

PROCUREMENT DOCUMENT

REQUEST FOR BID FRAMEWORK AGREEMENT(S) NON-CONSULTING SERVICES FOR DATA COLLECTION FOR PROJECT IMPACT EVALUATION

Country:	Pakistan
Project Name:	Punjab Rural Sustainable Water Supply & Sanitation Project
Implementing Agency:	Punjab Rural Municipal Services Company (PRMSC)
Loan No:	IBRD-92670
Project ID No:	P169071
Activity No.:	PK-LG& CD-478016-NC-RFB
RFB No:	
Procurement Method:	Open Competitive Bidding (OCB) - National
Bidding Procedure:	Single Stage-Two Envelope [1S2E]
Bids' Submission Date:	18 June 2025



PUNJAB RURAL MUNICIPAL SERVICES COMPANY

[A company incorporated under Companies Act 2017]

SPECIFIC PROCUREMENT NOTICE
PUNJAB RURAL MUNICIPAL SERVICES COMPANY
REQUEST FOR BIDS
Framework Agreement(s)
Non-Consulting Services

Date:	14 th May 2025		
Loan No.	IBRD-92670	Project ID:	P169071
Title:	Punjab Rural Sustainable Water Supply & Sanitation Project		
Activity No.	PK-LG&CD-478016-NC-RFB	Title:	Data Collection for Project Impact Evaluation
Deadline for Submission of Bids:	18 June 2025		

This Specific Procurement Notice for Request for Bids (RFB) follows the General Procurement Notice (GPN) No. OP00126428 for this project that appeared in UN Development Business on 22nd April 2021.

Punjab Rural Municipal Services Company (PRMSC) (hereinafter referred to as “Company”) is a government-owned not-for-profit company, incorporated with the Securities and Exchange Commission of Pakistan, under Section 42 of the Companies Act, 2017.

The Government of Islamic Republic of Pakistan has received financing from the World Bank towards the cost of the Punjab Rural Sustainable Water Supply and Sanitation Project (PRSWSSP) for improving service delivery standards of the rural water & sanitation system and has extended the said financing to Company.

The project has a robust impact evaluation (IE) plan. The core objective of the IE will be to credibly assess the impact of the project on child stunting, along with other metrics of child and adult health. The design of the IE uses two features of project rollout: (i) All villages in a selected Tehsil will participate in the project over its lifetime. By randomizing village rollout across years, the villages that roll out last will serve as controls for the villages that roll out first. In some locations, clusters of villages may be randomized instead of individual villages. (ii) Villages in neighboring tehsils that border project tehsils can also serve as controls for a Regression Discontinuity Design (RDD) evaluation, which would closely mimic a randomized design, since the odds of district and tehsil selection are known precisely. Given the nature of the MIS and the IE, the Project requires large-scale data collection at the household and village levels, conforming to the highest standards of data processing, transparency, and protection.

The company intends to apply part of the proceeds toward payments under Call-off Contracts that may be awarded under the Framework Agreements (FAs) for **Data Collection for Project Impact Evaluation**, initially in the certain geographical based clusters, concluded through this RFB Primary Procurement process:

The Company is undertaking the Primary Procurement with a view to concluding Framework Agreements. The Company is the sole Employer under the Framework Agreement[s]. The Company now invites sealed Bids from eligible Bidders for a Tehsil based **Data Collection for Project Impact Evaluation** from eligible Bidders to implement data collection activities in the 2000 Revenue Villages spread across 16 tehsils of Punjab whose details are given on Terms of Reference Section of the Procurement Document, covering roughly 1 million households. The primary objective is to establish the data foundation for the Project’s Impact Evaluation (IE), but the data collected will also support the monitoring of results by PRMSC and provide some key statistics for the project MIS, specifically to support its service delivery performance.

The Framework Agreements to be concluded will be “Single-User.” The Single-User entitled to purchase under the Framework Agreements is the Punjab Rural Municipal Services Company.

The Framework Agreements to be concluded will be “Multi-Service Provider”.

The selection of a FA Service Provider to be awarded a Call-off Contract will be done through a Secondary Procurement process as defined in the Framework Agreement. However, the conclusion of a Framework Agreement shall not impose any obligation on the Company to purchase Non-Consulting under a Call-off Contract. The conclusion of the Framework Agreement does not guarantee that a FA Service Provider will be awarded a Call-off Contract.

Bidding will be conducted through International Competitive Procurement using a Request for Bids (RFB) as specified in the World Bank’s “Procurement Regulations for IPF Borrowers” [*July 2016 (Revised November 2017 & August 2018)*] (“Procurement Regulations”) and is open to all eligible Bidders as defined in the Procurement Regulations.

An Information Session will be held as per following details to provide a detailed walkthrough of Project, ToR and procurement process:

Date:	26th May 2025
Time:	1400 hours. (Pakistan Standard Time)
Virtual Link:	https://us06web.zoom.us/j/89593514212?pwd=WIMGSqNwSw7vHRuk4zEZq5X0aL6Yih.1

The Framework Agreements shall be concluded for a Term of **Three (03) Years** from the commencement date stated in the Framework Agreement. The initial term may be extended by a maximum of two additional years.

The Primary Procurement shall establish a Closed Framework Agreement(s).

Bids will be evaluated in accordance with the evaluation process set out in the bidding documents. The following weights shall apply for Rated Criteria: **40%** for technical and non-price factors, and **60%** for Bid cost.

Eligible bidders may obtain further information from the office of the Punjab Rural Municipal Services Company and inspect the bidding document during office hours **0900 to 1700** hours at the address given below.

The eligible Bidders may download the Bidding Document at no cost from the websites: www.lgcd.punjab.gov.pk/tenders or www.prmisc.punjab.gov.pk/tenders. Bidders opting to download the Bidding Documents from any of the aforesaid website, shall inform the Punjab Rural Municipal Services Company, in writing at the address given below failing which Company shall not be responsible if they do not receive clarifications and amendments, if any from the Company.

Bids must be delivered to the address below by **18th June 2025 at 1500 hours** (Pakistan Standard Time). Electronic Bidding “**will not**” be permitted. Late Bids will be rejected. The outer Bid envelopes marked “ORIGINAL BID”, and the inner envelopes marked “TECHNICAL PART” will be publicly opened in the presence of the Bidders’ designated representatives and anyone who chooses to attend, at the address below on the due date of submission at **1530 hours** (Pakistan Standard Time). All envelopes marked “SECOND ENVELOPE: FINANCIAL PART” shall remain unopened and will be held in safe custody of the Company until the second public opening.

Attention is drawn to the Procurement Regulations requiring the Borrower to disclose information on the successful bidder’s/bidders’ beneficial ownership, as part of the publication of the conclusion of framework agreement notice, using the Beneficial Ownership Disclosure Form included in the bidding document

The address referred to above is:

ASADULLAH

CHIEF EXECUTIVE OFFICER

PRMSC, 5th floor KD Plaza MM Alam Road, Lahore, Pakistan.

(Off): +92(42) 99333609

Request for Bids Framework Agreement(s) Non-Consulting Services

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PART 1 – Bidding Procedures

Section I - Instructions to Bidders (ITB)

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Section I. Instructions to Bidders

A. General

1 Scope of Bid

- 1.1 In connection with the Specific Procurement Notice, Request for Bids (RFB) Framework Agreement(s) Non-Consulting Services, specified **in the Bid Data Sheet (BDS)**, the Procuring Agency, as specified **in the BDS**, issues this Request for Bids (RFB) document as part of the Primary Procurement process for Non-Consulting Services, and may lead to Framework Agreement(s) being concluded with the successful Bidder(s). The name and identification of this RFB are specified **in the BDS**.
- 1.2 Throughout this Bidding document:
 - (a) **“in writing”** means communicated in written form (e.g. by mail, e-mail, fax, including if specified **in the BDS**, distributed or received through the electronic-procurement system used by the Procuring Agency) with proof of receipt;
 - (b) if the context so requires, **“singular”** means **“plural”** and vice versa;
 - (c) **“Day”** means calendar day, unless otherwise specified as **“Business Day”**. A Business Day is any day that is an official working day of the Borrower. It excludes the Borrower’s official public holidays;
 - (d) **“Call-off Contract”** means a contract awarded, under a Framework Agreement, through a Secondary Procurement process, for the provision of Non-Consulting Services. The parties to the contract are the Employer and Service Provider;
 - (e) **“Closed Framework Agreement”**: A Closed Framework Agreement is where no new firm(s) may conclude Framework Agreement(s) during the Term of the Framework Agreement;
 - (f) **“Country”** means the Procuring Agency’s/Employer’s country;
 - (g) **“Completion Period”** is the specified period from the date of formation of a Call-off contract for provision of the Non-Consulting Services;

- (h) **“Framework Agreement (FA)”** means the agreement between the Procuring Agency and Service Provider (s) (the successful Bidder(s)) to establish the terms and procedures governing the award of Call-off contracts under the agreement;
- (i) **“FA Service Provider”** means a Service Provider;
- (j) **“Services”** means the work to be performed by the Service Provider pursuant to the Contract;
- (k) **“Lead Employer”** when named in the Framework Agreement, a Lead Employer is a party to the Framework Agreement, in its capacity as: (a) the lead agency acting on behalf of all participating Employers in managing and administering the Framework Agreement, and (b) as an Employer in its own right;
- (l) **“Multi-User Framework Agreement”** means a Framework Agreement where there is more than one Employer permitted to purchase through a Call-off Contract;
- (m) **“Multi-Service Provider Framework Agreement”** means where more than one Bidder (Service Provider) concludes a Framework Agreement for the provision of each item;
- (n) **“Primary Procurement”** means the procurement process that results in concluding a Framework Agreement(s) with a successful Bidder(s), as described in this RFB;
- (o) **“Procuring Agency”** means the agency that undertakes the Primary Procurement process and concludes the Framework Agreement(s);
- (p) **“Employer”**, as **specified in the BDS**, means the agency(ies) that is/are permitted to procure Services from a Service Provider under a Call-off Contract awarded through a Framework Agreement;
- (q) **“Responsible Agency”** when named in the Framework Agreement, is a party to the Framework Agreement, but only in its capacity to conclude the Framework Agreement(s) with successful Service Providers, and, as the

agency responsible for managing and administering the Framework Agreement, on behalf of the Employer or Employers, once it has been concluded. A Responsible Agency is not an Employer under the Framework Agreement;

- (r) “**Secondary Procurement**” means the process described in the Framework Agreement and followed by an Employer to select a FA Service Provider, and award a Call-off Contract for the provision of Services;
- (s) “**Single-User Framework Agreement**” means a Framework Agreement where there is only one Employer;
- (t) “**Single-Service Provider Framework Agreement**” means a Framework Agreement where only one Bidder (Service Provider) concludes a Framework Agreement for the provision of each item;
- (u) “**Service Provider**” is a person or corporate body whose Bid to provide the Services has been accepted by the Employer. A Service Provider may also be referred to as a “FA Service Provider”;
- (v) “**Term**” mean the duration of a Framework Agreement starting on the Commencement Date. Where applicable, it includes any extension(s) to the initial Term, if permitted and agreed.

2 Source of Funds

2.1 The Borrower or Recipient (hereinafter called “Borrower”) specified **in the BDS** has applied for, or received financing (hereinafter called “funds”) from the International Bank for Reconstruction and Development or the International Development Association (hereinafter called “the Bank”) in an amount specified **in the BDS**, toward the project named **in the BDS**. The Borrower intends to apply a portion of the funds to eligible payments under Call-off Contracts to be awarded under the Framework Agreement(s) for which this Bidding document is issued.

2.2 Payment by the Bank will be made only at the request of the Borrower and upon approval by the Bank in accordance with the terms and conditions of the Loan (or other financing) Agreement. The Loan (or other financing) Agreement prohibits a withdrawal

from the Loan account for the purpose of any payment to persons or entities, or for any import of goods, equipment, plant, or materials, if such payment or import is prohibited by decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Borrower shall derive any rights from the Loan (or other financing) Agreement or have any claim to the proceeds of the Loan (or other financing).

3 Fraud and Corruption

- 3.1 The Bank requires compliance with the Bank's Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework, as set forth in Section VI, Fraud and Corruption.
- 3.2 In further pursuance of this policy, Bidders shall permit and shall cause their agents (whether declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit the Bank to inspect all accounts, records and other documents relating to any, Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Bank.

4 Eligible Bidders

- 4.1 A Bidder may be a firm that is a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of any Call-off Contract(s) awarded under the Framework Agreement in accordance with the Call-off Contract conditions that apply. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Bidding process and, in the event the JV is awarded a Call-off Contract under the Framework Agreement, during contract execution. Unless specified **in the BDS**, there is no limit on the number of members in a JV.
- 4.2 A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a

conflict of interest for the purpose of this Bidding process, if the Bidder:

- (a) directly or indirectly controls, is controlled by or is under common control with another Bidder; or
- (b) receives or has received any direct or indirect subsidy from another Bidder; or
- (c) has the same legal representative as another Bidder; or
- (d) has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Primary Procurement process; or
- (e) or any of its affiliates participated as a consultant in the preparation of the Procuring Agency's Requirements (including Activities Schedules, Performance Specifications and Drawings) for the Non-Consulting Services that are the subject of the Bid; or
- (f) or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Agency or Employer or Borrower in implementing the Framework Agreement or a Call-off Contract; or
- (g) would be providing goods, works, or non-consulting services resulting from, or directly related to consulting services for the preparation or implementation of the project specified in the **BDS ITB 2.1** that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
- (h) has a close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who:
 - (i) are directly or indirectly involved in the preparation of the Bidding document or specifications of the Framework Agreement or Call-off Contract, and/or the Bid evaluation process of such Framework Agreement or Call-off Contract; or

- (ii) would be involved in the implementation or supervision of such Framework Agreement or Call-off Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Bank throughout the Bidding process and execution of the Framework Agreement and/or Call-off Contract.
- 4.3 A firm that is a Bidder (either individually or as a JV member) shall not participate in more than one Bid. This includes participation as a subcontractor. Such participation shall result in the disqualification of all Bids in which the firm is involved. A firm that is not a Bidder or a JV member, may participate as a subcontractor in more than one Bid.
- 4.4 A Bidder may have the nationality of any country, subject to the restrictions pursuant to **ITB 4.8**. A Bidder shall be deemed to have the nationality of a country if the Bidder is constituted, incorporated or registered in, and operates in conformity with, the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or subconsultants for any part of a Call-off Contract.
- 4.5 A Bidder that has been sanctioned by the Bank, pursuant to the Bank's Anti-Corruption Guidelines, in accordance with its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework as described in Section VI paragraph 2.2 d., shall be ineligible to be prequalified for, initially selected for, Bid for, propose for, or conclude a Bank-financed Framework Agreement or Call-off Contract or benefit from a Bank-financed Framework Agreement or Call-off Contract, financially or otherwise, during such period of time as the Bank shall have determined. The list of debarred firms and individuals is available at the electronic address specified **in the BDS**.
- 4.6 Bidders that are state-owned enterprises or institutions in the Procuring Agency's Country may be eligible to compete and conclude a Framework Agreement or be awarded a Call-off Contract(s) only if they can establish, in a manner acceptable to the Bank, that they:

- (a) are legally and financially autonomous;
- (b) operate under commercial law; and
- (c) are not under supervision of the Procuring Agency, Responsible Agency or an Employer.

4.7 Eligibility of Bidders suspended, as a result of the execution of a Bid–Securing Declaration or Proposal–Securing Declaration, shall be as follows:

- (a) A Bidder that is under suspension from Bidding, as the result of the operation of a Bid–Securing Declaration or Proposal–Securing Declaration, by the Employer in case of a Single-User Framework Agreement or all Employers in a Multi-User Framework Agreement shall not be eligible to bid to conclude a framework agreement.
- (b) A Bidder that has concluded a framework agreement is ineligible to quote for or to be awarded a Call-off Contract by an Employer that has suspended the bidder as the result of the operation of a Bid–Securing Declaration or Proposal–Securing Declaration.
- (c) Subject to (a) above, a Bidder that is under suspension, as the result of the operation of a Bid–Securing Declaration or Proposal–Securing Declaration, by a Procuring Agency is eligible to bid for the framework agreement.

4.8 Firms and individuals may be ineligible if so indicated in Section V and:

- (a) as a matter of law or official regulations, the Borrower’s country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the supply of goods or the contracting of works or services required; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower’s country prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.

- 4.9 A Bidder shall provide such documentary evidence of eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.
- 4.10 A firm that is under a sanction of debarment by the Borrower from concluding a contract, or a Framework Agreement or being awarded a Call-off Contract is eligible to participate in this procurement, unless the Bank, at the Borrower's request, is satisfied that the debarment;
- (a) relates to fraud or corruption; and
- (b) followed a judicial or administrative proceeding that afforded the firm adequate due process.
- 5 Qualification of the Bidder**
- 5.1 All Bidders shall provide in Section IV, Bidding Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.
- 5.2 In the event that prequalification of Bidders has been undertaken as stated in ITB 18.4, the provisions on qualifications of the Section III, Evaluation and Qualification Criteria shall not apply.

B. Contents of the RFB Document

- 6 Sections of Bidding Document**
- 6.1 The Bidding document consists of Parts 1, 2, 3, and 4, which include all sections, schedules, annexes, and should be read in conjunction with any addenda issued in accordance with **ITB 8**.

PART 1 - Bidding Procedures

Section I - Instructions to Bidders (ITB)

Section II - Bidding Data Sheet (BDS)

Section III - Evaluation and Qualification Criteria

Section IV - Bidding Forms

Section V - Eligible Countries

Section VI - Fraud and Corruption

PART 2 - Service Requirements

Section VII - Procuring Agency's Requirements

PART 3 - Procuring Agency Forms

PART 4 - Framework Agreement (FA)

SCHEDULE 1: Services

SCHEDULE 2: Activity Schedules

SCHEDULE 3: Security Forms

SCHEDULE 4: Secondary Procurement

SCHEDULE 5: List of Employers (if applicable)

- 6.2 The Specific Procurement Notice “Request for Bids to conclude a Framework Agreement(s) for Services”, issued by the Procuring Agency is not part of this Bidding document.
- 6.3 Unless obtained directly from the Procuring Agency, the Procuring Agency is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Bid meeting (if any), or addenda to the Bidding document in accordance with ITB 8. In case of any contradiction, documents obtained directly from the Procuring Agency shall prevail.
- 6.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding document and to furnish with its Bid all information or documentation as is required by the Bidding document.
- 7 Clarification of Bidding Document**
- 7.1 A Bidder requiring any clarification of the Bidding document shall contact the Procuring Agency in writing at the Procuring Agency’s address specified **in the BDS**. The Procuring Agency will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of Bids within a period specified **in the BDS**. The Procuring Agency shall forward copies of its response to all Bidders who have acquired the Bidding document in accordance with **ITB 6.3**, including a description of the inquiry but without identifying its source. If so specified **in the BDS**, the Procuring Agency shall also promptly publish its response at the web page identified **in the BDS**. Should the clarification result in changes to the essential elements of the Bidding document, the Procuring Agency shall amend the Bidding document following the procedure under **ITB 8** and **ITB 22.2**.
- 8 Amendment of Bidding Document**
- 8.1 At any time prior to the deadline for submission of Bids, the Procuring Agency may amend the Bidding document by issuing addenda.

- 8.2 Any Addendum issued shall be part of the Bidding document and shall be communicated in writing to all who have obtained the Bidding document from the Procuring Agency in accordance with **ITB 6.3**. The Procuring Agency shall also promptly publish the addendum on the Procuring Agency's web page in accordance with **ITB 7.1**.
- 8.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of Bids, pursuant to **ITB 22.2**.

C. Preparation of Bids

9 Cost of Bidding

- 9.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, in relation to this Primary Procurement process, (and if successful any Secondary Procurement process) and the Procuring Agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

10 Language of Bid

- 10.1 The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Agency, shall be written in the language specified in the **BDS**. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages into the language specified in the **BDS**, in which case, for purposes of interpretation of the Bid, such translation shall govern.

11 Documents Comprising the Bid

- 11.1 The Bid shall comprise two Parts, namely the Technical Part and the Financial Part. These two Parts shall be submitted simultaneously in two separate sealed envelopes (two-envelope Bidding process). One envelope shall contain only information relating to the Technical Part and the other, only information relating to the Financial Part. These two envelopes shall be enclosed in a separate sealed outer envelope marked "ORIGINAL BID".
- 11.2 The **Technical Part** shall contain the following:
- (a) Letter of Bid - Technical Part prepared in accordance with **ITB 12**;

- (b) Authorization: written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with **ITB 20.3**;
- (c) Qualifications: documentary evidence in accordance with **ITB 17** establishing the Bidder's qualifications to conclude a Framework Agreement and perform any Call-off Contract, if awarded;
- (d) Bidder's Eligibility: documentary evidence in accordance with **ITB 17** establishing the Bidder's eligibility to Bid;
- (e) Conformity: documentary evidence in accordance with **ITB 16**, that the Services conform to the Bidding document; and
- (f) any other document required **in the BDS**.

11.3 The **Financial Part**:

- (a) **Letter of Bid – Financial Part**: prepared in accordance with ITB 12 and ITB 14;
- (b) Schedules: Priced Activity Schedule completed in accordance with **ITB 12** and **ITB 14**;
- (c) Any other document required **in the BDS**.

11.4 The Technical Part shall not include any financial information related to the Bid price. Where material financial information related to the Bid price is contained in the Technical Part the Bid shall be declared non-responsive.

11.5 In addition to the requirements under **ITB 11.1**, Bids submitted by a JV shall include a copy of the Joint Venture agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful Bid shall be signed by all members and submitted with the Bid, together with a copy of the proposed agreement.

11.6 The Bidder shall furnish in the Letter of Bid information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Bid.

12 Letters of Bid

12.1 The Bidder shall prepare the Letter of Bid – Technical Part, and Letter of Bid – Financial Part using the relevant forms furnished in Section IV, Bidding

Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under **ITB 20.3**. All blank spaces shall be filled in with the information requested.

13 Alternative Bids

13.1 Alternative Bids shall not be permitted in this Primary Procurement process.

14 Bid Prices and Discounts

14.1 The prices and unconditional discounts quoted by the Bidder in the Letter of Bid – Financial Part and in the and in the Priced Activity Schedule(s) shall conform to the requirements specified below.

14.2 Bidders shall provide their prices in the Priced Activity Schedule, as specified **in the BDS**.

14.3 The Bidder shall indicate the methodology for the application of any unconditional discounts in the Letter of Bid, in accordance with **ITB 12.1**.

14.4 For the purpose of Secondary Procurement, the price(s) offered by the Bidder shall be treated as set out in the Framework Agreement Specific Provisions.

14.5 The Bidder shall fill in rates and prices for all items of the Services described in the Specifications, and listed in the Priced Activity Schedule in Section VII, Procuring Agency's Requirements. Items for which no rate or price is entered by the Bidder will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Priced Activity Schedule.

14.6 All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of Bids, shall be included in the total Bid price submitted by the Bidder.

15 Currencies of Bid and Payment

15.1 The currency(ies) of the Bid and the currency(ies) of payments shall be the same. The Bidder shall quote in the currency of the Procuring Agency's Country the portion of the Bid price that corresponds to expenditures incurred in the currency of the Procuring Agency's Country, unless otherwise specified **in the BDS**.

15.2 The Bidder may express the Bid price in any currency. If the Bidder wishes to be paid in a

combination of amounts in different currencies, it may quote its price accordingly but shall use no more than three foreign currencies in addition to the currency of the Procuring Agency's Country.

16 Documents Establishing the Eligibility and Conformity of Services

16.1 To establish the conformity of the Services to the bidding document, the Bidder shall furnish as part of its Bid the documentary evidence that Services provided conform to the technical specifications and standards specified in Section VII, Procuring Agency's Requirements.

16.2 Standards for provision of the Services are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality provided that it demonstrates, to the Procuring Agency's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII, Procuring Agency's Requirements.

17 Documents Establishing the Eligibility and Qualifications of the Bidder

17.1 To establish Bidder's eligibility in accordance with **ITB 4**, Bidders shall complete the Letter of Bid, included in Section IV, Bidding Forms.

17.2 The documentary evidence of the Bidder's qualifications to perform the Contract if its Bid is accepted shall establish to the Procuring Agency's satisfaction that the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

17.3 Bidders shall provide in Section IV, Bidding Forms, a preliminary description of the proposed methodology, work plan and schedule.

17.4 In the event that prequalification of Bidders has been undertaken as stated **in the BDS**, only Bids from prequalified Bidders shall be considered for award of Contract. These qualified Bidders should submit with their Bids any information updating their original prequalification applications or, alternatively, confirm in their Bids that the originally submitted prequalification information remains essentially correct as of the date of Bid submission.

