

Government of Pakistan
Ministry of Climate Change & Environmental
Coordination (MoCC&EC), Islamabad



REQUEST FOR PROPOSAL (RFP) FOR

Procurement of Consultancy services
for
Establishment, Development and
Implementation of Quality Management
System ISO 9001 at MoCC

RFP No.: 2025/Admn-I/MOCC&EC
Single Stage Two Envelope, National Competitive Bidding
Date: March, 2026

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1. Letter of Invitation (LoI)

The Ministry of Climate Change & Environmental Coordination (MoCC&EC) invites electronic bids/proposals from eligible, qualified, and reputable consultancy firms, registered with relevant tax authorities and listed on the Active Taxpayers List (ATL) of the Federal Board of Revenue (FBR), for engagement to provide consultancy services for ISO 9001:2015 certification of MoCC&EC.

This procurement will follow Regulation 3 (B) Quality and Cost Based Selection (QCBS) method of Procurement of Consultancy Services Regulations, 2010, in line with Public Procurement Regulatory Authority (PPRA) Procurement Code. Under this methodology, firms will be evaluated based on a composite score that weighs both the technical competence (Quality) and the financial proposal (Cost), ensuring the Ministry selects the most advantageous offer that provides the highest quality service where 70% weightage will be given to Technical competence and 30% weightage will be given to Financial proposal.

RFP Documents:

The complete RFP, including Terms of Reference (ToRs), submission instructions, eligibility criteria, and annexures, can be downloaded from the E-PADS portal: <https://www.eprocure.gov.pk>

Proposal Submission Deadline:

- **Deadline:** March 9, 2026 , 11:00 AM (PKT)
- **Proposal Opening:** March 9, 2026 , 11:30 AM (PKT)
- **Venue:** 2nd Floor, Committee Room, LG&RD Complex, MoCC&EC, Islamabad, in the presence of authorized representatives.

Correspondence Address:

Section Officer (Admn)

Ministry of Climate Change & Environmental Coordination

4th Floor, LG&RD Complex, G-5/2, Islamabad, Pakistan

Phone: +92 (51) 9245547

Email: so.admn@mocc.gov.pk

REQUEST FOR PROPOSAL (RFP)

The Ministry of Climate Change & Environmental Coordination (MoCC&EC), Islamabad, invites electronic proposals from eligible, experienced, and reputable consultancy firms for providing professional services for ISO 9001:2015 certification of MoCC&EC. Firms must be registered with the Income Tax and Sales Tax Departments, appear on the Active Taxpayers List (ATL) of the Federal Board of Revenue (FBR), and possess relevant experience in ISO 9001:2015 consultancy, preferably with government organizations or international institutions.

Interested firms are required to register and submit their proposals electronically through E-PADS at <https://eprocure.gov.pk> in accordance with the instructions provided in the bidding documents. Proposals must be submitted on or before 1100 hours, March 9, 2026,

and shall be accompanied by a non-refundable tender fee of PKR 5,000, submitted electronically along with the proposal. Upon award of the contract, the successful vendor is required to provide a performance bond amounting to 5% of the quoted price. Submission of this Guarantee is a prerequisite for the formal signing of the contract. The original tender fee receipt and a hard copy of the Technical & Financial Proposals must also be delivered to the undersigned at the address provided below by the same deadline. Proposals that are incomplete, conditional, or submitted after the deadline will not be entertained.

Electronic bids will be opened through E-PADS at 1130 hours on March 9, 2026 in the presence of representatives of the bidders who choose to attend, at MoCC&EC, Islamabad. The bidding documents, instructions to bidders, [evaluation criteria](#), and [terms and conditions](#) can be downloaded from MoCC&EC's website at <https://www.mocc.gov.pk> or the PPRA website at <https://ppra.gov.pk>. The Ministry reserves the right to accept or reject any or all proposals in accordance with PPRA rules.

Section Officer (Admn)

Ministry of Climate Change & Environmental Coordination
4th Floor, LG&RD Complex, G-5/2, Islamabad, Pakistan
Phone: +92 (51) 9245547

REQUEST FOR PROPOSAL (RFP) FOR ISO 9001 CERTIFICATION

1. INTRODUCTION: MoCC&EC

MoCC&EC is mandated to develop national policies, plans, strategies, and programs relating to climate change, disaster management, and environmental protection. The Ministry coordinates, monitors, and implements environmental agreements and is responsible for policy formulation and reporting on human settlements, urban water supply, sewerage, and drainage.

Key Wings of MoCC&EC:

- Administration & Development
- Climate Change & Environment
- International Cooperation
- Climate Finance
- Forestry

The Ministry seeks to establish and implement a Quality Management System (QMS) in compliance with ISO 9001 and achieve valid certification to improve operational efficiency, standardize processes, and ensure continuous improvement.

