

Request For Expression of Interest for Procurement of Consultancy Services

National Bank of Pakistan invites tax registered, experienced and competent Consulting Firm to submit Expression of Interest (EOI) for procurement of consultancy services, for revision and update of Credit Policy & Credit Procedure Manual in a transparent manner by following The Public Procurement Rules, 2004 and The Procurement of Consultancy Services Regulations, 2010.

Objective and Scope.

The scope of work includes but is not limited to carrying out a detailed and comprehensive review of the existing Credit Policies & Credit Procedure Manual for Corporate, Commercial and Small & Medium Enterprises Financing, in the light of regulatory / legal framework and in line with bank's Business & Strategy Plan and local best practices; and amend the existing policies / procedures and also to draft afresh wherever needed; along with detailed guidelines/tools to ensure implementation till transactional level.

The review process will address industry specific issues affecting the bank, and credit issues within the target market, their Risk Acceptance Criteria as well as other key factors like organizational changes etc. The Consulting Firm shall also be required to streamline the bank's entire credit process, by drafting detailed functions of internal stakeholders involved at various stages of the credit cycle. The Consulting Firm will also be required to attend meetings with relevant stakeholders/management committees in connection with the proposed policies and procedures.

Eligibility Criteria or Short Selection Criteria

The following eligibility criteria for preliminary selection shall be followed:

S.No.	Terms and Conditions	Yes/NO
(i)	The Consulting Firm must be active tax payer and must provide NTN certificate and documents evidencing constitutional status.	
(ii)	The Consulting Firm must submit an undertaking alongwith relevant documentary evidence that it is in relevant consulting business for at least five (05) years	
(iii)	The Consulting Firm should have relevant experience of formulating Credit related policies and procedure guidelines of two 02 Commercial banks in Pakistan (relevant documentary evidences required). One of such services should have been provided in any top10 banks during last 05 years (Assets wise) as per the latest available audited financials. The Consulting Firm should provide detailed documentary evidence e.g. contract award or reference letter from the clients stating scope of services and deliverables of all such projects for last three (3) or more years during which they were completed & successful completion certificate from the clients for relevant completed projects.	
(iv)	The Consulting Firm should submit an undertaking on a stamp paper that it is not blacklisted before by any bank / financial institution	
(v)	The Consulting Firm must have independently performed the similar nature assignments with commercial banks in Pakistan.	
(vi)	The Consulting Firm has competent team/personnel having adequate qualification and relevant experience in Pakistan to carry out the said assignment.	
(vii)	The Consulting Firm must have satisfactory financial position and should provide annual financial accounts of last three years.	

Please note that NBP shall not allow any consortium to execute this project nor allows the Consulting Firm to sublet the project either fully or partially.

Guidelines for submission of EOI

In order to qualify for the next stage, the Consulting Firm must meet the above stated eligibility criteria. The Consulting Firm fulfilling the defined criteria are requested to submit their Expression of Interest alongwith above stated and other documents which reflects their required capabilities and expertise (including Consulting Firm Profile, relevant experience, description and experience of similar work, resume of appropriate personnel with appropriate skills etc).

Expression of Interest shall be submitted to the address below not later than 21.03.2016. Shortlisted firms who will qualify on the above stated eligibility criteria will be contacted for submission of Technical and Financial Proposal. Pursuant to Regulation- 3(B) Methods of Selection of Consultants of "Procurement of Consultancy Services Regulations, 2010" of PPRA; Quality & Cost Based Selection will be adopted for the selection of consultant.

For more details please contact the under-signed on following address / telephone number:

Head of Credit Management Group, NBP, 2nd Floor, Head Office, I. I. Chundrigar Road, Karachi. Tel: 99220703

Note: National Bank of Pakistan reserves the right to cancel this invitation at any stage.

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