18 Period of Validity of Bids

18.1 Bids shall remain valid until the date **specified in the BDS** or any extended date if amended by the Procuring Agency in accordance with ITB 8. A Bid that is not valid until the date **specified in the BDS**, or any extended date if amended by the Employer in

accordance with ITB 8, shall be rejected by the Procuring Agency as nonresponsive.

18.2 In exceptional circumstances, prior to the expiry of the Bid validity, the Procuring Agency may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing. A Bidder may refuse the request to extend the validity of their bids. A Bidder granting the request shall not be required or permitted to modify its Bid, except as provided in **ITB 18.3**.

18.3 If the conclusion of a Framework Agreement is delayed by a period exceeding fifty-six (56) days beyond the expiry of the initial Bid validity period, the Framework Agreement prices shall be determined as follows:

- (a) in the case of a fixed price Framework Agreement, the prices shall be the Bid prices adjusted by the factor specified **in the BDS**;
- (b) in the case of an adjustable price Framework Agreement, no adjustment shall be made;
- (c) in any case, Bid evaluation shall be based on the Bid price without taking into consideration the applicable correction from those indicated above.

19 No Bid Security or Bid Securing Declaration

19.1 Bid Security or Bid-Securing Declaration is **not** required for this Primary Procurement process.

20 Format and Signing of Bid

20.1 The Bidder shall prepare the Bid, in accordance with ITB 11 and ITB 21.

20.2 Bidders shall mark as “CONFIDENTIAL” information in their Bids which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.

20.3 The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation **as specified in the BDS** and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid

where entries or amendments have been made shall be signed or initialed by the person signing the Bid.

- 20.4 In case the Bidder is a JV, the Bid shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representative(s).
- 20.5 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

D. Submission of Bids

21 Sealing and Marking of Bids

- 21.1 The Bidder shall deliver the Bid in two separate, sealed **envelopes** (the Technical Part and the Financial Part). These two envelopes shall be enclosed in a sealed outer envelope marked "ORIGINAL BID".
- 21.2 In addition, the Bidder shall submit copies of the Bid in the number specified **in the BDS**. Copies of the Technical Part shall be placed in a separate sealed envelope marked "COPIES: TECHNICAL PART". Copies of the Financial Part shall be placed in a separate sealed envelope marked "COPIES: FINANCIAL PART". The Bidder shall place both of these envelopes in a separate, sealed outer envelope marked "BID COPIES". In the event of any discrepancy between the original and the copies, the original shall prevail.
- 21.3 The envelopes marked "ORIGINAL BID" and "BID COPIES" shall be enclosed in a separate sealed outer envelope for submission to the Procuring Agency.
- 21.4 All inner and outer envelopes, shall:
- (a) bear the name and address of the Bidder;
 - (b) be addressed to the Procuring Agency in accordance with **ITB 22.1**;
 - (c) bear the specific identification of this Bidding process indicated in **ITB 1.1**; and
 - (d) bear a warning not to open before the time and date for Bid opening.
- 21.5 If all envelopes are not sealed and marked as required, the Procuring Agency will assume no responsibility for the misplacement or premature opening of the Bid.

- 22 Deadline for Submission of Bids**
- 22.1 Bids must be received by the Procuring Agency at the address and no later than the date and time specified in the **BDS**. When so specified in the **BDS**, Bidders shall have the option of submitting their Bids electronically. Bidders submitting Bids electronically shall follow the electronic Bid submission procedures **specified in the BDS**.
- 22.2 The Procuring Agency may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding document in accordance with **ITB 8**, in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
- 23 Late Bids**
- 23.1 The Procuring Agency shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with **ITB 22**. Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder.
- 24 Withdrawal, Substitution, and Modification of Bids**
- 24.1 A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with **ITB 20.3**, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be:
- (a) prepared and submitted in accordance with **ITB 20** and **ITB 21** (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and
 - (b) received by the Procuring Agency prior to the deadline prescribed for submission of Bids, in accordance with **ITB 22**.
- 24.2 Bids requested to be withdrawn in accordance with **ITB 24.1** shall be returned unopened to the Bidders.
- 24.3 No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Letter of Bid -

Technical Part and repeated in the Letter of Bid - Financial Part, or any extension thereof.

E. Public Opening of Technical Parts of Bids

25 Bid Opening

- 25.1 Except as in the cases specified in **ITB 23** and **ITB 24.2**, the Procuring Agency shall, at this Bid opening, publicly open and read out, in accordance with this ITB, all Bids received by the deadline at the date, time and place specified **in the BDS** in the presence of Bidders' designated representatives and anyone who chooses to attend. Any specific electronic Bid opening procedures required if electronic Bidding is permitted in accordance with **ITB 22.1**, shall be as specified **in the BDS**.
- 25.2 First, the written notice of withdrawal in the envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding Bid shall not be opened but returned to the Bidder. If the withdrawal envelope does not contain a copy of the "power of attorney" confirming the signature as a person duly authorized to sign on behalf of the Bidder, the corresponding Bid will be opened. No Bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Bid opening.
- 25.3 Next, envelopes marked "SUBSTITUTION" shall be opened and read out and exchanged with the corresponding Bid being substituted, and the substituted Bid shall not be opened, but returned to the Bidder. No Bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Bid opening.
- 25.4 Next, envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only Bids that are opened and read out at Bid opening shall be considered further.
- 25.5 Next, all other envelopes marked "TECHNICAL PART" shall be opened one at a time. All envelopes marked "FINANCIAL PART" shall remain sealed, and kept by the Procuring Agency in safe custody until they are opened, at a later public opening, following the

evaluation of the Technical Part of the Bids. On opening the envelopes marked “TECHNICAL PART” the Procuring Agency shall read out: the name of the Bidder and whether there is a modification; and any other details as the Procuring Agency may consider appropriate.

- 25.6 Only Technical Parts of Bids that are read out at Bid opening shall be considered further in the evaluation. The Letter of Bid – Technical Part and the separate sealed envelope marked “FINANCIAL PART” are to be initialed by representatives of the Procuring Agency attending Bid opening in the manner specified **in the BDS**.
- 25.7 At the Bid opening, the Procuring Agency shall neither discuss the merits of any Bid nor reject any Bid (except for late Bids, in accordance with **ITB 23.1**).
- 25.8 Following the opening of the Technical Parts of the Bid, the Procuring Agency shall prepare a record that shall include, as a minimum;
- (a) the name of the Bidder and whether there is a withdrawal, substitution, or modification; and
 - (b) the presence or absence of a duly sealed envelope marked “FINANCIAL PART”.
- 25.9 The Bidders’ representatives who are present shall be requested to sign the record. The omission of a Bidder’s signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders.

F. Evaluation of Bids – General Provisions

26 Confidentiality

- 26.1 Information relating to the evaluation of the Technical Part shall not be disclosed to Bidders or any other persons not officially concerned with the Bidding process until the notification of evaluation of the Technical Part in accordance with **ITB 31**. Information relating to the evaluation of Financial Part, the evaluation of combined Technical Part and Financial Part shall not be disclosed to Bidders or any other persons not officially concerned with the RFB process until the Notification of Intention to conclude a Framework Agreement is transmitted to Bidders in accordance with **ITB 39**.
- 26.2 Any effort by a Bidder to influence the Procuring Agency in the evaluation or decision to conclude a

Framework Agreement(s) may result in the rejection of its Bid.

26.3 Notwithstanding **ITB 26.2**, from the time of Bid opening to the time of the Framework Agreement being concluded, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing.

27 Clarification of Bids

27.1 To assist in the examination, evaluation, comparison of Bids, and qualification of Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Procuring Agency shall not be considered. The Procuring Agency's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Bid shall be sought, offered, or permitted.

27.2 If a Bidder does not provide clarifications of its Bid by the date and time set in the Procuring Agency's request for clarification, its Bid may be rejected.

28 Deviations, Reservations, and Omissions

28.1 During the evaluation of Bids, the following definitions apply:

- (a) "Deviation" is a departure from the requirements specified in the Bidding document;
- (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding document; and
- (c) "Omission" is the failure to submit part or all of the information or documentation required in the Bidding document.

29 Nonconformities, Errors and Omissions

29.1 Provided that a Bid is substantially responsive, the Procuring Agency may waive any nonconformities in the Bid.

29.2 Provided that a Bid is substantially responsive, the Procuring Agency may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the

price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

G. Evaluation of Technical Parts of Bids

- 30 Evaluation of Technical Part**
- 30.1 In evaluating the Technical Parts of each Bid, the Procuring Agency shall use the criteria and methodologies listed in this **ITB 30** and the **BDS**, if applicable, and Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted.
- 30.2 The Procuring Agency's determination of a Bid's responsiveness is to be based on the contents of the Bid itself, as defined in **ITB 11**.
- 30.3 A substantially responsive Bid is one that meets the requirements of the bidding document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
- (a) if accepted, would:
 - (i) affect in any substantial way the scope, quality, or performance of the Services; or
 - (ii) limit in any substantial way, inconsistent with the bidding document, the Procuring Agency's rights or the Bidder's obligations; or
 - (b) if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.
- 30.4 The Procuring Agency shall examine the technical aspects of the Bid submitted in accordance with **ITB 16** and **ITB 17**, in particular, to confirm that all requirements of Section VII, Procuring Agency's Requirements have been met without any material deviation or reservation, or omission.
- 30.5 If a Bid is not substantially responsive to the requirements of Bidding document, it shall be rejected by the Procuring Agency and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.
- 30.6 The Procuring Agency shall determine, to its satisfaction, whether the eligible Bidder(s) with substantially responsive Bid(s) that are able to meet the Framework Agreement criteria, meet(s) the

qualifying criteria specified in Section III, Evaluation and Qualification Criteria.

- 30.7 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to **ITB 17**. The determination shall not take into consideration the qualifications of other firms such as the Bidder's subsidiaries, parent entities, affiliates, subcontractors (other than specialized subcontractors if permitted in the bidding document), or any other firm different from the Bidder.
- 30.8 Prior to conclusion of the Framework Agreement, the Procuring Agency will verify that the successful Bidder (including each member of a JV) is not disqualified by the Bank due to noncompliance with contractual SEA/SH prevention and response obligations. The Procuring Agency will conduct the same verification for each subcontractor proposed by the successful Bidder. If any proposed subcontractor does not meet the requirement, the Procuring Agency will require the Bidder to propose a replacement subcontractor.
- 30.9 Only substantially responsive bids submitted by eligible and qualified bidders shall proceed to the detailed technical evaluation to assess adequacy of the Technical Part followed by evaluation applying technical factors/subfactors and corresponding scores and weightings as specified in the **BDS**.

H. Notification of Evaluation of Technical Parts and Public Opening of Financial Parts of Bids

31 Notification of Evaluation of Technical Parts and Public Opening of Financial Parts

- 31.1 Following the completion of the evaluation of the Technical Parts of the Bids, the Procuring Agency shall notify in writing those Bidders who have failed to meet the Qualification Criteria and/or whose Bids were considered non-responsive to the requirements in the bidding document, advising them of the following information:
- (a) the grounds on which their Technical Part of Bid failed to meet the requirements of the bidding document;
 - (b) their envelope marked "Financial Part" will be returned to them unopened after the completion of the bid evaluation process and the signing of the Framework Agreement;

- (c) notify them of the date, time and location of the public opening of the envelopes marked “Financial Part”.
- 31.2 The Procuring Agency shall, simultaneously, notify in writing those Bidders whose Technical Parts have been evaluated as substantially responsive to the bidding document and met the Qualification Criteria, advising them of the following information:
- (a) their Bid has been evaluated as substantially responsive to the bidding document and met the Qualification Criteria; and
 - (b) their envelope marked “Financial Part” will be opened at the public opening of Financial Parts;
 - (c) notify them of the date, time and location of the public opening of the envelopes marked “Financial Part”.
- 31.3 The opening date shall be not less than ten (10) Business Days from the date of notification of the results of the technical evaluation, specified in **ITB 31.1** and **31.2**. However, if the Procuring Agency receives a complaint on the results of the technical evaluation within the ten (10) Business Days, the opening date shall be subject to **ITB 47.1**. The Financial Part of the Bid shall be opened publicly in the presence of Bidders’ designated representatives and anyone who chooses to attend.
- 31.4 At this public opening the Financial Parts will be opened by the Procuring Agency in the presence of Bidders, or their designated representatives and anyone else who chooses to attend. Bidders who met the Qualification Criteria and whose Bids were evaluated as substantially responsive will have their envelopes marked “Financial Part” opened at the second public opening. Each of these envelopes marked “Financial Part” shall be inspected to confirm that they have remained sealed and unopened. These envelopes shall then be opened by the Procuring Agency. The Procuring Agency shall read out the names of each Bidder, the technical score and the Bid prices, including any discounts, and any other details as the Procuring Agency may consider appropriate.
- 31.5 Only envelopes of Financial Part of Bids, and discounts that are opened and read out at Bid opening shall be considered further for evaluation.

The Letter of Bid - Financial Part and the Priced Activity Schedules are to be initialed by a representative of the Procuring Agency attending the Bid opening in the manner specified in the BDS.

- 31.6 The Procuring Agency shall neither discuss the merits of any Bid nor reject any envelopes marked “Financial Part”.
- 31.7 The Procuring Agency shall prepare a record of the Financial Part of the Bid opening that shall include, as a minimum:
- (a) the name of the Bidder whose Financial Part was opened; and
 - (b) the Bid price, per item, including any discounts.
- 31.8 The Bidders whose envelopes marked “Financial Part” have been opened or their representatives who are present shall be requested to sign the record. The omission of a Bidder’s signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders.

I. Evaluation of Financial Parts of Bids

32 Evaluation of Financial Parts

- 32.1 Provided that a Bid is substantially responsive, the Procuring Agency shall rectify quantifiable nonmaterial nonconformities related to the Bid Price. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component, by adding the average price of the item or component quoted by substantially responsive Bidders. If the price of the item or component cannot be derived from the price of other substantially responsive Bids, the Procuring Agency shall use its best estimate.
- 32.2 To evaluate the Financial Part of each Bid, the Procuring Agency shall consider the following:
- (a) price adjustment for correction of arithmetic errors in accordance with **ITB 33.1**;
 - (b) price adjustment due to unconditional discounts offered in accordance with **ITB 14.3**;
 - (c) converting the amount resulting from applying (a) to (c) above, if relevant, to a single currency in accordance with **ITB 34**;
 - (d) price adjustment due to quantifiable nonmaterial nonconformities in accordance with **ITB 32.1**; and;

(e) excluding provisional sums and the provision, if any, for contingencies in the Priced Activity Schedule but including Daywork, when requested in the Specifications.

(f) the additional evaluation factors are specified in Section III, Evaluation and Qualification Criteria.

32.3 If applicable, the estimated effect of price adjustment provisions in the Framework Agreement(s), applied over the Term of the Framework Agreement, shall not be taken into account in the Primary Procurement Bid evaluation.

33 Correction of Arithmetic Errors

33.1 Provided that the Bid is substantially responsive, the Procuring Agency shall correct arithmetical errors on the following basis:

- (a) if there is a discrepancy between the service item unit price and the total of the service subitems (if any), the total shall prevail and the line item unit price shall be corrected;
- (b) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) above.

33.2 Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with **ITB 33.1**, shall result in the rejection of the Bid.

34 Conversion to Single Currency

34.1 For evaluation and comparison purposes, the currency(ies) of the Bid shall be converted in a single currency as specified **in the BDS**.

35 Margin of Preference

35.1 No margin of preference shall apply in the Primary Procurement process and in any Secondary Procurement processes.

J. Evaluation of Combined Technical and Financial Parts and Notification of Intention to Conclude A Framework Agreement

36 Evaluation of combined Technical and Financial Parts

36.1 The Procuring Agency's evaluation of responsive Bids will take into account technical factors, in addition to cost factors in accordance with Section III Evaluation and Qualification Criteria. The weight to be assigned for the Technical factors and cost is specified **in the**

BDS. The Procuring Agency will rank the Bids based on the evaluated Bid score (B).

- 36.2 The Procuring Agency will determine the Most Advantageous Bid. The Most Advantageous Bid is the Bid of the Bidder that meets the Qualification Criteria and whose Bid has been determined to be substantially responsive to the Bidding document and is the Bid with the highest combined technical and financial score.
- 37 Procuring Agency's Right to Accept Any Bid, and to Reject Any or All Bids**
- 37.1 The Procuring Agency reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to the conclusion of a Framework Agreement(s), without thereby incurring any liability to Bidders. In case of annulment, all Bids submitted shall be promptly returned to the Bidders.
- 38 Standstill Period**
- 38.1 The Framework Agreement(s) shall not be concluded earlier than the expiry of the Standstill Period. The Standstill Period shall be ten (10) Business Days unless extended in accordance with **ITB 44**. The Standstill Period commences the day after the date the Procuring Agency has transmitted to each Bidder the Notification of Intention to Conclude a Framework Agreement. Where only one Bid is submitted, or if this Primary Procurement process is in response to an emergency situation recognized by the Bank, the Standstill Period shall not apply.
- 39 Notification of Intention to Conclude a Framework Agreement**
- 39.1 The Procuring Agency shall send to each Bidder (that has not already been notified that it has been unsuccessful), the Notification of Intention to Conclude a Framework Agreement(s) with the successful Bidder(s). The Notification(s) of Intention to Conclude shall contain, at a minimum, the following information:
- (a) the name and address of the Bidder(s) submitting the successful Bid(s);
 - (b) the price(s) of the successful Bid(s), or pricing mechanism(s);
 - (c) the names of all Bidders who submitted Bids, and their Bid prices, or pricing mechanism(s), as readout, and as evaluated and technical scores;
 - (d) a statement of the reason(s) the Bid (of the unsuccessful Bidder to whom the Notification

- on Intention to Conclude a Framework Agreement(s) is addressed) was unsuccessful;
- (e) the expiry date of the Standstill Period;
- (f) instructions on how to request a debriefing and/or submit a complaint during the standstill period.

K. Conclusion of a Framework Agreement

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| 40 Framework Agreement Criteria | 40.1 This is a Closed Framework Agreement. |
| | 40.2 The Procuring Agency shall specify in the BDS and/or Section III Evaluation and Qualification Criteria, the criteria that will apply in the selection of Bidder(s), with whom a Framework Agreement(s) may be concluded. |
| 41 Notification to Conclude a Framework Agreement | 41.1 Prior to the date of expiry of the Bid validity and upon expiry of the Standstill Period, specified in ITB 38.1 or any extension thereof, and upon satisfactorily addressing a complaint that has been submitted within the Standstill Period, the Procuring Agency shall transmit to the successful Bidder(s) a Notification to Conclude a Framework Agreement, attaching the Framework Agreement for signature by the Bidder(s), and a request to submit the completed Beneficial Ownership Disclosure Form within eight (8) Business Days of receiving the request. |
| 42 No Obligation to Purchase | 42.1 The conclusion of a Framework Agreement shall not impose any obligation on the Procuring Agency and/or Employer(s) to procure any Services under the Framework Agreement. |
| 43 Non-exclusivity | 43.1 This Primary Procurement process is non-exclusive, and the Procuring Agency reserves the right to procure the Services from other service providers who are not FA Service Providers. |
| 44 Debriefing by the Procuring Agency | 44.1 On receipt of the Procuring Agency's Notification of Intention to Conclude a Framework Agreement(s), referred to in ITB 39.1 , an unsuccessful Bidder has three (3) Business Days to make a written request to the Procuring Agency for a debriefing. The Procuring Agency shall provide a debriefing to all unsuccessful Bidders whose request is received within this deadline. |
| | 44.2 Where a request for debriefing is received within the deadline, the Procuring Agency shall provide a debriefing within five (5) Business Days, unless the Procuring Agency decides, for justifiable reasons, to |

provide the debriefing outside this timeframe. In that case, the standstill period shall automatically be extended until five (5) Business Days after such debriefing is provided. If more than one debriefing is so delayed, the standstill period shall not end earlier than five (5) Business Days after the last debriefing takes place. The Procuring Agency shall promptly inform, by the quickest means available, all Bidders of the extended standstill period.

44.3 Where a request for debriefing is received by the Procuring Agency later than the three (3)-Business Day deadline, the Procuring Agency should provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Conclusion of Framework Agreement Notice. Requests for debriefing received outside the three (3) day deadline shall not lead to extension of the standstill period.

44.4 Debriefings of unsuccessful Bidders may be done in writing or verbally (over the phone or video conference) or in person. The Bidders shall bear their own costs of attending such a debriefing meeting.

45 Signing the Framework Agreement

45.1 Unless an earlier deadline is stipulated **in the BDS**, the successful Bidder(s) shall sign, date and return the Framework Agreement within twenty-eight (28) days of receipt of the same.

45.2 In case of Multi-User Framework Agreement, the Procuring Agency shall sign each Framework Agreement on behalf of all participating Employers.

46 Publication of the Conclusion of Framework Agreement Notice

46.1 Within ten (10) Business Days of transmission to the successful Bidder(s) of the Notification(s) to Conclude a Framework Agreement(s), as per **ITB 41.1**, the Procuring Agency shall publish the Conclusion of Framework Agreement Notice which shall contain, at a minimum, the following information:

- (a) name and address of the Procuring Agency, and if applicable, all participating Employers;
- (b) name and reference number of the Framework Agreement being concluded, and the selection method used;
- (c) names of all Bidders that submitted Bids, and their Bid prices, or pricing mechanisms, as read out at Bid opening, and as evaluated;

- (d) names of all Bidders whose Bids were rejected, or were not evaluated, with the reasons therefor;
- (e) the name(s) of the successful Bidder(s), the duration of Framework Agreement(s), and a summary of its scope; and
- (f) successful Bidder's (Bidders') Beneficial Ownership Disclosure Form.

46.2 The Conclusion of Framework Agreement Notice shall be published on the Procuring Agency's website with free access if available, or in at least one newspaper of national circulation in the Procuring Agency's Country, or in the official gazette.

47 Procurement Related Complaint

47.1 The procedures for making a Procurement-related Complaint are as specified **in the BDS**.

L. Secondary Procurement Process for awarding a Call-off Contract

48 Method and criteria for award of Call-off Contract

48.1 The Secondary Procurement method that shall apply in selecting FA Service Provider and awarding a Call-off Contract is specified **in the Framework Agreement** (Framework Agreement, Schedule 3, Secondary Procurement). To be entitled to participate in a Secondary Procurement, and awarded a Call-off Contract, FA Service Providers must continue to be qualified and eligible, and the Services must continue to be eligible, as per the criteria stipulated in this RFB. The Employer may require, at the Secondary Procurement stage and award of Call-off Contract, evidence of continued qualification and eligibility.

49 Adjustment to the Bid prices

49.1 The Call-off Contract Price at the Secondary Procurement stage shall not be subject to price adjustment unless specified in the Framework Agreement.

Section II - Bid Data Sheet (BDS)

The following specific data for the Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions **in the BDS** shall prevail over those in ITB.

