

# EXPRESSION OF INTEREST

## Hiring of Third Party Monitoring & Validation Services (TPMV) of Lahore Waste Management Company



**City District Government Lahore**

Jinnah hall, The Mall, Lahore  
042-99210604-05

EOI # -----

Sign & Stamp of Applicant

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**DISCLAIMER**

City District Government Lahore (CDGL) has prepared this Expression of Interest (EOI) Document to provide information regarding the relevant procurement of "Hiring of Third Party Monitoring & Validation 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. CDGL 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. CDGL has no liability for any statements, opinions, information provided in this memorandum. CDGL 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, CDGL 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

City District Government Lahore (hereinafter referred to as "CDGL ") has advertised the Expression of Interest (EOI) for the "Hiring of Third Party Monitoring & Validation Consultancy Services" to invite application from prospective bidders (herein after referred to as "Applicant") to conduct the Company-wide Third Party Monitoring & Validation of Lahore Waste Management Company (LWMC). The underlying EOI Document is in accordance with Punjab Procurement Rules 2014. The short-listed applicants will only be issued the "Request for Proposal" regarding this assignment. The draft Terms of Reference of the assignment are 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. KEY OBJECTIVES

To conduct Third Party Monitoring & Validation of the operational functions performed by the LWMC and International contracting firms and monitoring of agreed terms and conditions. Third Party will be a private firm having expertise such as monitoring, evaluations and validation of processes and it will be selected through a competitive procedure. The mandate of Third Party will be to analyze the processes being followed both by the contractors and LWMC in the light of signed contracts.

The objective of this assignment is to facilitate institutional accountability & transparency of the public sector expenditures through a technical and third party monitoring/review and evaluation of the implementation of public sector interventions.

The major objectives of the assignment is to:

- a) To conduct Third Party Monitoring Consultancy Services for company-wise operations of Lahore Waste Management Company.
- b) To conduct Third Party Validation Consultancy Services for company-wise operations of Lahore Waste Management Company.

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### 3. APPLICANT

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

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

After short-listing, any change in the composition of the Consortium (except lead member) will be subject to approval from the CDGL.

### 4. SHORTLISTING CRITERIA

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

### 5. INELIGIBILITY OF A PROSPECTIVE BIDDER

If the Applicant or a Consortium 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 member belongs or in which the Applicant or a Consortium 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 member.

### 6. 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.

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## 7. 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 shortlisting purpose.

## 8. CLARIFICATIONS

The Applicant requiring any clarification on the EOI document, may send a request for clarification to CDGL at the address given below on or before ten (10) working days of application submission date:

**Administrator/District Coordination Officer,  
City District Government Lahore,  
Jinnah Hall, The Mall, Lahore  
042-99210604-05**

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 seven (07) working days of application submission date to all Applicant who has 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.

## 9. PROPOSED TIMELINE FOR SHORTLISTING

The proposed timeline of assignment is as follows:

Activity	Proposed Timeline
Advertisement of EOI	27 <sup>th</sup> Nov 2015
Clarification Requests Submission Deadline	5 <sup>th</sup> December 2015
Communication of Response to Questions Clarification	8 <sup>th</sup> December 2015
EOI Applications Submission Deadline	30 <sup>th</sup> December 2015
Evaluation and Announcement of Shortlisted Applicant	15 working days

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## 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 CDGL enclosed in a single envelop bearing the words "HIRING OF TTHIRD PARTY MINITORING & VALIDATION CONSULTANCY SERVICES FOR LAHORE WASTE MANAGEMENT COMPANY".
- ii. The inner envelope shall each indicate the name and address of the Applicant (in case of a Consortium, the name and address of the Lead Member) to enable the relevant EOI Application to be returned unopened if it is declared "late".

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- iii. The DVD/CD/USB requested shall be submitted with the printed EOI Application as provided in Annex 1 (Data Sheet). For the avoidance of doubt, it is expressly specified that the Prospective Bidders 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 02:00 pm 30<sup>th</sup> Dec 2015 at the office of the undersigned in the manner and form as detailed in this EOI document. The applications submitted electronically will not be considered for evaluation and short listing. However, CDGL 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**

CDGL will open the applications for the shortlisting 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 CDGL will announce a list of "Shortlisted Applicants" Bidders who meet the evaluation criteria. "Request for Proposal" for the said assignment will be issued only to the "Shortlisted Applicants".

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# ANNEXES

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A handwritten signature in black ink, appearing to be 'R. A.', written over a horizontal line.

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## DRAFT TERMS OF REFERENCES

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

The City District Government Lahore (CDGL) is seeking an experienced consulting firm or Consortium of firms to conduct third party monitoring & validation of Lahore Waste Management Company.

