



EXPRESSION OF INTEREST DOCUMENT

Hiring of Consultancy Services

for

Development and Implementation of Plastic Management Strategy and Regulation on Production and Consumption of Single-Use Plastics

Strategic Planning & Implementation Unit, PGDP

Environment Protection Department,

Government of the Punjab, Lahore

STRATEGIC PLANNING & IMPLEMENTATION UNIT, PGDP

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Strategic Planning and Implementation Unit (SP&IU), PGDP has prepared this Expression of Interest (EOI) Document to provide information regarding the relevant procurement of “Hiring of Consultancy Firm”. Maximum efforts have been made to incorporate available information relevant to the assignment but however; this EOI Document does not claim to contain all the information related to this assignment. The SP&IU, PGDP does not make any representations or warranties, express or implied as to the adequacy, accuracy, completeness or reasonability of the information contained in this EOI Document. No decision should be based solely on the basis of the information provided in this EOI Document. The SP&IU, PGDP has no liability for any statements, opinions, information provided in this document. The SP&IU, PGDP shall have no liability for any statements, opinions, information or matters (expressed or implied) arising out of, contained in or derived from, or for any omission in, this EOI Document. Furthermore, the SP&IU, PGDP will not be liable for any written or oral communication transmitted to third parties in relation to this EOI Document.

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1. INTRODUCTION

The “Strategic Planning & Implementation Unit” (hereinafter referred to as "SP&IU"), PGDP has advertised the Expression of Interest (EOI) for the “Hiring of Consultancy Firm” to invite application from prospective applicants for Development and Implementation of Plastic Management Strategy and Regulations on Production and Consumption of Single-Use Plastics” (herein after referred to as “Assignment”).

- i. Development of comprehensive “Plastics Management Strategy” for Punjab.
- ii. Formulation of “Regulation on the production and consumption of single-use plastics” for Punjab.

The underlying EOI Document is in accordance with Punjab Procurement Rules 2014. “Request for Proposal” regarding this assignment will be issued only to short-listed applicants. The proposed project team of the assignment is mentioned in section 3 of Terms of Reference attached as *Annex-1* for the understanding of the assignment by the Applicant and the final Terms of Reference will be provided in the “Request for Proposal”

2. RATIONALE

The Government of Punjab has launched a World Bank funded Program “**Punjab Green Development Program (PGDP)**”. Under said program, the provincial Government and authorities will step up efforts to strengthen the environmental management and mainstream the green development.

The Program Development Objectives of the PGDP are to strengthen environmental governance and promote green investments in Punjab. Accordingly, the Program will cover two results areas: (a) strengthening environmental governance, and (b) promoting green investments. Activities under the first results area will aim to restructure the EPD, reform the environmental regulatory regime, and build the EPD’s capacity to deliver transparent and efficient environmental management services to the private sector and to the public. Ultimately, the efforts under this program will help the Government of Punjab to address pollution issues, encouraging green investment, and promoting sustainable development.

Implementing Agencies of the Program:-

Following are the implementing agencies of PGDP.

- I. Environment Protection Department
- II. Energy Department
- III. Finance Department
- IV. Transport Department
- V. Industries Department

Program Finance:-

Source	Amount (US\$ millions)	Percentage of total
Government of the Punjab	73	27
IDA	200	73
Total Program Financing	273	100

The Program comprises of following eight DLIs.

- DLI 1 - Improving EPD Capacity (EPD)
- DLI 2 - Air and Water Quality Monitoring (EPD)
- DLI 3 - Disclosure of Environmental Information and Citizen Engagement (EPD)
- DLI 4 - Sound Management of Plastics (EPD)
- DLI 5 - Energy Efficiency Investments in Public Institutions (Energy Department)
- DLI 6 - Vehicle Compliance with Emission Standards (Transport Department)
- DLI 7 - Green Investments by Polluting Industries (Industries Department)
- DLI 8 - Mobilization of Sustainable Green Financing (FD & EPD)

Program Appraisal Document (PAD) of the PGDP describes that plastics accounts for a significant share of Punjab's pollution and solid waste issues, and the province lacks a comprehensive framework to manage this issue in an environmentally, socially, and economically sound way. Under this DLI, Government of Punjab will adopt and implement a (i) **Plastics management strategy** and (ii) **Regulation on single-use plastics**, complemented with rigorous awareness campaigns to reduce the production, consumption, and disposal of plastics.

