisely under the following topics.

*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:*

- 1) **Technical Approach and Methodology.** *In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*
  
- 2) **Work Plan.** *In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Procuring Agency), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form-VIII.*
  
- 3) **Organization and Staffing.** *In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]*

**FORM TECH-5. TEAM COMPOSITION AND TASK ASSIGNMENT**

---

<b>I. Key Professional Staff</b>					
S. No	Name	Firm	Area of Expertise	Position	Task Assignment
1					
2					
3					
4					
..					
...					



**FORM TECH-6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY 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**: \_\_\_\_\_
5. **Nationality**: \_\_\_\_\_
6. **Educational Qualification**: [*Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained*]: \_\_\_\_\_
7. **Membership of Professional Societies**: \_\_\_\_\_
8. **Other Training** [*indicate significant training since degrees under 6 – Education were obtained*]: \_\_\_\_\_
9. **Countries of Work Experience**: [*list countries where staff has worked*]: \_\_\_\_\_
10. **Languages** [*for each language indicate proficiency: good, fair, or poor in speaking, reading And writing*]: \_\_\_\_\_

**11. Employment Record:**

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

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_  
Employer: \_\_\_\_\_  
\_\_\_\_\_ Position held: \_\_\_\_\_  
\_\_\_\_\_

**12. Detailed Tasks Assigned** [*List all tasks to be performed under this assignment*]:

**13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**  
[*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 12*]:

Name of assignment / project: \_\_\_\_\_  
Year: \_\_\_\_\_  
Location: \_\_\_\_\_  
Line Department: \_\_\_\_\_  
Main project features: \_\_\_\_\_  
Position shield: \_\_\_\_\_  
Activities performed: \_\_\_\_\_

**14. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualification and my experience. I understand that any willful misstatement 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: \_\_\_\_\_

**FORM TECH-7. STAFFING SCHEDULE**

**Months (in the Form of Bar Chart)**

S. No.	Name	Position	Report Due/ Activities	Months												Number of Months
1																Sub Total (1)
2																Sub Total (2)
3																Sub Total (3)
4																Sub Total (4)
...																
....																

Part Time:

**FORM TECH-8. WORK SCHEDULE**

<b>S. No</b>	<b>Activity</b>	<b>1 Month</b>	<b>2 Month</b>	<b>3 Month</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				

1 Indicate all main activities of the assignment, including delivery of reports (e.g. improvement in the existing zone those are not performing i.e. KEPZ, GEPZ, SEPZ, REPZ, Saindak EPZ and Duddar EPZ, implementation strategy, Selection of more sites across the Country to establish new Zones for fetching Foreign Direct Investment (FDI) in Pakistan, Export Enhancement Plan, provision of job opportunity for Skilled and unskilled workers for Socio-Economic activities in Pakistan.

2 Duration of activities shall be indicated in the form of a bar chart.

#### **4. FINANCIAL PROPOSAL – STANDARD FORMS**

*[Comments in brackets [ ] provide guidance to the Consultants for the preparation of their Financial Proposals; they should be deleted from the Financial Proposals to be submitted.]*

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under Section 2. Such Forms are to be used as per the selection method.

Form FIN-1. Financial Proposal Submission

Form FIN-2. Summary of Costs

**FORM FIN-1. FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To:  
G.M (Engineering)/ Secretary,  
Export Processing Zones  
Authority, Government of  
Pakistan,  
Karachi

**Subject: Study for improvement of less performing zones like KEPZ, GEPZ, SEPZ & REPZ, Saindak, Duddur EPZs and Selection of New Sites across the Country for Establishment of New Zones**

Dear Sirs:

We, the undersigned, offer to provide the transaction advisory services for **Study for improvement of less performing zones like KEPZ,GEPZ,SEPZ& REPZ, Saindak , Duddur EPZs and Selection of New Sites Across the Country for Establishment of New Zones** in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>].

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet.

Yours faithfully,

Authorized Signature [*In full and initials*]\_\_\_\_\_

Name and Title of Signatory\_\_\_\_\_

Name of Firm\_\_\_\_\_

Address\_\_\_\_\_

[*The Financial Proposal is to be filled strictly as per the format given in RFP.*]

1. Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

**FORM FIN-2 SUMMARY OF COSTS (in Local Currency PKR)**

<b>Description</b>	<b>Amount (in Rs)</b>
<u><b>Study for improvement of less performing zones like KEPZ, GEPZ, SEPZ, REPZ, Saindak and Duddur EPZs and Selection of New Sites Across the Country for Establishment of New Zones</b></u>	
<b>Total Costs inclusive of Taxes</b>	

\*\* Total Costs net of taxes shall be considered for financial evaluation

Note: No escalation shall be payable during the services

## 5. Context of the Issue

EPZA was established through Ordinance IV of 1980 with the mandate to plan, develop, and operate Export Processing Zones in Pakistan. EPZA is a Government of Pakistan venture conceived and designed to increase and improve the exports of the country. Its main objectives are accelerating the pace of industrialization in the country and enhancing the volume of exports by creating an enabling environment for investors to initiate ambitious export-oriented projects in the Zones which would, as a corollary, create job opportunities, bring in new technology and attract foreign direct investment (FDI).

