



Government of Pakistan
Pakistan Telecommunication Authority

Headquarters F-5/1, Islamabad
<http://www.pta.gov.pk>

“SAY NO TO CORRUPTION”

REQUEST FOR PROPOSAL (RFP)

[REVIEW AND ANALYSIS OF EXISTING SALARY PACKAGE, PERKS AND PRIVILEGES OF PTA EMPLOYEES]

Pakistan Telecommunication Authority (PTA), a statutory body established under Pakistan Telecommunication (Re-Organization) Act 1996, invites Expression of Interest (EOI) from the interested HR consultancy and advisory Firms / Companies who are on Active Taxpayers List of the Federal Board of Revenue, for review and analysis of existing salary package, perks and privileges of PTA employees. Method of selection will be quality & cost based.

Expression of Interest documents, (containing detailed terms of reference and specific conditions, etc.) are available at office of the undersigned. Price of the RFP documents is Rs.500/- (non-refundable). RFP documents can also be downloaded from www.pta.gov.pk free of cost.

The Expression of Interest is required to be prepared in accordance with the instructions in the RFP documents, must reach at the office of Deputy Director (HR), (PTA), Headquarters Islamabad on or before **June 11, 2018 by 10:00 am**. The technical proposals will be opened on the same day at **10:30 am**. This advertisement is also available on PPRA website at www.ppra.org.pk.

Deputy Director (HR),
PTA HQs, F-5/1, Islamabad, Pakistan
Tel: (051) 9215148, Fax: (051) 9225316 Email: imtiaznaqvi@pta.gov.pk

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GOVERNMENT OF PAKISTAN
PAKISTAN TELECOMMUNICATION AUTHORITY
HEADQUARTERS, F-5/1, ISLAMABAD
Phone: 051-9225329- 31



REQUEST FOR PROPOSALS

FOR

REVIEW OF THE EXISTING SALARY PACKAGE, PERKKS AND
PREVILEGES
OF PTA EMPLOYEES

REQUEST FOR PROPOSALS - REVIEW OF THE EXISTING SALARY PACKAGE, PERKS AND PRIVILEGES OF PTA EMPLOYEES

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1. **LETTER OF INVITATION**

REQUEST FOR EXPRESSION OF INTEREST (EOI)
[REVIEW AND ANALYSIS OF EXISTING SALARY PACKAGE, PERKS AND
PRIVILEGES OF PTA EMPLOYEES]

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PTA Headquarters, F-5/1, Islamabad,
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Tel: (051) 9215148, Fax: (051) 9225316
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INSTRUCTION TO FIRMS / CONSULTANTS

2.1 Queries regarding RFP

Prospective firms/companies may request in writing for clarification of any provisions of RFP documents not later than seven (07) days before proposal submission date. Any subsequent queries will neither be entertained nor responded. Any request for clarification must be sent in writing by mail, facsimile, or electronic mail to PTA's address indicated below. PTA will respond by facsimile or electronic mail to such requests and will send written copies of response (including an explanation of query but without identifying source of inquiry) to all participating prospective agencies/firms who intend to submit proposals.

Address for requesting and all correspondence with PTA related to this assignment including requesting for clarification/submission of proposal etc. is as follows:

Deputy Director (HR),
PTA Headquarters, F-5/1, Islamabad, Pakistan
Tel: (051) 9215148, Fax: (051) 9225316
Email: imtiaznaqvi@pta.gov.pk

2.2 Preparation of Proposal

Prospective firms/companies are requested to submit their proposals not later than 10:00 hrs on June 11, 2018. Proposals must be in English language. All proposals must meet mandatory eligibility criteria placed at **Annexure-A**. The Proposals that do not meet mandatory eligibility criteria shall not be accepted and shall not be evaluated further.

2.3. Technical Proposal

While responding to Technical Proposal, prospective firms/companies are required to view scope of work and all related documents of this RFP. Material deficiencies in providing information requested may result in non-acceptance of proposal.

2.4 Core Team Members/Evaluation Panel:

Prospective firm/company will ensure availability of dedicated professional(s) with relevant specialized qualifications preferably based at Islamabad or remain available in Islamabad if required by PTA. Professional(s) should possess appropriate relevant experience and expertise. Detailed resumes/CVs of proposed professional(s) should be provided in proposal.

