

# PRE-QUALIFICATION DOCUMENT

## FOR ACQUISITION OF PROJECT MANAGEMENT SERVICES FOR TECHNOLOGY PROJECTS



National Bank of Pakistan  
نیشنل بینک آف پاکستان



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# 1. Proposals for Prequalification

## ACQUISITION OF PROJECT MANAGEMENT SERVICES FOR TECHNOLOGY PROJECTS

National Bank of Pakistan invites e-applications from the contractors registered with Income Tax and Sales Tax Department for prequalification of Acquisition of Project Management Services for Technology Projects

2. Electronic Prequalification documents, containing detailed requirements, terms and conditions are available for the registered bidders on EPADS at ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)).
3. The pre-proposal meeting will be held on 19th November 2024 at 3:00PM at the undersigned's address. The electronic proposals, prepared in accordance with the instructions in the prequalification documents, must be submitted by using EPADS on or before 5th December 2024 at 3:00PM. Manual bids, shall not be accepted. Electronic Proposals will be opened on the same day at 3:30PM.
4. In terms of Rule 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is constituted for subject procurement. Notification of said GRC is provided on the procuring agency's website [www.nbp.com.pk](http://www.nbp.com.pk) and on EPADS at ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)).

(Divisional Head)

Procurement Division,

Logistics, Communications & Marketing Group,

National Bank of Pakistan

3rd Floor, Head Office Building, Karachi.

021-99220331, 021-38902647

## 2. Introduction

National Bank of Pakistan (NBP) is one of the largest commercial banks operating in Pakistan. NBP's services are available to individuals, corporate entities and government, while it continues to act as a trustee of public funds and as the agent to the State Bank of Pakistan (in places where SBP does not have its presence). It has diversified its business portfolio and is today a leading player in the debt equity market, corporate investment banking, retail and consumer banking, agricultural financing, treasury services and is showing growing interest in promoting and developing the country's small and medium enterprises and at the same time fulfilling its social responsibilities, as a corporate citizen. Procuring the right product/service carries supreme importance for NBP. Therefore, the primary aim of any procurement and selection procedure is to ensure a transparency and fairness in process that can select the right vendor on the basis of merit and relevance experience.

## 3. Scope of Work

- 3.1. NBP invites eligible companies operating in Pakistan, having required experience and qualification in the field of providing **Project Management Services for Technology Projects**, to submit Proposals as per Prequalification Criteria laid down in this document.
- 3.2. National Bank of Pakistan (NBP) invites proposals for Prequalification from bidders to provide Project Management services for Technology projects through insourcing. The objective of the required services is to on-board/in-source Project Management resources for their engagement on multiple existing and future technology projects.
- 3.3. The bidder should be a locally/internationally renowned firm with experience of offering similar services in Pakistan.

### Scope of Services:

Deployment of Project Management resources as per the requirements with Hardware (Desktop PCs along with peripherals) and skillsets listed in the requirement document/SBD.

1. Resources with required skillsets to be provided as per the requirement terms.
2. Requirements and conditions listed in the requirements document/SBD.

## 3. Instruction to Applicants

### 3.1 Collection of Prequalification Documents

3.1.1 This invitation follows the Proposal for Prequalification that was placed on NBP's website and website of Public Procurement Regulatory Authority (PPRA), as also published in the daily newspapers in the Express Tribune (English) and Jehan Pakistan (Urdu) on November 3, 2024.

3.1.1 Interested Applicants may download Prequalification Documents, containing detail terms and condition etc. can be download from National Bank of Pakistan (NBP) website [www.nbp.com.pk/TENDER](http://www.nbp.com.pk/TENDER) and <https://eprocure.gov.pk> free of cost.

### 3.2 Pre-Proposal Meeting

3.2.1 Pre-Proposal Meeting will be held on 19<sup>th</sup> November 2024 at 3:00 pm at the office of Divisional Head – Procurement, LCMG, NBP Head Office, I. I. Chundrigar Road, Karachi. Interested Applicants may attend the Pre-Proposal Meeting session.

3.2.2 Applicants are required to upload their queries (if any) on EPADS through company's official e-mail address at least three days prior to the Pre-Proposal Meeting held on date as given at Sr. 3.2.1 above; verbal and handwritten requests will not acceptable.