A. General	
ITB 1.1 and 1.2 (p)	<p>The Procuring Agency is: Punjab Rural Municipal Services Company</p> <p>The Procuring Agency is “the agency that will conclude, administer and manage the Framework Agreement, and be the sole Employer under the Framework Agreement.”</p> <p>The reference number of the Request for Bids (RFB) is: PK-LG&CD-478016-NC-RFB</p> <p>The name of the RFB is Data Collection for Project Impact Evaluation</p>
ITB 1.2 (a)	Electronic –Procurement System: Not Applicable.
ITB 1.2 (l) or (t)	This Primary Procurement will conclude a “ Single-User Framework Agreement ”.
ITB 1.2 (p)	<p>Employers</p> <p>The Employer(s) that are permitted to purchase under the Framework Agreement is: Punjab Municipal Services Company, PRMSC HQ, 5th floor KD Plaza MM Alam Road, Lahore, Pakistan.</p>
ITB 1.2 (m) or (t)	<p>Multi-Service Provider Framework Agreement</p> <p>This Primary Procurement intends to conclude a Multi-Service Provider Framework Agreement.</p> <p>Framework Agreement panel – minimum number (x)</p> <p>The Procuring Agency intends to conclude a Framework Agreements with a minimum number of Bidders; “for each range of Call-off quantities” if bidders are required to offer their unit prices corresponding to a range of Call-off quantities].</p> <p>The minimum number (referred to as x) is: Two (02).</p> <p>Framework Agreement panel – maximum number (y)</p> <p>The Purchasing Agency, will conclude Framework Agreements “for each range of Call-off quantities” if bidders are required to offer their unit prices corresponding to a range of Call-off quantities]. up to a maximum number of (y) qualified bidders with substantially responsive bids.</p> <p>The maximum number (referred to as y) of Bidders that the Procuring Agency may conclude Framework Agreements with is: Five (05)</p>

1.2 (v)	<p>Term of Framework Agreement</p> <p>The Framework Agreement shall be for a Term of three (03) Years from the commencement date stated in the Framework Agreement. The initial term may be extended by a maximum of two additional years.</p>						
ITB 2.1	<p>The Borrower is: Government of Islamic Republic of Pakistan who has extended the financing of Punjab Rural Municipal Services Company</p> <p>Loan Agreement amount: US\$ 442.40 Million</p> <p>The name of the Project is: Punjab Rural Sustainable Water Supply and Sanitation Project.</p>						
ITB 4.1	Maximum number of members in the Joint Venture (JV) shall be: Two (02)						
ITB 4.5	A list of debarred firms and individuals is available on the Bank's external website: http://www.worldbank.org/debarr .						
B. Contents of the RFB Document							
ITB 7.1	<p>An Information Session will be held as per following details to provide a detailed walkthrough of Project, ToR and procurement process:</p> <table border="1" data-bbox="440 936 1442 1073"> <tr> <td>Date:</td> <td>26th May 2025</td> </tr> <tr> <td>Time:</td> <td>1400 hours. (Pakistan Standard Time)</td> </tr> <tr> <td>Virtual Link:</td> <td>https://us06web.zoom.us/j/89593514212?pwd=WIMGSqNwSw7vHRuk4zEZq5X0aL6Yih.1</td> </tr> </table> <p>In addition, for Clarification of Bid purposes only, the Employer's address is:</p> <p style="text-align: center;">MANAGER PROCUREMENT PRMSC, 5th floor KD Plaza MM Alam Road, Lahore, Pakistan. (Off): +92(42)- 99333609 Email: proc.prmisc@punjab.gov.pk</p> <p>Requests for clarification should be received by the Employer no later than seven (07) days before Bid Submission's due date.</p>	Date:	26th May 2025	Time:	1400 hours. (Pakistan Standard Time)	Virtual Link:	https://us06web.zoom.us/j/89593514212?pwd=WIMGSqNwSw7vHRuk4zEZq5X0aL6Yih.1
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Virtual Link:	https://us06web.zoom.us/j/89593514212?pwd=WIMGSqNwSw7vHRuk4zEZq5X0aL6Yih.1						
C. Preparation of Bids							
ITB 10.1	<p>The language of the Bid is: English</p> <p>All correspondence exchange shall be in English language. Language for translation of supporting documents and printed literature is English.</p>						
ITB 11.2 (f)	<p>The Bidder shall submit the following additional documents in its Bid:</p> <ul style="list-style-type: none"> (i) Registration with concerned registration authority for doing business, (ii) Duly Notarized Power of Attorney authorizing the signatory of the Bidder to submit the bid, (iii) Audited Balance Sheet for last three (03) years including profit & loss 						

	<p>account & auditors notes, to ascertain the financial capability,</p> <p>(iv) Documentary evidence (copies of valid/verifiable contract agreements) of the assignments carried out, in support of experience expertise of the Bidder,</p> <p>(v) authority to the Employer to seek references from the Bidder's bankers,</p> <p>(vi) Signed CVs of the proposed technical experts & staff for the execution of job/assignment,</p> <p>(vii) An Affidavit that the bidder shall not be political, discriminatory, ethnic, sectarian, or exclusionary in nature on Judicial Stamp Paper having worth of at least Pak. Rs. 500/-, and</p> <p>Code of Conduct for Service Provider's Personnel</p> <p>The Bidder shall submit its Code of Conduct that will apply to the Service Provider's Personnel (as defined in GCC Sub-Clause 1.1) employed for the execution of Services (defined in GCC Sub-Clause 1.1) at the locations in the Employer's country where the Services are required, to ensure compliance with the Service Provider's Environmental and/or Social, as applicable, obligations under the Contract. The Bidder shall use for this purpose the Code of Conduct form provided in Section IV. No substantial modifications shall be made to this form, except that the Bidder may introduce additional requirements, including as necessary to take into account specific Contract issues/risks.</p>
ITB 14.2	<p>Multi- Service Provider FA</p> <p>The price to be quoted in the Letter of Bid in accordance with ITB 12.1 shall be the unit bid prices for the specified service item/s against the range of Call-off quantities.</p>
ITB 15.1	The Bidder “is” required to quote in Pak. Rupees only.
ITB 18.1	The Bid shall be valid for 120 days i.e., until: 16th October 2025
ITB 18.3(a)	The Bid price shall be adjusted by the following factor(s): Not Applicable.
ITB 20.3	<p>The written confirmation of Authorization to sign on behalf of the Bidder shall consist of:</p> <p>A Power of Attorney authorizing the signatory to sign the Bid on behalf of the Bidder from competent authority must be provided along with the bid. If the signatory of the Bid is duly authorized by the memorandum and article of association or the constitution of the Bidder, certified copy of the relevant section of the said constitution should be provided. In case, the Bidder is a sole proprietorship/partnership firm, necessary affidavit should be provided. Otherwise, the Bid may be rejected.</p>

	<p>If the Bidder is an intended or existing Joint Venture, such authorization be signed by all parties and specify the authority of the named representative to sign the Bid on behalf of, and legally bind, the intended or existing Joint Venture.</p> <p>If the Joint Venture has not yet been formed, also include written evidence from all proposed Joint Venture partners of their intent to enter into a Joint Venture in the event of a contract award in accordance with ITB 24.1.</p>				
D. Submission of Bids					
ITB 21.2	In addition to the original of the Bid, the number of copies is: Hard Copies Three (03) & One (01) Soft Form in USB. In the event of discrepancy between Hard & Soft copies, the signed hard copy shall prevail				
ITB 22.1	<p>For <u>Bid submission purposes</u> only, the Employer’s address is:</p> <p style="text-align: center;">CHIEF EXECUTIVE OFFICER PUNJAB RURAL MUNICIPAL SERVICES COMPANY PRMSC, 5th floor KD Plaza MM Alam Road, Lahore, Pakistan. (Off): +92(42)- 99333609 / 0301 7705531 Email: coo.prmisc@punjab.gov.pk</p>				
ITB 22.1	<p>The deadline for Bid submission is:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Date:</td> <td style="width: 40%;">18th June 2025</td> <td style="width: 15%;">Time:</td> <td style="width: 30%;">1500 hours PST</td> </tr> </table> <p>Bidders “shall not” have the option of submitting their Bids electronically.</p>	Date:	18th June 2025	Time:	1500 hours PST
Date:	18th June 2025	Time:	1500 hours PST		
E. Public Opening of Technical Parts of Bids					
ITB 25.1	<p>The Bid opening shall take place at:</p> <p style="text-align: center;">CHIEF EXECUTIVE OFFICER PUNJAB RURAL MUNICIPAL SERVICES COMPANY PRMSC, 5th floor KD Plaza MM Alam Road, Lahore, Pakistan. (Off): +92(42)- 99333609 Email: proc.prmisc@punjab.gov.pk</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Date:</td> <td style="width: 40%;">18th June 2025</td> <td style="width: 15%;">Time</td> <td style="width: 30%;">1530 hours PST</td> </tr> </table>	Date:	18th June 2025	Time	1530 hours PST
Date:	18th June 2025	Time	1530 hours PST		
ITB 25.6	The Letter of Bid – Technical Part and the sealed envelope marked “ SECOND ENVELOPE: FINANCIAL PART ” shall be initialed by at least two authorized representatives of the Employer conducting Bid opening.				
G. Evaluation of Technical Parts of Bids					

<p>ITB 30.9</p>	<p>The weighting to be given for Rated Criteria, including technical and non-price factors, is: 40 %.</p>		
	<p>The technical factors (and sub-factors if any), which for purposes of this document carry the same meaning as Rated Criteria, and the corresponding weight out of 100% are:</p>		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%; text-align: center;">Technical Factor</th> <th style="width: 20%; text-align: center;">Weight (%)</th> </tr> </thead> </table>	Technical Factor	Weight (%)
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;"> <p>Proposed Survey Methodology [Has the bidder proposed an Implementation Approach & Methodology, that responds clearly to the key components stated in the Employer's Requirements. Specifically, has the bidder provided adequate detail on the following: a) Survey Methodology b) Roll-out of Survey activities c) Inter-relationship of survey components d) Survey timeline]</p> </td> <td style="width: 20%; text-align: center; vertical-align: middle;">20%</td> </tr> </table>	<p>Proposed Survey Methodology [Has the bidder proposed an Implementation Approach & Methodology, that responds clearly to the key components stated in the Employer's Requirements. Specifically, has the bidder provided adequate detail on the following: a) Survey Methodology b) Roll-out of Survey activities c) Inter-relationship of survey components d) Survey timeline]</p>	20%
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;"> <p>Survey Quality Control [Has the bidder provided sufficient detail regarding the process they will put in place to ensure data quality].</p> </td> <td style="width: 20%; text-align: center; vertical-align: middle;">15%</td> </tr> </table>	<p>Survey Quality Control [Has the bidder provided sufficient detail regarding the process they will put in place to ensure data quality].</p>	15%	
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;"> <p>Adequate Human Resource Capacity [Does the bidder have the requisite human resource for the assignment? Specifically, does the bidder have adequately qualified and skilled staff, permanent/intermittent staff, as per the scope of work. Has the bidder provided CVs of the following professionals?]</p> <p>(i) Team Leader: [30%]</p> <p style="margin-left: 40px;">(a) A master's degree in economics, sociology, psychology, public policy, or a related discipline with at least 10 years of experience in organizing, training, and coordinating survey activities.</p> <p style="margin-left: 40px;">(b) Specifically, the survey team lead staff must have extensive experience in leading surveys for large scale randomized impact evaluations that require panel data collection over a significant time period and have resulted in high quality publications by project PIs in reputed peer reviewed international journals. Experience with using multiple survey modalities – PAPI, CAPI, CATI etc., experience with collecting panel data, training of field teams to conduct surveys at all levels, as well as framed field experiments and survey-based experiments and games is a must, as is the ability to guide GIS data collection and the extensive mapping and complete listing of revenue villages. The lead staff should also have effective communication skills, with ability to communicate effectively with PIs, international organizations, and government entities in addition to training and coordinating survey staff.</p> </td> <td style="width: 20%; text-align: center; vertical-align: middle;">30%</td> </tr> </table>	<p>Adequate Human Resource Capacity [Does the bidder have the requisite human resource for the assignment? Specifically, does the bidder have adequately qualified and skilled staff, permanent/intermittent staff, as per the scope of work. Has the bidder provided CVs of the following professionals?]</p> <p>(i) Team Leader: [30%]</p> <p style="margin-left: 40px;">(a) A master's degree in economics, sociology, psychology, public policy, or a related discipline with at least 10 years of experience in organizing, training, and coordinating survey activities.</p> <p style="margin-left: 40px;">(b) Specifically, the survey team lead staff must have extensive experience in leading surveys for large scale randomized impact evaluations that require panel data collection over a significant time period and have resulted in high quality publications by project PIs in reputed peer reviewed international journals. Experience with using multiple survey modalities – PAPI, CAPI, CATI etc., experience with collecting panel data, training of field teams to conduct surveys at all levels, as well as framed field experiments and survey-based experiments and games is a must, as is the ability to guide GIS data collection and the extensive mapping and complete listing of revenue villages. The lead staff should also have effective communication skills, with ability to communicate effectively with PIs, international organizations, and government entities in addition to training and coordinating survey staff.</p>	30%	
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	<p>(ii) IT Manager: [20%]</p> <p>(a) Bachelor’s degree in IT or Computer Science.</p> <p>(b) Minimum 3 years of experience developing and managing software systems, including the development of software for village-level surveys, structure mapping, HH listing surveys and multipurpose household surveys.</p> <p>(iii) Tehsil Coordinator: [10%]</p> <p>(a) A bachelor’s degree in statistics, IT, or a relevant discipline with at least 5 years of experience in field-based data entry, field checking and correction of errors and omissions with survey team and data upload, including both PAPI and CAPI modalities.</p> <p>(b) Proven experience managing large survey teams. Prior experience with village surveys, mapping, and HH listing and multi-purpose household surveys.</p> <p>(iv) Tehsil Level GIS Supervisor: [10%]</p> <p>(a) A bachelor’s degree in GIS, Geography, or related fields with at least 2 years of experience in in GIS-based mapping and data collection.</p> <p>(b) The candidate must have knowledge and expertise in using GIS mapping GIS software (QGIS/ArcGIS tools) and experience in the field with high quality mapping.</p> <p>(v) Field Supervisor: [10%]</p> <p>(a) University degree in social sciences, economics, or related fields.</p> <p>(b) Minimum 2 years of experience managing field teams and ensuring data quality. Experience in door-to-door surveys, including panel surveys and field-level quality control. Proficiency in relevant provincial languages (Punjabi, Urdu, Saraiki etc.).</p> <p>(vi) Enumerators: [20%]</p> <p>(a) A university degree.</p> <p>(b) Prior experience with survey work and door-to-door data collection. Knowledge of cultural sensitivities in the region. Proficiency in relevant provincial languages (Punjabi, Urdu, Saraiki etc.).</p>	
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H. Notification of Evaluation of Technical Parts and Public Opening of Financial Parts of Bids

ITB 31.5	The Letter of Bid – Financial Part and Priced Activity Schedule shall be initialed by at least two authorized representatives of the Employer conducting Bid opening.
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I. Evaluation of Financial Part of Bids	
ITB 34.1	<p>The currency that shall be used for Bid evaluation and comparison purposes to convert at the selling exchange rate all Bid prices expressed in various currencies into a single currency is: Pak. Rupees</p> <p>The source of exchange rate (Selling rate – Closing rate) shall be: The State Bank of Pakistan.</p> <p>The date for the exchange rate shall be two working days before Technical Bid opening date.</p>
J. Evaluation of Combined Technical and Financial Parts and Notification of Intention to Conclude a Framework Agreement	
ITB 36.1	The weight to be given for cost is: 60%.
K. Conclusion a Framework Agreement	
ITB 45	<p>Signing the Framework Agreement</p> <p>The Bidder shall sign, date and return the Framework Agreement within fifteen (15) days of receipt of the same.</p>
ITB 47	<p>The procedures for making a Procurement-related Complaint are detailed in the "Procurement Regulations for IPF Borrowers (Annex III)." If a Bidder wishes to make a Procurement-related Complaint, the Bidder should submit its complaint following these procedures, in writing (by the quickest means available, that is either by email or fax), to:</p> <p style="text-align: center;">PRMSC GRIEVANCES REDRESSAL MECHANISM COMMITTEE 5TH FLOOR, KD PLAZA, MM ALAM ROAD, GULBERG-III, LAHORE, PAKISTAN (OFF): +92(42)99333610</p> <p>In summary, a Procurement-related Complaint may challenge any of the following:</p> <ol style="list-style-type: none"> 1. The terms of the Bidding Documents; and 2. The Employer's decision to award the contract.

Section III - Evaluation and Qualification Criteria

This Section contains the criteria that the Procuring Agency shall use to conclude a Framework Agreement(s). The criteria and methodology described is to evaluate Bids and qualify Bidders. No other factors, methods or criteria shall be used other than specified in this RFB document for the Primary Procurement process.

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TECHNICAL PART

1. Qualification Criteria

If the Employer has not undertaken prequalification of potential Bidders, all Bidders shall include the following information and documents with their Bids:

- (a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the Bid to commit the Bidder;
- (b) total monetary value of Services performed for each of the last five years;
- (c) experience in Services of a similar nature and size for each of the last five years, and details of Services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts;
- (d) list of major items of equipment proposed to carry out the Contract;
- (e) qualifications and experience of key site management and technical personnel proposed for the Contract;
- (f) reports on the financial standing of the Bidder, such as profit and loss statements and auditor's reports for the past five years;
- (g) evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources);
- (h) authority to the Employer to seek references from the Bidder's bankers;
- (i) information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned, and disputed amount;
- (j) proposals for subcontracting components of the Services amounting to more than 10 percent of the Contract Price;

Bidders shall include with their bids the Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment Performance Declaration, using the form in Section IV.

Bids submitted by a joint venture of two or more firms as members shall comply with the following requirements, unless otherwise stated **below**:

- (a) the Bid shall include all the information listed above for each joint venture member;
- (b) the Bid shall be signed so as to be legally binding on all members;
- (c) the Bid shall include a copy of the agreement entered into by the joint venture members defining the division of assignments to each member and establishing that all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms; alternatively, a Letter of Intent to execute a joint venture agreement in the event of a successful Bid shall be signed by all members and submitted with the Bid, together with a copy of the proposed agreement;

- (d) one of the members shall be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all members of the joint venture; and
- (e) the execution of the entire Contract, including payment, shall be done exclusively with the member in charge.

To qualify for award of the Contract, Bidders shall meet the following minimum qualifying criteria:

- (a) Legally registered with concerned registration authority for doing business,
- (b) General Experience: At least five (05) years of experience working on large field surveys conducted for the purpose of prospective randomized impact evaluations in the role of prime management contractor, JV member or subcontractor, ideally with experience conducting such surveys in Pakistan with the following features.
 - a. panel data collection with low attrition rates, implemented with all requisite quality control mechanisms
 - b. use of CAPI devices and GIS mapping
- (c) Specific Experience: Experience as service provider in the provision of at least two (02) service contracts within the last five (05) years, each with a value of at least **Pak. Rs. 50 million**, (to comply with this requirement, Services contracts cited should be at least 70 percent complete) as specified below (Documentary evidence such as copies of contracts and/or an Operational acceptance certificate or equivalent documentation issued by the clients, should be submitted):
- (d) Experience in conducting large-scale panel surveys that have resulted in publications in top tier international economic journals.
- (e) Minimum amount of liquid assets and/or credit facilities net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than the amount of **Pak. Rs. 50 million**,
- (f) **Historical Financial Performance:** Submission of audited balance sheets, for the last three (03) years to demonstrate the current soundness of the Bidders financial position [**Current ratio = Current Assets / Current Liabilities must be >1**] and its prospective long-term profitability.
- (g) **Average Annual Turnover:** Minimum average annual turnover of **Pak. Rs. 20 million**, calculated as total certified payments received for contracts in progress or completed, within the **last three (03) years**.
- (h) **Financial Resources:** The Bidder must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, other than any contractual advance payments to meet the cash-flow requirement of **Pak. Rs. 10 million**.

- (i) The bidder shall not be political, discriminatory, ethnic, sectarian, or exclusionary in nature. An Affidavit shall be provided on Judicial Stamp Paper having worth of at least Pak. Rs. 500/-. For a joint venture, this requirement shall be met by each member.

The bidder must provide the documentary evidence (copies of valid/verifiable award notifications/ contract agreements/completion or substantial completion certificates/satisfactory performance certificates) of the assignments carried out.

A consistent history of litigation or arbitration awards against the Bidder or any member of a Joint Venture may result in disqualification.

At the time of Contract award, successful Bidder (including each member of a JV) shall not be subject to disqualification by the Bank due to noncompliance with contractual SEA/SH prevention and response obligations. If any proposed subcontractor does not meet the requirement, the Employer will require the Bidder to propose a replacement subcontractor.

Failure to comply with threshold requirements of criteria (a), (b), (d) & (e), listed hereinabove, will result in rejection of the Joint Venture's Bid.

The figures for each of the members of a **joint venture** shall be added together to determine the Bidder's compliance with the minimum qualifying criteria of (b), (d) and (e); however, for a joint venture to qualify the member in charge must meet **at least 40 percent of those minimum criteria for an individual Bidder** and **other members at least 25% of the criteria**. Failure to comply with this requirement will result in rejection of the joint venture's Bid.

Subcontractors' experience and resources **will not be taken** into account in determining the Bidder's compliance with the qualifying criteria.

Declaration: Environmental and Social (ES) past performance

The Bidder (if joint venture, each member of a joint venture) shall declare, using the form in Section IV, any contract that has been suspended or terminated and/or performance security called by an employer, in the past five years, for reasons of breach of environmental or social (including Sexual Exploitation and Abuse) contractual obligations. The Employer may use this information to seek further information or clarifications in carrying out its due diligence.

2. Technical Evaluation (ITB 30.9)

The award will be made on the basis of "rated" criteria giving weights of 40% and 60% to technical and financial factors, respectively:

The total technical points assigned to each Bid in the Evaluated Bid Formula will be determined by adding and weighting the scores assigned by an evaluation committee to following technical features of the Bid and the scoring methodology below:

a. Technical proposal scoring methodology

- (a) During the evaluation process, the evaluation committee will assign each desirable/preferred feature, as per following criteria, a whole number score if the method statement responds to the required scope (e.g., household listing, data collection etc.) or a quality improving the prospects for a successful execution of the

contract (such as the strengths of the proposed project staff, mapping, the elaboration of the project plan, etc., in the bid):

Technical Factor	Weight (%)
<p>Proposed Survey Methodology [Has the bidder proposed an Implementation Approach & Methodology, that responds clearly to the key components stated in the Employer's Requirements. Specifically, has the bidder provided adequate detail on the following;</p> <ul style="list-style-type: none"> a) Survey Methodology b) Roll-out of Survey activities c) Inter-relationship of survey components d) Survey timeline] 	20%
<p>Survey Quality Control [Has the bidder provided sufficient detail regarding the process they will put in place to ensure data quality].</p>	15%
<p>Data Privacy and Data Security [Does the bidder have in place processes that guarantee data privacy and ensure that data is maintained on secure systems].</p>	15%
<p>Use of Technology for Mapping & Listing [Has the bidder clearly described the technologies to be used for village infrastructure and household mapping and listing and are these appropriate to the task?]</p>	20%
<p>Adequate Human Resource Capacity [Does the bidder have the requisite human resource for the assignment? Specifically, does the bidder have adequately qualified and skilled staff, permanent/intermittent staff, as per the scope of work. Has the bidder provided CVs of the following professionals?]:</p> <ul style="list-style-type: none"> (i) Team Leader: [30%] <ul style="list-style-type: none"> (a) A master's degree in economics, sociology, psychology, public policy, or a related discipline with at least 10 years of experience in organizing, training, and coordinating survey activities. (b) Specifically, the survey team lead staff must have extensive experience in leading surveys for large scale randomized impact evaluations that require panel data collection over a significant time period and have resulted in high quality publications by project PIs in reputed peer reviewed international journals. Experience with using multiple survey modalities – PAPI, CAPI, CATI etc., experience with collecting panel data, training of field teams to conduct surveys at all levels, as well as framed field experiments and survey-based experiments and games is a must, as is the ability to guide GIS data collection and the extensive mapping and complete listing of revenue villages. The lead staff should also have effective communication skills, with ability to communicate effectively with PIs, international organizations, and government entities in addition to training and coordinating survey staff. (ii) IT Manager: [20%] <ul style="list-style-type: none"> (a) Bachelor's degree in IT or Computer Science. (b) Minimum 3 years of experience developing and managing software systems, including the development of software for village-level surveys, structure mapping, HH listing surveys and multipurpose household surveys. (iii) Tehsil Coordinator: [10%] 	30%

<p>(a) A bachelor's degree in statistics, IT, or a relevant discipline with at least 5 years of experience in field-based data entry, field checking and correction of errors and omissions with survey team and data upload, including both PAPI and CAPI modalities.</p> <p>(b) Proven experience managing large survey teams. Prior experience with village surveys, mapping, and HH listing and multi-purpose household surveys.</p> <p>(iv) Tehsil Level GIS Supervisor: [10%]</p> <p>(a) A bachelor's degree in GIS, Geography, or related fields with at least 2 years of experience in in GIS-based mapping and data collection.</p> <p>(b) The candidate must have knowledge and expertise in using GIS mapping GIS software (QGIS/ArcGIS tools) and experience in the field with high quality mapping.</p> <p>(v) Field Supervisor: [10%]</p> <p>(a) University degree in social sciences, economics, or related fields.</p> <p>(b) Minimum 2 years of experience managing field teams and ensuring data quality. Experience in door-to-door surveys, including panel surveys and field-level quality control. Proficiency in relevant provincial languages (Punjabi, Urdu, Saraiki etc.).</p> <p>(vi) Enumerators: [20%]</p> <p>(a) A university degree.</p> <p>(b) Prior experience with survey work and door-to-door data collection. Knowledge of cultural sensitivities in the region. Proficiency in relevant provincial languages (Punjabi, Urdu, Saraiki etc.).</p>	
--	--

The Scoring Methodology of the Technical Part, in respect of assessment of above-mentioned technical factors, shall be as follows:

Score to be awarded to each Technical Factor (Sj)	Description	Remarks
0	Required feature is absent; no relevant information to demonstrate how the requirement is met.	
10%	Required feature present with deficiencies such as insufficient or information that lacks clarity	
50%	Sufficient information to demonstrate how the requirement will be met	
80%	Sufficient information to demonstrate that the requirement will be marginally exceeded	
100%	Sufficient information that significantly exceeds the requirement/bid contributes to significant value addition	

The Factor Technical Scores will be combined in a weighted sum to form the total Technical Bid Score using the following formula:

$$T \equiv \sum_{j=1}^n S_j * W_j$$

where:

- S_j = the Factor Technical Score of factor “j”,
- W_j = the weight of factor “j” as specified **in the BDS**,
- n = the number of Factors, and

$$\sum_{j=1}^n W_j = 1$$

3. Combined Evaluation

The evaluation and comparison of those Bids that have been determined to be substantially responsive, will be carried out by taking into account the above technical factors, in addition to cost factors.

