



Directorate General Monitoring & Evaluation

Planning & Development Board

Government of the Punjab



ISO Certified

Guidelines for Registration of Consultant Firms/ Companies for Annual Pre-Qualification

PREFACE

In emerging areas to achieve development targets in an efficient and effective manner at a faster pace, Governments need capacity building by engaging various Consulting Firms/ Companies. Necessary amendments have been made in Punjab PRRA rules to short-list/ pre-qualify Consulting Firms/ Companies on yearly basis. In accordance to the instant amendments in PPRA Rules, 2014, all departments of Government of the Punjab may issue Request for Proposal (RFP) directly (without advertisement) to the Consulting Firms/ Companies shortlisted by P&D Board to hire services under certain terms and conditions. Since than the DGM&E is conducting process of pre-qualification of consultant firms/ companies manually. As per the vision of Government of Punjab and Planning & Development Board, the concept of e-Governance is being adopted in Public Sector organizations. Keeping in view the vision of Government of the Punjab, the Directorate General has launched a web based online pre-qualification system to facilitate the Consulting firms while submitting their responses from their places.

In this regards the DGM&E has also placed guidelines and user manual for the guidance of users of this system.

1. GUIDELINES

1.1. INSTRUCTIONS

1. The user shall provide correct data, information and all attachments and shall provide the hard (printable) copy of same in the form of a sealed binded book along with the application form downloaded after submission of online EOI application.
2. One company will register once at DGM&E prequalification dashboard and only one form shall be filled for one sector/ subsector at a time.
3. The data being uploaded and attachments attached shall remain save at data base of DGM&E and shall be editable for the user until the online closing date for submission of EOI application form.
4. Online EOI application form submission shall not be editable after the submission of EOI for particular sector/ subsector. Therefore, the users are advised to edit/ delete or make changes in EOI application forms / attachments before final submission.
5. After submission of EOI for one sector/ subsector, the firm/ company will not be able to apply for that sector/ subsector again for that particular year.
6. In case of difference between documents uploaded on dashboard and provided in hard form downloaded from dashboard at DGM&E office, the application shall not be considered for evaluation and DGM&E reserves right to take strict actions against the particular firm/ company for providing wrong information.

1.2. STEPS

1. Registration of firm at DGM&E pre-qualification dashboard by visiting official website of Directorate General Monitoring & Evaluation, Government of the Punjab.
2. Account activation by confirming email.

3. Login to fill pre-qualification forms.
4. Add new EOI application for relevant sector(s)/ sub-sector(s).
5. Fill initial information form by providing application status of firm (JV/Single).
6. Fill pre-requisites form under eligibility criteria section (JV/Single).
7. Fill firm profile form and attach relevant documents under qualification section.
8. Provide information about relevant projects completed by the firm as per PQD criteria.
9. Provide information of key human resource for particular posts and attach CVs.
10. Fill in the financial capacity form under qualification criteria section.
11. Submit and Print duly filled and completed online application form along with the copies of supporting documents mentioned as a part of the application form and send on the address mentioned in prequalification documents before last date of hard copy submission.

2. LOG IN/ REGISTRATION

2.1. Step-1: Firm Registration

1. Click on the link <https://dgme.punjab.gov.pk/> to register your company with DGM&E Prequalification Dashboard.
2. Create an online account by clicking the "Register" button on prequalification dashboard to fill the Firm Detail form.
3. Write complete Legal Name, Address, active Contact Number and valid National Tax Number as per the details provided in SECP or Registrar of firm and click on to the Next button to enter Contact Person Details. Make sure all fields are filled correctly as information provided here will be verified by the evaluation team with attached documents. In case of difference of information provided in soft and hard form the application shall be cancelled/ rejected.
4. Provide full Name of Contact Person (as per CNIC), valid/ active Email address of Contact Person (official preferably), Alternative Email Address (CEO/ Owner/ Board of Directors etc.), Designation and Contact Details of the Contact person duly authorized by the Owner/ CEO/ Board of Directors/ President of firms/ companies as a focal person.
5. Create unique password that must contain at least one alphabet, one numeric value and should not be less than six characters.
6. Upload Scanned Copy of Authority letter in favor of Contact person duly signed and furnished on Company's letter head.
7. Recheck all fields are correctly filled and click on Register button to complete registration process.
8. All fields are mandatory, in case any field remains empty the process shall not proceed further.