1.5 Lead:

Prospective firm/company will nominate lead/focal person responsible for overall completion of evaluation and reporting process. Lead should have considerable experience in carrying out tasks of similar nature and similar or bigger scope.

Reports to be issued by prospective firms /companies as part of this assignment must be in English. It is desirable that, if not all, some of prospective agency /firm's staff possess working knowledge of PTA's functioning. Firm / Company / Individual interested in submitting a proposal can have a meeting with PTA in this regard before submitting a proposal.

Technical proposal shall be submitted on 'Technical Proposal Submission Form' (**Annexure-B**) with provision of following detail as per Standard Forms.

- i. Background information of prospective firm/company including Registration Certificate (as the case may be), location and branch offices along with number of employees and financial position of Company/Firm / Individual(**Annexure - D**).

- ii. Specific / similar experience of prospective firm/company relating to this assignment should be provided. (**Annexure - E**)
- iii. Detailed specific experience shall be provided as per **Annexure - F**
- iv. A step by step description of methodology and adequacy of work plan for performing this assignment should be provided (**Annexure - G**)
- v. Details of proposed professional that would be assigned to each task and their total number of years of experience (**Annexure - I**).
- vi. Authority letter for authorized representative to deal with PTA for purpose of submitting proposal and all related steps through assignment till its conclusion.
- vii. Detailed CVs of proposed professional staff and authorized representative submitting proposal should be attached. Key information should be entered into table in (**Annexure -H**) which will include qualifications and total number of years of work experience Technical Proposal shall not include any financial information.

Financial Proposal

Prospective firm/company shall provide all details of their respective Financial Bid in form of fixed fee. Financial Proposal shall be furnished in a separate sealed envelope under prescribed Form at **Annexure-C** and enclosed in duly sealed main envelope.

2.6 Submission, Receipt, and Opening of Proposals

Proposals are invited under single stage - Two envelope Procedure of PPRA Procurement Rules 2004. Original Proposals (Technical and Financial) shall be prepared without any interlineations or overwriting. An authorized representative of applicant firm/company / individual will initial all pages of proposal with official stamp affixed on same. Other terms and conditions, as laid down in PPRA Procurement Rules 36(b) are as follows:-

- i. Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately Technical proposal and Financial proposal;
- ii. envelopes shall be marked as “**FINANCIAL PROPOSAL**” and “**TECHNICAL PROPOSAL**” in bold and legible letters to avoid confusion;
- iii. initially, only envelope marked “**TECHNICAL PROPOSAL**” shall be opened;
- iv. envelope marked as “**FINANCIAL PROPOSAL**” shall be retained in custody of PTA without being opened;
- v. PTA shall evaluate technical proposal as per technical evaluation criteria given in RFP, without reference to price and reject any proposal which does not conform to specified requirements;
- vi. During technical evaluation no amendments in technical proposal shall be permitted;
- vii. Financial proposals of technically shortlisted companies shall be opened publicly at a time, date and venue announced and communicated to bidders in advance.
- viii. Financial proposals of firms / companies which have not been short listed on the basis of technical evaluation shall be returned un-opened to respective bidders; and
- ix. Firm / company / individual which score highest on the basis of technical as well as financial evaluation shall be accepted, as procurement is on quality and cost based process as defined under 3(b) of PPRA Consultancy Service Regulations 2010.

Outer envelope should bear following: "**Proposal for** review of existing salary package, perks and privileges of PTA employees "

Completed Proposal must be delivered at submission address on June 11, 2108 before 10:00am. Any proposal received after closing time for submission shall not be considered and returned unopened.

2.7 Earnest Money:

- i. Earnest money in form of pay order or bank draft only in favour of Pakistan Telecommunication Authority, Islamabad amounting to Rs. 2% of total bid including GST amount should be attached with Financial Proposal
- ii. Financial Bid not accompanied with earnest money shall be rejected.
- iii. Earnest money of successful bidder shall be retained till submission of the final report, whereas earnest money of unsuccessful bidders will be returned on issuance of engagement letter.

2.8 Completion of Assignment / Project:

Assignment shall be carried out as per scope mentioned at Sr. 3.1 of this RFP i.e; Terms of References. The assignment shall be completed within time line mentioned at Sr. 3.1 of this RFP. In case, project is delayed by firm /company 1% of project cost shall be charged as penalty for each week of delay, restricted to maximum 10% of price (for maximum 10 weeks). After delay of 10 weeks in submission of final report by the Consultant, the contract shall be terminated by PTA.

