



DEPARTMENT OF FISHERIES
(GOVERNMENT OF PUNJAB)

PRE-QUALIFICATION DOCUMENTS(PQD)

FOR

HIRING OF CONSULTANCY SERVICES FOR
PUBLIC PRIVATE PARTNERSHIP (PPP) PROJECT

Title of the project:

**“FEASIBILITY STUDIES FOR ESTABLISHMENT
OF AQUACULTURE PROCESSING ZONE UNDER
PPP MODE”**

Postal Address:

Director General ,
Department of Fisheries,
Government of the Punjab,
2- Sanda Road, Lahore.
Telephone : 042-99212374-75
Email : pcdof@yahoo.com

PPP-MODE DEPARTMENT OF FISHERIES

INFORMATION / DOCUMENTS TO BE ESSENTIALLY PROVIDED BY THE CONSULTING FIRMS/JVs.

The Consultancy Firms/JVs interested in the assignment with experience of similar nature of tasks may apply for pre-qualification containing the following information / particulars duly supported with necessary documents:

- i. Name of firm/address of the registered office with telephone/fax number and Email address.
- ii. Organization chart showing complete management profile.
- iii. Memorandum and Articles of Association of the firm / Partnership deed along with power of attorney in favor of authorized person submitting the Expression of Interest.
- iv. Valid copy of certification, if the consulting firm/organization is quality management system/ISO certified
- v. Valid Copy of Registration with Securities & Exchange Commission of Pakistan.
- vi. Valid Copy of registration with Income Tax Department.
- vii. Valid Copy of registration with Pakistan Engineering Council (PEC) for Technical Consultancy firm associated with Transaction Advisor (TA).
- viii. Personnel details/bio-data of qualified professionals in each field on the payroll of the firm.
- ix. Detail of similar assignments with their cost/worth carried out during the last 10 years and similar assignments in-hand duly supported with documentary evidence.
- x. An undertaking by the consultants/firms to the effect that "Neither the Firm / consultants nor its Directors/Partners/Stakeholders, as a whole or as a part, of the firm have even been black listed/defaulted by any Government

agency / Department / Organization and also that the information supplied by the Firms/JVs is correct”.

- xi. Certificate / affidavit that the firm is not in litigation with any client or provide details of litigation.
- xii. Any other information in support of capabilities and experience of the firm/JVs/Consortia.
- xiii. False, fabricated or materially incorrect information shall lead to disqualification.
- xiv. No application (documents) through Email shall be accepted.
- xv. The Interested Firms / JVs shall submit their applications (documents) in sealed envelope by hand or through courier which must reach upto 11:00 a.m. on 06-07-2017.

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- xvi. The EOI proposals will be opened by the Consultant Selection Committee on the same date i.e. 06-07-2017 at 11:30 a.m. in the presence of the authorized representatives of the firms/JVs in the office of **Director General Fisheries, 2-Sanda Road Lahore.**

OBJECTIVES OF TRANSACTION ADVISORY SERVICE

The overall objective of TA services for the proposed projects is to carryout Project Feasibility Study, advice on structuring and implementation of the project under PPP mode that will allow the project to be completed in a timely and cost effective manner, maximizing “Value For Money”. The TA will develop and recommend Department of Fisheries in determining the transaction structure, execution arrangement and carrying out Bid Process Management including Bidding Documents (detail given in TORs).

BRIEF SCOPE OF CONSULTANCY SERVICES

(Detailed TORs shall be issued to shortlisted firms)

Scope of Assignment

These Terms of Reference invite proposals from suitably qualified and experienced (financial, technical, and legal) advisors. The scope of work is divided in the following two phases:

Phase-I Transaction Preparation and Approval (Activities and Deliverables)

Task 1: Kick-off Meeting

Within one week of the award of the Assignment, the Transaction Advisor will conduct a kick-off meeting with the client and its representatives. Objective of this meeting is to discuss and finalize the detailed plan of activities proposed by the Transaction Advisor. Under no circumstances will the objective be to re-define the scope of work committed in the Transaction Advisory Services Agreement. In this meeting, the TA will present a brief report, containing information about the key issues which might affect bidder interest in the project. The report will also

contain recommendations with respect to mitigation of bidders' concerns on such issues.

Deliverables:

- Detailed methodology and time schedule
- Completion dates for the Information Memorandum (IM).
- A communication strategy
- Progress to date; and

A brief report on key issues from bidders' perspective contain recommendations for mitigation of bidder concerns on such issues (detail in TORs).

Task 2: Due Diligence

This stage is required for the TA to become familiar with all aspects (legal, financial, operational and technical) also with relevant studies already conducted. TA will be expected to liaise closely with Fisheries Department and visit the sites. The TA will conduct due diligence and collect information regarding the site and the project. The TA will also research and summarize the overall global experience in similar projects and lessons learnt for Pakistan and the region. TA shall also conduct a preliminary market appetite assessment.

