



Blochistan Public Private Partnership Authority

ANNUAL RATE OF CONTRACTING DOCUMENT FOR THE PROCUREMENT OF

Selection of Financial Firms for the provision financial and Technical services on Framework Agreement basis

Dated 28 September, 2023

NAME OF APPLICANT: \_\_\_\_\_

(To be filled-in by the Applicant)

Detailed Instructions For Preparing Document

The documents shall be prepared in accordance with the closed framework agreement basis without rates. all the terms and conditions of the framework agreement mentioned in the framework agreement regulation issued by BPPRA vide regulation no.B-PPRA/1-31/2020/650-63 dated 2nd June 2020.

### Purpose & Scope

The objective of hiring financial advisory firm is to assist the Procuring Agency in originating, prioritizing, initiating, structuring, developing, procuring, negotiating, executing and implementing the public private partnership projects and also advise the Procuring agency in operational matters relating to Finance as well as also need advise or opinion in operational matters relating to finance as well. This may include financial advise or opinion relating to following:

- A. Taxation
- B. Financial Manual and DoP
- C. Investment Policy
- D. Seed Money and its utilization
- E. Assist in in challenging Audit Paras in DAC/PAC

## Detailed TOR

The scope of services for financial advisory, includes but is not limited to the following:

- (i) Provide financial advisory services relating to developing **Financial Model** of PPP projects which may include the following:
  - a. **Financial Feasibility Studies and Financial Modelling**; preparation/assessing of the financial viability of the PPP Projects including market analysis, financial data collection, revenue projections, cost estimations, risk analysis, sensitivity analysis, NPV, IRR, DCFs, Payback period, Value for Money (VFM) assessment, applicable taxations etc.
  - b. **Developing Funding Strategy**; Financial Gap Analysis, Funding source identification, Risk assessment and mitigation relating to each identified source, financial structuring, financial structuring, financial structuring, financial structuring, financial structuring etc. and recommendations.
  - c. **Financial Due Diligence**; Background research, Desktop research, keyword searches, reviewing of financial documents, contracts, and financial statements of the Potential concessionaire.
  - d. **Financial Reporting**; comprehensive financial reporting that presents the study findings, assumptions, financial models, and recommendations.
  
- (ii) Advise the procuring agency in preparation of the Request for Proposal (RFP) or Expression of Interest (EoI) which include Financial Aspects relating to Bidders Evaluation criteria, Preparation of Financial proposal, determination of all applicable relevant taxes, determination of payment terms and conditions, determination of Bid security and performance bond etc.
  
- (iii) Advise the Procuring agency on the financial aspects in the concessionaire agreement or legal documents prepared by the legal advisor which include:
  - a. Determining payment terms and conditions
  - b. Determining the effect of any change in project costs and deviations
  - c. Mode of Payment including escrow account
  - d. Any problematic area relating to the financial aspect at the time of awarding of the contract.
  
- (iv) Evaluate the Balochistan PPP PDF and VGF guidelines and provide recommendations for any necessary revisions or modifications.
  
- (v) Provide input on the PPP Investment Plan and development of high-level financial model to be included in the concept notes for further process and approval.
  
- (vi) Provide assistance in developing the financial aspect of the PDF applications including cost estimates for hiring transaction advisory services or consultancy services relating to PPP projects where PDF is required.
  
