

Invitation to Bid
Hiring of Consultant/Firms
for
Consultation, Implementation & Certification of Pakistan Stone Development Company
[PASDEC] – International Standard of Quality Management System ISO 9001:2015

Pakistan Stone Development Company (PASDEC) established under section 42 of Companies Act, 2017 working under Ministry of Industries and Production Government of Pakistan. PASDEC invites sealed bids from reputable consultants/firms for Consultation, Implementation & Certification of Pakistan Stone Development Company [PASDEC] – International Standard of Quality Management System ISO 9001:2015.

PASDEC Core Business:

Pakistan Stone Development Company (PASDEC) has been incorporated as a 'Not for Profit' company, licensed under Section 42 of Companies Act, 2017. PASDEC is working for development of entire value chain of Marble and Granite Sector of the Country i.e. from mines to markets. For demonstration of mechanized mining in Pakistan, PASDEC established Model Quarries and Quarry Up-gradations. The interested miners of the sector are provided with modern mining machines on discounted rental rates to encourage mechanized mining operations in the Country. For the clusters building functions of Marble and Granite Stone, PASDEC is in process of establishing Marble Cities – an Industrial estate projects. The Federal Government has sponsored the major component of finance cost of Marble City project and its industrial plots are provided to the applicants on subsidized rates to boost industrialization in the sector. The project will not only substantially reduce material processing cost but will also contribute for the employment generation in the under developed areas. PASDEC has also provided trainings to workers on Marble Mosaic, Inlay & Handicraft. The cost incurred on demonstration of mechanized mining, discount on machinery rentals rates and subsidized plot prices of Marble City Project has contributed in accumulated losses of the Company.

Objective of the Assignment:

The purpose of the assignment is to establish and implement an efficient management system in accordance with guidance of latest version of international Standard of Quality Management System ISO 9001:2015 and to get international acknowledgement in the form of certification.

Scope of the Assignment:

- i. **Awareness and Capacity Building of PASDEC Staff:** The consultancy firm shall conduct reasonable number of trainings (at least 4) comprehensive trainings for all tiers of PASDEC management on quality management system (ISO-9001:2015) at PASDEC Head Office Islamabad.
- ii. **Development and implementation.** The consultancy firm shall also issue certificates to the training participant's. The consultancy firm shall hold regular and frequent on the site informal coaching /discussion sessions with staff during all the different phases of the project. (Risalpur and Gaddani)
- iii. **Review existing system (Gap analysis):** The consultancy firm shall review the complete set of processes to identify the duplication and efficacy in order to make process execution within and between the departments as efficient as possible.
- iv. **Development and configuration of state of the art quality management System:** The consultancy firm will establish state of the art quality management system and where possible configures it with existing system. The consultancy firm shall closely coordinate with PASDEC team in formulation of the new processes within an agreed time frame. The consultancy firm shall assist and supervise the implementation of system designing through implementation. The consultancy firm shall provide assistance in preparing mandatory ISO documents and other documents required for certification. Any conflicts or issues arising during this phase shall also be coordinated and decision of the client organization will be binding upon the consultancy firm. The Focal Persons of PASDEC will check the effectiveness of the implementation and any abnormality or difference in the planned and actual processes will be highlighted. The consultancy firm shall provide complete assistance in bridging the gap. The consultancy firm shall also provide suggestions or the improvements in the implementation system.
- v. **Verification of system implementation (Internal Auditing):** The consultancy firm shall conduct a comprehensive auditing trail in the presence of Focal Person of PASDEC to verify the system implementation. Every type of non-conformances/problems shall be clearly highlighted along with the

workable solutions. The consultancy firm shall provide complete assistance to resolve these non-conformities.

- vi. **Green signal certificate before certificate audit:** The consultancy firm shall ensure that all the corrective actions are implemented in the required spirit and time and are formally closed. The consultancy firm shall provide a green signal certificate clearly mentoring that the PASDEC QMS system is ready to be audited for certification within a time period as mutually finalized between client & consultancy firm. The consultancy firm shall arrange a certification agency for external auditing and the financial bid price of the consultancy firm shall be inclusive of cost of certification agency.
- vii. **Assistance during certification auditing:** The consultancy firm will provide necessary assistance to qualify for certification during the certification auditing. The consultancy firm will also be contacted after the certification audit if required so.
- viii. **After award of certification:** Once the certification is acquired, a formal close out meeting shall be conducted with consultancy firm. The lessons learnt and the future strategies shall be briefed by the consultancy firm for improvements and maintaining the certification requirements.

