



Request for Proposals (RFP)
Hiring the service of firm for
Architectural Services for CRCC new office

RFP Reference #RQ-1800

August 6, 2024

PART 1 – PROPOSAL AND SELECTION PROCEDURES

Section I: Letter of Invitation (LOI) Requesting Proposals	This letter is addressed to Firms following the advertisement or to those Firms invited by the NRSP using its recent priority list. Section I provides basic information about the service and advises consultants on how to obtain the RFP, the selection method and applicable competition rules that govern the selection and award process.
Section II: Instructions to Firms	This section provides information to help Firms prepare their proposals; it also provides information on the submission, opening, and evaluation of proposals and on the award of the proposed contract.
Section III: Terms of Reference	This section includes the detailed terms of reference that describe the background, objectives, scope, tasks, as well as the schedule for delivery of each of the outputs requested via this RFP for consultancy services.
Section IV: Eligibility and Evaluation Criteria	This section stipulates the eligibility and past experience credentials to be evidenced to be furnished by the competing Firms as well as the criteria to be used by NRSP to evaluate the proposals.
Section V: Technical Proposal	This section provides the technical proposal forms which are to be completed by the competing Firms and to be submitted in the technical proposal envelope.
Section VI: Financial Proposal	This section provides the financial proposal forms which are to be completed by the competing Firms and to be submitted in the financial envelope.
Section VII : Declaration & checklist	This section provided one declaration of eligibility and one litigation checklist which each firm need to submit with the technical proposal

PART 2 – CONDITIONS OF CONTRACT

Section VIII: Code of Conduct & Anti money laundering policy	This section contains the fraud policy/code of conduct of NRSP and Anti-Money laundering policy/countering financing of Terrorism.
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Section I: Letter of Invitation Requesting Proposals

[Islamabad]

Date: August 6, 2024

Ref:

Dear Madam/Sir,

NRSP would like to invite proposals from qualified architect/interior designing firms to submit a proposal in accordance to the RFP "Ref: RQ-1800" for the provision of services as described in the title. Within the RFP you will find all the information in detail necessary for these services.

The RFP includes the following sections:

	Part 1 – Proposal and Selection Procedures
Section I	Letter of Invitation Requesting Proposals (LOI)
Section II	Instructions to Firms
Section III	Eligibility and Evaluation Criteria
Section IV	Technical Proposal
Section V	Financial Proposal Forms
Section VI	Terms of Reference

Part 2 – Conditions of Contract and Contract Forms

Section VII Fraud Policy/Code of conduct/NRSP AML/CFT Policy

Proposals must be delivered to the address given below no later than **13th August, 2024 till 14:00hrs**. Firms should be aware that late proposals after deadline will not be accepted under any circumstances and will be returned unopened to the consultant(s). Electronic proposals *shall not* be accepted.