2. BACKGROUND: QUALITY MANAGEMENT SYSTEM (QMS)

ISO 9001 standard is the world's preeminent benchmark for a Quality Management System (QMS). Its global acceptance stems from its utility as a comprehensive, process-based international framework designed to cover all functional aspects of an organization. Far exceeding a simple compliance checklist, this standard serves as a powerful managerial tool that fundamentally builds the capacity of an entity to consistently develop and strengthen its operational systems and procedures, thereby ensuring the reliable provision of high-quality services or products. The major features driving the adoption of ISO 9001 are its emphasis on consistency in service quality and the requirement for continual improvement.

The core methodology employs a rigorous process approach where all activities within an organization are viewed as interconnected processes, each with clearly defined inputs, outputs, and performance metrics. This systematic perspective enhances transparency, standardizes execution, and significantly reduces reliance on informal knowledge or individual efforts. Crucially, the current standard embeds Risk-Based Thinking (RBT) throughout its clauses. This approach requires the organization to proactively identify, analyze, and address potential risks and opportunities that could impact the QMS or the achievement of quality objectives. By implementing controls and planning contingencies against potential operational failures, the organization transitions from a reactive stance to one of systematic prevention, resulting in highly reliable outputs and reduced operational losses.

ISO 9001 provides a robust framework for systematically institutionalizing and executing strategic plans for organizational improvement. The process begins with the establishment

of the Context of the Organization, a mandated activity that facilitates the identification of both internal strengths and weaknesses and external factors, including contemporary market needs and stakeholder expectations. This analysis informs the creation of relevant, measurable Quality Objectives that are aligned with the overall strategic direction. Furthermore, the standard establishes a mechanism to design and develop innovative solutions or services under a meticulously controlled environment. This control ensures that new or modified processes undergo required stages of review, verification, and validation. Such disciplined execution confirms that design outputs meet input requirements and that the resulting product or service is fit for its intended use, with relevant quality control and quality assurance parameters in place to safeguard the quality of all outputs.

A cornerstone of the ISO 9001 framework is its built-in mechanism for long-term system sustainability, primarily managed through a rigorous Monitoring and Evaluation (M&E) System. Under this system, internal quality auditors and monitors are trained to perform M&E activities on a regular, scheduled basis. When discrepancies are found, they are formally documented as Non-Conformances (NCs). These findings trigger a mandatory corrective action process, which requires detailed Root Cause Analysis (RCA) to identify the fundamental source of the problem. This methodology ensures that corrective and preventive actions are targeted at the cause, not merely the symptom, thereby forming the structural basis of performance improvement. The entire cycle of planning, deployment, auditing, and review is encapsulated by the Plan-Do-Check-Act (PDCA) cycle. The standard recommends that entities continually plan to operate at a progressively higher level than the existing situation. By requiring regular Management Reviews where leadership formally assesses performance data, the ISO 9001 standard ensures that the QMS remains dynamic, relevant, and effective, making it an indispensable tool for achieving perpetual organizational excellence.

3. OBJECTIVE AND SCOPE OF PROJECT

The primary objective of this strategic initiative is to establish and implement a highly efficient, transparent, and sustainable management system fully aligned with the requirements of the latest version of the International Standard for Quality Management System, ISO 9001. This endeavor is not merely a bureaucratic exercise but a fundamental commitment to institutional excellence and the modernization of core operational processes.

Against this backdrop, the MoCC&EC intends to procure highly qualified and specialized ISO consultancy services. The mandated scope of work is to develop, document, successfully implement the QMS across the entire organizational structure located at Ministry, Islamabad and achieve ISO 9001 certification. The chosen consultancy firm will be tasked with capacity building, training key personnel in process documentation and internal auditing, and ultimately transforming the operational culture to embed the principles of quality assurance and continual improvement across all functions. The successful implementation of ISO 9001 will provide the MoCC&EC with a robust, internationally recognized framework to optimize its performance and enhance its responsiveness to national economic demands.

4. DEFINITIONS:

- a) MoCC&EC - means the agency with which the selected Bidder signs the Contract for the Services.

