



Skills For Success

Pre-Qualification Document Round 2

Industries / Establishments



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FOREWORD

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit Company, established under the Companies Ordinance 1984 by the Government of Punjab. The purpose of PSDF funding vocational training is to shape the future wellbeing of poor & vulnerable youth by giving them access to skills training of the highest standard so they can find sustainable employment and income generation opportunities in Pakistan and beyond.

PSDF uses competitive bidding method for engaging Organization by inviting proposals from short listed organizations and assessing these on the basis of quality and cost. PSDF intends to pre-qualify Organizations for provision of skills and vocational training (hereinafter referred to as “Vocational Training Services”) to the residents of Punjab. Only pre-qualified Organizations will be invited for submission of Technical and Financial proposals for provision of training under different PSDF schemes or as decided by PSDF for one year or as specified in procurement rules.

This document provides general information and basic eligibility requirements for provision of information to assess capacity of Organization for the purpose of pre-qualification. Interested Organizations who meet the eligibility requirements are invited to submit properly filled Pre-qualification Document along with all supporting documents.

Head of Program Development
Secretary Training Service Selection Committee
Punjab Skill Development Fund,
21-A, Block H, Dr Mateen Fatima Road,
Gulberg II, Lahore



PRE-QUALIFICATION

SECTION	CONTENTS	Score	
Description	Introduction		
	Data Sheet / Brief Summary of Product		
Pre-Qualification Form	Part A: Information About the Organization		
	Part B: Eligibility Requirements		
	Part C: Capacity of Organization	Financial Capacity	30
		Human Resource Capacity	30
	Part D: Courses proposed and Past Experience for Pre-Qualification	40	
	Part E: Applicant Declaration		
	Part F: Checklist		
	Annexure A: CV Format		
	Annexure B: Permanent Employee Details		
Total		100	

Note:

- It is mandatory to achieve minimum **65% score** cumulatively in Part C for evaluation of PART D.
- The Organization must achieve minimum **65% Marks** in PART D (Past Experience) also for Pre-qualification of each proposed trade/course.



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Description of Product

INTRODUCTION

1. PSDF wishes to prequalify interested Organizations with the capacity to carry out trainings in trades/courses.
2. The purpose of this document is to provide orientation to enable Organizations to evaluate their interest in tendering and conducting training and is not a guarantee of the actual conditions under which the training services will be tendered or executed.
3. This Pre-qualification is governed by the procedure approved by PSDF Board of Directors.
4. All documents and information received by PSDF from applicants will be treated in confidence.
5. The documents submitted to PSDF will not be returned.
6. All expenses related to participation in this Pre-qualification shall be borne by the applicants.
7. A hard copy of filled & signed pre-qualification form along with all supporting documents shall be submitted in a sealed envelope marked as **“PRE-QUALIFICATION DOCUMENT – INDUSTRIES/ESTABLISHMENTS”**. The envelope must be submitted at the specified address through courier only.
8. PSDF reserves the right to request submission of additional information from applicants in order to clarify any aspect of Pre-qualification, if required.
9. Organizations may apply for Pre-qualification of a trade/course from any sector of the economy **in-line with their core business**.
10. An Organization may qualify for multiple trades/courses and at multiple locations which are under their ownership/management control.
11. Only pre-qualified Organizations in respective trades/courses will be invited to submit proposals in upcoming schemes of PSDF or as decided by PSDF.
12. Final selection of Organizations will be done following Quality and Cost Basis Selection (QCBS) methodology.
13. PSDF reserves the right to verify any information provided by prospective organization. ***False information / misstatement will lead to disqualification and the organization may also be blacklisted.***
14. **Pre-qualification obtained on the basis of any false information, misstatement and/or fake documents will be void.**
15. **Engaging an individual consultant / consulting firm for completing the Pre-qualification forms will be at the sole discretion of the organization and PSDF will not be responsible for such engagement. It is encouraged that an organization should fill the form by itself and provides the documentary evidence instead of relying on consultant. Instances have been observed where consultants have misguided the organizations which lead to financial loss and reputational damage.**
16. PSDF reserves the right to cancel the call of Pre-qualification without stating any reason.
17. **Pre-qualification process will be carried out** to attract & encourage new Organizations. An Organization who was not able to apply in this round may apply after its closure date, but it will be evaluated in the subsequent round.
19. **Terms of Reference for Organizations to conduct training after Pre-qualification will be as follows:**
 - a. Mobilize the communities and select trainees from the target group for the proposed skills training.
 - b. Arrange the provision of properly equipped training facilities as per demand of curriculum and/or list mentioned in the curriculum. It includes machinery, equipment, tools, class room & lab /