Deliverables: Due diligence report (detail in TORs).

Task 3: Feasibility Study and Bid Documents

- Transaction Advisor shall determine the facilities requirement, size, capacity and a concept design with complete capital costs for project completion along with study of existing demand and supply gap and road map for future demand. A comprehensive financial model shall also be prepared that determines the optimal design parameters, service level, all risks assessment (identification, evaluation, estimation of risk cost and occurrence, mitigation and allocation) & cost analysis, cash flow, sensitivity analysis, capacity of the Project to meet its obligations, debt service coverage, Return On Equity

(ROE) and all such financial and legal assessment as required in such projects.

- Transaction Advisor shall study and propose various alternative models of PPP to carry out the subject project, covering all the legal, organizational, technical, environmental, social and financial implications. Feasibility Study clearly needs to demonstrate affordability for the full project life cycle, and propose the feasible solution for Fisheries Department to achieve its desired outcomes. The TA will also provide Preliminary layout/design of proposed Aquaculture processing zone. The feasible recommended structure must be genuinely reflective of the constraints and concerns of all the key stakeholders.
- Transaction Advisor shall also conduct Socio-Economic assessment & analysis, stakeholders' consultations, environmental assessment of the project. Social and environmental management plan to address and mitigate the potential negative social and environmental impacts of the Project shall form a part of feasibility study.
- Transaction Advisor will provide support to Fisheries Department in setting-up a monitoring mechanism to ensure timely completion of the project. Transaction Advisor will provide support to Fisheries Department in setting-up a robust complaint redressal system.
- Transaction Advisor shall also determine the output specifications based on quality of service and performance standards for O&M and revenue collection for Aquaculture Processing zone.
- Transaction Advisor will study of international best practices and based on that study give suitable recommendation for implementation.
- Any other task/activities assigned by government agency (detail in TORs).

Task 4: Approval of PPP Project proposal by the PPP Steering Committee

The Transaction Advisor, shall, based on the feasibility study recommendations, assist Fisheries Department to obtain approvals from the PPP Steering Committee. In this regard, Transaction Advisor shall address all issues and shall complete all necessary requirements for approval from PPP Steering Committee including clearance from Public-Private Partnership Cell and Risk Management Unit, Finance Department.

Deliverables:

- Perpetration of presentation for PPP Cell and PPP Steering Committee
- Approval of Project Proposal from the PPP Steering Committee
- Any amendments as may be required by PPP Steering Committee, PPP Cell and Risk Management Unit (detail in TORs).

Note:

2nd phase (Transaction Implementation) of the project would be based upon the outcomes of 1st phase (Transaction Preparation and Approval). If Project is appeared to be not feasible phase-II will not be started.

Phase-II- Transaction Implementation (Activities and Deliverables)

Task 1: Marketing the project and Drafting of Information Memorandum (IM)

Transaction Advisor will be assisting Department of Fisheries for marketing of the Project to a wide universe of Bidders. Transaction Advisor will circulate IM among potential Bidders and conduct road shows for marketing of Project to potential Bidders and to assess potential Bidders interest in the Project. Costs related to marketing exercise including advertisements and travel costs other than advisory consortium member will be borne by Department of Fisheries. All such costs would require prior approval. The IM will be a comprehensive marketing document, intended to assist potential bidders in evaluating the investment opportunity and risks.

Deliverables:

- Information Memorandum; and
- Marketing strategy, advertising and implementation plan for soliciting Bidder interest (detail in TORs)

Task 2: Tendering Process

Transaction Advisor shall assist Fisheries Department in drafting and placing of advertisement, conducting pre-bid meeting, responding to bidder's queries, bid evaluation, selection of successful bidder and signing of concession agreement. Recommendations on award, presentation to Fisheries Department for seeking approval of said recommendations, preparation and issuance of Letter of Intent to the successful bidder. Transaction Advisor shall also suggest amendments in the Project design/structure/size and concession agreement based on direction of Client/PPP Steering Committee/Bidder's responses. Based on the chosen structure, competitive tendering process will have to be initiated to select the most appropriate Bidder, which could most effectively implement the Project. The process to be adopted will be transparent with clearly defined evaluation criteria and devised to encourage participation by the private sector.

Deliverables:

- Pre-qualification Report of Potential Bidders including evaluation of RFQs furnished by Bidders and short-listing of Bidders, recommendations for pre-qualification of Bidders and presentation to Fisheries Department for seeking approval of said recommendations.
- Pre-bid conference after issuance of the RFP to Bidders.
- Bids evaluation and selection and appraisal/approval of Successful Bidder.
- Consolidated report which includes Bids evaluation, selection/appraisal of Successful Bidder, final agreement and the process of selection;
- Letter of Intent (LOI) (detail in TORs).