2.9 Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to prospective agency /firm who submitted proposals or to other persons not officially concerned with process, until successful agency/firm has been notified that it has been awarded contract.

3 TERMS OF REFERENCE

3.1 Scope of Work and Report

PTA is looking to appoint a firm/company for **review of existing salary package, perks and privileges** of PTA employees. Selected Firm / company shall be responsible for following:

Deliverable - I

To review and to identify grade wise gap in existing salary package, perks and privileges being paid to PTA employees in comparison to other regulatory authorities at least three organizations or similar autonomous organizations to ascertain whether the salaries of PTA Employees are competitive to other regulatory authorities and market players or otherwise.

Deliverable - II

To review existing structure of salary package 2017 including Adhoc Relief Allowance 2017 and corresponding impact on allowances wheather these should be on mean of scales or on running basic pay. Admissibility of existing allowances with comparison to other regulatory authorities in order to make market competitive salary package of PTA.

Deliverable - III

To review existing allowances of PTA employees in comparison to other regulatory and autonomous organizations to identify admissibility of allowances, number of allowances and nomenclature of allowances if there are less number of allowances granted to PTA's employees or otherwise.

Deliverable - IV

To review existing perks and privileges of employees and suggest if there is any need for revision in existing perks and privileges of employees.

Consultant will be required to come up with suggestions which should be anomaly free in every respect. Firm/company shall undertake to provide Services with highest standards of professional and ethical competence and integrity with production of verifiable and auditable record (both hard and soft) for whole process; Timeline for completion of the above mentioned tasks shall be as under:

Sr #	Description of Step by-Step Process	Time Allocation
1.	Start of Execution of contract for review of salary package, perks, privileges, and benefits of PTA employees.	On the day of signing contract
2.	Deliverable - I completion i.e; Gap Analysis report	Within first fifteen working days of the signing of contract.

3.	Deliverable - II	Within Twenty five working days of the signing of contract.
4.	Deliverable -III	Within Thirty working days of the signing of contract.
5.	Deliverable - IV	Within Forty five working days of the signing of contract.

3.2 Assignment Background and Needs

Pay scales of PTA are to be decided by PTA Authority from time to time. However, PTA pay packages as considered from time to time were linked to increases as granted by GoP in overall budget for inclusion and/or mergers of adhoc relief allowances as per criteria of GoP to remain in line with pay packages of GoP. However, it is considered that this practice has rendered decrease gap between take home salaries of PTA employees and that of civil servants. Hence, PTA being a specialized entity of Govt. of Pakistan is not been able to attract and retain professional of high caliber to remain with PTA for a longer run. In view of this PTA intends to do a review and analysis of salary package, perks, privileges and benefits of PTA employees.

4 EVALUATION CRITERIA

4.1 General Terms of Proposed Evaluation

From the time bids are opened to the time contract is awarded, if any prospective firm/company intends to contact PTA on any matter related to its proposal, it should do so in writing at above mentioned address.

Any effort by bidders to influence PTA, in proposal evaluation, proposal comparison or contract award process shall result in automatic disqualification.

Offers are liable to be rejected if mandatory requirements as mentioned at **Annexure - A** are not fulfilled.

4.2 Evaluation Criteria

Technical Proposal and Financial Proposal shall respectively constitute 80% and 20% of total score.

Technical evaluation committee, constituted by PTA as a whole and each of its members individually, evaluates proposals on the basis of their responsiveness to scope of work. Responsive proposal will be given a technical score (TS). A proposal shall be rejected at this stage if it does not respond to important aspects of RFP. Relative marking will be given to individual firms on each item of marks.

Sr #	Description	Marks
1.	Specific Relevant Experience of Firm (Five marks per year)	40
2.	Specific Relevant Projects in Hand (Five marks per Project)	20
	Academic Qualification of Staff Marks will be awarded on the following criteria for the Lead Staff who will be engaged in PTA Project	40
	HR Specialist = 20 Marks Maximum	
	a. Ph.D (HRM) = 5 Marks	
	b. M.Phil / M.S = 4 Marks	
	c. MBA (HRM) = 3 Marks	
3.	Finance Specialist = 20 Marks Maximum Finance Specialists will be considered in this category and will be awarded marks as per following criteria:-	
	a. FCA / ACA = 5 Nos	
	b. CMA = 4 Nos	
	c. Ph.D Finance (Reputable Foreign University), = 3 Nos	
	d. MBA (Accounting / Finance) = 2 Nos	
	Total Marks	100