Yours Sincerely,

NRSP-Procurement Section

For National Rural Support Programme

IRM Complex, 7th sunshine Avenue, near COMSAT University,
Park Road, Islamabad

Email: Procurement@nrsp.org.pk

Section II: Instructions to Firms

Introduction	<p>Consultants/Firm shall adhere to all the requirements of this RFP, including any amendments made in writing by NRSP. This RFP is issued in accordance with the assignment proposal for architectural services and as per NRSP procurement policies and procedures. Firms are invited to submit a technical and a financial proposal for services required for this assignment.</p> <p>NRSP is not bound to accept any proposal, and reserves the right to cancel the procurement process at any time prior to contract award, without thereby incurring any liability to any firm, upon notice to the firm or publication of cancelation notice on NRSP website.</p>
Code of conduct, fraud, corruption, AML/CFT	All firms must read the NRSP's code of conduct, fraud, corruption and AML/CFT policy attached with this RFP as Annexure VII and ensure the compliance of all clauses in their activities and operations.
Conflict of Interest	<p>A firm is under an obligation to disclose any situation of actual, potential or perceived conflict of interest that impacts, may impact, or might reasonably appear to be perceived by others to impact, their capacity to serve the best interest of the NRSP.</p> <p>NRSP requires every prospective firms to avoid and prevent conflicts of interest, by disclosing to NRSP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements and the other information used in the RFP. All involved parties in the procurement of services are required to disclose any potential conflicts of interest. This includes any affiliations with the owner, directors, or key personnel who are family members of NRSP staff, as well as any connections to the government of the country or any implementing partner receiving services under this RFP. Full transparency regarding such relationships is essential to ensure fairness and integrity throughout the procurement process.</p> <p>Firms having conflict of interest shall be disqualified.</p>
Cost of proposal	NRSP shall not be responsible for any costs associated with the preparation and submission of a proposal. The firm shall bear all costs associated with the preparation and submission of its proposal, regardless of the conduct or outcome of the proposal process.
Language of the proposal	Language of the proposal to be submitted should be English.
Currency of proposal	Currency of the proposal and budget shall be quoted in PKR only. (Pakistani Rupees)
Joint venture, consortium or association	If the firm is a group of legal entities that will form or have formed a joint venture (JV), consortium or association for the RFP, they shall confirm in their Proposal that: (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, consortium or jointly and severally, which shall be evidenced by a duly notarized agreement among the legal entities and submitted with the proposal, (ii) if they are awarded the contract, the contract shall be entered into, by and between NRSP and the designated lead entity, who shall be acting for and on behalf of all the members entities comprising the joint venture, consortium or association, (iii) should submit the JV, consortium or association agreement having clear roles and responsibilities of each party.
Applicable taxes	Firms should include all the applicable taxes (provincial and federal) in their financial proposal as per law of the land. Applicable tax would be deducted from each payment as per prevailing law.

Only one proposal	Firms shall submit only one proposal as a sole consultancy firm or as a joint venture member. If a consultant participates in more than one proposal, all such proposals shall be disqualified. However, this does not preclude the participation of the same sub-consultants, including individual experts, in more than one proposal.
Validity of proposal	Proposal shall remain valid for 60 days from the deadline for the submission of the proposal.
Method of submission (sealing and marking of proposal)	<p>The “original” and one “copy” of the technical proposal shall be placed in a sealed envelope clearly marked “technical proposal”. Similarly, the “original” of the financial proposal shall be placed in a separate sealed envelope clearly marked “financial proposal”. Each envelope shall bear the name and address of the NRSP as stated in the RFP, the name and address of the firm (in case they may have to be returned unopened), and the name and reference number of the assignment. In addition, the envelope containing the original and copies of the financial proposal shall be marked with a warning “do not open with the technical proposal”. If the financial proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for rejecting the proposal.</p> <p>The two envelopes containing the Technical Proposal and the Financial Proposal shall then be placed into one outer envelope or carton (as appropriate) and securely sealed to prevent premature opening. This outer envelope shall bear the submission address, name and address of the Consultant, name of the assignment and its reference number.</p>
Deadline for the submission of RFP	Proposals must be received by the NRSP before the submission deadline specified in the RFP. Proposals requested to be withdrawn shall remain unopened. No proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified in this RFP. NRSP may, at its discretion, extend the deadline for the submission of proposals by amending this RFP and shall communicate through proper medium (email/ newspaper/ website).
Contact persons for correspondence, notifications ,Clarification and queries	<p>For any queries or clarification regarding RFP, kindly send your queries to the following email address:</p> <p>Email: procurement@nrsp.org.pk</p> <p>Any delay in NRSP’s response shall be not used as a reason for extending the deadline for submission, unless NRSP determines that such an extension is necessary and communicates a new deadline to the proposers.</p>
Deadline for submission of Queries	Requests for clarification/queries from Firms will not be accepted after the date/time given in the RFP.
Deadline for replies to the queries	Responses to queries will be communicated to firms via email.
Late Proposals	Any proposals received by the client after the deadline for submission of proposals shall be declared late, rejected, and may be returned unopened to the firm.
Pre proposal Meeting	Not Applicable
Proposal opening	NRSP shall open the outer envelopes in a public meeting at the address, date and time specified in the RFP as soon as possible after the deadline for submission and sort the proposals into technical proposals or financial proposals as appropriate. NRSP shall ensure that the financial proposals remain sealed and securely stored until such time as the public opening of financial proposals takes place.