The PAD further narrates regarding indicative timeline for achievement as under;

Indicative timeline for DLI Achievement			
Year 1	Year 2	Year 3	Year 4
EPD has adopted (i) a plastics management strategy, and (ii) a regulation on the production and consumption of single-use plastics	EPD has carried out province wide public communication campaigns with nongovernmental organizations to reduce production and consumption of single-use plastics	-	EPD has implemented at least 50% of the initiatives for reducing the production and consumption of single-use plastics set forth in the adopted plastics strategy and regulation

3. KEY OBJECTIVES

Consultancy firm will be hired as per Punjab Procurement Rules, 2014 to achieve the following objectives of this project / DLR - I:

- i. Development of comprehensive “Plastics Management Strategy” for Punjab.
 - ii. Formulation of “Regulation on the production and consumption of single-use plastics” for Punjab.
- Detailed Terms of References are enclosed.

4. APPLICANT

A Prospective applicant may be a single entity or may take the form of a consortium / J.V comprise of companies, firms, corporate bodies or other legal entities.

Each Consortium / J.V shall appoint and authorize one (01) lead member (hereinafter called as "Lead Member") to represent and irrevocably bind all members of the Consortium / J.V in all matters connected with the short listing, including but not limited to the submission of the EOI Application on behalf of the Consortium / J.V.

After short-listing, any change in the composition of the Consortium / J.V (except lead member) will be subject to approval from the SP&IU, PGDP.

5. SHORT-LISTING CRITERIA

The short-listing criteria for the evaluation of applicants are based on the company / consortium's experience, technical ability and financial capability. Detail of short-listing criteria is attached as *Annex 3*.

The short-listed consultancy firms will be issued RFP of the assignment.

6. INELIGIBILITY OF A PROSPECTIVE APPLICANT

If the Applicant, a Consortium / J.V member has been barred from participating in any project by the Federal, Provincial or local government or government instrumentality in Pakistan or in any other jurisdiction to which the Applicant or a Consortium / J.V member belongs or in which the Applicant or a Consortium / J.V member conducts its business, whereas the bar subsists as on the EOI Application Submission Deadline, such entity shall not be eligible to submit Application for EOI, either individually or as a Consortium / J.V member.

7. PREPARATION COSTS

The Applicant shall bear all costs associated with the preparation and submission of this EOI Application, all costs and expenses related to the Applicant's preparation of responses to questions or requests for clarification.

8. LANGUAGE

The EOI Application and all related correspondence and documents must be written in English. Supporting documents and printed literature furnished by Applicant with the EOI Application may be in any other language provided that they are accompanied by appropriate translations of the submitted documents in English and being duly certified. Supporting materials, which are not translated into English, will not be considered for short listing purpose.

9. CLARIFICATIONS

The Applicant requiring any clarification on the EOI documents may send a request for

clarification to SP&IU, PGDP at the address given below on or before ten (10) days of application submission date:

Director (Admin, Finance & Procurement)
Strategic Planning & Implementation Unit, PGDP
Room No. 110, Gate No. 8
Gaddafi Stadium, Ferozepur Road,
Lahore.

The copies of the response, including an explanation of the query but no identification of its source (the "Response to Questions Document"), will be sent on or before four (04) days of application submission date to all Applicants who have obtained the EOI Document and will form part of the EOI Document. If similar or repeated queries are made by Applicant, those queries may be listed as one query and responded once.