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- workshop furniture and other physical facilities (e.g. washrooms, back-up power, drinking water etc.). In case of deficiency, arrange additional training facilities as per requirement.
- c. Engage competent and qualified instructors and support staff as per qualification and experience mentioned in the curriculum.
 - d. Organization can propose a customized curriculum based on their business requirement. PSDF decision to accept or reject the curriculum would be final.
 - e. Ensure provision of vocational training in prequalified trades/courses using the curriculum approved by relevant certification authority and following the agreed parameters.
 - f. Provide all learning aids, teaching materials, consumables & additional facilities, as per demand of curricula, free of cost to the trainees (all costs on account of these items will be included in training fee which will be paid by PSDF).
 - g. Provide protective clothing to every trainee (if required) as per the curriculum.
 - h. Establish a system for providing reports to PSDF within stipulated time through email or on a web-based data management system.
 - i. Organizations will track and report employment of trainees for the first six months post-completion of training.
 - j. Facilitate and provide access to PSDF monitoring team for monitoring of training.
 - k. Maintain a separate bank account and financial record relating to the PSDF assignment(s).
 - l. Assist any PSDF partner in carrying out a tracer study / evaluation of the trained persons.
 - m. Arrange testing and certification from a relevant accredited certification body if it is other than PBTE.
 - n. Arrange distribution of certificates in a simple ceremony on completion of training. If graduation ceremony is arranged by PSDF at large scale (cost of such ceremony will be borne by PSDF). Assist PSDF in the arrangements of graduation ceremony
 - o. Display prominently banners / sign boards relating to the training, after approval by PSDF.
 - p. Organizations will be responsible for certain deliverables, including progress reporting, as per requirement of the project.
 - q. Any other obligation agreed in the contract.

BRIEF SUMMARY OF PRODUCT

Features	Proposed Parameters
Objective of Pre-Qualification	To ensure that Industries/Establishments having adequate capacity to provide skills training are invited to submit technical and financial proposals in upcoming schemes of PSDF.
Location of Organizations	Organizations located in Punjab and adjoining areas may apply for pre-qualification.
Period for which Industries / Establishments to be Pre-Qualified	<p>Organizations will be Pre-qualified for the duration of one Year from the date of issuance of Pre-qualification notification. However, PSDF may extend the pre-qualification duration with/without submission of additional documents.</p> <p>Note:</p> <p><u>PSDF does not provide any guarantee to pre-qualified organization for award of contract. Organizations have to compete through competitive Bidding Process for each scheme by submitting the technical & financial proposal in pre-qualified trade/course.</u></p>
Who can not Apply	Organizations with inadequate facilities to carry out training. Formal Training Institutes cannot apply for this pre-qualification.
Who can Apply	<p>Category 1: Industries/Establishments who haven't applied in the first round of pre-qualification.</p> <p>Category 2: All organizations who have already applied in the first round can apply only if:</p> <ul style="list-style-type: none"> i. New location is not applied in the initial rounds of pre-qualification ii. Trades / courses are not applied in the initial rounds of pre-qualification <p>For organisations falling in Category 2, only Part A, C & E of the Pre-Qualification form need to be filled.</p>
Debarring to again apply for Pre-Qualification	Organizations which fail to pre-qualify in particular / all trades/courses will be debarred for pre-qualification for a period of one year from the date of Dis-qualification Notification.
Pre-Qualification Evaluation Cost	<ol style="list-style-type: none"> 1. First Bank draft amounting to Rs. 6,517 (Six Thousand Five Hundred and Seventeen Rupees only) should be submitted for evaluation of 'Eligibility' by every Organization who is applying for this scheme. 2. The second bank draft amounting to Rs. 7,195 (Seven Thousand One Hundred and Ninety Five rupees Only) for Evaluation of Responsiveness. If the Organization has been Declared Ineligible, then second bank draft will be returned after the completion of Procurement process of the Scheme.