An Evaluated Bid Score (B) will be calculated for each responsive Bid using the following formula, which permits a comprehensive assessment of the Bid price and the technical merits of each Bid:

$$B \equiv \frac{C_{low}}{C} X + \frac{T}{T_{high}} (1 - X)$$

where

C = Evaluated Bid Price

C_{low} = the lowest of all Evaluated Bid Prices among responsive Bids

T = the total Technical Score awarded to the Bid

T_{high} = the Technical Score achieved by the Bid that was scored best among all responsive Bids

X = weight for the Price as specified in the BDS [i.e., 60%]

The Bid with the best evaluated Bid Score (B) among responsive Bids shall be the Most Advantageous Bid provided the Bidder was found to be qualified to perform the Contract.

Criteria to conclude a Framework Agreement(s) (ITB 40)

Criteria for a Multi-Supplier Framework Agreement:

The Procuring Agency will conclude Framework Agreements as follows:

- (a) All Bidders shall be ranked in terms of the Most Advantageous Bid/Bids, with the first ranked being the Most Advantageous, the second ranked being the second Most Advantageous, and so on.

- (b) The Procuring Agency will conclude a FA with:
 - (i) All the Bidders ranked in (a) above if no maximum number of suppliers is specified in **BDS ITB 1.2 (m)**
 - (ii) the Bidders ranked first up to the maximum number of suppliers (y) specified in the **BDS ITB 1.2 (m)**.
- (c) If the number of Bidders is less than the minimum (x) specified in the **BDS ITB 1.2 (m)**, the Procuring Agency may decide to invite new bids. Alternatively, the Procuring Agency may conclude the FA with all those Bidders where, an insufficient number of Bids are received, or an insufficient number of Bids meet the criteria for conclusion of Framework Agreements.

Section IV - Bid Forms

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Letter of Bid- Technical Part

Primary Procurement - Framework Agreement Services

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT

The Bidder must prepare this Letter of Bid on stationery with its letterhead clearly showing the Bidder's complete name and business address.

Note: All italicized text is to help Bidders in preparing this form.

Framework Agreement - Services

Date of this Bid submission: *[insert date (as day, month and year) of Bid submission]*

Request for Bid No.: *[insert identification]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Procuring Agency]*

We, the undersigned Bidder, hereby submit our Bid, in two parts, namely:

- (i) the Technical Part, and
- (ii) the Financial Part.

In submitting our Bid we make the following declarations:

- (a) **No reservations:** We have examined and have no reservations to the RFB document, including addenda issued in accordance with Instructions to Bidders (**ITB 8**);
- (b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITB 4;
- (c) **Bid/Proposal-Securing Declaration:** *[select OPTION 1 or 2 as applicable]*

OPTION 1

"We have neither been suspended nor declared ineligible by the Employer(s) based on execution of a Bid-Securing Declaration or Proposal-Securing Declaration in the Employer's Country in accordance with **ITB 4.7**" or

OPTION 2

"We have been suspended or declared ineligible by the following entities based on execution of a Bid-Securing Declaration or Proposal-Securing Declaration in the Employer's Country in accordance with **ITB 4.7** *[insert name of entities]*";

- (d) **Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment (SH):** *[select the appropriate option from (i) to (iii) below and delete the others. In case of JV members and/or subcontractors, indicate the status of disqualification by the Bank of each JV member and/or subcontractor].*

We, including any of our subcontractors:

- (i) [have not been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations.]
- (ii) [are subject to disqualification by the Bank for non-compliance with SEA/ SH obligations.]
- (iii) [had been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations, and were removed from the disqualification list. An arbitral award on the disqualification case has been made in our favor.]
- (e) **Conformity:** We offer to provide, in conformity with the RFB document, the following Services: *[insert a brief description of the Services]*;
- (f) **Bid Validity Period:** Our Bid shall be valid until *[insert day, month and year in accordance with ITB 18.1]*, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (g) **Performance Security:** If our Bid is accepted and we conclude a Framework Agreement, we understand that we may be required, as a condition of a subsequent Call-off Contract, to obtain a performance security;
- (h) **One Bid per Bidder:** We are not submitting any other Bid(s) as an individual Bidder, and we are not participating in any other Bid(s) as a Joint Venture member, or as a subcontractor, and meet the requirements of **ITB 4.3**;
- (i) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the World Bank Group or a debarment imposed by the World Bank Group in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the World Bank and other development banks. Further, we are not ineligible under the Procuring Agency's Country laws or official regulations or pursuant to a decision of the United Nations Security Council;
- (j) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITB 4.6]*;
- (k) **Commissions, gratuities, fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the RFB process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate "none.")

- (l) **Not Bound to Procure:** We understand that there is no obligation on the Procuring Agency/Employer(s) to procure the Services from any FA Service Provider during the Term of the Framework Agreement. We acknowledge and agree that we have not

submitted this Bid on the basis of any such undertaking, statement, promise or representation. If we conclude a Framework Agreement, we have no legitimate expectation of being awarded a Call-off Contract under the Framework Agreement.

- (m) **Not Bound to Accept:** In relation to this Primary Procurement, we understand that you are not bound to accept any Bid that you may receive.
- (n) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.

Name of the Bidder: **[insert complete name of the Bidder]*

Name of the person duly authorized to sign the Bid on behalf of the Bidder: ***[insert complete name of person duly authorized to sign the Bid]*

Title of the person signing the Bid: *[insert complete title of the person signing the Bid]*

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed *[insert date of signing]* **day of** *[insert month]*, *[insert year]*

* In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder.

** Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

Bidder Information Form

Primary Procurement - Framework Agreement Services

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid submission]*

RFB No.: *[insert number of RFB process]*

Page _____ of _____ pages

1. Bidder's Name <i>[insert Bidder's legal name]</i>
2. In case of JV, legal name of each member: <i>[insert legal name of each member in JV]</i>
3. Bidder's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Bidder's year of registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Address in country of registration: <i>[insert Bidder's legal address in country of registration]</i>
6. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITB 4.4 . <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 4.1 . <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITB 4.6 documents establishing: <ul style="list-style-type: none"> • Legal and financial autonomy • Operation under commercial law • Establishing that the Bidder is not under the supervision of the Procuring Agency or Employer
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. The successful Bidder (s) shall provide additional information on beneficial ownership, using the Beneficial Ownership Disclosure Form.

Bidder's JV Members Information Form Primary Procurement - Framework Agreement Services

[The Bidder shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for each member of a Joint Venture].

Date: *[insert date (as day, month and year) of Bid submission]*

RFB No.: *[insert number of RFB process]*

Page _____ of _____ pages

1. Bidder's Name: <i>[insert Bidder's legal name]</i>
2. Bidder's JV Member's name: <i>[insert JV's Member legal name]</i>
3. Bidder's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>
4. Bidder's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>
5. Bidder's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>
6. Bidder's JV Member's authorized representative information Name: <i>[insert name of JV's Member authorized representative]</i> Address: <i>[insert address of JV's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i> Email Address: <i>[insert email address of JV's Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4. <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Procuring Agency or Employer, in accordance with ITB 4.6.
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. The successful Bidder (s) shall provide additional information on beneficial ownership, using the Beneficial Ownership Disclosure Form.

Qualification Information

1. Individual Bidders or Individual Members of Joint Ventures

- 1.1 Constitution or legal status of Bidder: *[attach copy]*
 Place of registration: *[insert]*
 Principal place of business: *[insert]*
 Power of attorney of signatory of Bid: *[attach]*
- 1.2 Total annual volume of Services performed in five years, in the internationally traded currency specified **in the BDS**: *[insert]*
- 1.3 Services performed as prime Service Provider on the provision of Services of a similar nature and volume over the last five years. The values should be indicated in the same currency used for Item 1.2 above. Also list details of Services under way or committed, including expected completion date.

Project name and country	Name of employer and contact person	Type of Services provided and year of completion	Value of contract
(a)			
(b)			

- 1.7 Financial reports for the last five years: balance sheets, profit and loss statements, auditors’ reports, etc. List below and attach copies.
- 1.8 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of support documents. We certify/confirm that we comply with eligibility requirements as per ITB 4.
- 1.9 Name, address, and telephone, telex, and facsimile numbers of banks that may provide references if contacted by the Employer.
- 1.10 Information regarding any litigation, current or within the last five years, in which the Bidder is or has been involved.

Other party(ies)	Cause of dispute	Details of litigation award	Amount involved
(a)			
(b)			

- 1.11 Statement of compliance with the requirements of ITB 4.2.
- 1.12 Environmental and Social (ES) performance declaration, if required, and Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment Performance Declaration, using the forms included in this Section IV.

- 1.13 Proposed Program (service work method and schedule). Descriptions, drawings, and charts, as necessary, to comply with the requirements of the bidding document.
- 2. Joint Ventures**
- 2.1 The information listed in 1.1 - 1.12 above shall be provided for each member of the joint venture (and each subcontractor for the SEA/SH declaration).
- 2.2 The information in 1.13 above shall be provided for the joint venture.
- 2.3 Attach the power of attorney of the signatory(ies) of the Bid authorizing signature of the Bid on behalf of the joint venture.
- 2.4 Attach the Agreement among all members of the joint venture (and which is legally binding on all members), which shows that
- (a) all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
 - (b) one of the members will be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all members of the joint venture; and
 - (c) the execution of the entire Contract, including payment, shall be done exclusively with the member in charge.
- 3. Additional Requirements**
- 3.1 Bidders should provide any additional information required **in the BDS**.

Services

The Bidder shall submit documentary evidence to demonstrate that the Services to be provided will meet or exceed the technical specifications and standards specified in Section VII, Procuring Agency's Requirements, including any specified performance requirements.

Method Statement

[Describe the methodology for carrying out the services. Include any sustainable procurement proposal, as applicable. Also include key risks management plan. If required, also include proposed method statement to manage cyber security risks.]

Work Plan

Key Personnel and Subcontractors

Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data. Refer to GCC Clause 4.1.

Position	Name	Years of experience (general)

Proposed subcontracts and firms involved. Refer to GCC Clause 3.5.

Sections of the Services	Value of subcontract	Subcontractor (name and address)	Experience in providing similar Services

Key Equipment Strategy

Major items of Service Provider's Equipment proposed for carrying out the Services. List all information requested below.

Item of equipment	Description, make, and age (years)	Condition (new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)

Code of Conduct for Service Provider’s Personnel Form

[Code of Conduct may be included, depending on risk and nature of the services (e.g. services that involve significant on-site activities) under the Framework Agreement.]

Note to the Employer:

The following minimum requirements shall not be modified. The Employer may add additional requirements to address identified issues, informed by relevant environmental and social assessment.

Delete this Box prior to issuance of the bidding documents.

Note to the Bidder:

The minimum content of the Code of Conduct form as set out by the Employer shall not be substantially modified. However, the Bidder may add requirements as appropriate, including to take into account Contract-specific issues/risks.

The Bidder shall initial and submit the Code of Conduct form as part of its bid.

CODE OF CONDUCT FOR SERVICE PROVIDER’S PERSONNEL

We are the Service Provider, *[enter name of Service Provider]*. We have signed a contract with *[enter name of Employer]* for *[enter description of the Services]*. The Services will be carried out at *[enter the locations in the Employer’s country where the Services are required, as applicable]*. Our contract requires us to implement measures to address *environmental and social risks* [**Note to Employer:** *depending on the nature of the contract and assessed risks, this may be replaced with social risks*], related to the Services.

This Code of Conduct is part of our measures to deal with environmental and social risks [**Note to Employer:** *depending on the nature of the contract and assessed risks, this may be replaced with social risks*] related to the Services.

All personnel that we utilize in the execution of the Services, including the staff, labor and other employees of us and each Subcontractor, and any other personnel assisting us in the execution of the Services, are referred to as Service Provider’s Personnel.

This Code of Conduct identifies the behavior that we require from the Service Provider’s Personnel employed for the execution of the Services at the locations in the Employer’s country where the Services are provided.

Our workplace is an environment where unsafe, offensive, abusive or violent behavior will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

REQUIRED CONDUCT

Service Provider's Personnel employed for the execution of the Services at the locations in the Employer's country where the Services are provided shall:

1. carry out his/her duties competently and diligently;
2. comply with this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Service Provider's Personnel and any other person;
3. maintain a safe working environment including by:
 - a. ensuring that workplaces, machinery, equipment and processes under each person's control are safe and without risk to health;
 - b. wearing required personal protective equipment;
 - c. using appropriate measures relating to chemical, physical and biological substances and agents; and
 - d. following applicable emergency operating procedures.
4. report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation which he/she reasonably believes presents an imminent and serious danger to his/her life or health;
5. treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers or children;
6. not engage in any form of sexual harassment including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature with other Service Provider's or Employer's Personnel;
7. not engage in Sexual Exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;
8. not engage in Sexual Abuse, which means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions;
9. not engage in any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage;
10. complete relevant training courses that will be provided related to the environmental and social aspects of the Contract, including on health and safety matters, and Sexual Exploitation and Abuse, and Sexual Harassment (SH);
11. report violations of this Code of Conduct; and
12. not retaliate against any person who reports violations of this Code of Conduct, whether to us or the Employer, or who makes use of applicable grievance mechanism for Service Provider's Personnel or the project's Grievance Redress Mechanism.

RAISING CONCERNS

If any person observes behavior that he/she believes may represent a violation of this Code of Conduct, or that otherwise concerns him/her, he/she should raise the issue promptly. This can be done in either of the following ways:

1. Contact [*enter name of the individual, with relevant experience, designated by the Service provider to handle these matters*] in writing at this address [] or by telephone at [] or in person at []; or
2. Call [] to reach the Service Provider's hotline (*if any*) and leave a message.

The person's identity will be kept confidential, unless reporting of allegations is mandated by the country law. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action. We will provide warm referrals to service providers that may help support the person who experienced the alleged incident, as appropriate.

There will be no retaliation against any person who raises a concern in good faith about any behavior prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT

Any violation of this Code of Conduct by the Service Provider's Personnel may result in serious consequences, up to and including termination and possible referral to legal authorities.

FOR SERVICE PROVIDER'S PERSONNEL:

I have received a copy of this Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this Code of Conduct, I can contact [*enter name of Service Provider's contact person(s) with relevant experience*] requesting an explanation.

Name of Service Provider's Personnel: [insert name]

Signature:

Date: (day month year): _____

Countersignature of authorized representative of the Service Provider:

Signature: _____

Date: (day month year): _____

ATTACHMENT 1: Behaviors constituting SEA and behaviors constituting SH

ATTACHMENT 1 TO THE CODE OF CONDUCT FORM

BEHAVIORS CONSTITUTING SEXUAL EXPLOITATION AND ABUSE (SEA) AND BEHAVIORS CONSTITUTING SEXUAL HARASSMENT (SH)

The following non-exhaustive list is intended to illustrate types of prohibited behaviors.

(1) **Examples of sexual exploitation and abuse** include, but are not limited to:

- A Service Provider's Personnel tells a member of the community that he/she can get them jobs related to the work site (e.g. cooking and cleaning) in exchange for sex.
- A Service Provider's Personnel that is connecting electricity input to households says that he can connect women headed households to the grid in exchange for sex.
- A Service Provider's Personnel rapes, or otherwise sexually assaults a member of the community.
- A Service Provider's Personnel denies a person access to the locations where the Services are executed unless he/she performs a sexual favor.
- A Service Provider's Personnel tells a person applying for employment under the Contract that he/she will only hire him/her if he/she has sex with him/her.

(2) **Examples of sexual harassment in a work context**

- A Service Provider's Personnel comment on the appearance of another Service Provider's Personnel (either positive or negative) and sexual desirability.
- When a Service Provider's Personnel complains about comments made by another Service Provider's Personnel on his/her appearance, the other Service Provider's Personnel comment that he/she is "asking for it" because of how he/she dresses.
- Unwelcome touching of a Service Provider's Personnel or Employer's Personnel by another Service Provider's Personnel.
- A Service Provider's Personnel tells another Service Provider's Personnel that he/she will get him/her a salary raise, or promotion if he/she sends him/her naked photographs of himself/herself.

Environmental and Social Performance Declaration

[The following table shall be filled in for the Bidder and each member of a Joint Venture]

Bidder's Name: *[insert full name]*
 Date: *[insert day, month, year]*
 Joint Venture Member's Name: *[insert full name]*
 RFB No. and title: *[insert RFB number and title]*
 Page *[insert page number]* of *[insert total number]* pages

Environmental and Social Performance Declaration			
<input type="checkbox"/> No suspension or termination of contract: An employer has not suspended or terminated a contract and/or called the performance security for a contract for reasons related to Environmental or Social (ES) performance, in the past five years.			
<input type="checkbox"/> Declaration of suspension or termination of contract: The following contract(s) has/have been suspended or terminated and/or Performance Security called by an employer(s) for reasons related to Environmental or Social (ES) performance, in the past five years. Details are described below:			
Year	Suspended or terminated portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for suspension or termination: <i>[indicate main reason(s) e.g. gender-based violence; sexual exploitation or sexual abuse breaches]</i>	<i>[insert amount]</i>
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for suspension or termination: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
...	...	<i>[list all applicable contracts]</i>	...
Performance Security called by an employer(s) for reasons related to ES performance			
Year	Contract Identification		Total Contract Amount (current

		value, currency, exchange rate and US\$ equivalent)
<i>[insert year]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for calling of performance security: <i>[indicate main reason(s) e.g. gender-based violence; sexual exploitation, or sexual abuse breaches]</i>	<i>[insert amount]</i>

Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment Performance Declaration

[The following table shall be filled in by the Bidder, each member of a Joint Venture and each subcontractor proposed by the Bidder]

Bidder's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member's or Subcontractor's Name: *[insert full name]*

RFB No. and title: *[insert RFB number and title]*

Page *[insert page number]* of *[insert total number]* pages

SEA and/or SH Declaration
in accordance with Section III, Qualification Criteria, and Requirements
<p>We:</p> <p><input type="checkbox"/> (a) have not been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations</p> <p><input type="checkbox"/> (b) are subject to disqualification by the Bank for non-compliance with SEA/ SH obligations</p> <p><input type="checkbox"/> (c) had been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations, and were removed from the disqualification list. An arbitral award on the disqualification case has been made in our favor.</p>
<i>[If (c) above is applicable, attach evidence of an arbitral award reversing the findings on the issues underlying the disqualification.]</i>

Letter of Bid- Financial Part

Primary Procurement - Framework Agreement Goods

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT

The Bidder must prepare this Letter of Bid on stationery with its letterhead clearly showing the Bidder's complete name and business address.

Note: *All italicized text is to help Bidders in preparing this form.*

Framework Agreement - Goods

Date of this Bid submission: *[insert date (as day, month and year) of Bid submission]*

Request for Bid No.: *[insert identification]*

To: *[insert complete name of Procuring Agency]*

We, the undersigned Bidder, hereby submit the second part of our Bid, the Financial Part

- (a) **Bid Validity Period:** Our Bid shall be valid until *[insert day, month and year in accordance with ITB 18.1]*, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (b) **Bid Price:** The bid unit price/s per service item number/numbers excluding any discounts offered in item (c) below is as provided in the attached **Priced Activity Schedules**.
- (c) **Unconditional Discounts:** The unconditional discounts offered are: *[Specify in detail each unconditional discount offered.]*

The exact method of calculations to determine the net price after application of unconditional discounts is shown below: *[Specify in detail the method that shall be used to apply the discounts];*

- (d) **Commissions, gratuities, fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the RFB process or the Framework Agreement: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate "none.")

Name of the Bidder: **[insert complete name of the Bidder]*

Name of the person duly authorized to sign the Bid on behalf of the Bidder: ***[insert complete name of person duly authorized to sign the Bid]*

Title of the person signing the Bid: *[insert complete title of the person signing the Bid]*

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed *[insert date of signing]* **day of** *[insert month]*, *[insert year]*

* In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder.

** Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

Schedule Forms

*[The Bidder shall fill in these Forms in accordance with the instructions indicated. The list of line items in column 1 of the Priced **Activity Schedules** shall coincide with the List of Non-Consulting Services specified in the Procuring Agency's Requirements.]*

As the ITB indicates, each line item will be evaluated on its own and determination for conclusion of Framework Agreement made on the basis of the most advantageous bid for a line item. To avoid fragmentation of services, it is therefore important that the line item should to the extent practically possible be a complete set of services, whose outputs and performance could be described as applicable.

If there is a need to specify sub-items, the corresponding sub-item information should be inserted. This is then eventually aggregated to determine the line item prices (bid price) that is evaluated.

Two set of Priced Activity Schedule templates are provided based on: (i) range of Call-off quantities and (ii) estimated quantities over the FA period respectively. The Procuring Agency shall use either one of the sets depending on the type of FA and delete the other.

If specifying quantities is not applicable to the type of service/s, lump sum may be specified instead of specifying quantities/range of quantities.

Priced Activity Schedule

Quantities based on call-off indicative. quantities of service items for One (01) Tehsil

1	2	4	5		6
Service item No	Description of Services	Indicative Service Completion Period	Indicative quantity and physical unit per individual call-off		Unit price Inclusive of GST *
			Minimum	Maximum	Pak. Rs.
(i)	Village Mapping and Village Survey (All villages in the tehsil)		Per village in tehsil **		
(ii)	Household Listing [all households in each revenue village (mouza/deh) in the tehsil]		Per household		
(iii)	Baseline Survey [a sample of 25 households will be selected in each village. A subset of 800 villages will be part of the baseline. The sample of households will be selected from the listing survey and will be provided to the firm(s)]		Per household		
(iv)	End line Survey (the same households as in the baseline survey will need to be reinterviewed at end line)		Per household		
Grand Total [Pak. Rs.] =					
Grant Total [Pak. Rs.]					

Notes (*):

1. A detailed budget sheet to back up the per village and per household cost, proposed, should also be provided.
2. Unit Price should include all kind of direct and indirect taxes, overhead expenses, transportation cost, TA/DA expenses, etc.

Name of Bidder *[insert complete name of Bidder]*

Signature of Bidder *[signature of person authorized to sign the Bid]*

Date *[insert date]*

(**) *The following details will be helpful in costing by the bidders:*

<i>District</i>	<i>Tehsil</i>	<i>No. of Villages</i>	<i>Population [2017]</i>	<i>Rural Population [2017]</i>	<i>Proportion of population that is rural [2017]</i>	<i>Rural HH's [2017]</i>
Chakwal	Kallar Kahar	60	169,660	125,857	74%	23,469
Sargodha	Kot Momin	116	453,562	387,860	86%	59,990
Mianwali	Isa Khel	58	375,026	290,316	77%	41,828
Khushab	Noorpur Thal	89	243,295	223,452	92%	37,922
Bhakkar	Darya Khan	93	360,807	280,441	78%	46,838
D.G. Khan	Taunsa	196	675,756	578,656	86%	79,054
Pakpattan	Pakpattan	159	969,225	792,532	82%	130,240
Jhang	Ahmedpur Sial	99	433,517	365,892	84%	54,206
Chiniot	Bhowana	105	374,270	340,193	91%	53,858
Bahawalnagar	Bahawalnagar	238	815,143	621,101	76%	101,148
Multan	Shujaabad	82	609,631	529,596	87%	82,311
Lodhran	Kahrur Pakka	103	500,939	394,655	79%	62,463
Muzaffargarh	Alipur	124	639,748	595,299	93%	86,290
Bahawalpur	Khairpur Tamewali	107	262,628	221,208	84%	35,616
Rahim Yar Khan	Liaquatpur	287	1,035,509	983,520	95%	140,445
Rajanpur	Rojhan	88	405,774	391,280	96%	54,958

Beneficial Ownership Disclosure Form

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form (“Form”) is to be completed by the successful Bidder(s). In case of joint venture, the Bidder must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions:

- directly or indirectly holding 25% or more of the shares*
- directly or indirectly holding 25% or more of the voting rights*
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder*

RFB No.: *[insert number of RFB process]*
Request for Bid No.: *[insert identification]*

To: *[insert complete name of procuring Agency]*

In response to your request in the Letter of Acceptance dated *[insert date of letter of Acceptance]* to furnish additional information on beneficial ownership: *[select one option as applicable and delete the options that are not applicable]*

(i) we hereby provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 25% or more of the shares (Yes / No)	Directly or indirectly holding 25 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Bidder (Yes / No)
<i>[include full name (last, middle, first), nationality, country of residence]</i>			

OR

(ii) *We declare that there is no Beneficial Owner meeting one or more of the following conditions:*

- directly or indirectly holding 25% or more of the shares
- directly or indirectly holding 25% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder

OR

(iii) *We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]*

- directly or indirectly holding 25% or more of the shares
- directly or indirectly holding 25% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder[†]

Name of the Bidder: **[insert complete name of the Bidder]*_____

Name of the person duly authorized to sign the Bid on behalf of the Bidder: ***[insert complete name of person duly authorized to sign the Bid]*_____

Title of the person signing the Bid: *[insert complete title of the person signing the Bid]*_____

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*_____

Date signed *[insert date of signing]* day of *[insert month], [insert year]*_____

[†] In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a joint venture, each reference to "Bidder" in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.