*** All Supporting documents pertaining to fulfillment of criteria shall be attached**

Financial Bids, will be opened only for those firms/companies who secure at least 60% marks in Technical Evaluation. Lowest Financial bid will obtain the highest score. A criterion for evaluation of financial Proposal is as under:-

Criteria	Points
Points will be awarded based on quoted fixed success fee. The lowest Bid will	Max. 20

obtain the highest score.	(20 marks x Lowest Bid)/Bid amount to be evaluated
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4.3 Award of Contract

Contract shall be awarded to firm/company obtaining aggregate highest marks in technical and financial evaluation. Sample of agreement is attached with RFP at Sr. 6.

5 TYPE OF CONTACT

Lump sum contract will be awarded to winning firms. Format of contract is attached with RFP. Payment shall be made within 6 weeks of submission of invoice, after issuance of completion certificate by PTA. Taxes shall be deducted as per GoP rules.

6. PROPOSED CONTRACT FORMAT

CONSULTANCY AGREEMENT
(FOR REVIEW AND ANALYSIS OF EXISTING SALARY PACKAGE, PERKS AND
PRIVILEGES OF PTA EMPLOYEES)

This Service Agreement (the "Agreement") for review of existing salary package, perks and privileges of PTA employee is made at _____ on this _____ 2018.

by and between

Pakistan Telecommunication Authority, a statutory body established under Pakistan Telecommunication (Re-organization) Act, 1996, having its principle office at PTA H/Q, F-5/1, Islamabad through DD (HR), (hereinafter referred to as the "PTA" which expression where the context so permits including its successors, administrators or assignees) of the One Part and;

1. M/s _____ through Mr./Ms. Bearing CNIC NO. _____ having place of business at _____ (hereinafter referred to as the "**Consultant**" which expression shall, where the context so allows include successors in interest, executors, administrators, heirs and permitted assigns) on the other Part and;

(when and where applicable Party of One Part and Party of Other Part shall hereinafter be collectively referred to as 'Parties' and individually as 'Party' as context of this Agreement requires).

WHEREAS,

2. PTA is desirous to acquire consultancy services for a comparative review of existing salary package, perks and privileges of PTA employee, as prescribed scope of work and deliverables provided in this agreement.

3. The Consultant, has agreed to provide Services to PTA on terms and subject to conditions as set forth hereunder.
4. The Consultant represents that it has relevant expertise and holds valid and subsisting licenses / permissions, / approvals which are / or may be required from the Government of Pakistan, and that it has the requisite expertise and resources to provide the requisite Services to PTA at the highest standards and to satisfaction of PTA. The Consultant further undertakes that the Services shall be provided only through the staff / workforce that has the requisite expertise and experience as required under the agreement.
5. It is mutually agreed that PTA shall pay the Consultant a total Rs. _____ (which are inclusive of GST and all other taxes, duties as applicable for the time being in force) etc. as consideration account of services rendered by the
6. The Consultant shall undertake to provide Services with highest standards of professional and ethical competence and integrity with production of verifiable and auditable record (both hard and soft) for whole process;

NOW THEREFORE, for the consideration provided herein the representation and warranties, covenants, conditions and promises contained herein below and intending to be legally bound, the Client and Consultant hereby agree as follows:

7 SCOPE OF AGREEMENT

The Consultant shall be responsible for following:

Deliverable - I

To review and to identify grade wise gap in existing Salary package, perks and privileges being paid to PTA employees in comparison to other regulatory

authorities to ascertain whether the salaries of PTA Employees are competitive to other regulatory authorities

Deliverable - II

To review existing structure of salary package 2017 including Adhoc Relief Allowance 2017 and corresponding impact on allowances whether these should be on mean of scales or on running basic pay. Admissibility of existing allowances with comparison to other regulatory authorities to make market competitive salary package.

Deliverable - III

To review existing allowances of PTA employees in comparison to other regulatory to identify admissibility of allowances, number of allowances and nomenclature of allowances if there are less number of allowances granted to PTA's employees or otherwise.

Deliverable - IV

To review existing perks and privileges of employees and suggest if there is any need for revision in existing perks and privileges of employees. The recommendations of the Consultant are required to be anomaly free in every respect.