3.2.3 Applicant's queries must carry Name, Designation, Company Name, Contact Number, Email address.

3.2.4 All queries will be answered in writing within Four (04) working days of the Pre-Proposal Meeting.

### 3.3 Preparation of Proposals

3.3.1 The applications shall be prepared in the English language. Information in any other language shall be accomplished by its translation in English, however, in case of any discrepancy in such translation the translated version of the application shall prevail.

3.3.2 The Applicants must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in dis-qualification of the Applicant.

3.3.3 The Proposal must be complete in all respects with all annexures attached, however the same must not contain any information related to financial aspects. Proposals must be duly signed and stamped by the authorized person of the Applicant.

- 3.3.4 Required details must be properly filled. No Applicant shall be allowed alteration or modification once Proposals have been opened. NBP may seek and accept clarifications to the Proposal that do not change the substance of the Proposal. Any such clarification shall be in writing.

### **3.4 Submission of Proposals**

- 3.4.1 Prequalification Proposals shall be uploaded on EPADS.
- 3.4.2 The name and mailing address of the Applicant shall be clearly mentioned.
- 3.4.3 Submission of proposals for prequalification will be valid if applications for prequalification are uploaded on EPADS on or before 5<sup>th</sup> December 2024 till 3:00. Manual submission of Proposal will not be allowed.

### **3.5 Opening of Proposals**

- 3.5.1 Prequalification Proposals shall be opened/acknowledged on 5<sup>th</sup> December at 3:30PM by a committee designated by NBP through EPADS.
- 3.5.2 Late/Manual Proposals will be rejected and will be returned unopened to the Company. NBP shall not be held responsible for either non-receipt or late receipt of Proposals.

### **3.6 Evaluation of Proposals**

- 3.6.1 NBP shall evaluate the proposal in a manner prescribed in the Prequalification Criteria and reject any proposal which does not conform to the specified requirements.
- 3.6.2 NBP may reject all proposals at any time prior to the acceptance of a proposal. NBP shall upon request communicate to any Applicant who submitted a proposal, the grounds for rejection of its proposal, however NBP shall not justify those grounds as per Public Procurement Rule 33.
- 3.6.3 NBP shall conduct a comprehensive, fair, and impartial evaluation of all proposals received, verifying the same with documentary evidence provided by Applicants as required in the Evaluation Criteria.

### **3.7 Announcement of Results**

- 3.1.2 Evaluation Reports will be uploaded/published on both NBP and PPRA websites. After finalization of the evaluation, the Prequalified Applicant / Applicants shall be issued a "Prequalification Letter/Email".
- 3.7.1 In the next phase of procurement process, NBP shall invite Technical and Financial Bids only from Prequalified Applicants as per Public Procurement Rule 16 (3).
- 3.7.2 NBP shall communicate to those Applicants who have not been pre-qualified the reasons for not pre-qualifying them.

### **3.8 Award of Contract**

- 3.8.1 Once Prequalification Process is complete, prequalified Applicants will be invited to submit Technical / Financial Bids for providing Project Management Services for Technology Projects as per criteria, requirements and specifications established by NBP in the Bidding Document.
- 3.8.2 Accordingly, contract will be awarded in terms of Most Advantageous Bid selected by NBP as per Public Procurement Rules, and in accordance with the reserved right to annul the bidding process and reject all bids, at any time prior to award of contract.

### **3.9 Method of Procurement**

- 3.9.1 The methodology for procurement of Project Management Services for Technology Projects shall be based on Prequalification Method. After Prequalification the successful Applicants will be invited to submit Technical and Financial Proposals. Further procurement process shall be concluded as per Public Procurement Rule 36(c) i.e., Single stage Two envelope bidding procedure.

### **3.10 Objections to Terms of Prequalification Document**

- 3.10.1 Should an Applicant object on any ground (including any ambiguity, discrepancy, omission or error to any provision or legal requirements set forth in this Prequalification Document, the Applicant must provide written notice to NBP setting specifically the grounds for the objection, however within ten (10) calendar days after publication of Invitation for Proposal for Prequalification.
- 3.10.2 The failure of an Applicant to object in the manner set forth in the above paragraph shall constitute a complete and irrevocable waiver of such objection.

