



Procurement Number PPF/19-20/03

Request for Proposal (RFP)

For

**Accounting General Ledger(GL)/Net Asset
Value (NAV) & Investment Portfolio
Software**

PUNJAB PENSION FUND (PPF)
GOVERNMENT OF PUNJAB
112-Tipu Block, New Garden Town
Lahore

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1. INVITATION TO BID

Punjab Pension Fund (PPF) has been established by the Government of Punjab under the Punjab Pension Fund Act 2007. The Fund is responsible for secure and profitable investment of pension funds in financial and equity markets.

Government of the Punjab intends to procure Accounting (General Ledger/Net Asset Value) & Investment Portfolio Software in accordance with the International Accounting & Financial Reporting Standards and other applicable regulations and standards. The Software provider shall be an entity registered with Pakistan Software Houses Association (P@SHA).

Interested parties are invited to submit their proposals in respect of Accounting (General Ledger/Net Asset Value) & Investment Portfolio Software after obtaining and understanding the relevant information for assignment purposes.

2. INSTRUCTION TO APPLICANTS

Submission and Opening of Proposals:

All proposals must be delivered to the Punjab Pension Fund, 112-Tipu Block New Garden Town, Lahore on or before **03:00 pm** on **March 2, 2020**. If the day of submission/opening of the bids is declared as holiday the bids will be opened on the next working day at the same time. The Fund will use **“Quality and Cost Based Selection method”** under **“single stage two envelope method”** for selection of the software provider under Punjab Procurement Rules, 2014 (www.ppra.punjab.gov.pk). Technical proposals will be publicly opened at **03:45 pm** on **March 2, 2020** in the committee room of Punjab Pension Fund, Lahore, Pakistan. Proposals received after the due time will not be accepted and returned to the bidders unopened. For opening of financial proposals the date, time and venue will be communicated separately.

Note: Firms scoring less than 65 points in technical evaluation will be considered non-responsive and their financial proposals will be returned un-opened.

The proposals are to be prepared in English. The applicants must provide complete information, including the application letter (**Annexure-A**), along with supporting documents. Any lapse to provide essential information shall render the applicant non-responsive.

The technical and financials proposals are to be submitted in **two separate and sealed envelopes**, clearly marked as such, either by hand or courier, in **one sealed outer envelope** clearly marked “Proposal for Accounting (General Ledger/Net Asset Value) & Investment Portfolio Software Punjab Pension Fund” to the following address:

Admin Officer
Punjab Pension Fund
112-Tipu Block, New Garden Town, Lahore. Pakistan
Ph:(042)-35882960-2

Queries and Clarification of Bid:

Queries of the applicants for seeking clarifications must be received in writing or through e-mail to PPF within 10 days of publication of advertisement for procurement.

Contact details for all correspondence in relation to this bid are as follows:

Mr. Sunil Cecil

Email: sunil.cecil@ppf.gop.pk

Ph: (042)- 35882960-2

Mob: 0312-4 720201

Mr. Rana Muhammad Akram

Admin Officer, PPF

Email: rana.akram@ppf.gop.pk

Ph: (042)- 35882960-2

Mob: 0300-8165354

Applicants are also required to state in their proposals the name, title, phone numbers, fax numbers and e-mail of their authorized representative through whom all communications shall be directed until the process has completed or terminated.

Government of the Punjab (Government) may reject all proposals at any time prior to the acceptance of a proposal under Rule 35 of the Punjab Procurement Rules, 2014.

Disclaimer:

The RFP for Accounting & Investment Portfolio Software contains brief information about the services required and provides the applicants information to assist in the formulation of their proposals.

While all efforts have been made to ensure the accuracy of information contained in this document, it may not contain all the information required by the applicants. The applicants should conduct their own independent assessment, investigations and analysis and may prepare their proposals in the light of relevant experience and international best practices. PPF, or any of its employees or advisors/consultants, shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of this document.

