



**EXPRESSION OF INTEREST &  
PRE-QUALIFICATION DOCUMENT**

**FOR**

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**HIRING OF SERVICES OF A COMPANY / FIRM**

**FOR CONDUCTING**

**FIRST INDUSTRIAL NATIONAL INNOVATION SURVEY**

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**PAKISTAN COUNCIL FOR SCIENCE AND TECHNOLOGY**

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## **Important Notice / Disclaimer**

This Expression of Interest & Prequalification (EOI-PQ) Document is provided to the recipient solely for use in preparing and submitting applications for expression of interest leading to prequalification in connection with the hiring of services of data collecting firms/companies to conduct First Industrial National Innovation Survey. This EOI-PQ Document is being issued by the Pakistan Council for Science and Technology (PCST), a public sector Science and Technology Organization of Ministry of Science and Technology (MoST) solely for use by Prospective Firms/Companies in considering the project “First Industrial National Innovation Survey”.

The evaluation criteria have been laid down for the purpose of pre-qualification of the prospective firms/companies. The Pakistan Council for Science and Technology, nor its respective Project Director(s), employees, personnel, make any representation (expressed or implied) or warranties as to the accuracy or completeness of the information contained herein, or in any other document made available to a person in connection with the tender process for the mentioned Project(s) and the same shall have no liability for this Prequalification Document or for any other written or oral communication transmitted to the recipient in the course of the recipient’s evaluation of the Project(s). PCST, nor its employees etc. will be liable to reimburse or compensate the recipient for any costs, fees, damages or expenses incurred by the recipient in evaluating or acting upon this EOI-PQ Document or otherwise in connection with the Project as contemplated herein.

The EOI-PQ applications submitted in response to this EOI-PQ Document by any of the Prospective bidding firms/companies shall be upon the full understanding and agreement of any and all terms of this EOI-PQ Document and such submission shall be deemed as an acceptance to all the terms and conditions stated in this EOI-PQ Document.

Any EOI-PQ application in response to this EOI-PQ Document submitted by any of the Prospective bidding firm/company shall be construed based on the understanding that the Prospective Bidder has done a complete and careful examination of this EOI-PQ Document and has independently verified all the information received (whether written or oral) from PCST (including from concerned Project Director(s) and its employees etc.).

This EOI-PQ Document shall neither constitute a solicitation to invest, or otherwise participate, in the Project, nor shall it constitute a guarantee or commitment of any manner on the part of the Government of Pakistan/PCST that the Project(s) will be awarded. PCST reserves its right, in its full discretion, to modify the Prequalification Document and/or the Project(s) at any time to the fullest extent permitted by law, and shall not be liable to reimburse or compensate the recipient for any costs, taxes, expenses or damages incurred by the recipient in such an event.

## Abbreviations & Definitions

In this document, unless there is anything repugnant in the subject or context:

PCST	Pakistan Council for Science and Technology
MoST	Ministry of Science and Technology
EOI-PQ	Expression of Interest-Pre-qualification Document in consideration.
Applicant	The party which, acting singly, submits a proposal in response to this EOI-PQ Document
Purchaser	Pakistan Council for Science and Technology
Employer	The Purchaser i.e PCST
Person	An individual, an association of persons, firm, company, corporation, institution and organization, etc.
Prescribed	A Prescribed in the EOI-PQ Document
Party I	Pakistan Council for Science and Technology
Party II	Data Collecting Agency/Firm/Company

### **1. General**

Pakistan Council for Science and Technology (PCST) intends to invite Expression of Interest-Prequalification (EOI-PQ) proposals from interested applicant(s) for hiring of Survey Company for conducting *First Industrial National Innovation Survey*.

Well-reputed, registered and established interested parties/companies/firms having requisite technical, financial and managerial capabilities are invited to participate in the EOI-PQ process for the above said project through submission of their proposal(s).

### **2. Purpose of this Document**

This EOI-PQ Document contains brief information about the Project and qualification process for short listing and pre-qualification of eligible applicants for the RFP stage. The purpose of the Document is to provide the applicants with information to assist the formulation of their EOI-PQ proposal and to pre-qualify Interested Parties / Contractors for the request for proposal (RFP) Stage. The applicants are required to provide profiles of their firms comprising experience, personnel and financial strength etc. as required in the EOI-PQ document.

