



F.No.3(4)2020-21/TBTTP/PLAN  
**GOVERNMENT OF PAKISTAN**  
Ministry of Climate Change  
**Ten Billion Tree Tsunami Programme**  
Islamabad



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**REQUEST FOR PROPOSALS (RFP)**  
**HIRING OF CONSULTANT / FIRM**

The Ten Billion Tree Tsunami Programme (TBTTP) is being implemented by the Ministry of Climate Change, Government of Pakistan through PSDP funding. The TBTTP Invites Technical and Financial Proposals (**Single Stage - Two Envelope basis, as per PPRA Rules 2004 (amended, 2021)**) for “procurement of scientific equipment and other services for Pollution Load Assessment Network (PLAN) project being executed by Pakistan Environmental Protection Agency (Pak-EPA)”.

The TBTTP seeks the services of well reputed consultant(s)/firm for expert assessment, proposal/assistance in technical procurement, and installation of equipment of air, vehicles and water quality monitoring in Islamabad.

Bidding Document, containing detailed Terms & Conditions, procedure for submission of bids, bid security, performance guarantee etc. can be obtained from the office of the undersigned or may be downloaded from the websites ([www.ppra.org.pk](http://www.ppra.org.pk), [www.mocc.gov.pk](http://www.mocc.gov.pk), [www.tbttp.gov.pk](http://www.tbttp.gov.pk)) free of cost up to **01-03-2022**. The proposals (Technical & Financial) prepared in accordance with the instructions in the bidding documents, must reach to the office of the undersigned on or before **02-03-2022** by 11:30 am which will be opened on the same day at 12:30 am in the presence of bidders / representative at the office address mentioned below.

The proposals will be processed as per the provisions of the PPRA rules.

The Ministry of Climate Change reserves the right to reject all proposals as per the rules.

**National Project Director**  
Ten Billion Tree Tsunami Programme  
Ministry of Climate Change  
Adventure Foundation Inn, Garden Avenue, Islamabad  
Phone (051) 9249215-17



# **REQUEST FOR PROPOSAL (RFP)**

**FOR**

**PROCUREMENT OF SCIENTIFIC EQUIPMENT AND  
OTHER SERVICES FOR “POLLUTION LOAD  
ASSESSMENT NETWORK (PLAN)” PROJECT UNDER  
TEN BILLION TREE TSUNAMI PROGRAMME**

**(February 2022)**

**TEN BILLION TREE TSUNAMI PROGRAMME  
MINISTRY OF CLIMATE CHANGE  
GOVERNMENT OF PAKISTAN**

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## **INVITATION OF BID**

### **REQUEST FOR PROPOSAL FOR HIRING OF CONSULTANT FOR PROCUREMENT OF SCIENTIFIC EQUIPMENT'S AND OTHER SERVICES FOR "POLLUTION LOAD ASSESSMENT NETWORK (PLAN) PROJECT" UNDER TEN BILLION TREE TSUNAMI, PROGRAMME (TBTP)**

The Ten Billion Tree Tsunami Programme (TBTP) is being implemented by the Ministry of Climate Change, Government of Pakistan through PSDP funding. The TBTP Invites Technical and Financial Proposals (**Single Stage - Two Envelope basis, as per PPRA Rules 2004 (amended)**) for "procurement of scientific equipment and other services for Pollution Load Assessment Network (PLAN) project being executed by Pakistan Environmental Protection Agency (Pak-EPA)".

The TBTP seeks the services of well reputed consultant(s)/firm for expert assessment, proposal/assistance in technical procurement, and installation of equipment of air, vehicles and water quality monitoring in Islamabad.