Task 3: Deal Closure and Signing of the Concession Agreement

After selection and approval of successful bidder, Transaction Advisor shall assist Fisheries Department:

- Contract negotiation / finalization with successful bidders.
- Update/Amend the PPP Agreement to reflect finalized terms; and
- Ensure that all conditions precedent to signing of the contract are fulfilled and completed.
- Facilitate in obtaining permissions/approvals from regulatory departments.

Deliverables:

- Deal closure and Signing of the Agreement (Concession Agreement);
- Setting up monitoring mechanism (detail in TORs).

Task 4: Financial Close

After the Concession Agreement has been signed, Transaction Advisor shall assist the client to ensure that bidder has met financial closure requirements.

Deliverables: Assist in evaluating financial close requirement (detail in TORs).

Timeframe: As and when needed.

Month of Commencement and Completion:

i. Commencement date (Tentative)	01-01-16
ii. Completion date	30-11-17

Timeline for Consultancy / TA Services

Project implementation plan

Sr. No.	Name of Activity	Time period months
1	Procurement of the Transaction Advisor	2

2	Preparation of complete project proposal as per PPP Act, 2014.	2.5
3	Approval of PPP Steering committee	1
4	Tendering process till signing of Concession Agreement	3.5
	Total	9

Manpower Requirements

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Consultant Staff	Minimum Period
Team Leader/Transaction Advisor	7 months
Financial Expert	7 months
Legal Expert	7 months
Architect	2 month
Aquaculturist/Inland Fisheries Experts	7 months
Postharvest Technology and Fish Processing Expert	3.5 months
Fish Marketing and Business Marketing Expert	3.5 months
Environmental Expert	3.5 months

- **PROPOSED SALIENT FEATURES OF THE PROJECT ARE AS BELOW:**

Estimated Cost	Rs.24.019 million
Project Execution period	9 Months (including 2 months for TA hiring)
Period of study	01-01-2016 to 30-11-2017

Land Acquisition	1000 Acres (Approximately)
Component of the project	<ul style="list-style-type: none"> • Fish Hatchery, • Seed Rearing Farms, • Fish Nursery and Grow out Ponds, • Feed Mill, • Residential Area, • Offices, • Fish Collection, • Fish Processing, • Fish Packing, • Fish Storage Area, • Research Area, • Labs.
Land Acquisition Cost	Estimate cost Rs.0.500 million to Rs.2.00 million per acre

CRITERIA FOR SHORTLISTING OR PRE-QUALIFICATION

1. Pre-qualification of prospective consulting Firms (Transaction Advisor, Technical & Legal Consultants) shall be conducted under (PPRA) Punjab Procurement Rules-2014. The pre-qualification marks will be 65%.
2. The pre-qualification criteria is tabulated below;

Sr. No.	Criteria	points
1	No. of similar assignments/projects done (@ 2 points for each project) Carried out during last 10 years.	10
2	Worth of the projects (@ 2 points for each 10.00 million)	10
3	Project Team:	60
	Team Leader/ Transaction Advisor	MBA/Project Management/ or equivalent with 10 years relevant experience including structuring of PPP transaction. 10
	Financial Expert	MBA Finance/Masters in Finance/ CFA/CA/ACCA/ACMA with minimum of 08 years' experience in relevant fields. 05
	Legal Expert	LLM/LLB/ with minimum 08 years' experience in drafting bid documents, business/corporate Laws, firms and company laws/ordinances, experience of articulating legal provisions in PPP projects. 05
	Architect	Master/Bachelor of Architecture with minimum 05 year of experience in preparation of contract documents, drawings and designs. 05
	Environmental Expert	M.Sc. in environmental sciences with minimum 08 years of experience relating to conducting 05

		Environmental Impact Assessment.		
	Fisheries/Aquaculture Specialist/Expert	Masters in the field of fisheries/aquaculture. However, Ph.D. will be preferred with 10 years relevant experience.	10	
	Postharvest Management/Fish Processing Specialist/Expert	M.Sc/MS in the field of fisheries postharvest management, fish processing and product development with 10 years relevant experience.	10	
	Fish Marketing and Business Marketing Specialist/Expert	M.Sc/MS or MBA with specialization in the field of fisheries business and marketing management with 10 years relevant experience.	10	
4	Quality management system/ ISO			05
5	Registration with SECP/PEC			05
6	Experience of firm/ company (@ 1 point per year)			10
	Total			100

CLIENT REPRESENTATIVE

The Representative is the following:

Postal Address:

1. **Director Fisheries (Ext.),**
Department of Fisheries,
Government of the Punjab,
2- Sanda Road, Lahore.
Telephone : 042-9921372.
Email : directorfisheriesext@yahoo.com