10.SUBMISSION OF EOI APPLICATION

a) Format and Signing of the EOI Application

- i. Each Applicant shall prepare and submit one (1) printed original, two (2) printed copies and (1) electronic copy (on DVD, CD or USB drive) of its EOI Application, clearly marking each one as "Original", "Copy No. 1", "Copy No. 2", etc., as appropriate. In the event of any discrepancy between the copies and the original, the original shall govern.
- ii. The original and all printed copies of the EOI application shall be typed or written in indelible ink. The person or persons duly authorized shall sign the EOI application by:
 - a. Signing the original EOI Application; and
 - b. Initialing all the pages of the EOI document.
- iii. The relevant EOI application shall contain no alterations, omissions or additions, unless such corrections are signed by the person or persons duly authorized.
- iv. The information to be provided within the DVD/CD/USB shall contain non-compressed and un-protected files in printable formats. Furthermore, the DVD/CD/USB must be free from virus.

b) Sealing and Marking of EOI Applications

- i. The Applicant shall seal the original EOI Application and each copy in separate

envelopes, each containing the documents specified in the EOI application. The envelope bearing original documents shall mark "EOI Application - Original" on the front. Likewise, the copies submitted must mark "EOI Application - Copies" (all duly marked as required herein). All the copies and original EOI Application sealed individually should be submitted to the SP&IU, PGDP enclosed in a single envelop bearing the words "Hiring of Consultancy Firm".

- ii. The inner envelope shall each indicate the name and address of the Applicant (in case of a Consortium / J.V, the name and address of the Lead Member) to enable the relevant EOI Application to be returned unopened if it is declared "late".
- iii. The DVD/CD/USB requested shall be submitted with the printed EOI Application as provided in Annex 2. For the avoidance of doubt, it is expressly specified that the Prospective Applicants shall not be allowed to submit their EOI Applications by e-mail or fax.

c) Application Submission Date and Time

EOI applications should be submitted via post or in person on or before **01:30 P.M dated 04-11-2021** to the office of Director (Admin, Finance & Procurement) SP&IU, PGDP Room No. 110, Gate No. 8, Gaddafi Stadium, Ferozepur Road, Lahore in the manner and form as detailed in this EOI document. The applications submitted electronically will not be considered for evaluation and shortlisting. However, SP&IU, PGDP Lahore reserves the right to extend the EOI application submission Date and Time, at any time prior to opening of EOI applications.

11.EVALUATION OF EOI APPLICATIONS

The SP&IU, PGDP will open the applications for the short listing as per Punjab Procurement Rules 2014 and will subsequently examine and evaluate EOI Applications in accordance with the criteria mentioned in **Annex 3.**

12.ANNOUNCEMENT OF SHORTLISTED APPLICANT

After the evaluation of EOI Applications, the SP&IU, PGDP will announce a list of "Shortlisted Applicants" who meet the evaluation criteria. "Request for Proposal" for the said assignment will be issued only to the "Shortlisted Applicants".

ANNEXES

TERMS OF REFERENCES

(Final Terms of Reference will be given in the RFP Document)

SCOPE, DUTIES AND RESPONSIBILITY OF THE CONSULTANT

The scope, duties and responsibilities of the consultant will include but not limited to the following tasks to undertake the stated objectives. The description of tasks is illustrative and is not a restriction to the proposed methodology for performance of the actual work.

CONTEXT/ BACKGROUND:

Plastic use in Punjab is enormous in daily life, particularly in packaging, in the form of polyethylene bags, and Polyethylene Terephthalate (PET) bottles whose fate is the solid waste. Some portion of this plastic solid waste is collected, mostly informally by the scavengers, and recycled into different products, whereas the significant portion either remains in the environment or burnt. Plastics are non-biodegradable in nature and stay in the environment for many years, causing water, soil, and air pollution (if burnt) and nuisance.

Plastics management is one of the major problems facing in the Punjab Province. Currently, there is a lack of comprehensive legal framework to manage the plastic issue in economically, socially and environmentally sound manner. Dumping of plastics on land and landfill sites lead to degradation of the environment through leaching of additives which ultimately penetrate in the ground and cause water and soil contamination. Furthermore, the judiciary is also giving various judgments and orders to eliminate the menace of plastic pertaining to polythene bags.

The EPA Punjab has limited data about plastics like annual production, consumption & import, consumption of each type and finished products, information pertaining to stakeholders, producers, consumers, and recyclers. The authenticated information is direly needed to formulate a policy which is implementable in all aspects.