The Consultant shall ensure that all the services are efficiently carried out in accordance with time lines set out in this agreement

GENERAL Provisions

The RFP is an integral part of this Agreement

- 8 Deputy Director (Human Resource) will be the authorized person from PTA, for all issues connected for completion of services under this Agreement.

9 A party's failure to exercise or delay in exercising any right, power or privilege under this Agreement shall not operate as a waiver; nor shall any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof.

10 The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

11 All addition amendments and variations to this agreement shall be binding only if in writing and signed by the Parties or their person of contact of both the parties.

12 This Agreement may not be assigned by either party to other than by mutual agreement between the Parties in writing

Tenure of the Agreement

Agreement shall be **effective** from date of signing this contract between PTA and HR consultancy and Advisory firm / Consultant.

This Agreement shall be valid for a term ten weeks from the date of the signing of this Agreement.

13 Termination: Notwithstanding anything contained herein, PTA shall be exclusively entitled to terminate this Agreement in the following instances:

- a. **without advance notice**, in case the Consultant is in breach of any of terms of this Agreement, or in case PTA is not satisfied with quality of Services being provided by the Consultant;
- b. PTA shall not be liable for any kind of compensation, reimbursement, or damages because of loss or prospective profit or because of expenditures or commitments incurred in connection with business of the Consultant.
- c. The Assignment shall be carried out as per scope mentioned at Sr. 3.1 of this RFP i.e; Terms of References. The assignment shall be completed within time line mentioned at Sr. 3.1 of this RFP. In case, project is delayed by the Consultant 1% of project cost shall be charged as penalty for each week of delay, restricted to maximum 10% of price (for maximum 10 weeks). After delay of 10 weeks in submission of final report by the Consultant, the contract shall be terminated by PTA.
- d. The Consultant may terminate this Agreement by giving 10 day's notice.

PAYMENT

- 14 Payment of Contract Amount due under this Agreement to the Consultant shall be made in accordance with this Agreement. In this connection PTA shall deduct at source all such taxes, duties, charges as provided under applicable law for time being in force before disbursement of payment. Further, any new tax / duty / charges imposed / levied by Government after signing contract will be borne by PTA and if any tax/duty/charges are reduced by government during currency of contract the same will also be reduced invoice will be reduced or increased as the case may be. Payment shall be made

through cross cheque credited to account of HR consulting and Advisory Firm / Consultants i.e. M/s _____ for rendering services.

- 15 The Consultant shall be solely responsible for all payments, liabilities and all other obligations of whatsoever nature pertaining to its employee(s) who shall be deputed for the assignment.
- 16 The Consultant shall make all arrangements for carrying out assignment at its own i.e logistic / administrative etc. under this agreement and shall in no way bear any liability on PTA.
- 17 Any ancillary service (s) connected to scope of work / necessary for assignment which is not expressly covered in this agreement / Request for Proposal, which felt by PTA during continuity of assignment shall be provided by the Consultant at its own cost.
- 18 Payment will be made through Cheque to HR consultancy and Advisory Firm / Consultants after submission of invoice / bill having GST invoice duly signed / stamped by Authorized Representative of the Consultant after deduction of tax(s) at source as per Government Rules prevalent at time of payment.
- 19 The total contractual amount shall be disbursed to the Consultant in lump sum upon the issuance of a completion certificate by DD (HR).

Confidentiality of Information

- 20 The Consultant, its / his staff, workers, employees, personnel, agents or any other person acting for him and / or on his behalf shall hold in confidence and maintain complete confidentiality pertaining to all

documents and other information supplied to the Consultant as well as to his Employees / Personnel, Agents etc. by or on behalf of PTA or which relates to PTA under this Agreement.

Dispute

21 If any **dispute** arises between parties as to terms of this Agreement or as to performance or non-performance of terms thereof or in connection with or arising out to this agreement, same shall be referred for resolution to Director General (Coordination) at first stage.

22 In case dispute is not resolved at first stage the dispute shall be referred to Chairman PTA. Decision of Chairman PTA shall be final and binding.

23 **Security Deposit/Retention Money:** Earnest Money of the Consultant will be retained PTA and shall be released on completion of task to satisfaction of PTA subject to a completion certificate issued by Deputy Director (Human Resource) PTA.

