

Government of Pakistan
FINANCE DIVISION
HRM Wing
(Quality Assurance-I)

Tender Notice

Ministry of Finance (Finance Division) is an ISO certified Federal Government Organization under ISO 9001:2015 Quality Management Standards. The last certification cycle (2019-2022) has expired in 2022. For this purpose, sealed bids are re-invited from reputable organizations/firms having valid registration with (sales tax & income tax) and relevant experience for the supply of services for Renewal of ISO Certification of Finance Division on ISO 9001:2015 Quality Management Standards for next certification cycle (2022-2025).

The procurement of services are subject to **Rule-36(b) of the Public Procurement Rules-2004**, Government of Pakistan. Tender Notice alongwith tender documents (containing schedule of invitation of tender/instructions & TORs etc) may be obtained from the address given below on any working day. Tender Notice alongwith Schedule / Instructions for Bidders may be downloaded from the website of PPRA (www.ppra.org.pk) or Ministry of Finance (www.finance.gov.pk).

The bids containing financial and technical proposals along with supporting documents in a single package containing two separate sealed envelopes may reach to the office mentioned below upto **7th November by 1000 hours** after publication of this advertisement. The technical proposals shall be opened on the same day at 1100 hours.

The financial proposals of only technically qualified firms shall be opened by the Technical Evaluation Committee after finalization of technical evaluation. Other details are provided in the TORs.

All the applicable Federal and Provincial taxes must be considered, while preparing the Financial Proposal. All applicable taxes are required to be included in the quoted rates and not be mentioned separately.

The firms providing unsubstantiated and / or incorrect information are liable to legal action and / or disqualification.

All bids / proposals will liable to be rejected / accepted as per PPRA Rule-33.

(Madiha Rafique)
Section Officer (QA-I)
Government of Pakistan
Finance Division
Room # 330, Q-Block,
Pakistan Secretariat
Islamabad, Pakistan 44000
Tel: +92-51-9208523 (Ext. 330)
E-mail: so.qa1@finance.gov.pk

SCHEDULE OF INVITATION / INSTRUCTIONS FOR BIDDER

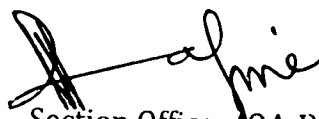
Date of opening	7 th November, 2022
Time for receipt	Till 1000 hours
Time of opening	1100 hours
Price of Tender	Rs. 1000/-
Required at	Finance Division, Government of Pakistan, Room No. 330, Q-Block, Pakistan Secretariat, Islamabad.

Firms are required to quote rates in Pak. Rupees. Offer should remain valid for a period of 90 days from the date of opening of tender. The offer with validity less than 90 days will be rejected.

Description of Work	Specification	Scope of Work
Renewal of ISO Certification of Finance Division for three years (2022 - 2025)	Certification under ISO 9001:2015 Quality Management Standards	As Per TORs

Terms and Conditions:

- Finance Division will follow single stage two envelope bidding process. The bid shall comprise a single package containing two separate envelopes (One for technical bid and 2nd for financial bid), in accordance with Rule 36(b) of PPRA Rules, 2004.
 - The envelope having technical bid should be marked as "**Technical Proposal**" in bold and legible letters similarly financial bid should be marked as "**Financial Proposal**" in bold and legible letters.
- All the firms will have to deposit bid security in favour of Finance Division in the shape of pay order or demand draft @ 5% of the quoted price as CDR and will attach original receipt with the financial bid.
- The firms should be registered with respective Sales Tax Department. Sales Tax Number & NTN Number should be mentioned in technical bid.
- The firms should give proof of the professional Tax paid for the Year, 2021-2022.
- The tender/bid winning firm will have to deposit performance guarantee @ 05% of total tender amount.
- The bill will be passed to Accounts Section, Finance Division after successful inspection of the work done.
- The scope of work can be changed before awarding the contract, if deemed necessary.
- The firm should give undertaking to ensure quality of work. However, Finance Division may extended contract period after 3 years by performing re-registration on performance of firm.
- Any offer not received as per terms and conditions of the tender, enquiry is liable to be ignored.
- Technical literature & authority letter be attached with technical bid.
- The winning firm will have to complete the work as per TORs within one month.
- After the completion of work, the firm will certify that Finance Division meets the requirements of **ISO 9001:2015 Quality Management Standards**.
- The TORs are attached herewith.


Section Officer (QA-I)
Finance Division
Government of Pakistan
Islamabad

Dated: _____

Issued to: _____

TERMS OF REFERENCE

ACCREDITATION / RENEWAL OF ISO CERTIFICATION UNDER

**QUALITY MANAGEMENT SYSTEM –
ISO 9001:2015**

OF

**FINANCE DIVISION
GOVERNMENT OF PAKISTAN
ISLAMABAD**

Email: so.qa1@finance.gov.pk

Website: www.finance.gov.pk

FINANCE DIVISION, GOVERNMENT OF PAKISTAN, ISLAMABAD / TORs

1. BACKGROUND INFORMATION

Finance Division is the flagship Federal Government Organization at Secretariat level to adopt Quality Management System (QMS) and to achieve ISO Certification on ISO 9001:2000 Standard, in 2007. Later on, due to consistent performance and changing requirements it achieved ISO certification on ISO 9001:2008 standard and more recently, achieved the latest ISO 9001:2015 Standard which is still in progress. The last certification cycle (2019-2022) has expired in 2022. Now, Finance Division intends to hire the services of a well reputed and experienced ISO certification agency through open re-bidding according to PPRA Rules-2004 for next certification cycle (2022-2025).