In 2002, the Punjab Assembly promulgated an Ordinance namely “the Punjab prohibition on manufacture, sale, use and import of polythene bags (black or any other polythene bag below fifteen micron thickness) ordinance, 2002” which regulates to polythene bags up to extent of thickness and color. A dedicated policy and regulations/guidelines are required for effective management of plastics.

The Government of Punjab has launched a World Bank funded Program “**Punjab Green Development Program (PGDP)**”. Under said program, the provincial Government and authorities will step up efforts to strengthen the environmental management and mainstream the green development.

The Program Development Objectives of the PGDP are to strengthen environmental

governance and promote green investments in Punjab. Accordingly, the Program will cover two results areas: (a) strengthening environmental governance, and (b) promoting green investments. Activities under the first results area will aim to restructure the EPD, reform the environmental regulatory regime, and build the EPD's capacity to deliver transparent and efficient environmental management services to the private sector and to the public. Ultimately, the efforts under this program will help the Government of Punjab to address pollution issues, encouraging green investment, and promoting sustainable development.

As per Program Appraisal Document (PAD) of said Program, the Disbursement-Linked Indicator-4 (DLI-4) of the Program is **“Sound Management of Plastics”**. PAD describes that plastics accounts for a significant share of Punjab's pollution and solid waste issues, and the province lacks a comprehensive framework to manage this issue in an environmentally, socially, and economically sound way. Under this DLI, Government of Punjab will adopt and implement a (i) **Plastics management strategy** and (ii) **a Regulation on Production and Consumption of Single-use plastics**, complemented with rigorous awareness campaigns to reduce the production, consumption, and disposal of plastics.

OBJECTIVE OF CONSULTANCY

The objective of the study is to devise a comprehensive (i) “Plastics Management Strategy for Punjab province” and to formulate (ii) “Regulation on the production and consumption of single-use plastics” after consulting all the stakeholders and considering the best available local and international practices. Lahore High Court has banned polythene bags only. Outcome of this study will be a Strategy and Regulation on Production and consumption of single use plastics. Both the outcomes will assist Lahore High Court regarding future course of action on single use plastics.

SCOPE, DUTIES AND RESPONSIBILITIES OF THE CONSULTANT:

This assignment consists of following components:

1.1 Literature Review, Data collection, and Baseline Information on plastics:

- i. Conduct a literature review related to plastics, plastic management strategies, best practices being practiced locally and globally, recycling strategies, circular economy, regulations to control and regulate the single-use plastics, and other related matters. Internationally best available practices/ models/ strategies and their comparison. Environmental impacts of plastic pollution (air, water, and land).
- ii. Data collection about uses and users (producers, retailers, consumers, recyclers, importers) of all types of plastics (Polyethylene Terephthalate (PET), High Density Polyethylene (HDPE),

Polyvinyl Chloride (PVC), Low Density Polyethylene (LDPE), Polypropylene (PP), Polystyrene (PS), and Others) in the province, and other related data/information.

- iii. Assess current plastic waste management practices in Punjab. Current production and consumption of single-use plastics in Punjab to compare it in future for achievement of 50% of the initiatives set forth in strategy and regulation.
- iv. Assess social and economic impacts of minimizing and/or eliminating the plastics.
- v. Identification & evaluation of alternatives to plastics.
- vi. Identify concerned stakeholders to establish the broken linkages for plastics management.
- vii. Also consider the impact of Covid-19. Due to the pandemic, consumption of plastic in the form of disposable goods have been increased. Therefore, consultant may also propose measures / challenges and strategies for effective plastic waste management during and post COVID-19 pandemic.

1.2 Case Studies:

- i. Conduct Case study for major plastic users (at least 5) in the province including implications of change/ reduction in plastic use.
- ii. Assess the feasibility of alternatives to plastics based on health, environment, economy, consumer behavior, and lifecycle assessment.
- iii. Analyze environmental, social, and economic aspects related to the production, use, and disposal of plastics.

1.3 Preparation of Plastics Management Strategy:

Plastics Management Strategy for Punjab province will be prepared through comprehensive consultative and participatory process involving plastic manufacturers, retailers, recyclers, consumers, regulators, policy makers, municipalities, NGOs, and the public.

