

REQUEST FOR PROPOSAL
HIRING OF CONSULTANCY FIRM FOR THE DEVELOPMENT OF 5 YEARS BUSINESS PLAN OF PAKISTAN
STONE DEVELOPMENT COMPANY [PASDEC]

Pakistan Stone Development Company (PASDEC) established under section 42 of Companies Act, 2017 working under Ministry of Industries and Production, Government of Pakistan. PASDEC invites sealed proposals from reputable consultancy firms to develop a 5 years business plan of the Company covering existing and new initiatives/projects.

PASDEC Core Business:

PASDEC is working for development of dimension stone sector of Pakistan. The Company has established Machinery Pools, Marble Cities [Industrial Estates], Mechanized Quarries, Machinery Pools and conducted numerous training Projects, etc. throughout Pakistan. PASDEC also provides management services to other entities, especially to the Government of Khyber Pakhtunkhwa for their Machinery Pool - Competitive Industries Project for Khyber Pakhtunkhwa [CIPK].

Objective of the Assignment:

The purpose of the assignment is to formulate a comprehensive business plan of the company with respect to existing operations of Machinery Pools, Mechanized Quarries, Marble cities, Common facility and Training Centre's (CFTCs) & Warehouses and Skill Development. Furthermore, the Business plan shall also include new projects under Public Sector Development Programs, Joint Ventures with national and international organizations/parties.

Scope of the Assignment:

- During the assignment the firm will be expected to;
- i. Review the existing operations of the Company;
 - ii. Review the laws, regulations, rules, circulations, guidelines and other directions issued by the Government applicable to the Marble & Granite sector;
 - iii. Develop a comprehensive business plan including, but not limited to;
 - a. Situation Analysis of existing operations;
 - b. Need Assessment;
 - c. Streamlining the existing operations;
 - d. Deployment plan;
 - e. Market Analysis;
 - f. Competitive Analysis;
 - g. Marketing Strategies/plan;
 - h. Repair and maintenance;
 - i. Human Resource Management;
 - j. Financial planning;
 - k. New projects to be carried out in 5 years;
 - l. Performance measures;
 - m. Revenue stream;
 - n. Financial Feasibility including Profitability analysis, PLS Statement, Balance sheet, Ratio Analysis etc. and
 - o. Recommendations for sustainability and self-reliance.
 - iv. Prepare a draft business plan and a presentation to management in a two (2) hour session, and also present the same draft, incorporating management recommendations to the Board of directors, if required;
 - v. Prepare the final draft and submit it to the Chief Executive Officer in two (2) hard copies and also with editable copy in soft form.
 - vi. Provide two (2) hour session to PASDEC staff on implementation of final deliverables.

- vii. Undertake any other requirement that may arise from the decisions of the management and/or the Directors of the company.

Deliverables:

The Consultant/firm is expected to deliver a '**5 years Business plan of the Company**' with all the required information for implementation of the said plan.

Qualifications and Experience:

PASDEC is looking for a recognized firm with expertise in developing such business plans/feasibility studies related to marble and granite sector. The firm must have not less than ten **(10) years' relevant** experience. The firm's staff should have the ability to work in harmony with the staff of the Company in a mutually supportive team approach.

Work Duration:

The consultancy firm is expected to complete all the above tasks within two [2] months from the time the contract is signed.

Proposal submission procedure:

- i. Proposals deficient by any of the required document shall not be entertained.
- ii. **Sealed Technical & Financial Proposals** [each in separate envelope] under **Single-Stage-Two-Envelopes-Procedure** marked as "**Hiring of Consultancy Firm for the development of 5 year business plan of PASDEC**" should reach the undersigned latest by **10:30am of 17th August 2022**. The technical proposals shall be opened at **11:00am** on the same day in presence of bidders who wish to attend the bid-opening-session. Late proposals shall be rejected. Financial proposals of the technically qualified bidders will be opened at a later stage under intimation to bidders. Financial Bids of the technically not-qualified bidders will be returned unopened.
- iii. The proposal shall remain valid for 120 days after the submission date.
- iv. PASDEC reserves right to verify details of the bidders.
- v. PASDEC reserves the right to accept or reject any or all bids as per PPRA Rule No.33.
- vi. No conditional Bid shall be accepted. A bid found conditional, at any stage, will be rejected.

Proposals must be submitted under cover letter of the consultancy firm along with;

- a) In case of a firm, copy of Certificate of Incorporation/proof of establishment;
- b) Complete profile showing date of establishment, international membership (if any) and exact office locations i.e. town, street, building, floor and contact person (s) etc. management structure, and number of employees.
- c) Curriculum Vitae (CV) of Technical Staff/Consultant(s) to carry out the assignment;
- d) Attach Copy/Copies of evidence of previous experience on similar jobs with their list and contact numbers.
- e) Complete range of services dealing in.
- vii. Bids will be evaluated on the Evaluation Criterion given in next paragraph.

Evaluation Criteria:

The Company will use "Quality and Cost Based Selection Method" under "Single-Stage-Two-Envelopes Procedure" for the selection of consultancy firm the under Public Procurement Rules, 2004. Financial evaluation will be based on bid price [inclusive of all applicable taxes], with total weight of 30 Marks.

The Assignment will be awarded to the consultancy firm with the highest total score based on the weight ratios i.e 70% for Technical Score and 30% for Financial Score.

Scores will be allocated based on evidence available in the proposal only. Proposals will be evaluated and Techno-Financial Evaluation [70:30] of bids will be conducted by PASDEC as per the following criteria;

S. No	Technical Evaluation Parameter	Marks Allocated
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1	Total professional experience at least 10 years	20 Marks
2	Number of Technical Staff [CVs of each individual detailing qualification and relevant experience]	15 Marks
3	Detail of similar assignments specifically related to marble and granite sector with at least 3 Government Organizations/Public Sector Entities etc.	15 Marks
4	Proof to be on Active Taxpayer List (ATL) of FBR, Status as "Active" and hold a valid NTN / Income Tax Registration Certificate	10 Marks
5	Affidavit that the firm is not blacklisted by any government/semi- government department	10 Marks
Total Marks		70 Marks
Minimum Qualification Score [70%]		

Note: Verifiable documentary proof of all above requirements is mandatory, non-compliance will lead to disqualification.

S. No	Financial Evaluation Parameter	Marks Allocated
1	Quoted Fee/Bid [Inclusive of all applicable taxes]	30 Marks

Payment Methodology:

PASDEC shall issue the work order and sign Contract with the successful bidder. The consultancy firm will be entitled to bill PASDEC as per the following schedule:

At the time of signing of the Contract	20% of the Bid value
After submission of 1 st draft of business plan	30% of the Bid value
After submission of final draft of business plan	50% of the Bid value

All payments will be released after deduction of all applicable taxes. In case of termination of the Contract due to default at the part of Consultant, the Consultant will return back any amount that it received under the subject award to PASDEC.

General Terms & Conditions:

- a) Proposals will not be modified after submission thereof. PASDEC may, however, seek or accept clarification with regard to the proposals for evaluation purpose.
- b) Any bidder feeling aggrieved by any act of PASDEC, may lodge a written complaint to CEO PASDEC not later than 15 days of announcement of the evaluation report.
- c) A point not specifically mentioned or properly addressed in this document, shall be decided in accordance with PPRA Rules 2004, or as interpreted by the PPRA.

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