

PAKISTAN MICROFINANCE INVESTMENT COMPANY LIMITED (PMIC)

Hiring of a Firm to develop training modules and onsite installation of the following systems

1 Solar off-grid systems up to 5Kw

2 Solar Solution for Irrigation pumps up to 10HP motor size

REQUEST FOR PROPOSAL

Introduction of Company

Pakistan Microfinance Investment Company Limited (PMIC) is registered as an Investment Finance Company under NBFCs. The purpose of the organization is to provide a wide range of financial services to inter alia microfinance institutions and microfinance banks to promote financial inclusion in Pakistan to alleviate poverty and contribute to broad based development.

Instructions to bidders

- a) Sealed Technical and Financial proposals in separate envelopes must be delivered to the address below, clearly mentioning the title of the assignment on the top-right of the envelope, **not later than 2 PM on September 27, 2024. Firm/consultant shall also share pdf version of the technical proposals on the below mentioned email addresses.**

Head of Procurement
Pakistan Microfinance Investment Company Limited (PMIC)
Plot # 55-C, 21st Floor, Ufone Tower, Blue Area, Islamabad
Phone: (051) 8487820-40
Email: yasir.masud@pmic.pk
Cc.: ahmed.saleh@pmic.pk

- b) All documents relating to the RFP shall be written in English language.
- c) The complete proposal shall consist of the following documents:
- Technical proposal consisting of the following.
 - Firm's/consultant background & experience.
 - Examples of past experience and in financial/microfinance sector
 - Proposed timeline
 - Proposed methodology
 - Expertise of technical staff
 - Valid NTN # or Company registration documents
 - Financial proposal
 - A detailed budget reflective of all activities identified separately.
- d) Firm/Consultant may express the price only in PKR (inclusive of all applicable taxes).
- e) All queries must be directed to yasir.masud@pmic.pk, Cc. ahmed.saleh@pmic.pk **no later than September 18, 2024.**
- f) The proposals shall remain valid for Forty-Five (45) days after the proposal submission deadline established by PMIC. A proposal valid for a shorter period shall be rejected as non-responsive. In exceptional circumstances, prior to the expiration of the bid validity period, PMIC may request all firms/consultants who submitted their proposals to extend the period of validity of their proposal for a specified additional period. The request and the responses shall be made in writing. If the firm/consultant agrees to extend the validity, it shall be done without any change in the original proposal. The firm/consultant has the right to refuse to extend the validity in which case such

proposals will not be further evaluated.

- g) Evaluation Criteria: **Quality and Cost Based.** (70% Quality, 30% Cost)
- h) The evaluation of proposals will be based on:
- Technical responsiveness/full compliance to the RFP requirements
 - Full acceptance of the general terms and conditions stated in the RFP.
 - Past clientele served.
- i) At any time prior to the deadline for submission of proposals, PMIC may amend the RFP and communicate to the vendors. To give prospective firms/consultants reasonable time in which to take the amendment into account in preparing their proposals, PMIC may, at its discretion, extend the deadline for the submission of proposals. Similarly, at any time PMIC may, at its own discretion, call off this RFP.

Terms of Reference for hiring a firm or an Individual to develop a training module and conduct a training of installers to install off-grid solar system and Solar Irrigation Pump under the PRIME Program

Background

German Development Bank (KfW) and **Pakistan Microfinance Investment Company (PMIC)** have been implementing a program called PRIME – PMIC-KfW Renewable Energy Initiative through Microfinance in Pakistan that aims to support the financing of quality Pico PV, Solar Home Systems and Solar Irrigation Pumps for households and small businesses in poor grid and off-grid locations in the rural and peri-urban areas of Pakistan. The program was launched in August 2019 with 8 Microfinance Providers (MFPs). It has enabled a responsible financing mechanism by lending to its microfinance partners, building their capacity, providing support on sensitizing awareness, and strengthening their assessment of energy needs. KfW has provided PMIC with a Euro 15 million sub-ordinate loan that qualifies as Equity subordinated capital [EUR 15,000,000.00] or USD equivalent according to the regulations of the SECP. KfW has recently approved an additional Euro 5 million subsidy scheme for the program to address the affordability issue among MFP clients and help MFPs in financing high quality solar systems to rural communities in Pakistan.

PMIC is responsible for the coordination of all program activities, including the pre-qualification of solar suppliers and their products; on-going quality control; consumer awareness for demand generation, trainings, and collaboration with all program stakeholders on effective delivery.

Training is one of the major components of the program, which has wide scope at different levels/stages of program implementation. Technical and non-technical orientation about the program for all stakeholders is very much essential in the program. This TOR is to hire an individual /firm to (1) write the training modules/manuals on standard installation process – in line with international best practices - to install solar PV systems up to 5Kw and solar irrigation pumping solution up to 10 HP motor size (2) Operation and maintenance of solar PV system (3) conduct on-site training of installers.

Scope of the work

Under this assignment the individual/firm is expected to develop training modules, installers guide and training tools (PPT, training manual, video) for the following.

- Solar Off-grid systems up to 5kw
- Solar solution for Irrigation pumps up to 10HP motor size

The firm will also be required to install at-least 2 blue print models each for 5 KW systems as well as 10 HP motor size irrigation pumps. One system each (5KW system and 10 HP motor size irrigation solar solution) will be installed in Sindh and Punjab. The systems will be provided by solar suppliers, however the trainer individual/firm will be responsible for installing the system.

Deliverables

- Training modules with Installer guide / booklet
- Training deck / ppt. Training handouts / posters/ video's /tools - the softer version
- On-site training of Installers at two locations in Punjab and Sindh

Eligibility

- Technical knowledge and familiarity with solar energy systems installation and training is desirable.
- Firm/individual with at least 2 years of demonstrated experience in conducting training and developing training content.
- Excellent written and verbal communication skills.

Contractual information

PMIC shall award the contract to the firm/consultant whose proposal has been determined to be substantially responsive to the RFP and which has the highest combined technical and financial score.

Proposal Submission Form

The attached proposal submission form shall be filled in and shared with the proposal.

