

PAKISTAN MICROFINANCE INVESTMENT COMPANY LIMITED (PMIC)

Developing Blue Print Models

BMZ No 2017.70.064

REQUEST FOR PROPOSAL

Nov 2025

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, **04:00 PM on Nov 19, 2025**. **Firm/consultant shall also share pdf version of the technical & financial proposals on the below mentioned emails as well.**

Head of Procurement
Pakistan Microfinance Investment Company Limited (PMIC)
Plot # 55-C, 21st Floor, Ufone Tower, Blue Area, Islamabad
Email: yasir.masud@pmic.pk
Cc.: adeel.queshi@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
 - Proposed timeline
 - Proposed methodology
 - Expertise of technical staff
 - Valid NTN # or Company registration documents
 - Signed Declaration of Undertaking (**Attachment available**)
 - Financial proposal
 - A detailed budget reflective of all activities identified separately.
- d) Firm/Consultant may express the price **only in PKR** With the below mentioned details
- Net Cost
 - Applicable Taxes details and breakdown
 - Total Cost (including of all Taxes)
- e) All queries must be directed to saqib.siddiqui@pmic.pk cc yasir.masud@pmic.pk, adeel.queshi@pmic.pk **no later than Nov 13, 2025**.
- f) The proposals shall remain valid Sixty Days (60 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: two sealed envelope submission (1 financial and 1 Technical proposal) **Quality and Cost Based.**

Evaluation Criteria Weightage:

Technical Proposal 80%

Financial Proposal 20%

The technical evaluation shall be carried out based on the **indicative criteria attached and point system.**

- 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.

The opening of the proposals will take place on **Nov 21, 2025** at PMIC Plot # 55-C, 21st Floor, Ufone Tower, Blue Area, Islamabad.

- 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 (TORs)

(Detailed TORs attached)

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 subordinate 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.

Objectives of the Assignment

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 Work

Part A: Training

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

Part B: Installation

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

1. **Demonstration Installations** – Installation of one 5 kW solar PV system and one 10 HP solar irrigation pump (one in each province) as blueprint models.
2. **Capacity Building** – On-site training of installers at two locations (Punjab and Sindh), including practical demonstrations.
3. **Training Materials** – Comprehensive modules/manuals on installation, operation, and maintenance of solar PV systems (up to 5 kW) and solar irrigation pumps (up to 10 HP), along with an installer's guide, a presentation and videos.
4. **Reporting** – An assignment completion report summarizing content delivered, participants trained, learning outcomes, and recommendations, along with submission of all training materials in soft copy (editable files).

Duration of the assignment/timeline

6 Months

Qualification and experience of firm/individual

- Proven technical expertise in solar energy systems installation and training.
- Minimum of 2 years' experience in conducting trainings and developing training content for renewable energy systems.
- Strong track record of developing user-friendly technical manuals, training tools, and guides.
- Experience in field-based practical training sessions.
Excellent written and verbal communication skills.
- Familiarity with international best practices, safety standards, and quality assurance protocols for solar PV and irrigation systems.

6 Proposal Evaluation

Proposals will be evaluated based on consultant's qualifications, experience, proposed methodology, and cost. Selected consultant will be notified by (tentatively) **Nov 28, 2025**. Applications from consortia are welcome. Proposal shall include timelines, number of working days with daily rates for offered qualifications.

7 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.



Contractual
Information..docx

8 Proposal Submission Form

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



Proposal Submission
Form.docx