Government reserves the right to change any or all conditions/information set in this document by way of amendment, revision, deletion, updating or annulment through issuance of appropriate corrigendum as Government may deem fit in accordance with Punjab Procurement Rules, 2014.

Government shall not be responsible for any costs or expenses incurred by interested firms in connection with the preparation or delivery of the proposals.

3. SCOPE OF WORK

The scope of work is to provide Accounting (General Ledger/Net Asset Value) & Investment Portfolio Software for Punjab Pension Fund (PPF). The overall scope of the should cover the following areas:

3.1 VOUCHERS REQUIRED BY PPF

Vouchers like Journal Vouchers, Bank Payment Vouchers, Bank Receipt vouchers and all other vouchers required will be provided as per standard business needs.

3.2 TRAIL BALANCE/ LEDGER REPORTS

Trial balance and ledger reports with every possible criterion will be provided based on the vouchers posted. After each day end the Trial Balance should be available along with ledger balances.

3.3 CHART OF ACCOUNTS

Accounting Module should have sufficient levels for chart of account of the company. Role basis access will be provided to the system users so that they can just access the relevant information they have been assigned. System user will be able to add Chart of Accounts as per need. Separate access will also be provided to each defined user.

3.4 MULTIPLE COMPANIES OPTION ALONG WITH SPECIALLY MANAGED ACCOUNTS

System should be capable to open multiple companies in the software and each company should be independent of the rest in the system. System should contain option of Specially Managed Accounts as per IFRS, IAS, SECP criteria, rules and regulations.

3.5 VOUCHER SEARCH

System will contain a voucher search feature with search criteria like voucher number, dates, narration or any string.

3.6 SUMMARY & DETAILED REPORTS AS PER MANAGEMENT REQUIREMENT

Despite of some standard reports Like Balance Sheet (Net Asset Value), Income Statement, Trial Balance, Ledgers. and Investment Portfolios the System should be flexible enough to generate custom reports required by the management e.g. Future cash flow projections, return calculation while other reports will be discussed later as requirements arise. **Net Asset Value means** that all assets value arrived at after the system has calculated the Mark to Market Value of all the Financial Instruments their relevant Income Accruals, Corporate actions such as dividend etc. minus the liabilities of the Fund.

3.7 ROLE BASED SECURITY

Account Module users will access the system based on their access rights allocation. Users will only access their relevant information assigned by the system administrator.

3.8 INVESTMENT PORTFOLIO

PPF being an Investment based Company engaged in investments of Pakistan Investment Bonds, Corporate debt instruments, Term Finance Certificates, Mutual Fund Units, National Savings Schemes etc. thus Investment Portfolio would be a unique and distinctive feature of the accounting software. They must adhere to the relevant Accounting Standards, IFRS, IAS, Rules and regulations of the Fund. Provision must be available to take into account and record the Corporate action (Dividends & Coupons) associated with these instruments. System should contain feature to enter the term structure of investments and associated corporate action and be able to generate a report for viewing.

3.9 COMPLIANCE/INTERNAL AUDIT/CONTROLS

The system must be able to generate reports as per the requirements of the Compliance/ Internal Audit department in order to monitor the Investment limits and restrictions as per Rules, Regulations & Trust deed of the Fund. Internal auditor should be able to verify system audit trails and assess risk of unauthorized access, changes, manual intervention and potential loss of data etc.

3.10 HR MODULE

The system must be able calculate the employee salary, supplier taxes as per FBR & PRA, salary slips etc.

3.11 INTEGRATION

The software should be flexible enough to integrate with other software's e.g. mobile apps in order to update announcements, returns or other data for the benefit of users.

4. EVALUATION CRITERIA

The Fund will use “**Quality and Cost Based Selection method**” under “**single stage two envelope method**” for selection of the software provider under Punjab Procurement Rules, 2014.

