

REQUEST FOR PROPOSAL

FOR

HIRING OF SHORT-TERM CONSULTANCY FIRM TO CONDUCT FEASIBILITY STUDY



**Managing Director
Punjab Power Development Board**

Submission Deadline: September 30th, 2021
1st Floor Irrigation Secretariat Old Anarkali Lahore

Phone +92-42 99213878

Email: ppdb.mre@energy.punjab.gov.pk

1. INVITATION FOR PREQUALIFICATION

1.1. Introduction:

Government of the Punjab (GoPb) attaches great importance to the promotion of indigenous fuel based renewable energy resources to produce cheaper and affordable electricity for masses. Punjab Power Development Board (PPDB), Energy Department, GoPb provides facilitation for promotion and encouragement of private power projects in Punjab. With active facilitation role of PPDB, country's first 4x100 MW Solar Power Projects (SPP) successfully completed and so far injected more than 3 Billion units into national grid.

PPDB intends to conduct Feasibility Study for Solar Projects on Canal Top & Urban Nullahs at each district of Gujranwala division i.e. Gujranwala, Gujrat, Sialkot, Mandi Bahaudin, Hafizabad & Sheikhpura and complete Rakh Branch Canal Faisalabad.

Ground mounted solar power generation is a mature technology and roof top solar is also getting popular in Punjab through private service providers. Canal top solar power generation is a newer concept where surface water channels are covered with solar PV panels suspended over metallic structures. Punjab has one of the widest spread canal network in the region; comprising of lined and unlined channels. Installations of solar PV panels on canal top can avoid use of expensive land for generating environment friendly power. The generated electricity can be used by nearby localities or industry. Globally, some canal top solar power projects are successfully operating.

In order to ascertain commercial and technical viability of canal top solar power project, it is essential to conduct detailed feasibility study at Gujranwala Division and Rakh Branch Canal Faisalabad.

1.2. Scope:

PPDB invites proposal from the Consultant Firm ("the Bidder") to provide the following services for conduct of feasibility study including but not limited to;

a) Survey and data collection

- i. Complete survey of canals at each district of Gujranwala division i.e. Gujranwala, Gujrat, Sialkot, Mandi Bahhudin, Hafizabad & Sheikhpura and complete Rakh Branch Canal Faisalabad.
- ii. Identification of lined and unlined canals parcels and distributary minor canals, suitable for canal top solar power generation, for Gujranwala division and Rakh Branch Canal Faisalabad.
- iii. Selection of six (06) most suitable canal locations / spans at each district of Gujranwala division mentioned above and Rakh Branch Canal Faisalabad for installation of solar panels. In case no suitable span is available in one or more districts, alternative additional span(s) may be selected in other district(s).
- iv. Identification of existing grid infrastructure / electricity lines for power connectivity / evacuation arrangements at suitable canal locations / spans.

b) Feasibility Study

- i. Collection of canal related data from Irrigation Department Punjab for conduct of Feasibility Study.
- ii. Conduct of complete feasibility studies at most suitable canal locations/spans one each at above mentioned six districts of Gujranwala and Rakh Branch Canal Faisalabad (feasibility at seven sites) including:
 - a. Design of most suitable solar PV panels and steel support structure.
 - b. Determination of optimal project size, energy yield assessment of suitable canal areas including shading effect.
 - c. Identification of possible power purchaser(s) in view of proximity of the identified spans, load flow studies, power transmission arrangements and prevailing legal framework.
 - d. Indicative tariff / Levelized cost of electricity (LCOE) at six identified projects in Gujranwala and Rakh Branch Canal Faisalabad for use as benchmark tariff for competition amongst private project developer(s) in case of private investment.
 - e. Financial & cash flow analysis and economical comparison with other available competing options of electricity.
 - f. Technical and economic viability of solar canal top or bank side at recommended/suitable location(s).
 - g. Environment and social impact assessment of the project.
 - h. Risk analysis & safeguard to canal network, canal operation & maintenance during project construction and operation.

c) Approvals

- i. Approval of proposed project design, layout, O&M activities / methodology and safeguard to canal network from Irrigation Department Government of the Punjab.
- ii. Approval of Feasibility Study from Energy Department, Government of the Punjab appointed Panel of Experts.

1.3. Estimated Cost:

The estimated cost of Consultancy is maximum up to PKR 5 million which includes all applicable taxes.

2. INSTRUCTIONS TO BIDDERS

- 2.1.** Interested bidders should provide information indicating that they are qualified to perform the services on the prescribed forms given in this RFP document.

