

(PRE-QUALIFICATION DOCUMENT)



REQUEST FOR **EXPRESSION OF INTEREST OF FIRMS**

for the

MONITORING & EVALUATION OF CM PUNJAB PUBLIC **SCHOOLS MEAL PROGRAM (PPSMP)**

Note: Procurement will be done in line with Punjab Procurement Rules, 2014.

September 2024

Contents

1-INTRODUCTION	2
2-BACKGROUND	2
3-INVITATION TO FIRM(S)/COMPANY(IES)/ORGANIZATION(S)	2
4-INSTRUCTIONS TO FIRM(S)/COMPANY(IES)/ORGANIZATION(S)	2
5-CONDITIONS FOR ELIGIBILITY	3
6-SCOPE OF SERVICES	3
7-EVALUATION / QUALIFICATION CRITERIA	5
8-TERMS & CONDITIONS	6
9-DECLARATION	7
10-SUBMISSION OF PROPOSAL	7
11-ONE PERSON ONE PROPOSAL	7
ANNEX-A - ORGANIZATIONAL PROFILE	9
ANNEX – B – ELIGIBILITY RESPONSE CHECKLIST	10
ANNEX – C - EXPERIENCE PROFILE	11

1- INTRODUCTION

Government of the Punjab, School Education Department (SED) is mandated to strengthen and transform the educational environment by providing equitable education service delivery across the Punjab. The main functions of SED include regulating the education in the province at Primary, Elementary and Secondary levels, both in public and private sectors with a focus on maintaining and promoting the standards and quality of education, Monitoring & Evaluation of the education system etc.

SED's partnerships with policymakers, stakeholders, and large-scale international donors enable productive and effective interventions around access, quality, and governance of the education system in Punjab.

2- BACKGROUND

Under the visionary guidance of the Chief Minister Punjab, the School Education Department, Government of the Punjab plans to initiate CM Punjab Public Schools Meal Program (PPSMP) comprising *UHT Milk for approximately 403,152 students in 3527 standalone primary schools of 03 selected districts i.e. D.G Khan, Rajanpur and Muzaffargarh.* This strategic initiative aims to improve the nutritional status and educational performance of the children by providing them a pack of 175ml UHT full cream milk for five days a week. This program is designed to optimize the nutritional needs of children in standalone primary schools, aligning with our commitment to enhancing the academic and health outcomes of our students and fostering a brighter future for Punjab.

3- INVITATION TO FIRM(S)/COMPANY(IES)/ORGANIZATION(S)

SED requires Proposal(s)/ Expressions of Interest from the relevant/established firm(s)/company (ies)/organization(s); meeting the criteria provided in the document. PMIU-PESRP, on behalf of SED, has been mandated to process this procurement.

4- INSTRUCTIONS TO FIRM(S)/COMPANY(IES)/ORGANIZATION(S)

Punjab Procurement Regulatory Authority (PPRA) Rules 2014 will be followed for the complete procurement process. The prequalification of firm(s)/company (ies) /organization(s) is being carried out as per provisions of PPRA Rule – 16 & 17.

The application shall be a single envelope, containing prequalification application with supporting documents as mentioned in the Prequalification Document. The envelope shall be marked as “Prequalification Application for CM Punjab Public Schools Meal Program (PPSMP)”. The prequalification document contains all information required for prequalification including instructions for preparation and submission of the prequalification documents, evaluation criteria, list of documentary evidence required to demonstrate their respective qualifications and any other information that the procuring agency deems necessary for prequalification.

Applications shall be evaluated in the manner prescribed in the document. During the evaluation no amendments in the application shall be permitted. After evaluation, only shortlisted / prequalified firm(s)/company(ies)/organization(s) shall be entitled to participate in the subsequent procurement proceedings. The Procuring Agency, at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of a firm(s)/company(ies)/organization(s), whether or not

shortlisted, may require the firm(s)/company(ies)/organization(s) to provide such further information concerning the professional, technical, financial, legal or managerial competence as it may decide. The Procuring Agency shall disqualify the firm(s)/company(ies)/organization(s) on the ground that he had provided false, fabricated or materially incorrect information. Those firm(s)/company(ies)/organization(s) will get minimum 65 marks in Prequalification shall be declared as shortlisted / Prequalified firm(s)/company(ies)/organization(s) for further procurement process.