24 **Force Majeure.** The Consultant shall not be held responsible for any loss or damage or failure to perform all or any of its obligations hereunder resulting from a Force Majeure event. For purpose of this Agreement a "Force Majeure Event" shall mean any cause(s) which render(s) a Party wholly or partly unable to perform its obligations under this Agreement and which are neither reasonably within control of such Party nor result of fault or negligence of such Party, and which occur despite all reasonable attempts to avoid, mitigate or remedy, and shall include acts of God, war, riots, civil insurrections, cyclones, hurricanes, floods, fires, explosions, earthquakes, lightning, storms, chemical contamination,

epidemics or plagues, acts or campaigns of terrorism or sabotage, blockades or acts of Governmental Authority after date of this Agreement. The Firm shall promptly but not later than seven (07) days following Force Majeure event notify PTA of estimated extent and duration of its inability to perform or delay in performing its obligations (“Force Majeure Notification”).

25 **Governing Law.**-The provisions of this Agreement and the rights and obligations hereunder shall be governed by and construed in accordance with the applicable laws of Pakistan.

26 Both Parties have agreed and signed this agreement before the witness on this day.

<p>_____</p> <p>(Mr. _____)</p> <p>S/o _____</p> <p>NIC # _____</p> <p>Address:- _____</p> <p>For and On Behalf of</p> <p>HR Consultancy and Advisory Firm /</p> <p>Consultants</p>	<p>_____</p> <p>Deputy Director (Human Resource)</p> <p>For and On Behalf of</p> <p>Pakistan Telecom Authority (PTA)</p>
<p>Witness:</p> <p>1. _____</p> <p>_____</p> <p>_____</p>	<p>Witness:</p> <p>1. _____</p> <p>_____</p> <p>_____</p>

Mandatory Requirements

All proposals must meet mandatory eligibility requirements. Proposals that do not meet mandatory eligibility requirements will be rejected and will not be evaluated further.

Sr. #	Mandatory Requirements	Yes	No
1.	Bid Security - Bid Security to be attached with Financial Proposal. (Certificate regarding attachment shall be submitted with Technical Proposal)	<input type="checkbox"/>	<input type="checkbox"/>
2.	Proof of Certificate of Incorporation of Registration or equivalent (as the case may be)	<input type="checkbox"/>	<input type="checkbox"/>
3.	Proof of National Tax Number (NTN)	<input type="checkbox"/>	<input type="checkbox"/>
4.	Proof of GST registration with relevant tax authorities.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Proof of Minimum Experience (3 years as Minimum)	<input type="checkbox"/>	<input type="checkbox"/>
6.	Proof of Specific / Similar Job Completed. List of clients separately for private and public sector including salary surveys etc.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Clientele testimonials (References / Recommendations)	<input type="checkbox"/>	<input type="checkbox"/>
8.	Profiles of all professionals who will carry out this assignment, if awarded.	<input type="checkbox"/>	<input type="checkbox"/>
9.	Affidavit on Stamp Paper that Bidder is not insolvent or bankrupt.	<input type="checkbox"/>	<input type="checkbox"/>
10.	Affidavit on Stamp Paper that Bidder is not blacklisted or barred by Public Procurement Regulatory Authority, Government, Semi-Government, Private, Autonomous body or any other organization.	<input type="checkbox"/>	<input type="checkbox"/>

11.	Bidder must be in Active tax Payer List of the FBR.	<input type="checkbox"/>	<input type="checkbox"/>
12.	Bidder must have office / branch at Islamabad / Rawalpindi.	<input type="checkbox"/>	<input type="checkbox"/>

Technical Proposal Submission Form

[Location, Date]

Deputy Director (HR),
PTA Headquarters, F-5/1, Islamabad, Pakistan
Tel: (051) 9215148, Fax: (051) 9225316
Email: imtiaznaqvi@pta.gov.pk

Sir,

We, the undersigned, offer to provide the HR Advisory / Consulting and **review of** existing salary package, perks and privileges of PTA employee in accordance with your Request for Proposal dated May 25, 2018. We are hereby submitting our Technical Proposal in sealed envelope.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:
Name of Signatory:
Designation of Signatory:
Name of Firm:
Address:
Cell No:
Telephone No.
Extension:
Fax No:
Email address:

Financial Proposal Submission Form

[Location, Date]

Deputy Director (HR),
PTA Headquarters, F-5/1, Islamabad, Pakistan
Tel: (051) 9215148, Fax: (051) 9225316
Email: imtiaznaqvi@pta.gov.pk

Sir,

We, the undersigned, offer to provide HR Advisory / consulting and **review of** existing salary package, perks and privileges of PTA employee in accordance with your Request for Proposal dated May 25, 2018. We are hereby submitting our Financial Proposal, in sealed envelope.

