

REQUEST FOR PROPOSALS (RFP)

For

Hiring of Individual Consultant / Manager (Polo & Riding)



RFP No: IC/HR/2025/26-001

Single Stage – Two Envelope Procedure

Date of Issue: April 21, 2026

Submission Deadline: May 06, 2026 11:00 Hrs.

Procuring Agency: Islamabad Club, Murree Road, Islamabad

Method of Selection: Quality-Based Selection (QBS)

Phone: 051-9046000, Ext. 189/190
Email: info@islamabadclub.org.pk
Website: www.islamabadclub.org.pk

SECTION 1: INVITATION FOR PROPOSALS (IFP)

The Islamabad Club invites proposals from eligible individual consultants (not firms) for the position of Consultant/Manager (Polo & Riding) on a one-year contract (6 days per week).

Detailed Terms of Reference (TORs) are provided in Section 6.

Proposals must be submitted using a **Single Stage – Two Envelope Procedure**:

- **Envelope A (Technical Proposal):** Contains qualifications, experience, and approach.
- **Envelope B (Financial Proposal):** Contains the all-inclusive monthly fee quoted by the consultant.

Technical Proposals will be opened first. Only candidates scoring **70% or above (49 out of 70 points)** in Technical Evaluation will have their Financial Proposals opened.

The selection will be based on a **combined score** of 70% Technical + 30% Financial. The candidate achieving the highest combined score will be awarded the contract.

SECTION 2: INSTRUCTIONS TO CONSULTANTS

2.1 Eligibility Criteria (Mandatory)

The applicant must:

- Be an individual consultant (not a firm or joint venture).
- Possess 08 years of demonstrated experience as a consultant or head of a premium Riding & Polo facility.
- Provide documentary proof of experience (e.g., employment certificates, contracts, reference letters).

2.2 Proposal Submission

- **Mandatory Electronic Submission:** All proposals must be submitted **exclusively online** through the **e-Pak Acquisition and Disposal System (e-PADS)** at <https://eprocure.gov.pk> or Islamabad Club's website <https://islamabadclub.org.pk> on or before the deadline specified in the **Data Sheet**.
- **Single Original Proposal:** The Consultant shall upload **only one (01) original** proposal document in PDF format. No hard or physical copies of the proposal are required.
- **Proposal Securing Declaration:** The Proposal Securing Declaration, as prescribed in the Standard Bidding Documents, must be submitted as part of the online proposal.
- **Manual Submissions:** Manual or physical submissions (e.g., hard copies, USB drives, CDs) **shall not be accepted or entertained** under any circumstances.

- **Submission Deadline:** The complete proposal must be uploaded and submitted online by **May 06, 2026 at 11:00 Hrs.** The e-PADS system will not accept any submissions after the deadline.
- **Confirmation of Submission:** The Consultant shall obtain a system-generated acknowledgement of successful submission from the e-PADS portal, which will serve as proof of timely submission.

2.3 Proposal Validity

Proposals shall remain valid for 90 days from the submission deadline.

2.4 Financial Proposal Requirements

Each applicant must submit a **separate Financial Proposal (Envelope B)** containing:

- Monthly all-inclusive fee (in PKR) for 6 working days per week.
- Statement that the quoted fee is valid for 90 days.

Financial Proposal Form (FIN-1) provided in Section 4A must be used. No alteration to this form is permitted.

Important: Financial Proposals of candidates who fail to achieve the minimum technical score (49/70) will be returned unopened.



2.5 Evaluation and Award (Single Stage – Two Envelope)

- **Step 1 – Technical Proposal Opening:** On the date and time specified in Section 8, the evaluation committee will publicly open **only Envelope A (Technical Proposals)**.
- **Step 2 – Technical Evaluation:** Technical evaluation will be based on the criteria in **Section 3 (maximum 70 points)**. Only candidates scoring **49 points or more (70%)** will be considered technically qualified.
- **Step 3 – Financial Proposal Opening:** Financial Proposals (Envelope B) of only those candidates who meet the minimum technical score will be opened publicly on a date notified separately (within 7 days of technical evaluation completion).
- **Step 4 – Combined Scoring:** Each technically qualified candidate will receive:
 - **Technical Score (out of 70)** – as evaluated.
 - **Financial Score (out of 30)** – calculated using the formula in **Section 3A**.
 - **Combined Total Score = Technical Score + Financial Score (maximum 100)**
- **Step 5 – Award:** The candidate with the highest combined total score will be invited for negotiations (only to confirm availability and start date). The quoted financial proposal is binding and not negotiable downward.
- **Step 6 – Tie-breaking:** In case of a tie, the candidate with the higher Technical Score will be selected. If still tied, the candidate with higher experience points (Criteria 1 in Section 3) will be selected.