Plastics management strategy must include but not limited to the followings;

- i. Data / information gathered for formulation of strategy and its analysis.
- ii. Analyzing different environmental, social, and economic aspects related to production, use, and disposal of plastics in Punjab.
- iii. Identify adequate policy measures to reduce plastics consumption and pollution, such as regulations/bans, taxes, awareness activities, and promotion of cleaner alternatives.
- iv. Identification of interventions regarding plastic management strategy. Clearly define the suggested interventions then action plan with clear time frame or the implementation plan of these interventions.

- v. Action plan with clear time frame, responsibilities, and allocation of resources for the implementation of these interventions.
- vi. Plastics Management Strategy should incorporate policy suggestions and sustainable funding mechanisms to enable a circular economy.
- vii. Short term, medium term, and long-term implementation plan against each proposed action.
- viii. Estimation of environmental and socio-economic impacts of banning of plastic scrap/waste as a potential solution for reduction of plastics use in Punjab.
- ix. Plans and policies for gradually phasing-out plastics or use of plastics in the Province of Punjab.
- x. Thorough evaluation of alternatives to plastics for taking informed decisions.
- xi. Detailed plan to promote Extended Producers Responsibility (EPR) for effective plastics management in Punjab.
- xii. Review and recommend affordable technological, financial, and market instruments to facilitate implementation of the strategy and to promote circular economy.
- xiii. Financial implications of requisite interventions, change in processes & machinery, labor involved.
- xiv. Detailed action plan and budget for the implementation of the Strategy in Punjab Province.
- xv. Stakeholder's consultation including plastics producers, retailers, academia, research institutions, and environmental associations / NGOs.
- xvi. Financial Impacts on the owners / labour of Plastic manufacturing units and other stakeholders.
- xvii. Feasible and implementable plan to address employment issues arising from the closure of plastic manufacturing units and distributors / retailers etc.
- xviii. Mechanisms which ensure effective implementation of strategy and subsequent control of plastic related pollution.
- xix. The strategy must be viable, workable and implementable.
- xx. At least three stakeholder's consultations / events must be arranged to evolve a workable and implementable strategy.

1.4 Regulation on the Production and Consumption of Single-Use Plastics:

- i. Defining and identification of single-use plastic products.
- ii. Concrete and enforceable regulations to discourage the production and consumption of single-use plastics.
- iii. Incorporation of Producer Extended Responsibility (producer pay mechanism).
- iv. Regulations covering all aspects of implementation, administration, inspection, enforcement mechanism, proceedings & pleading, penalizing, appeal, and other related issues in line with provincial laws and plastics management strategy.

- v. At least one stakeholder’s consultations / events must be arranged to evolve a workable and implementable Regulations.

2. DELIVERABLES / OUTPUT:

- i. Inception Report
- ii. First draft Report on “Plastics Management Strategy”.
- iii. 2nd draft Report on “Plastics Management Strategy” improved / amended in the light of comments received from stakeholders.
- iv. Final Report on Plastics Management Strategy.
- v. Draft and final Report on “Regulation on Production and Consumption of Single-use Plastics”.

3. CORE TEAM OF CONSULTANCY:

#	Position	Qualification, Experience and Roles & Responsibilities
i.	Project Manager / Team Leader	<p>Qualification: 18 Years education/or level-7 (as per HEC’s new system) in Environmental/ Chemical/ Polymer/ Process Engineering, or any other relevant field.</p> <p>Relevant Post Qualification Experience: 12 years</p> <p>Major Roles & Responsibilities:</p> <ul style="list-style-type: none"> • Oversee all project activities of consulting firm • Responsible for submission of all deliverables.
ii.	Policy Expert	<p>Qualification: 18 Years education/ or level-7 (as per HEC’s new system) in Public Policy preferably in Environmental Policy or Environmental Management/ Sciences, Natural Resource Management, or any other relevant field.</p> <p>Relevant Post Qualification Experience: 10 years of experience in the field of environment and preferably a part of similar exercise preferably in the developed or developing countries.</p> <p>Major Roles & Responsibilities:</p> <ul style="list-style-type: none"> • Formulate “Plastics Management Strategy” and “Regulation on Single-use of Plastics” in the context of the region as well as international best practice (s).
iii.	Environmentalist	<p>Qualification: 18 Years education / or level-7 (as per HEC’s new system) in Environmental Engineering or Environmental Sciences / Waste Management or any other relevant field.</p> <p>Relevant Post Qualification Experience:</p>