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Ten Billion Tree Tsunami Programme,  
Ministry of Climate Change  
Adventure Foundation Inn, Garden Avenue, Islamabad  
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**REQUEST FOR PROPOSAL FOR HIRING OF CONSULTANT FOR  
PROCUREMENT OF SCIENTIFIC EQUIPMENT'S AND OTHER SERVICES FOR  
"POLLUTION LOAD ASSESSMENT NETWORK (PLAN) PROJECT" UNDER  
TEN BILLION TREE TSUNAMI, PROGRAMME (TBTP)**

## **1. INSTRUCTIONS TO THE BIDDERS**

"**Single Stage Two Envelop Procedure**" will be adopted for open competitive bidding. Proposals should be submitted in two separate envelopes with the titles as "technical" and "financial" proposals, which should be enclosed in a single envelop with clear heading "Proposal/Bid for **"procurement of scientific equipment and other services for Pollution Load Assessment Network (PLAN)"**". Technical & financial bid shall be submitted on prescribed format. The Financial proposals should accompany a bid security equivalent to two percent (2%) of the bid amount in the form of Pay Order / Demand Draft in favour of "National Project Director, Ten Billion Tree Tsunami Programme". Financial proposal shall be valid for 60 days.

### **1.1 Sealing of Bid:**

The proposals should be prepared in accordance with tender documents and sealed properly and envelopes should be clearly marked as "Technical Proposal" or "Financial Proposal" in legible letters with the tender heading and its closing and opening date and time. If the envelopes are not sealed and marked properly, TBTP will assume no responsibility for the bid's misplacement.

### **1.2 Submission of Bid:**

The bid should be submitted as per given closing date and time advertised in the tender notice. The late bid will not be entertained. No bid may be withdrawn in the interval between the deadlines for submission of bids and the expiration of the period of bid validity specified in the bid document. Withdrawal of a bid during this interval may result in the bidder's forfeiture of its bid security (earnest money).

### **1.3 Opening of Bid:**

The proposals shall be opened publicly on specified date & time in the presence of tender opening and evaluation committee of TBTP and Bidder's representatives present shall be given the attendance sheet evidencing of their presence. In case holiday is announced by the Govt. of Pakistan or "Force Majeure Situation", the tenders will be opened on next working day or as shall be intimated by the TBTP.

The bidder's names, quoted rates, bid security attached and such other details considered appropriate will be announced at the time of opening of bids. No bid shall be rejected at the time of opening of bids, except for the late bids, which shall be returned unopened to the Bidder. During evaluation of the bids, TBTP may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered or permitted. If a bid is not substantially responsive to the terms & conditions/particulars of the tender documents, it will be rejected by TBTP and may not subsequently be made responsive by the bidder by correction of the nonconformity. A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulation and polices that are in force at the time of issue of notice for invitation for bids.

## **1.4 Conditions**

TBTPP - is not bound in any way to enter any contractual or other arrangement with any proposer as a result of issuing this RFP. TBTPP is under no obligation to accept the lowest priced proposal. Ministry of Climate Change reserves the right to terminate the procurement process at any time prior to contract award. By participating in this RFP, proposers accept the conditions set out in this RFP. Proposers must sign the "Proposer's Declaration" and include it in their proposal.

## **1.5 Queries and questions during the RFP period**

Proposers are to direct any queries and questions regarding the RFP to the above TBTPP contact. No other TBTPP personnel are to be contacted in relation to this RFP. Proposers may submit their queries no later than **1500hrs (UTC +5) (06-02-2022)**

## **1.6 Amendments to RFP documents**

TBTPP may amend the RFP documents by issuing notices to that effect to all Proposers and may extend the RFP closing date and time if deemed appropriate.

## **1.7 Late and Incomplete Proposals**

Any Proposal received by TBTPP later than the stipulated RFP closing date and time, and any Proposal that is incomplete, will not be considered. There will be no allowance made by TBTPP for any delays in transmission of the Proposal from Proposer.

## **1.8 Withdrawals and Changes to the Proposal**

Proposals may be withdrawn or changed at any time prior to the RFP closing date and time as notified by TBTPP. No changes or withdrawals will be accepted after the RFP closing date and time.

## **1.9 Validity of Proposals and Rejection of bids**

Proposals submitted in response to this RFP are to remain valid for a period of 90 calendar days from the RFP closing date.

