

EXPRESSION OF INTEREST
DOCUMENTS

FOR

**CONSULTANCY SERVICES OF A
WILDLIFE EXPERT AS INDIVIDUAL
CONSULTANT FOR PROCUREMENT
OF WILD ANIMALS FOR SAFARI ZOO
LAHORE**

THROUGH

**INTERNATIONAL COMPETITIVE
BIDDING**

EOI No: _____

UNDER

**Implementation of Master Plan of Safari
Zoo Lahore**

**PUNJAB WILDLIFE AND PARKS DEPARTMENT,
PUNJAB, PAKISTAN**

NOVEMBER, 2023

INVITATION FOR EXPRESSION OF INTEREST

International Competitive Bidding

Pakistan

Implementation of Master Plan of Safari Zoo Lahore

Consultancy Services of a Wildlife Expert as Individual Consultant for procurement of Wild Animals for Safari Zoo Lahore

Punjab Wildlife and Parks Department, Punjab, Pakistan has received funds from the Government of the Punjab, Pakistan toward the cost of the Implementation of Master Plan of Safari Zoo Lahore, and intends to apply part of the funds to payments under the contract for the Consultancy Services of an individual expert for procurement of Wild Animals for Safari Zoo Lahore for which this invitation is issued. The Employer intends to shortlist the Consultant (Individual) (International or local) prior to inviting proposal for the provision of the Consultancy Services. This procurement process shall be conducted in accordance with applicable procurement regulations i.e Punjab Procurement Rules (PPR-2014) [amended upto date] available at (https://ppra.punjab.gov.pk/legal_framework).

Interested eligible Applicants may obtain further information from address mentioned below during *office hours*. A complete set of the EOI Documents for hiring of Individual Consultant in English language is available at website <https://pwl.gop.pk>.

Expression of Interest should be submitted in clearly marked envelopes and delivered (physically or by mail) to the address below by *1300 PST on December 13, 2023*. Late submission of Expression of Interest shall be rejected.

In case the deadline for submission of Applications is declared a public holiday then the next working day by 1300 PST shall be the deadline for the submission of Applications

Project Director

Implementation of Master Plan of Safari Zoo Lahore

Wildlife And Parks Department, Punjab, Pakistan

Address: Safari Zoo Lahore, Raiwind road Lahore.

Telephone: + 92 306 6342762

Office hours: 0900 hours – 1700 hours PST

Electronic mail address: impszl572@gmail.com

website address: <https://pwl.gop.pk>

Section I - Instructions to Applicants (ITA)

A. General

- 1. Scope of Application**
 - 1.1 In connection with the invitation for Expression of Interest indicated in Invitation For Expression of Interest, the Employer, as defined **Invitation For Expression of Interest**, issues this EOI Document (“EOI Document”) to prospective individuals (“Applicants”) interested in submitting applications (“Applications”) for shortlisting to submit proposal for the of Consultancy Services as specified in Section V, Scope of Services.
- 2. Source of Funds**
 - 2.1 The cost for the execution of the Project has been financed by the Government of the Punjab.
- 3. Fraud and Corruption**
 - 3.1 The Employer shall disqualify the Applicant(s) pursuant to Punjab Procurement Regulatory Authority (PPRA) Act of 2009 and PPRA Rules 2014 amended time to time for award of contract, if it determines that the Applicant(s) recommended for award has(ve), directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract.
 - 3.2 The Employer shall sanction the Applicant(s), including declaring ineligible, for a stated period of time, to participate in bidding activities with the Employer, if it at any time determines that the individual has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing the contract.
 - 3.3 For the purpose of this EOI Corrupt Practice means; the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or contractor in the procurement process or in contract execution to the detriment of the Employer ; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after proposal submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Employer of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:
 - (i) coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
 - (ii) Collusive practice by arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the Employer to establish prices at artificial, noncompetitive levels for any wrongful gain;

- (iii) Offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- (iv) any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (v) obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; 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 acts intended to materially impede the exercise of inspection and audit process;

3.4 For the purpose of this EOI Fraudulent Practice means; a fraudulent practice means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.