5- MANDATORY CONDITIONS FOR ELIGIBILITY

Firm(s)/company(ies)/organization(s) require the following documents to be submitted alongside your proposal.

- a) Valid registration with the SECP, Registrar of Firms, Chamber of Commerce or any other body depicting legal status of Firm, Company or Organisation.
- b) National Tax Registration Certificate with current taxpayer status
- c) Active GST/PRA registration
- d) Provide an affidavit on stamp paper that it is currently not blacklisted by any Federal, Provincial, State or Local Government department and/or by any Government owned Company/Foundation/Authority.
- e) Must be a regular tax payer. (Last 03 years tax return required).

Note: Provide the supporting documents for eligibility criteria as mentioned in Annex-B “Eligibility Response Checklist”. Absence of any document will lead to ineligibility for further evaluation process.

6- SCOPE OF SERVICES/TORs

Terms of Reference (ToR) for Hiring a Third-Party Monitoring Agency for the School Meal Program:

The School Education Department is implementing CM Punjab School Meal Program in the districts of Dera Ghazi Khan, Muzaffargarh, and Rajanpur, aimed at providing nutritional support to students through the daily distribution of UHT Milk Packs (175 ml). Given the importance of this initiative, a robust and comprehensive monitoring system is necessary to ensure its success. While the School Education Department will monitor the program through its District Education Authorities as per mentioned in PC-I, the addition of a third-party monitoring agency will enhance the oversight and effectiveness of the program.

Objectives

The primary objectives of the third-party monitoring are:

- To ensure the fair, timely, and equitable distribution of UHT Milk Packs to all enrolled students.
- To monitor and evaluate the impact of the School Meal Program on students' physical and educational well-being.
- To provide an independent assessment of the program's implementation, including storage, inventory management, and quality control of the milk provided.

- To generate data-driven insights and recommendations for improving the program and its potential expansion across Punjab.

Scope of Work

The third-party monitoring agency will be responsible for the following tasks:

1.1. Monitoring of Milk Distribution

- Verify the daily distribution of UHT Milk Packs to ensure that each enrolled student receives a milk pack.
- Ensure the milk distributed is of good quality and within its expiry date.
- Collect daily pictorial evidence of milk distribution and submit it to the departmental steering committee of the School Education Department weekly.
- Inspect school storage facilities to ensure proper inventory management and report on stock levels.
- Record inventory data daily and ensure it is digitally submitted to the School Education Department.

1.2. Health Monitoring and Impact Assessment

- Conduct pre- and post-program medical tests of all students to measure body mass index (BMI).
- Conduct pre- and post-program medical tests to measure the calcium levels of selected student volunteers.
- Evaluate students' physical and educational improvements based on milk distribution.
- Develop and maintain a Management Information System (MIS) to track the program.

1.3. Reporting and Documentation

- Health impact assessment reports, comparing pre- and post-program data.
- Maintain detailed records of all monitoring activities, including photographs, and videos as evidence.
- Submit weekly reports detailing visits, inventory levels, and any issues identified during monitoring to the departmental steering committee.
- Provide a comprehensive final report at the project closure, detailing lessons learned, challenges faced, and recommendations for the program's expansion.

1.4. Coordination with CEOs/District Education Authorities (DEAs)

- Collaborate with District Education Authorities to establish a uniform distribution time and ensure smooth coordination.
- Ensure an uninterrupted supply of milk, even in challenging circumstances.

1.5. Methodology

The monitoring agency is expected to employ the following methodology:

- Utilize GPS tracking for physical visits of the team to ensure accountability and transparency.
- Employ digital tools and MIS for real-time data collection, storage, and reporting.
- Engage with school authorities and students by conducting interviews to gather feedback and insights on the program's effectiveness.

1.6. Qualifications and Experience

The third-party monitoring agency should have:

- Proven experience in monitoring and evaluation, preferably in school meal programs or similar initiatives.
- Expertise in nutritional assessment, data analysis, and MIS development.
- A track record of working with government departments and educational institutions.

The monitoring agency will report directly to the School Education Department and coordinate with the District Education Authorities. All reports must be submitted in digital format with pictorial evidence to the departmental steering committee weekly.