### **3. Project Background**

The National STI Policy 2012 aims for shifting the focus of R&D towards demand side and employing mechanisms to foster innovation. The aim is to create conducive innovative environment and to enhance the inclusive growth and competitiveness of Pakistani products in the international markets.

Science and Technology is one of the important key for enhancing productivity and generating wealth in the current era of knowledge revolution. Rapid changes in technology and the introduction of disruptive new technologies are enabling and catalyzing massive increases in productivity and giving birth to entire new sectors of economic activity. Pakistan not only has to take advantage of the new growth opportunities created in the technology enabled space, but actually has to be part of this technological growth and play its due role.

To achieve the goals of enhanced inclusive growth, conducive environment for innovation in industry and competitiveness, Pakistan needs to support the efforts to devise solid Action Plans for industrial sector. The proposed national level industrial innovation survey would provide information about innovation status and innovation type at firm level and would be helpful in devising policies and programmes for enchaining innovation in industry.

#### **4. Objectives**

PCST intend to engage data collecting firm/company to conduct a national survey of manufacturing sector for gaining insights into the industrial innovation process and gauging extent and nature of its innovation activities.

#### **5. Brief Scope of Work**

##### **5.1 Scope, Duties and Responsibilities of Data Collecting Firm / Company & Key Deliverables:**

The firms will be pre-qualified based on requisite experience, skill set and capacity to carry out such surveys and will be selected through a competitive process under PPRA Rules. Out of the panel of pre-qualified firms will be given the opportunity to compete for specific survey to be conducted on need basis. The scope of the Data Collecting firm/company will include but not limited to following activities:

- i. The Data Collecting Firm/Company (hereinafter called the Party II) will collect data of around 5000 industrial units from throughout Pakistan on PCST (hereinafter called the Party I) prescribed proforma.
- ii. The Party II will provide full contact and GPS coordinates of the industry to Party I.
- iii. The Party II will complete the task of data collection within the time frame as agreed between the two parties.
- iv. The Party II will ensure authenticity and reliability of the data and Party I will have the right to cross verify the data.

- v. Party II will be responsible for quality control over data collection, processing, analysis and reporting. The Party II will share information with Party I about the checks and controls designed to ensure quality of the data.
- vi. The Party II will provide all the originally filled proforma to Party I.
- vii. Data entry will be responsibility of the Party II who will also provide soft copy of the data in the format as required by Party I.
- viii. The Party II will ensure confidentiality of the data and will not disclose it to any other individual or institution.
- ix. All copy rights of the data will be with Party I and the Party II will have no Intellectual Property Rights (IPRs) of the collected data whatsoever.
- x. The Party II will provide the 'action plan' for data collection, including sample frame, sample design, progress monitoring indicators, etc. to Party I. Party II will start data collection after approval of the 'action plan' from Party I.
- xi. The Party II will share information about its data collection team and their suitability / capacity with Party I.
- xii. The Party II will provide monthly progress reports to Party I.
- xiii. The fortnight progress review meetings will be held between Party I and Party II on planned activities.
- xiv. Party II will prepare / deliver presentations regarding the survey, if and when required by the Party I / Government.
- xv. The Party -I may increase or decrease the quantum of work / duration of consultancy services without assigning any reason.

### **5.2 Time Duration:**

The time duration for the proposed consultancy shall be for the period of six months or as agreed between the two parties. Party I may extend the contract if it deems it necessary to do so or may terminate the contract if the progress is not up to the mark as per progress monitoring indicators agreed between the two parties. Party I will not be liable to provide any compensation, whatsoever, under these situations.

### **5.3 Inception Report:**

The selected data collecting firm/company after RFP stage will be required to submit a comprehensive inception report including detailed methodology and work plan, input on possible refinement of PCST Prescribed Proforma and Manual for Data Collecting Team/Supervisor to

carry out the assignment within specified objectives and timelines. The Inception Report will be submitted within 15 days of the award of the order.

#### **5.4 Payments:**

All the payments to the Data Collecting firm/company will be linked to successful completion of the assignment to the satisfaction of the Purchaser and submission of above mentioned deliverables, and fulfilment of requirements as per PPRA SRO 1093(1)/2015 dated 10-11-2015.