- b) **Bidder**-means any entity that may provide the Services to the MoCC&EC under the Contract.
- c) **Contract**-means the Contract signed by the Parties.
- d) **Data Sheet**-means such part of the Instructions to Bidder used to reflect specific assignment conditions.
- e) **Day**-means calendar day.
- f) **Instructions to Bidder**-means the document which provides participating Bidder with all information needed to prepare their Proposals.
- g) **Personnel**-means professionals and support staff provided by the Bidder or by any Sub-Bidder and assigned to perform the Services or any part thereof; "Foreign Personnel" means such professionals and support staff who at the time of being so provided had their domicile outside the client's country; "Local Personnel" means such professionals and support staff who at the time of being so provided had their domicile inside the Government's country.
- h) **Proposal**-means the Technical Proposal and the Financial Proposal.
- i) **RFP**-means the Request for Proposal to be prepared by the MoCC&EC for the selection of Bidders.
- j) **Services**-means the work to be performed by the Bidder pursuant to the Contract.
- k) **Sub-Bidder**-means any person or entity with whom the Bidder subcontracts any part of the Services.
- l) **ISO training course**- means 5 days' lead auditor training course on ISO 9001.
- m) **Specific experience**- means experience of ISO 9001 certification of Federal Ministries/Divisions/Departments

5. INTRODUCTION

- 5.1 MoCC&EC will select a bidder in accordance with the method of selection specified by PPRA.
- 5.2 Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Bidder.
- 5.3 Bidder should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Bidder are encouraged to visit MoCC&EC before submitting a proposal. Bidder should contact the MoCC&EC's representative named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference. Bidder should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 5.4 MoCC&EC will timely provide at no cost to the Bidder the inputs and facilities specified in the Data Sheet, assist the Consultant in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.

- 5.5 Bidder shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. MoCC&EC is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidder.

6. GENERAL RIGHT OF MOCC&EC

- 6.1 For the avoidance of doubt, it is clarified that MoCC&EC reserves the right to award the contract and to reduce and/or increase the scope of the contract or annul the whole process, invite fresh proposals, at its sole discretion without thereby incurring any liability, whatsoever. MoCC&EC also reserves the right to ask the bidder to comply with certain specific conditions, improve its compliance to this RFP.
- 6.2 MoCC&EC shall at any time have the sole option and discretion to reject any or all proposals without assigning reason. Such decision shall be final and conclusive. The bidder shall not be entitled nor claim any costs, charges, expenses or damages of any nature by reason of rejection of proposal(s) or annulment of entire quoting process.
- 6.3 All decisions of MoCC&EC in matters relating to this proposal shall be final, conclusive and binding upon the bidder and shall not be challenged by the bidder in any manner before any forum. MoCC&EC will not be liable or responsible for any cost, charges, expenses or damages, whatsoever whether direct, indirect, consequential or incidental, that may have been incurred by the bidder, resulting from rejection of proposal, change of scope of the resultant contract, non approval of the contract from MoCC&EC or for any other matters in relation to this quoting process.
- 6.4 MoCC&EC shall not at any stage directly or indirectly attempt to influence the process of proposal evaluation, processing or award of the Contract by corresponding, petitioning, approaching, lobbying or meeting with departments, Federal or Provincial Governments, Boards, Corporations, Authorities, Bodies, Ministries or any other entity or person regarding any matter, directly, indirectly or incidentally related to involving or arising out of any matter, term, condition, stipulation, covenant, meaning or interpretation thereof. Any such act shall entitle MoCC&EC to reject the proposal without any liability or obligation for damages, costs, charges, expenses etc. that may be claimed by such bidder.

7. CONFLICT OF INTEREST

- 7.1 The Bidder shall provide professional, objective, and impartial advice and at all times hold the MoCC&EC's interest's paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.
- 7.2 Without limitation on the generality of the foregoing, Bidder, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below if a Bidder (including

its Personnel and Sub-Bidder) that has a business or family relationship with a member of the MoCC&EC's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the MoCC&EC throughout the selection process and the execution of the Contract.

- 7.3 Bidder have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their MoCC&EC, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Bidder or the termination of its Contract.
- 7.4 No agency or current employees of the MoCC&EC shall work as Bidder under their own ministries, departments or agencies.

8. UNFAIR ADVANTAGE

- 8.1 If a Bidder could derive a competitive advantage from having provided ISO consulting services related to the assignment in question, MoCC&EC shall make available to all the Bidder together with this RFP all information that would in that respect give such Bidder any competitive advantage over competing Bidder.

9. FRAUD AND CORRUPTION

For the purposes of this provision, the terms set forth below are

- 9.1 "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- 9.2 "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
- 9.3 "collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- 9.4 "coercive practices" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.

10. ONLY ONE PROPOSAL

- 10.1 Bidder may only submit one proposal. If a Bidder submits or participates in more than one proposal, such proposals shall be disqualified.

11. PROPOSAL VALIDITY

- 11.1 Data Sheet indicates how long Bidder' Proposals must remain valid after the submission date. During this period, Bidder shall maintain the availability of Professional staff nominated in the Proposal. MoCC&EC will make its best

effort to complete negotiations within this period. Should the need arise, however, the MoCC&EC may request Bidder to extend the validity period of their proposals. Bidder who agree to such extension shall maintain the availability of the Professional staff nominated in the Proposal. Bidder could submit new staff in replacement, who would be considered in the final evaluation for contract award. Bidder who do not agree have the right to refuse to extend the validity of their Proposals.