- (vii) Assess whether requests for Government support and the proposed risk sharing arrangements are consistent with the Act, the rules and the regulations, and are fiscally sustainable;
  
- (viii) Assist in the preparation of bi-annual progress reports of PPP projects to be submitted to the PPP Board;
  
- (ix) Provide financial advice to develop management structures, operating guidelines,
  
- (x) Assist from a financial perspective in the project proposal preparation including feasibility, tendering, supervising the implementation and operation of the project, evaluate and propose the type and amount of Government support that may be required and made available for a project;
  
- (xi) Advice on marketability of the PPP projects (market sounding);
  
- (xii) Assist in negotiations of PPP Agreement and its financial close; and





Eligibility Criteria for Applicants:

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S No.	Applicant's Eligibility Factor	Requirement	Document Required
1	Similar Assignment	3 Assignments of Similar Nature and Complexity (JV)	Copy's of Supply Order's with relevant completion certificate's or Inspection Report's or delivery challan (items must cross-verify with supply order)
2	Financial Capability	10 Million PKR (JV)	Supporting Bank Certificate of Company's Bank Account
3	Status As Active Tax Payer	Presence in Active Tax Payer List	NTN Certificate (Verifiable as Active Tax Payer at FBR Web Portal)
4	Sales Tax Registration	Sales Tax Certificate	GST Registration Certificate
5	Non Blacklisted Certificate	The bidding firm must not be currently blacklisted by any procuring agency of Pakistan	Declaration of non blacklisting on company letter head by the bidder
6	General Experience	The financial firm must have provided financial consultancy services to at least five (05) projects of value not less than 10 million each	Completion certificate
7	Specific Experience	The financial firm must have provided financial consultancy services to at least seven (03) PPP projects of value not less than 08 million each	Completion certificate
8	Experience with Govt /Semi Govt	The financial firm must have provided financial consultancy services to at least 02 Govt./Semi Govt Bodies in the last 05 years;	Completion certificate
9	Team Leader Experience	The Team lead of the firm must have over 10 years of experience in the financial advisory domain with qualification not less than CA/ACCA/CFA or MBA (Finance);	CV
10	Financial Expert	The Team lead of the firm must have over 7 years of experience in the financial advisory domain with qualification not less than CA/ACCA/CFA or MBA (Finance);	CV

**NOTE: It is mandatory for the applicants to meet all the above mentioned requirements of eligibility. In case of not meeting any single requirement, the application shall be declared NON RESPONSIVE**

DATA-SHEET OF THE ASSIGNMENT/ SCHEDULE OF REQUIREMENTS



Sr.No	Item Name	Quantity	Specification
1	84101501-Financial assistance	1	<p><b>Financial Advisory Services:</b></p> <p>(i) Provide financial advisory services relating to developing Financial Model of PPP projects which may include the following: a. Financial Feasibility Studies and Financial Modelling; preparation/assessing of the financial viability of the PPP Projects including market analysis, financial data collection, revenue projections, cost estimations, risk analysis, sensitivity analysis, NPV, IRR, DCFs, Payback period, Value for Money (VFM) assessment, applicable taxations etc. b. Developing Funding Strategy; Financial Gap Analysis, Funding source identification, Risk assessment and mitigation relating to each identified source, financial structuring etc. and recommendations. c. Financial Due Diligence; Background research, Desktop research, keyword searches, reviewing of financial documents, contracts, and financial statements of the Potential concessionaire. d. Financial Reporting: comprehensive financial reporting that presents the study findings, assumptions, financial models, and recommendations. (ii) Advise the procuring agency in preparation of the Request for Proposal (RFP) or Expression of Interest (EoI) which include Financial Aspects relating to Bidders Evaluation criteria, Preparation of Financial proposal, determination of all applicable relevant taxes, determination of payment terms and conditions, determination of Bid security and performance bond etc. (iii) Advise the Procuring agency on the financial aspects in the concessionaire agreement or legal documents prepared by the legal advisor which include: a. Determining payment terms and conditions b. Determining the effect of any change in project costs and deviations c. Mode of Payment including escrow account d. Any problematic area relating to the financial aspect at the time of awarding of the contract. (iv) Evaluate the Balochistan PPP PDF and VGF guidelines and provide recommendations for any necessary revisions or modifications.</p> <p><b>Financial Advisory Services:</b></p> <p>(v) Provide input on the PPP Investment Plan and development of high-level financial model to be included in the concept notes for further process and approval. (vi) Provide assistance in developing the financial aspect of the PDF applications including cost estimates for hiring transaction advisory services or consultancy services relating to PPP projects where PDF is required. (vii) Assess whether requests for Government support and the proposed risk sharing arrangements are consistent with the Act, the rules and the regulations, and are fiscally sustainable; (viii) Assist in the preparation of bi-annual progress reports of PPP projects to be submitted to the PPP Board; (ix) Provide financial advice to develop management structures, operating guidelines, (x) Assist from a financial perspective in the project proposal preparation including feasibility, tendering, supervising the implementation and operation of the project, evaluate and propose the type and amount of Government support that may be required and made available for a project; (xi) Advice on marketability of the PPP projects (market sounding); (xii) Assist in negotiations of PPP Agreement and its financial close; and (xiii) Any other financial advisory service required (xiv) Provide advice on technical aspects of the PPP projects including (but not limited to) project design, construction, technology &amp; equipment, operational procedures, quality assurance, maintenance &amp; repairs, environmental compliance, regulatory requirements, monitoring and reporting, documentation and records, and related matters.</p> <p><b>Finance's Operational Matters:</b></p> <p>i. Advise in the preparation/revision of guidelines relating to the following: a. Balochistan PPP Authority Funds along with the Delegation of powers (DoP). b. Investment Fund c. Petty Cash Fund d. Gratuity and Provident Fund ii. Advise in the taxation matters relating to the following: a. Income Tax and General sales tax b. Balochistan Sales Tax c. Special Procedures of the Withholding rules. iii. Assist/Advise in challenging the Audit Paras during the DAC/PAC meetings. iv. Assist/advise in filling annual/quarterly/monthly returns in compliance with the applicable law/regulations. v. Capacity Development of BPPPA's employees</p>