Under PPRA rule-33(A) the procuring agency may reject all bids or proposals at any time prior to the acceptance of bid or proposal reason will be conveyed on formal request only

## **1.10. Evaluation of Proposals**

The evaluation of Proposals shall be carried out exclusively with regards to the evaluation criteria and their relative

## **2. CONSULTANT / FIRM'S SCOPE OF WORK AND RESPONSIBILITIES**

The PLAN project aims at developing the technical capacity needed to support the environmental monitoring system in Islamabad including Installation of four (04) ambient air quality monitoring stations (AQMS) in city. Ministry of Climate Change, Islamabad is executing PLAN project under the Umbrella of Ten Billion Tree Tsunami Programme (TBTP). The PLAN project is planning to assess, analyse, and control quality of air, vehicular exhaust and water pollution through monitoring/surveillance activities in the ICT.

Procurement of scientific equipment is highly technical aspects of the PLAN project and require huge expertise in this field. Although Pak-EPA being the technical attached department of Ministry of Climate Change (TBTP) has the technical human resource with necessary knowledge of the equipment, however, an expert consultant needs to be hired for the project for technical assistance / necessary support in the procurement and installation of all scientific equipment. The consultant will ensure that all equipment's should be;

- a. Robust, reliable, and capable of precise and accurate monitoring/ analysis.
- b. Compatible with existing equipment's of PAK-EPA.
- c. Equipment must be of reference grade.
- d. Any other duties related to procurement and assigned by DG-EPA.

### **2.1 Scope of work and expected outputs / deliverables**

- Facilitation / assistance in procurement of equipment required for establishment air, vehicles and water monitoring including preparation of tender documents.
- Deliberations on upgradation of existing monitoring and testing facilities and compatible with existing equipment's set up of Pak EPA.
- In consultation with the Pak-EPA, prepare a comprehensive document regarding establishment of air water quality and vehicular monitoring system.
- Identification of suitable site for AQMS installation.
- Testing and Operationalization of the air/water quality monitoring system.
- Arrangement of staff training appointed for project.
- Any other task related to the overall objectives of the PLAN project in consultation with Pak-EPA

Scope of the work shall be performed in consultation with relevant section of Pak EPA and TBTP.

### **2.2 ` Period of consultancy**

One year from the signing of agreement.

### 3. SCHEDULE OF SERVICES TO BE PROVIDED BY THE CONSULTANTS:

Stage	Scope of Services	Timelines	Payment Schedule
1.	Facilitation / assistance in procurement of equipment required for establishment air, vehicles and water monitoring including preparation of tender documents.	Within one month of signing of contract.	25% of the amount of consultancy
2.	Deliberations on upgradation of existing monitoring and testing facilities and compatible with existing equipment's set up of Pak EPA and prepare a comprehensive document regarding establishment of air water quality and vehicular monitoring system.	Within three months of signing of contract.	25% of the amount of consultancy
3.	Identification of suitable site for AQMS installation.  Testing and Operationalization of the air/water quality monitoring system.	Within Six months of signing of contract.	25% of the amount of consultancy
4.	Arrangement of staff training appointed for project.	Within 9 months of signing of contract.	20% of the amount of consultancy
5.	Submission of Final Report	By the end of the consultancy	5% of the amount of consultancy

*(Note: consultant/firm will provide a report by the end of each deliverable and the payment will be made after the evaluation of the report by the expert committee)*

### 4. ELIGIBILITY OF CONSULTANT / EXPERT FROM THE FIRM

- At least Master's degree in environmental sciences / Environmental Engineering or any related filed to Environmental Sciences.
- At least 10 year national / international experience in relevant filed.
- Experience in procurement of technical equipment, preparation of tender documents.
- Operational experience in handling the air / water quality monitoring equipment.

## **5. COPY RIGHT INTELLECTUAL PROPERTY**

All information pertaining to this consultancy belongs to the client (TBTP - MoCC). The Client shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of the Client in line with the national and Copyright Laws applicable.