2. SCOPE OF SERVICES

The ISO Certification Body/ firm is required to provide Certificate of Approval for ISO Certification of Finance Division after conducting a feasibility study(if required) to certify that Management System of Finance Division meets the requirements of International Quality Management Standard - **ISO 9001:2015** and system, procedure & necessary documents are available to comply with the requirements of **ISO 9001:2015** standard.

Surveillance / External Audit:

To conduct Surveillance / External Audits periodically, based on **ISO 9001:2015** Standards and to furnish Surveillance / External Audit Reports.

Certification:

The Certification Body/ firm shall be responsible for issuance of Certificate of Approval for **ISO 9001:2015** Standards.

3. SCOPE OF WORK

The scope of ISO Certification Body/ firm includes all (13) Wings of Finance Division as under:

HRM Wing, Provincial Finance Wing, Expenditure Wing, Investment Wing, Regulations/Litigation Wing, Budget Wing, Internal Finance Wing, Development Wing, External Finances (Policy) Wing, External Finance (C&B) Wing, Finance & Accounts Wing, Corporate Finance Wing, Economic Advisers/Debt Wing.

4. REQUIREMENTS

4.1 Technical Proposal: (80% weightage with minimum threshold 60 marks)

Technical proposal should demonstrate firm's knowledge on the subject, requirements and its understanding of the requisite tasks set forth in the scope or work and Terms of references. It must contain the following information:

- i. Year of formation, year of registration of the firm, postal address and telephone / fax numbers with name, a clear cut indication with date of change.
- ii. Experience of the company internationally & nationally having conducted similar nature of assignments in terms of number (attach list).
- iii. How long existence in Pakistan.
- iv. Clearly mention total number of clients in government sector as well as in private sector.

- v. List of professional staff and CV's of the key experts who will be handling the assignments with names, relevant qualification and practical experience.
- vi. Practical experience of the auditors in auditing govt. as well as financial sector organizations.
- vii. Approach and methodology, proposed plan of work and total time schedule for completion of the assignment.
- viii. Responsibilities of ISO certification body/firm during certification process/cycle.
- ix. Clearly define each phase and its deliverables.
- x. **Eligibility Criteria:** Following are mandatory requirements for qualification of Certification Firm:
 - a) Firm should be registered having at least, seven years experience in ISO certification. **Provide Proof of Company Registration.** International presence of the company will be given preference.
 - b) Firm should be registered tax payer. **Provide Income Tax Certificate.**
 - c) The firm should have established office in Pakistan. Individual consultants are not eligible.
 - d) List of similar works completed by the firm during last seven years, scope of the work and actual services performed by the firm. Provide Project/ Phase Completion Certificates on letter heads of organizations where the firm developed systems for ISO 9001 Standards. The experience of the firm includes projects handled and not that of individual capacity of the employees.
 - e) The certification firm should have a proven success in getting accreditation of Government as well as private sector. Provide proof of accreditation done by the firm preferably in Govt. / Semi Govt Sector.
 - f) Company has never been blacklisted by any Ministry/Division/Government Department/Organization. **Affidavit must be provided.**

4.2 Financial Proposal: (20% weightage)

Financial proposal should preferably be in lump sum amount (all inclusive) of scope of services mentioned in Para 2 above.

The financial Proposal should include:

- a. Feasibility study fee (if any)
- b. Renewal Certification fee for ISO 9001:2015 Standards
- c. Surveillance / External Audits fee (per audit/visit)

4.3 Proposals Submission:

- a. Technical and Financial Proposals should be submitted in a single package containing two separate sealed envelopes marked as "Technical Proposal" and "Financial Proposal"
- b. Both the proposals should be submitted upto **7th November by 1000 hours** after publication of the advertisement on the address given below:

To: Section Officer (QA-I), Government of Pakistan,
Finance Division, Room # 330, Q-Block, Pakistan Secretariat,
Islamabad. Ph: 051-9208523

- c. Finance Division does not bind itself through issuance of this request for the proposals to select any Agency/Firm and reserves the right to alter, add to or reduce the scope of services to be provided.
- d. Finance Division shall at any time have the sole option and discretion to reject any or all proposals without assigning any reason. Such decision shall be final and conclusive.
- e. Indicate the period during which the proposals and the staffing specified therein will be valid.
- f. Submit a certificate that information supplied in the proposals is absolutely correct and accept full responsibility for its accuracy.
- g. The proposal would be treated as non-responsive, if any of the items mentioned above which are required for evaluation is omitted.
- h. Any false or intentionally misrepresented information shall not only disqualify the firm for the project under consideration but also the matter shall be referred to Committee for taking appropriate action against the firm which may lead to black-listing of the firm.
- i. No cutting/overwriting in the bids will be accepted.
- j. An authorized representative of the Bidder shall initial all pages of the Financial & Technical Proposals.

5. PROPOSAL EVALUATION

- 5.1 Technical proposals will be opened at first. The tender/evaluation committee shall evaluate the technical proposals on the basis of the responsiveness to the TORs and bid evaluation criteria.
- 5.2 Quality Cost Based Selection (QCBS) will be applied with 80% weightage to Technical Proposal and 20% to Financial Proposal. The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. Accordingly, the other lowest evaluated financial proposals will lose 10 points each in descending order. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) $S = St \times T\% + Sf \times P\%$. The Firm achieving the highest combined technical and financial score will be invited for negotiations.

6. AWARD OF CONTRACT

- 6.1 After completing negotiations, the Client shall award the Contract to the selected Bidder, and promptly notify to all Bidder(s) who have submitted proposals. After signing of the Contract, the Client shall return the unopened Financial Proposals to the unsuccessful Bidder(s).
- 6.2 The Bidder is expected to commence the assignment on the date and at the location specified in the schedule.

7. CONFIDENTIALITY

- 7.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Bidders 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 Bidder of confidential information related to the process may result in the rejection of its Proposals.