

**GOVERNMENT OF PUNJAB**  
**FINANCE DEPARTMENT**  
**PUBLIC FINANCIAL MANAGEMENT UNIT**

**Request for Expression of Interest (REoI)**

**FOR FUNCTIONAL REVIEWS & BUSINESS PROCESS RE-ENGINEERING OF FINANCE DEPARTMENT  
AND THREE TAX AUTHOROTIES**

Country	Pakistan
Project	Punjab Resource Improvement and Digital Effectiveness (PRIDE)
Project Credit No	9170-PK
Reference Number	PK-PFMRU-260475-CS-QCBS
Duration	18 Months
Applicable Procurement Regulations	World Bank's "Procurement Regulations for IPF Borrowers" [dated July 2016 and revised Nov 2020]

Government of Punjab in collaboration with World Bank is implementing the Punjab Resource Improvement and Digital Effectiveness (PRIDE) Program, worth USD 304 Million. The main objective of the Program is "to increase Own Source Revenue and improve reliability of resource allocation and access to digital services for people and firms in the province of Punjab".

The consulting services ("the Services") include "Functional Reviews & Business Process Re-Engineering of Finance Department and Three Tax Authorities"

Finance Department, Government of the Punjab invites eligible consulting firms ("Consultant"), as per eligibility criteria laid down in Terms of Reference, to express their interest in providing the consultancy services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform these services. The detailed Terms of Reference (TOR) can be found at [www.finance.punjab.gov.pk](http://www.finance.punjab.gov.pk) or can be obtained at the address given below.

**Consultant's Shorting Criteria:**

The consultant shall have experience with business process reengineering, process improvement, business analysis, reengineering, restructuring, and quality IT Solutions, and project management. The consultant must be able to work in a fast-paced environment. The consultant should have the ability to facilitate the completion of multiple tasks and assignments, as assigned by Finance Department.

Expression of Interest (EOI) evaluation shall be based on the following criteria given in succeeding paras in line with World Bank Procurement Guidelines and level of compliance demonstrated by the Applicant's responses in the forms given in this document:



- 1- Prequalification/EOI Application Responsiveness: Responsiveness of EOI application will be established based on compliance of all instruction delineated in this REOI document.
- 2- Mandatory Requirements/ Eligibility Criteria. After establishment/confirmation of responsiveness of the application, it shall be evaluated based on mandatory requirements.
- 3- Prequalification/ Shortlisting Criteria for evaluation of applications which are responsive and fulfill mandatory requirements.

### **Mandatory Requirements/ Eligibility Criteria**

Consultant firm/JV to submit following documents to establish its mandatory eligibility criteria to participate in subject procurement process:

<b>Mandatory Requirements</b>	<b>Lead Firm</b>	<b>Associate Firm</b>
Legal Status of Firm (Registered with either of the following) <ul style="list-style-type: none"> <li>• SECP</li> <li>• Registrar of Firms</li> <li>• Recognized by Govt. of Pakistan</li> </ul>	Must Meet	Must Meet
Power of Attorney for Authorized Representative as per template	Must Meet	Must Meet
JV Partners shall submit a 'Letter of intent to perform subject assignment' duly signed by all partners for subject project along with proposed role of each JV partner in the project. The document should be submitted with REOI Application.	Must Meet by JV	
Affidavit for Correctness of Information as per template*	Must Meet for JV collectively	
Affidavit for Non-Blacklisting & Eligibility as per template*	Must Meet	Must Meet
Affidavit for confirmation to World Bank's Anti-Corruption Guidelines	Must Meet	Must Meet

\*Templates can be downloaded from Finance Department's website

### **Prequalification/ Shortlisting Criteria**

<b>Sl. No.</b>	<b>Shortlisting Criteria</b>	<b>Marks</b>
	<i>(Based on guidelines provided in section 7.1 (f) (Annex VII - Selection Methods) of World Bank's Procurement Regulations)</i>	
<b>1</b>	<b>Core business and years in business</b> (Document Required: Copies of verifiable business experience)	<b>Total – 20</b>
1.1	Minimum 10 years of business	10
1.2	2 marks for each additional year of business (Maximum up to 10 marks)	10
<b>2</b>	<b>Relevant Experience</b> (Documents Required: Copies of verifiable business experience, relevant experience including with copies of notification of award and/or contracts /completion certificate and full address and contact information of the employer).	<b>Total – 50</b>
2.1	Number of Project completed for Business Process Re-Engineering (BPR) during last 10 years	<b>Sub-total – Maximum 30</b>
	Minimum 3 projects completed (5 marks for each completed project)	15
	Five marks for each additional project completed (Maximum up to 15 marks)	15

2.2	<i>Number of functional review projects completed in last 10 years</i>	<b>Sub-total – Maximum 20</b>
	Minimum 2 projects completed (5 marks for each completed project)	10
	Five marks for each additional project completed (Maximum up to 10 marks)	10
<b>3</b>	<b>Technical &amp; Managerial Capability</b>	<b>Total – 30</b>
	The firm should have adequate technical and managerial capability and relevant professional staff to deliver quality work as detailed in the ToRs.	
	<i>(Documents Required: List of number of technical staff along with their education &amp; experience. Experience should be specified in terms of tax consultancy, BPR etc.).</i>	
	Note: CV's are not required and will not be evaluated at the shortlisting stage.	
3.1	<b>Number of experts having Tax Advisory experience</b>	<b>Sub-total – Maximum 10</b>
	Minimum 05 Number of experts (1 mark for each expert)	5
	One mark for each additional expert (Maximum up to 5 marks)	5
3.2	<b>Number of experts having consultancy experience of BPR</b>	<b>Sub-total – Maximum 10</b>
	Minimum 05 Number of experts (1 mark for each expert)	5
	One mark for each additional expert (Maximum up to 5 marks)	5
3.3	<b>Number of experts having experience in Research &amp; Development</b>	<b>Sub-total – Maximum 10</b>
	Minimum 05 Number of experts (1 mark for each expert)	5
	One marks for each additional expert (Maximum up to 5 marks)	5

**Firms scoring 65 and above shall be eligible to participate in the bidding process. However, a minimum of 50% marks have to be achieved in each of the three criteria sections (Business Experience, Relevant Experience and Technical & Managerial Capability).**

The attention of interested Consultants is drawn to paragraph 3.17 of World Bank Procurement Regulations 2020 (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of joint venture and / or a sub-consultancy along with role of associated partners. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

Consultant will be selected in accordance with the Selection based on Quality and Cost Base Selection method set out in the World Bank's Procurement Regulations. Further information can be obtained at the address below during office hours (0900 to 1700 hours). Expressions of interest (3 copies) must be delivered in a written form to the address below (in person, or by mail) by **15<sup>th</sup> August 2023**, not later than **11:00 AM**. The EoI shall be opened at **11:30 AM** on the same date in the presence of interested parties whose representatives chose to attend.

**Head Public Financial Management Unit**

Public Financial Management Specialist

Finance Department, Civil Secretariat, Lower Mall, Lahore



Head, Public Financial  
Management Unit (PFMU)  
Government of the Punjab  
Finance Department