- 2.2. The objective of this RFP is to hire a suitable Consulting Firm for Short-Term consultancy for conduct of feasibility study for six (06) most suitable canal locations / spans at each district of Gujranwala division mentioned above and most suitable span at Rakh Branch Canal Faisalabad for installation of solar panels.
- 2.3. PPDB intends to invite bids from selected entities (firms/companies, as the case may be) that meet the Prequalification Criteria (set out below in Section 3 of this document) to provide consultancy services.
- 2.4. **Evaluation of the bids:**
- A Bidder whose RFP is determined by PPDB to be responsive and as meeting the qualification Criteria specified in Section 3 below shall be designated as a "qualified Bidder".
 - A Bidder whose qualification is determined by PPDB to be non-responsive or as not meeting the qualification criteria shall be disqualified from the bidding process.
- 2.5. PPDB shall employ **Single stage two envelope** method for procurement of short-term consultancy services.
- 2.6. The Bidder shall submit bid security amounting to **Rs. 100,000/-** in the form of demand draft payable to in PPDB's Account No. CDA 6010046977400018 PKR; IBAN No. PK89BPUN6010046977400018 in Bank of Punjab, Civil Secretariat Branch, Lahore.
- 2.7. Bid (one original in hard copy form and two [2] copies along with soft copy) must be received in sealed envelopes to be delivered by hand or through registered mail to:
- Managing Director**
Punjab Power Development Board
1st Floor Irrigation Secretariat Old Anarkali Lahore
Phone: +92-42 99213878
Fax: +92-42-99213875
- 2.8. Bids should be delivered no later than **13:00 hours on Thursday dated September 30th, 2021** and shall be opened on the same date at **13:30 hours** in presence of representatives of participating firms' who wish to attend. Bids shall be clearly marked as "**Request for Proposal for Hiring of Short-Term Consultancy to conduct Feasibility Study for Solar Projects on Canal Top & Urban Nullahs**".
- 2.9. Bids shall be submitted using Bid Forms (A-1 to A-8) annexed with this RFP.
- 2.10. The name and mailing address of the bidder shall be clearly marked on the envelope.
- 2.11. Bids shall be prepared in English language and all relevant forms shall be filled out in English. Information in any other language shall be accompanied by its certified translation in English. Non-compliance of the above requirement could result in disqualification of relevant Bidders.
- 2.12. Bidders must respond to all questions and provide complete information as advised in this document (Bid Forms A-1 to A-8 annexed with this document). Failure or omission to provide the aforementioned essential information may result in disqualification of the bidder.
- 2.13. Bidding is open to all eligible entities duly incorporated under the laws of Pakistan.
- 2.14. PPDB reserves the right to cancel the bidding process and reject all bids without

liability or obligation to inform Bidders.

- 2.15.** Bidders may participate only in one bid for the consultancy. If a Bidder submits more than one bid for the services, all bids that include that bidder shall be rejected.
- 2.16.** The process of hiring of short-term consultancy services abide by PPRA Rules, 2014.
- 2.17.** The Bidder cannot modify, substitute its bid after submission. Withdrawal of bid/request is allowed on submission of written verifiable bid received by the Procuring Agency before the Due Date and Time of the opening of Bids. After due date no such request shall be accepted or considered. No bid shall be modified or substituted or withdrawn by the bidder after the Due Date and Time of the opening of Bids for.
- 2.18.** Bids submitted by either facsimile transmission, telex or e-mail will not be considered for evaluation and short listing.
- 2.19.** For the purpose of submission of Bid, bidder must purchase the "SIGNED" RFP document against a non-refundable fee of **Rs. 5,000/-** from office of MD PPDB during office hours before last date of submission of Bid.

3. ELIGIBILITY CRITERIA

3.1. Mandatory Criteria;

Requirements	Remarks
Consulting Firm must be registered with Pakistan Engineering Council (PEC) under relevant category	Must Meet Requirement
Declaration on stamp paper regarding non-black listing / delisting of bidder	Must Meet Requirement
Consulting Firm must have minimum five (05) year experience of solar power projects	Must Meet Requirement
Have appropriate business office	Must Meet Requirement
Submission of Bid Security in form of Bank Draft	Must Meet Requirement

Non-compliance to any of the above requirement, the Bidder shall stand non-responsive.