2.2. Step-2: Account Activation

1. As soon the user will register to prequalification dashboard, the user shall receive an email from DGM&E within 15 to 20 minutes at the email address provided in registration form for the activation of account verification of provided email address.
2. In case the email is not received at the provided email address, click on the resend email button until the email is received. Do not login or close the process until the email is received from DGM&E and its authentication is completed.
3. Click on the link provided in auto-generated email sent by DGM&E office.

4. The user shall receive an email and a notification on dashboard about confirmation of the email provided in registration form.
5. Click on the link “Click here to log in” on notification and login to prequalification dashboard for completion of prequalification application form.

2.3. Step-3: Log in

1. After creating an account, the user can log in to prequalification dashboard by providing companies NTN Number (provided in registration form) and password.
2. In case user forget password, click on to the “Forgot Password” button.
3. Fill find your account form by adding NTN Number of companies, name of contact person and email address of contact person provided in registration form and click submit.
4. Choose one email address provided in registration form and click on to the email link button.
5. The user shall receive an email from DGM&E at the email address selected in point 4 of Step-3 to reset password.
6. Click on the link provided in auto-generated email sent by DGM&E office and a new tab “Reset Password” shall appear.
7. Fill the Reset Password form by entering NTN Number/ Username, enter new password, confirm new password and click on Confirm Changes button.
8. The password is changed successfully.

3. INITIAL INFORMATION

3.1. Step-4: Addition of New EOI form

1. Before addition of new application, verify the information provided in firm & contact person details and update companies logo, CNIC number of contact person and attach CNIC of contact person and click update button.
2. On clicking the update button Firm Details, Dashboard and Download fields shall appear on the top of screen. Click on the Dashboard button to fill prequalification applications.
3. All fields under contact person details are editable at any time during the process whereas firm details can be updated only by sending an email to DGM&E at info.prequalification@dgme.punjab.com.
4. Choose sector from list of sectors first and then sub-sectors from list of sub-sectors for single expression of interest (EOI) to fill subsequent information as per relevant Pre-Qualification Documents (PQD).
5. Click Save & Next to move on to the next form to provide initial information.
6. One Company/ Firm can apply for more than one sectors/ sub-sectors therefore after completing one complete application the process for another sector/sub-sector can be started and submitted.

3.2. Step-5: Initial Information & Firm Type

Note that information required under this tab is mandatory and leaving any field empty shall generate an error and user may not be able to proceed further.

1. Choose firm type (Single or JV) from “applying as” field under firm’s tab, for which the firm is applying.
2. Attach and upload scanned copy of EOI Letter on company’s letter head in name of official mentioned in advertisement.

3. Provide complete firm name as per SECP/ registrar of firm.
4. Provide complete official address and contact number of firms on which the official correspondence can be done.
5. In case of JV firm also provide Complete name, official address and contact number of JV firms and click Save & Next to move to pre-qualification documents form.

4. ELIGIBILITY CRITERIA

4.1. Step-6: Pre-requisite Documents

Note that information required under this tab is mandatory and leaving any field empty shall generate an error and user may not be able to proceed further

1. Select relevant professional body from the list of professional bodies such as PEC, PMDC, Bar Council etc., add registration number issued by relevant professional body.
2. Attach and upload scanned PDF copy of registration certificate issued by relevant professional body against the firm.
3. Select expiry date of certificate issued by relevant professional body.
4. In case the firm is registered with multiple professional bodies, click "Add More" button to add additional professional bodies.
5. Click on the "Registration with SECP/ Registrar of Firms tab and add NTN Number of lead firm.
6. If the firm is registered with SECP then click SECP button and provide SECP Registration Number and attach the scanned PDF copy of SECP registration certificate. Else click registrar of firm button and provide Registrar of firm registration number and attach scanned PDF copy of relevant certificate.
7. Click on "Undertaking on Judicial/Stamp Paper/Letter Head" tab and upload scanned PDF copy of front and back side of Judicial/ Stamp Paper or front side of Letter Head for No Litigation/ Blacklisting of firms.
8. Click Save & Next proceed to the Qualification Criteria forms.