^{**} Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

Section V - Eligible Countries

Eligibility for the Provision of Goods, Works and Non-Consulting Services in Bank-Financed Procurement

In reference to ITB 4.8 and ITB 5.1, for the information of the Bidders, at the present time firms, goods and services from the following countries are excluded from this procurement process:

Under ITB 4.8 (a) “All World Bank member countries, except the ones sanctioned under United Nations Security Council Resolutions currently in vogue; and Debarred entities (firms and individuals) in World Bank’s published Sanctioned List and on MDBs’ Cross-Debarment List.”

Section VI - Fraud and Corruption

(Section VI shall not be modified)

1. Purpose

1.1 The Bank's Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.

2. Requirements

2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); Bidders (applicants/proposers), consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Bank:

- a. Defines, for the purposes of this provision, the terms set forth below as follows:
 - i. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - v. "obstructive practice" is:
 - (a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (b) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 2.2 e. below.
- b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

- c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
- d. Pursuant to the Bank's Anti- Corruption Guidelines, and in accordance with the Bank's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;¹ (ii) to be a nominated² sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;
- e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) Bidders (applicants/proposers), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents, personnel, permit the Bank to inspect³ all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the Bank.

¹ For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an Addendum or amendment introducing a material modification to any existing contract.

² A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the Bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the Bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

³ Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

PART 2 – Procuring Agency's Requirements

Section VII – Procuring Agency’s Requirements

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Section VII - Activity Schedule

A. BACKGROUND

1. The province of Punjab is home to over half of Pakistan’s population and characterized by stark socioeconomic divides between north and south and rural and urban areas. Almost 98 percent of rural households in Punjab have access to an improved water source but continuous and treated piped water supply is rare and most households rely on groundwater pumping that is vulnerable to contamination. Most rural households in Punjab thus rely on groundwater as their main source of water, either through public supply or private investment. Access to improved sanitation is still low across rural Punjab and fecal waste is generally not safely disposed. There is almost no public investment in the treatment of fecal waste.

2. Taking cognizance of above issues, the Government of Punjab has established the “Punjab Rural Municipal Services Company” (PRMSC) (hereinafter referred to as “Client”) as a Company under section 42 of the Companies Act, 2017) by the Government of Punjab. The Company has been placed under the Punjab Local Government and Community Development (LG&CD) Department, Government of Punjab.

3. PRMSC is a government owned not for profit-company that will provide critical municipal services related to water, sanitation and waste management to rural villages in Punjab.⁴ The company will build and maintain safely managed water supply and sanitation schemes for single or multiple villages, where feasible.⁵ Solid waste will also be managed safely, with only residual waste, after recycling, composting of food and green waste, sent to landfills. The goal of the company is to ensure that all major sources of contamination through human and animal waste are minimized and villages are converted into healthier, more hygienic and more pleasant living spaces with improved civic amenities. In this regard, the Client will also focus on behavior change and capacity building for the sustainability of the improved WASH services.

4. The Government of Punjab through the Government of the Islamic Republic of Pakistan has received financing from the World Bank to supplement the above initiative in the form of a project titled “Punjab Rural Sustainable Water Supply and Sanitation Project” (PRSWSSP). The Project consists of following major components:

- (a) Water Supply and Sanitation Infrastructure Development
- (b) Behavior Change and Capacity Development
- (c) Service Delivery Improvement
- (d) Project Management and Monitoring

For more information, please visit Project Appraisal Document (PAD) link [World Bank Document](#)

The project has a robust impact evaluation (IE) plan. The core objective of the IE will be to

⁴ 73 percent of the province’s population live in 23,000 revenue villages, and are in dire need for investments to improve WASH.

⁵ As per SDG6, drinking water will be treated before supply and wastewater will be fully treated before reintroduction into surface or ground water systems.

credibly assess the impact of the project on child stunting, along with other metrics of child and adult health. The design of the IE uses two features of project rollout: (i) All villages in a selected Tehsil will participate in the project over its lifetime. By randomizing village rollout across years, the villages that roll out last will serve as controls for the villages that roll out first. In some locations, clusters of villages may be randomized instead of individual villages. (ii) Villages in neighboring tehsils that border project tehsils can also serve as controls for a Regression Discontinuity Design (RDD) evaluation, which would closely mimic a randomized design, since the odds of district and tehsil selection are known precisely.

Given the nature of the MIS and the IE, the Project requires large-scale data collection at the household and village levels, conforming to the highest standards of data processing, transparency, and protection.

B. Assignment Objectives and Scope of Work

The objective of the assignment is to establish the data foundation for PRSWSSP results monitoring, the Project's Impact Evaluation (IE), and the PRMSC MIS to monitor service delivery performance. To achieve this objective, the PRMSC is seeking the services of firms to implement data collection activities in the 2000 Revenue Villages⁶ spread across 16 tehsils of Punjab, covering roughly 1 million households.

This TOR is for data collection in all project villages. This includes the collection of basic data at the village level in all 2000 villages, including a mapping of all village infrastructure, a listing of all households in each of the 2000 revenue villages and a detailed baseline and endline household survey in a subset of 800 revenue villages.

All survey instruments will be provided by PRMSC. Selected firms will have the opportunity to provide inputs on the instruments and make suggestions that increase the quality and efficiency of data collection. Instrument outlines are provided under the scope of work. These may be modified by PRMSC at any time to adapt to emerging realities and new findings, or in response to feedback from the firm(s). In all cases, PRMSC's decision on survey instruments will be final and will apply to all contracted data collection firms.

The contents of the village survey, including necessary mapping activities, the listing of all households in the revenue village, and a detailed household survey are outlined below. All are subject to refinement as instruments are finalized.

i. Village Mapping and Village Survey

- The village survey will include modules that capture village layout (number of settlements and settlement characteristics etc.); infrastructure condition, current village-level practices related to water and sanitation, solid and animal waste and animal management. The village survey will need to improve village and settlement boundary information; collect location identifiers of all households as well as key village infrastructure (including tube wells, schools, health facilities etc.) to support the detailed design of water, sanitation and solid waste management systems and behavior change. It will also need to collect relevant data on public services available

⁶ Revenue Village is an administrative unit of the government with fixed boundaries. Also referred to as Deh or Mouza. It can contain many settlements, bastis, gaon, habitations etc.

and participatory organizations/NGOs operating in the village and the services they provide etc.

- The purpose of this survey is to provide information on WSS, hygiene, animal and solid waste management practices etc. in the village at baseline. All existing village infrastructure will be mapped, and a photo record of village conditions will be taken.
- In each village, survey teams will first complete the village survey and village mapping and then initiate household listing since the listing survey will require inputs from the village level mapping and survey work.

(1) GIS Mapping of village and its infrastructure as well as all households

- Detailed GIS perimeter mapping of the village and all settlements.
- Mapping of all within village roads (geotagged with unique id)
- Road connectivity between settlements
- Mapping of all existing water, sanitation, animal and solid waste related infrastructure – existing drinking water systems (including water storage systems such as overhead tanks, existing sanitation systems, functioning or stagnant ponds etc.), waste management infrastructure, if any, collective animal management infrastructure, if any, all irrigation related infrastructure (tubewells, piped systems etc.).
- Photographs of key water sanitation and solid waste infrastructure.
- Enumerator observation of infrastructure conditions, including:
 - Observation of village streets and communal areas. Are streets paved – soled, brick, unpaved; width of lane; condition of paving; open drains, closed drains, underground sewers, no drains; any visible solid waste; any visible animal waste; any standing water
 - Observation of communal areas: Visible solid waste, wastewater ponds etc. (any smell, mosquitos)
- Identification and geocodes of all village households and assignment of unique household ids as detailed below.

(2) Outline of Village survey

- **Facilities Assessment:** Listing and assessing key facilities, including:
 - **Educational Facilities: Primary, Middle and Secondary schools and madrassas.** Need a basic sense of school condition and amenities for all primary schools– including drinking water availability and quality, bathroom functionality and sanitation systems, and whether gender segregated bathrooms are available
 - **Health Facilities: BHUs and availability of LHWs, clinics, dispensaries, and hospitals.** Need a basic sense of condition and amenities, including drinking water availability and quality, bathroom functionality and sanitation systems, and whether gender segregated bathrooms are available
 - **Markets and transportation Infrastructure:** Shops, public buildings (such as post offices), banks etc. as well as transportation hubs.
- **Within each settlement there will be a set of questions to be asked of knowledgeable settlement residents on the following:**

- Current water and sanitation practices: Liquid waste disposal – methods, treatment, management of village ponds; Is wastewater used for irrigation in any way? Other uses? Solid waste disposal methods, Attitudes towards need for good drinking water, sanitation and solid waste management in the settlement.
- Attitudes towards need for good drinking water, sanitation and solid waste management in the settlement
- Animal management practices including collective management and uses of animal waste as manure
- NGOs/CSOs working in the settlement and their main areas of work
- Village/Settlement political life and potential for conflict among groups etc. including political divisions in village or with neighboring villages
- Zaat categories and ranking
- Village Influentials: Identifying key individuals such as local representatives, religious leaders, and other influential community members.

ii. **Household Listing**

- The purpose of the listing survey is to get basic data on all village households. It is imperative that this listing be a complete and exhaustive listing of all households in the revenue village inclusive of all settlements, however small. It will provide a brief picture of key household characteristics before any interventions take place, including information of households that are particularly disadvantaged based on socio-economic indicators, such as NSER status and education. It will also provide information on the quality of WASH assets (toilets, drinking water), quality of housing and household practices around animal and solid waste management. It will also collect household contact information including access to cell phones, internet use and cell phone numbers. Basic household data will also be used to populate the household-level interface in the MIS. The listing survey is expected to take between 20-30 minutes on average.

Cover sheet

- House identifiers [structure id; house id, house GPS, house address and street id from village mapping and village survey];
- Contact phone number(s) of head and one adult female
- Zaat/Biradari from village survey list). If respondent's *zaat/biradari* is not on the village list, it should be added and reconciled with knowledgeable respondents in the settlement/village.

Household roster Including literacy, school attainment and parental identification for children 16 and younger, identification of all women who are currently pregnant]

NSER variables

Housing characteristics

- House quality, size
- Access to electricity for household consumption: connection to grid; hours power available
- Latrine/toilet
 - Type
 - Drains by type
 - Cleaning of septic tank?

- Infant waste disposal
 - Is child feces disposed in the toilet or put out with the waste?
 - Type of nappies/diapers used and their disposal
- Drinking water
 - Water source?
 - Taste and quality
 - Is there a rooftop/underground water storage tank?
 - Any secondary storage? How is it filled? How is it cleaned?
 - Any treatment of water?
 - Any use of bottled water?
 - Cost of purchased water per month
 - Any purchase of ice in the summer (if yes, source?)
 - Approximate water use per day [estimated by asking questions about bathing, laundry, cooking, bathing animals etc.]
 - Approximate energy bills for electricity and/or diesel purchase for pumps
 - Willingness to pay for treated safe water provided through an inhouse or community connection
- Solid waste
 - Handling of food waste (whether comingled with other waste, given to animals, composted etc.)
 - Any recycling of glass, paper etc. How is this done?
 - How is residual waste dealt with – paid service? charges? Where is it finally disposed?
 - Willingness to separate solid waste at home if a service was provided?

Animal Type and Management

- Animals type and number
 - Animal grazing and bathing practices for ruminants
 - For each type of animal: where is/are animals kept? [outside the house, in the compound, separate communal area for animals, in/near agricultural fields]
 - Handling and uses of animal waste
- Does the household get any help with grazing animals?
- What are the animals fed?
 - If chickens – average egg yield per day and domestic consumption of eggs and eggs sold
 - If milk, average milk yield per day and domestic consumption of milk and milk sold
 - Exposure of infants to animal waste

Land ownership and cultivation:

- Total land owned (acres)
- Does household self-cultivate any land
- Tenancy status – establish if owner and/or cultivator
- Tubewell ownership -yes/no and number if yes

Internet connection & smart phone ownership

Enumerator observation within the household

- Courtyard size and cleanliness – presence of solid waste, human waste, animal waste
- Cleanliness of toilet? Wash station near toilet? Soap visible?

- Does the household have any fruit trees in the compound? Any other trees?
- Is there a kitchen garden?
- Are animals (including chicken, ducks etc.) in a separate space or are they roaming freely in the courtyard or other spaces where household members are sitting.

iii. Detailed Household Survey

- The detailed household survey will be a panel survey with at least two rounds, a baseline and an endline. The endline survey will follow up with the same households approximately 2.5 years after the baseline is completed. A total of 800 revenue villages will be selected for the household survey. Sample villages will be drawn from across the 16 program tehsils. Of these, 200 will be pilot villages that were randomly selected for the first stage of program implementation. These villages are now near completion. The remaining 600 villages will be selected after ongoing infrastructure design work is completed so that the rollout of the program across the remaining 1800 villages/village clusters can be randomized keeping multi-village schemes in mind. 200 of these villages will be selected from the set of villages where the project will begin work immediately, another 200 will be selected from the set of villages where the program will go next and the final 200 will be selected from villages where the program will go last. This last group will serve as controls.

In each sample revenue village, a subset of 25 households will be interviewed. The total sample for the household survey will thus be about 20000 households. Households will be drawn from the listing survey and will be provided to the firm. Households early in their life cycle will be prioritized since the main objective is to assess child stunting. The household survey will have a male and female questionnaire, each of which will take between 1 to 2.5 hours to complete, depending on household size and composition. Households will likely need to be visited more than once to complete the survey. In each household, one adolescent will also be interviewed.

Survey instruments will be provided to the firm(s) engaged for data collection, but the firms will have the opportunity to pilot test the instruments and provide comments to improve the design, quality or efficiency of the survey instruments.

Core modules

Household demographics

- Confirmation of roster and related information

Income, assets, and poverty

- All sources of income, including farm income (the farm module will also assess production practices and use of farm produce within the village)
- All assets including land assets
- A full consumption module

Employment

- Employment and earnings history for each adult member

Housing and related services, including water and sanitation infrastructure

- This will build on the information collected in the listing survey
- Payment for water and sanitation services
- Attitudes towards payment for water and sanitation services
- Level of satisfaction with existing services

Health (Detailed health module for all household members)

- Existing health conditions, costs of health care etc. for all members above age 5
- Detailed child health module for children between age 0 and 5, which will include each child's birth weight, anthropometrics, vaccinations, prevalence of childhood diseases, costs of healthcare etc.
- Detailed module related to infant and toddler care and feeding practices and well-baby checkups etc. for children from birth to age 2
- Maternal birth history and ante- and post-natal care received for an index child

Household decision making

- Women's role in household and village decision making
- Other metrics of empowerment, including through survey based games

Household practices around solid and animal waste

- This will be designed based on information collected in the listing survey

Dietary diversity and quality and practices around the production, consumption and storage of food

Knowledge about the drivers of child stunting and broader risks related to environmental drivers of health

- Knowledge about the impact of unsafe water and sanitation
- Knowledge of and attitudes towards appropriate child-care and feeding practices
- Knowledge about the impact of unmanaged solid and animal waste

The same instruments will be used at baseline and endline, with some additions/changes at endline to assess emerging outcomes or concerns. Modules on satisfaction with the services provided by the project and the tariff charged will also be added at this stage.

C. Survey Implementation

The Bidder(s) selected will ensure that the highest standards of data quality and protection of personal information are maintained. The survey firm(s) will be responsible for providing survey devices (in this case, tablets) and telecommunication services (e.g., phone and internet packages) for enumerators and supervisors. It will also arrange reliable and safe options for enumerator and supervisor transportation to and back from survey locations. For the proper implementation of the survey the selected firm(s) must implement several steps to prepare for the full rollout of survey implementation.

- i. Pilot the village, listing, and household survey instruments.
- ii. Engage with PRMSC in the refinement and finalization of questionnaires for the listing and household surveys.

- iii. Develop the CAPI (Computer Assisted Personal Interview) platform and develop protocols for data entry and management of data quality.
- iv. Set up field operations
- v. Train field teams and ensure coordination across multiple firms (if more than one firm is hired)

Additional information on activities (i) to (v) is provided in **Annex A**.

During survey implementation, the following outputs are required:

- i. Weekly upload of clean data in Stata format for the listing and village survey with clean and well-documented datasets, available within 15 days after the completion of each month's data collection.
- ii. Detailed clean shape files and maps of each surveyed village, its settlements and key infrastructure made available within 15 days after the completion of each month's data collection for the village survey
- iii. Pictures of all core infrastructure and village conditions available within 15 days after the completion of each month's data collection for the village survey
- iv. A summarized report on the data collected from the village survey
- v. A summarized report on the data collected from the listing survey
- vi. A summarized report on the data collected from the detailed household survey

The Bidder is expected to adhere to the timeline described in Table 3. However, activities may be adjusted based on changes in program implementation.

Table 3: Anticipated Timeline of Activities

Activities	Anticipated Timeline
Preparation for Survey Implementation	July - August 2025
Village Mapping and listing survey	September 2025 – January 2026
Baseline household survey in the first 200 early program implementation villages and the 200 villages that will get the services last.	November 2025 – February 2026
Baseline household survey in the remaining 400 villages (this will start with the 200 villages that will get project services first, then the 200 that will get the services second)	March - June 2026
End line survey in all 800 villages	July - December 2028

E. Data Access

All of the data produced will be the property of PRMSC.

F. Outputs and Deliverables

The following have been identified as key deliverables. However, the same shall be worked out based on the technical proposal of the Implementing Partner Firm(s) and shall be mutually agreed:

Deliverable 1: Readiness for initiating field operations

Within two months of the signing of the contract, the Bidder is expected to be ready to fully launch survey operations in the field. To do this it must have: (1) provided inputs to the listing and village survey instruments after field-based pilot testing; completed development and testing of the CAPI platform, translated the instruments in Urdu and as needed, in other local languages. (2) Set up field offices in relevant tehsils and hired enumerators and completed enumerator training on the village and listing surveys.

Additionally, the Bidder should have in hand any required permits related to survey implementation, as well as the survey team's health and accident insurance, salary, taxes, and others as necessities. PRMSC will support firms in obtaining the requisite NOC for the survey.

Deliverable 2: Listing Survey/Village Survey.

The Bidder will be expected to share clean data every two weeks in Stata format as well as GIS maps and pictures. Each dataset will contain data on the households surveyed with a unique ID assigned to each household that allows for matching with the data collected in future rounds. A detailed data dictionary with all variables labeled and defined must be submitted along with the dataset.

A final submission of the listing and village survey data and all GIS data, photographs etc. must occur within five months of the beginning of data collection, accompanied by a summary data report.

Deliverable 3: Baseline household survey in the first 200 villages early program implementation villages and the 200 villages that will get the services last.

The Bidder will be expected to share clean data every two weeks in Stata format as well as GIS maps and pictures. Each dataset will contain data on the households surveyed with a unique ID assigned to each household that allows for matching with the data collected in the listing survey. A detailed data dictionary with all variables labeled and defined must be submitted along with the dataset.

A final submission of the baseline survey in the first 400 villages, plus all GIS data, photographs etc. must occur within six months of the beginning of data collection, accompanied by a summary data report.

Deliverable 4: Baseline household survey in the remaining 400 villages.

The Bidder will be expected to share clean data every two weeks in Stata format as well as GIS maps and pictures. Each dataset will contain data on the households surveyed with a unique ID assigned to each household that allows for matching with the data collected in the listing survey. A detailed data dictionary with all variables labeled and defined must be submitted along with the dataset.

A final submission of the baseline survey in the final 400 villages, plus all GIS data, photographs etc. must occur within ten months of the beginning of data collection, accompanied by a summary data report.

Deliverable 5: Endline household survey in the 800 villages surveyed in the Baseline.

The Bidder will be expected to share clean data every two weeks in Stata format as well as GIS maps and pictures. Each dataset will contain data on the households surveyed with a unique ID assigned to each household that allows for matching with the data collected in the listing survey and in the baseline. A detailed data dictionary with all variables labeled and defined must be submitted along with the dataset.

A final submission of the endline survey in 800 villages, plus all GIS data, photographs etc. must occur by December 2028, accompanied by a summary data report.

ANNEX A provides guidance on key survey implementation protocols that all bidders will need to follow. An indicative staff requirement with a level of expertise is provided in **Annex B**.

Annex A. Survey implementation guidelines

The implementation of the survey requires coordinated field operations that can be seen as five interconnected phases:

1. Village-Level Survey
2. Village Structure Mapping
3. Household Listing Survey
4. Baseline Household Survey
5. Endline Household Survey

The village mapping, survey and listing survey teams would move in a coordinated way, under the same tehsil level supervision structure. The tehsil and field team structure required within each tehsil is detailed below.

Phase 1: Village-Level Survey

This phase will be conducted by **trained male enumerators** using structured tools and GIS-based technology.

Key Activities:

- **Settlement Mapping:** Identifying and documenting all settlements in the village using offline **QGIS/ArcGIS** tools and verification of provided mouza maps.
- **Completion of village Survey as per the outline above**

Tools Used:

- Offline **QGIS/ArcGIS** for mapping and pin-dropping.
- The village questionnaires
- Tablets for data entry and accurate geo-referencing.
- All data collection will need to be done using CAPI.

Phase 2: Village Structure Mapping

The second phase involves detailed mapping of all physical structures within the village. The **same enumerators** from Phase 1 will undertake this phase with **additional training** on structure mapping using offline QGIS/ArcGIS tools.

Steps for Structure Mapping:

1. **Street-Level Mapping:**
 - Enumerators will walk through each village street to mark the street layout using GPS coordinates integrated into QGIS/ArcGIS.
 - Settlements will be classified into two types:
 - **a) Large Planned Settlements:** These have streets, and enumerators will draw and map the street layout.

- **b) Small Unplanned Settlements:** These typically include around 20-30 households. In such cases, if streets cannot be drawn, enumerators will mark and geo-reference all structures individually.
 - This key is to ensure full coverage of the revenue village (Mouza/Deh).
- 2. **Structure Identification and Mapping:**
 - Each physical structure will be mapped and assigned a **Unique Structure ID** (e.g., 1001, 1002).
 - GPS coordinates (pin-drops) for each structure will be recorded in QGIS/ArcGIS.
 - Structures will be categorized as:
 - **Household**
 - **School**
 - **Mosque**
 - **Playground**
 - **Graveyard**
 - **Tubewell etc.**
 - For **household structures**, enumerators will collect additional details, including:
 - **Household Head Name**
 - **Father's Name**
 - **Non-household structures** (e.g., schools, mosques) will be marked with their type and basic functional details.
 - The **Structure Number** will be written on the door or wall of each structure to ensure easy identification during subsequent phases.

Phase 3: Household (HH) Listing Survey

The third phase focuses on household-level enumeration within the previously mapped structures. This phase will involve a team of several enumerators (ideally all female) and a supervisor. The use of female enumerators at this stage is useful from both a cultural sensitivity and efficient data collection perspective. As with the village survey, all data will be entered on tablets using a CAPI interface.

Tools Used:

- Tablets for data entry and accurate geo-referencing.
- The listing questionnaire in CAPI
- Requisite data from the village survey and village structure mapping

Roles and Responsibilities:

- **Supervisor:**
 - Uses a tablet displaying GIS layers and a printed structure list by street to assign structures systematically to enumerators.
 - The printed list includes:
 - **Structure ID**
 - **Structure Type**
 - **Household Head Name and Father's Name** (if available).
 - Ensures the enumerators use **Structure Numbers** for accurate household identification.