**Currently, there are 6 EPZs operating in Pakistan:**

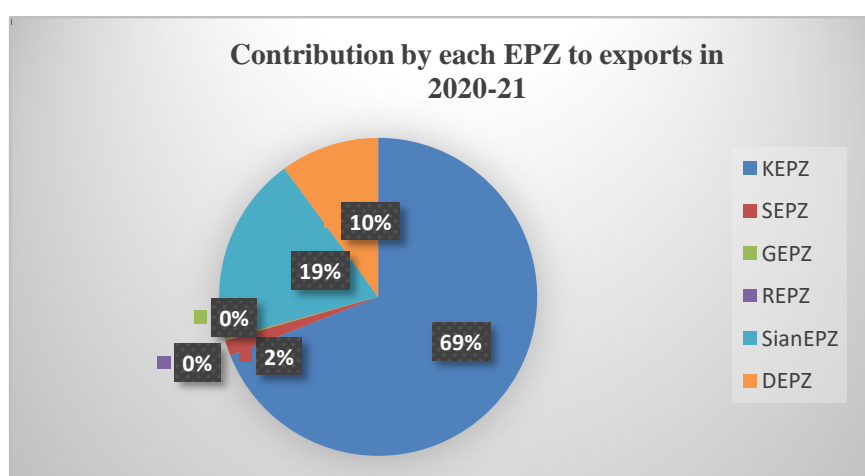
1. Karachi (KEPZ)
2. Sialkot (SEPZ)
3. Gujranwala (GEPZ)
4. Risalpur (REPZ)
5. Siandak (Siandak EPZ)
6. Duddar (DEPZ)

### 5.1 Progress of existing EPZs:

Export Processing Zone (EPZ)	Progress	Exports Value (2019-20) in US \$ mil	Cumulative Export in US \$ mil
Karachi EPZ	215 functional industrial units	626.699	7,652,314
Sialkot EPZ	32 functional industrial units	14.407	86.520
Risalpur EPZ	9 functional industrial units	1.606	7.990
Gujranwala EPZ	8 functional industrial units	0.745	27.094
Saindak EPZ	Single entity zone	173.629	2,553.487
Duddar EPZ	Single entity zone	91.212	359.235

### 5.2 EPZs performance in 2020-21:

The share of exports from all EPZs was 3.58% (US\$ 908.298 m) of total exports (US\$ 25,304.000 m) in 2020-2021.





### **5.3 Major obstructions to EPZs Growth:**

- Lack of adequate and good quality infrastructure
- Poor working facilities
- Operational inefficiency
- Safety and security issues
- Inadequate skill enhancement opportunities
- Lack of technology and machinery
- Bhatta (Extortions) culture
- High inflation rate and macroeconomic instability
- Non-adherence to rules and procedures
- Lack of control over the management

### **5.4 How to improve performance?**

A study on the performance of EPZs in Pakistan may be conducted through a consultancy firm to develop a roadmap for the improvement of existing EPZs and a way forward for the establishment of new EPZs.

### **5.5 Objectives of the study:**

- Promote exports in all fields of industry
- Provide ease of doing business to prospective entrepreneurs
- Attract Foreign Direct Investments (FDI) to Pakistan
- Achievement of industrialization with diversification
- Examine the possibility of private EPZs by establishing Joint Ventures (JVs) or Public Private Partnerships (PPPs).
- Identifying challenges to the growth of EPZs in Pakistan.
- Improving working of existing EPZs and establishment of new EPZs at appropriate places in Pakistan.
- Measuring Success of EPZs based on goals set at the time of establishment of EPZs.