#	Position	Qualification, Experience and Roles & Responsibilities
		<p>08 years</p> <p>Major Roles & Responsibilities:</p> <ul style="list-style-type: none"> • Provide input to the Policy Expert on major environmental aspects of the study. • Help in Preparation of reports. • Help in conducting Stakeholder consultations.
iv.	Polymer / Chemical Engineer	<p>Qualification:</p> <p>18 Years education / or level-7 (as per HEC's new system) in Chemical / Polymer / Process Engineering, or any other relevant field.</p> <p>Relevant Post Qualification Experience:</p> <p>08 years</p> <p>Major Roles & Responsibilities:</p> <ul style="list-style-type: none"> • Provide input / assistance to the Consulting Team on the chemical composition of plastics and their safe disposal. • Provide input regarding best international practices for plastic management and disposal.
v.	Sociologist	<p>Qualification:</p> <p>16 Years education/ or level-6 (as per HEC's new system) in Sociology or any other relevant field</p> <p>Relevant Post Qualification Experience:</p> <p>08 years</p> <p>Major Roles & Responsibilities:</p> <ul style="list-style-type: none"> • Provide input / assistance to the Policy Expert on social impacts/ aspects of the study. • Help in Preparation of draft reports. • Help in conducting Stakeholder consultations.
vi.	Environmental Economist	<p>Qualification:</p> <p>16 Years education/ or level-6 (as per HEC's new system) in Environmental Economics/ Economics or any other relevant field.</p> <p>Relevant Post Qualification Experience:</p> <p>08 years</p> <p>Major Roles & Responsibilities:</p> <ul style="list-style-type: none"> • Provide economic impacts/ aspects of the study. • Help Preparation of drafts reports. • Help Stakeholder consultation.
vii.	Legal Expert	<p>Qualification:</p>

#	Position	Qualification, Experience and Roles & Responsibilities
		<p>LLM along with diploma in Environmental Law or any other relevant field</p> <p>Relevant Post Qualification Experience:</p> <p>06 years experience as lawyer of High Court.</p> <p>Major Roles & Responsibilities:</p> <ul style="list-style-type: none"> • Provide legal aspects of the study. • Provide Preparation of legal reports.

To

Director (Admin, Finance & Procurement)
Strategic Planning & Implementation Unit, PGDP
Environment Protection Department
Room No. 110, Gate No. 8, Gaddafi Stadium,
Ferozpur Road, Lahore.

Subject: HIRING OF CONSULTANCY FIRM FOR SP&IU, PGDP LAHORE FOR DEVELOPMENT AND IMPLEMENTATION OF PLASTIC MANAGEMENT STRATEGY AND REGULATION ON PRODUCTION AND CONSUMPTION OF SINGLE-USE PLASTICS

Dear Sir,

Being duly authorized to represent and act on the behalf of _____, and having reviewed and fully understood all of the terms and condition set forth in the EOI document and attached annexes.

We hereby express our interest and apply for the short listing of the “Hiring of Consultancy Firm” for SP&IU, Lahore.

Authorized Signature: _____
Name : _____
Designation : _____
Applicant's Official Seal: _____

EVALUATION CRITERIA

1- Mandatory Checklist

The applicant shall meet the following mandatory requirement in order to be considered for the evaluation purpose, failing to meet the below mentioned mandatory requirement will lead to disqualification and that applicant will not be considered for evaluation purpose:

Sr. No	Checklist	Status		Documents Provided	
		Yes	No	Yes	No
1.	Certificate of Registration with Taxation Authorities (Sales Tax, Income Tax, PRA etc)				
2.	Registration with SECP or Registrar of Firms				
3.	Registration with relevant professional body				
4.	Power of Attorney for Representative				
5.	Affidavit for Correctness of Information				
6.	<p>The Applicant/Partner of the Consortium / J.V shall attach original affidavit on non-judicial stamp paper (with a value of Rs. 100) and declaring on oath that the Applicant:</p> <ul style="list-style-type: none"> i. is not in bankruptcy or liquidation proceedings; ii. has never been declared ineligible/blacklisted by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons iii. is not making any misrepresentations or concealing any material fact and detail; iv. has not been convicted of, fraud, corruption, collusion or money laundering; v. 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 vi. does not fall within any of the circumstances for ineligibility or disqualifications 				

2- Evaluation Criteria

All applicants fulfilling the mandatory requirement will be eligible for evaluation purpose. The applicant will be shortlisted on the basis of the following criteria mentioned in the table below.

Sr No	Criteria	Requirement	Marks
1	Relevant Experience	One (01) similar* assignment will be provided by the applicant of at least Rs 10 Million. <i>*Similar nature means the expertise in formulation of Management Strategy and Drafting of Regulation (Preferably in Environment Sector) on having financial cost of Rs 10 Million per project. In case of financial cost of similar project is less than Rs. 10 Million, in that case the evaluation will be pro-rata reduction in score (with completion certificate)</i>	40 Marks (similar assignment)
2	Personnel / HR Capability	Resume of proposed staff of the assignment: a) Team Leader / Project Manager b) Policy Expert c) Environmentalist d) Polymer / Chemical Engineer e) Sociologist f) Environmental Economist g) Legal Expert (Qualification, Experience and Job Descriptions mentioned in ToRs section)	(40 Marks) (10 Marks) (5 Marks) (5 Marks) (5 Marks) (5 Marks) (5 Marks)
3	Financial Capacity	Average Annual Turnover for last three (03) year: 20 Million & Above 15 to 20 Million 05 to 10 Million	10 Marks 10 Marks 5 Marks 3 Marks
4	Management Capability	Detailed Description of Firm's Profile a) Organizational Structure b) List of Permanent Staff c) Quality Management System d) List of Relevant Equipment / Machinery	10 Marks 3 Marks 3 Marks 2 Marks 2 Marks
			100 Marks

(Note: The minimum points required to be shortlisted is 65).

SIMILAR ASSIGNMENT

[Using the format below, provide information on each assignment for which you, and each associate for this assignment, was legally contracted as a corporate entity or as one of the major members within a consortium / J.V, for carrying out project similar to the ones requested under this Assignment. Please provide Client’s certification and/or evidence of the contract agreement.]

Project name:	Value of the project (in current PKR):
Country: Location within country:	Duration of project (months):
Name of Client:	Total No. of staff-months (by your company) on the project:
Start date (month/year): Completion date (month/year):	In case of contractor or subcontractor: Value of part of the project provided by Applicant or subcontractor (in current PKR):
Name of associated members, if any:	No. of professional staff-months provided by associated members:
Name of senior professional staff of your company involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Note:

1. Only the eligible projects that satisfy technical criteria shall be included.
2. All the Financial numbers are to be given in PKR.
3. Completion Certificate must be provided.

(Signature of Authorized Signatory)
Applicant seal & stamp

BASIC INFORMATION OF APPLICANT

Prospective Applicant

- (a) Name:
- (b) Country of Incorporation:
- (c) Address of the corporate headquarters and its branch office (s), Pakistan:
- (d) Date of incorporation and / or commencement of business:
- (e) Type (corporation, partnership, etc):
- (f) Telephone No:
- (g) Cell No:
- (h) Fax:
- (i) Email:

Consortium / J.V Member's Information

- (a) Name:
- (b) Designation:
- (c) Applicant's Company:
- (d) Address:
- (e) Telephone No:
- (f) Cell No
- (g) Fax No:
- (h) E-mail Address:
- (i) Primary area of business

Details of individual (s) who will serve as the point of contact / communication for the Applicant's company:

- (a) Name:
- (b) Designation:
- (c) Address:
- (d) Telephone No.
- (e) E-mail address:
- (f) Fax No.

