



WATER AND SANITATION AGENCY, LAHORE

EXPRESSION OF INTEREST (EOI) / PRE-QUALIFICATION DOCUMENT (PQD)

**FOR
HIRING OF CONSULTANCY FIRM
FOR
"PROCUREMENT OF ORACLE FINANCIAL MODULE AND
IMPLEMENTATION IN FINANCE DIRECTORATE, WASA, LAHORE"**



DEPUTY MANAGING DIRECTOR (ENGG.)

WASA Head Office, Zahoor Elahi Road,
B-Block, Gulberg-II, Lahore.

Website: <http://www.wasa.punjab.gov.pk/>

January 2023



WATER AND SANITATION AGENCY, LAHORE

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PRE-QUALIFICATION / SHORT LISTING OF ENGINEERING CONSULTING FIRMS

Water and Sanitation Agency (WASA), Lahore, intends to hire services of Consultancy Firm for:

“PROCUREMENT OF ORACLE FINANCIAL MODULE AND IMPLEMENTATION IN FINANCE DIRECTORATE, WASA, LAHORE”

Section A.

INVITATION FOR EXPRESSION OF INTEREST/BASIC ELIGIBILITY CRITERIA

The interested consultancy firms having experience of similar nature works may apply alongwith the following information / particulars duly supported with necessary documents:

1. Name of firm / address of the registered office with telephone / fax number and e-mail address including organizational chart showing management structure. Format for letter of EOI application is attached as **Appendix 1**.
2. Copy of Registration with Securities and Exchange Commission of Pakistan or Registrar of Firms or Affidavit of Sole Proprietor.
3. Document showing that the Firm is Oracle Partner Network (OPN) Member having expertise minimum in License & Hardware.
4. Certificate of Registration with the “Pakistan Software Export Board”.
5. Affidavit by the Consultant / firms / JVs to the effect that “Neither the firm / consultants / JVs nor its Directors / Stakeholders, as a whole or as a part of the firm have even been black listed / defaulted by any Government Agency and Autonomous Agency / Department / Organization and also that the information supplied by the consultants / firm / JVs is correct.
6. Affidavit that the Consultant / firm /JV is not in litigation with any Client.
7. Copy of Registration with relevant Tax Department(s) i.e. FBR and PRA.



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8. List of similar assignments and completed in hand by the Firm during the last 10-years regarding Implementation of FMIS, MIS and ERP system for Public / Private sector, cost of Consultancy Services received against these assignments along with date of start and completion / expected date of completion as per **Appendix 2.**
9. List of permanent professional staff along with CVs of relevant core staff showing project wise experience with exact time duration for each project on submission of EOI as per **Appendix 3.**
10. Detail of net worth, annual turnover & net cash accruals duly filled and signed as per **Appendix 4.**

Water and Sanitation Agency, Lahore reserves the right to reject all the applications at any time prior to the acceptance under Rule 35 of PPRA Rules 2014, and no claim whatsoever, shall be entertained on this account. If, at any stage, concealment / distortion of fact is detected it would be sufficient cause to reject the application.



Section B.

BRIEF SCOPE OF WORK

1. Relevant Background

Water and Sanitation Agency (WASA) Lahore, is a regulated monopoly for water supply & sewerage services in the 2nd largest city of Pakistan. WASA Lahore is the subsidiary Agency of Lahore Development Authority (LDA), Government of the Punjab, Pakistan, created under Section 10 (2) of the LDA Act, 1975 to perform all functions and exercise all powers with regard to water supply, sewerage and drainage with power to collect rates, fees and charges for water supply, sewerage & drainage.

Currently Revenue Management System in WASA Lahore is outdated and Financial Management Information System is manual. Also, important functions including Human resources and payroll management of WASA Lahore are not automated which is adversely affecting the performance and functions of the Agency.

To address these issues, WASA Lahore is in the process of automation and is desirous to develop an efficient and flexible Financial Information Management and Reporting System that helps increase the working efficiency of its staff for improved financial management.

2. Objectives of Consultancy Services

Lahore WASA now aims to adopt a paperless environment by automating its human resource, payroll, financial management, complaints /inquiry and revenue management systems. These softwares will be developed and run in an integrated mode so that information will flow from one system to another.

3. Scope of Work

The consulting firm will be required to take care of the following requirements that must be developed, implement and included as part of the FMIS system:

- (i) Finance & Accounting Management System:
 - Accounts Receivable (AR)
 - Accounts Payable (AP)
 - General and administrative expenses management
 - Fixed Asset (FA)
 - Cash and financial reporting Management (CM)
 - Planning and budgeting management
 - Taxation
 - Seamless integration with customized billing system.
- (ii) Procurement of Oracle License of Finance module i.e. GL, AR, AP, FA, & CM etc. and its Implementation in Finance Directorate, WASA.
- (iii) To assist the Agency in any other work relevant to above Oracle Finance Module.
- (iv) Training and Support of WASA Staff in implementation.