Deliverables:

The Consultant/firm is expected to deliver the following:

- Training session on ISO system Implementation and Internal Auditing
- Trainings certificates
- Gap analysis report
- Provision of ISO 9001 and allied standard Provision of comprehensive guidelines for the development of ISO documents namely (but not limited) SOPs, Job descriptions (Checklists in respect of each function of every position), work instructions, Manuals, etc.
- Preparation/Provision of ISO mandatory documents
- Preparation/Provision of ISO manual
- Internal audit report
- ISO 9001:2015 certificate from certification body accredited from Pakistan National Accreditation Council.

Consultant's Obligations:

- Focal persons of PASDEC will liaise with the Consultancy firm. The Consultancy firm shall work in very close collaboration with the Focal Persons; exchange information regarding progress of the consultancy and takes his advice where ever required.
- The consultant will submit a Non-Disclosure undertaking and will treat all PASDEC data as highly classified.
- The consultant will produce original work and will utilize maximum resources to ensure accuracy and effectiveness of the system.
- All published/ web sources utilized will be clearly stated/declared.
- Training is specific component to this assignment.

Work Duration/Time Frame:

- The expected time required for PASDEC system development, trainings and capacity building is 03 (THREE) calendar months. The Consultant will arrange completion of PASDEC audit and ISO 9001:2015 certification within next 02 (TWO) calendar months. The exact duration however may be decided at the time of signing of contract between PASDEC and the Consultancy firm. In case the Consultant fail to complete the task within the stipulated period, PASDEC reserves that right to terminate the Contract and Consultant will return amount that it has received under the award back to PASDEC.
- In case of delay in provision of the deliverables, a penalty of 0.1% per week or part of the delayed week will be imposed on the consultancy firm. In case of a delay creator than 6 weeks, PASDEC may terminate the contract.

Eligibility criteria and consultancy team composition proposed team of consultancy firm:

The consultancy team who will be engaged should have extensive and proven mix of skill, expertise and experience in the field of ISO 9001 certification. Previous experience of similar assignment is essential. The consultant must meet the following minimum criteria.

- a) **Principal Consultancy/ Training Expert:** Graduation at least 2 Years experience in the relevant field and 20 number of QMS (ISO-9001) assignment completed
- b) **Coordination/QMS documents Expert:** Graduation with at least year's experience in the relevant field

Method of submission of Bids:

- i. Bid deficient by any of the required document shall not be entertained.
- ii. Bid must be sealed and marked as **“Hiring of Consultant/Firms [International Standard of Quality Management System ISO 9001:2015] under Single-Stage-Two-Envelope-Procedure** should reach latest by 10:30 am of **25th April 2019**.
- iii. The bids shall be opened at **11:30am** on the same day in presence of bidders who wish to attend the bid-opening-session.
- iv. Bids must accompany bid security of **2% of the quoted bid value** in shape of PO/DD in favor of PASDEC.
- v. Bids must remain valid **120 days** from the submission date.
- vi. PASDEC reserves right to verify details of the bidders. Clarification related to bids may be requested within 05 working days before the submission date from the PASDEC’s representative.
- vii. PASDEC reserves the right to accept or reject any or all bids prior to acceptance of bids as per the PPRA Rule No.33.
- viii. No conditional Bid shall be accepted. A bid found conditional, at any stage, will be rejected.
- ix. Bids will be evaluated on the Evaluation Criterion given in next paragraph.

Contents of Technical Bid:

Bidder is required to submit a complete technical bid including;

- Background and organization of the consultant firm and each associate of this assignment experience of the consultant firm in the relevant field; team composition of the task assigned; CV for proposed professional staff, approach, methodology and work plan. Alternative professional staff shall not be proposed, and only one curriculum vita (CV) may be submitted for each position.
- Description of the approach, methodology and work plan for performing the assignment covering the following subject: technical approach and methodology, work plan, and organization and staffing schedule.
- List of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their task.

Note: The Technical bid should include all the relevant information and documents required for the technical evaluation.

Contents of Financial Bid:

The financial bid shall list all cost associated with the assignment, including all the applicable Federal & Provincial taxes must be considered. All these taxes are required to be built in the quoted rates. If appropriate, these costs should be broken down by activity. The bidder will give prices for the entire scope i.e.

- Trainings,
- Gap analysis,
- Documentation evaluation and preparation,
- Internal audits,
- Initial certification audit and one surveillance audit.
- Assistance/support during surveillance audit.
- ISO Certification 9001:2015

Note: All prices proposed by the bidder will remain fixed and valid throughout bid validity period.