The subject exercise shall involve the (i) deployment of suitable technical staff for monitoring & examination (ii) understanding of overall objectives (iii) validation of adopted procedures/ SOPs for different activities and the level of adherence (iv) visual inspection of solid waste operations(s) (v) checking of quality of the executed works through visual inspection (vi) quantitative measurement i.e. work done v/s payment made with respect to cost, quality, time & scope envisaged in the approved budget (vii) financial review of processes (viii) recommending specific remedial measures to achieve the required standards (ix) Access progress against each of the projects and verify results achieved (x) submission of periodic deliverable progress reports and timely feedback to CDGL on the agreed format.

Firm will monitor & validate following task:-

- a. Mechanized road sweeping.
- b. Effectiveness of washing of public places.
- c. Waste collection efficiency.
- d. Door to Door (DTD) waste collection in total urban area.
- e. Waste storage facilities in commercial markets and public places.
- f. Establishment of separate industrial waste collection system.
- g. Establishment and functioning of integrated waste disposal system for 30% of total waste generation.
- h. Sale of waste to private sector for processing, treatment and disposal (50% of total waste generation).
- i. Establishment of a system for Material Recovery Facilities cum Waste Transfer Station(s).
- j. Private Sector Participation for waste collection services in 70% of the urban areas.
- k. Establishment of separate system for collection and disposal of Construction & Demolition Waste.

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- l. Establishment of a separate system for Industrial Waste collection and disposal.
- m. Establishment of a separate system collection and transportation of infectious hospital waste
- n. Establishment of a corporate governance framework for efficient delivery of ISWM services.
- o. Development of Modern Management System for efficient delivery of ISWM services.
- p. Monitoring revenue collection efficiency.
- q. Monitoring Revenue generation from sale of waste from 50% of total waste generation.
- r. Awareness and education programs in educational institutes.
- s. Awareness campaigns for audience of print and electronic media.
- t. Special events.
- u. Development of complete legal and regulatory framework.
- v. Establishment of mechanisms for determination of customer satisfaction levels.
- w. Provision of Occupational Health and Safety (OHS) gadgets.

**Other Tasks:-**

- a. Monitoring on Illegal Dumping Sites existence in controlled area of LWMC.
- b. Monitoring on illegal practices of open dumping and burning of Solid Waste.
- c. Validation of procedures and processes adopted for the recruitment of all Senior Level, Managerial, and Non-Managerial posts.
- d. Validation of procedures and processes adopted for all type of procurements.
- e. Procedures and processes adopted for all type of contracts with national and international entities.
- f. Validation of receipts and expenditures in terms of transparency.
- g. Conducting of Performance Appraisals of all Employees of Lahore Waste Management Company (LWMC)
- h. Monitoring existing Complaint Redressal System of LWMC.

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**Annex 2: Format of Cover Letter**

**To**

**Administrator/District Coordination Officer,**  
City District Government, Lahore  
042-99210604-05

**Subject: HIRING OF THIRD PARTY MONITORING & VALIDATION CONSULTANCY SERVICES**

**Dear Sir,**

Being duly authorized to represent and act on 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 expresses our interest and apply for the shortlisting of the "Hiring of Third Party Monitoring & Validation Consultancy Services of Lahore Waste Management Company" for CDGL.

**Authorized Signature:**

**Name :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

**Applicant's Official Seal:** \_\_\_\_\_

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## 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	Check List	Status		Document Provided	
		Yes	No	Yes	No
1	Registration with Taxation Authorities				
2	Non-Black Listing Certificate				
3	Registration status of applicant (Company, Partnership Firm, Sole Proprietor ship, NGO etc.)				

### 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	Three (03) similar* assignment will be provided by the applicant of at least Rs. 5 Million each. <i>*Similar nature means the designing, planning conducting and reporting TPMV having financial cost of Rs. 5 Million per project. In case of financial cost of similar project is less than Rs.5 Million, in that case the evaluation will be pro-rata reduction in score</i>	45 Marks (15 Marks each for similar assignment)
2	Management	Resume of proposed staff of the assignment: 1. Team Leader/Project Manager (01 No.) 2. Manager Monitoring (Manual Sweeping & General Cleanliness) (01 No.) 3. Manager Monitoring (Waste Collection- Containers & DTD)	35 Marks (10 Marks for Team Leader/Project Manager and 05 Marks each for Managers )