Confidentiality	Information relating to the evaluation of proposals and recommendations of contract award shall not be disclosed to Firms or any other persons not officially concerned with the process, until the publication of the award of contract. Any attempt or effort by a firm to influence the client in the examination, evaluation, and ranking of proposals or contract award decisions may result in the rejection of its proposal.
Evaluation of technical proposal	NRSP's technical evaluation committee (TEC) shall evaluate the technical proposals on the basis of their responsiveness to the terms of reference, applying the evaluation criteria, and sub-criteria. Each responsive proposal will be given a technical score. A proposal may be rejected at this stage if it does not respond to the RFP or if it fails to achieve the minimum technical score (65%) in sub criteria indicated in the RFP.
Evaluation of Financial proposal	<p>Financial proposal should be evaluated using one of the following methods already mentioned in RFP</p> <p>i) QCBS (quality and cost based selection) Proposals will be ranked according to their combined technical and financial scores using the weights (T = the weight given to the technical proposal; F = the weight given to the financial proposal; T + F = 100%)</p> <p>T=Technical weight would be 70% and F=financial weight would be 30%.</p>
Notice of intent to Award	After the completion of the evaluation report and having obtained all the necessary internal and donor approvals, NRSP shall notify the unsuccessful Firms. After the time given for recording the grievances, if any, NRSP shall notify the notice of intent to award to the successful firm. The notice of intent to award shall include a statement that NRSP shall issue a formal notification of award and draft contract agreement after expiration of the period for filing a protest and the resolution of any protest that are submitted. Delivery of the notice of intent to award shall not constitute the formation of a contract between NRSP and the successful consultant and no legal or equitable rights will be created through the delivery of the notice of intent to award. At the same time, when NRSP issues the notice of intent to award, NRSP shall also notify, in writing, all other consultants of the results of the selection process. NRSP shall promptly respond in writing to any unsuccessful consultant who, after receiving notification of the selection results, makes a written request for a debriefing or submits a protest.
Invitation to Negotiation and proceedings	Upon the expiry of the period for submission of protests and appeals and when all protests and appeals have been resolved, as applicable, NRSP shall send an invitation to negotiations to the successful consultant. Negotiations will be held on the date and at the address communicated. The invited firm (who is invited via the notification of award) will, as a pre-requisite for attendance at the negotiations, confirm the availability of all the key professional personnel listed in the technical proposal. Failure to confirm such personnel may result in the proceeding to negotiate with the next-ranked firm. Representatives conducting negotiations on behalf of the firm must have written authority to negotiate and conclude the contract on behalf of the firm.
Notice of Contract Award	NRSP shall issue the notice of award to the successful firm and sign the contract.
Return of unopened financial Proposals	After contract signature, NRSP shall return the unopened financial proposals to the unsuccessful firm in case of QCBS selection method
Expected date for contract Award	The entire process from the issuance of RFP to the awarding of contract, is expected to be finalized within a timeframe of 30 days. The firm is expected to commence the assignment on the date and at the location specified in the RFP.