Details of the evaluation criteria for technical and financial evaluation are provided in Section-5. Scores will be allocated based on evidence available in the proposal only. The assignment will be awarded to the firm with the highest **total** score based on the following weight ratios:

80% for technical score

20% for financial score

Note: Firms scoring less than 65 points in technical evaluation will be considered non-responsive and financial proposals will be returned un-opened.

5. TECHNICAL AND FINANCIAL EVALUATION PARAMETER

i) **Initial Screening:**

The following documents/ certificates are the pre-requisite and shall be used for initial screening. These should be attached along with **Technical Proposal**. The Initial Screening documents shall **form part of the Technical Proposal** & should be **placed at the start of Technical Proposal**. The applicant firm will go in the next stage if it fulfills all the requirement of initial screening which are as under:

1. Profile of the Firm.
2. The firm must be registered with P@SHA.
3. Affidavit on stamp paper that the firm has never been blacklisted by any Government department/authority/agency/company.
4. Taxpayer registration certificate (Income Tax and Sales Tax (if applicable)).
5. Annual financial statements of the firm for the last three financial years.
6. Affidavit on stamp paper from the firm, to the effect, that all the documents, statements and information provided with the proposal are complete, true and correct in all aspects.

ii) **Technical Evaluation:**

The firms cleared from **initial screening** will be evaluated as per following criteria:

1. Years of Operations in Pakistan.
2. Sales Revenue (As per audited Income Statement).
3. Number of staff in Pakistan.
4. Experience of Govt. / Semi Govt. organization.
5. Experience of NBFC/Mutual Funds/Asset Management sector experience.

6. Integration.
7. (i) Net Asset Value, (ii) General Ledger, (iii) Vouchers, (iv) Investment Portfolio (Bonds/Equity/Money Market), (v) Compliance Function (vi) Mark to Market Valuation (vi) Corporate action (e.g. Dividend, Bonus, right etc.) all these are compulsory functions if anyone is lacking zero marks shall be awarded.

The financial proposal of only those firms will be opened which secure a score of **65% or more** in the technical evaluation. Supporting documents in respect of each criterion must be submitted by the bidding firm.

1.	Years of Operations in Pakistan	Total Marks	Range of years	Marks
	At least 8 (provide documentary evidence of commencement of Business)	15	At least 8	5
			9-12	10
			13 & above	15
2.	Sales Revenue (As per audited Income Statement)	Total Marks	Range Rs. In million	Marks
	(latest 3 year average sales revenue, attach last 3 year audited Financial Statements)	15	50-100	5
			100-130	10
			130 & above	15
3.	Number of Staff in Pakistan	Total Marks	Range of staff	Marks
	At least 20 staff (provide list of employees by department)	10	10-20	2
			21-30	4
			31-50	8
			51 & above	10
4.	Govt. / Semi Govt. Experience	Total Marks	No. of organizations	Marks
	Experience of at least 2 Govt. / Semi Govt. organizations' (singularly*) in last 5-years	10	At least 2	5
			3 & above	10
5.	NBFC/Mutual Fund/Asset Management sector Experience	Total Marks	No. of organizations	Marks
	Experience of at least 2 NBFC/Mutual Fund/Asset Management related organizations' (singularly*) in last 10-years	20	2	5
			3-6	10
			7 & above	20
6.	Integration	Total Marks	Function	Marks
	System must contain features to integrate with other software's and devices	10	Yes or no (zero marks if no)	10
7.	(i) Net Asset Value, (ii) General Ledger, (iii) Vouchers, (iv) Investment Portfolio (Bonds/Equity/Money Market), (v) Compliance Function (vi) Mark to Market Valuation (vi) Corporate action (e.g. Dividend, Bonus, right etc.)	Total Marks	All functions are compulsory	Marks
	All functions are necessary and carry 20 marks. Zero marks if any one function is lacking	20	All functions are compulsory	20

Singularly means the Funds under management of the AMC shall be considered one entity along with the AMC

iii) **Financial Evaluation:**

Financial proposals of only technically qualified firm will be opened. The formula for determining the financial score is the following:

$$Sf = 100 \times Fm / F$$

Where, **Sf** is the financial score; **Fm** is the lowest price and **F** the price of the proposal submitted by the Bidder under consideration.