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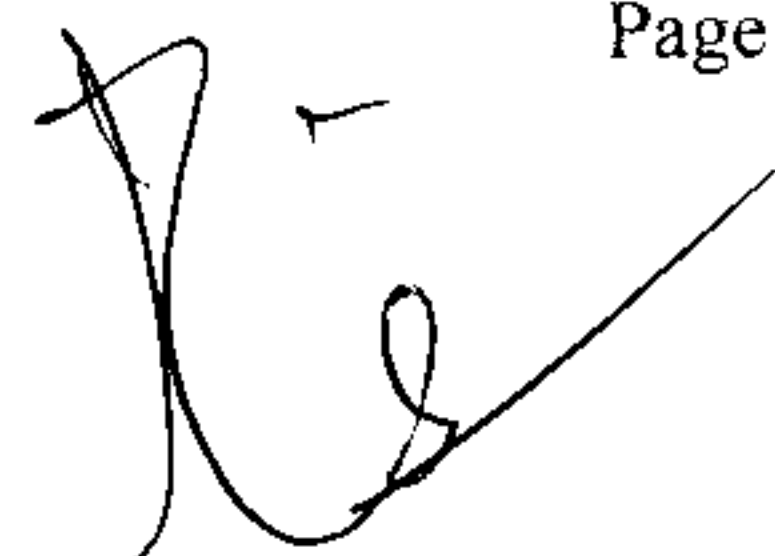
		(01 No.) 4. Manager Monitoring (Mechanical Sweeping & Washing) (01 No.) 5. Manager M&E (01 No.) 6. Manager Finance (01 No.) 7. Manager Environment Health & Safety (01 No.)	
3	Financial Capacity	Average Annual Turnover for last three (03) year: Above 10 Million 10 to 07 Million 07 to 05 Million 05 to 03 Million	20 Marks 15 Marks 10 Marks 05 Marks
<b>Total Marks</b>			<b>100 Marks</b>

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

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### LIST OF SUPPORTING DOCUMENT

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	Company Profile		
2	NTN Registration Certificate		
3	Three (03) year Audited Financial Statement		
4	Non-Blacklisting Certificate		
5	Contract/Assignment Completion Certificates from Client		
6	All Annexes of EOI document		

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### 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 an consortium, 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 Bidder 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*

(Signature of Authorized Signatory)  
Bidder seal & stamp

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## 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 Member's Information

- (a) Name:
- (b) Designation:
- (c) Bidder'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 Bidder's company:

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

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**FINANCIAL CAPACITY**

**Turnover (Last 03 years)**

Financial Year End (insert the date and year)

**Prospective Bidder**

**(or if the Prospective Bidder is a Consortium, the relevant Consortium Member)**

**(Rs in Million)**

<b>Year (Enter the Financial Year)</b>	<b>Annual Turnover</b>
1	
2	
3	
<b>Total</b>	
<b>Average</b>	

(Signature of Authorized Signatory)

Bidder seal & stamp

\_\_\_\_\_  
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**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 CDGL 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 \_\_\_\_\_, 2015.

**APPLICANT**

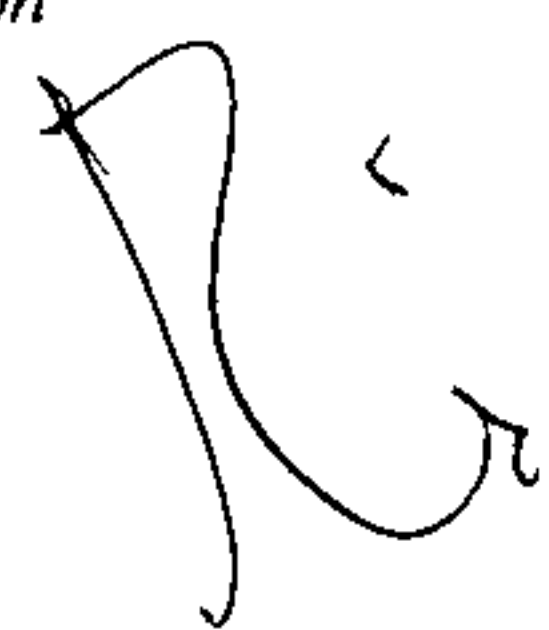
Signature: \_\_\_\_\_  
 CNIC # \_\_\_\_\_  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Address \_\_\_\_\_

**WITNESSES**

Signature \_\_\_\_\_  
 CNIC # \_\_\_\_\_  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Address \_\_\_\_\_

Signature \_\_\_\_\_  
 CNIC # \_\_\_\_\_  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Address \_\_\_\_\_

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Sign & Stamp of Applicant



**FORMAT OF SHORT CV OF PROJECT MANAGER AND OTHER MANAGERS**

1. Name :
2. Profession/Expertise :
3. Date of Birth :
4. Years with the Firm :
5. Nature of experience in this firm and others :
6. Membership of Professional Societies :
6. Education :
8. Other Training :
9. Knowledge of Languages :
10. Key Qualifications (Maximum  $\frac{3}{4}$  of a page) :

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