## Annex-I: Firm's References

To be filled by the bidder for each mentioned experience and to be attached with the technical proposal for evaluation)

Please provide details of the relevant Services/Assignments carried out in the past (starting from the most recent) that Best Illustrate Qualifications/ Experience of your firm.

Using the format below, provide information on each reference assignment for which your firm, either individually or as a partner company within an association, was legally contracted.

Assignment Name:			
Client's Name/Title			
Client's Address			
Key Professional Staff Provided by Your Firm	Name	Responsibility	
Duration of assignment	(Total Man Months):		
Timeframe of assignment	Start Date:	Completion Date:	
Approx. Value of Project			
Description of Project			
Description of Solution Provided			
Completion Letter			

## Annex-II: Technical Evaluation Criteria

Weightage for Technical score shall be 70%

Section-1 – Consultant / Firm Profile			Points
	Description	Remarks (Proofs to be attached)	
1.1	Certificate of affiliation of consultant with (any) organization OR In case of firm, it should have legal presence/Registration in Pakistan	Provide Proofs of affiliation / registration as well as address of registered office with telephone number	5
1.2	The consultant / firm should be National Tax Number (NTN) / General Sales Tax (GST) Registered (2 marks of each certificate)	(Registration certificate to be attached)	6
1.3	The consultant / firms should be in Active Taxpayer List	(Registration certificate to be attached)	4
1.4	The consultant / firm is neither blacklisted nor in litigation with any of public sector or	(The firm must attach an undertaking on Stamp Paper duly signed)	5
<b>TOTAL Section-</b>			<b>20</b>
Section-2 – Technical Requirements			
2.1	<b>Total Experience of at least 10 years</b> is qualifying criteria = 10 marks and every year above 10 years carry 1 mark. Must be supported by documentary proof on client letter head.		15
2.2	<b>Specific Experience:</b> 5 similar nature projects / assignments of the consultant (attach proof) Each project /assignment = 2 marks		10
2.3	<b>Education:</b> M.Sc. = 09 marks and 03 marks for each higher qualification (Attach proof)		15
2.4	<b>Methodology and Workplan:</b> Adequacy of the proposed technical approach, methodology and work plan in responding to the ToRs Methodology = 5 Marks (attach with the document) workplan = 5 Marks (attach with the document)		10
<b>TOTAL Section-2</b>			<b>50</b>
<b>TOTAL Marks (Section-1+Section-2)</b>			<b>70</b>

### Annex III-A: Financial Evaluation Criteria

Weight age of the financial bid will be 30% and the score of a bidder will be calculated using the following formula.

$$\text{Bidder's Score} = \frac{\text{Value of the Lowest Bid}}{\text{Value of the Bid in Consideration}} \times 30$$

**Note:**

*The final evaluation will be based on the Overall Evaluation achieved by adding the scores attained out of f Technical (70%) and Financial (30%) proposals.*

**Annex III-B: Financial Bid Submission Format**

The financial bid submission will be against deliverables as under:

<b>Item</b>	<b>Cost (Rs.) including all Taxes</b>
Total Cost of Financial Proposal in PKR	