3.2. Evaluation Criteria:

Bidders that meet the Mandatory Criteria as mentioned in Section 3.1 above and Evaluation Criteria set out below regarding their Technical & Financial Position and Qualifications (as demonstrated by the Bidder's responses in the Bid Letter and Bid Forms A-1 to A-8 annexed with this document) and attain sixty (60) percent marks shall stand responsive/qualified:

- 3.2.1** The below evaluation criteria cover the **80%(A)** of the total evaluation marks, rest of **20% (B)** will be allotted to the bidder bids on lowest cost for the assignment, rest of the bidders will be awarded marks on pro-rata basis to comply the QCBS method for the selection.

Detail of 80% assigned Quality marks = A

Sr.	Evaluation Criteria	Total Marks (100)
1.	Financial Position:	20 marks
	1.1 Average annual turnover in <i>last three financial years</i> (Supported by FYs 2017-18, 2018-19, 2019-20) (form A-2)	10 marks
	Turnover from PKR 5 Million to 50 Million	5
	More than PKR 50 Million	10
	1.2 Current Ratio (Current Assets/Current Liabilities)	10 marks
	Current Ratio Less than 01	5
	Current Ratio greater than 01	10
2	Technical:	80 marks
	2.1 List of similar nature of canal top solar study/project	10 marks
	- One canal top solar study/project	5
	- More than one canal top solar study/project	10
	2.2 Number of Ground Mounted solar PV power projects	20 marks
	- Four or less solar PV power projects (Aggregate capacity must be equal to 10 MW)	10
	- Five or more solar PV power projects (Aggregate capacity must be 20 MW and above)	20
	2.3 Number of Roof Top solar PV power projects	20 marks
	- Four or less solar PV power projects (Aggregate capacity must not below than 5 MW)	10
- Five or more solar PV power projects (Aggregate capacity must be 10 MW and above)	20	
3	Firm Experience:	30 marks
	3.1 A Firm with minimum one tariff expert of 10 years power sector experience	10
	3.2 Minimum five professionals registered with respective bodies and having experience more than 5 years in power sector	10
	3.3 More than five professionals registered with respective bodies and having experience more than 5 years in power sector	20
	Total – 100 Marks	

Total score = (0.8) x (A) + (0.2) x (B)

Note: i. Bidder(s) scoring minimum 60% out of A will be eligible for further evaluation.

ii. Subject to (i) above, bidder scoring highest total score will be declared as successful.

3.2.2 HR Requirements; Core Team of Experts is required for assignment with qualifications as given below:

Sr.	Key Position	Minimum Qualification
1	Project Manager / Team Leader	Must have Bachelor Degree in Electrical Engineering/Project Management
2	Solar / RE Expert	Should have relevant experience in the field
3	Electrical Engineer	Must have a Bachelor degree in Electrical Engineering
4	Civil Engineer	Must have a Bachelor degree in Civil Engineering
5	Mechanical Engineer	Must have a Bachelor degree in Mechanical Engineering
6	Energy Economist	Must have degree in relevant field
7	Financial Expert	Must have CA / ACMA / ACCA
8	Procurement / contract management specialist	Must have degree in relevant field
9	Legal Expert	Must have degree in relevant field with power sector experience

*Any other experts required for conduct of assigned tasks.

3.3. Deliverables / Reporting with Time Lines

The Consulting Firm shall directly report to MD PPDB., Energy Department Lahore. Detail of deliverables is as follows;

Sr. #	Description of Assignment	Time Duration	Deliverables
1.	<ul style="list-style-type: none"> Survey and identification of suitable canals / spans at Gujranwala Division and Rakh Branch Canal Faisalabad. Selection of six (06) most suitable canal locations / spans at each district of Gujranwala division mentioned above and most suitable span at Rakh Branch Canal Faisalabad for installation of solar panels. 	15 days	Submission of survey report on all suitable canals / spans at Gujranwala Division and Rakh Branch Canal Faisalabad including selection of spans as per assignment. Approval of survey report from the Panel of Expert appointed by the Energy Department
2.	Proposed project design, layout, O&M activities / methodology and safeguard to canal network from Irrigation Department Punjab	45 days	Submission of Proposed project design, layout, O&M activities / methodology & safeguard to canal network and NOC from Irrigation Department
3.	Draft Feasibility Study at six identified suitable canals/spans in Gujranwala division and most suitable span Rakh Branch Canal Faisalabad (total seven sites)	45 days	Submission of draft Feasibility Study

4.	Feasibility Study approval from Energy Department appointed Panel of Experts	15 days	Approval of Feasibility Study from Energy Department appointed Panel of Experts
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3.4. Time Duration for Proposed Consultancy

PPDB will obtain short term consultancy services as per PPRA rules. The consultancy duration is up to four (04) months after award of contract.