BASIS OF SELECTION (SUMMARY)

Component	Weight	Maximum Points	Passing Threshold
Technical Evaluation	70%	70	49 points (70%)
Financial Evaluation	30%	30	No minimum (but must be quoted)
Combined Total	100%	100	Highest score wins

Selection Formula:

Combined Score = (Technical Score out of 70) + (Lowest Fee / Candidate's Fee × 30)

Award: Contract issued to candidate with highest Combined Score.



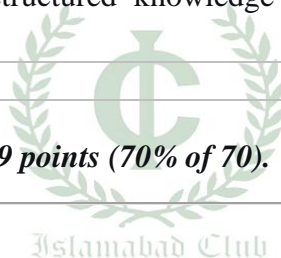
2.6 Grievance Redressal

Any complaint may be filed with the Club's Grievance Redressal Committee within 7 days of technical evaluation announcement.

SECTION 3: TECHNICAL EVALUATION CRITERIA (70 POINTS)

Criteria	Max Points	Evidence Required
1. Relevant Experience (08 years minimum as consultant/head of premium Riding & Polo facility)	28	Detailed CV, employment certificates, reference letters
2. Exemplary Track Record – Proven success in elevating polo ground standards to international benchmarks; excellence in stable management and member safety protocols	17	Description of specific achievements (photos, reports, testimonials)
3. Specialized Expertise – Mastery in equestrian/polo management, equine health/nutrition, pedigree selection, professional polo field maintenance	15	Certifications, training records, published articles, narrative of technical skills
4. Strategic Continuity & Mentorship – Experience in long-term initiative oversight and structured knowledge transfer	10	Examples of mentoring roles, training programs conducted, strategic plans
TOTAL	70	

Minimum passing technical score: 49 points (70% of 70).



SECTION 3A: FINANCIAL EVALUATION CRITERIA (30 POINTS)

3A.1 Formula for Financial Score Calculation

The lowest quoted all-inclusive monthly fee among all technically qualified candidates will receive the maximum 30 points. All other candidates will receive points inversely proportional to the lowest fee using the following formula:

$$\text{Financial Score} = (\text{Lowest Quoted Fee} / \text{Quoted Fee of Candidate}) \times 30$$

Where:

- *Lowest Quoted Fee* = the minimum monthly fee (in PKR) among technically qualified candidates.
- *Quoted Fee of Candidate* = the monthly fee proposed by the candidate being scored.

3A.2 Example

Candidate	Monthly Fee (PKR)	Calculation	Financial Score (out of 30)
A	200,000	$(200,000 / 200,000) \times 30$	30.00
B	250,000	$(200,000 / 250,000) \times 30$	24.00
C	400,000	$(200,000 / 400,000) \times 30$	15.00

3A.3 Combined Total Score

Combined Total Score = Technical Score (out of 70) + Financial Score (out of 30)

Maximum possible combined score: 100 points.

3A.4 Financial Proposal Validity

Financial proposals must remain valid for 90 days from the submission deadline. The Club reserves the right to reject any financial proposal that is abnormally low (less than 60% of the average of all quoted fees) without justification.

SECTION 4: TECHNICAL PROPOSAL SUBMISSION FORM (TECH-1)
(To be submitted in Envelope A)

Date: _____

To: Islamabad Club, Murree Road, Islamabad.

Subject: Proposal for Consultant/Manager (Polo & Riding)

I, the undersigned, hereby submit my Technical Proposal for the above position. I confirm that:

1. I have carefully reviewed the Terms of Reference.
2. All information provided in my proposal is true and accurate.
3. I am available to commence services on [proposed date].

I understand that the Procuring Agency is not bound to accept any proposal and may cancel the process at any time.