3.10.3 Submission of proposal in response to this invitation shall construe to Applicant's consent on the contents of the Prequalification Document including terms and conditions appended therein, thus rendering any subsequent objection as null & void.

### **3.11 Modifications of Prequalification Document**

3.11.1 NBP may modify the Prequalification Document prior to the submission deadline, by issuing Corrigendum, which will be posted on NBP website.

3.11.2 NBP will make reasonable efforts to notify Applicants of modifications to the Prequalification Document in a timely manner.

3.11.3 Notwithstanding this provision, the Applicant is responsible for ensuring that its Proposal reflects any and all addenda issued by NBP prior to the Submission Deadline, regardless of when the proposal is submitted.

### **3.12 Proposal Validity period**

3.12.1 The Proposal for prequalification will remain subject to NBP's acceptance for one hundred and eighty (180) calendar days after the Submission Deadline, or such a later date as per Public Procurement Rules 2004.

3.12.2 Submission of a proposal signifies that the proposal is genuine and not the result of collusion or any other anti-competitive activity.

3.12.3 In submitting its proposals, an Applicant agrees that if the Proposal is accepted, the Applicant shall submit Technical / Financial bid on or before the deadline specified by NBP.

3.12.4 Failure to furnish any and all documents or other materials required in the proposal, shall be deemed an abandonment of the proposal offer.

3.12.5 The successful applicants shall be prequalified for three years.

### **3.13 Modification and Withdrawal of Proposals**

3.13.1 Any Applicant may revise/modify or withdraw Proposal on own initiative at any time before the Submission Deadline.

3.13.2 Revised/modified proposal must be uploaded on EPADS on or before the Submission Deadline.



3.13.3 No Proposal shall be revised/modified or withdrawn by an Applicant after the date and time for submission of Proposal.

### **3.14 Cancellation of Prequalification Process**

3.14.1 NBP may cancel this process at any stage as per Public Procurement Rules without assigning any justification, or in case of no competition between Applicants or pooling-up towards their proposals/offer.

### **3.15 Updating Prequalification Information**

3.15.1 Bidders shall be required to update the financial, personnel and resource information used for prequalification at the time of submitting their bids, to confirm their continued compliance with the qualification and evaluation criteria and verification of the information provided at the time of prequalification. A bid shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.

### **3.16 Disqualification of Applicants**

3.16.1 NBP shall disqualify an Applicant at any time if the information submitted by the Applicant is found to be false and materially inaccurate or incomplete.

3.16.2 Direct or indirect canvassing, impelling, or influencing any representative of NBP for any purpose related to the procurement process is strictly prohibited and shall lead to immediate disqualification of the Applicant.

### **3.17 Blacklisting of Applicants**

3.17.1 In terms of Rule 19 of PPRA Rules, 2004 NBP may also permanently or temporarily bar and/or blacklist an Applicant from participating in respective procurement proceedings and future tenders in case the Applicant is found to be indulged in corrupt and fraudulent practices (as defined in PPRA Rules, 2004).

## 4. Eligibility Criteria

### Instructions:

1. Responses against ALL questions MUST be in “YES” or “NO” only (Column-C).
2. Responses against ALL questions MUST be in affirmative (“YES”) for applicants to qualify for the next stage of procurement process, as such, any response in negative (“NO”) shall lead to disqualification of the applicant/proposal.
3. All documents/documentary evidences (as required) MUST be attached with the Proposal.

