

Guidelines for Registration of Individual Consultant 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 Individual Consultants. Necessary amendments have been made in Punjab PPRA rules to short-list/ pre-qualify Individual Consultants 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 Individual Consultants 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 Individual Consultants 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 Individual Consultants 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 individual consultant 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 individual consultant at DGM&E pre-qualification dashboard by visiting official website of Directorate General Monitoring & Evaluation, Government of the Punjab.
2. Account activation by Individual Consultant 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 IC.
6. Fill pre-requisites form under eligibility criteria section.
7. Fill individual consultant profile form and attach relevant documents under qualification section.
8. Provide information about relevant projects completed by the individual consultant as per PQD criteria.
9. Provide information of qualification for particular positions and attach CV.
10. 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: Individual Consultants 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 IC Detail form.
3. Write complete Name, Address, active Contact Number and valid National Tax Number as per the details provided in CNIC/ matriculation certificate of Individual Consultants 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. Create unique password that must contain at least one alphabet, one numeric value and should not be less than six characters.
5. Upload scanned copy of CNIC and NTN and recheck all fields are correctly filled and click on Register button to complete registration process.
6. 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 personal 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, 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 Individual Consultants form and update profile picture.
2. On clicking the update button Individual Consultants Details, Dashboard and Download fields shall appear on the top of screen. Click on the Dashboard button to fill prequalification applications.
3. Choose sector and sub-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).
4. Click Save & Next to move on to the next form to provide initial information.
5. Individual Consultant can apply for more than one sector/ sub-sectors therefore after completing one complete application the process for another sector/sub-sector can be filled and submitted.

3.2. Step-5: Initial Information & Individual Consultants 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 Individual Consultants position type from “applying as” field under Individual Consultants’ tab, for which the Individual Consultants is applying.
2. Provide complete official address and contact number of Individual Consultants on which the official correspondence can be done.

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 Individual Consultants.
3. Select expiry date of certificate issued by relevant professional body.
4. In case the Individual Consultants. is registered with multiple professional bodies, click "Add More" button to add additional professional bodies.
5. Click on "Under taking on Simple Paper" tab and upload scanned PDF copy reflecting No Litigation/ Blacklisting of Individual Consultant.
6. 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: Consultant's Qualification

1. Select relevant qualification of from drop down against each Qualification Level from matriculation to latest qualification.
2. Attach scanned PDF copy of transcript and degree.
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 proceed with consultant experience after reviewing complete information of qualification.

5.2. Step-8 Individual Consultants Experience

1. Minimum Five Years of Relevant Working Experience after Acquiring Basic Required Qualification Related to Sector/Sub-Sector.
2. Experience must be supported by Completion/Experience Certificates. If candidate fulfil the requirements of minimum five (05) years of experience, he/she will be awarded full score of Experience.

Note: After adding information for each experience the data will be saved on clicking save & add more at each step and can be edited thereafter.

5.3. Step-09: 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.