## **5.6. Assignment:**

### **5.7. Terms of Reference (TORs) of The Firm for existing 6 EPZs:**

- Assess operational efficiency according to size.  
(Operational efficiency refers to the assessment of efficiency and size of human resource employed, diseconomies of scale, assessment of wastage produced, and give recommendations to reduce operating expenses).
- SWOT analysis of existing EPZs.
- Offer fiscal incentives in the form of tax exemptions to promote investment opportunities.
- Evaluate the status of automation in EPZs and suggest up-gradations.
- Evaluate success of the 80:20 principles for 80% export abroad and 20% export to tariff area.
- Increase skills development opportunities for workers.
- Assessment of optimum automation level for maximum capacity utilization.
- Comparison of EPZs in Pakistan with EPZs in other Asian countries.
- Conduct cost-benefit analysis keeping in view capital investment, duties, and taxes.
- Study the causes of slow colonization of existing EPZs and propose suitable mitigation measures/interventions.
- Study the comparative edge of incentives package fiscal and non-fiscal offered under SEZ regime and propose suitable amendments for incentivizing investors in EPZs.
- After conducting all the necessary research and analysis, recommend a new business model that enhances productivity and a model institutional structure. Propose amendments in EPZA Ordinance and Rules where require.
- Trading Regime of EPZs.
- Export Performance of all six EPZs since their inception.
- Contribution in government revenue viz-a-viz quantum of exemption of duties /taxes availed over the years /cost benefit analysis.
- Examine existing modes of EPZs in Pakistan and their working

### **5.8. Terms of Reference (TORs) of The Firm for the establishment of new EPZs:**

- Assess industrial sectors with export potential in terms of location and competitive advantage.
- Establish a new business model keeping in view international best practices.
- Assess the size of zones with preferred sectoral allocations.  
(Sectoral allocation refers to analyzing economic fundamentals at the sector level. It utilizes multiple signals to rotate into and out of sectors depending upon the expectations for growth within specific sectors compared to the overall growth of the economy.)
- Identification of regional endowments to achieve supply chain efficiency.  
(Regional endowments refer to the management and development of the resources, as in income, materials, and labor, of a region. This covers all infrastructure related to the production, distribution, and sale of goods and services.)
- Study how to develop linkages with global, regional, and national export growth and diversification programs.
- Study how to develop adequate infrastructure facilities for efficient working.
- Assessment of optimum automation level for maximum capacity utilization.
- Recommend a model institutional structure.

- Propose amendments in EPZA Ordinance and Rules where require.

### 5.9. RISK & SENSITIVITY ANALYSIS:

As part of the exercise, it is expected that Consultant will cover Key Success Factors (KSFs) risk factors and related mitigates which may possibly adversely affect the implementation, operations and financial sustainability of the project. Financial projections must be accompanied with the sensitivity analysis conducted on major risks which could adversely impact Financial Sustain ability and Risk Management Plan.

### 5.10. SUBMISSION OF REPORTS

The Consultant will be expected to share the soft/hard copies of all the materials /reports developed during the project. Consultant is also bound to share copies of the source reports/materials used for reference. All copies of deliverable must be signed and stamped.

PROJECT DELIVERABLES
Improvement Plan of Karachi EPZ its implementation Plan
Improvement Plan of Gujranwala EPZ its implementation Plan
Improvement Plan of Sialkot EPZ its implementation Plan
Improvement Plan of Risalpur EPZ its implementation Plan
Improvement Plan of Saindak EPZ its implementation Plan
Improvement Plan of Duddar EPZ its implementation Plan
Submission of detailed report on overall improvement Plan of all EPZs.
Submission of detail report on Study /Data for Selection of new sites across the Country for Establishment of new Zone.

## **6. EVALUATION CRITERIA AND SCORING SYSTEM**

### ***A – Evaluation Criteria***

The evaluation of the technical and financial bids shall be held under the Quality and Cost Based Selection (QCBS). The total score of the technical and financial evaluation shall be 100, out of which 80% weight-age shall be for the technical and remaining 20% weight age shall be for the financial.

#### **6.1.1 Evaluation of Technical Proposals**

The Technical Proposal will be evaluated on the basis of Consultants' relevant experience, its understanding of assignment, proposed methodology, financial capability and work plan, the experience of Key Professional Staff. Only those Consultants' whose Technical Proposals score 75 marks or more shall qualify for further consideration, and shall be ranked from highest to lowest on basis of their raw technical score (RTS). Financial proposals of those Consultants who secure less than 75 marks shall be returned un-opened to the firm/Consortium.

**6.1.2** The total score of the technical and financial evaluation shall be 100, out of which 80% weight-age shall be for the technical and remaining 20% weight-age shall be allocated to the financial evaluation.

**6.1.3** The technical proposals shall be assigned marks/ score without weight-age as RTS on the basis of the criteria mentioned at Section 6B.

**6.1.4** The final technical score (TSw) shall be calculated in the following manner:  $TSw = RTS \times 0.80$ .

### **6.2 Financial Bid Opening**

6.2.1 A public Financial Bid opening shall be held at the time, date and venue which shall be communicated to all technically qualified Bidder(s).

**6.2.2. Confirm** submission of bid security shall be checked first. In case the bid security is not submitted along with the financial proposal in the same sealed envelope, such proposal(s) shall be rejected without being evaluated.

