

Government of Pakistan
 Ministry of Poverty Alleviation & Social Safety
 PAKISTAN BAIT-UL-MAL
 (An ISO 9001:2015 Certified Public Sector Organization)
 Sector H-8 4 Islamabad (Tel No. 951-9269639, dir. at/ pbn, 9000...)
 Mr. Rizwan...
 22/1208

OFFICE OF THE

B 062223

CHEQUE No. B 622217



IB-2439

Pakistan Climate Change Authority
 Government of Pakistan
 LEGRO Building G-5/2, Islamabad
 TO THE NATIONAL BANK OF PAKISTAN
 TREASURY OR SUB-TREASURY OFFICER

ASSIGNMENT ACCOUNT CHEQUE
 Pakistan Climate Change Authority,
 AC 270002-2/1256556973
 Dated 03-03-2025
 NBP Main Branch, Civic Centre, ISB

Pay to M/S Public Procurement Regulatory Authority, ISB or order
 Rupees Fifteen Thousand Only
 and charge the same against the account of

Rs. 15,000/-

Muhammad Rafiq
 Member (Climate Finance)
 Government of Pakistan

Chairperson
 Pakistan Climate Change Authority
 Government of Pakistan
 Islamabad

N.B. THIS CHEQUE IS VALID FOR THREE MONTHS ONLY AFTER THE MONTH OF ISSUE OR 30TH JUNE, WHICHEVER IS EARLIER.

- In this regard please find attached a Cross Cheque No. B 622217, dated 03-03-2025 of Rs. 15,000/- (Rupees Fifteen Thousand Only) for the publication of EOI document for "Hiring of Procurement Specialist" (enclosed).

Section/ Fee to

2025

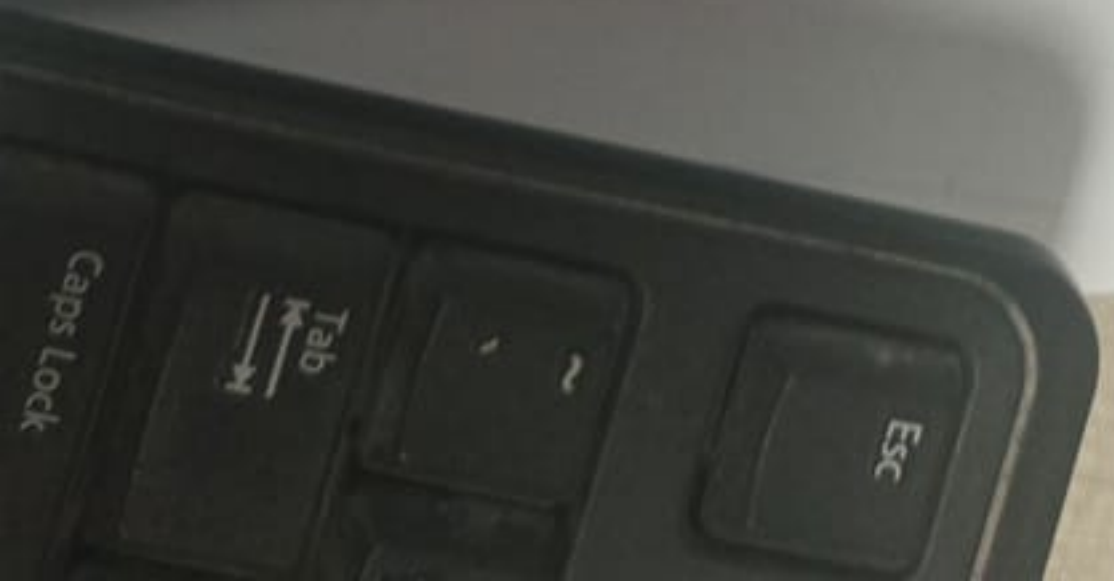
by

Quetta

subject

2025

It is therefore requested to advertise the EOI document, on PPRA Website





INVITATION TO SUBMIT PROPOSAL FOR HIRING OF PROCUREMENT SPECIALIST

The Government of Pakistan has established the Pakistan Climate Change Authority (PCCA) under Pakistan Climate Change Act, 2017. PCCA intends to hire the services of a Procurement Specialist on short term basis to assist in procurement of goods and services for the PCCA.

PCCA invites proposals through E-PADS from qualified/experienced individuals as per details mentioned in RFP documents are available on the E-PADS, websites of Ministry of Climate Change and Environmental Coordination (www.mocc.gov.pk) and PPRA (ppra.org.pk). The RFP documents can also be obtained from the office of PCCA, through the mentioned address/email.

Proposal should in accordance with the instructions provided in RFP documents and should include a detailed CV of the Expert indicating his/her qualifications and experience related to ToRs and Financial Proposal in single sealed envelope.