#### **Note:**

***The applicants are required to submit their expression of interest (EOI) in the light of information presented in the preceding paragraphs and their experience and international best practices.***

## **6. Instructions to the Applicants**

### **6.1 Submission of Proposal**

Applications for EOI-PQ containing separate EOI & Pre-Qualification Proposals, one original and one (01) copy should be submitted in separately sealed envelopes to be delivered to the Assistant Director (Admin), Pakistan Council for Science and Technology, Sector G-5/2, Islamabad, on time and date as mentioned in the 'prequalification notice'. The proposals shall be publicly opened in the Committee Room of Pakistan Council for Science and Technology on the same day at the time given in the 'prequalification notice'. In case the last date of proposal submission falls in / within the official holidays / weekends of the Purchaser, the last date for submission of the proposals shall be the next working day.

The proposals are to be prepared in English language. The applicants must provide complete information along with supporting documents. Any lapses to provide essential information may result in disqualification of the applicant.

All documents submitted by the firms should preferably be delivered in one Packet/parcel for ease of handling and to avoid loss of documents. Any misleading statement(s) or information by any applicant will result into disqualification at any stage.

The Applicants can seek any clarification regarding the project, pre-qualification documents or evaluation criteria from the following:

**Principal Contact**

**Dr. Tariq Bashir**

Project Director

Pakistan Council for Science and Technology

Shahrah-e-Jamhuriat, Sector G-5/2,

Islamabad

**Ph:** +92 (0) 51 9217316

**Email:** [drtariqbashir@yahoo.co.uk](mailto:drtariqbashir@yahoo.co.uk)

Interested Parties should note that during the period from the receipt of the proposal and till further notice, all the queries related to this tender should be communicated via the above contact in writing or e-mail only.

Interested Parties are also required to state in their proposals the name, title, fax number and e-mail address of their authorized representative through whom all communications shall be directed until the process has been completed or terminated.

**6.2 Joint Venture (JV)**

Joint ventures / consortiums are not eligible for this EOI-PQ.

**6.3 Qualification Criteria**

**6.3.1 General**

EOI-PQ will be based on all the criteria given in succeeding sections regarding the Applicant's financial soundness, experience, personnel strength etc. as indicated by the Applicant's responses in the forms given in this document. Only pre-qualified firm/company will be considered for the RFP Stage. Single-stage two-envelope procedure shall be adopted.

**6.3.2 Mandatory Basic Requirements**

Only those applicants fulfilling the following basic requirements shall be considered for further evaluation in the Prequalification Process (relevant documents to be attached):

- i. Certificate of Registration / Incorporation of the Company/Firm under the laws of Pakistan
- ii. Valid Income Tax Registration
- iii. Valid General Sales Tax Registration (Status should be active with FBR)
- iv. Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any provincial or federal government department, agency, organization or autonomous body anywhere in Pakistan.
- v. The Applicant must have sound technical & financial capabilities and relevant

experience for implementation of the similar projects. In terms of Rule-15 and 16 of PPRRA Rules-2004, only those firms that are technically and financially capable having relevant experience with past performance, capabilities with respect to personnel, financial position and appropriate managerial capability for implementation of the similar projects will be evaluated further for consideration in the process.

### 6.3.3 Weightage /Marks

Distribution of Weightage / Marks shall be as under:

S. No.	Parameter	Description	Points
1	Technical Proposal	Appropriateness and Comprehensiveness of approach, strategy and methodology adopted to carry out survey.	25
2	Experience of the Firm	Total work experience and competency of the Agency in undertaking jobs related to data collection through surveys	15
		Relevant experience / experience of similar nature	25
3	Manpower	Suitably qualified personnel with relevant experience to fill the key managerial positions (CVs of the key personnel, indicating name, qualification, employment record and detailed professional experience).	10
		Relevant experience / experience of similar nature	25
		<b>Total</b>	<b>100</b>

**Note:** Prequalification status shall be determined on the Point scoring criteria. In order to qualify, the applicant must obtain overall 50 marks and at least 35% marks in each category as mentioned in the table above.

**PROVISO:** *Provided that if NONE or ONLY ONE (single) applicant obtains overall 60 marks, then the Purchaser SHALL decrease the Qualifying Marks limit to 50 marks. In other words, if TWO or more applicants obtain overall 60 marks, then the Qualifying Mark will NOT be decreased to 50 marks. If Qualifying Marks are decreased to 50 marks, then ALL applicants with scores greater than or equal to 50 marks shall be qualified.*

### 6.3.4 Financial Strength

The Applicants must submit audited financial statements/balance-sheets for the last three (03) years, supported by audit letters duly signed and stamped by authorized representative so that their financial strength may be assessed.