**6.2.3** The financial proposals shall first be checked for arithmetic errors. Financial scores shall be computed on the basis of following formula:  $FS = 100 \times (RFS \text{ min}/RFS)$ . Where 'RFS min' is the lowest bid price and 'RFS' is the bid price of the proposal under consideration. The financial scores thus obtained shall be assigned weight-age (20%) and final weighted score will be arrived at  $FSw = FS \times 0.20$ , FSw is weighted financial score.

#### **Combined Score**

**6.2.4** The combined technical and financial proposal (CS) shall be calculated in the following manner, namely:  $CS = TSw + FSw$ .

**6.2.5.** Bid obtaining maximum combined score shall be declared as the Best Evaluated Bid and the Consultants offering the Best Evaluated Bid shall be declared as the successful Bidder and issued Letter of Acceptance, containing invitation for contract negotiation. Any factor having a bearing on the quoted price shall not be subject to negotiations.

**6.3** The agreement shall however, be signed after getting the same duly vetted and approved from the competent authority.

## B – Scoring System

The Technical Proposal will be evaluated on the basis of the criteria given below:

Criteria	Marks	
<b>1. Firm's relevant Experience</b>  <i>(Assignment under process are not eligible for scoring)</i>	Experience and past performance in same nature of work /study  05 or more Projects                      20Marks 03 to04Projects                          15Marks Less than03Projects                      10Marks 0Projects                                      0marks	20
	Experience and past performance in similar contracts/projects of Industrial Parks Zones/ Industrial Estates (last 15 years)  05 or more Projects                      20Marks 03 to04Projects                          15Marks Less than03Projects                      10Marks 0Projects                                      0marks	20
	Experience of providing such study/assignment  05 or more Projects 10 Marks 03 to 04 Projects 08 Marks Less than 03 Projects05 Marks 0Projects                                      0 marks	10
	<b>TOTAL</b>	<b>50</b>
<b>2. Key Professional Staff</b>	<b><u>Engineering Consultant</u></b>  Team Leader Project                      07marks Technical Specialist                      03marks	10
	<b><u>Legal Team</u></b>  Legal Team Leader                      05marks Legal Expert                                  05marks	10
	<b>TOTAL</b>	<b>20</b>
	Average annual turn-over of last three (3) years PKR 200 million or above              04 marks PKR 150 –199.9million                      03marks PKR 100 –149.9million                02 marks PKR 50 million – 99.9 million 01 mark  <i>* Bidders to submit audit financial statements of last three years. In case of Consortium, the Lead member firm shall furnish audited financial statements.</i>	10
<b>4. Understanding of the Assignment and Proposed Methodology</b>	Understanding of TOR and Comments	10
	Proposed Methodology	10
	<b>TOTAL</b>	<b>30</b>
<b>Total</b>		<b>100</b>

*Note:-*

**6.3.4** *The Export Processing Zones Authority may conduct a Presentation from bidders during the Technical evaluation period for clarity on Technical Proposal.*

**6.3.5** *Sub-consultants experience / credentials shall not be eligible for scoring. Only consortium members will be eligible for scoring.*

The weight age points given to evaluation sub-criteria for qualifications and competence of key staff are:

**7. INTEGRITY PACT**

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS 25.00 MILLION OR MORE**

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_  
Contract Value: \_\_\_\_\_  
Contract Title: \_\_\_\_\_

..... [name of Supplier] 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 Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] 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 GoP, except that which has been expressly declared pursuant hereto.

[name of Supplier] 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 GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] 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 rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] 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 GoP.

Name of Buyer:.....  
Signature:.....  
[Seal]

Name of Seller/Supplier:.....  
Signature:.....  
[Seal]

## 8. AFFIDAVIT

**To:**

Project Director Project/ Secretary,  
Export Processing Zones  
Authority, Government of  
Pakistan,  
Karachi

**Re: Study for improvement of less performing zones like KEPZ, GEPZ, SEPZ, REPZ, Saindak EPZ and Duddar EPZ, Selection of new site Across the Country for establishment of new Zones**

Pursuant to the Request for Proposal document dated [*Please insert the Date*] in respect of the Project, [*Name of Prospective Bidder/Lead Member of Consortium*] hereby represents and warrants that, as of the date of this letter [*Name of Prospective Bidder/Lead Member of Consortium*], and each member of our Consortium (if applicable):

- (a) is not in bankruptcy or liquidation proceedings;
- (b) has not been convicted of, fraud, corruption, collusion or money laundering;
- (c) is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with the obligations under the Consultancy Contract and
- (d) does not fall within any of the circumstances for ineligibility listed in Section 2.16 (Basic Eligibility Criteria) of the Invitation for Proposal.

Yours Sincerely,

Authorized Signature  
Name and Title Signatory  
Name of Firm  
Address