Bidding shall be carried out by Single Stage One Envelope Procedure. Further, any bids not submitted through E-PADS shall stand rejected as per **S.R.O No. 296(1)/2023**. The S.R.O available at PPRA's website (www.ppra.org.pk/doc/epronotif.pdf).

Interested person may apply through **E-PADS** with subject “**TENDER FOR HIRING OF PROCUREMENT SPECIALIST**” (10th April, 2025 at 11:00 A.M). Tender will be opened on the same day at 11:30 A.M in the presence of the representative/bidders.

PCCA reserves the rights to reject any or all bids in terms of Rule- 33 of PPRA Rules 2004. In case public holiday is announced on bid submission & opening date the same shall be held on the next working day.

Deputy Director (Administration & Finance)

Pakistan Climate Change Authority (PCCA),
2nd Floor, SNC Center, Block: 12- D, AK Fazal-ul-Haq Road,
Sector: G- 6/ 3, Blue Area, Islamabad.
Email: haroonrahman1@yahoo.com

Instruction to Consultant

- a. Registration of Offeror: The offeror must be registered with FBR and appear an active tax payer on Active Tax payer List (ATL) of FBR.
- b. The Consultant should submit all necessary information on the consultant information form attached with the RFP
- c. Bidder should provide an affidavit, that the bidder is not blacklisted, in format provided in Annexure A.
- d. Proposal submission date: Proposal should be submitted within 15 days from the date of publishing of the advertisement.
- e. Completion Period: The period of assignment shall be four (04) months from the date of signing of the contract agreement.
- f. Taxes: The Offeror should submit the financial proposal lump sum which shall include all applicable taxes.
- g. Currency of Proposal: The proposal shall be submitted Pakistani Rupees (PKR).
- h. Validity of Proposal: Proposal shall remain valid for 45 days from the date of opening of proposal.
- i. Payment: Payment shall be made in PKR and within 30 days from the date of submission of invoice. The payment shall be made after completion of deliverables duly verified and approved by the PCCA.
- j. Deduction of Taxes: Payment shall be made after deduction of all applicable taxes.
- k. Evaluation Criteria: The proposal will be evaluated on the basis of the Evaluation Criteria given as following:

Financial Score (50%) = (Lowest Financial Proposal/Bidder's financial proposal) x 50

Technical Score (50%) = Total **100 Marks**, then converted to 50%

TERMS OF REFERENCE

Objective / Rationale

Pakistan Climate Change Authority (PCCA) intends to hire an experienced and qualified professional for the position of a Procurement Specialist short term period according to PPRA 2004 as amended from time to time.

Duration: The period of assignment shall be four (04) months from the date of signing of the contract agreement.

SPECIFIC TASKS AND RESPONSIBILITIES

1. Support Pakistan Climate Change Authority (PCCA) in undertaking all procurement related functions;
2. To develop Specifications of all the proposed procurement items as per user requirements;
3. Preparation of bid documents and submission to the procurement committee for approval
4. Uploading and publication of bid documents, Arranging venue and the timing of bid opening.
5. Preparation of comparative statements, bid evaluation reports (technical and financial), finalization of successful bidders and awards of contracts to successful bidders.
6. To address all matters associated with procurement of goods/works/ services e.g. taxation, duties clearance with support of relevant finance specialist.
7. Monitor the progress of procurement activities for in time delivery of procured items and follow up in case of late delivery.
8. Process invoices for payment after completing necessary codal formalities
9. Provide facilitation in post audit
10. Handing over the complete record to PCCA.
11. Any additional task, if assigned by the PCCA.

QUALIFICATION AND EXPERIENCE

- A Master's degree or minimum 16 years of education in Business Administration/ Finance/Supply Chain Management from a HEC recognized university.
- Certifications in Procurements and contract management from PPRA and other recognized institute and experience with working Government Organization will be preferred;

- At least ten (10) years' experience in Procurement including a minimum two (02) years of experience in similar role as specialist/expert with government.
- Good verbal and written communication skills having experience of coordination and working.
- Demonstrated Computer Skills, Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point).
- Proficiency in Urdu and English language.

Deliverables:

Sr. #	Assignment	Payment	Timelines
1.	Preparation of Bidding document, advertisement, uploading.	40%	15 days from signing of contract agreement
2.	Opening of Bidding document, preparation of comparative statement, financial and technical evaluation sheets preparation of minutes of meetings and awarding of bids.	40%	15 days from opening the date of technical/ financial proposals
3.	Necessary documentations on delivery of goods and completion of procurement process	20%	15 days upon delivery of procured items