- **Enumerators:**
 - Visit the assigned structures and verify the details.
 - For **household structures**, enumerators will:
 - Use the **Structure Number** written on the door or wall to easily identify and confirm the structure.
 - Confirm or record the **Household Head's Name** and **Father's Name**.
 - If **multiple households** reside in one structure, separate questionnaires will be completed for each household.
 - Complete the listing questionnaire

Phase 4: Baseline Household Survey

In this phase a detailed baseline household survey will be conducted in 800 villages. The villages as well as sample households will be provided to the firm. 25 households will be selected from each sample village using the listing survey.

This phase will involve multiple teams of enumerators (ideally a male and a female, or two females) in each village. There will be one supervisor over 3-4 such teams, with each team completely 2 to 3 households each day. All data will be entered on tablets using a CAPI interface. The best female and male enumerators identified at the listing and village survey stages will be inducted into the household survey team.

Tools Used:

- Tablets for data entry and accurate geo-referencing
- The household survey instruments (male questionnaire, female questionnaire, Adolescent questionnaire) in CAPI
- Requisite data from the listing survey and the village survey, including village structure mapping.

Roles and Responsibilities:

- **Supervisor:**
 - Guide each sub-team to the designated households
 - Uses a tablet displaying GIS location of sample households and a printed household list to assign households to enumerators.
 - The printed list includes:
 - **Household ID**
 - **House GIS**
 - **Household Head Name** and **Father's Name**
 - Ensure that the enumerators use Household IDs for accurate household identification.
 - Check all questionnaires as they are completed by the team
- **Enumerators:**
 - Visit the assigned households and verify the details.
 - Use the **Structure Number** written on the door or wall to easily identify and confirm the structure.
 - Confirm or record the **Household Head's Name** and **Father's Name**.

- If **multiple households** reside in one structure, select the household chosen for the survey carefully
- Complete the household questionnaire and set time for a revisit, as needed

Phase 5: End line Household Survey

In this phase a detailed endline household survey will be conducted in 800 villages. The process will be the same as in the baseline survey. The same households will need to be resurveyed.

Adherence to a Unique ID System

To ensure data consistency and uniqueness, the software will manage Structure IDs and HH IDs as follows:

- **Single Household:** Structure ID remains constant, and HH ID = 1.
- **Multiple Households:** Structure ID remains the same, while HH IDs increment (e.g., 1007-1, 1007-2, 1007-3).

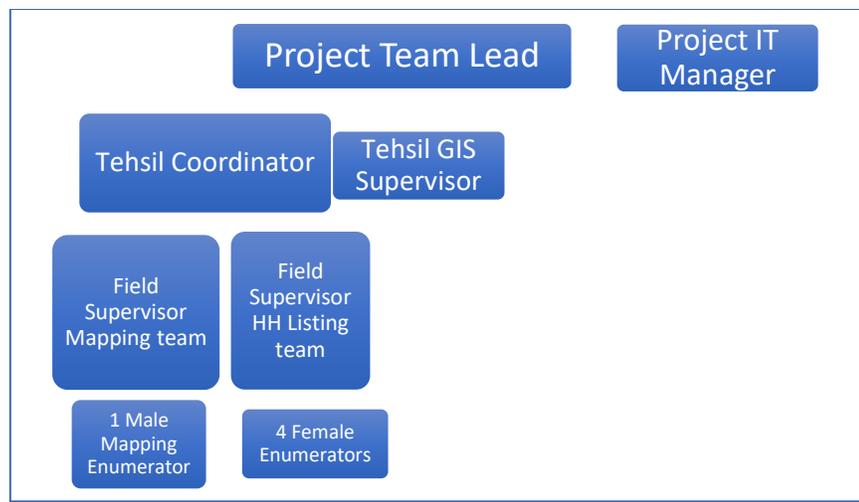
Example of ID Management:

Street Name	Structure ID	HH ID	Structure Type	HH Head Name	Father Name
Main Street	1001	1	Household	Ali Khan	Aslam Khan
Main Street	1002	1	Household	Rafiq Ahmed	Ghulam Ali
Main Street	1003	1	Mosque	N/A	N/A
Market Street	1004	1	Household	Saeed Khan	Nisar Khan
Market Street	1004	2	Household	Tariq Ahmed	Nisar Khan
Market Street	1005	1	School	N/A	N/A

Project Team Structure

The graphic below provides a team structure that would support the village mapping and survey, the listing survey and the baseline and endline survey. The key elements are:

- At the field level, a tehsil coordinator would oversee multiple teams, supported by a GIS supervisor.
- Underneath this structure multiple field teams would operate – each of these teams will need a mapping supervisor, supported by one or more male enumerators for the village survey and structure mapping exercise, and a listing supervisor, supported by several female enumerators. Typically, a supervisor is able to handle a team of 4 or, if needed, 5 female enumerators. The number of such field teams would be based on the survey completion timeline, keeping in mind the quality control required for the survey.



Estimated field staff-days required for the completion of 1 village

Given the above structure, the estimated time and workforce required to complete all phases of the listing and village survey work within a single village is given below.

Sr. #	Designation	Number of Positions	Days Required in Field	Total Days
1	Field Supervisor (Mapping)	1	4	4
2	Male Enumerator (Mapping)	1	4	4
3	Field Supervisor (listing Survey)	1	6	6
4	Female Enumerators	4	6	24
Total Staff-Days Input				38

The estimated time and workforce required to complete the baseline and endline surveys will follow the same structure but would need one supervisor to guide 3-4 sub-teams comprised of a male and female enumerator, or two female enumerators.

- **Enumerator Hiring, Training and Field Movement**

The selected firm will be responsible for the hiring and training of supervisors and enumerators as well as trainers. All three need to be capable of delivering a high-quality survey. Given the type of GIS mapping and listing required, the firm should plan on tehsil level in person training by high quality and experienced trainers.

The training of interviewers and team supervisors will require one or more trips to the field in a proximate locality to ensure a complete understanding of the tasks.

- **Coordination across multiple firms (if more than one firm is hired)**

If more than one firm is selected, all firms will participate together in the piloting of the instruments and in the development of the CAPI interface.

At the training stage, all firms assigned a tehsil, will begin with joint training in Shujabad tehsil. At this stage all supervisors, trainers and all key tehsil level staff as well as the overall team lead from each selected firm should be part of the joint training, as well as the joint piloting of survey rollout. The pilot rollout should be planned for at least two to three weeks. The training will need to ensure that field supervisors as well as trainers and the team leads understand the requirements of each survey and field activity and the protocols for testing and ensure that all activities are done in a manner that ensures high quality and complete data, and proper documentation. During training, PRMSC will provide inputs as needed. The firm will ensure that adequate supervision mechanisms are created at each level, as above.

- **Team Movement Protocols**

To ensure team coordination and safety, all enumerators will travel in one vehicle with the supervisor. Female enumerators will be entirely locally hired at the tehsil level and reside always in their own homes, traveling daily for survey implementation. Transportation and any meals during daily travel will be the survey firm's responsibility. All field team members will be paid a monthly salary that does not include field transportation or meal costs. All enumerators, but especially female enumerators, will be picked up and dropped at a safe point near their homes or at their homes.

- **Data entry and management process**

All data will be entered on tablets using a well piloted data entry program that is capable of checking for ranges and consistency of the data, generating reports indicating missing data, data outside of accepted ranges and inconsistent answers. These reports will be used by the supervisors to determine if the interviewer must revisit a household or village to complete the questionnaire or to clarify inconsistencies in the data. The selected institution will be responsible for data entry/data base management and will be responsible for monitoring data entry and ensuring that the data is of high quality, is clean and fully coded.

Annex B. Key staff qualifications.

(The Bidder should provide its estimate of quantity, person months of staffing etc.)

Sr. #	Description of Personnel	Qualification	Quantity	Person-months	Total
Key Staff					
1	Team lead	<p>A master's degree in economics, sociology, psychology, public policy, or a related discipline with at least 10 years of experience in organizing, training, and coordinating survey activities.</p> <p>Specifically, the survey team lead staff must have extensive experience in leading surveys for large scale randomized impact evaluations that require panel data collection over a significant time period and have resulted in high quality publications by project PIs in reputed peer reviewed international journals. Experience with using multiple survey modalities – PAPI, CAPI, CATI etc., experience with collecting panel data, training of field teams to conduct surveys at all levels, as well as framed field experiments and survey-based experiments and games is a must, as is the ability to guide GIS data collection and the extensive mapping and complete listing of revenue villages. The lead staff should also have effective communication skills, with ability to communicate effectively with PIs, international organizations, and government entities in addition to training and coordinating survey staff.</p>			
2.	IT Manager	<p>Bachelor's degree in IT or Computer Science.</p> <p>Minimum 3 years of experience developing and managing software systems, including the development of software for village-level surveys, structure mapping, HH listing surveys and multipurpose household surveys.</p>			
3	Tehsil Coordinator	<p>A bachelor's degree in statistics, IT, or a relevant discipline with at least 5 years of experience in field-based data entry, field checking and correction of errors and omissions with survey team and data upload, including both PAPI and CAPI modalities.</p> <p>Proven experience managing large survey teams. Prior experience with village surveys, mapping, and HH listing and multi-purpose household surveys.</p>			
4.	Tehsil Level GIS Supervisor	<p>A bachelor's degree in GIS, Geography, or related fields with at least 2 years of experience in in GIS-based mapping and data collection.</p> <p>The candidate must have knowledge and expertise in using GIS mapping GIS software (QGIS/ArcGIS tools) and experience in the field with high quality mapping.</p>			

5.	Field Supervisor	<p>University degree in social sciences, economics, or related fields.</p> <p>Minimum 2 years of experience managing field teams and ensuring data quality. Experience in door-to-door surveys, including panel surveys and field-level quality control. Proficiency in relevant provincial languages (especially, Punjabi, Seraiki and Urdu)</p>			
6.	Enumerators	<p>University degree.</p> <p>Prior experience with survey work and door-to-door data collection. Knowledge of cultural sensitivities in the region. Proficiency in relevant provincial languages (especially, Punjabi, Seraiki and Urdu).</p>			
Total Number of Key Positions =					

PART 3 – Procuring Agency Forms

Procuring Agency Forms

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Notification of Intention to Conclude a Framework Agreement(s)

[This Notification of Intention to Conclude a Framework Agreement(s) shall be sent to each Bidder that submitted a Bid, unless the Bidder has previously received notice of exclusion from the process at an interim stage of the procurement process. Send this Notification to the Bidder's Authorized Representative named in the Bidder Information Form]

For the attention of Bidder's Authorized Representative

Name: *[insert Authorized Representative's name]*

Address: *[insert Authorized Representative's Address]*

Telephone/Fax numbers: *[insert Authorized Representative's telephone/fax numbers]*

Email Address: *[insert Authorized Representative's email address]*

[IMPORTANT: insert the date that this Notification is transmitted to Bidders. The Notification must be sent to all Bidders simultaneously. This means on the same date and as close to the same time as possible.]

Procuring Agency: *[insert the name of the Procuring Agency]*

Project: *[insert name of project]*

Framework Agreement title: *[insert the name of the FA]*

Country: *[insert country where RFB is issued]*

Loan No. /Credit No. / Grant No.: *[insert reference number for loan/credit/grant]*

RFB No: *[insert RFB reference number from Procurement Plan]*

Date of transmission: This Notification is sent by: *[email/fax]* on *[date]* (local time)

Notification of Intention to Conclude a Framework Agreement(s)

This Notification of Intention to conclude Framework Agreement(s) (Notification) notifies you of our decision to conclude the above Framework Agreement(s). The transmission of this Notification begins the Standstill Period. During the Standstill Period, you may:

1. request a debriefing in relation to the evaluation of your Bid, and/or
2. submit a Procurement-related Complaint in relation to the decision to conclude the Framework Agreement.

The successful Bidder(s) are the following:

Item No.	Description	Estimated Quantity over FA period or Range of Call-off Quantities	Name of Successful Bidder	Contract Price	Combined Score

All Bidders [INSTRUCTIONS: insert names of all Bidders that submitted Bids, Bid prices as read out and evaluated, technical scores and combined scores .]

Item No.	Description	Estimated Quantity over FA period or Range of Call-off Quantities	Name of Bidder	Technical score	Bid price as read-out	Evaluated Bid Cost	Combined Score

Reason/s why your Bid was unsuccessful

[INSTRUCTIONS: State the reason/s why this Bidder’s Bid was unsuccessful. Do NOT include: (a) a point by point comparison with another Bidder’s Bid or (b) information that is marked confidential by the Bidder in its Bid.]

How to request a debriefing

Deadline: The deadline to request a debriefing expires at midnight on [insert date] (local time).

You may request a debriefing in relation to the results of the evaluation of your Bid. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Conclude a Framework Agreement.

Provide the framework agreement name, reference number, name of the Bidder, contact details; and address the request for debriefing as follows:

Attention: [insert full name of person, if applicable]

Title/position: [insert title/position]

Agency: *[insert name of Procuring Agency]*

Email address: *[insert email address]*

Fax number: *[insert fax number]* **delete if not used**

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Conclusion of Framework Agreement Notice.

How to make a complaint

Deadline: Procurement-related Complaint challenging the decision to conclude a Framework Agreement shall be submitted by midnight, *[insert date]* (local time).

Provide the Framework Agreement name, reference number, name of the Bidder, contact details; and address the Procurement-related Complaint as follows:

Attention: *[insert full name of person, if applicable]*

Title/position: *[insert title/position]*

Agency: *[insert name of Procuring Agency]*

Email address: *[insert email address]*

Fax number: *[insert fax number]* **delete if not used**

At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to exclude you from conclusion of a Framework Agreement. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

Further information:

For more information see the [Procurement Regulations for IPF Borrowers \(Procurement Regulations\)](#) (Annex III). You should read these provisions before preparing and submitting your complaint. In addition, the World Bank's Guidance "[How to make a Procurement-related Complaint](#)" provides a useful explanation of the process, as well as a sample letter of complaint.

In summary, there are four essential requirements:

1. You must be an 'interested party'. In this case, that means a Bidder who submitted a Bid in this procurement process, and is the recipient of a Notification of Intention to Conclude a Framework Agreement.
2. The complaint can only challenge the decision to conclude the Framework Agreement.
3. You must submit the complaint within the period stated above.

4. You must include, in your complaint, all the information required by the Procurement Regulations (as described in Annex III).

Standstill Period

Deadline: The Standstill Period is due to end at midnight on [*insert date*] (local time).
The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Conclude a Framework Agreement.
The Standstill Period may be extended as stated in the section above titled 'How to request a debriefing'.

If you have any questions regarding this Notification, please do not hesitate to contact us.

On behalf of the Procuring Agency:

Signature: _____

Name: _____

Title/position: _____

Telephone: _____

Email: _____

Notification to Conclude a Framework Agreement

[Use letterhead paper of the Procuring Agency]

[Date]

To: *[name and address of successful Bidder]*

Notification to Conclude a Framework Agreement Framework Agreement No. *[insert FA reference number]*

This is to notify you that your Bid dated *[insert date]* to conclude a Framework Agreement in relation to the provision of *[insert short title for Services]* is hereby accepted by our Agency.

Please sign, date and return the Framework Agreement within *[insert the applicable period for signing of the FA in accordance of the ITB]* days of receipt of the same. In accordance with ITB 41.1, please also complete and submit, within eight (8) Business days, the Beneficial Ownership Disclosure Form attached to the RFB.

Authorized Signature: _____

Name: _____

Title/position: _____

Name of Agency: _____

Telephone: _____

Email: _____

Attachment: Framework Agreement

PART 4 – Framework Agreement

Framework Agreement

[This form is to be completed by the Procuring Agency in accordance with the instructions provided in italicized text. The italicized text should be deleted from the final document.]

This Framework Agreement [*insert reference number of the Framework Agreement*] is made for the provision of [*insert brief description of Services*]

on the [*insert: **number***] day of [*insert: **month***], [*insert: **year***]

between

the Employer(s) [*insert complete name of the Employer/s, the type of legal entity, (for example, “an agency of the Ministry of the Government of {insert name of Country of Employer/s}”, or “a corporation incorporated under the laws of {insert name of Country of Employer/s}”]*] (the Employer(s)) and

and

the Service Provider [*insert name of the Service Provider*], a corporation incorporated under the laws of [*insert country of Service Provider*] and having its principal place of business at [*insert Service Provider’s address*] (Service Provider).

This Framework Agreement is subject to the provisions described in the Sections and Schedules listed below, and any amendments.

This Framework Agreement concludes a standing offer by the Service Provider to provide the specified Services to the Employer(s) during the Term of the Framework Agreement, as and when the Employer(s) wishes to purchase them, through a Call-off Contract.

The following documents shall be deemed to form and be read and construed as part of this Framework Agreement and, where indicated, to any Call-off Contract awarded under this Framework Agreement.

Framework Agreement Provisions

Schedule 1: Employer’s Requirements

Schedule 2: Activity Schedules

Schedule 3: Security Forms

Schedule 4: Secondary Procurement

IN WITNESS whereof, the Parties to this Framework Agreement have caused this Framework Agreement to be executed in accordance with the laws of [*insert the name of the Framework Agreement governing law country*] on the day, month and year indicated above.

“For and on behalf of the Employer:”

Signed: *[insert signature]*

Full name: *[name of person signing]*

Agency: *[insert the name of agency]*

In the capacity of: *[insert title or other appropriate designation]*

In the presence of *[insert identification of official witness]*

For and on behalf of the Service Provider:

Signed: *[insert signature of authorized representative(s) of the Service Provider]*

Full name: *[name of person signing]*

In the capacity of: *[insert title or other appropriate designation]*

In the presence of *[insert identification official of witness]*

Framework Agreement Provisions (FAP)

Framework Agreement Provision (FAP)	Description
<p>1. Definitions</p>	<p>1.1. The following words and expressions shall have the meanings hereby assigned to them</p> <ul style="list-style-type: none"> (a) “Bank” means the World Bank, meaning the International Bank for Reconstruction and Development (IBRD) and/or the International Development Association (IDA), whether acting on its own account or in its capacity as administrator of trust funds provided by other donors. (b) “Base Price” is the Framework Agreement (FA) unit price prior to any price adjustment in accordance with FA Provision FAP 8. (c) “Business Day” is any day that is an official working day of the Employer. It excludes the Employer’s official public holidays. (d) “Call-off Contract” is a contract awarded under a Framework Agreement, through a Secondary Procurement process, for the provision of Services. (e) “Closed Framework Agreement” is where no new firm(s) may conclude Framework Agreement(s) during the Term of the Framework Agreement. (f) “Commencement Date” is the date this Framework Agreement is signed by both parties, being the commencement of the Term. (g) “Contract Price” is the price payable to the Service Provider as specified in each Call-off Contract, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract. (h) “Day” means calendar day. (i) “Dayworks” means varied work inputs subject to payment on a time basis for the Service Provider’s employees and equipment, in addition to payments for associated materials and administration; (j) “Employer” is the Borrower’s agency(ies) that is/are permitted to procure Services from a Service Provider under a Call-off Contract awarded through a Framework Agreement. Where appropriate, for the purpose of interpretation of the Framework Agreement, the term

	<p>Employer includes Lead Employer, or Responsible Agency.</p> <p>(k) “Employer’s Personnel” means all staff, labor and other employees of the Employer engaged in fulfilling the Employer’s obligations under the Contract; and any other personnel identified as Employer’s Personnel, by a notice from the Employer to the Service provider.</p> <p>(l) “ES” means Environmental and Social, as applicable, (including Sexual Exploitation and Abuse (SEA), and Sexual Harassment (SH)).</p> <p>(m) “In Writing” means communicated or recorded in written form. It includes, for example: mail, e-mail, fax or communication through an electronic procurement system (provided that the electronic system is accessible, secure, ensures integrity and confidentiality, and has sufficient audit trail features).</p> <p>(n) “Lead Employer”, when named in the Framework Agreement, means a party to the Framework Agreement, as an Employer in its own right under the framework agreement and as the agency responsible for the management and administration of the Framework Agreement for use by the other participating Employers as specified in the FAP 2.2. All communications, including notices, in relation to the Framework Agreement, are to be addressed to the Lead Employer. All communications, including notices, in relation to a Call-off Contract, are to be addressed to the Employer named in the Call-off Contract.</p> <p>(o) “Multi-User Framework Agreement” means a Framework Agreement where there is more than one Employer permitted to purchase through a Call-off Contract, as specified in the FAP 2.2;</p> <p>(p) “Employer’s Country” is the country specified in the FAP 2.3.</p> <p>(q) “Responsible Agency”, when named in the Framework Agreement, is a party to the Framework Agreement, but only in its capacity as the agency responsible for managing and administering the Framework Agreement for use by the participating Employers. All communications, including notices, in relation to the Framework Agreement, are to be addressed to the Responsible Agency.</p> <p>(r) “Secondary Procurement” is the method used to select a Service Provider and award a Call-off Contract under this Framework Agreement.</p>
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	<ul style="list-style-type: none"> (s) “Services” means the work to be performed by the Service Provider pursuant to the Contract. (t) “Service Provider” means the person, private or government entity, or a combination of the above, who has concluded a Framework Agreement to provide to an Employer, from time to time, and as and when required, the Services. (u) “Service Provider’s Personnel” means all personnel whom the Service Provider utilizes in the execution of the Services, including the staff, labor and other employees of the Service Provider and each Subcontractor; and any other personnel assisting the Service Provider in the execution of the Services. (v) “Sexual Exploitation and Abuse” “(SEA)” means the following: <p>“Sexual Exploitation” is defined as any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;</p> <p>“Sexual Abuse” is defined as the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.</p> (w) “Sexual Harassment” “(SH)” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by the Service Provider’s Personnel with other Service Provider’s Personnel or Employer’s Personnel (x) “Single-User Framework Agreement” means a Framework Agreement where there is only one Employer, as specified in the FAP 2.2. (y) “Subcontractor” means any entity to which the Service Provider subcontracts any part of the Services in accordance with the provisions of Sub-Clauses 3.5 and 4. (z) “Term” means the duration of this Framework Agreement as described in the FAP2.4 starting on the Commencement Date. Where applicable, it includes any extension(s) to the initial Term, if permitted in the FA 2.5.
<p>2. Framework Agreement Specific Information</p>	<ul style="list-style-type: none"> 2.1. This Framework Agreement relates to the provision, under separate Call-off Contracts, of Village and Household Listing Surveys. 2.2. “This is a Single-User Framework Agreement.” 2.3. The Employer’s Country is: Islamic Republic of Pakistan

	<p>2.4. The Framework Agreement and the Call-off Contracts shall be governed by and interpreted in accordance with the laws of Islamic Republic of Pakistan.</p> <p>2.5. The Term of this Framework Agreement is two (02) years.</p> <p>2.6. The Term may be extended, at the Employer's sole discretion, and where there has been satisfactory performance by the Service Provider. To extend the Term, the Employer shall give the Service Provider no less than three (3) months' notice, In Writing, prior to the date on which the Framework Agreement would otherwise have expired. The total Term of the Framework Agreement shall be no longer than five (5) years.</p> <p>2.7. The source of the indices, the Base date indices and source of exchange rate are specified below:</p> <p style="padding-left: 40px;">(i) For Indices: Consumer Price Index (CPI) as published by the Federal Bureau of Statistics, Government of Pakistan</p> <p style="padding-left: 40px;">(ii) For exchange rate: State Bank of Pakistan</p> <p>2.8. Any notice given by one party to the other pursuant to this Framework Agreement shall be In Writing using the quickest available method such as electronic mail with proof of receipt. A notice shall be effective when delivered, or on the notice's effective date, whichever is later.</p> <p>The representatives for each party, who shall be the primary point of contact for the other party in relation to matters arising from this Framework Agreement, including notices, are specified below. Should the representative be replaced, the party replacing the representative shall promptly inform the other party In Writing of the name and contact details of the new representative. Any representative appointed shall be authorized to make decisions on the day to day operation of the Framework Agreement.</p> <p>2.9. Employer's Representatives</p> <p>The name and contact details of the Employer's Representative under this Framework Agreement, and the address for notices in relation to this Framework Agreement, are:</p> <p>Name:</p> <p>Title/position:</p> <p>Address:</p> <p>Phone:</p> <p>Mobile:</p> <p>E-mail:</p> <p style="text-align: center;">Service Provider's Representatives</p>
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	<p>The name and contact details of the Service Provider’s Representative, for the purposes of this Framework Agreement, and the address for notices in relation to this Framework Agreement are:</p> <p>Name:</p> <p>Title/position:</p> <p>Address:</p> <p>Phone:</p> <p>Mobile:</p> <p>E-mail:</p>
<p>3. Framework Agreement Documents</p>	<p>3.1. This Framework Agreement (FA) shall be read as a whole. Where a document is incorporated by reference into this Framework Agreement, it shall be deemed to form, and be read and construed, as part of this Framework Agreement.</p> <p>3.2. This Framework Agreement comprises the following documents.:</p> <ul style="list-style-type: none"> (a) Framework Agreement, including all Sections and Schedules; (b) Notice of Conclusion of a Framework Agreement; and (c) Offer submission form (from Primary Procurement process).
<p>4. Service Provider’s Obligations</p>	<p>4.1. The Service Provider shall offer to provide (standing offer) to the Employer, the Services, described in the Framework Agreement Schedule 1: Employer’s Requirements, for the Term of this Framework Agreement, in accordance with the terms and conditions stipulated in this Framework Agreement, and carry out its obligations with all due diligence, all in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods.</p> <p>4.2. The Service Provider shall respond to a request from an Employer for quotation or direct contracting within the period specified in that request by either (i) submitting a quotation or (ii) accepting award of contract in case of direct selection or (iii) informing the Employer that it does not intend to provide the Services under the Call-off Contract.</p> <p>4.3. During the Term of the Framework Agreement, the Service Provider shall continue to be eligible and qualified, and the Services shall continue to be eligible, as per the qualification and eligibility criteria stipulated in the Primary Procurement process and the provisions of sub-paragraphs 4.4 (a) to 4.4 (c) below. The Service Provider shall notify the Employer</p>

