

Request for Proposals (RFP)
for
Hiring of Individual Forensic Consultant in respect of
Establishment of Sindh Forensic Science Agency at Karachi

1. Introduction

National Engineering Services Pakistan (Pvt.) Limited (NESPAK) has been offered by Home Department, Government of Sindh (the Client) to provide consultancy services for its Project of Establishment of Sindh Forensic Science Agency at Karachi. NESPAK now intends to engage the services of an individual Forensic Consultant in order to provide the services related to Laboratory Equipment part for this Project.

2. Scope of Services

The scope of Services for this assignment shall include but not limited to the following:

- a) Provide advice to NESPAK on planning of the Forensic Laboratory based on work flow requirements and its other functional requirements.
- b) Based on need assessment of laboratory equipment, develop a list of required laboratory equipment along with its specifications and estimated cost for preparation of PC-I.
- c) Develop procurement documents for the laboratory equipment to enable the Client to undertake its procurement; also assist the Client in evaluation of bids from Suppliers.
- d) Provide periodic supervision of laboratory equipment installation at Project site.
- e) Develop Quality Management System (QMS) Documents and Standard Operating Procedures (SOPs) for laboratory operation.

3. Eligibility Requirements

The candidates for Individual Forensic Consultant must be holding Ph.D. degree in Forensic Science or Analytical Chemistry or related field and must possess ten (10) to fifteen (15) years of demonstrated experience of working in Forensic Laboratories and for developing related SOPs and Quality Manuals for Forensic Laboratories. Relevant international experience will be considered as an added advantage. The candidate should be on Active Taxpayer List of the Federal Board of Revenue.

4. Period of Services

The period of Services for this assignment shall be thirty-six (36) months.

5. Validity of Proposals

The Proposals shall remain valid for a period of 60 days after the date of their opening specified in Clause 7 hereof.

6. Documents Comprising the Proposal

The Proposal shall be submitted in two (02) separate envelopes i.e., 'Technical Proposal' and 'Financial Proposal'.

a) Technical Proposal

Technical Proposal will include candidate's updated signed curriculum vitae, indicating his name, address, telephone and e-mail address, qualification, experience and list of similar assignments undertaken along with the time duration of each assignment and description of the nature and scope of work along with copies of educational documents, experience certificates, National Identity Card and fresh passport size photograph (2 Nos.), along with covering letter.

b) Financial Proposal

The Forensic Consultant will quote its offered prices on lumpsum basis separately against items of the scope of Services as given below inclusive of all prevailing taxes such as Income Tax and Provincial Sales Tax on Services, etc.

1. Items (a) to (d) of the above scope of Services
2. Item (e) of the above scope of Services

All payments shall be made to the Forensic Consultant by NESPAK after deduction of applicable taxes at source after receipt of payment from the Client.

7. Submission and Opening of Proposals

The documents comprising Technical Proposal will be sealed in a separate envelope titled as "Technical Proposal". The documents comprising the Financial Proposal will be sealed in another envelope titled as "Financial Proposal". Both Proposals will then be sealed in a third envelope titled as "Proposal for Individual Forensic Consultant".

The Proposals, prepared in accordance with the above provisions, must reach to the following address on or before January 08, 2019 up to 3:00 pm. The Technical Proposals will be opened the same day at 3:30 pm. The Financial Proposals will remain unopened and will be held in the custody of NESPAK until the time of opening of the Financial Proposals.

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At the end of evaluation of the Technical Proposals, NESPAK will invite Forensic Consultants who have submitted substantially responsive Technical Proposals and who have been determined as being qualified for award, to attend the opening of the Financial Proposals.

8. Evaluation Criteria & Award of Contract

The following criteria will be adopted for evaluation purposes:

- a) NESPAK will determine whether each Technical Proposal is substantially responsive to the requirements of the RFP document. A substantially responsive Technical Proposal is one which (i) meets the eligibility requirements; (ii) has been properly signed; and (iii) substantially conforms to all the terms, conditions and requirements of the RFP document. NESPAK may reject any Technical Proposal as non-responsive if found not meeting the requirements of the RFP document.

- b) NESPAK will evaluate and compare the Financial Proposals of Forensic Consultants whose Technical Proposals are declared substantially responsive to the requirements of the RFP document in accordance with item a) above. The Financial Proposals will be evaluated for complete scope of Services. Any Financial Proposals covering partial scope of Services will be rejected as non-responsive. Selection will be based on Least Cost Method.
- c) NESPAK reserves the right to reject all Proposals at any time prior to the acceptance of a Proposal according to provisions of Rule 33 of Public Procurement Rules, 2004.