Evaluation Criteria:

Bids will be evaluated by the PASDEC management on techno-financial basis of 70:30. Quality Cost Based Selection (QCBS) will be applied. Evaluation will be made on following parameters:

S.No	Description	Allocation of Marks
1	Past experience in work of similar nature (Govt./Private Sector) of Consulting Firm: <ul style="list-style-type: none"> ▪ Past experience of organization having conduction similar nature of assignments in terms of number 	50 Marks

	<p>(Development, Implementation & Certification of ISO 9001:2015)</p> <ul style="list-style-type: none"> ▪ Number and name/title of assignments successfully completed clearly indicating public and private sector: 5-10 (20 Marks) ▪ Number and name/title of assignments successfully completed clearly indicating public and private sector: 11-20 (30 Marks) ▪ Number and name/title of assignments successfully completed clearly indicating public and private sector: 21-40 (40 Marks) ▪ Number and name/title of assignments successfully completed clearly indicating public and private sector: above 40 (50 Marks) 	
2	<p>Skills and competencies of the consulting team:</p> <ul style="list-style-type: none"> ▪ Team qualification <p>Principal Consultant/Training Expert (Total 30 Marks)</p> <ul style="list-style-type: none"> ▪ Qualification: ▪ Graduation with at least 5 years experience in the relevant field (5 Marks) ▪ Master degree with at least 5 years experience in the relevant field (10 Marks) ▪ Number of QMS of ISO: 9001: ▪ Number of QMS of ISO: 9001 up to 10 (5 Marks) ▪ Number of QMS of ISO: 9001 11 to 20 (7 Marks) ▪ Number of QMS of ISO: 9001 above than 20 (10 Marks) ▪ Number of Training Courses: ▪ Number of Training Courses of ISO: 9001 up to 5 (5 Marks) ▪ Number of Training Courses of ISO: 9001 5 to 10 (7 Marks) ▪ Number of Training Courses of ISO: 9001 above than 10 (10 Marks) <p>Team size including team leader (Total 10 Marks)</p> <ul style="list-style-type: none"> ▪ Up to 3 (5 Marks) ▪ More than 3 (10 Marks) 	40 Marks
3	<p>Office location</p> <ul style="list-style-type: none"> ▪ Office location in Islamabad (10 Marks) 	10 Marks
	Total	100 Marks

Note: Please note that the bid of the consultant must disclose above mentioned information in bid evaluation criteria.

Signing of Contract and Payment Schedule:

PASDEC shall send to the successful bidder Letter of Acceptance (LoA) and sign Contract with the successful bidder.

The consultant/firm will be entitled to bill PASDEC as per the following schedule:

At the time of signing of the Contract	20% of the Bid value
After development of documents, system required for ISO 9001:2015 certification, staff training and their capacity building thereon	30% of the Bid value
After audit and issuance of ISO 9001: 2015 Certificate	50% of the Bid value

All payments will be released after deduction of all applicable taxes. In case of termination of the Contract due to default at the part of Consultant, the Consultant will return back any amount that it received under the subject award to PASDEC.

General Terms & Conditions:

- a) Bids will not be modified after submission thereof. PASDEC may, however, seek or accept clarification with regard to the bids for evaluation purpose. For the avoidance of doubt, it is clarified that PASDEC reserves the right to award the contract and to reduce and/or increase the scope of the contract or annul the whole process, invite fresh proposals, at its sole discretion without thereby incurring any liability, whatsoever, PASDEC also reserves the right to ask the bidder to comply with certain specific conditions, improve its compliance.
- b) The proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Bidder.
- c) Bidder should familiarize themselves with local conditions and take them into account in preparing their bids.
- d) Bidder shall bear all costs associated with the preparation and submission of their proposals and contract negotiation.
- e) PASDEC is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidder.
- f) Information relating to evaluation of bids and recommendations concerning awards shall not be disclosed to the Bidders who submitted the bids or to other person not officially concerned with the process, until the publication of the award of Contract. The undue use by any Bidder of confidential information related to the process may result in the rejection of its bid.
- g) Any bidder feeling aggrieved by any act of PASDEC, may lodge a written complaint to CEO PASDEC not later than 15 days of announcement of the bids evaluation report.
- h) A point not specifically mentioned or properly addressed in this Document, shall be decided in accordance with PPRA Rules 2004, or as interpreted by the PPRA.

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