I confirm that I have not included any financial information in this Technical Proposal. I understand that inclusion of financial data in Envelope A may result in disqualification.

Signature: _____

Name: _____

CNIC No.: _____

Contact No./Email: _____

Address: _____



SECTION 4A: FINANCIAL PROPOSAL SUBMISSION FORM (FIN-1)
(To be submitted in a separate sealed Envelope B – or as separate file upload in e-PADS)

Date: _____

To: Islamabad Club, Murree Road, Islamabad.

Subject: Financial Proposal for Consultant/Manager (Polo & Riding) – RFP No. IC/HR/2025/26-001

I, the undersigned, hereby submit my Financial Proposal for the above position.

Item	Amount (PKR)
Monthly All-Inclusive Fee (for 6 days per week)	_____
<i>Reimbursable Expenses (if any, with justification)</i>	_____
Total Monthly Fee	_____

I confirm that:

1. This fee is valid for 90 days from the submission deadline.
2. No taxes or additional charges will be claimed beyond this amount.
3. I have not made any reference to this financial proposal in my Technical Proposal.

Signature: _____

Name: _____

CNIC No.: _____



SECTION 5: DOCUMENTS TO BE ATTACHED (CHECKLIST)

ENVELOPE A – TECHNICAL PROPOSAL (Required for all applicants)

- Signed Technical Proposal Submission Form (TECH-1) with explicit confirmation of no financial data included
- Detailed Curriculum Vitae (CV) highlighting riding/polo management experience
- Copies of educational / professional certificates (if any)
- Employment/experience certificates proving 08 years as consultant/head of premium facility
- At least two reference letters from previous employers or clubs
- Written description (max 2 pages) of achievements in: polo ground standards, stable management, safety protocols, equine health, nutrition, pedigree selection, field maintenance, mentorship, strategic planning
- Copy of CNIC
- Any other supporting documents (photographs, reports, testimonials)

ENVELOPE B – FINANCIAL PROPOSAL (Required for all applicants)

- Signed Financial Proposal Submission Form (FIN-1) with monthly fee quoted in PKR
- Breakdown of any reimbursable expenses (if applicable)

Note: Proposals missing either envelope or containing financial information in Envelope A will be rejected.



SECTION 6: TERMS OF REFERENCE (TORs)
(As provided by the Club – reproduced from your attachment)

Title: Consultant / Manager (Polo & Riding)

Nature of Work: Advisory role on equine welfare, tournament/event management, strategic planning, and any other task assigned by the Club Management.

Duration: One year (6 days a week).

Key Responsibilities and Required Competencies:

1. Exemplary Track Record – Possess a distinguished professional history with visionary leadership, proven success in elevating polo ground standards to international benchmarks, and excellence in stable management and member safety protocols.
2. Specialized Expertise – Mastery in Equestrian and Polo Management, including in-depth understanding of equine health and nutrition, pedigree selection, and technicalities of professional Polo field maintenance.
3. Strategic Continuity – Responsible for seamless execution and oversight of long-term equestrian initiatives to ensure organizational goals are met without interruption.
4. Knowledge Transfer & Mentorship – Act as a senior mentor to the management tier, facilitating a structured transfer of specialized technical knowledge and leadership skills to subordinates and peers.

SECTION 7: CONDITIONS OF CONTRACT (SUMMARY)

- The contract will be for one year, renewable by mutual consent.
- Working days: 6 days per week (Monday- day off).
- The Consultant/Manager shall not engage in any conflicting activity.
- Either party may terminate the contract with 30 days' written notice.
- Disputes shall be resolved through arbitration in accordance with the Arbitration Act, 1940, with venue at Islamabad.

(Full contract will be signed with the successful candidate.)

SECTION 8: IMPORTANT DATES

Activity	Date
RFP issue date	April 21, 2026
Last date for clarifications	Not later than 7 days before submission
Proposal submission deadline	May 06, 2026 11:00 Hrs
Opening of Technical Proposals	May 06, 2026 11:00 Hrs (immediately after deadline)
Announcement of technical evaluation	Within 15 days of opening
Opening of Financial Proposals (Envelope B)	Within 7 days of technical evaluation announcement (date notified separately)
Contract signing	Within 30 days of final combined score announcement

Issued by:

**HR Manager
Islamabad Club**

April 21, 2026