4. Eligible Applicants

- 4.1 Applicants shall meet the eligibility criteria as per this ITA and ITA 5.1.
- 4.2 An Applicant shall be an Individual.
- 4.3 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if he/she participated as a consultant in the preparation of the specifications or have been hired or proposed to be hired by the Employer for contract implementation of the Goods that are the subject of this Prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the Employer who:
 - a. are directly or indirectly involved in the preparation of the EOI Document or RFP document or specifications of the Contract, and/or the Bid evaluation process of such Contract; or
 - b. would be involved in the implementation or supervision of such Contract.
- 4.4 An Applicant which is under a declaration of ineligibility/blacklisting, due to reasons, including but not limited to, corrupt practices and poor performance, by the Employer, at the date of submission of the application or thereafter, shall not be considered.
- 4.5 An Applicant shall provide such documentary evidence of eligibility satisfactory to the Employer, as the Employer shall reasonably request.

4.6 The Applicant must not conceal any information that might hinder the execution of the Contract. The Employer shall disqualify or blacklist an Applicant pursuant to Punjab PPRA Rules on grounds of false, fabricated or materially incorrect information.

5. Eligibility

5.1 A foreign national shall be ineligible if they are nationals of ineligible countries as indicated in Section IV.

B. Contents of the EOI Document

6. Sections of Pre-Qualification Document

6.1 This EOI Document should be read in conjunction with any Addendum issued in accordance with ITA 8.

6.2 The Applicant is expected to examine all instructions, forms, and terms in the EOI Document and to furnish with its Application all information or documentation as is required by the EOI Document.

7. Clarification of Pre-Qualification Document

7.1 An Applicant requiring any clarification of the EOI Document shall contact the Employer in writing at the Employer's address indicated in Invitation for Expression of Interest. The Employer will respond in writing to any request for clarification provided that such request is received no later than five (05) days prior to the deadline for submission of the applications.

8. Amendment of Pre-Qualification Document

8.1 At any time prior to the deadline for submission of Applications, the Employer may amend the EOI Document by issuing an Addendum.

8.2 Any Addendum issued shall be part of the EOI Document.

C. Preparation of Applications

9. Cost of Applications

9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the shortlisting process.

10. Language of Application

10.1 The Application as well as all correspondence and documents and copies of supporting documents relating to the EOI exchanged by the Applicant and the Employer, shall be written in the "English" language.

11. Documents Comprising the Application

11.1 The Application shall comprise the following:

(a) **Expression of Interest Letter**, in accordance with ITA 12.1 & 13.1;

(b) **Qualifications:** documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14.

12. Expression of Interest Letter

12.1 The Applicant shall complete Expression of Interest Letter as provided in Section III, Application Forms. This Letter must be completed without any alteration to its format.

13. Documents Establishing

13.1 To establish its eligibility in accordance with ITA 4 and Section II - Shortlisting Criteria and Requirements, the Applicant shall complete

- the Eligibility of the Applicant** the eligibility declarations in the Expression of Interest Letter, included in Section III, Application Forms and submit all requisite documents specified in EOI Documents.
- 14. Documents Establishing the Qualifications of the Applicant** 14.1 To establish its qualifications to perform the contract(s) in accordance with Section II - Shortlisting Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section III, Application Forms.
- 15. Signing of the Application** 15.1 The Applicant shall prepare one set of the Application as described in ITA 11. The Application shall be typed or written in indelible ink and shall be signed by the Applicant.

D. Submission of Applications

- 16. Sealing and Marking of Applications** 16.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:
- (a) bear the name and address of the Applicant;
 - (b) be addressed to the Employer, in accordance with ITA 17.1; and
 - (c) bear the specific identification of this EOI process indicated in Invitation for Expression of Interest.
- 16.2 The Employer will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.
- 17. Deadline for Submission of Applications** 17.1 Applicants may either submit their Applications by mail or by hand. Applications shall be received by the Employer at the address and no later than the deadline indicated in the **Invitation for Expression of Interest**. Applicants shall not have the option of submitting their Applications electronically
- 17.2 The Employer may, at its discretion, extend the deadline for the submission of Applications by amending the EOI Document in accordance with ITA 8, in which case all rights and obligations of the Employer and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.
- 18. Late Applications** 18.1 The Employer shall not accept applications received after the deadline for submission of applications.