	<p>immediately, in writing, if it ceases to be qualified and/or ceases to be eligible, or the Services cease to be eligible.</p> <p>4.4. The Services supplied under Call-off Contracts that may be awarded by the Employer shall be:</p> <ul style="list-style-type: none"> (a) of the quality, type and as otherwise specified in the Framework Agreement, Schedule 1: Employer's Requirements; (b) at the Contract Price specified in the Call-off Contract; and (c) in such quantities, at such times and to such locations as specified in the Call-off Contract. <p>4.5. The Service Provider agrees that this Framework Agreement and any additional provisions set out in a Call-off Contract, shall apply to the provision of Services.</p> <p>4.6. Engagement of Service Provider's Personnel</p> <p>The Service Provider shall make arrangements for the engagement of the Service Provider's Personnel.</p> <p>The Service Provider is encouraged, to the extent practicable and reasonable, to use local labor that has the necessary skills.</p> <p>If applicable, the Service Provider shall be responsible for obtaining all necessary permit(s) and/or visa(s) from the appropriate authorities for the entry of all personnel to be employed for the Services into the Employer's country.</p> <p>The Service Provider shall at its own expense provide the means of repatriation to all of its personnel employed for the execution of the Services to the place where they were recruited or to their domicile. It shall also provide suitable temporary maintenance of all such persons from the cessation of their employment on the Contract to the date programmed for their departure.</p> <p>4.7. Persons in the Service of Employer</p> <p>The Service Provider shall not recruit, or attempt to recruit, staff and labor from amongst the Employer's Personnel.</p> <p>4.8. Labor Laws</p> <p>The Service provider shall comply with all the relevant labor laws applicable to the Service Provider's Personnel, including laws relating to their employment, health, safety, welfare, immigration and emigration, and shall allow them all their legal rights.</p> <p>The Service Provider shall at all times during the progress of the Contract use its best endeavors to prevent any unlawful, riotous or disorderly conduct or behavior by or amongst its employees and the labor of its Subcontractors.</p>
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	<p>The Service Provider shall, in all dealings with its personnel currently employed on or connected with the Contract, pay due regard to all recognized festivals, official holidays, religious or other customs and all local laws and regulations pertaining to the employment of labor.</p> <p>4.9. Rates of Wages and Conditions of Labor</p> <p>The Service Provider shall pay rates of wages, and observe conditions of labor, which are not lower than those established for the trade or industry where the Service is carried out. If no established rates or conditions are applicable, the Service Provider shall pay rates of wages and observe conditions which are not lower than the general level of wages and conditions observed locally by employers whose trade or industry is similar to that of the Service Provider.</p> <p>The Service Provider shall inform the Service Provider's Personnel about their liability to pay personal income taxes in the Employer's country in respect of such of their salaries, wages, allowances and any benefits as are subject to tax under the laws of the country for the time being in force, and the Service provider shall perform such duties in regard to such deductions thereof as may be imposed on him by such laws.</p> <p>4.10. Facilities for Service Provider's Personnel</p> <p>If applicable, the Service Provider shall provide and maintain all necessary accommodation and welfare facilities for the Service Provider's Personnel employed for the execution of the Contract at the locations in the Employer's country where the Services are provided.</p> <p>4.11. Workers' Organizations</p> <p>In countries where the relevant labor laws recognize workers' rights to form and to join workers' organizations of their choosing and to bargain collectively without interference, the Service Provider shall comply with such laws. In such circumstances, the role of legally established workers' organizations and legitimate workers' representatives will be respected, and they will be provided with information needed for meaningful negotiation in a timely manner. Where the relevant labor laws substantially restrict workers' organizations, the Service Provider shall enable alternative means for the service provider's Personnel to express their grievances and protect their rights regarding working conditions and terms of employment. The Service Provider shall not seek to influence or control these alternative means. The Service Provider shall not discriminate or retaliate against the Service Provider's Personnel who participate, or seek to participate, in such organizations and collective bargaining or alternative mechanisms. Workers' organizations are expected to fairly represent the workers in the workforce.</p>
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	<p>4.12. Non-Discrimination and Equal Opportunity</p> <p>The Service Provider shall not make decisions relating to the employment or treatment of Service Provider's Personnel on the basis of personal characteristics unrelated to inherent job requirements. The Service Provider shall base the employment of Service Provider's Personnel on the principle of equal opportunity and fair treatment, and shall not discriminate with respect to any aspects of the employment relationship, including recruitment and hiring, compensation (including wages and benefits), working conditions and terms of employment, access to training, job assignment, promotion, termination of employment or retirement, and disciplinary practices.</p> <p>Special measures of protection or assistance to remedy past discrimination or selection for a particular job based on the inherent requirements of the job shall not be deemed discrimination. The Service Provider shall provide protection and assistance as necessary to ensure non-discrimination and equal opportunity, including for specific groups such as women, people with disabilities, migrant workers and children (of working age in accordance with Sub-Clause 4.14).</p> <p>4.13. Forced Labor</p> <p>The Service Provider, including its Subcontractors, shall not employ or engage forced labor or persons subject to trafficking..</p> <p>Forced labor consists of any work or service, not voluntarily performed, that is exacted from an individual under threat of force or penalty, and includes any kind of involuntary or compulsory labor, such as indentured labor, bonded labor or similar labor-contracting arrangements.</p> <p>Trafficking in persons is defined as the recruitment, transportation, transfer, harboring or receipt of persons by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, abuse of power, or of a position of vulnerability, or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purposes of exploitation.</p> <p>4.14. Child Labor</p> <p>The Service Provider, including its Subcontractors, shall not employ or engage a child under the age of 14 unless the national law specifies a higher age (the minimum age).</p> <p>The Service Provider, including its Subcontractors, shall not employ or engage a child between the minimum age and the age of 18 in a manner that is likely to be hazardous, or to interfere with, the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.</p>
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	<p>Work considered hazardous for children is work that, by its nature or the circumstances in which it is carried out, is likely to jeopardize the health, safety, or morals of children. Such work activities prohibited for children include work:</p> <ul style="list-style-type: none"> (a) with exposure to physical, psychological or sexual abuse; (b) underground, underwater, working at heights or in confined spaces; (c) with dangerous machinery, equipment or tools, or involving handling or transport of heavy loads; (d) in unhealthy environments exposing children to hazardous substances, agents, or processes, or to temperatures, noise or vibration damaging to health; or (e) under difficult conditions such as work for long hours, during the night or in confinement on the premises of the employer. <p>4.15. Health and safety obligations</p> <p>4.16. The Service Provider shall at all times take all reasonable precautions to maintain the health and safety of the Service Provider’s Personnel employed for the execution of Services at the locations in the Employer’s country where the Services are executed.</p> <p>4.17. The Service Provider shall comply with additional obligations as specified in the Call-off Contract.</p> <p>4.18. Protection of the Environment</p> <p>As applicable, the Service Provider shall take all necessary measures to:</p> <ul style="list-style-type: none"> i. protect the environment (both on and off the locations where the Services are executed) from damages resulting from its operations/and or activities; and ii. limit damage and nuisance to people and property resulting from pollution, noise and other results of the Service Provider’s operations and/ or activities. <p>The Service Provider shall ensure that any emissions, surface discharges, effluent and any other pollutants from the its activities shall exceed neither the values that may be indicated in the Employer’s Requirements, nor those prescribed by applicable laws.</p> <p>In the event of damage to the environment, property and/or nuisance to people, on or off the locations where the Services are carried out, as a result of the Service Provider’s operations and/or activities, the Service Provider shall agree with the Employer the appropriate actions and time scale to remedy, as practicable, the damaged environment to its former condition.</p>
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	<p>The Service Provider shall implement such remedies at its cost to the satisfaction of the Employer.</p> <p>4.19. Cultural Heritage Findings</p> <p>All fossils, coins, articles of value or antiquity, structures, groups of structures, and other remains or items of geological, archaeological, paleontological, historical, architectural, religious interest found on the locations in the Employer’s country where the Services are carried out shall be placed under the care and custody of the Employer.</p> <p>As soon as practicable after discovery of any such finding, the Service Provider shall give a notice to the Employer, to give the Employer the opportunity to promptly inspect and/or investigate the finding before it is disturbed and to issue instructions for dealing with it.</p>
<p>5. Continued Qualifications and Eligibility</p>	<p>5.1. The Service Provider shall continue to have the nationality of an eligible country. A Service Provider or subcontractor, shall be deemed to have the nationality of a country if the Service Provider is constituted, incorporated or registered in, and operates in conformity with, the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be.</p> <p>5.2. All Services to be supplied under a Call-off Contract and financed by the Bank shall continue to have their origin in eligible Countries.</p> <p>5.3. To continue to be eligible the Service Provider shall not have been sanctioned by the Bank, pursuant to the Bank’s Anti-Corruption Guidelines, and in accordance with its prevailing sanctions policies and procedures as set forth in the World Bank Group’s Sanctions Framework.</p> <p>5.4. The Employer may require, during the Term of the Framework Agreement, evidence of the Service Provider’s continued qualification and eligibility, and the Services continued eligibility. Failure to provide such evidence, as requested, may result in the Service Provider being disqualified from participating in a Secondary Procurement process, and/or being awarded a Call-off Contract, and/or the termination of the Framework Agreement.</p> <p>5.5. At the present time, firms, goods and services from the following countries are excluded from this Framework Agreement as being ineligible: “none”</p>
<p>6. Role of Lead Employer or</p>	<p>6.1. Where there is a Lead Employer or Responsible Agency that is a party to the Framework Agreement, their role is to manage and administer the Framework Agreement(s) for use by the</p>

<p>Responsible Agency</p>	<p>participating Employer(s). All communications, including notices, in relation to the Framework Agreement are to be made to the Lead Employer or Responsible Agency.</p> <p>6.2. The Lead Employer or Responsible Agency is responsible for all matters pertaining to the Framework Agreement including, for example, amendments, suspension and termination of the Framework Agreement. For matters relating to individual Call-off Contracts, all communications, including notices, must be made to the Employer named in the Call-off Contract.</p> <p>6.3. Where no Lead Employer or Responsible Agency has been appointed, the named Employer is responsible for managing and administering the Framework Agreement and the provisions in FAP 2.10 above, in relation to communications and notices etc., apply to the Employer.</p>
<p>7. Contract Price</p>	<p>7.1. The Contract Price for each call-off Contract shall be determined by applying:</p> <p>For Mini-competition:</p> <p>the successful competitive quotation subject to any adjustments specified in FAPs 8 and 9.</p>
<p>8. Adjustments for changes in Cost</p>	<p>8.1. Adjustments to the Base Price (unit prices) stipulated in the Framework Agreement</p> <p>“The unit price/s stipulated in the FA, shall not be subject to adjustments for Call-off contracts awarded within eighteen (18) months from the date of conclusion of FA. For any Call-off contracts awarded after this specified period, the unit price/s shall be subject to an adjustment as follows:</p> <ul style="list-style-type: none"> (a) for Call-off Contracts awarded through the Secondary Procurement method based on competitive quotations (mini-competition), Service Providers shall be required to offer prices that do not exceed their adjusted unit price/s as adjusted below; (b) for Call-off Contracts awarded through a Secondary Procurement method involving direct selection, (i.e., not awarded through a mini-competition), the price adjustment below shall be applied to that Service Provider’s unit price/s to determine the Call-off Contract Price. <p>The price adjustment is intended to reflect fluctuations in the cost of inputs, over the relevant period of the FA. Where a price adjustment applies, it shall be calculated as follows:</p>

	$P_1 = P_0 \left[a + \frac{bL_1}{L_0} + \frac{bM_1}{M_0} \right] - P_0$ <p>a+b+c = 1</p> <p>in which:</p> <p>P₁ = Call-off unit contract price.</p> <p>P₀ = unit price, as described in the Framework Agreement, Schedule 2: Activity Schedules.</p> <p>a = fixed element representing profits and overheads.</p> <p>b = estimated percentage of labor component.</p> <p>c = estimated percentage of other inputs.</p> <p>L₀, L₁ = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.</p> <p>M₀, M₁= indices for other inputs on the base date and date for adjustment, respectively, in the country of origin.</p> <p>The source of the indices, the base date indices and the source of exchange rate (if applicable) are specified in FAP 2.7.</p> <p>The coefficients are as follows:</p> <p>a = 5%</p> <p>b = 5%</p> <p>c = 5%</p> <p>Base date = xx March 2025</p> <p>Date of adjustment = 30 days prior to the formation of the Call-off Contract</p> <p>If the currency in which the Contract Price (P₀) is expressed, is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the unit price/s. The correction factor shall be: Z₀ / Z₁, where:</p> <p>Z₀ = the number of units of currency of the origin of the indices which equal to one unit of the currency of the Contract Price P₀ on the Base date, and</p> <p>Z₁ = the number of units of currency of the origin of the indices which equal to one unit of the currency of the Contract Price P₀ on the Date of Adjustment.</p>
<p>9. Adjustments for Changes in Laws</p>	<p>9.1. If after the date of 28 days prior to date of Offer submission for the Framework Agreement, If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes</p>

	<p>and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clauses 6.2 (a) or (b), as the case may be. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with FAP 8.</p>
<p>10. Dayworks</p>	<p>10.1. If applicable, the Daywork rates in the Service Provider’s Bid shall be used for small additional amounts of Services only when the Employer has given written instructions in advance for additional services to be paid in that way. All work to be paid for as Dayworks shall be recorded by the Service Provider on forms approved by the Employer.</p>
<p>11. Subcontractors</p>	<p>11.1. The Service Provider shall notify the Employer in writing of all subcontracts awarded under the Call-off Contracts if not already specified in the Framework Agreement. Such notification, in the Framework Agreement or later shall not relieve the Service Provider from any of its obligations, duties, responsibilities, or liability under the Call-off Contract.</p>
<p>12. Identifying Defects, correction of defects and lack of performance penalty</p>	<p>12.1. The Employer shall supervise the Service Provider’s performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider’s responsibilities. The Employer may instruct the Service Provider to search for a Defect and to uncover and test any service that the Employer considers may have a Defect. The Defect Liability Period is as specified in the Call-off Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.</p> <p>12.2. Every time notice of a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by the Employer’s notice.</p> <p>12.3. If the Service Provider does not corrected a Defect within the time specified in the Employer’s notice, the Employer will assess the cost of having the Defect corrected and deduct from payments due to the Service Provider, if any, or otherwise the Service Provider shall pay the assessed amount.</p>
<p>13. Force Majeure</p>	<p>13.1. The Service Provider shall not be liable for forfeiture of its Performance Security (if required), liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Framework Agreement and/or a Call-off Contract is the result of an event of Force Majeure.</p>

	<p>13.2. For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.</p> <p>13.3. The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event..</p> <p>13.4. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.</p> <p>13.5. During the period of its inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period</p>
<p>14. Language</p>	<p>14.1. The language of this Framework Agreement, and any Call-off Contract is English. Supporting documents and printed literature that are part of this Framework Agreement, and any Call-off Contract, may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of this Framework Agreement, and any Call-off Contract, this translation shall govern.</p> <p>14.2. The Service Provider shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.</p>
<p>15. Fraud and Corruption</p>	<p>15.1. The Bank requires compliance with the Bank’s Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the World Bank Group’s Sanctions Framework, as set forth in the Appendix to this Framework Agreement Provisions (Fraud and Corruption).</p> <p>15.2. The Employer requires the Service Provider to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the Primary or Secondary Procurement process or execution of a Call-off Contract. The information disclosed must include at least the</p>

	<p>name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.</p>
<p>16. Records, inspections and audit</p>	<p>16.1. The Service Provider shall keep, and shall make all reasonable efforts to cause its subcontractor(s), if any, to keep, accurate and systematic accounts and records in respect of this Framework Agreement, the Services, and any Call-off Contract, in such form and details as will clearly identify relevant time changes and costs.</p> <p>16.2. Pursuant to paragraph 2.2 e. of the Appendix to the Framework Agreement, the Service Provider shall permit and shall cause its agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit, the Bank and/or persons appointed by the Bank to inspect the site and/or the accounts, records and other documents relating to the request for quotations process and/or execution of the Framework Agreement and/or any Call-off Contract. The Service Provider's and its subcontractors attention is drawn to FAP 17 (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank's prevailing sanctions procedures).</p>
<p>17. Confidential Information</p>	<p>17.1. The Employer and the Service Provider shall keep confidential and shall not, without the consent In Writing from the other, divulge to any third party any documents, data, or other information furnished directly or indirectly by either party in connection with the Framework Agreement.</p> <p>17.2. The obligation of a party under FAP 19. 1 above, shall not apply to information that:</p> <ul style="list-style-type: none"> (a) the Employer or Service Provider need to share with the Bank or other institution(s) participating in the financing of a Call-off Contract (b) now, or in future, enters the public domain through no fault of that party (c) can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party (d) otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.
<p>18. Change to the Framework Agreement</p>	<p>18.1. Any change to this Framework Agreement, including an extension of the Term, must be In Writing and signed by both Parties. A change can be made at any time after this</p>

	<p>Framework Agreement has been signed by both Parties, and before it expires.</p>
<p>19. Assignment</p>	<p>19.1. The Service Provider shall not assign, in whole or in part, its obligations under this this Framework Agreement and/or Call-off Contracts, without the prior written consent of the Employer.</p>
<p>20. Termination of the Framework Agreement</p>	<p>20.1. The Employer, without prejudice to any other remedy for breach of the Framework Agreement or Call-off Contract, may terminate this Framework Agreement immediately, by notice In Writing to the Service Provider, if:</p> <ul style="list-style-type: none"> (a) in the judgement of the Employer, the Service Provider has engaged in Fraud and Corruption, or (b) during the Term of the Framework Agreement, the Service Provider ceases to be qualified or eligible, or (c) the Service Provider purports to assign, or otherwise transfer or dispose of this Framework Agreement and/or Call-off Contract, in whole, or in part, without the prior written consent of the Employer, or (d) the Service Provider becomes bankrupt or otherwise insolvent, or (e) the Service Provider fails to perform any other obligation under the Framework Agreement and/or any Call-off Contract. <p>20.2. The Employer may terminate this Framework Agreement and/or any Call-off Contract, in whole or in part, by notice In Writing sent to the Service Provider, at any time, for its convenience. The notice of termination shall specify that the termination is for the Employer’s convenience, the extent to which the performance of the Service Provider under the Framework Agreement is terminated, and the date upon which such termination becomes effective.</p> <p>20.3. Upon expiry, or earlier termination of this Framework Agreement, all Call-off Contracts already entered into under this Framework Agreement shall continue in full force and effect. However, no further Call-off Contracts shall be awarded once the Framework Agreement is terminated.</p>
<p>21. Dispute resolution in relation to the Framework Agreement</p>	<p>21.1. In the case of a dispute arising out of, or in connection with this Framework Agreement or Call-off contracts, the Parties shall, in good faith, make every reasonable effort to communicate and cooperate with each other with a view to amicably resolving the dispute.</p> <p>21.2. Where parties have exhausted the process described in FAP 21.1, the parties may, by mutual agreement, nominate and refer the dispute to an adjudicator/mediator to assist in the resolution of the dispute. Parties will meet their own costs associated with</p>

	<p>such a referral, and split the costs of the adjudicator. In appointing the adjudicator parties should agree whether or not the adjudicator's decision is to be final and binding.</p> <p>21.3. Further dispute resolution mechanism for Call-off contracts shall be as specified in the Call-off Contracts.</p>
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Appendix to the Framework Agreement

Fraud and Corruption

(Text in this Appendix shall not be modified)

1. Purpose

1.1 The Bank's Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.

2. Requirements

2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Bank:

a. Defines, for the purposes of this provision, the terms set forth below as follows:

- i. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
- iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- v. "obstructive practice" is:
 - (a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (b) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 2.2 e. below.

b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly

- or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
 - d. Pursuant to the Bank's Anti- Corruption Guidelines and in accordance with the Bank's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;⁷ (ii) to be a nominated⁸ sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;
 - e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents, personnel, permit the Bank to inspect⁹ all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the Bank.

⁷ For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

⁸ A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

⁹ Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

Framework Agreement – Schedules

SCHEDULE 1: Services

[insert the agreed details of services including description of services, method statements, indicative work program and key personnel and subcontractors]

SCHEDULE 2: Activity Schedules

[insert the agreed priced activity schedules]

SCHEDULE 3: Security Forms

Security Forms that may be required under Call-off Contracts

1. Performance Security
2. Advance Payment Security

Performance Security (Bank Guarantee)

[The bank, as requested by the Service Provider, shall fill in this form in accordance with the instructions indicated]

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: *[insert name and Address of Employer]*

Date: *[Insert date of issue]*

Performance Guarantee No.: *[Insert guarantee reference number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

Contract No.: *[insert Employer's reference for the specific Contract]*

We have been informed that _ *[insert name of Service Provider, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into a Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the provision of _ *[insert name of contract and brief description of Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* (_____) *[insert amount in words]*,¹ such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the Day of, 2...², and any demand for payment under it must be received by us at this office indicated above on or before that date.

¹ The Guarantor shall insert an amount representing the percentage of the contract Amount denominated either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Beneficiary.

² Insert the date twenty-eight days after the expected completion date specified in the Call-off Contract. The Purchaser should note that in the event of an extension of this date for completion of the Contract, the Purchaser would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Purchaser might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded.

[signature(s)]

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

Advance Payment Security Demand Guarantee

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: *[Insert name and Address of Employer]*

Date: *[Insert date of issue]*

ADVANCE PAYMENT GUARANTEE No.: *[Insert guarantee reference number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that *[insert name of Service Provider, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the execution of *[insert name of contract and brief description of the Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum *[insert amount in figures]* () *[insert amount in words]* is to be made against an advance payment guarantee.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* (_____) *[insert amount in words]*¹ upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant:

- (a) has used the advance payment for purposes other than toward delivery of Services;
or
- (b) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.

A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Applicant on its account number *[insert number]* at *[insert name and address of Applicant's bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Applicant as specified in copies of interim statements or payment certificates which shall be presented to us.

¹ *The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Purchaser.*

This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, has been certified for payment, or on the *[insert day]* day of *[insert month]*, *[insert year]*, whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No.758, except that the supporting statement under Article 15(a) is hereby excluded.

[signature(s)]

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

SCHEDULE 4: Secondary Procurement

This Section contains the methods and the criteria that the Procuring Agency shall use to conduct a Secondary Procurement process to select a Service Provider and award a Call-off Contract under this Framework Agreement.

1. **Secondary Procurement method(s)**

The Secondary Procurement method(s) that apply to the selection of a Service Provider for the award of a Call-off Contract under this Framework Agreement is: **Competitive quotations (mini-competition)**.

The procedure for the application of the procurement methods outlined under paragraph 1 above are the following.

- 1.1 **Competitive quotations (mini-competition):** The Employer will prepare a Request for Quotation (RFQ) and invite all eligible Service Providers holding a Framework Agreement that includes the Services to be procured under the Call-off contract, to submit competitive quotations.

The RFQ will include:

- (a) the Services to be provided
- (b) delivery location(s)
- (c) delivery date(s) or schedule
- (d) quantity, if applicable
- (e) any applicable principles and modalities of inspection of quality of the Services by the Employer
- (f) the criteria to be applied to the evaluation of quotations
- (g) the award criteria, e.g.:
 - The Employer shall award the Call-off Contract to the Service Provider whose Bid(s) has been determined to be:
 - substantially responsive to the RFQ; and
 - the lowest evaluated cost.
- (h) deadline for submission of quotations
- (i) reference the Call-off Contract Terms and Conditions of provision of services
- (j) request to Service Providers to demonstrate that they continue to be eligible and qualified to provide the Services
- (k) *any other relevant information.*

The quoted prices for the Services shall be based on unit rates that are not higher than the corresponding rates established in the Framework Agreement, Schedule 2: Activity Schedules adjusted for any change in Laws and Regulations in accordance with FA Specific Provisions.

