

Technical Evaluation Report

TITLE:

Hiring of Consultancy Firm for Manual Revision

TENDER NUMBER:

RFP: NZ-GF / 2024/ Consultancy for Manual Revision

TECHNICAL EVALUATION COMMITTEE MEMBERS:

Technical committee members were as follows:

1. Mr. Malik Muhammad Naeem/ Chief Internal Auditor
2. Miss Irum Pervaiz/ Director HR
3. Mr. Adeel Raza Butt / Senior Manager Finance

The Evaluation Committee was chaired by Mr. Malik Muhammad Naeem. Bid facilitator from PSM department was Fahad Bin Qasim.

EVALUATION REPORT

COLLECTION OF TENDER DOCUMENTS VIA WEBLINK FROM DIFFERENT SUPPLIERS:

Details of suppliers who have downloaded the ITB documents are as follows:

S.no	Company Name	Company Email	Company Address	Landline	Representator Name	Representator Contact	Representator Email
1	360° Solutions	360solutions.mux@gmail.com	560-D, Shah Rukn-e-Alam Colony, Multan	03216357087	Sheikh Usman Arif	03216357087	360solutions.mux@gmail.com
2	Aamir Traders	aamirtraders81@gmail.com	12, Gulistan-e-Jauhar, Karachi.	03002374734	Muhammad huzaifa	03342615760	huzaifapakqatar@gmail.com
3	AASA Consulting	info@aasaconsulting.com	www.aasaconsulting.com	02135171481	Birjis Jaleel	03022292692	b.jaleel@aasaconsulting.com
4	Al Arabian Traders	alarabiantrader@gmail.com	Blue area islamabad	03425166432	Umair	03125580577	alarabianstationers125@gmail.com
5	Anfas Associates	anfasassociates.pk@gmail.com	Opposite Peshawar Model College for	0912608153	Masaud Ur Rehman	03149151121	rehman.225533@gmail.com
6	Anzal Aracde	engineer.waqar.rana@gmail.com	H # A-467, Shahi Bazar, Old Sukkur	0715623792	Mohammad Waqar Rana	03453907456	engineer.waqar.rana@gmail.com
7	Apple dew	somhammad46@gmail.com	Parkview city malot road islamabad	03127373004	Sofaiz	03435872564	somhammad46@gmail.com
8	Asim variety store	asimkhanhoti43@gmail.com	Shop no 963 kabari bazar railway road Rwp	03455392596	Asim siddique	03348999867	asimkhanhoti43@gmail.com
9	Citizen International Plastic Industries	sales@citizen.com.pk	G.T. Road, Gujranwala	4275574	Shiraz Malik	03008567479	info@citizen.com.pk
10	copains solutions pvt ltd	copainsolutions@gmail.com	maqbool plaza near khana pull rawalpindi	03425070439	nasir	03425070439	nasirsatt1507@gmail.com
11	ECLIPSE TRADERS & GENERAL ORDER	seclipsetraderspesh@gmail.com	Peshawar	03489126822	Muhammad Ali	03489126822	muhammadi02217@gmail.com
12	Haji Iqbal & co	Nice.kundi786@gmail.com	Islamabad	03477888865	Saqib Iqbal	03027888865	nice.kundi786@gmail.com
13	Javaid & Co. Chartered Management A	ceo@javaidandco.com	Center, Main Civic Center, Gulberg Green,	0092512746071	Javaid Arif Qureshi	0923335263063	ceo@javaidandco.com
14	KHAWAJA & CO	shabbir64@yahoo.com	Pakistan	0512754928	KHAWAJA SHABBIR AHM	03335218656	shabbir64@yahoo.com
15	KHAWAJA INCREDIBLES (SMC-PRIVATE)	shabbir64@yahoo.com	Pakistan	0512754928	KHAWAJA SHABBIR AHM	03335218656	shabbir64@yahoo.com
16	Khawaja Incredibles SMC-Private Limit	shabbir64@yahoo.com	550, Block - D Satellite Town Rawalpindi	92512754928	Khawaja Shabbir	03335218656	shabbir64@yahoo.com
17	Khawaja Incredibles SMC-Private Limit	shabbir64@yahoo.com	550, Block -D, Satellite Town Rawalpindi	009251754928	Khawaja Shabbir	03335218656	Mr.shabbir64@gmail.com
18	M/S Lateef Jamal khushk	lateef.khushk.2018@gmail.com	07570	03128311693	Lateef Jamal khushk	03128311693	lateef.khushk.2018@gmail.com
19	Mehar Constructor	sohail@outlook.com	Lahore	0425526688	Ali	0322111233455	ali.ahmad123@gmail.com
20	Mehran Traders	tradersmehran01@gmail.com	Hyderabad	03173147315	Asif Raza	03348517753	bozdar.asif@gmail.com
21	Mehran Traders	tradersmehran01@gmail.com	Hyderabad	03173147315	Asif Raza	03348517753	bozdar.asif@gmail.com
22	Mr Supplier	mrsupplier2021@gmail.com	Rawalpindi	03343156670	Qaisar Hussain	03007720258	mrsupplier2021@gmail.com
23	Muniff Ziauddin and Co. Chartered Acc	audit@bkpak.com	Islamabad	92512375212	Muhammad Haris	923452516060	audit@bkpak.com
24	Public Health Consultant	dr_asifabbas@yahoo.com	House 730-D Street # 178 sector G-11/1	0518461556	ASIF ABBAS SYED	03008552701	dr_asifabbas@yahoo.com
25	PUMPTec Engineering Solutions	pumptec2020@gmail.com	G2, service road west, Gulzar e quaid, Rwp	0515708026	Nouman Mughal	03335194030	dj8871@gmail.com
26	Sohaib Aslam	sohaibaslamdar@gmail.com	Lahore	03338135470	Sohaib Aslam	03338135470	sohaibaslamdar@gmail.com
27	sskb	sskbpvt@gmail.com	7B, Malik Tower Pajjagi Road Peshawar	0915243547	Shamsher Khan	03128889994	sskbpvt@gmail.com
28	Tariq Abdul Ghani Maqbool & Co. Char	advisory@tagm.com.pk	71-C/3, Gulberg-3, Lahore	04235759501	Hafiz Abdul Qadeer	03239341193	advisory@tagm.com.pk
29	tharcon	mstharcon@gmail.com	Qasimabad Hyderabad	03473003554	Mujeeb ur Rehman	03473003554	mstharcon@gmail.com
30	UNIVERSE International Pvt. Ltd.	universeinternationalho@gmail.com	Shop 39 & 40, Al-Hilal Market, Bara Market,	0515530289	Anas Ahmed	03405128801	universeinternationalho@gmail.com
31	Yousuf Adil Chartered Accountants	info@yousufadil.com	Islamabad, Pakistan	0518350601	Wasi Abbas	03345273318	waabbas@yousufadil.com