4. Type of Contract

Lump sum / Fixed Amount Contract Agreement. Payment schedule will be based on deliverables as per Agreement.

5. Duration

Duration of the assignment is 06 months.



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Section C.

EVALUATION CRITERIA

The evaluation for short-listing of the firms shall be based on the following criteria:

Sr. No.	Criteria	Weightage
1.	Company Technical Experience <ul style="list-style-type: none">➤ Number of similar Assignments➤ Relative size of similar assignment	40
2.	Staffing / Core Team <ul style="list-style-type: none">➤ Qualification➤ Relevant Experience➤ Relevant Projects	40
3.	Financial Capability	20
Grand Total		100

The Applicant must score total **65-Marks** and at least **50% of score** in each criterion, to qualify.



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PARAMETERS FOR EVALUATION

1. COMPANY'S/JV TECHNICAL EXPERIENCE (40 Marks)

1.1 Number and relative size of similar assignments:

- i. At least two (02) completed consultancy work regarding implementation of FMIS, MIS and ERP system for Public / Private sector alongwith documentary evidence like award of work or contract agreement or Completion Certificate from the Client etc.
- ii. Only two (02) projects will be evaluated at this stage. Maximum marks for evaluation of one (01) relevant completed project shall be 15.
- iii. 10 additional marks will be given to the firm having experience of implementation of Oracle FMIS in Government Sector.

1.2 Marking Criteria for Company Experience:

Project shall be evaluated based on the following marking criteria:

Relative size and similarity of each Project				
Similarity	Multiplication Factors (Financial Weightage)			Marks Obtained (Maximum 15)
	80% or more	50%-80%	Less than 50%	
Strong	1	0.65	0.30	____ X 15
Medium	0.65	0.4225	0.195	
Weak	0.30	0.195	0.09	

1.3 Evaluation of Technical Experience of the Firm

The Bidder shall be evaluated on the following:

- i. Project completed during the last Ten (10) years shall only be considered. Only eligible project shall be considered for evaluation of technical experience. Irrelevant projects will not be considered for evaluation.
- ii. The Bidder should furnish details of technical experience of the Firm as per **Appendix 2**.

2. TECHNICAL STAFF / CORE TEAM (40 marks)

2.1 Core Team Members, Required Qualifications, Marks distribution and Required Experience of Core Team:

Core team shall be evaluated based on the following marking criteria:

Sr. No	Description	Qualification	Allocated Marks	Experience
1	Project Manager	Master's Degree in IT/Computer Science or relevant field	20	At least 10 years relevant experience
2	Financial Management Expert	Master's Degree in Economics, Finance, Human Resource	10	At least 08 years relevant experience
3.	Software Team Lead	Master's Degree in IT/Computer Science or relevant field	10	At least 08 years relevant experience

2.2 Marking Criteria for Qualification of Core Team

Every member of the core team of expert shall be evaluated using the following criteria:

Qualification (20% Marks)	Experience (50% Marks)	Understanding / Relevant Experience (30% marks)
PhD: 20% Masters or Equivalent: 18%	Full Marks: For required experience	Full Marks: For 3 similar projects

3.3. Details of Core Team

The Bidder should furnish details of technical experience of core team/ professional staff as on date of submission of EOI as per **Appendix 3**.

3. FINANCIAL CAPABILITY

3.1 Eligibility Criteria based on Financial Capability Threshold:

Sr. No.	Description	Threshold Amount (Rs.)	Documents Required
1.	Average Annual Turnover in last 3 Financial Years	At least 36 Million	Audited "Profit and Loss" statement for the three years not older than FY: 2018-19 duly certified/ stamped by Chartered Accountant must be provided in EOI document with Audited Statements.
2.	Net Worth	At least 10 Million	Audited "Balance Sheet" showing financial position for the three years not older than FY: 2018-19 duly certified / stamped by Chartered Accountant must be provided in EOI document with Audited Statements.

3.1. Marking Criteria for Company Experience:

Sr. No.	Description	Threshold Amount (Rs.)	Total Marks
1.	Average Annual Turnover in 03 years	15 million & above	10
		Less than 15 million	NIL
2.	Average Net Worth in stated 03 years	10 million & above	10
		Less than 10 million	NIL

Note:

- Only duly certified Audited Statements by the Chartered Accountant will be considered for evaluation
- Summary of net worth, annual turnover & net cash accruals duly filled & signed as per **Appendix 4**.
- Companies/Firms having Net Worth less than 6 Million PKR will not be considered for evaluation.