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	<p>Organizations falling in category 2 will have to pay Rs. 7,195 (Rupees seven thousand one hundred and ninety five only) as it will be evaluated by a third party firm engaged.</p> <p>Note: Pre-qualification document will not be evaluated if Bank Draft in Favor of “Punjab Skills Development Fund” of above mentioned amount is not submitted along with Pre-qualification document.</p> <p>This fee will be paid to Third Party Evaluation Firm for the Evaluation.</p>
<p>Selection of Trades/courses</p>	<p>Organizations are required to select trade/course relevant to their core business and requirement of trained manpower.</p>
<p>Eligibility Conditions</p>	<p>Organizations must fulfill the following conditions to be considered for pre-qualification:</p> <ol style="list-style-type: none"> i. Must have valid NTN / FTN in the name of the entity / organization. ii. Must have legal status of registration with relevant Government Authority. <p>Note: Sole Proprietors and Individuals are not eligible to apply for Pre-Qualification of Industries/Establishments.</p> <ol style="list-style-type: none"> iii. Organization must be Registered for 3 years at least. This information should be verifiable from NTN / Certificate of Incorporation. iv. Must Provide financial information of the last financial year under the following two options: <p>Option 1: Bank Statement of last one year ending on 30th September 2018</p> <p style="text-align: center;">OR</p> <p>Option 2: Provide financial statements issued by an ICAP licensed Chartered Accountant comprising of the following required documents.</p> <ul style="list-style-type: none"> • Auditor report • Balance Sheet • Income & Expenditure Statement of Account • Cash Flow Statement • Notes to the Accounts <p>Note:</p> <ol style="list-style-type: none"> 1. Financial Statement must be signed by the Management of the Organization 2. PSDF has absolute right to ask for Financial Statements (in case of availing Option 1) or any other legal/financial documents in order to verify eligibility.



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	<ul style="list-style-type: none"> v. Must agree to pay evaluation cost for submission of each technical proposal in pre-qualified trades/courses in upcoming schemes launched by PSDF. vi. Must agree to open a separate bank account (in the legal name of the organization) for funds provided by PSDF. vii. Must agree to allow PSDF assigned auditors to check the accounts opened for PSDF funding, as and when required. viii. Must not be blacklisted by PSDF or any other organization or faced contract cancellation or withholding of funds for contractual violations by PSDF in previous training schemes. ix. Must agree for Inspection by a Third Party contracted by PSDF. x. Must have workshops / laboratories / training facilities for the applied courses as per demand of curriculum.
Common Ownership	<ul style="list-style-type: none"> -Any Organization which is operational at more than one location can apply for multiple training locations within same application. -Organization must have an operational setup or commercial activity at each of the training location proposed -Applications with different Organizations name but same ownership will be declared ineligible.
Extension to Pre-qualification Duration	Pre-qualification may be extended to additional period, subject to discretion of the Client on the basis of performance or submission of documents.
Capacity Building Session	<p>Capacity building session will be conducted in order to guide organizations for preparing the Pre-qualification Document.</p> <p>Interested Organizations can get registered by filling information on the following link https://goo.gl/forms/2mO89HeZq13LrOJr2 and registering for the capacity building session. Date and venue of the workshop will be shared through an email confirming the registration.</p>
Client's Representatives/ Contact Persons	<p>Waqar Ahmed Rabbani Associate Program Development Punjab Skills Development Fund, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore.</p> <p>waqar.rabbani@psdf.org.pk</p> <p>Phone No: +92-302-8311223</p>
Means of Communication	Formal communication between PSDF and Organizations may be made through letter or email.
Any Special Condition	PSDF may relax one or more conditions of the Pre-qualification under intimation to all prequalified Organizations in respective trade/course.
Submission Address	<p>Pre-qualification document must be dispatched through courier only and should be addressed as under:</p> <p>Head of Program Development Secretary Training Service Selection Committee</p>



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	<p>Pre-qualification of Organizations Punjab Skill Development Fund, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore. Phone: 92-42-35752408-10</p>
<p>Last date for Submission for Pre-qualification</p>	<p>The Last date of submission of this round of Pre-qualification Document is 31st December, 2018. Documents received after the closing date will be evaluated in the subsequent phase.</p>