5. Qualification Criteria

Note that information required under this tab is part of Qualification Criteria and leaving any field empty shall result in reduction of points in particular section, that may lead to disqualification.

5.1. Step-7: Firm Profile

Note that in case of JV firms as per the criteria, 60% of Score shall be given to Lead firm and 40% shall be distributed among partner firms. Therefore, partner firms should also upload attachments to gain 40% Score.

1. Attach scanned PDF copy of organogram duly printed on Letter head of company/firm signed and stamped by focal person/ procurement officer, representing hierarchy of the organization from top to bottom.
2. Attach scanned PDF copy of document showing evidence of application of quality management system at organization (preferably the ISO 9001:2015 certification).
3. In case of sectors/ sub-sectors where testing equipment and laboratories are required as per the prequalification documents, attach scanned PDF copy of list of testing equipment.

4. Attach scanned PDF copy of list of permanent staff with the company/ firm.
5. Click save & next to process with the firm experience tab.

5.2. Step-8: Firm Experience

Note that as per the criteria mentioned in Prequalification Documents, where 5 relevant project experience is required, lead firm can upload data of three (03) relevant projects out of five (05) and JV Partner shall provide remaining two (02) relevant projects. Similarly, where 8 relevant project experience is required, lead firm can upload data of five (05) relevant projects out of eight (08) and JV Partner shall provide remaining three (03) relevant projects.

1. Add information of relevant projects completed in last twenty (20) years by the firm/ company.
2. For infrastructure sector/ sub-sector select type of assignment from drop down.
3. Provide project name, location, project description (scope/ deliverables) project and consultant firm/ company, start and end date of project and consulting and cost of overheads services by consulting firm/ company for each project.
4. Attach and upload scanned PDF copy of completion certificates / letter of award / work order / contract agreement / final completion report / PC-IV or any other evidence issued by client department/ company of each relevant project and click save and add more to add new project as per prequalification documents.

5.3. Step-9: Human Resource

1. Select proposed position of key human resource as per prequalification document for particular sector/ sub-sector.
2. Add name, relevant experience (No. of years), contact number, email address, home address, registration number with relevant professional body, CNIC number, name of member of professional body (where applicable), registration number of professional bodies, current responsibilities and salaries of the resource in organization.
3. Select relevant qualification of human resource from drop down against each proposed position.
4. Attach scanned PDF copy of CV/ Resume of each human resource on prescribed format as part of prequalification documents.
5. Attach and upload scanned PDF copy of CNIC card and click save & add more.
6. The information provided so far will be saved in table below and add information of new key person.
7. Click save & next to proceed with financial information after reviewing complete information of key human resource from Human Resource Summary table.

5.4. Step-10: Financial Capacity

1. Provide cost of project against each relevant project in Rs..... Million, entered as part of Step-8.
2. Add annual turnover for number of years as per prequalification documents in Rs..... Million and attach complete scanned PDF copy of Audited Financial Statements issued by Chartered Accountant Firm / Company.
3. Click save and next to review all attachments and summary of application completed.

4. Carefully check and validate information provided in all forms and after reading the terms and conditions submit EOI application for further evaluation at DGM&E office.

5.5. Step-11: Submission

1. Note that before final submission of online EOI application to DGM&E office, the user can change/ edit, remove or replace any information / attachment as per the requirement.
2. Print the form generated after completion of complete EOI forms and after carefully reading the information provided in the EOI forms print all attached scanned documents.
3. Carefully bind all documents with EOI application form at the top and submit the same sealed book physically at address mentioned in prequalification documents in name of officer/ officials mentioned in PQDs.
4. Repeat the same process for another sector/ sub-sector.