## Annex-IV: General Terms and Conditions

1. No bid/offer will be considered if:-
  - a. Received without or deficient of required earnest money.
  - b. Received after the date and time fixed for tender submission.
  - c. Received incomplete or without required information/documents.
  - d. The tender is unsigned/ unstamped.
  - e. The offer is ambiguous.
  - f. The offer is made by unauthorized agent of firm/company.
  - g. The offer is from a firm which is blacklisted by any Govt. office.
  - h. The offer is conditional.
2. Prices quoted by the firm /company should be inclusive of all applicable taxes/duties and delivery charges in Pak Rupee. All admissible taxes impose by the GOP from time to time shall be catered for in the quoted rates.
3. The bid must accompany **2%** of total bid price in shape of DD/Pay Order in the name of National Project Director, Ten Billion Tree Tsunami Programme, Islamabad on account of earnest money (refundable).
4. The bids will be evaluated in line with evaluation of this document and firm/company found to be substantially responsive and qualified to the evaluation criteria will for opening of financial bid.
5. All prices should be valid for at least 90 days from the date of opening. Withdrawal or and modification of the original offer within the validity period shall entitle TBTP, Islamabad to forfeit the earnest money and /or imposing a ban on such firm/company from future participation in TBTP, Islamabad tenders.
6. After award of work the firm has to submit 10% of bid cost as performance guarantee in shape of bank guarantee. (Specimen enclosed)
7. After award of work the firm has to submit Integrity Pact on Stamp paper. (Specimen enclosed)
8. If any item is against the specification, TBTP, Islamabad may reject it and the vender shall either replace the rejected item or arrange alterations necessary to meet the required specifications free of cost and the job must be completed within specified time from the date of communication of decision to the vender by the TBTP. However, the completion date of the concerned work will be considered that of actual delivery date.
9. TBTP has the right to increase / decrease the quantity of items subject to availability of fund
10. Payment in advance will be released against Bank Grantee/Pay Order/D.D after award/signing of the contract.
11. The evaluation committee shall carry out its evaluation, applying the evaluation criteria and point system specified in the Data Sheet. Each responsive proposal shall be attributed a technical score (St). Firms obtaining less than seventy percent (70%) points in technical evaluation will be rejected and their financial proposals will be returned un-opened.

## Specimen forwarding letter for Financial Proposal

To:

National Project Director,  
Ten Billion Tree Tsunami Programme,  
Islamabad.

Dear Sir,

We, the undersigned, offer to provide our services for  
\_\_\_\_\_in accordance with  
your Tender Documents, Notice dated\_\_\_\_\_.

Our attached Financial Proposal is for the sum of PKR  
\_\_\_\_\_[Insert  
amount(s) in words and figures]. This amount is inclusive of the all taxes. Our Financial  
Proposal shall be binding upon us subject to the modifications resulting from Contract  
negotiations, up to expiration of the validity period of the Proposal, as mentioned in the  
Tender Documents.

Yours sincerely,

Authorized Signature [In full and initials]:  
Name and Title of Signatory:  
Name of Firm:  
Address:  
Date:

**(INTEGRITY PACT)  
DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.**

**PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS  
WORTH RS. 10.00 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:

Name of Vender/Supplier:

Signature:

signature

[Seal]

[Seal]

**FORM OF PERFORMANCE SECURITY (Bank Guarantee)**

Guarantee No. \_\_\_\_\_  
Executed On \_\_\_\_\_  
Expiry Date \_\_\_\_\_

(Letter by the Guarantor to the Employer)

Name of Guarantor (Scheduled Bank in Pakistan) with address:

\_\_\_\_\_

Name of Principal (Contractor) with address:

\_\_\_\_\_  
\_\_\_\_\_

Penal Sum of Security (express in words and figures)

\_\_\_\_\_

\_\_\_\_\_

Letter of Acceptance No. \_\_\_\_\_ Dated \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the (hereinafter called the Employer) \_\_\_\_\_ in the penal sum of the amount stated above, for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the principal has accepted the Employer's above said Letter of Acceptance for (Name of Contract) for  
The \_\_\_\_\_ (Name of Project).

NOW THEREFORE, the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of the said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this

obligation to be void; otherwise, to remain in full force and virtue till all requirements of Clause 9, Remedying Defects, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We \_\_\_\_\_, (the Guarantor), waiving all objections and defences under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the Principal has refused or failed to perform the obligations under the Contract, for which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above bounded Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed, and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

\_\_\_\_\_  
Guarantor (Bank)

Witness:

1.

Signature

\_\_\_\_\_

(Name, Title & Address) \_\_\_\_\_

Corporate Guarantor (Seal)

Title \_\_\_\_\_

2. \_\_\_\_\_

Name, Title & Address) \_\_\_\_\_

Corporate Guarantor (Seal)