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REQUEST FOR PROPOSAL

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HIRING SERVICES OF

**“ADVISORY/CONSULTANCY SERVICES”**

TO ASSIST TDAP IN GSP RELATED OPERATIONS

## EXPRESSION OF INTEREST

### “ADVISORY/CONSULTANCY SERVICES TO ASSIST TDAP IN GSP RELATED OPERATIONS”

Trade Development Authority of Pakistan (TDAP) intends to hire advisory/Consultancy services for two years to strengthen and improve the operations of its GSP Section. This could be a qualified Individual or Firm (Registered with tax departments of Federal and Provincial government in accordance with the applicable laws) adequately qualified and experienced in “**GSP Related Operations**” including “**Rules of Origin (ROO)/REX**”.

2. Detailed terms of reference, evaluation criteria and other related information for the purpose can be obtained from the address given below or can be downloaded from the website of [www.tdap.gov.pk](http://www.tdap.gov.pk).

3. Single Stage Two Envelop Procedure will be used for open competitive bidding. Interested Individuals / Firms will submit their sealed bids comprising single package containing two separate envelopes. Each envelop shall contain separately the ‘financial’ and ‘technical’ proposal which will be clearly mentioned in bold and legible letters on respective envelopes to avoid any confusion.

4. Financial proposals should accompany a bid security equivalent to two percent (2%) of the bid amount in the form of Pay Order / Demand Draft in favor of “**Accounts Officer TDAP**”.

5. Sealed tender documents shall be submitted latest by 11:30 AM **Monday 25th November 2019** at the address given below. At the first stage, only technical proposal shall be opened by the same day at 12:00 am noon in the presence of representative of the participating firms.

6. Trade Development Authority of Pakistan reserves the right to reject any or all bids and to annul the bidding process at any time, however, reasons for rejection or annulling bid process will be communicated to the concerned bidder (s) in accordance with the Procurement Rules.

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Trade Development Authority of Pakistan  
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Tel: 021-99201520

## **BACKGROUND**

1. Trade Development Authority of Pakistan (TDAP) has been running GSP section at its head quarter situated in Karachi and in Regional / Sub-Regional offices since long. Importance of GSP Section has increased after award of GSP+ status to Pakistan by EU and process of modernizing of the exiting GSP section of TDAP as per international standards is in hand. Therefore, TDAP is looking to engage advisory/consultancy services (individual / firm) having relevant experience / expertise to assist TDAP in this assignment / task.

## **SCOPE OF SERVICES**

2. Supervise the interpretation / advisory on Rules of Origin (**ROO**) and issuance of Certificate of Origin by TDAP to exporters under both GSP System and other FTA and regional (SAFTA & ECO) agreements negotiated by Pakistan with other countries in terms of which our exporters get benefit of duty at the import end.
3. Assist in ensuring that products against which the certificates are being issued by TDAP qualify for the purpose and are of true Pakistani origin and the imported content in them is within permissible limits, as granted by the foreign countries in case of individual agreements, which includes the GSP System.
4. Assist in monitoring, and in verification (where needed) that the exporters have necessary customs documents with respect to imported component of the product and the exporter maintains necessarily verified cost data, supplier's certificates, and books of accounts based on standard accounting practices.
5. Assist in assuring that the processes and documentary requirements of TDAP for issuing the certificate of origin comply with the standards and requirements of the foreign countries, and they are updated as soon as any changes in them are agreed to by the Government of Pakistan.
6. Duly help TDAP in compilation and maintenance of necessary data and record in this regard and provide necessary support to the Ministry of Commerce and other institutions of the Government of Pakistan, in so far as the same is needed towards the purpose.
7. Any other point or question related to the subject (ROO) where the Government of Pakistan needs a technical opinion to advance, promote and protect trade interests of the country versus other countries.
8. Assist in ensuring that the process at TDAP with respect to issuance of Certificate of Origin as well as verification and monitoring the issuance of Statements on Origin by Registered Exporters under REX system is finely balanced in terms of the objectives of Pakistan as an exporting country and benefits granting country without unduly stretching the system so that it does not benefit one country at the cost of other.
9. Organize capacity building of the exporters in terms of understanding of the ROO to enable issuance of correct Statement of Origins by them, structuring their procurement and production system in alignment with requirement of the ROO, and maintenance of documentation systems at their end to meet traceability, monitoring and verification requirements set out under ROO.
10. Help Government in defending its position in any Court case or legal proceedings either originating in Pakistan or outside with respect to the ROO (as being implemented by the TDAP) under the agreed-to procedure and requirements in terms of their original shape,

interpretation, and subsequent up-dation (in relation to FTAs, PTAs, GSP and other Regional and International Trade Agreements to which Pakistan is a party).

### **REMUNERATION**

The remuneration / Consultancy / Advisory fee is capped @ Rs. 300,000/month, which is inclusive of all taxes and benefits. Therefore, the quotation may be made accordingly.

### **PAYMENT SCHEDULE**

The TDAP will make payments of overall amount on monthly basis after deduction of applicable taxes.