3.5. Professional liability of the Consultant as per PPRA Rules

- i. The consultant selected and awarded a contract shall be liable for consequence of errors or omissions on the part of the consultant.
- ii. The extent of liability of the consultant shall form part of the contract and such liability shall not be less than remunerations nor shall it be more than twice the remunerations.
- iii. The consultant shall be held liable for all losses or damages suffered by the procuring agency on account of any misconduct by the consultant in performing the consulting services.

3.6 Bidders shall submit, with appropriate referencing in Bid Form wherever required, the documents as proof of its eligibility:

3.7 Associates experience and resources shall not be taken into account in determining the Bidder's compliance with the qualifying criteria.

3.8 Bidders shall also be required to submit an affidavit affirming and declaring on oath that the Bidder:

- a. is not in bankruptcy or liquidation proceedings,
- b. is not making any misrepresentations or concealing any material fact and detail,
- c. has not been convicted of, fraud, corruption, collusion or money laundering,
- d. is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations,
- e. does not fall within any of the circumstances for ineligibility or disqualifications; and
- f. has not been blacklisted by Government / Semi-Government / Agency or Authority

3.9 PPDB reserves the right to waive minor deviations, if these do not materially affect the capability of an Bidder to perform the contract. In such case, similar relaxation shall be extended to all Bidders similarly affected.

3.10 PPDB reserves the right to seek additional information, missing information, and/or clarification of submitted information, from any Bidder. In such case, opportunity shall be provided to all Bidders similarly affected.

- 3.11** Bidders shall be required to update the financial and technical information used for RFP at the time of submission of their bids to confirm continued compliance with the qualification Criteria. A bid shall be rejected if the Bidder's qualification thresholds are no longer met at the time of bidding.
- 3.12** PPDB may verify information provided in qualification documents through any means necessary and reserves the right to disqualify a bid at any stage of the bidding process if the Bidder is found to have wilfully misrepresented information.

Letter of Bid

[Letterhead paper of the Bidder, including full postal address, telephone no., fax no. and e-mail address]

Date: _____

To: Managing Director
Punjab Power Development Board

Dear Madam,

Being duly authorized to represent and act on behalf of

(hereinafter “the Bidder”), and having reviewed and fully understood all the qualification information provided, the undersigned hereby applies to be as a bidder for the following contract(s) under the **Request for Proposal for Hiring of Short-Term Consultancy to conduct Feasibility Study for Solar Projects on Canal Top & Urban Nullahs**.

The bids attached with this Letter of Bid shall remain valid for a period of 60 days from the last date of submission of bids.

PPDB or its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this bid, and to seek clarification from our bankers and clients regarding any financial and legal aspects. This Letter of Bid will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this bid, or with regard to the resources, experience, and competence of the Bidder.

PPDB or its authorized representatives may contact the following persons for further information, if needed.

General, Financial and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

1. This Bid is made with the full understanding that:

- (a) Bids by the qualified Bidders will be subject to verification of all information submitted for evaluation at the time of bidding;
 - (b) PPDB reserves the right to cancel the bidding process, and reject all bids; and
 - (c) PPDB shall not be liable for any such actions or consequence of, and shall be under no obligation to inform us of the grounds for actions at 1(b) here above.
 - (d) Appended to this bid, we give details of the participation of each party, including capital contribution and profit/loss agreements. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for execution of the contract.
2. The undersigned declare that the statements made and the information provided in the duly completed bid are complete, true, and correct in every detail.

Signed
For and on behalf of (name of Bidder)

Bid Form A-1

General Information

[Bidder applying for hiring of short-term consultancy is required to complete the information in this form.]

Name of Firm	
Head Office Address	
Firm registration number:	
Year of incorporation:	
National Tax Number (NTN) and Punjab Revenue Authority Number (PRA):	
Telephone	Contact Person:Name: Title:
Fax	Telex

Bid Form A-2

Financial Information

Name of Bidder

Year	Annual Turnover * (PKR)	Reference	Current ratio	Reference
FY 2017-18				
FY 2018-19				
FY 2019-20				

*Supported by Audited Financial Statements / tax returns

Bid Form A-3

Details of Consultancy Experience

<i>Name of Bidder</i>

[Use a separate sheet for each contract]

1.	Name of /consultancy
	Location
2.	Name of Employer
3.	Employer Address
4.	Nature of work and similarity to this consultancy
5.	Consultancy Role (Tick One) (a) Sole consultant (b) Sub- Consultant
6.	Value of the total consultancy (in PKR) at completion, or at date of award for current consultancy
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months)_Years____Months
11.	Contract Requirements
12.	Reference

Bid Form A-4

AFFIDAVIT OF CORRECTNESS OF INFORMATION

We do hereby declare and undertake that all the information, warranties, statements and representations provided within this bid are true and correct; and we also understand that in case any of the aforesaid are found to be false then we are liable to be disqualified, without prejudice to any other rights and actions PPDB may exercise under the applicable laws.

