

Guidelines for Procurement of Consultancy Services

Annexure-VII: Evaluation Criteria for Short listing of Consultants/Firms

#	Criteria	Name of firm:		
		Score	Up to	Remarks
1	Experience in similar projects <ul style="list-style-type: none"> • level of responsibility, not just number of projects; • as a principal or an associate to a lead consulting firm? • experience of the firm or individuals before they joined the firm? 		10	
2	Experience with similar project authorities <ul style="list-style-type: none"> • (national, provincial, district, municipal level; • Integrated or specialised agencies, small or large scale projects? 		10	
3	Experience in climatic, geographical and cultural areas similar to those of the project		10	
4	Work experience in the kind of service(s) under consideration		30	
5	Work volume in monetary value over the last 3-5 years		10	
6	(Number and) qualification of permanent and associated staff		25	
7	Presentation and language of profile		5	
	Total		100	

- i. Highest score: firm which had in numerous (at least 5) similar projects the lead and a long track record as a firm
- ii. Highest score: firm which has worked in previous occasions (at least 5) with similar project authorities in large scale projects and integrated in the hierarchical structure
- iii. Highest score: firm which has worked at least in 3 previous occasions in similar climatic, geographical and cultural areas
- iv. Highest score: firm which has offered in at least 3 previous occasions similar services/expertise
- v. Highest score: firm with increasing work volume over the last 3-5 years
- vi. Highest score: firm with numerous (relative to the size of the firm) staff with highest qualifications (considering the institution where qualifications have been acquired)
- vii. Highest score: a profile tailor-made for the task, free or nearly free of typing mistakes, with uniform formatting and free or nearly free of grammatical and orthographical errors.

Name of Evaluator _____

Date and Signature of Evaluator: _____

SHORT LISTING SUB-CRITERIA

The following criterion as per established by PPRA was followed to evaluate the EOIs submitted by the consulting firms:

Criteria

a) Experience of the firm in similar projects (Max. 2 Projects)	Maximum	10 Marks
b) Experience of the firm with similar project authorities (Max. 2 Projects)	Maximum	10 Marks
c) Experience in climatic, geographic area similar to project (Max. 2 Projects)	Maximum	10 Marks
d) Work Experience in the kind of service under consideration (Max. 3 Projects)	Maximum	30 Marks
e) Work volume in monetary value over the last 3-5 years	Maximum	5 Marks
f) Qualification of staff	Maximum	25 Marks
g) Local office in KP	Maximum	10 Marks

Total Marks

100 Mark

Qualifying Score

70 Marks

Sub-Criteria for a) Experience of the Firm in similar projects (Total Marks=10)

Experience of the firm in similar projects is further divided into following categories:

- | | |
|--|-----------|
| I. One project completed in lead | 5 marks |
| II. One project completed in Association | 2.5 marks |

Maximum marks 10

Sub-Criteria for b) Experience of the firm with similar project authorities (Total marks 10)

Experience of the firm in similar project authorities is further divided into following categories:

- | | |
|--|---------------|
| I. One project completed with national/provincial/district level authorities | max marks 5 |
| II. One project completed with tehsil/small level/private organizations | max marks 2.5 |

Maximum marks 10

Sub-Criteria for b) Experience of the firm with similar project authorities (Total marks 10)

Experience of the firm in similar projects authorities is further divided into following categories:

- | | |
|--|---------------|
| I. One project completed with national/provincial/district level authorities | max marks 5 |
| II. One project completed with tehsil/small level/private organizations | max marks 2.5 |

Maximum marks 10

Sub-Criteria for c) Experience of the Firm in working condition, climatic, geographic area similar to project (Total marks 10)

Experience of the firm in similar projects (total marks= 10 Marks) is further divided into following categories:

- | | |
|--|-----------|
| I. One project completed in KP | 5 marks |
| II. One project completed in Pakistan/South Asia | 2.5 marks |

Maximum marks 10

Sub-Criteria for d) Work Experience in the kind of service under consideration (Total marks 30)

Experience of the firm in similar projects is further divided into following categories:

- | | |
|--|----------|
| I. One relevant project completed | 10 marks |
| II. One partial relevant project completed | 5 marks |

Maximum marks 30

Sub-Criteria for e) Work volume in monetary value over the last 3-5 years
(Total marks 5)

Work volume in monetary value further divided into following categories:

- | | | |
|-----|--|-----------|
| I. | One project above 10 million completed | 5 marks |
| II. | One project below 10 million completed | 2.5 marks |

Maximum marks 5

Sub-Criteria for Staff and Key Professional (Total Marks=25)

After reviewing CVs of the qualified personnel available with the participating firms, it was decided to evaluate the available qualified personnel against the following criteria.

Professional team required		Total Marks
1	Team Leader	4
2	Deputy Team Leader	3
3		2
4		2
5		2
6		2
7		2
8		2
9		2
10		2
11		2
Total		25

- a. Qualification (Ph.D. in relevant field= 100% Marks, MSc in relevant field =75% Marks and BSc in relevant field = 50% Marks).
- b. Minimum 2 year Experience is eligibility criteria

In total 15 Consulting firms have expressed their interest to deliver this assignment and have provided the required information about their company profile, experiences (General and Specific), professional staff and their experiences. Urban Policy Unit (UPU) has completed evaluation of the competing firms, 12 out of 15 firms are selected. Therefore, it is recommended to issue Request for Proposals (RFP's), to the 12 pre-qualified consulting firms to submit technical and financial proposal.