Section III: Eligibility and Evaluation Criteria

Eligibility of consultants	Every firm is eligible having:- <ul style="list-style-type: none">Active NTN number and on active tax payer list of FBR online portal on the date of submission of proposal.Registration with sales tax.Registration certificate/Legal capacity as architect/interior designing firm																								
Legal status	A copy of letter of incorporation (registration), or other such document, indicating its legal status. If the firm is an association of entities, the consultant shall include any other document showing that it intends to associate, or it has associated with, the other entity or entities that are jointly submitting a proposal.																								
Official Address	Firm must clearly indicates its official address (physical address, not post box number), official website / webpage (if any), contact numbers and official email address																								
Financial criteria	Not Applicable																								
Litigation criteria	The firm shall provide accurate information on any current or past litigation or arbitration resulting from contracts completed, terminated, or under execution by the consultant over the last five (5) years. A consistent history of court/arbitration decisions against the firm or existence of ongoing high value disputes may lead to the rejection of the proposal.																								
Evaluation Criteria for Technical Proposals	<div>A proposal will be rejected if it does not earn a total minimum score, a proposal may be rejected, at the discretion of NRSP, if the firm does not satisfy the mandatory criteria which includes:</div> <table><tr><th>S#</th><th>Criteria</th><th>Scores</th></tr><tr><td>1</td><td>General Experience of the firm for architect/interior designing</td><td>20</td></tr><tr><td>2</td><td>Team composition and experience offered for this assignment</td><td>30</td></tr><tr><td>3</td><td>Quality and creativity of the proposed design approach</td><td>10</td></tr><tr><td>4</td><td>Relevant experience of designing medium size offices</td><td>20</td></tr><tr><td>5</td><td>Cost and value for money</td><td>20</td></tr><tr><td></td><td>Total Points</td><td>100</td></tr><tr><td></td><td>Minimum Qualification Score (65%)</td><td>65</td></tr></table>	S#	Criteria	Scores	1	General Experience of the firm for architect/interior designing	20	2	Team composition and experience offered for this assignment	30	3	Quality and creativity of the proposed design approach	10	4	Relevant experience of designing medium size offices	20	5	Cost and value for money	20		Total Points	100		Minimum Qualification Score (65%)	65
S#	Criteria	Scores																							
1	General Experience of the firm for architect/interior designing	20																							
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4	Relevant experience of designing medium size offices	20																							
5	Cost and value for money	20																							
	Total Points	100																							
	Minimum Qualification Score (65%)	65																							
Evaluation Method	The minimum score required for technical proposal is 65%. If none of the proposals reach or exceed the minimum technical score specified NRSP reserves the right to invite the firm receiving the highest technical score (Ts) to negotiate both its technical and financial proposals. If the negotiations fail to result in an acceptable contract within a reasonable time, NRSP reserves the right to terminate the negotiations, and to invite again the firm receiving the next highest technical score (Ts) to negotiate both its technical and financial proposals.																								

Section IV: Technical Proposal

The firm may use their own proposal format but it must include all the sections, as minimum, mentioned in below table:

Proposal Narrative	<ul style="list-style-type: none"> • Cover page: organization name, assignment title, duration of the assignment, target districts (where required), point of contact etc. • Table of content: list of all supporting documents and attachment with page numbers • Executive summary: provide the synopsis of the assignment • Assignment context: an analysis of the issue to be addressed i.e. importance, causes, suggested approaches and solutions, goals and objectives and understanding of the assignment activities. • Implementation plan/methodology: describe the implementation plan with specific activities to be implemented and impact of these activities. The firm should explain understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Firm must explain their approach, methodologies and tools with Gender Sensitive lens for implementation, monitoring and reporting. Firm should highlight the problems being addressed and their importance, and explain the technical approach firm would adopt to address them. Firm should also explain the methodologies proposed to adopt and highlight the compatibility of those methodologies with the proposed approach. Also comment here on any specialized equipment and/or software of which may be necessary to perform the scope indicated in the terms of reference. Please also explain monitoring and report system to be used during the implementation of the assignment. Consultant / Firm must also identify and explain any Risks associated with this assignment and proposed mitigation measures. • Description of prior work: provide brief description, including outcomes and deliverables and also any similar assignment the firm has implemented
Information of firm	<ul style="list-style-type: none"> • Introduction of the firm i.e. mission statement, organization size, relevant office locations, • Confirm whether the firm is a registered business entity • Provide a summary description of past and present operations, demonstrating the ability to carry out the assignment
Partners information (in case of consortium or Joint Venture)	<ul style="list-style-type: none"> • Introduce and provide relevant information about key partner organizations • Briefly describe the division of work and/or distinct roles and responsibilities among the firm and its partners • Briefly describe the experience with partners • JV/consortium agreement for this assignment.
Experience of the firm	<ul style="list-style-type: none"> • Describe any experience the firm has in the target area (geographic or thematic) in the same programme/assignment area or • Provide information of the similar assignment implemented in the past <p>While describing the experience the following points must be included: Assignment name, cost of assignment, location, name of donor, start and completion date in the form of completion certificate, narrative description of assignment, description of actual services provided firm.</p>