FINANCIAL CAPACITY

Turnover (Last 03 years)

Financial Year End (insert the date and year)

Prospective Applicant

(or if the Prospective Applicant is a Consortium / J.V, the relevant Consortium / J.V Member) (Rs in Million)

Year (Enter the Financial Year)	Annual Turnover
2020	
2019	
2018	
Total	
Average	

Note:

1. Data provided under the head of financial capabilities must be supported by the Annual Audited Statements & reports duly certified.
2. Annual turnover shall be calculated from the Average annual turnover of past 03 years.
3. Consortium / JV's partner's / associates shall also provide authenticated Annual Audited Statements. Bank statement shall not be considered in this regard.

(Signature of Authorized Signatory)

Applicant seal & stamp

Non-Blacklisting Certificate
(On Stamp Paper)

- We, [**Name and Address of the Applicant**], do hereby declare on solemn affirmation that:
 - I. We have not been black listed from any Government Department / Agency
 - II. We acknowledge that we have read, understood and accepted the EOI Document along with all terms and conditions specified above in the EOI document
 - III. We understand that the SP&IU, PGDP, Lahore shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the EOI, from any or all the Applicant(s)

Dated _____ day of _____, 2021.

APPLICANT

Signature: _____
CNIC # _____
Name _____
Designation _____
Address _____

WITNESSES

Signature	_____	Signature	_____
CNIC #	_____	CNIC #	_____
Name	_____	Name	_____
Designation	_____	Designation	_____
Address	_____	Address	_____

ANNEXURE 8:- FORMAT FOR POWER OF ATTORNEY

(On a Notary / Stamp Paper of Appropriate Value)

Know all men by these presents, we _____(name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. _____(name and address of residence) who is presently employed with us and holding the position of _____as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our EOI for the Punjab Green Development Program, including signing and submission of all documents and providing information/ responses to Director General Public Relations Punjab Lahore, representing us in all matters and generally dealing in all matters in connection with our proposal for the said project.

We hereby agree to ratify all such acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all such acts, deeds and things awfully done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For -----

(Signature) (Name, Title and Address) Applicant seal & stamp

Important Notes:

1. To be executed by all members of the Consortium / J.V duly supported .by a valid & legal document.
2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
3. Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

Annex 9: Format of CV

**FORMAT OF SHORT CV OF MANAGEMENT MENTIONED UNDER
EVALUATION CRITERIA**

1. Name :
2. Education :
3. Professional Experience :
4. Undertaking for association with firm to complete the Assignment :
5. Membership of Professional Societies :

Affidavit for Correctness of Information

[PRINT ON STAMP PAPER]

AFFIDAVIT of MR. _____ S/o Mr. _____, CNIC No. _____ Resident of _____,
Pakistan and authorized representative of _____ XYZ company name, _(address)_ (**‘Company’**).

I, the above named deponent, do hereby solemnly affirm and declare that:

1. I am the [Designation...] of the Company.
2. I am the authorized representative of the Company by virtue of [Board Resolution No., Letter No. etc.....] _____ dated _____.
3. The contents of accompanying [document....] dated along with the supporting documents are true and correct to the best of my knowledge and belief and nothing material or relevant thereto has been concealed or withheld therefrom.
4. I also affirm that all further documentation and information to be provided by me in connection with the aforesaid [document....] shall be true and correct to the best of my knowledge and belief.

DEPONENT

VERIFICATION

It is hereby verified on solemn affirmation at _____, Pakistan on the [date...] that the contents of the above Affidavit are true and correct to the best of my knowledge and belief and that nothing, material or relevant thereto, has been concealed or withheld therefrom.

DEPONENT

Annex 11: List of Supporting Document

LIST OF SUPPORTING DOCUMENTS

The following documents shall be provided as evidence in addition to any other document requested for the shortlisting purpose:

Sr No	Details of Document	Document Submitted	
		Yes	No
1	Proof of Registration with Relevant Professional Body		
2	Proof of Registration with FBR and PRA		
3	Proof of Registration of firm with SECP or Registrar of firms		
4	Three (03) year (2018,2019,2020) Audited Financial Statements		
5	Power of Attorney of Representatives		
6	Non-Blacklisting Certificate		
7	Affidavit of Correctness of Information		
8	Contract / Assignment Completion Certificates from Client		
9	All Annexes of EOI document		