

PUNJAB SKILLS DEVELOPMENT FUND

REQUEST FOR PROPOSAL (RFP)

FOR

HIRING OF CONSULTANT FIRM FOR LEADERSHIP
DEVELOPMENT TRAINING PROGRAM/SESSION

February, 2019



Submission Deadline: 15th February 2019 by or before 11:00 AM
21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II, Lahore Pakistan
Phone: +92-42-35752408-10
Fax: +92-42-35752190

Hiring of Consultant Firm for Leadership Development Training Program/Session

1. Objective

Develop PSDF people managers with the critical leadership competency of establishing and maintaining trust and customer centric approach with all stakeholder both internal and external.

2. Overview of Proposal

PSDF invites Consultant firms having expertise in specialized domains as listed in the scope of work.

Scope of Work

- Leadership model should be based on TRUST as a main competence.
- Guide participants how to build leadership accountability for internal and external customers.
- Develop a holistic understanding of leadership credibility with essential skills and behaviors enabling stronger relationships with the team members to boost productivity and making teams more committed and accountable to results
- Learn to collaborate with multiple stakeholders in critical situations.
- Engage participants in experiential activities and skill-building exercises related to improving business relationships, keeping commitments, resolving conflicts and mock business environment for creating loyal customers, for practice & deeper learning.
- Pre-training assessment of sample of participant
- Pre and post 360-degree assessment of participants
- Equipped Participants with toolkit or reference book
- Post training applicable mechanism tool for result-orientated approach
- Peer learning groups to provide feedback, insight, suggestions and support.

3. Target Audience: PSDF People Manager 29 employees.

4. Timelines: The session must be conducted tentative by last week of February 2019 or March 2019, However, in case of any change in date, will be communicated accordingly.

5. Session Duration: 2 days.

6. Payment Terms

- Payment shall be made with-in thirty days after completion of assignment and receipt of invoice.
- Bid/proposal shall remain valid for the period of **90 days** from date of financial opening.

- Payment shall be made after applying all the applicable taxes.

7. Instruction & Guidelines

- The selection of Hiring of Consultant firm for Leadership Development Training Program/Session will be based on *Quality & Cost through Single Stage, Two Envelopes* procedure.
- The proposal shall be a single package consisting of two separate envelopes, containing separately Technical Proposal and Financial Proposals. The envelopes shall be marked separately as “Technical Proposal” and “Financial Proposal”.
- Proposal containing all required information & documentary evidence must be delivered to Procurement Department, PSDF, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore in a sealed packet and submitted by or before **11:00 AM February 15, 2019**.
- The Proposal Documents shall be opened on the same day i.e. **February 15, 2019 at 11:30 AM** by the Consultant Selection Committee for short consultancy in the presence of representatives of interested applicants who desire to attend. The selection process of Consultant firm in Short Consultancy shall be in accordance with prevailing Procurement Rules. In case of incomplete information as required under the “Request for Proposal”, will not be considered and will be rejected.
- Please submit complete proposal with supporting documents and Financial Proposal.
- PSDF reserves the right to reject any proposal, which does not conform to specified requirements without reference to price and condition. During the technical evaluation no amendments in Technical Proposal shall be permitted.
- Contract shall be awarded on quality and cost-based method with combined evaluation of the Technical and Financial Proposals.
- The weightage of quality shall be **80% and 20 %** weightage shall be given to cost. *A minimum score of 65 marks* is required in technical evaluation to qualify for Financial Bid opening.
- PSDF will confirm the date and time to the qualified consultant firms for financial bid opening.
- Please mark and attach all the supporting document for the evaluation purpose. In case of any clarification please feel free to email at proc@psdf.org.pk before **February 12, 2019**.

8. Conditions for Eligibility

The Consulting firm submitting proposals should have the following eligibility for qualifications:

- Should be a legal entity i.e. Firm / Company (copy of incorporation / registration certificate)
- Provide National Tax Number (NTN) and General Sales Tax (GST)/ Provincial Sales Tax (PST) (if applicable) in the name of organization and provide a copy of registration
- Must be an Active Tax payer as per “Active Tax Payer List” of FBR.



- iv. Affidavit on stamp paper declaring that company is not blacklisted by any Government agency/ semi-government / authority / organization. (Original required)

Any, failure to provide information as per the above mentioned or fulfilment under the requirement of “Eligibility Criteria Checklist” (**Annexure B**) shall deemed to be or declared to be ineligible for the bidding process and technical evaluation shall not be carried out

9. Evaluation Criteria for Consultant Firm

- This document is governed by the procedure/rules approved by PSDF management.
- The technical proposal of eligible organisations will be evaluated against requirements specified in “**Annexure – C**”.