Financial Capacity of the firm	<p>The firm's financial capacity to mobilize and sustain the services may be important for specific types of services in which the consultant is required to pre-finance significant expenses in advance of receiving payment from the NRSP.</p> <ul style="list-style-type: none"> • Income tax return for last 2 financial years. • Bank Statement for last 2 financial years. <p>A firm that fails to demonstrate through its financial records that it has the financial capacity to perform the required services may be disqualified. If the proposal is submitted by a joint venture, all parties of the joint venture are required to submit the financial capacity information requested. The reports should be submitted in the order of the associate's significance in the joint venture, greatest to least.</p> <p>Failure to submit either of the documents as evidence of financial capacity will result in the rejection of the proposal.</p>
Team composition and task assignment (Not applicable for Individual Consultant)	<p>The firm should propose the structure and composition of team to be engaged. Firm should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.</p>
List of key personals (CVs)	<p>The CVs of the key personals must include the Names, Parentage, CNIC, titles, responsibilities, relevant experience or qualification of key personnel involved in the management of the assignment</p>
Availability of key professionals	<p>the acknowledgement/ confirmation statement of the key professionals to be available for the said assignment.</p>
Timeline/work plan	<p>Firm should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by NRSP), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. The work plan should be consistent with the work and deliverables schedule</p>
Deliverables	<p>A list of the final documents, including reports and tables to be delivered as final output, should be included here.</p>

Section V: Financial Proposal

Summary of budget	A proposal budget must be submitted in spreadsheet format. Indicate the total price to be paid by NRSP in PKR. Such total price must coincide with the sum of the relevant sub-totals.
Detailed budget (breakdown of budget by activity)	Provide fully loaded prices (including any travel, communication, local transportation, office expenses, all applicable taxes, direct and indirect rates
Applicable taxes	Applicable taxes would be included in each payment as per law of land.

Section VI: Terms of Reference

<p>Introduction of NRSP-CRCC</p>	<p>The Climate Resourcing Coordination Center (CRCC) has been setup with the purpose of providing technical depth to enhance Pakistan’s access to international climate finance. The Center is supported by FCDO Pakistan, housed at the National Rural Support Programme (NRSP), an organization with over 25 years’ experience in the development sector. NRSP is also an accredited entity of the Green Climate Fund (GCF) – the principal financial entity of the United Nations Framework on Climate Change (UNFCC).</p> <p>CRCC has been established to:</p> <ul style="list-style-type: none"> ▪ Mainstream climate action into the national economic and development strategy. ▪ Leverage international trends, opportunities, and partnerships to support national actions. ▪ Strengthen institutional absorptive capacity to benefit from international climate finance. ▪ Enable catalytic deployment of public resources to attract international private finance, scaling up climate investments in Pakistan. <p>Supporting climate resilient and low emission economic growth and development, CRCC will facilitate relevant public sector institutions and private sector organizations with project ideas and design, leading to development of a sound bankable pipeline of projects which can be funded and/or scaled up through diverse sources of international climate finance.</p> <p>CRCC has core competencies in areas including, international climate normative frameworks and policies; investment methodologies and operational requirements of various global climate funds; existing legislative, policy and institutional arrangements in Pakistan; needs and potential for climate investments in Pakistan; and programme and proposal development.</p>
<p>Background/context of assignment</p>	<p>CRCC is seeking proposals from qualified architect/interior design firms to design and oversee the interior design of its new office space, approximately 5500 square feet, located at New Blue Area, Islamabad. The selected firm will work closely with our team to create a functional, aesthetically pleasing, and efficient workspace.</p>