12. REF CLARIFICATION AND AMENDMENTS

- 12.1 Bidder may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the MoCC&EC's address indicated in the Data Sheet. The MoCC&EC will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidder. Should the MoCC&EC deem it necessary to amend the RFP as a result of a clarification.
- 12.2 At any time before the submission of Proposals, MoCC&EC may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Bidder and will be binding on them. Bidder shall acknowledge receipt of all amendments. To give Bidder reasonable time in which to take an amendment into account in their Proposals the MoCC&EC may, if the amendment is substantial, extend the deadline for the submission of Proposals.

13. PREPARATION OF PROPOSALS

- 13.1 The Proposal, as well as all related correspondence exchanged by the Bidder and the MoCC&EC, shall be written in the language (s) specified in the Data Sheet.
- 13.2 In preparing their Proposal, Bidder are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- 13.3 Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- 13.4 Documents to be issued by the Bidder as part of this assignment must be in the language(s) specified in the Data Sheet.

14. TECHNICAL PROPOSAL FORMAT AND CONTENT

- 14.1 Bidder are required to submit a Full Technical Proposal (FTP) including approach, methodology and work plan. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.
- 14.2 For the FTP a description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule.

- 14.3 The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and his or her tasks.
- 14.4 Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.
- 14.5 Technical proposal covering detailed methodologies for every steps mentioned under objectives, scope of work for the assignment, will be submitted. The proposal also includes outline plan indicating major activities their sequencing, timeframe and deliverables.

15. FINANCIAL PROPOSAL FORMAT AND CONTENT

- 15.1 Financial Proposal shall list all costs associated with the assignment, including all the applicable Federal & Provincial taxes. All these taxes are required to be built in the quoted rates and not be mentioned separately. If appropriate, these costs should be broken down by activity. The bidder must quote fees for entire scope of work i.e. implementation and international certification.
- 15.2 All prices proposed by the bidder will remain fixed and valid throughout proposal validity period.

16. SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS

- 16.1 **Mandatory Electronic Submission via E-PADS:** All proposals must be submitted electronically through the E-PADS portal of the Government of Pakistan. Proposals submitted by any other means (email, courier, or hand-delivery) will not be accepted.
- 16.2 In addition to electronic submission, hard copies of the proposals must be delivered to the MoCC&EC office before the submission deadline. Late submissions will be rejected.
- 16.3 Bidders must ensure that all documents uploaded are complete, clear, and legible. Missing or unclear documents may lead to disqualification.
- 16.4 The original proposals (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidder themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should also be provided.
- 16.5 An authorized representative of the Bidder shall initial all pages of the original Technical and Financial Proposals.
- 16.6 The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. The required number of copies of Technical and Financial Proposals shall be sent to the addresses indicated in the Data Sheet.
- 16.7 All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 16.8 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked

“FINANCIAL PROPOSAL” indicating the name of the assignment, and with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of project, and be clearly marked “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE MARCH 9, 2026.**”

- 16.9 MoCC&EC shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

17. PROPOSAL EVALUATION

- 17.1 From the time the Proposals are opened to the time the Contract is awarded, the Bidder should not contact the MoCC&EC on any matter related to its Technical and/or Financial Proposal. Any effort by Bidder to influence the MoCC&EC in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Bidder' Proposal.
- 17.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.
- 17.3 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.
- 17.4 The selection of the ISO Bidder/Consultancy will strictly adhere to the Regulation 3 (B) Quality and Cost Based Selection (QCBS) method of Procurement of Consultancy Services Regulations, 2010, in line with Public Procurement Regulatory Authority (PPRA) Procurement Code. Under this methodology, firms will be evaluated based on a composite score that weighs both the technical competence (Quality) and the financial proposal (Cost), ensuring the Ministry selects the most advantageous offer that provides the highest quality service, where 70% weightage will be given to Technical competence and 30% weightage will be given to Financial proposal.
- 17.5 In case of QCBS, the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated

in the Data Sheet: $S = S_t \times T\% + S_f \times P\%$. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.

18. NEGOTIATIONS

- 18.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Bidder will, as a pre-requisite for attendance at the negotiations, Consultant availability of all Professional staff. Failure in satisfying such requirements may result in the MoCC&EC proceeding to negotiate with the next-ranked Bidder. Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude a Contract.
- 18.2 Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Bidder to improve the Terms of Reference. MoCC&EC and the Bidder will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from the MoCC&EC to ensure satisfactory implementation of the assignment. MoCC&EC shall prepare minutes of negotiations which will be signed by the MoCC&EC and the Bidder.