7- EVALUATION / QUALIFICATION CRITERIA

Firm(s)/company(ies)/organization(s) shall be evaluated on the basis of following criteria:

Sr. No.	Criteria	Category Points	Total Marks
1	General Experience 05 assignments of Monitoring & Evaluation/ Third Party Validation in similar projects at grass root level in last 10 years: <i>Provide evidence in the form of PO/WO/Contract/ Completion Certificate etc.</i>	10	20
		2 marks for each extra assignment (max 10 marks)	
2	Relevant Experience and Past Performance		25
	Experience of working (on I.T/ GIS based M&E assignments) particularly in education sector. <i>Provide evidence in the form of PO/WO/Contract/ Completion Certificate etc.</i>	(5 marks of each project).	
3	Financial Capabilities Annual Turnover equivalent to PKR 100 million or above in last three (03) years. (10 Marks) <i>(Two additional marks for each extra 5 million)</i> <i>Must provide financial audit reports / income tax returns</i>		20
4	Managerial Capabilities		20
	Key Management Staff: If 5 and above = 10 marks <i>Details of with their names, designations and area of expertise on company letter or in company profile should be attached.</i>	10	
	Support Staff: If 10 and above = 10 marks <i>Details of with their names, designations and area of expertise on company letter or in company profile should be attached.</i>	10	
5	Certifications. Please mention if firm has any additional certificates like ISO etc. (5 marks for each certificate)		15

1. ***Provide relevant documents or evidence against each category of short listing or Annexure or Form in order to get the maximum score. Absence of any documentary evidence will lead to the decrease the score in the respective category of marks. Fill required forms with supporting copies of proof/evidence. Minimum qualifying marks are 65.***

In order to assess JV, prerequisite must be fulfilled by the lead and as well as partner firms separately.

For evaluation, lead firm shall be assigned 60% weightage in each component such as firm experience, organizational capabilities, financial capacity and managerial capabilities and remaining 40% shall be equally assigned to the partner/associate firms (if more than one partner firm is involved).

Kindly fill the following necessary annexures required for the above qualification criteria and attach the supporting documentary evidence as mentioned in each annexure:

- Annex – A: Organizational Information
- Annex – B: Eligibility Response Checklist
- Annex – C: Relevant Experience of the Firm

And also sign the declaration form at the end of document and attach with your other documents.

8- TERMS & CONDITIONS

- a) Firm(s)/company (ies) / organization(s) must not be providing any assistance to any other person/entity in conflict with 'PMIU-PESRP' to avoid any sort of conflict of interest.
- b) Only short-listed / prequalified firm (s) /company (ies) / organization(s) fulfilling the required eligibility and evaluation / qualification criteria shall be considered for further procurement process.
- c) The Request for Proposal (RFP) documents will be issued to shortlisted / prequalified firm(s)/company(ies)/organization(s).
- d) All documents received by PMIU-PESRP from firm(s)/company(ies)/organization(s) will be treated in strict confidential
- e) Documents submitted to PMIU-PESRP will not be returned.
- f) All expenses related to participation in this procurement process shall be borne by the firms.
- g) Proposals received after due date will not be accepted.
- h) PMIU-PESRP reserves the right to request clarification of proposals from firm(s)/company(ies)/organization(s) in order to clarify/further understand aspects of proposal, if required.
- i) The procuring agency reserves the right to verify any information provided by the firm(s)/company(ies)/organization(s).
- j) The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.
- k) Clarifications about this prequalification documents can be made only in writing: a letter or an e-mail and must be asked by or before COB September 17, 2024. For any other related information please contact the undersigned.

PMIU-PESRP
6-Wahdat Link Road, Asif Block, Allama Iqbal Town, Lahore.
E-mail:
T: 042 – 99260125

9- DECLARATION

Kindly provide the declaration as per format provided below at the end of proposal.