Eligibility Criteria			
(A)	(B)	(C)	(D)
Sr.	Questions	Response (Yes or No)	Annexure
1	Is the Applicant incorporated as “Private/Public Limited” with Security Exchange Commission of Pakistan (SECP)? (Please attach attested copies of SECP Certificate of Incorporation, Memorandum of Association and Article of Association).		Attached at Annex. A
2	The Bidder should also be a registered Taxpayer, enrolled with concerned Tax authorities concerned (Federal Board of Revenue and/or Provincial Revenue Board(s)) and enlisted on the Active Taxpayer list of FBR. (Documentation proof required must be provided in the proposal with proper reference (page no.) in the proposal)		Attached at Annex. B
3	Is the Applicant registered with EOBI and relevant Social Security Institution(s)? (please attach attested copies of Registration Certificates).		Attached at Annex. C
4	The Bidder should be a registered entity in Pakistan in the form of Public Ltd./Private Ltd. or any other form permissible under Legal system of Pakistan and should be in business for a tenure of minimum five (05) years. Relevant proof of existence (either Certificate of Incorporation, Memorandum of Association, Certificate of Commencement of Business, Extract from the Register of Firms maintained by the Registrar, etc. confirming the incorporation of the commercial entity or other relevant documents where applicable depending on the type of entity as mentioned above) should be provided.		Attached at Annex. D
5	Bidder must provide an undertaking stating that "the bidder is not blacklisted by any Government entity in Pakistan for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices and also not involved in any kind of lawsuits in this regard either current or pending."(please provide confirmation / declaration on a Stamp Paper of Rs. 100/-) format given in last of this document.		Attached at Annex. E
6	Bidder should provide audited Income Statement (Profit & Loss) showing at least Rs. 200 million or more Sales Volume/Revenue of company at least in the last Three (03) consecutive years. In case if audited statement is not available for last year, then the Bidder should provide letter from company's CFO (Chief Financial Officer) or senior management staff confirming that Sales Volume / Revenue of company is at least Rs. 200 million aggregated in the last Three (03) years including the Revenue/Sales Volume from the last year along with the financial statements. (Attach copy of Annual Audited Financial Statement or attested Bank Certificate mentioning annual turnover amounts for relevant periods).		Attached at Annex. F
7	Bidder should provide documented evidence (i.e., copy of agreement, work order etc.) for at least three (03) contracts/agreements of similar natures assignment in Pakistan during last five (05) years. (Please attach Reference Letters issued by clients for confirming of required services along with and a list of clients with their complete contact information for verification).		Attached at Annex. G

8	Bidder should provide documented evidence (i.e., copy of agreement, work order, etc.) for at least One (01) contract(s)/agreement(s) of similar nature assignment(s) in any financial institution in Pakistan during the last five (05) years. (Please attach Reference Letters issued by at-least two different clients mentioning the numbers for required services).		Attached at Annex. H
9	Does the Applicant have valid Group Life and Health insurance coverage for its employees from an Insurance Company(ies)? (please attach copy(ies) of relevant documents).		Attached at Annex. I
10	Does the Applicant's company undertake that in case any information/document submitted is found false/forged, the firm shall be disqualified from the procurement process at any stage? (please attach an undertaking on Stamp Paper of Rs. 100/-)		Attached at Annex. J
11	The Bidder should have office/presence in Karachi, along with the required resources for deployment at NBP. (Documentation proof and Undertaking must be provided with proper reference (page no.) in the proposal)		Attached at Annex. K
12	The bidder must not be in active contract with NBP for similar resource augmentation / hiring services which may result in conflict of interest.		Attached at Annex. L
13	The Firm should not be already engaged for any assignment which by its nature conflicts with another assignment at the bank. If a consultant has been engaged to provide goods or works for any NBP's project, it shall not be eligible to provide consultancy services for the same project. Bidder/joint venture partner should provide a list of services for which they are engaged with NBP for similar nature projects and other assignments, if any, to establish the conflict-of-interest element. If any conflict found, the bank reserves the right to disqualify the bidder.		Attached at Annex. M

## 5. Qualification Criteria

### Instructions:

1. Only ONE relevant response (✓) against each Question MUST be provided in Column-C.
2. Column-E MUST be left blank for sole use of NBP.
3. Score of “0” (zero) shall be awarded against a response to any question if it is un-responded, left blank, unclear, ambiguous, vague, and/or is in duplicate.
4. All documents/documentary evidence (as required) MUST be attached with the Proposal, otherwise a score of ‘0’ (zero) shall be allotted as Score Obtained against relevant Questions.
5. A minimum Score of 15 out of 25 MUST be obtained in Qualification Criteria to qualify for the next stage of procurement process.