Evaluation Criteria

a) Technical Evaluation

Criteria	Total marks
a) Qualification	30
Master Degree (in Business Administration, Finance, Supply Chain) from HEC recognized university	20
Certifications in Procurements services from PPRA and other recognized institutes	10
b) Experience providing Procurement Services in similar nature Projects	30
Up-to 5 Projects	5
Greater than 5 and up-to 10 projects	10
More than 10 projects	20
Project completed through EPADs	10
c) Experience with Government organizations	20
Less than 3 years	4
More than 3 years and up-to 10 years	10
More than 10 years	20
d) Interview	20
Total Marks (a + b + c + d)	100

b) Financial Proposal

Sr. #	Assignment	Financial Bid (In PKR)
1.	Preparation of Bidding document, advertisement in newspaper and uploading on PPRA and department Website	
2.	Opening of Bidding document, preparation of comparative statements, financial and technical evaluation sheets preparation of minutes of meetings and awarding of bids to successful bidders.	
3.	Necessary documentations on delivery of goods and completion of procurement process and handing over complete record to PCCA	

Note: The Financial proposal should be inclusive of all tax. Taxes shall be applicable as per prevailing laws of Government of Pakistan.

Contract Agreement

Hiring of Procurement Specialist Agreement between Pakistan Climate Change Authority (PCCA)

and

The Hiring of Services of Procurement Specialist Contract (“the contract”) is made on -----between **Pakistan Climate Change Authority (PCCA)**, having its main office **2nd Floor, SNC Center 12-D, Fazal-e-Haq Road**, Islamabad, (hereinafter called PCCA), and M/s/_____ (hereinafter called the “Consultant”) for the services of procurement specialist for the PCCA set out in this agreement. WHEREAS, The Consultant shall provide requisite services at PCCA premises

1. Purpose:

Pakistan Climate Change Authority (PCCA) intends to hire an experienced and qualified professional for the position of a Procurement Specialist short term period according to PPRA 2004 as amended from time to time.

2. Terms:

This Contract and the services provided hereunder as well as the payment provisions given at section 3 shall commence on _____ and shall continue until or about _____, unless earlier terminated in accordance with the terms of this Contract. This agreement may be extended on same terms and conditions as mentioned in the RFP document. PCCA has right to terminate this agreement by giving one month’s prior written notice to the Consultant without assigning any reason. The consultant may also, at any time by giving an advance notice of one month to the PCCA in writing with proper justification, terminate this agreement.

3. Contract Price:

The “PCCA” shall provide Procurement Specialist **as per rates mentioned in the Price Schedule** including all taxes with a total financial impact of **Rs. _**. The payment will be subject to withholding taxes and any other taxes at such rates as are prescribed by the Government from time to time. The payment will be made on completion and approval of deliverables as per following details:

Sr. #	Assignment	Payment
1.	Preparation of Bidding document, advertisement in newspaper and uploading on PPRA and department Website	40%
2.	Opening of Bidding document, preparation of comparative statements, financial and technical evaluation sheets preparation of minutes of meetings and awarding of bids to successful bidders.	40%
3.	Necessary documentations on delivery of goods and completion of procurement process and handing over complete record to PCCA	20%

4. Duration of Contract:

The period of assignment shall be four (04) months from the date of signing of the contract agreement

Conflict Resolution:

All questions, disputes, controversies or claims arising directly or indirectly out of or consequent to this agreement shall be settled by mutual negotiations. Should such negotiations fail, the matter shall be referred to Chairperson PCCA, whose decision will be final and binding for both the parties. The parties signing below hereby agree to the terms and conditions of this Contract by so signing below:

The PCCA:

Pakistan Climate Change Authority:

By: _____

Designation: _____

Sign & Stamp: _____

The Consultant:

M/s _____

By: _____

Designation: _____

Sign & Stamp: _____

Blacklist Declaration (to be provided on Rs. 100 stamp paper)

Affidavit for Bidder's Blacklisting Status

Dear Sir, I/We hereby confirm that I/We, M/s _____ is not blacklisted by any Government entity in Pakistan for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices and also not involved in any kind of lawsuits in this regard either current or pending. Further, it is not in the sanctioned list of NACTA (National Counter Terrorism Authority).

Name: _____

Position Title: _____

Seal & Signature of the bidder

CONSULTANT INFORMATION FORM

Consultant's Name:	[insert full name]
Consultant Registration/ Incorporation	Copy of Certificate of Registration/ Incorporation
Tax Registration Details	Valid copy of NTN Certificate & proof of Active Taxpayer List
Consultant's legal address:	[insert street/ number/ town or city/ country] Telephone/Fax numbers: [insert telephone/fax numbers, including country and city codes]
E-mail Address:	
Telephone/Mobile Number:	
Official Web Site, if any	
Consultant's Authorized Representatives' Information	Full Name CNIC Mobile Number E-mail Address
Academic Qualification	Complete details
Certification in procurement	Provide complete details
Consultant Relevant Experience	Copies of Contract / work order / project sign off/ completion certificate(s) or any other relevant documentary proof acceptable to the Procuring Agency