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Applicant's Information

**Applicant's Information: (To be filled-in by the Applicant)**

Name of company: \_\_\_\_\_

Complete Postal Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

Fax No: \_\_\_\_\_

Authorized Representative's name & designation: \_\_\_\_\_

National Tax Number & Date of issuance: \_\_\_\_\_

**ANNEX-A**

**SAMPLE ADVERTISEMENT FOR  
EXPRESSION OF INTEREST (EOI) FOR PREQUALIFICATION**

**NAME OF THE PROJECT/ASSIGNMENT**

Invitation to consultants registered with PEC to apply for Prequalification (Short-listing) by ( Name of Government of Province/Federal Division/Department) which has been entrusted the responsibility for execution of the (Name of the Project). The major project components include \_\_\_\_\_ A part of the approved estimated amount of Rs. \_\_\_\_\_ million is to be expended on the procurement of engineering consultants' services. Application forms are available with the afore-listed entity at the following Address:-

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Interested consultants are invited to register their interest for participation in the project implementation by sending the following information in quadruplicate:-

- Name, address, telephone, fax numbers and e-mail address of consultants.
- Ownership and Organizational Structure of the consultant.
- Financial Statement Summary for the past three years.
- List of major (similar) assignments under-taken over the past 10 years.
- Names and Short CVs of Principal Staff.

The deadline for receipt of EOI/Applications is (day/month/year). EOI/Applications received after this date shall not be entertained. A long-list/shortlist shall be finalized from the afore-given submission. Only the firms with demonstrated experience in similar assignments will be considered and notified for further participation in the selection process.