Qualification Criteria			Total Score: 25	
(A)	(B)	(C)	(D)	(E)
1	<b>Number of Years that the company is established in Pakistan? (please attach relevant documentary evidence)</b>	Tick One	Allocated Score	Score Obtained
	More than 09 Years		5	
	More than 07 up to 09 Years		4	
	More than 05 up to 07 Years		3	
2	<b>Previous and current clientele (excluding NBP) during the last three years? (please attach Reference Letters and list of clients with complete contact information, duly signed and stamped by Company’s CEO/MD)</b>	Tick One	Allocated Score	Score Obtained
	At least 02 FIs + 02 Others (MNC/PSE/Private Ltd. Co.)		5	
	At least 01 FIs + 02 Others (MNC/PSE Private Ltd. Co.)		4	
	At least 01 FI + 01 Other (MNC/PSE/Private Ltd. Co.)		3	
3	<b>Average Annual Turnover of the company during last 3 years? (please attach copy of Audited Financial Statement or attested Bank Certificate or attested Income Tax Returns for relevant period)</b>	Tick One	Allocated Score	Score Obtained
	More than PKR 200 Mn		5	
	More than PKR 150 Mn up to PKR 200 Mn		4	
	More than PKR 100 Mn but up to PKR 150 Mn		3	
4	<b>Number of Offices including Head Office, Regional Offices, Local Offices? (please provide name of representative, postal addresses, official landline &amp; cellphone numbers, duly signed and stamped by Company’s CEO/MD)</b>	Tick One	Allocated Score	Score Obtained
	More than 05		5	
	More than 03 up to 05		4	
	More than 01 up to 03		3	
5	<b>The company has the following Policies/SOPs in place: (1) SOPs / Manual for Operations (2) Monitoring Mechanism (3) HSE Policy (4) HR Policy (please provide copies of relevant documents issued by the company)</b>	Tick One	Allocated Score	Score Obtained
	All of the above		5	
	Three of the above		4	
	Two of the above		3	
	One of the above		2	
	<b>TOTAL SCORE</b>			<b>25</b>

## 6. Format of Proposal

The prequalification proposal should address each of the criteria addressed in this section. It should be clear and concise in response to the information and requirements described in this prequalification document. The format and sections of the Proposal should conform to the structure outlined below. Adherence to this format is necessary in order to permit the effective evaluation of proposals.

Each section of the proposal should be separated by colored separators for easy access to the relevant section;

Sr.	Contents
01	Letter of Application (Section 8)
02	Table of Contents
03	Executive Summary
04	Corporate Information
05	Company's Experience
06	Relevant previous and current clientele
07	References
08	Any other relevant information
09	Response to Eligibility Criteria (Section 5 of Prequalification Documents)
10	Annexures/Attachments as required in the Eligibility Criteria (Section 5 of Prequalification Documents)
11	Response to Qualification Criteria (Section 6 of Prequalification Documents)
12	Annexures/Attachments as required in the Qualification Criteria (Section 6 of Prequalification Documents)

## 7. Letter of Application

To:

Divisional Head (Procurement), Procurement Division  
Logistics, Communications and Marketing Group, National Bank of Pakistan,  
Head Office, I. I. Chundrigar Road, Karachi.  
Tel: 021-99220331 / 021-38902435

Sir,

1. Being duly authorized to represent and act on behalf of ..... (hereinafter “the Applicant”) and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified as Company for providing Project Management Services for Technology Projects to NBP.
2. Attached to this letter are Attested True Copies (of original documents) as required as per evaluation criteria section 5 & 6.
3. NBP and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects.
4. This Letter of Application 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 application, or with regard to the resources, experience, and competence of the Applicant.
5. NBP and its authorized representatives may contact the following persons for further information, if needed.

Purpose	Contact Name	Contact Numbers
For General and Managerial Inquiries		
For Technical Inquiries		
For Financial Inquiries		

6. This application is made with the full understanding that:
- (a) bids by Prequalified Applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
  - (b) NBP reserves the right to:
    - (i) amend the scope of this project; in such event bids will only be called from prequalified Applicants who meet the revised requirements; and
    - (ii) Cancel the prequalification process and reject applications in accordance with Public Procurement Rules.
7. We confirm that in the event that we bid, that bid as well as any resulting contract will be:
- (a) signed so as to legally bind all parties; and
  - (b) The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed
Name & Designation
For and on behalf of (Name of Applicant) Company Stamp to be affixed

## 8. Contact Information

In case of any query related to this prequalification document, Applicants may contact the following NBP representative:

Name: Senior Vice President  
Position: Divisional Head, Procurement Division,  
Logistics, Communications & Marketing Group  
Mail Address: haider.isani@nbp.com.pk  
Phone: 021-99220331 / 021-38902435