19. AWARD OF CONTRACT

- 19.1 After completing negotiations, MoCC&EC shall award the Contract to the selected Bidder, and promptly notify all Bidder who have submitted proposals. After Contract signature, the MoCC&EC shall return the unopened Financial Proposals to the unsuccessful Bidder.
- 19.2 The Bidder is expected to commence the assignment on the date and at the location specified in the Data Sheet.
- 19.3 Upon completion of negotiations and signing of the contract, the award shall be published on the official website of MoCC&EC: www.mocc.gov.pk

20. COMMENCEMENT & COMPLETION OF SERVICES

- 20.1 ISO Certification assignment shall be completed within four (04) months from the date of signing of the contract with the selected ISO Consultant firm.
- 20.2 This period shall include all stages such as gap analysis, documentation review, on-site audits, corrective action closure, verification, and issuance of ISO certification, in accordance with the approved ToRs.

21. LIQUIDATED DAMAGES

- 21.1 In case of delay beyond the stipulated completion period, liquidated damages @ 1% of the contract price per day, subject to a maximum of 10% of the total contract value, shall be imposed in accordance with PPRA Rules, 2004.

22. PROPOSAL SECURITY:

- 21.2 Successful bidder will submit bid Security of PKR 200,000/- (Pay Order / Demand Draft / Bank Guarantee) in favour of **Section Officer (B&C), MoCC&EC.**

23. CONFIDENTIALITY

- 22.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Bidder who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Bidder of confidential information related to the process may result in the rejection of its Proposal.

Naveed Ahmed Abbasi
Section Officer-G
Monday, 09 February, 2026, 12:24 PM

Naveed Ahmed Abbasi
Section Officer-G
Monday, 09 February, 2026, 12:2:14 PM

PROJECT DATA SHEET

NAME OF THE CLIENT	Ministry of Climate Change & Environmental Coordination (MoCC&EC)
NAME OF THE ASSIGNMENT	Procurement of specialized ISO consultancy services for Establishment, Development, Implementation and Certification of Quality Management System ISO 9001 at MoCC&EC, GoP
MOCC&EC'S REPRESENTATIVE	Section Officer (Admn) Ministry of Climate Change & Environmental Coordination 4 th Floor, LG&RD Complex, G-5/2, Islamabad, Pakistan Phone: +92 (51) 9245547 Email: so.admn@mocc.gov.pk
PROPOSAL VALIDITY	Proposals must remain valid 90 days after the submission date.
PROPOSAL SUBMISSION	Financial Proposal to be submitted together with Technical Proposal
CLARIFICATIONS	Clarifications related to RFP may be requested within 07 days before the submission date from the MoCC&EC's representative.
TRAINING	Training is a specific component of this assignment.
TAXES	Amounts payable by the MoCC&EC to the Bidder under the contract are subject to all applicable taxation.
PROPOSAL SUBMISSION	Bidder must submit Technical Proposal and Financial Proposals electronically through E-PADS at https://eprocare.gov.pk
SUBMISSION DEADLINE	Deadline for bid submission of proposal is March 9, 2026 at 11:00 hours
PROPOSAL OPENING	March 9, 2026, 11:30 AM (PKT)
VENUE	2 nd Floor, Committee Room, LG&RD Complex, MoCC&EC, Islamabad, in the presence of authorized representatives.
CRITERIA FOR EVALUATION OF TECHNICAL PROPOSAL	The selection of the ISO Bidder/Consultancy will strictly adhere to the Regulation 3 (B) Quality and Cost Based Selection (QCBS) method of Procurement of Consultancy Services Regulations, 2010, in line with Public Procurement Regulatory Authority (PPRA) Procurement Code. Under this methodology, firms will be evaluated based on a composite score that weighs both the technical competence (Quality) and the financial proposal (Cost), ensuring the Ministry selects the most advantageous offer that provides the highest quality service for the price.

	70% weightage will be given to Technical competence and 30% weightage will be given to Financial proposal
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Naveed Ahmed Abbasi
Section Officer-G
Monday, 09 February, 2026, 12:2:14 PM

Naveed Ahmed Abbasi
Section Officer-G
Monday, 09 February, 2026, 12:2:14 PM

TERMS OF REFERENCE

PROCUREMENT OF ISO CONSULTANCY SERVICES FOR ESTABLISHMENT, DEVELOPMENT AND IMPLEMENTATION OF QUALITY MANAGEMENT SYSTEM ISO 9001 AT MOCC&EC

24. OBJECTIVE

The objective is to establish and implement an efficient management system in accordance with guidelines of latest version of risk based international standard of quality management system ISO 9001 and to get international acknowledgement in the form of certification.

