

EXPRESSION OF INTEREST

Hiring of Third Party Evaluator of Supply Chain Management Function

Pakistan Ordnance Factories Board invites Expression of Interest (EOI) from reputed national consultancy firms or individual consultants for evaluation of its Supply Chain Management Function that will help POF to improve its procurement and production activities.

EOI having detailed Terms of Reference (TORs) for the assignment can be found at the website www.pof.gov.pk or obtained at the address given at the end.

Prospective firms / companies / individuals are required to submit EOI Fee of **Rs. 5,000/-** (nonrefundable) in shape of a Pay Order (in the name of CMA POF Wah Cantt) along with the expression.

EOI, prepared in accordance with the instructions in the TORs, must reach at Secretary POF Board, Wah Cantt on or before 27-07-2021 till 1030Hrs (PST). This advertisement is also available on PPRA website at www.ppra.org.pk

Secretary POF Board

Pakistan Ordnance Factory Wah Cantt

Phone: +92 051905521004

Email address: secy@pof.gov.pk

Contents

BACKGROUND	7
SCOPE OF WORK	8
DELIVERABLES	9
Inception Report	9
Regular Weekly Reports:	9
Final Report and Recommendations	9
QUALIFICATIONS	10

TORs for Hiring of Third Party Evaluator of Supply Chain Management Function

INTRODUCTION

Pakistan Ordnance Factories (POF) was established through POF Board Ordinance 1961, with prime responsibility to meet the needs of arms forces and using spare capacity for local sales and export to friendly countries. The primary activity of POF is production of arms and ammunition to achieve the above stated objective.

POF has established its Supply Chain Management function for procurement of raw material, plant and machinery. Being a Public Sector Organization, all POF procurement is governed by Public Procurement Regulatory Authority Rules 2004 as amended time to time.

OBJECTIVES

The objective is to get the review of Supply Chain Management Function by third party who could critically analyze the current purchase procedure/manual of POF and identify / assess areas of improvement to ensure compliance with all applicable local/international laws dealing with procurement, suggests improvement as per current best practices being used in Public Sector Organizations.

SCOPE OF WORK

POF has a large and complex industrial setup and the structure and processes set up for procurement raw materials, components, plant and machinery for its annual production. The Supply Chain Management is comprised of following key functions:

- a. Demand Management
- b. Acquisition Management

- c. Logistic Management
- d. Disposal Management
- e. Risk Management
- f. Supply Chain Performance

The successful bidder will be required to:

- a. Analyze Current Supply Chain Management policies and procedures in place including tender documents, administrative instructions and other relevant material available with POF;
- b. Analyze all local and international laws and regulations applicable to SCM function.
- c. Perform analysis by mapping the current practices being followed and local/international best practices in Public Sector.
- d. Identify strengths and weaknesses of the existing system and propose adjustments/modifications based on the principles set out in the practices and international standards. The revised purchase procedure should be simple, and at the same time promote economy, efficiency and transparency in the procurement process.
- e. Based on procedures defined in i) to iv) above, prepare and present the revised POF procurement manual.
- f. The revised procurement manual should be in compliance with PPRA Rules 2004, local, international laws and regulations applicable to Public Sector Organizations.

ELIGIBILITY CRITERIA FOR TECHNICAL AND COMMERCIAL EVALUATION

The assignment will require the services of a firm/consultancy company with Technical Skill & Competence in Supply Chain Management Function for Public Sector Organizations.

In addition, the following qualification will be required:

- a. Experience for review of SCM function of large public sector organization preferably a manufacturing concern.

- b. Company must not have any litigation / Sub-judice case with Government of Pakistan or any of its departments, POF or its subsidiaries.

The bidding process will be as per PPRA & POF Procurement Rules in letter & spirit.

Technical Bid: 65% Commercial Bid: 35 %

Technical bids with scores of 70 points and above will be considered responsive and will be considered for further commercial evaluation.

1- Technical Bid Score: Marks obtained by firm / 70 * 65 = _____

2- Commercial Bid Score: M/B * W = _____

M - Minimum Bid

B -The bid

W - Weight (35)

Total Score = Technical Bid Score + Commercial Bid Score

Note: POF reserve the right to reject the proposal if any of the above-mentioned requirements are not full filled.

Technical Evaluation Performa

Sr. No	Attributes	Max Score	Score	Requirements
1.	Financial Strength (In last 3 years)	10	10	More than or equal to PKR 20 million (Annual turnover of last year) with consulting services revenue being 50% or more.
			8	PKR 15-19.99 million (Annual turnover of last year) with consulting services revenue being 60% or more
			5	PKR 10-14.99 million (Annual turnover of last year) with consulting services revenue being at least 70% or more
			1	Less than PKR 10 million (Annual turnover of last year)
2.	Company established (No. of years)	10	10	15 or more years
			5	7 years or more
			1	Less than 7 Years
3.	Successful review of SCM function in Public Sector Organization	20	20	Organizations similar to POF

			10	Organizations having size of less than POF
4.	Number of reference able Implementations / evaluation	20	20	10 or more Implementations (at least 3 in the Public Sector Organization)
			10	6-9 Implementations (at least 2 in the Public Sector Organization)
			5	3-5 Implementations (at least 1 in the Public Sector Organization)
			1	Less than 3 implementations
5.	Maximum time required for complete evaluation from the date of award of contract	10	10	3 month
			5	4 months
			1	More than 4 months
Total		70		

DELIVERABLES

A time-based contract will be signed with the Consultant. The deliverables by consultant for this assignment includes but is not limited to;

- a. **Inception Report**
 - (1) A brief report including a proposed detailed work plan and time line. This report should be submitted to POF no later than 2 weeks from commencement of the assignment.
- b. **Regular Weekly Reports**
 - (1) A brief Weekly progress report will be submitted no later than 1 day following the end of each week to the POF, these weekly reports should be submitted in soft copy via email, and include:
 - (a) Key activities undertaken in the reporting week "major issues/ achievements.
 - (b) Recommendations for future action.
 - (c) Work plan and key activities for the next week.
 - (d) Any other issue as may be required by the POF.
- c. **Final Report and Recommendations**
 - (1) Final report should include the following:
 - (a) Revised POF Purchase Manual as per TORs.
 - (b) Any other areas for improvement/key suggestions
 - (2) In addition, the Consultant will be expected to produce working papers or other documentation during the course of the assignment as necessary to support the POF and to achieve the objectives of the assignment.

Note: Financial proposals are not required at this stage

QUALIFICATIONS

The Consultant must have:

- a. A minimum 06 years of experience in Supply Chain Management Functions review/implementation in Public Sector Organization.

- b. High level Expertise in managing large number of projects, preferably in manufacturing concern is must.
- c. Understands the Public Sector Organizations and its working.
- d. Must have at least 3 full implementation experiences in the area of Supply Chain Management Function.
- e. Must have grip on the international procurement regulations and awareness of Public Procurement Regulatory Authority (PPRA).
- f. Excellent verbal, written and presentation communication skills in English with demonstrable high level reporting skills.
- g. Demonstrated pro-active working style and ability to work well with people from multiple cultures and backgrounds.
- h. Leadership and advocacy skills and an ability to build effective teams and Relationships.

Documents Required

In response to this EOI, following documents are required for short listing of firms:

- a. Detailed business profile.
- b. Technical capability and credential for providing the required consulting services preferably, experience of providing services to Federal Government departments /public sector organizations.
- c. Profile of the key personnel involved for assignment.
- d. Firm's legal status/registration in Pakistan.
- e. Profile of Partners/Directors of the firm.
- f. Financial Strength (last three years audited financial statements) and tax registration documents.