The weights given to the technical (T) and financial proposals (F) are:

$$T = 0.8 \text{ and } F = 0.20$$

The firm getting maximum marks on 80-20 weight age (80% for technical and 20% for financial) will be selected as vendor for providing software.

6. TERMS AND CONDITIONS

The firm is expected to examine the RFP thoroughly, including all terms and conditions. The firm shall bear all costs/ expenses associated with the preparation and submission of the proposal and PPF shall, in no case, be responsible/ liable for those costs/ expenses. The prospective firms may solicit clarification as mentioned in the RFP in writing.

(i) **Bid Security**

All Bids must be accompanied by a Bid Security in an amount not less than 2% of the estimated price of software in the shape of Demand Draft / pay order only in the favour of "Punjab Pension Fund – Expense Account". The Bid Security shall form part of **Technical Proposal** and Demand Draft / pay order be enclosed in a sealed envelope marked **Bid Security**.

(ii) **Cost of Software Fee & Training of employees of Punjab Pension Fund**

The Cost for must be inclusive of all costs and taxes applicable in Pakistan. There will be no price negotiations with the lowest evaluated responsive bidders. Firms are therefore requested to submit their lowest and best prices with their proposals. The **annual maintenance cost** of Software should also be clearly stated. Also the Bidder will provide complete training to the employees/users of Punjab Pension Fund and the Fund shall not pay or bear the Bidder any separate cost for training of its employees.

(iii) **Validity of Proposal**

The proposal validity period shall be for **6 months** from the last date for submission of the same.

(iv) **Invoicing and Payments**

After successful award of Contract to the successful bidder the mode of payment will be decided by mutual agreement. While in normal course of business **after successful implementation** of Software

the payment will be released within 10 days of submission of invoice by the firm. Payment will be made through Cross-Cheques after deduction of all applicable taxes in Pakistan.

(v) Arbitration and Dispute Resolution

In case of any difference or dispute arising between the parties relating to this proposal or contract, the same shall be referred to resolution to the General Manager of Punjab Pension Fund or his duly authorized nominee whose decision shall be final and binding on both the parties and shall not be challenged in any court of law.

Annexure A - Application for procurement Portfolio Software of Accounting & Investment

(Letter head paper of the Applicant including full postal address telephone no. and fax no.)

Date:

To:
General Manager
Punjab Pension Fund (PPF)
112-Tipu Block, New Garden Town, Lahore.

Dear Sir,

1. Being duly authorized to represent and act on behalf of _____ (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the information provided in this RFP for Accounting & Investment Portfolio Software, the undersigned hereby expresses its interest for providing Accounting & Investment Portfolio Software to Punjab Pension Fund (PPF).
2. Attached to this proposal/bid are copies of original documents specifying:
 - a) Profile of the Firm.
 - b) The firm must be registered with P@SHA.
 - c) Declaration on stamp paper that the firm has never been blacklisted by any Government department/authority/agency/company.
 - d) Taxpayer registration certificate (Income Tax and Sales Tax (if applicable)).
 - e) Annual audited financial statements of the firm for the last three financial years.
 - f) Affidavit from the firm, to the effect, that all the documents, statements and information provided with the proposal are complete, true and correct in all aspects.
 - g) Other documents as required in the proposal for evaluation purposes.
3. The client and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. The letter of application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information as deemed necessary and requested by the client or its authorized representative in order to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the firm.
4. The undersigned declares that the statements made and the information provided in the proposal are complete, true and correct in all aspects.

Signed:
Name:
For and on behalf of
(Firms name)