25. SCOPE OF WORK FOR PROCUREMENT OF ISO CONSULTANCY SERVICES

The objective is to procure specialized ISO consultancy services for the successful establishment, development, implementation, and eventual ISO certification of MoCC&EC. Keeping the mandated scope and required deliverables in view, the engagement necessitates the provision of a team comprising at least three (3) ISO Specialists/Experts. This core team must collectively possess the expertise required for all phases of the project, specifically covering: training, gap analysis, document preparation, internal audit assistance, and external certification audit support. The functional scope shall be as follows

- a) Administration & Development
- b) Climate Change & Environment
- c) International Cooperation
- d) Climate Finance
- e) Forestry

By and large, ISO consultants will be required to carry out following task as per requirement of ISO 9001.

22.1 **Review existing system (Gap analysis):**

ISO consultants shall conduct a comprehensive gap assessment of MoCC&EC against the requirements of ISO 9001, covering all functions, geographical areas, and operational activities. After the gap assessment, ISO consultants will provide a detailed report, outlining the identified gaps, non-conformities, and recommendations for each MoCC&EC function and geographical area, as well as a clear action plan to address the gaps and ensure full compliance with ISO 9001. The results of the gap assessment will be submitted to MoCC&EC for further review and action. This process will involve a holistic approach, addressing the diverse and widespread functions of MoCC&EC, ensuring that all operations are aligned with ISO 9001 requirements

22.2 **Training of Selected Officers/Officials on ISO 9001 Implementation and Development of Certified QMS Implementers:**

ISO Consultants shall conduct comprehensive and specialized training program for the selected officers/officials of MoCC&EC to ensure the effective implementation of ISO 9001, in alignment with the requirements of Clauses 7.2, 7.3, and 7.4 of the standard. This training program will focus on equipping participants with the in-depth knowledge, skills, and practical tools necessary to develop and implement an effective QMS across MoCC&EC's operations. The participants will be selected from across all functional and geographical units of MoCC&EC. The training will be conducted at Islamabad.

A particular focus will be placed on hands-on training, including real-world case studies, role-playing exercises, and group discussions to foster practical skills in the development, implementation, and maintenance of QMS. Upon completion of each training session, ISO Consultancy firm will administer a formal examination to assess the participants' understanding of QMS. The results of the examination will be submitted to the ISO Cell for further evaluation. Additionally, certificates of completion will be issued to those participants who successfully pass the exam, recognizing them as certified Lead QMS Implementers.

This program will not only serve to enhance the quality management capabilities of MoCC&EC's teams but will also create a cadre of highly skilled, certified QMS implementers who will be equipped to lead the ISO 9001 implementation across various functions. The development of these certified professionals will ensure a sustainable and continuous improvement approach to quality management, furthering MoCC&EC's commitment to achieving and maintaining ISO 9001 certification.

22.3 Development and configuration of state of the art quality management system:

ISO consultants shall provide complete consultancy (in the form of training, guidance, samples documents, meeting, exercises etc) to establish a quality management system to achieve international certification of ISO 9001 quality management system. ISO consultants shall closely coordinate with implementation team in formulation of the processes within an agreed time frame. ISO consultants shall assist the implementation of system. ISO consultants shall provide assistance in preparing mandatory ISO documents and other documents required for certification. ISO consultants shall also provide suggestions for the improvements in the implemented system.

22.4 Verification of system implementation (Internal Auditing):

ISO consultants shall assist and guide MoCC&EC in conducting a comprehensive internal audit to verify the system implementation. Every type of non-conformances/problems shall be clearly highlighted along with the workable solutions. ISO consultants shall provide complete assistance to resolve these non-conformities.

22.5 Green signal certificate before certification audit:

ISO consultants shall ensure that all the corrective actions are implemented in the required spirit and time and are formally closed. ISO consultants shall provide a green signal certificate clearly mentioning that MoCC&EC's QMS system is ready to be audited for certification.

22.6 Assistance during certification audit and ensure certification for MoCC&EC: ISO consultants will recommend to MoCC&EC and liaise with a certification body and provide all necessary assistance to MoCC&EC to qualify for certification during the audit process until the ISO 9001 certificate is obtained. It is the responsibility of ISO consultants to ensure ISO 9001 certification for MoCC&EC.

22.7 After award of certification: Once the certification is acquired, a formal close out meeting shall be conducted with ISO consultants. The lessons learnt and the future strategies shall be briefed by ISO consultants for improvements and maintaining the certification requirements.

22.8 Assistance during annual surveillance audit by third party: ISO consultants shall provide necessary assistance to qualify the surveillance audits. ISO consultants shall

coordinate with international external auditing agency for annual surveillance audits for successfully continuation of ISO 9001 certification for two annual surveillance audits.

26. OBLIGATIONS TO ISO CONSULTANCY FIRM

- 23.1 ISO consultants will work with MoCC&EC-Project Focal Person, exchange information about progress and will take his advice wherever required.
- 23.2 ISO consultants will sign a Non-Disclosure Agreement with MoCC&EC and will treat all MoCC&EC data as highly classified and confidential.
- 23.3 The consultant will produce original work and will utilize maximum resources to ensure accuracy and effectiveness of the system.
- 23.4 All published/web sources utilized will be clearly stated/declared.