Objective of the assignment	<p>The primary objective of this assignment is to procure professional architectural/interior design services for the new office of the Climate Resourcing Coordination Center (CRCC). The aim is to create a functional, aesthetically pleasing, and sustainable workspace that reflects the CRCC's mission and values. The selected firm will be responsible for space planning, layout design & providing BoQs to ensure that the office environment promotes productivity, collaboration, and well-being for all staff members.</p>
Specific objective of the assignment	<p>Space Optimization: To develop an efficient space plan that maximizes the utilization of the available space, ensuring a well-organized and practical layout.</p> <p>Design Aesthetic: To establish a cohesive design theme that aligns with CRCC's mission and values, creating an inviting and professional atmosphere.</p> <p>Functional Workspaces: To design various functional areas, including workstations, private offices, meeting rooms, collaborative spaces, a reception area, and a kitchen, tailored to the specific needs of the CRCC team.</p> <p>Sustainable Design: To incorporate sustainable materials and practices in the design, ensuring environmental responsibility and energy efficiency.</p> <p>Ergonomics and Well-being: To select furniture, fixtures, and equipment that promote comfort, health, and well-being, ensuring ergonomic standards are met.</p> <p>Documentation: To provide comprehensive construction documentation, including BoQs</p> <p>Safety and Compliance: To ensure that all design and construction elements comply with local building codes, safety regulations, and accessibility standards.</p>

Scope of work	<p>Space Planning and Layout Design</p> <ul style="list-style-type: none">Develop an efficient space plan that maximizes the use of the available space.Incorporate workstations, private offices, meeting rooms, collaboration spaces, a reception area, online-meeting pods, kitchen, dining area, prayer area, and other required spaces. <p>Interior Design and Aesthetics</p> <ul style="list-style-type: none">Develop a cohesive design theme that reflects the company’s vision and values.Select furniture, fixtures, and equipment (FF&E) that align with the design theme.Design elements should consider acoustics, lighting, and ergonomic factors. <p>Material and Finishes Selection</p> <ul style="list-style-type: none">Recommend materials and finishes for walls, floors, ceilings, and other surfaces.Ensure the use of sustainable and durable materials. <p>Construction Documentation</p> <ul style="list-style-type: none">Prepare detailed drawings and specifications for construction and procurement & BOQs. <p>Project Management and Supervision</p> <ul style="list-style-type: none">Oversee the implementation of the design, ensuring adherence to timelines and budget.Conduct regular site visits and meetings with the project team.	
Detailed work/deliverables	<ol style="list-style-type: none">Initial Concept Designs: Conceptual renderings and mood boards.Space Plan: Submission of detailed layout with furniture placement.Material and Finish Boards: Samples and specifications for all materials.Construction Drawings: Complete set of drawings for overall construction & installation with BoQs.Final Design Package: Comprehensive design documentation, including FF&E specifications.Project Reports: Regular updates on project status, budget, and timeline	
Schedule of deliverables/Reports (Tentative)	RFP Release Date:	August 6, 2024
	Proposal Submission Deadline:	August 13, 2024
	Firm Selection and Contract Award:	August 15, 2024
	Submission Design Concepts:	August 21, 2024
	Final Design Approval:	August 26, 2024

Payment schedule/Terms	Payment Schedule	
	Upon submission of initial concept design	20%
	Upon submission of space plan, material and finish boards and construction design including BoQs	60%
	Upon completion and approval of final design package	20%

Section VII: Declaration of Eligibility & Litigation Checklist

DECLARATION OF ELIGIBILITY

SHOULD BE SUBMITTED ON RS.100- STAMP PAPER DULLY ATTESTED BY NOTARY PUBLIC

In the response to your RFP No. RQ-1800 I/We, the undersigned, hereby declare that:

- Our bid is valid for a period of 60 days from the last date for the submission.
- We agree to adhere to all of the terms and conditions as given in the tender documents of the NRSP and other documents as provided in the tender documents.
- We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, NRSP reserves the right to reject our bid or terminate the contract with immediate effect.
- We are not bankrupt or being wound up, are having our affairs administered by the courts, have not the subject of proceedings concerning those matters, or are in any analogous arising from the a procedure provided for in national legislation or regulations.
- We have not been convicted of an offence concerning professional conduct by any judgment.
- We have not been guilty of grave professional misconduct proven by any means which the NRSP can justify.
- We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with legal provision the country in which we are established or with those of the country where the contract is to be performed.
- Have no relation, direct or indirect, with proscribed individual/entities/political exposed person/s or terrorists organizations.
- Not or never prosecuted under Schedule 4 of the proscribed persons under NACTA for AML/CFT.
- We have not been the subject of the judgment for any fraud, corruption, involvement in criminal/terrorist organization or any other illegal activity detrimental to Pakistani Law.
- I/We as sole proprietorship, authorized dealers, Association of Persons (AOP), partnership firms, private or public limited companies or other do not have any kind of relationship with the NRSP Staff; and if later my this statement is not found in conformity with reality i.e. relationship is found, I would stand liable to NRSP as per the rules mentioned in the tender documents.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in NRSP).
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not blacklisted by any Local/International organization, PPAR, SPPRA, Government/semi Government department, NGO or any other company/organization.
- Have no relation, direct or indirect, with proscribed individual/entities/political expose person(s).
- Are not on any list of sanctioned parties issued by the Pakistan Government, DIFD, USAID, UN agencies, UNSCR, NACTA, European Union and others.
- Have not been reported for/under litigation for child abuse.

Full official Name: _____

CNIC No: _____

Name of Company: _____

Signature: _____

Company Stamp: _____

(Should be attested by Notary Public)

Checklist for Consultants/firms on Legal Compliance

	LIKELIHOOD	Yes	NO	write "NA" (if not applied)
1	Does firm regularly file the company's financial statements with regulator			
2	Does firm have board level Risk Management Committee to review and risks			
3	Does the senior management regularly review and approve the returns filed with the regulator			
4	Does the consultant submit tax returns on regular basis?			
5	The board reviews and progress reports submitted to regulators and/or donors?			
6	Does the senior management and the board ensure that all activities are in compliance with the requirements of the regulator and/or donor?			
7	Does any penalty imposed by regulator on firm/consultant for non compliance in last 24 months			
8	Number of instances reported during last one year negatively impacting firms/consultant reputation			
9	Regular filing of financial statements to donor/ partner and regulator? During last 24 months			
10	Non acceptance of claim by donor during last 12 months due to various discrepancies			
11	Firm have any activity that do not have strong link with organization objectives and mission statement?			
12	Any reported incidence during last 24 months on mismanagement of funds, including embezzlement or misuse of funds.			
13	Any reported incidence during last 24 months on GBV/SEA/SH, including misconduct or conflict of interest.			
14	Developing and enforcing a code of conduct at all levels to establish ethical standards and guidelines for staff			

Full official Name: _____
 CNIC No: _____
 Name of Company: _____
 Signature: _____
 Company Stamp: _____

Section VIII: Fraud Policy/Code of conduct/NRSP AML/CFT Policy

Code of Conduct and Ethics

(Non-Employee, consultants, firms and third parties)

Upholding ethical standards protects the integrity, fairness, and transparency of the procurement process.

As a firm's professional objective is to assist NRSP to add value to their enterprise, whether that enterprise takes the form of a business, a not-for-profit organization or any element of government.

As a firm requires adherence to this Code of Conduct and Ethics as a condition of relation. All consultants/firms have pledged to abide by the NRSP's Code of Conduct and Ethics and their voluntary adherence to the Code signifies the self-discipline of the profession.