## 7. Other Factors

**7.1** Only firms that have been prequalified under this procedure shall be invited to bid. A firm can apply for pre-qualification individually only.

**7.2** The Purchaser may reject all proposals at any time prior to the acceptance of a proposal.



The Purchaser shall upon request, communicate to any Applicant, the grounds for rejection of proposals, but shall not be required to justify those grounds. The Purchaser shall incur no liability, solely, by virtue of its invoking Rule 33 of the Public Procurement Rules, 2015 towards the Applicants. However, Applicants shall be promptly informed about the rejection of the proposals, if any (As per Rule 33 of the Public Procurement Rules, 2015).

**7.3** The Applicant shall bear all costs / expenses associated with the preparation and submission of the Proposal(s) and the Purchaser shall in no case be responsible / liable for those costs / expenses.

# Letter of Application

*[Letterhead paper of the Applicant, including full postal address, telephone no., fax no., telex no. and e-mail address]*

Date: .....

To: The Project Director (FINIS)  
Pakistan Council for Science and Technology  
Shahrah-e-Jamhuriat  
Sector G-5/2  
Islamabad

Subject: Prequalification for First Industrial National Innovation Survey

Sir,

1. Being duly authorized to represent and act on behalf of..... (hereinafter “the Applicant”), and having reviewed and fully understood all the EOI-PQ information provided, the undersigned hereby applies to be pre-qualified for **First Industrial National Innovation Survey**.
2. Attached to this letter are copies of original documents defining:
  - (a) The Applicant's legal status;
  - (b) The principal place of business;
  - (c) The place of incorporation (for applicants who are corporations); or  
  
The place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms);
1. The Client and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this proposal, and to seek clarification from our bankers and clients regarding any financial and technical aspects, where required. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by the Client or its authorized representative to verify statements and information provided in this proposal, or with regard to the resources, experience, and competence of the Applicant.
4. The Client and its authorized representatives may contact the following persons for further information, if needed.

<b>General and Managerial Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2
<b>Personnel Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2
<b>Technical Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2
<b>Financial Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This proposal is made with the full understanding that:
  - (a) Proposals by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification.
  
7. The undersigned declare that the statements made and the information provided in the proposal are complete, true, and correct in every detail.

\_\_\_\_\_  
 Signature of the Authorized  
 Representative of the Applicant

## *Application Form A-1*

### **General Information of the Firm**

1	Name of Firm	
2	Head Office Address	
3	Telephone	Contact Person: Name: Title:
4	Fax	Telex
5	Place of incorporation/Registration	Year of incorporation/registration
6	NTN #	
7	GST #	
8	AGPR Vendor No. (if any)	

**Application Form E-1**

**General Experience of the Firm**

Name of Applicant

Please provide information about all the contracts undertaken during the last five years. If there are more than five contracts, please provide information of ONLY five contracts.

<b>Starting Date</b>	<b>Ending Date</b>	<b>Name &amp; Address of Contractee</b>	<b>Brief Description of Work Executed</b>	<b>Role of Applicant (Sole Contractor / Sub-Contractor / Partner in a Joint Venture / Any Other)</b>



***Application Form P-1***

**Personnel Capabilities**

Name of Applicant

For specific positions essential to complete the contract, Applicants should provide the names of candidates qualified to meet the specified requirements. Their detailed CV's should be attached.

	Title of Position	Name of Person	Qualification
1			
2			
3			
4			
5			

**Financial Strength**

Name of Applicant
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Applicants should provide financial information to demonstrate that they meet the specified requirements. A copy of the audited reports/balance-sheets should be attached.

Name of bank:	
Address of bank:	
Telephone:	Contact name and title
Fax	Telex

All individual firms are requested to provide information related to annual turnover.

<b>Annual Turnover</b>		
	<b>Year</b>	<b>Turnover (in Pak Rupees)</b>

Summarize actual assets and liabilities in Million Pak Rupees for the previous three years, based upon known commitments, projected assets and liabilities.

<b>Financial information in Million Rs</b>	<b>Detail of Last three Years</b>		
	<b>1</b>	<b>2</b>	<b>3</b>
1. Total assets			
2. Current assets			
3. Total liabilities			
4. Current liabilities			
5. Profits before taxes			
6. Profits after taxes			

Firms owned by individuals, and partnerships, may submit their audit reports / balance sheets certified by a registered accountant.