I, _____ hereby declare that:

- all the information provided in the proposal is correct in all manners and respects
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of [-----]

Name	
Designation	
Signature	
Date and Place	

10- SUBMISSION OF APPLICATION/ EXPRESSION OF INTEREST(EOI)

Complete application/ EOI containing technical details; all required information and documentary evidence may be submitted before **02:00 PM on September 23, 2024** and will be opened at 02:30 PM on same day in presence of firm (s) /company (ies) / organization(s) representative(s) who want to attend the meeting. The application/ EOI should be submitted in sealed envelope clearly mentioned **“Prequalification for Monitoring of CM Punjab Public School Meal Program (CMPPSMP)”**.

Important Note: The competent authority may reject all applications at any time prior to the acceptance of an application, bid or proposal. PMIU-PESRP shall, upon request, communicate to any applicant/ bidder, the grounds for its rejection of all applications bids or proposals but shall not be required to justify those grounds.

11- ONE PERSON ONE PROPOSAL

As per PPRA Rule 36(A)

(1) In any procurement, one person/ Organization may submit one application and if one person submits more than one applications, the procuring agency shall reject all such applications.

(2) If a consortium of persons has submitted an application in any procurement, it shall be construed that each member of the consortium submitted the application.

Cover Letter for the Submission of Proposal

[Firm letterhead]

[Date]

To

Programme Director

PMIU-PESRP,

Link Wahdat Road, Lahore.

Subject:- Prequalification Application for Monitoring & Evaluation firm for Chief Minister's Punjab Public Schools Meal Program

Dear Sir,

We offer to provide the Services for Monitoring of CM Punjab Public Schools Meal Program in accordance with your advertisement dated [Insert Date of prequalification advertised]. We hereby submit our Expression of Interest including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in the EOI Document are true and accept that any misinterpretation contained therein may lead to our disqualification.

Thank you.

Yours sincerely,

Signature

Name and title of signatory:

ANNEX-A - ORGANIZATIONAL PROFILE

Required Information	Response
Legal Name of Organization	
Year of Registration / Establishment of the Organization	
Is your organization a Private Sector entity, Not-for-Profit Organization or a University? Put cross in the relevant box	
What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	<input type="checkbox"/> Section 42 Company
	<input type="checkbox"/> Private Ltd. Company
	<input type="checkbox"/> Sole Proprietor
	<input type="checkbox"/> Partnership
	<input type="checkbox"/> Organization registered under Voluntary Social Welfare Agencies (Registration and Control) Ordinance 1961
	<input type="checkbox"/> Organization registered as Joint Stock Company under the Societies Registration Act 1860
	<input type="checkbox"/> Organization registered under The Trusts Act (II of 1882)
<input type="checkbox"/> Others (please specify)	
Name of Head of Organization	
Designation	
Email	
Phone & mobile numbers	
Postal address of Organization	
Phone	
Email	
Website	
Name of contact person*	
Designation	
Phone & mobile numbers	
Email	
In case of Joint Venture / Partnership or Consortium, please provide additional details as relevant.	

ANNEX – B – ELIGIBILITY RESPONSE CHECKLIST

Eligibility Response Checklist		
Sr. No.	Necessary Eligibility Information	Response/Elaboration
1	Must be registered for having legal status (copy of registration or incorporation or partnership deed /certificate required).	Copies Attached
		Copies Not Attached
		Not applicable. Public sector organisation
2	Mention National Tax Number (NTN) and General Sales Tax (GST) / Punjab Tax Number (PST) in the name of Organization and provide a copy of registration	National Tax Number (NTN)
		Punjab Sales Tax Number (PST)
3	Regular tax payer Attach copies of tax returns of last year	Copies Attached
		Copies Not Attached
4	Submit stamp paper having following declaration: i. Must not have been blacklisted by any Government, semi-Government, autonomous or any financial institution of Pakistan. (MUST attach an undertaking on stamp paper by your firm's authorised person with this document)	

ANNEX – C - EXPERIENCE PROFILE

<p>1. To determine the firm’s suitability for this project, PMIU-PESRP requires information regarding <i>relevant</i> current or prior assignments conducted by the firm. Use this form to provide details of your experience for each project completed. <i>(Please use additional sheets to share your complete experience for all projects)</i></p>
Project title
Client, name and designation of contact person, office address and telephone number
Country and location
Value of the agreement (in PKR or original currency of agreement):
Project description
Duration of the assignment (months)
Start date (month/year) and Completion date (month/year)
Name of associated firm (if any)
Description of actual services provided by your organization within the assignment