All individuals (non-employees) contracted or functionally related to NRSP, including executing entities and third-party firms:-

1. Will serve NRSP with integrity, competence, objectivity, independence and professionalism.
2. Will only accept agreements that they are competent to perform; and will only assign staff or engage colleagues with knowledge and expertise relevant to the agreement.
3. Before accepting any agreement will establish with NRSP realistic expectations of the objectives, scope, expected benefits, work plan and fee structure of the agreement.
4. Will treat all confidential NRSP information appropriately; will take reasonable steps to prevent access to confidential information by unauthorized people and will not take advantage of proprietary or privileged information, for use by them or others, without the NRSP's permission.
5. Will avoid conflicts of interest, or the appearance of such, and will disclose to NRSP immediately any circumstances or interests that they believe may influence their work, judgment or objectivity.
6. Will not contact NRSP during the any pre-solicitation or evaluation phase in which participated, unless NRSP contact for any information.
7. Will offer to withdraw from agreement when they believe their objectivity or integrity may be impaired.
8. Will inform NRSP immediately if there is any change in contact person, email, address, directors, release of any of his/her employee or any such information which could be necessary for NRSP record.
9. Will represent the profession with integrity and professionalism in their relations with NRSP, colleagues and the general public.
10. Will report to appropriate authorities within or external to NRSP organization any occurrences of malfeasance, dangerous behavior or illegal activities discovered during the course of an agreement.
11. Will not offer commissions, gift, bribe, remuneration, or other benefits from himself or from a third party in connection with any agreement to NRSP, and will disclose in advance any financial interests.
12. Will promote adherence to the Code of Conduct and Ethics by all other staff working on their behalf.
13. Strive to treat all persons of NRSP with respect and courtesy in accordance with applicable international and national conventions and standards of behavior;
14. Never intentionally commit any act or omission that could result in physical, sexual or psychological harm to the beneficiaries we serve, or to their fellow workers;
15. Not condone or intentionally participate in corrupt activities or illegal activities. While respecting and adhering to these broader frameworks of behavior,
16. Shall not harass, discriminate, or retaliate against any other firms or any member of society.
17. Shall make themselves available and fully participate in all administrative inquiries with complete honesty.
18. No NRSP employees shall solicit anything of value from a citizen or business for services that the NRSP is expected to provide.
19. Shall not remove NRSP property from its assigned place for personal use. Defacing or destroying NRSP property is vandalism and shall be dealt strictly.
20. Will not permit considerations of race, gender, nationality, religion, politics, sexual orientation or social status to influence professional behavior or advice.
21. Will be respectful of those whose wellbeing may be contingent. Will diligently apply objective judgment to all consulting agreements, based on the best information available. Will conduct independent research and analysis where possible, and will consult with colleagues and others who can help inform the judgment.
22. Will not use any services, goods, materials, technology and/or equipment provided by or paid for by NRSP for illegal, inappropriate, or otherwise disruptive activities, or in support of such activities.
23. Shall not place or display non-official notices in NRSP premises without prior written approval from the appropriate authority.
24. Shall not possess unauthorized weapons, illegal drugs, or alcohol on NRSP premises.
25. Shall strictly follow the NRSP's workplace policies while on any NRSP premises.

This Code of conduct is not exhaustive and may not anticipate every situation which may morally, ethically, professionally, legally compromise the employees or NRSP interests. In this regard NRSP expects to use sound judgment. However, compliance with this Code is a mandatory obligation owed by all consultants, third party firms etc. Breach of this Code or any requirements mentioned in these Rules will result in disciplinary action and may lead up to cancellation of work order/registration including legal action or other appropriate disciplinary actions.

Anti-Money Laundering and Anti-Terrorism Financing Policy

Policy

"It is the policy of the NRSP to prohibit and actively prevent money laundering and any activity that facilitates money laundering or the funding of terrorism or criminal activities" by complying with all applicable requirements under the **Anti-Money Laundering Act 2010** (Act No. VII of 2010 - an Act to provide for prevention of money laundering) and **Anti-Terrorism (Second Amendment) Act, 2014** and its implementation regulations. Recently under the national action plan and SECP regulations money laundering has been identified as a major cause for corruption and criminal activities. Therefore, NRSP is very sensitive to ensuring that our platform is not used for any such purposes.