QUOTATIONS RECEIVED & EVALUATED IN RESPONSE TO ITB:

Following companies has submitted bids for Laptops:

- Yousaf Adil Chartered Accountants
- Khawaja Incredibles SMC-Private Limited

**TECHNICAL EVALUATION BASED ON DOCUMENTS:
(COMPULSORY REQUIREMENTS)**

Technical Evaluation of Consultancy for Manual Revision"			
Compulsory Requirements			
S/No.	Description	Service Provider	
		Yousaf Adil	Khawaja Incredibles (SMC- Private) Ltd.
		YES/NO	
1	Quotation envelope properly sealed and marked as per instructions.	YES	YES
2	Company Profile of Consultancy firm.	YES	YES
3	Biodata of team lead of Consultancy firm	YES	YES
4	At least 5 years of past working experience	YES	NO
5	Have appropriate business office	YES	YES
6	Legal business registration certificate	YES	YES
7	The reference list consists of at least two identical or similar tasks that have been successfully accomplished within the preceding three years.	YES	NO
8	CV of individual consultant / Profile of the firm	YES	YES
9	Qualifications of a consultant or consultants involve for the upgradation of manual must have at least the University degree.	YES	YES
10	Technical Proposal detailing process and duration of the assignment	YES	NO
11	All Annex signed and stamped as confirmation and acceptance of requirements as identified in Annexes.	YES	YES
12	Annexure iv on stamp Paper	YES	NO
13	Quotation Validity 90days	YES	YES
Comments of Evaluation Committee		Selected for further Evaluation	Not Selected for further Evaluation

Based on the committee suggestion only one supplier has been further qualified for screening except Khawaja Incredibles (SMC- Private) Ltd. which has been rejected for further processing based on not providing the compulsory documents.