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Special Conditions in case of Consortium/JV

- i. Maximum three (03) number of firms are allowed to make JV / consortium. The same firm shall not be allowed to submit EOI individually and in JV with any other firm. Every JV shall be unique. For international firms, it is mandatory to make JV / consortium with local firm/firms.
- ii. In case of consortium of three (03) firms, lead firm must have minimum 40% shares and other firms have at least 25% shares in consortium. Percentage of shares of each firm must be clearly mentioned. Maximum of three firms are allowed to participate in consortium/ JV.
- iii. In no case, shares of lead firm are less than any JV member.

DATE OF SUBMISSION OF EOI

The EOI (Hard Copy & Soft Copy in USB) must reach to the office of Deputy Managing Director (Engg.) WASA Head Office, Zahoor Elahi Road, B-Block Gulberg-II, Lahore on 01.02.2023 till 3:00 PM.

Designation : Deputy Managing Director (Engg.)
Address : WASA Head Office, Zahoor Elahi Road, Near Main Market,
B-Block Gulberg-II, Lahore.
Website: <http://www.wasa.punjab.gov.pk/>



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Section D.

APPENDIX 1

FORMAT FOR LETTER OF EOI APPLICATION

[On the Letter Head of the Bidder (in case of Single or Lead Member (in case of a Consortium))]

Date:

The Deputy Managing Director (Engineering),
WASA, LDA, Lahore.

"PROCUREMENT OF ORACLE FINANCIAL MODULE AND IMPLEMENTATION IN FINANCE DIRECTORATE, WASA, LAHORE"

Sir,

Being duly authorized to represent and act on behalf of (hereinafter referred to as "the bidder"). And having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby expresses its interest and apply for qualification for subject consultancy services.

We are enclosing our Expression of Interest (EOI), in one Original and one Copy, with the details as per the requirements of the EOI and PQD, for your consideration/evaluation.

The undersigned hereby also declares that the statements made and the information provided in the EOIs are complete, true and correct in every detail.

We confirm that the EOI application is valid for a period of 90 days from the due date of submission of EOI application and is unconditional.

Yours faithfully,
(Signature of Authorized Signatory)
(Name, Title and Address of the Bidder)
Bidder seal & stamp



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APPENDIX 2 INFORMATION RELATED TO EXPERIENCE

Project name	Value of the agreement (in current PKR)
Country Location within country	Duration of project (months)
Name of Client	Total No. of staff-months (by your company) on the project:
Start Date (Month/Year) Completion Date (Month/Year)	Value of total services provided under an agreement (in current PKR) In case of consortium, value of part of the services provided by Bidder under the agreement (in current PKR)
Name of associated members, if any	No. of professional staff-months provided by the associated members:
Name of senior professional staff of your company involved and functions performed (indicate most significant profiles such as Team Leader etc.):	
Narrative description of Project	
Description of actual services provided by your staff within the assignment.	

Note:

- Only the eligible projects that satisfy technical criteria shall be included.
- All the Financial numbers are to be given in Pak Rupees.

(Signature of Authorized Signatory)



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APPENDIX 3 CURRICULUM VITAE (CV) FOR PROFESSIONAL STAFF

1. Current Position (only one candidate shall be nominated for each position): _____
2. Name of Company (insert name of company proposing the staff: _____)
3. Name of Staff (insert full name)
4. Date of Birth: _____ Nationality: _____
5. CNIC No (if Pakistani): _____ or Passport No: _____
6. Experience (in years): _____
7. Education

Degree	Major/Minor	Institution	Year

8. Membership of Professional Associations: _____
9. Other training (indicate significant training since degrees under 6 - Education were obtained)

10. Languages (For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing) _____
11. Employment Record (Starting with present position, list in reverse order every employment held by staff member since graduation, giving/or each employment (see format here below):
dates of
employment, name of employing, organization, positions held):

Employer	Position	From (MM/YYYY)	To (MM/YYYY)



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12. Detailed task Assigned _____

13. Work undertaken that Best Illustrates Capability to Handle the Tasks Assigned:

1. Name of project: _____
Year: _____
Location: _____
Client: _____
Main project features: _____
Positions held: _____
Activities performed: _____

2. Name of project: _____
Year: _____
Location: _____
Client: _____
Main project features: _____
Positions held: _____
Activities performed: _____

3. Name of project: _____
Year: _____
Location: _____
Client: _____
Main project features: _____
Positions held: _____
Activities performed: _____

13. Certification

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized representative of the staff] Date: _____



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APPENDIX 4

FORMAT FOR ESTABLISHING FINANCIAL CAPABILITY

FINANCIAL CAPABILITY OF SINGLE ENTITY

Turnover, Net Worth & Net Cash Accruals

NET WORTH <i>(PKR. Millions)</i>	NET CASH ACCRUALS (CA) <i>(PKR. Millions)</i>			TURN OVER <i>(PKR. Millions)</i>		
	Year	Year	Year	Year	Year	Year

(Signature of Authorized Signatory)

Bidder Seal & Stamp

Signature, Name, Address & Membership No. of Chartered Accountant