27. OBLIGATIONS OF MoCC&EC

- 24.1 MoCC&EC will nominate a Project Focal Person to liaise with ISO consultants. ISO consultants shall work in very close collaboration with the Project Focal Person; exchange information regards progress of the consultancy and takes his advice wherever required.
- 24.2 MoCC&EC will be responsible for providing venue, training material, tea/coffee and lunch to trainer and participants during training sessions at MoCC&EC, Islamabad.

28. TIME OF COMMENCEMENT

Services of consultants shall commence from the date of signing of formal contract with MoCC&EC.

29. PROJECT DURATION & PENALTY

- Duration: 4 months from contract signing.
- Penalty: 0.1% per delayed week, delays beyond 4 months may result in contract termination.

30. DELIVERABLES AND BREAKUP OF TIME

Following will be the minimum deliverables, ISO consultants have to perform all other necessary activities required to establish ISO 9001 in MoCC&EC

Deliverable	Description of deliverable	Time
1 st deliverable	1-Training on “ISO 9001 QMS implementation” 1.1 Customized training material and training certificates to participants	
2 nd deliverable	2-Detailed QMS Gap Analysis Report	
3 rd deliverable	3-ISO Mandatory Documents, this will include 3.2 Draft quality policy 3.2 Draft SOPs as per ISO 9001:2015 e.g. SOP-ISO 9001 Governance, Management & Communication Framework, SOP-ISO Internal auditing (team selection, planning and performance of audit etc), SOP- ISO risk identification, determination of controls, SOP-Management review (agenda, conduct, recording etc), SOP-Document control (revision, review, approval etc), SOP-Record control (retrieval, retention, dispose off), SOP-Corrective actions, SOP-Non-conformance	

	etc	
4 th deliverable	4-Training on “Internal QMS Auditing” 4.1 Training material and training certificates to participants	
5 th deliverable	5-Support in conduct of 1st internal QMS audit 5.1 ISO Standard audit checklist 5.2 Draft internal audit plan and audit report	
6 th deliverable	External audit coordination and ISO certificate	

31. BREAKUP OF PAYMENT

Payment of the contract will be made in instalments as per different deliverables achieved mentioned above and according to the break ups of the period;

Sr.#	Description	% of payment
1.	Submission of 1st deliverable	15%
2.	Submission of 2nd deliverable	15%
3.	Submission of 3rd deliverable	15%
4.	Submission of 4th & 5th deliverables	15%
5.	Submission of 6th deliverable	40%

32. ELIGIBILITY (Non-compliance with mandatory criteria will result in disqualification).

MoCC&EC requires that the engaged ISO consultancy possess an extensive and verifiable combination of skills and expertise in the field of ISO certification implementation, specifically within large-scale government or semi-autonomous environments. Previous experience executing projects of a similar scope and complexity is essential and mandatory for consideration. To ensure the successful execution of this vital project, only established ISO consultancy firms are eligible to submit a bid. These firms must demonstrate and provide evidence of meeting the following minimum eligibility criteria:

- a) Certificate of Incorporation with SECP or Registrar of Firm or Registration showing Firm’s legal Status
- b) Registration with Relevant Tax Authorities (Income tax, Sales tax) with “Active status”.
- c) Non-Blacklisting Certificate on Legal Stamp Paper of worth PKR 100/-.
- d) No Litigation by any authority/govt./court certificate on stamp paper of worth PKR 100/
- e) Bidder/ISO consultant’s firms must have updated ISO 9001:2015 certificate.

28.1 MINIMUM REQUIREMENTS FOR BIDDER’S ORGANIZATION

The prospective ISO bidder must satisfy the following minimum requirements concerning professional experience:-

- a) **Organizational Longevity:** The firm shall possess a minimum of **08-10** years of experience in the provision of ISO consulting services.
- b) **Assignment Volume:** The firm must have successfully delivered a minimum of **150** completed ISO consulting assignments across both the public and private sectors.

- c) **Public Sector Track Record:** Crucially, out of the total assignments, at least fifteen (15) assignments must be completed in Federal Ministries/Divisions/Departments within the Government of Pakistan.