10. Financial Evaluation Criteria

The Financial Proposals of only eligible bidders with technically qualified specifications will be opened in the presence of all the bidders. All bids shall be opened publicly in the presence of bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding and person designated for PSDF shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders shall sign an attendance sheet at the time of bid opening. Please provide information regarding Financials in **Annexure – D**”.

11. Declaration

Kindly provide the declaration as per format provided below.

I, _____ hereby declare that:

- all the information provided in the Request for Proposal (RFP) is correct in all manners and respects
- and I am duly authorized by the **Governing body/Board/Management** to submit this b on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

Note: Please attach documentary proof for authorization by the governing body/board/management.

Annexure-A

Organizational Information		
Sr. No.	Required Information	Response
1	Legal name of the organization	
2	Year of Registration / Establishment of the Organization	
3	National Tax Number	
4	General / Punjab Sales Tax Number	
5	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organization
		Section 42 Company
		Public Ltd. Company
		Private Ltd. Company
		Private Partnership Firm
	Others (Please specify)	
6	Name and designation of 'Head of Organization'	
7	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of organization:	
	Website address:	
8	Name and designation of 'Contact Person':	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	

Annexure-B

Eligibility Criteria Checklist				
Sr. No.	Eligibility Criteria Details	Evidence/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	Should be a legal entity i.e. Firm / Company (copy of incorporation / registration certificate)	Evidence of incorporation/registration	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide National Tax Number (NTN) and General Sales Tax (GST)/ Provincial Sales Tax (PST) (if applicable) in the name of organization and provide a copy of registration	Evidence of proof to be attached	<input type="checkbox"/>	<input type="checkbox"/>
3	Must be an Active Tax payer as per "Active Tax Payer List" of FBR.	Evidence of proof to be attached	<input type="checkbox"/>	<input type="checkbox"/>
4	Affidavit on stamp paper declaring that company is not blacklisted by any Government agency/ semi-government / authority / organization. (Original required)	Affidavit on stamp paper original	<input type="checkbox"/>	<input type="checkbox"/>

Annexure-C

Technical Proposal Evaluation Criteria		
Criteria for Technical Proposal Evaluation	Marks	Evidence/Proof Required
Experience of firm	20	
Conducting similar trainings in Public/Private Organization <ul style="list-style-type: none"> • Up to 10 Organization 5 Marks • More than 10 organizations 10 Marks 	10	PO/SO or contract copy or client satisfactory certificate
Affiliated with Internationally recognized training partner for imparting training over the period <ul style="list-style-type: none"> • Up to 3 years 5 Marks • More than 3 years 10 Marks 	10	Affiliation/ Association Certificate or agreement with global partner
Trainer Profile	40	
Trainer Experience of conducting similar training to multinationals or public sector organization <ul style="list-style-type: none"> • Up to 5 years 5 Marks • More than 5 years but less than 10 years 10 Marks • More than 10 years but less than 15 years 15 Marks • More than 15 years 20 Marks 	20	CV/Profile of trainer is required
Certified Master Trainer for delivering similar training session <ul style="list-style-type: none"> • Certification Locally recognized 10 Marks • Certification Internationally recognized 20 Marks 	20	Certificate copy required
Training Methodology	40	
Original & Researched based international content & methodology	20	Provide Presentation
Provision of globally recognized training material to the participant <ol style="list-style-type: none"> 1. Guide Book or Manuals 10 Marks 2. Digital Mechanism for post training action items 5 Marks 3. Pre & Post assessment of the participants 5 Marks 	20	Detail of material along with name of global partner and supporting documents
Grand total	100	
<i>The minimum qualifying technical score is 65%.</i>		

Annexure-D Financial Proposal

Total Cost	Costs including All Taxes
	Pak Rupees
Total Costs of Financial Proposal	

Breakup of Cost	Unit Costs including All Taxes
	Pak Rupees
Item 1	
Item 2	

Business will be awarded on lump sum/total cost for whole assignment.

Payment Terms:

Upon completion of assignment to the satisfaction of the Client, payment shall be made within 30 days after submission of the invoice.

Cover Letter for the Submission of Proposal

Location: _____ Date _____

To:

Dear Sir,

We, the undersigned, offer to provide support in [] in accordance with your Proposal Document [date here] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than the date indicated in signed agreement.

We understand you are not bound to accept any Proposal you receive.

I remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name of Applicant Individual Consultant: _____

Address: _____