E. Procedures for Evaluation of Applications

- 19. Confidentiality** 19.1 Information relating to the Applications, their evaluation and results of the Shortlisting shall not be disclosed to Applicants or any other persons not officially concerned with the Shortlisting process until the notification of Shortlisting results is made to all Applicants in accordance with ITA 24.

- 19.2 From the deadline for submission of Applications to the time of notification of the results of the Shortlisting in accordance with ITA 24, any Applicant that wishes to contact the Employer on any matter related to the Shortlisting process may do so only in writing.
- 20. Clarification of Applications**
- 20.1 To assist in the evaluation of Applications, the Employer may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Employer and all clarifications from the Applicant shall be in writing.
- 20.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Employer's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.
- 21. Responsiveness of Applications**
- 21.1 The Employer may reject any Application which is not responsive to the requirements of the EOI Document.

F. Evaluation of Applications and Pre-Qualification of Applicants

- 22. Evaluation of Applications**
- 22.1 The Employer shall use the factors, methods, criteria, and requirements defined in Section II, Shortlisting Criteria and Requirements to evaluate the qualifications of the Applicants.
- 23. Employer's Right to Accept or Reject Applications**
- 23.1 The Employer reserves the right to reject all Applications and annul the Shortlisting process at any time, without thereby incurring any liability to the Applicants.
- 24. Notification of Shortlisting**
- 24.1 The Employer shall notify all Shortlisted Applicants in writing that they have been Shortlisted.
- 24.2 The Employer shall separately notify all other Applicants that they have not been Shortlisted, and that they have been eliminated from the process. Any Applicant that has been eliminated from the process at this stage may request, in writing, the reasons on which they were eliminated.
- 25. Request for Proposals**
- 25.1 The Employer, after the notification of the results of the Shortlisting, shall invite proposals from all the Applicants that have been Pre-Qualified.
- 26. Procurement Related Complaint**
- 26.1 If an Applicant wishes to make a Procurement-related Complaint, the Applicant shall submit its complaint following these procedures:
1. The Applicant may file its grievance/complaint in writing pertaining to this Shortlisting process/evaluation results within 10 days of announcement of Shortlisting results.

2. After the expiration of this grievance period of 10 days no complaint/grievance, whatsoever, shall be entertained against this Shortlisting process/evaluation results.
3. A committee as constituted by the Employer (of odd members) shall address objections/complaints/grievance filed by the Applicants during the Shortlisting process
4. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process

Section II - Shortlisting Criteria and Requirements

Table 1 – Eligibility Criteria and Requirements

Criteria			Compliance Requirements	Documentation
No.	Subject	Requirement		Submission Requirements
1.2	Non Blacklisting	The applicant must not be blacklisted by the Employer. The applicant must not be under any sanction/ debarment anywhere which may hinder its performance of obligations under the Contract	Must meet requirement	Expression of Interest Letter
1.6	Conflict of Interest	No conflict of Interest as per EOI Documents	Must meet requirement	Expression of Interest Letter
1.8	Eligible Country	In case of foreign national, such individual shall have the nationality of an eligible country as per EOI Documents	N/A	Expression of Interest Letter

Table 2 – Qualification Criteria and Requirements

Sr. No.	Criteria Requirement	Maximum Score	Minimum Required Score
1	Academic Qualification	30	18
2	General Experience	20	12
3	Relevant Experience	50	30
4	Overall	100	75

Aforementioned minimum score is **mandatory** for compliance with Qualification Criteria and Requirements.