28.2 MINIMUM REQUIREMENTS KEY PROFESSIONALS/TECHNICAL STAFF

The prospective ISO bidder must satisfy the following minimum requirements concerning key professionals/technical staff:

Principal Consultant/ Training Expert:

- Minimum MS degree and ISO training with QMS lead auditor training (Higher foreign qualification will be preferred)
- Minimum 15 years of experience of training and consultancy in public and private sector
- Minimum 40 ISO consultancies
- Minimum 07 ISO consultancies in Federal Ministries/Divisions/Departments

Documentation Expert/ Project Coordinator:

- Minimum MS degree in Quality Management and ISO training with QMS lead auditor training
- Minimum 10 years of experience of training and consultancy in public and private sector
- Minimum 80 ISO consultancies
- Minimum 07 ISO consultancies in Federal Ministries/Divisions/Departments

ISO/QMS Auditing Expert:

- Minimum QMS lead auditor training
- Minimum 15 years of experience of training and consultancy in public and private sector
- Minimum 100 audits in Private sector
- Minimum 15 audits in Public Sector

33. BID EVALUATION CRITERIA

To comply the transparency requirements of PPRA Code of Pakistan, the technical proposal will be evaluated as per the following criteria.

BID EVALUATION CRITERIA			
CRITERIA-1		60 MARKS (Max)	
ISO Consultancy Firm Experience			
1. Past Experience in work of similar nature i.e. ISO consultancy			
Description			Marks
Experience	Length of Experience	8-10 Years of Experience	5
		11 and above Years of Experience	10 Max
	Experience of Conducting ISO Consultancies in Public Sector (Federal Ministries/Divisions/Departments)	11-12 consultancies conducted in Federal Ministries/Divisions/Departments	5
		13-14 consultancies conducted in Federal Ministries/Divisions/Departments	10
		15 and above consultancies conducted in Federal Ministries/Divisions/Departments	20 Max
	Experience of Conducting ISO Consultancies in Private Sector	131-140 Consultancies on ISO	5
		141-150 Consultancies on ISO	10
		151 and above Consultancies on ISO	20 Max

CRITERIA-2.1		190 MARKS (Max)		
KEY PROFESSIONALS				
PRINCIPAL ISO CONSULTANT/ TRAINING EXPERT				
Qualification	Experience	No. of completed Assignments in public sector	No. of completed Assignments in Private Sector	Marks
Master Degree =5 marks Ph.D = 10 marks	15-20 Years =5 marks 21-25 Years =10 marks 26 and above = 15 marks	7-8 assignments = 10 marks 9-10 assignments = 15 marks 11 and above assignments = 25 marks	41-45 assignments = 5 marks 46-50 assignments = 10 marks 51 and above assignments = 15 marks	65
QMS DOCUMENTATION EXPERT/ PROJECT COORDINATOR				
Qualification	Experience	No. of completed Assignments in public sector	No. of completed Assignments in Private Sector	Marks
Master Degree (Quality Management) =5 marks Ph.D (Quality Management) = 10 marks	10-15 Years =5 marks 16-20 Years =10 marks 21 and above = 15 marks	7-8 assignments = 10 marks 9-10 assignments = 15 marks 11 and above assignments = 25 marks	80-85 assignments = 5 marks 86-90 assignments = 10 marks 91 and above assignments = 15 marks	65
ISO/QMS Auditing Expert				
Qualification	Experience	No. of completed Audits in public sector	No. of completed Audits in Private Sector	Marks
ISO 9001 Lead Auditor = 5 marks	15-20 Years =5 marks 21-25 Years =10 marks 26 and above = 15 marks	10-15 audits = 10 marks 16-20 audits= 15 marks 21 and above audits = 25 marks	100-150 audits = 5 marks 151-200 audits= 10 marks 201 and above audits = 20 marks	65

CRITERIA-3		20 MARKS (MAX)
3. Technical Approach and methodology		
3.1	Understanding of Objectives	05 Max
3.2	Quality of Methodology	10 Max
3.3	Work Program	05 Max
CRITERIA-4		05 MARKS (MAX)
4. Financial Strength, audited Financial statements for last 02 years		
CRITERIA-5		05 MARKS (MAX)
Presence/Office in Islamabad		

34. BID NUMBERING & CHECKLIST SHEET

S. No	Required Document / Detail	Attached (Yes/No)	Page No.
i.	Bidder's Cover Letter	Yes/No	
ii.	Certificate of Incorporation with SECP or Registrar of Firm or Registration showing Firm's legal Status	Yes/No	
iii.	Valid NTN Certificate and active status	Yes/No	
iv.	Sales Tax Registration Certificate	Yes/No	
v.	Non-Blacklisting Certificate on Legal Stamp Paper of worth PKR 100/-.	Yes/No	
vi.	No Litigation certificate on stamp paper of worth PKR 100/.		
vii.	Proof of Similar Experience	Yes/No	
viii.	Work Orders / Completion Certificates	Yes/No	
ix.	Proposed Methodology & Work Plan	Yes/No	
x.	CVs of Key Staff	Yes/No	
xi.	Audited Financial Statements (Last 2 Years)	Yes/No	
xii.	Technical Proposal	Yes/No	
xiii.	Financial Proposal (Sealed Separately)	Yes/No	
xiv.	Additional Documents (if any)	Yes/No	