Interested firms should address their inquires and submit their applications to the following Address:-

- Name:
- Position:
- Address:
- Telephone No:
- E-mail Address:
- Fax No.:



**FORMAT OF SHORT CV OF PRINCIPAL STAFF**

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 :
7. Education :
8. Other Training :
9. Knowledge of Languages :
10. Key Qualifications (Maximum  $\frac{3}{4}$  of a page) :

(NAME OF THE PROJECT)

**COMPARATIVE OVERVIEW OF FIRMS**

Sr. No.	Description/Items of Comparison	Firms/Groups			
		Name of Firm/Group	Name of Firm/Group	Name of Firm/Group	Name of Firm/Group

Experience of Firm

- Relevant Work Experience  
Maximum 5 projects for  
100% Points)

A. Experience of Firm

- Relevant Work Experience  
Maximum 5 projects for  
100% Points)
  - Feasibility Studies : F
  - Survey & Investigation : S
  - Detailed Engg. Design : D
  - Procurement Services : P
  - Construction Supervision : C
  - Quality Control : Q
  - O&M : O
  - Project Monitoring &  
Benefit Evaluation : M

(NAME OF THE PROJECT)

## COMPARATIVE OVERVIEW OF FIRMS

Sr. No.	Description/Items of Comparison	Firms/Groups			
		Name of Firm/Group	Name of Firm/Group	Name of Firm/Group	Name of Firm/Group

B. Quality of Principal Staff  
(Maximum of 7 preferably 5)

1. Education

- i) Basic Degree
- ii) Additional

2. Professional Experience  
(No. of years)

- i) Total
- ii) Relevant
- iii) General



[ Name of Department/Entity ]

**Assignment :** \_\_\_\_\_

**Project :** \_\_\_\_\_

**Date :** \_\_\_\_\_

### INFORMATION FORM

1. Name of consultant [ Lead partner if association ]
  - o Address
  - o Telephone No(s)
  - o Fax Number
  - o E-mail Address
  - o Registration No. with PEC alongwith Registered Office Address.
2. Description of consulting firm (ownership/organization)
3. Experience (Number of Years)
  - o Local/national
  - o International
  - o Regional (within the country-details)
4. Name(s) and Address(es) of Associates, if a JV; their short description and description of their role in the JV/Association.
5. Experience of the Consultants (on appended forms) during the past 10 years:
  - o Specific (3-5 Projects of similar magnitude and complexity)
  - o General (10-20 Projects)
  - (in all Fields but not completely relevant)
6. Organization chart showing consultant's structure.
7. Capital of consultant (Financial Statements for the latest three years).
  - o Subsidiaries and associates.
  - o Annual fees in the last five years in current index.
  - o Financial reference [ name/address of bank(s)]
8. Professional staff available for the assignment on the appended format.
  - o (The client entity should provide the essential disciplines between 3 to 5 in number)
9. Additional information.

Yours truly,

Name of Authorized Representative

Position :

Date :

**EXPERIENCE OF CONSULTANT**

Relevant services carried out in the Last 7-10 years which best illustrate qualification.

[NAME OF THE FIRM/CONSULTANT]

1. Name of Assignment :
2. Country :
3. Name of Client :
4. Address :
5. Start Date : Month/Year
6. Completion Date : Month/Year
7. Professional Staff Provided :
8. No. of Staff :
9. No. of Staff Months :
10. Approx: Value of Services :
11. Name of Other JV Firms :  
(If any)
12. No. of Staff/Staff Months  
Provided by the JV partner(s) :
13. Name/Position of Key Staff :
14. Description of Project :
15. Description of Services  
Provided by the Firm :

**FORMAT OF CURRICULUM VITAE  
OF PROPOSED EXPERTS**

1. The Discipline/ Expertise :
2. Name of the Firm :
3. Name of Nominee :
4. Date of Birth :
5. Years with the Firm :
6. Nationality :
7. PEC Registration/  
Membership No. :
8. Key Qualifications : (Provide an outline of the nominee's experience)
9. Academic Qualification :
10. Employment Record :
11. Languages and  
Degree of  
Proficiency : (In speaking, reading and writing as  
Excellent-Good-Fair-Poor)
12. Certification I, the undersigned, certify that, to the best of my knowledge and belief, these bio-data correctly describes myself, my qualifications and my experience.

**Signature:**

**Dated:      day/month/year**