TECHNICAL EVALUATION WITH RESPECT TO SCORING CRITERIA:

Technical Evaluation of Consultancy for Manual Revision"			
Scoring Criteria			
S. No	The firm's or Consultant expertise	Sub-score	Service Provider
			Yousaf Adil
Expertise of Firm / Consultant submitting Proposal			
1	Minimum five assignments previously done as per the Annexure-II. Score will be assigned accordingly.	15	13.2
2	The assignments must have been undertaken within the Last 03 years (2021-2023). For each submitted assignment 7.5 marks.	15	15
3	Three of the Assignments provided must be in the companies like UN, global funded projects & INGO's. For each assignment the score will be 6.6 marks.	20	20
4	Previous experience of development of Manuals for CSOs working in the health sector.	10	10
5	Last three-year annual audit report for a consultant firm or active tax payer proof with 3 years of tax returns for an individual consultant. For each year report 1.66 marks will be given.	5	5
6	Service provider is able to deliver the final report within the defined timeline. The Committee will score based on competency.	5	5
Team Competency			
7	Qualifications and competence of the team leader for the assignment. Score will be awarded as per the committee decision after evaluating the level of competency of the firms or individual consultant. The Committee will score based on competency.	20	20
8	Qualifications and competence of the key team members or individual consultant for the assignment. The Committee will score based on competency.	10	10
	Total Marks	100	98.2
	Comments of Evaluation Committee		Selected

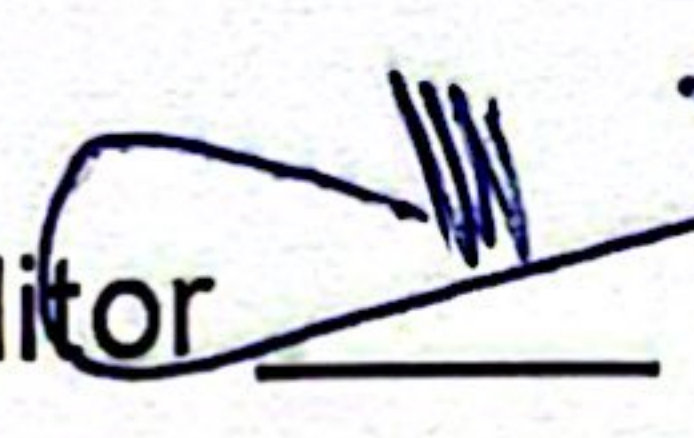
As per the scoring criteria it was mentioned in our ITB documents that minimum passing marks was 70. Yousaf Adil has scored 98.2 marks and has been qualified for further evaluation.

DETAIL REJECTION REASON:**Khawaja Incredibles (SMC- Private) Ltd.:**

Supplier has been rejected by the evaluation committee based on the reasons below:

1. The supplier lacks a minimum of 5 years of relevant past working experience.
2. Annexure IV has not been submitted on stamp paper of Rs 50 or above value as required.
3. The supplier has not provided evidence of at least two identical or similar tasks successfully completed within the preceding three years.
4. The technical proposal submitted by the supplier lacks sufficient detail regarding the process and duration of the assignment.

ENDORSEMENT BY TECHNICAL EVALUATION COMMITTEE:

Mr. Malik Muhammad Naeem/ Chief Internal Auditor  DATE: 28/02 /2024

Miss Irum Pervaiz/ Director HR  DATE: 28/02 /2024

Mr. Adeel Raza Butt / Senior Manager Finance  DATE: 28/02 /2024


OUTCOME AFTER EVALUATION BY PSM DEPARTMENT:

Although there were many suppliers who have collected the documents but only 02 suppliers have submitted their bids for Consultancy of manual revision.

The technical committee evaluated bids for consultancy of manual revision from both suppliers based on the required documents and scoring criteria. Only one suppliers "Yousaf Adil" have been technically qualified for further screening except **Khawaja Incredibles (SMC- Private) Ltd.** which has been rejected based on not providing the compulsory documents.

The technical evaluation result will be announced on website for 03 working days for the suppliers to raise their concerns if any.

PSM department has thoroughly reviewed the result of technical evaluation & accepted for further financial evaluation until there is no query raised by the supplier or the raised query has been resolved with no objection.

Mr. Fahad Bin Qasim / Procurement Officer:  DATE: 28/02 /2024

Mr. Amjad Mehboob / Director PSM:  DATE: 29/02 /2024