### **EVALUATION PROCESS**

It is TDAP's intention to select the providers of advisory services (Firm / Individual) that presents the best combination of experience, capacity and competence to cater its needs. Firms bidding for provision of advisory services are required to propose a dedicated individual / team that will remain stationed at the TDAP during currency of the assignment (furnishing their names and CVs) to whom the criteria laid down below will apply. Bids from individuals will have to be accompanied by their detailed CVs and the evaluation criteria will be applicable to them. The TDAP will examine and review the documents submitted, call references and others who applied for the consideration.

### **EVALUATION CRITERIA**

<b><u>S#</u></b>	<b><u>Parameters against which technical evaluation shall be done</u></b>	<b><u>Scoring brackets</u></b>	<b><u>Total points allocated</u></b>
<b>1.</b>	<b>Qualification (Individual / Advisory Team)</b>		<b>20</b>
1.1	<b><u>Academic:</u></b>		<b>10</b>
	• Masters (Business / Engg. /M.Phil / Int'l Trade / Relevant Field); or	05	
	• PhD / Separate Masters in any two or more of the above disciplines	10	
1.2	Specialized Trainings received on ROO /GSP / ADB/ etc.) in Pakistan		<b>10</b>
	• Through Local or Int'l Agencies (EU / WB / USAID/ ADB etc.) in Pakistan	05	
	• Through Local or Int'l Agencies (EU / WB / USAID/ ADB etc.) abroad.	05	
<b>2.</b>	<b><u>Trade Promotion, Trade Agreements &amp; Rule of Origin Experience</u></b>		<b>60</b>
2.1	<b><u>Rules of Origin / GSP:</u></b>		
	• Advised / assisted exporters on ROO (GSP and other preferential arrangements)	05	
	• Conducted training / orientations on ROO / GSP (Seminars, workshops)	05	
	• Advised / participated in bi-lateral trade agreement negotiation (w.r.t. ROO)	05	
	• Developed systems, process, SoPs/ documentation for implementation of ROO), stakeholder's monitoring, and verification on Certificate of Origin & ROO	05	<b>25</b>
	• Hand-on experience of working on the Registered Exporters (REX) system for origin certification	05	
2.2	Continuously advised / Worked as consultant for a trade promotion organization in Pakistan or abroad (in export facilitation, int'l mktg/ trade fairs' & trade delegations' mgt, product / supply chain assistance, trade policy) for:		<b>10</b>
	• 3 to 5 years	05	
	• 6 to 8 years	07	
	• 8 to 10 years	10	
2.3	Good understanding and demonstrated experience of international trade transactions and preferential trading agreements; tariffs regimes, bi – and multilateral trading agreements entered by Pakistan (in particular w.r.t. ROO and tariffs); export and import procedure, documentations, and rules / regulations.	10	<b>10</b>
2.4	Good understanding and demonstrated experience of enterprise-level product costing / valuation, and financial statements.	05	<b>05</b>

2.5	Good understanding of and demonstrated experience with enterprise level production / manufacturing, sourcing, inventory / materials managements, and trading system.	05	<b>05</b>
2.6	Good understanding and demonstrated experience of dealing with Pakistan's export products/ sectors, respective trade associations, and export dynamics.	05	<b>05</b>
3.	<b><u>Relevant Consulting / Advisory Experience</u></b>		<b><u>10</u></b>
3.1	<b><u>Total Consulting / Advisory Experience:</u></b> <ul style="list-style-type: none"> <li>• 10 to 15 years</li> <li>• 15 to 20 years</li> <li>• Over 20 years with over 2 years' international experience of working outside Pakistan for international agencies (WB, USAID, ADB etc).</li> </ul>	03 05 10	10
4.	<b><u>Financial Strength of the Firms / Individual</u></b>		<b>10</b>
	<b><u>In case of Firm:</u></b> <ul style="list-style-type: none"> <li>• Audited / certified accounts or statements showing cash balance greater than 1 million and less than Rs. 5 million over last one year (since July 1, 2018)</li> <li>• Audited / certified accounts or statements showing cash balance of more than Rs. 5 Million over the last one years (since July 1, 2018)</li> </ul>	05 10	10
	<b><u>In case of Individual:</u></b> Bank transactions/ Account Statement is required. <ul style="list-style-type: none"> <li>• Maximum account balance exceeding Rs. 0.3 million (since July 1, 2018)</li> <li>• Maximum account balance exceeding Rs. 0.5 million (since July 1, 2018).</li> </ul>	05 10	
		<b>Total</b>	<b>100</b>

**(Qualifying Score = 70%)**

### **INSTRUCTIONS ABOUT SUBMISSION**

Five (5) copies of your proposal and all attachments and exhibits must be received by 11:30 hrs PST on **Monday 25th November 2019** to TDAP at the address given below:

(Deputy Director-GSP)  
**Trade Development Authority of Pakistan**  
3<sup>rd</sup> Floor, Block-A, Finance and Trade Centre, Shakra-e-Faisal, Karachi  
Tel: 021-99201520