For & on Behalf
of the Bidder

Name:

Designation:

Date:

Witness # 1:

Witness # 2:

Signature:

Signature:

Signed By:

Signed By:

Designation:

Designation:

Date:

Date:

Bid Form A-5

Template for Affidavit for Non-Blacklisting (To be printed on PKR 100 Stamp Paper)

It is hereby solemnly confirmed and declared that M/s-----, is declaring on oath that the Bidder:

- is not in *bankruptcy* or liquidation proceedings;
- has *never* been declared *ineligible/blacklisted* by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons
- is not making any *misrepresentations* or concealing any material fact and detail;
- has not been convicted of, fraud, *corruption*, collusion or money laundering;
- is not aware of any conflict of interest or potential *conflict of interest* arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
- does not fall within any of the circumstances for *ineligibility* or disqualifications

Attestation by Oath Commissioner and/or Notary Public

Witnessing Form:

Witness # 1:

Witness # 2:

Signature: _____

Signature: _____

Signed by: _____

Signed by: _____

Designation: _____

Designation: _____

Date: _____

Date: _____

Seal: _____

Seal: _____

Bid Form A-6

TEMPLATE FOR AFFIDAVIT OF CORRECTNESS OF INFORMATION

We do hereby declare and undertake that all the information, warranties, statements and representations provided within this bid are true and correct; and we also understand that in case any of the aforesaid are found to be false then we are liable to be disqualified, without prejudice to any other rights and actions PPDB may exercise under the applicable laws.

For & on Behalf of the Bidder

Name:

Designation:

Date:

Witness # 1:

Witness # 2:

Signature:

Signature:

Signed By:

Signed By:

Designation:

Designation:

Date:

Date:

Bid Form A-7

Litigation History
(On 100 Rupee Stamp Paper)

Name of Bidder

*Bidder should provide information on any history of litigation or arbitration resulting from consultancies executed in the **last five years** or currently under execution. (If no history, then submit Nil)*

Year	Award for or against Bidder	Name of Client Cause of litigation and matter in dispute	Disputed amount (Current value in Pakistani Rs. or US\$ equivalent)

BID FORM A-8

TEMPLATE FOR POWER OF ATTORNEY (FOR
SIGNATORY OF BID)[TO BE PRINTED
ON A PKR 100 STAMP PAPER]

KNOW ALL MEN BY THESE PRESENTS THAT by this Power of Attorney (“**Power of Attorney**”),

_____ [Insert name firm/Consortium] having its registered office at [], does

hereby nominate, appoint and authorize Mr. _____, having CNIC

No. _____ hereinafter referred to as the “**Signatory of Bid**”, to do in our name and on our behalf the following:

- i. Sign and submit to Project Coordinator or its authorized nominee, the EOI/Tender/Bid of Firm for “-----”, in response to the EoI advertisement dated [--] issued by The Procuring Agency and all other documents and instruments required to submit the EOI/Tender/Bid.
- ii. execute all such contracts, deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
- iii. do and carry out all other actions as may be required by the Procuring Agency in connection with the EOI/Tender/Bidding process/negotiations as a whole;
- iv. To immediately notify The Procuring Agency in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.
- v. To do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our EOI and/or Bid in response to the above referred tenders including signing and submission of all documents, instruments and deeds (including correcting any deficiencies or mistakes therein), attending any meetings organized by the Procuring Agency (including pre-bid conference meetings and bid opening meetings) and providing information/responses to the Procuring Agency in all matters in connection with our Bid.

We, [Insert name of Firm], do hereby ratify and confirm whatsoever the Signatory of Bid shall do by virtue of these presents and further agree that whatever the Signatory of Bid shall do or cause to be done pursuant to this Power of Attorney shall be binding on us.

Furthermore, each provision of this Power of Attorney is severable and distinct from the others. The invalidity, illegality or unenforceability of any one or more provisions of this Power of Attorney at any time shall not in any way affect or impair the validity, legality and enforceability of the remaining provisions hereof.

IN WITNESS WHEREOF, we have executed this ***POWER OF ATTORNEY*** as of [Date].

FOR: [INSERT NAME OF BIDDER FIRM]

Signature: _____

Name: _____

Title: _____

CNIC/Passport No. : _____