2. **Formation of Call-off contract**

The Employer shall confirm that the selected Service Provider continues to be qualified and eligible in accordance with Framework Agreement prior to the formation of the Call-off Contract. The Call-off Contract is formed when one of the following conditions are met depending on the method of selection used for the Secondary procurement.

- 2.1 **For competitive quotations through mini-competition using a Request for Quotation,** the Call-off contract is formed when the Employer issues the Letter of Award of Call-off Contract to the successful Service Provider. Following the formation of contract, through offer and acceptance, the Employer and Service Provider shall sign a Call-off Contract as per the form contained in the Framework Agreement.

3. **Communicating the award of Call-off Contract**

The Employer shall, at the same time as awarding the contract, communicate the award of the Call-off Contract in the case of selection based on competitive quotations (through mini-competition) to all Service Providers invited to submit quotations.

The communication must be by the quickest means possible, e.g., by email, and include, as a minimum, the following information:

- a. the name and address of the successful Service Provider
- b. the Services being procured
- c. the contract price
- d. a statement of the reason(s) the recipient Service Provider was unsuccessful.]

4. **Complaint about award of Call-off Contract**

An unsuccessful Service Provider may complain about the decision to award a Call-off Contract. In this case the process for making a complaint is as follows:

- a. the complaint shall be made in writing to the Employer, by the quickest means available, e.g., email
- b. the Employer will address the complaint within a reasonable time
- c. the receipt of a complaint does not prohibit the award of the Call-off Contract, and no standstill period or pause in process shall apply.

Request for Quotation Secondary Procurement under a Framework Agreement (method: mini-competition)

From:	<i>[Insert Employer's legal name]</i>
Employer's Representative:	<i>[Insert name of Employer's Representative]</i>
Title/Position:	<i>[Insert Representatives title or position]</i>
Address:	<i>[Insert Employer's address]</i>
Telephone:	<i>[Insert Representatives telephone number]</i>
Email:	<i>[Insert Representatives email address]</i>

To:	<i>[Insert Service Provider's legal name]</i>
Service Provider's Representative:	<i>[Insert name of Service Provider's Representative]</i>
Title/Position:	<i>[Insert Representatives title or position]</i>
Address:	<i>[Insert Service Provider's address]</i>
Telephone:	<i>[Insert Representatives telephone number]</i>
Email:	<i>[Insert Representatives email address]</i>

Framework Agreement (FA):	<i>[Insert short title of FA]</i>
FA Date:	<i>[Insert FA Date]</i>
FA Reference No.	<i>[Insert FA reference]</i>

RFQ Ref No.:	<i>[Insert reference]</i>
RFQ Date:	<i>[Insert date of RFQ]</i>
RFQ issued:	This RFQ has been transmitted by: "post" or "email" or "fax"

Attachments:

Annex 1: Employer's Requirements

Annex 2: Quotation Form

Annex 3: Call-off Contract for provision of Services **[this may be the Call-off Contract Form or another acceptable template]**

Dear *[insert name of Service Provider's Representative]*,

1. Request for Quotation (RFQ)

With reference to above Framework Agreement (FA), you are invited to submit your most competitive Quotation in this Secondary Procurement process. The Quotation is for the provision of the Services described in Annex 1: Employer's Requirements, attached to this RFQ.

2. Price

- (a) Your Quotation must be submitted in the format contained in Annex 2: Service Provider Quotation Form.
- (b) Your Quotation for the Services shall be based on unit rates that are not higher than the corresponding rates established in the Framework Agreement, Schedule 2: Activity Schedules adjusted for any change in Laws and Regulations in accordance with FA Specific Provisions. *[OR use the following text if the unit rates established in the Framework Agreement is subject to a price adjustment: “Your Quotation for the Services shall be based on unit rates that are not higher than the corresponding rates established in the Framework Agreement, Schedule 2: Activity Schedules, adjusted by applying the price adjustment formula and any adjustment for change in Laws and Regulations in accordance with FA Specific Provisions”]*
- (c) The price that you quote shall be fixed and shall not be subject to any further adjustment.
- (d) The Quotation shall be in the same currency(ies) specified in the Framework Agreement, Schedule 2: Activity Schedules.
- (e) The Quotation shall be valid for a period of *[insert number of calendar days]*

3. Clarifications

If you require clarification(s) regarding this RFQ, send your request in writing (email or hard copy *or through e-procurement system* if available) to our above-named Representative before *[insert date and time]*. We shall forward copies of our response to all Service Providers including a description of the inquiry but without identifying its source.

4. Submission of Quotations

Quotations are to be submitted in the form attached in Annex 2: ***[insert method as applicable: e.g. by email, through e-procurement system]*** to the following address; ***[Attention: [insert full name of person, if applicable; E-mail address: or link to e-procurement system]***

Offers submitted as email attachments shall be in the form of scanned non- editable images. ***[Include if needed: To facilitate the procurement process, the Procuring Agency may require copies of the same quotations in other formats (such as in Word or Excel)]***

The deadline for submission of Quotations is *[insert time, day, month, year]*. Please inform us within *[insert number of days]* if you do not intend to submit a quotation.

5. Opening of Quotations

Quotations will be opened on ***[[insert time, day, month, year]*** by the Procuring Agency’s representatives in the presence of the Service Provider’s designated representatives who choose to attend the virtual opening ***[Under the COVID-19 emergency situation, if virtual opening is not feasible, the offers may be opened by the Procuring Agency’s representatives only]***. Minutes of the opening will be shared with all Service Providers who submitted quotations.

6. Evaluation of Quotations

Quotations will be evaluated item-wise and according to the criteria and methodology described in the Framework Agreement, Schedule 4: Secondary Procurement.

7. At the time of Contract Award, the Service Provider (including each subcontractor proposed by the Service Provider) shall not be subject to disqualification by the Bank for non-compliance with SEA/ SH obligations. Prior to Contract award, the Employer will verify that the successful Bidder (including each member of a JV) is not disqualified by the Bank due to noncompliance with contractual Sexual Exploitation and Abuse (SEA) /Sexual Harassment (SH) prevention and response obligations. The Employer will conduct the same verification for each subcontractor proposed by the successful Bidder. If any proposed subcontractor does not meet the requirement, the Employer will require the Bidder to propose a replacement subcontractor.

In this regard, “**Sexual Exploitation and Abuse**” “(SEA)” means the following:

Sexual Exploitation is defined as any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

Sexual Abuse is defined as the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

“**Sexual Harassment**” “(SH)” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by contractor’s personnel with other contractor’s, subcontractors’ or employer’s personnel.

8. Contract

Attached, as Annex 3 to this RFQ, is the draft Call-off Contract that will apply to this Secondary Procurement. If successful, you will be required to sign a Call-off Contract on the same, or similar terms. [*Instructions: complete a draft Call-off Contract for this procurement and attach it to this RFQ*]

On behalf of the Employer:

Signature: _____

Name: _____

Title/position: _____

RFQ ANNEX 1.1: Employer’s Requirements

[to be completed by the Employer]

A. Schedule of Services

Service	Description of Service	Quantity required	Physical Unit	Place where Services shall be performed	Completion Period of Services
<i>[insert Service No]</i>	<i>[insert description of Services]</i>	<i>[insert quantity of required services]</i>	<i>[insert physical unit]</i>	<i>[insert place where services are to be performed, as applicable]</i>	<i>[insert completion period]</i>

[B. Specify deliverables, as applicable, with description of expected outputs/performance]

[C. Specify milestones, as applicable, against which payments are to be made]

[D. Specify, as applicable, technical specifications and/or service levels and measurement]

[E. Any services and facilities to be provided by the Employer]

RFQ ANNEX 1.2: Schedule of Payments and Reporting Requirements

[to be completed by the Employer]

List all milestones for payments and list the format, frequency, and contents of reports or products to be delivered; persons to receive them; dates of submission; etc. If no reports are to be submitted, state “Not applicable.”

RFQ ANNEX 2: Service Provider Quotation Form

From:	<i>[Insert Service Provider's legal name]</i>
Service Provider's Representative:	<i>[Insert name of Service Provider's Representative]</i>
Title/Position:	<i>[Insert Representatives title or position]</i>
Address:	<i>[Insert Service Provider's address]</i>
Email:	<i>[Insert Service Provider's email address]</i>

To:	<i>[Insert Employer's legal name]</i>
Employer's Representative:	<i>[Insert name of Employer's Representative]</i>
Title/Position:	<i>[Insert Representatives title or position]</i>
Address:	<i>[Insert Employer's address]</i>

Framework Agreement (FA)	<i>[Insert short title of FA]</i>
FA Reference No.	<i>[Insert Employer's FA reference]</i>
Date of Framework Agreement:	<i>[Insert FA date]</i>

RFQ Ref No.:	<i>[Insert Employer's reference]</i>
Date of Quotation:	<i>[Insert date of Quotation]</i>

Dear *[insert name of Employer's Representative]*

SUBMISSION OF QUOTATION

1. Conformity and no reservations

In response to the above named RFQ we offer to provide the Services, as per this Quotation and in conformity with the RFQ, Delivery and Completion Schedules, Technical Specifications, Drawings, Inspections and Tests. We confirm that we have examined and have no reservations to the RFQ, including the Call-off Contract.

2. Eligibility and conflict of interest

We declare that we continue to be qualified, and meet the eligibility requirements and that we have no conflict of interest. If awarded the Call-off Contract, the Services [that we provide shall be sourced from an eligible country. **Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment (SH):** *[select the appropriate option from (i) to (iii) below and delete the others. In case of JV members and/or subcontractors, indicate the status of disqualification by the Bank of each JV member and/or subcontractor].*

We, including any of our subcontractors:

- (iv) [have not been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations.]
- (v) [are subject to disqualification by the Bank for non-compliance with SEA/ SH obligations.]
- (vi) [had been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations, and were removed from the disqualification list. An arbitral award on the disqualification case has been made in our favor.]

We, along with any of our subcontractors, Service Providers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the World Bank Group or a debarment imposed by the World Bank Group in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the World Bank and other development banks. Further, we are not ineligible under the Employer’s Country laws or official regulations or pursuant to a decision of the United Nations Security Council.

3. Quotation Price

The total price of our quotation, excluding any unconditional discounts offered in item (g) below is *[insert the total price of the offer in words and figures, indicating the various amounts and the respective currencies]*.

4. Unconditional Discounts

The unconditional discounts offered are: *[Specify the discount offered.]*

The exact method of calculations to determine the net price after application of unconditional discounts is: *[Specify the method that shall be used to apply the discounts]*.

5. Quotation Validity Period

Our Quotation shall be valid for the period specified in RFQ, and it shall remain binding upon us and may be accepted at any time before it expires.

6. Performance Security *[delete if no performance security is required]*

If we are awarded the Call-off Contract, we commit to obtain a Performance Security in accordance with the RFQ.

7. Commissions, gratuities, fees

We have paid, or will pay the following commissions, gratuities, or fees with respect to this Quotation or execution of a Call-off Contract *[If none has been paid or is to be paid, indicate “none.”]*

Name of Recipient	Address	Reason	Amount

8. Not Bound to Accept

We understand that you reserve the right to:

- a.** accept or reject any Quotation and are not bound to accept the lowest evaluated cost Quotation, or any other Quotation that you may receive, and
- b.** annul the RFQ process at any time prior to the award of a Call of Contract without incurring any liability to Service Providers.

9. Fraud and Corruption

We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption.

On behalf of the Service Provider:

Signature: _____
Name: _____
Title/position: _____
Telephone: _____
Email: _____

Appendix A- Quotation Price

Service No. (1)	Description of Service (2)	Quantity (3)*	Physical Unit (4)	Unit price(5)**	Line Service price (3*5)
Total Quoted Price					

*If applicable, actual quantity of a line item may be replaced by “lump sum”

** in the applicable currencies

Appendix B - Description of the Services

*[Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Employer, etc. **This must be consistent with the description of Services included in the FA, as updated to address the specifics of the Call-off contract]***

Appendix C - Key Personnel and Subcontractors

[This must be consistent with Key Personnel and Subcontractors included in the FA, as updated to address the specifics of the Call-off contract]

- List under:
- C-1 *Titles [and names, if already available], detailed job descriptions and minimum qualifications of foreign Personnel to be assigned to work in the Government's country, and staff-months for each.*
 - C-2 *Same as C-1 for Key foreign Personnel to be assigned to work outside the Government's country.*
 - C-3 *List of approved Subcontractors (if already available); same information with respect to their Personnel as in C-1 or C-2.*
 - C-4 *Same information as C-1 for Key local Personnel.*

Sample Letter of Award of Call-off Contract

[modify as appropriate]

[use letterhead paper of the Employer]

[date]

To: *[name and address of the Service Provider]*

Subject: **Notification of Award of Call-off Contract No.**

In reference to the Framework Agreement *[insert reference number and date]*

*[For mini-competition, add the following: "and your Quotation *[insert reference number and date]* has been accepted."]*

please find enclosed herewith the Call-off Contract. You are requested to sign the Call-off contract within *[insert no of days]*.

[Delete if Performance Security is not required: "You are also requested to furnish a Performance Security within *[insert no of days]*, using for that purpose the Performance Security Form attached to the Framework Agreement"

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

Attachment: Call-off Contract

Call-off Contract for the provision of Services

Framework Agreement (FA):	<i>[insert short title of FA]</i>
FA Date:	<i>[insert FA date]</i>
<i>FA reference number:</i>	<i>[insert FA reference number]</i>
Services:	<i>[short title for type of Services]</i>
The Project Site(s)/ is/are:	<i>[Insert information on the location(s) of the site(s), where applicable]</i>

1. Contract Price

The Contract Price for the provision of Services is as follows

Description	Amounts and currency/ies <i>[insert total amounts from preceding two tables]</i>
Services	
Contract Price:	

2. Contract Documents

The following documents shall be deemed to form and be read and construed as part of this Call-off Contract. This Call-off Contract shall prevail over all other contract documents.

- (a) Letter of Award of Call-off Contract
 - (b) RFQ Annex 1.1 Employer's Requirements
 - (c) RFQ Annex 1.2: Schedule of Payments and Reporting Requirements
 - (d) Service Provider's Quotation, including its appendices (as applicable)
 - (e) Addenda No. ____ (if any)
 - (f) Call-off Contract- Conditions of Contract
- and by reference the following documents:
- (g) Framework Agreement
 - (h) Schedule 1: Employer's Requirements *[insert relevant items from schedule 1 as applicable to the Call-off contract such as technical specifications, any drawings, and inspection and tests]*
 - (i) *[List any other document]*

3. In consideration of the payments to be made by the Employer to the Service Provider as specified in this Call-off Contract, the Service Provider hereby covenants with the Employer to provide the Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Service Provider in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as

may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

For and on behalf of the Employer

Signed: *[insert signature]*

in the capacity of *[insert title or other appropriate designation]*

In the presence of *[insert identification of official witness]*

Date: _____

For and on behalf of the Service Provider

Signed: *[insert signature of authorized representative(s) of the Service Provider]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert identification of official witness]*

Date: _____

Call-off Contract- Conditions of Contract (CoC)

The following Call-off Contract Conditions of Contract apply to the Call-off Contract awarded under the Framework Agreement between the Employer and the Service Provider.

1. Services

The Services shall conform to the Employer's requirements specified in RFQ ANNEX 1: Employer's Requirements and any other requirements specified in the Framework Agreement.

2. Payments to the Service provider

The Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Provider in carrying out the Services.

Payments will be made to the Service Provider according to the following payment schedule.

- An advance payment of **ten (10%) percent** of total Contract Price shall be made within 28 days after the contract signing **against an unconditional and irrevocable Bank Guarantee, of the amount and in the currency of advance payment, from any schedule bank of Pakistan acceptable to the Employer on the format provided at Section X, Contract Forms.** The advance payment shall be set off by the Employer against the invoices submitted by the Consultants against agreed set of deliverables until the advance payment is fully set off.

The advance bank payment guarantee shall be in the amount and in the currency of the advance payment.

- Employer shall immediately return the original advance guarantee to the Consultants once the advance payment is fully recovered.
- Progress payments in accordance with the milestones established as follows, subject to certification by the Employer, that the Services have been rendered satisfactorily, pursuant to the performance indicators:
 - (A) **Milestone 1:** Readiness for initiating field operations (as per deliverable 1): **15%** of the contract amount shall be paid upon receipt of the report for completion of Milestone, up to the satisfaction and acceptance of the Employer,
Village and Listing Surveys and Baseline Household Surveys
 - (B) **Milestone 2:** Completion of the listing and village survey in 33% of assigned villages: **15%** of the contract amount shall be paid upon receipt of report for completion of Milestone, up to the satisfaction and acceptance of the Employer,
 - (C) **Milestone 3:** completion of the listing and village survey in the next 33% of assigned villages: **15%** of the contract amount shall be paid upon receipt of report for completion of Milestone, up to the satisfaction and acceptance of the Employer,
 - (D) **Milestone 4:** completion of the listing and village survey in the final 34% of assigned villages: **15%** of the contract amount percent of the Contract Price shall be paid upon receipt of report for completion of Milestone, up to the satisfaction and acceptance of the Employer,

- (E) **Milestone 5:** Final clean and fully documented village and listing datasets: **5%** of the contract amount shall be paid upon receipt of final data, up to the satisfaction and acceptance of the Employer.
- (F) **Milestone 6:** Completion of the detailed baseline survey in the first 400 villages. **15%** of the contract amount shall be paid upon receipt of final data, up to the satisfaction and acceptance of the Employer.
- (G) **Milestone 7:** Completion of the detailed baseline survey in the next 400 villages. **15%** of the contract amount shall be paid upon receipt of final data, up to the satisfaction and acceptance of the Employer.
- (F) **Milestone 8:** Final clean and fully documented baseline datasets: **5%** of the contract amount shall be paid upon receipt of final data, up to the satisfaction and acceptance of the Employer.

The Service Provider shall submit to the Employer, in duplicate, itemized invoices, accompanied by the receipts or other appropriate supporting documents, of the amounts payable pursuant above provision, for such interval.

The Service provider shall also provide a certificate that the staff who has been employed under the contract, and is being charged, have received their all payments including salaries, after every three months' duration.

Should the certification not be provided, or refused in writing by the employer within one month of the date of the milestone, or of the date of receipt of the corresponding invoice, the certification will be deemed to have been provided, and the progress payment will be released at such date.

Payment shall be made within **thirty (30)** days of receipt of the invoice and relevant documents, and within **sixty (60)** days in the case of the final payment.

The interest rate for delayed payments is **0.5% per annum**.

3. Performance Security

The Service Provider shall provide a performance security for the performance of the Contract, within the period stated in the Letter of Award of Call-off, using for that purpose the Performance Security Form attached to the Framework Agreement.

The amount of the Performance Security shall be: *[insert % of the Contract Price;]*, denominated in the currency(ies) of the Contract, or in a freely convertible currency acceptable to the Employer.

The Performance Security shall be discharged by the Employer and returned to the Service Provider not later than fourteen (14) days following the date of Completion of the Service Provider's performance obligations under the Contract, including any warranty obligations, unless specified otherwise.

4. Taxes and Duties

The Service Provider, Subcontractors, and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

5. Insurance

The Service Provider (a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Employer, insurance against the risks, and for the coverage, as specified below:

- (i) Professional liability insurance, **PRMSC being the beneficiary**, with a minimum coverage of PKR Million = 1.15 x Contract Amount,
- (ii) Third Party motor vehicle liability insurance in respect of motor vehicles operated in the Employer's country by the Services Provider or its Experts or Sub-contractors, with a minimum coverage in accordance with the applicable law in Pakistan,
- (iii) Third Party liability insurance, with a minimum coverage of **Pak Rs. 4,000,000**;
- (iv) employer's liability and workers' compensation insurance in respect of the experts and Sub-contractors in accordance with the relevant provisions of the applicable law of the Islamic Republic of Pakistan, as well as, with respect to such Experts, any such life, health, accident, travel or other insurance as may be appropriate: **PKR 1,000,000 per occurrence** in case of death **and PKR 300,000 per occurrence** in case of injury, and
- (v) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Service Provider's property used in the performance of the Services, and (iii) any documents prepared by the Service Provider in the performance of the Services,

at the Employer's request, shall provide evidence to the Employer showing that such insurance has been taken out and maintained and that the current premiums have been paid.

6. Liquidated Damages and Bonuses

Except as provided for under the Framework Agreement under Force Majeure, if the Service Provider fails to perform the Services within the period specified in the Call-off Contract, the Employer may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages

The liquidated damage shall be **0.01%** of the price of the delayed Services for each day that the Completion Date is later than the Intended Completion Date.

The maximum amount of liquidated damages shall be **10%** of the Contract Price. Once the maximum is reached, the Employer may terminate the Call-off Contract pursuant to the Framework Agreement provision on Termination.

7. Modifications to the Call-off Contract

Modifications of the terms and conditions of the Call-off Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Employer and the Service Provider.

8. Dispute Resolution in relation to Call-off Contract

As provided for in the FA provisions, the Employer and the Service Provider shall make every effort to resolve amicably by direct informal negotiation and if needed using an adjudicator, any disagreement or dispute arising between them under or in connection with the Call-off Contract.

If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation and adjudication if used, then either the Employer or the Service Provider may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this provision shall be finally settled by arbitration. Arbitration may be commenced prior to or after provision of the Services under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure specified below.

Notwithstanding any reference to arbitration herein,

- (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- (b) the Employer shall pay the Service Provider any monies due the Service Provider.

Contracts with Service Provider national of the Employer's Country:

In the case of a dispute between the Employer and a Service Provider who is a national of the Employer's Country, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the **Islamic Republic of Pakistan**.

The arbitration shall be conducted in accordance with and shall be governed by the **Arbitration Act, 1940** (or any amendment or re-enactment thereof). The arbitration shall be conducted at **Islamabad**, Pakistan and shall be a condition precedent to any litigation or court proceedings. The language of any arbitration and an award thereof under this Contract shall be **English**.

9. Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment (SH)

9.1 The Service Provider shall have a code of conduct, and provide appropriate sensitization, for the Service Provider's personnel carrying out the Services that include, but not limited to, maintaining a safe working environment and not engaging in the following practices:

- (i) any form of sexual harassment including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature with other Service Provider's or Employer's personnel;
- (ii) any form of sexual exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;
- (iii) any form of sexual abuse, which means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions; and

- (iv) any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage.

9.2 The Employer may require the Service Provider to remove (or cause to be removed), from the site/s where the Services being executed, a Service Provider's personnel that undertakes behaviors that are not consistent with the code of conduct stated in 9.1. Notwithstanding any requirement from the Employer to replace any such person, the Service Provider shall immediately remove (or cause to be removed) any such person, from the site where the Services are being executed. In either case, the Service Provider shall promptly appoint, as appropriate, a suitable replacement with equivalent skills and experience.]

10. Cyber Security Risks

"The Service Provider, including its Subcontractors/ suppliers/ manufacturers shall take all technical and organizational measures necessary to protect the information technology systems and data used in connection with the Call-off Contract. Without limiting the foregoing, the Service Provider, including its Subcontractors/ suppliers/ manufacturers, shall use all reasonable efforts to establish, maintain, implement and comply with, reasonable information technology, information security, cyber security and data protection controls, policies and procedures, including oversight, access controls, encryption, technological and physical safeguards and business continuity/disaster recovery and security plans that are designed to protect against and prevent breach, destruction, loss, unauthorized distribution, use, access, disablement, misappropriation or modification, or other compromise or misuse of or relating to any information technology system or data used in connection with the Call-off Contract."

Appendices to Call-off Contract

Appendix A - Description of the Services

Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Employer, etc.

Appendix B - Schedule of Payments and Reporting Requirements

List all milestones for payments and list the format, frequency, and contents of reports or products to be delivered; persons to receive them; dates of submission; etc. If no reports are to be submitted, state here "Not applicable."

Appendix C - Key Personnel and Subcontractors

- List under:*
- C-1 Titles [and names, if already available], detailed job descriptions and minimum qualifications of foreign Personnel to be assigned to work in the Government's country, and staff-months for each.*
 - C-2 Same as C-1 for Key foreign Personnel to be assigned to work outside the Government's country.*
 - C-3 List of approved Subcontractors (if already available); same information with respect to their Personnel as in C-1 or C-2.*
 - C-4 Same information as C-1 for Key local Personnel.*

Appendix D - Breakdown of Contract Price in Local Currency

Appendix E - Services and Facilities Provided by the Employer