Criteria			Scoring Methodology	Submission Requirements
Subject	Requirement	Maximum Score		
Academic Qualification	Academic degree in Zoology/ Wildlife or relevant field	30	<ul style="list-style-type: none"> 18 Marks for minimum Academic Qualification of Bachelor in Zoology/ Wildlife or relevant field Additional 6 Marks for Masters in Zoology/ Wildlife or relevant field Additional 6 Marks for PhD in Zoology/ Wildlife or relevant field No Marks for Academic Qualification not meeting minimum requirement 	CV and copy of Academic Degree
General Experience	Years of post-graduation experience in field of Zoology/ Wildlife	20	<ul style="list-style-type: none"> 12 Marks for minimum General Experience of 15 years. 20 Marks for General Experience of 20 years or above. No Marks for General Experience less than 15 years 	CV and copy of Experience Certificates
Relevant Experience	Number of similarly executed assignments at leading/key position	50	<ul style="list-style-type: none"> 30 Marks for minimum 2 number of similarly executed assignments. 40 Marks for 3 number of similarly executed assignments. 50 Marks for 4 or above number of similarly executed assignments. No Marks for less than 2 number of similarly executed assignments. 	CV and copy of Experience Certificates

Section III - Application Forms

Expression of Interest Letter

Date: *[insert day, month, and year]*
EOI No. and title: *[insert EOI number and title]*

Consultancy Services of a Wildlife Expert as Individual Consultant for procurement of Wild Animals for Safari Zoo Lahore

To,
The Project Director
Implementation of Master Plan of Safari Zoo Lahore
Punjab Wildlife and Parks Department, Punjab, Pakistan
Safari zoo Lahore, Raiwind road Lahore.

Expression of Interest

A. Project Data

Project Name	Implementation of Master Plan of Safari Zoo Lahore
Assignment	Consultancy Services of a Wildlife Expert as Individual Consultant for procurement of Wild Animals for Safari Zoo Lahore

B. Consultant Data

* Name	
* Country of Nationality	
* Address of consultant	
* E-mail of consultant	

C. Qualifications and Experience

* Assignment Specific Experience (Provide information demonstrating your ability, skills and experience to undertake advertised assignment and deliver inputs/ outputs required under the TOR)
* Please provide summary of your qualifications

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D. Eligibility Declaration

I, the undersigned, certify to the best of my knowledge and belief

- The CV and attached personal and professional credentials correctly describes my qualifications and my experience
- I am not under any “conflict of interest” for the performance of the assignment.
- I comply with eligibility requirements stated in EOI Documents
- I am not blacklisted by the Employer.
- I am not under any sanction/ debarment anywhere which may hinder its performance of obligations under the Contract
- I understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action by the Employer.

* Completed by (Name/Position)	
Date (dd/mm/yyyy)	

Attachment: Curriculum Vitae and personal & professional credentials

Curriculum Vitae (CV)

1. **Name of Expert** [*Insert full name*]: _____

2. **Current Residential Address:** _____

Telephone No.: _____

Fax No.: _____

E-Mail Address: _____

3. **Date of Birth:** _____ **Citizenship:** _____

4. **Education** [*Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

5. **Membership in Professional Associations:** _____

6. **Other Trainings** [*Indicate significant training since degrees under 4 - Education were obtained*]: _____

7. **Countries of Work Experience:** [*List countries where expert has worked*]: _____

8. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

9. **Employment Record** [*Starting with present position, list in reverse order every employment held by expert since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

10. Similar Assignment(s) undertaken that Best Illustrates Capability to Handle the Tasks Assigned

Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

11. Certification:

I, the undersigned, certify to the best of my knowledge and belief:

Yes No

(i) this CV and the attached personal and professional credentials correctly describes my qualifications and my experience

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature of expert

Date: _____
(Day/Month/Year)

Section IV - Eligible Countries

Eligibility for the Provision of Services

In reference to ITA 5.1, supply of services, from the Individuals that are national of countries as notified by the Government of the Pakistan are excluded from this Shortlisting process.

Section V - Scope of Services

Description of the Services

- Post-shipment inspection of animals during quarantine period in Pakistan at quarantine facility of the Supplier
- Inspection/Fitness certificate as to be delivered to the Department
- Pre-shipment Inspection of animals at quarantine facility of country of export (original breeder/ keeper) abroad
- Checking authenticity of provided documents by the Supplier i.e., CITES permit, health certification, pedigree of animals, quarantine certificates, certificate for zoo breed animals, DNA Certifications
- Proposal for nutrition plans for wild animals
- Proposal/ recommendations for suitable habitat environment be provided to wild animals at Safari Zoo Lahore