

**ADDENDUM No. 1 RFP****REQUEST FOR PROPOSAL (RFP) FOR  
CONSULTANCY SERVICES FOR ESTABLISHMENT OF PAKISTAN RAILWAYS  
PENSION FUND INCLUDING DESIGN AND IMPLEMENTATION**

As a result of Pre-bid conference held on 30.11.2020, this addendum is being issued to provide clarifications, additions, amendments and/or correction to the above mentioned RFP. This addendum shall be deemed to form part of the RFP & TORs.

**Request for Proposal  
Instructions/clarification of RFP**

1. **RFP-Page 4 Sr No. 8:** What will be the procedure/kind of MOU for consultants in the absence of their physical presence? The following may be added as under:  
“They may submit the scanned copy or the lead firm/consultant may sign on their behalf”. This is applicable for foreign consultants only.
2. **RFP-Page 13 Clause 2.13.1 (5):** Foreign Consultants will not be able to sign it as the firms/group of consultants will get their scanned CVs. The following may be added as under:  
“Lead Firm/consultant may submit on their behalf or any other authorized person can sign on their behalf”.
3. **RFP P. 13 Clause 2.15.3:** The Employer shall make all payments to the Consultant in Pak Rupees or Foreign Currency. However, the Employer shall have no objection and shall facilitate the remittance in foreign currency of the remuneration of the foreign partner to the extent of services rendered by foreign partner with regard to this assignment. The following has been clarified as under:  
“The amount will be paid in Pak. Rs. The firm themselves will remit the amount to foreign consultant and the employer will take no responsibility”.
4. **RFP P. 29-30 at Sr. A(b)(5)Appendix-II to Data Sheet Details of Evaluation Criteria for GoIC) b. Experience of Professionals (30%):** What will be the criteria for 100% of IT experts. The following may be added:  
“For IT Expert  
**Fifteen years or more= 100%**  
10 to <15 years= 80%  
Less than 10 years Staff will not be considered for evaluation”.
5. **RFP P. 30 at Sr. A(b)(5) Appendix-II to Data Sheet c. No. of assignments completed by Professional (30%):** (I) What will happen to those who submit more than 5 assignments? (II). To reconsider the weightage criteria in respect of number of employees. The clarification is as under:  
“(I) More than 5 assignments will not be given additional marks. (II)The criteria cannot be changed”.

6. **RFP – P.32:** The hierarchy/position given in appendix-2-A to data Sheet an Associate should be added above actuary and after team leader. The following may be added between rows  
“(b) Associate of Actuary”.
7. **RFP-43 TECH-6: CURRICULUM VITAE (CV) OF PROPOSED PROFESSIONAL STAFF:** More than one candidate can be nominated. It is clarified as under:  
“Consultant can nominate more than one candidate but in such case one should be clearly marked as primary and second should be marked as alternate candidate”.
8. **RFP-P. 48: FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM** (Please submit on Company’s Letterhead) If there are only consultants/Group of consultants. It is clarified as under:  
“Team leader should submit its proposal with/without letter head”.

### **Terms of References (TORs)**

#### **Instructions/clarification of TORs**

9. **TOR-P.2 Clause 1(i):** Who will provide the data required? Will they go to every Division by themselves? It is clarified that the successful Consultant is required to collect correct and up-to-date data from relevant offices of Pakistan Railways for its analysis and completion of the Assignment. Following clause is added:  
“Pakistan Railways will facilitate consultant in the collection of data”.
10. **TOR-P.4 clause 4.1 at Sr. 5 & 6:** It was pointed out by the consultant that following two points are of administrative nature, not relating to consultants. 5. The proposed system must be able to detect any ghost pensioner or payment. 6. The system should enable employee to “buy a benefit plan” according to his requirement. It is clarified that:  
“The system should be designed in a way to identify ghost pensioners”
11. **TOR-P. 6 Clause 4.8 Sr. 31 & 32:** Will the implementation to be done by Railways or Project Management Team? It is clarified that:  
“It will be done by Railways”
12. **TOR-P-7 Para 4.10 Section J Transition Management:** What will be and how will be the IT’s groundwork and substructure? 35. The Consultant will remain engaged with the Client for a period of one year after the formal completion of the assignment. This Transition Management phase will include the troubleshooting of various issues \*during the implementation, on-job training, system audit and refinement / improvement. 36. At the end of Transition Management period, the Consultant will present a comprehensive document for the future improvements of the system, future HR requirements & capacity building and any other recommendations to fulfil the proposed objectives. It is clarified as under:  
“The consultant will propose the IT requirement”.
13. **TOR-P.8 Para 5.2:** Other requirement on the request of the consultant may be omitted. The following is replaced with:  
“On the submission of invoice of the consultant”