We hereby quote Rs. _____ including all applicable taxes as our fee against HR advisory services.

We understand that you are not bound to accept any proposal you receive

We remain,

Yours sincerely,

Authorized Signature:
Name of Signatory:
Designation of Signatory:
Name of Firm:
Address: / Cell No:/Fax No: /Email address:

COMPANY'S PROFILE

Company profile shall contain following information. In addition applicant may provide whatever information they feel is relevant and useful for this purpose.

- a. Name of Firm: _____
- b. Date of Establishment/registration of Business: _____
- c. Address: _____
- d. Contact Person
- e. Telephone No: _____ Ext: _____ Fax No. _____
- f. Mobile No. _____

Sr.#	Description	
	Profile of the Firm/company: <ul style="list-style-type: none"> i. Names of CEO/ Directors/ Partners ii. Nature of registration (sole proprietor, partnership, (Pvt) Ltd. As the case may be) Proof of registration shall be provided 	
	No of Offices and No. of Employees <ul style="list-style-type: none"> i. Location of agency office/sub office ii. Number of branches Local / Foreign iii. Number of total employees Pakistan / Abroad 	

	<p>Financial Position</p> <ul style="list-style-type: none">i. Name of Banksii. Certificate of Financial position from bankiii. Copy of Annual Accountsiv. Tax Registration (NTN/STN)	
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SPECIFIC/SIMILAR EXPERIENCE

Relevant/similar services carried out in last five years that best illustrate past experience and track record of similar assignments.

Using format below, provide information on each assignment for which your firm/entity, either individually, as a corporate entity, or as one of major companies within a legally formed association, was legally contracted. Supporting documentary evidence i.e Engagement Letter/ Certificate for successful completion issued by Clients may be attached with Technical Proposal.

A separate form shall be filled for each assignment. In addition to following applicant, may provide any other information they feel is relevant and useful for this purpose.

Assignment Name:	Professional Staff provided by your Firm / Entity (profiles):
Name of Client: Client Address:	No. of Staff:
Address:	No. of Staff recruited Months; period in which the assignment was completed
Start Date (Month/Year): Completion Date (Month/Year):	Value of Contract (in PKR):
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:	
Narrative Description of the Project: Titles of the Positions Recruited with the Deptt:	
Description of Actual Services Provided by Your Firm/Staff:	

GENERAL EXPERIENCE IN DETAIL

(Detailed experience Other than Consultancy shall be provided)

Annexure - G

Sr #	Description of Step by-Step Process	Time Allocation
1.	Start of Execution of contract for review of salary package, perks, privileges, and benefits of PTA employees.	On the day of signing contract
2.	Deliverable - I completion i.e; Gap Analysis report	Within first fifteen working days of the signing of contract.
3.	Deliverable - II	Within Twenty five working days of the signing of contract.
4.	Deliverable -III	Within Thirty working days of the signing of contract.
5.	Deliverable - IV	Within Forty five working days of the signing of contract.

LEAD AND PROFESSIONALS

Sr No.	Name	Qualification	Position / Organization	No. of years of Experience	No. of Years of Consultancy Experience

PROFESSIONALS TO BE ASSIGNED

Personnel Summary (Complete for Lead and each professional and attach CVs)

Name of Employee:		
Position:		
General Information		Date of Birth:
	Telephone:	
	Fax:	
	Years with Present Employer:	
	Total years of experience:	
	Consultancy Experience:	No. of Years

Employment Record:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project:

DD/MM/YY		Company/Project/Position/Specific Technical experience
From	To	

Education:

Highest Level of Degree	Relevance of Degree to the Assignment
Chartered Accountant , FCA/ ACA	
Management Accountant FCMA/ ACMA	
PhD	
MBA / MS Finance	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, above data correctly describes me, my qualifications, and my experience.

_____ Date:_____

Signature] Day/Month/Year

Full name :

Contact No. Tel:

Mobile

Email Address

Note:- A separate form shall be completed for each team member.

Form of Lead shall mention that it is Lead form.