

# **PUNJAB SKILLS DEVELOPMENT FUND**



## **TENDER DOCUMENT**

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**“Hiring of Consulting Firm for Core Skills Assessment”**

**September 2017**

**Last Date of Submission for Technical Proposal: October 20, 2017 (3:00 PM)**

### **Submission Address**

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## **1. Background**

Punjab Skills Development Fund (PSDF) has been set up by the Government of the Punjab, Pakistan in partnership with Department for International Development (DFID), UK, for the provision of vocational trainings to the people of Punjab with the aim of improving their prospects of wage and/or self-employment.

PSDF funds vocational skills trainings for the poor and vulnerable population of Punjab. Training providers are engaged through a competitive bidding process on per trainee per month cost basis. These service providers can be private institutes, not-for-profit organizations, public-private partnerships and public institutes across Punjab. Govt. of Punjab, DFID-UK and World Bank are main funding organizations. This funding will be provided for the vocational and technical training of 380,000 individuals for training in all 36 districts of Punjab, till 2021.

## **2. Invitation to bids**

PSDF launch training schemes with focus on purely market based and demand driven trainings to ensure sustainable employment and/or self-employment. Enlisting a wide range of industry based, community driven and institutional trainings to train and develop skilled man power.

Given the importance of hiring skilled manpower to any organization, the most challenging task is the candidate's assessment to determine its skills sets. Coming to actually assessing which job candidates are likely to perform most effectively and make the most significant contributions, a large number of organizations face challenges to assess the pool of candidates. At the same time, it is also difficult for new entrants to make themselves prominent in a pool of potential candidates for any job, as almost every other applicant is certified by common certification bodies.

If a candidate has skill evaluations done from some acknowledged third body this not only increases probabilities for getting a job, but will also make the hiring process easier for employer. This will aid PSDF to highlight their candidates and make them more acceptable to market.

For pilot testing, technical skills assessment of 18 trades across various sectors of the Economy including Information Technology, Construction, Light Engineering, Textile and Hospitality will be held (for details see attached Appendix 01).

PSDF is intensively focusing towards job placement of its candidates. Keeping the objective of employability in mind, the step further is to increase the prospects of getting structured employment. Our next aim is to get them assessed by some credited consulting firm. The evaluation will be tailored according to practical job demand for each trade. The objectives of the consulting assignment are as follows:

- Conduct desk research on the basis of curriculum sources available and build skills maps for each identified trade.

- Validate the findings and skills maps by meeting potential employers and relevant industries for each trade. Update the skills maps and revision in existing curricula in specific format (if required) and share the findings with PSDF.
- Develop assessment and evaluation tools for each trade and setting the standards of competency.
- Develop assessment manual.
- Conduct assessment of Trainees.
- Certify the trainees on the basis of defined parameters in the assessment manual and issue score cards based upon the assessment.

Core skills assessment is an essential component for assessing the candidate competencies. After the development and finalization of Assessment Manuals, assessment of approximately **5000** trainees will be conducted in 12 major districts of Punjab including Lahore, Rawalpindi/Islamabad, Faisalabad, Multan, Muzaffargarh, Gujrat, Sahiwal, Kasur, Gujranwala, Rahim Yar Khan, Sailkot and Bahawalpur in two stages i-e at the mid and at the end of the classes. These assessments will be conducted during the core training period which ranges from 3 to 6 months duration. The average education level of trainees is below Matric.

In this regard, the PSDF is seeking a competent and experienced consulting firm to assess core skills among the trainees. Consulting firm may hire a consortium partner firm for some part of the consulting assignment. In case of consortium, consulting firm is required to submit the consortium agreement enlisting the roles and responsibilities of the consortium partner as per the deliverables of the consulting assignment (sample consortium agreement attached as **Appendix 02**).

### **3. Instructions to Consulting Firm**

PSDF invites technical proposals from consulting firms. All interested organizations are requested to complete the Annexures given in this document. These annexures cover information/questions on the firm/s profile and relevant experience.

PSDF will adopt two stage bidding procedure as per PSDF Procurement Guidelines. A consultant selection committee will be formed for the assignment. Consulting firm will be selected based upon quality and cost selection method where 80% weightage goes to quality and 20% to cost.

In first instance, the bidders shall submit a technical proposal as per requirements without quoting price. The technical proposal of the bidders fulfilling the eligibility criteria shall be evaluated in accordance with the specified criteria, and may be discussed with the bidders regarding any deficiencies and unsatisfactory technical features. After such discussions, **if required**, all the eligible and technically qualified bidders shall be permitted to revise their respective technical proposals to meet the requirements. The bidders, whose technical proposals or bids have not been rejected and who are willing to confirm their bids to the revised technical requirements of PSDF, may submit a revised technical proposal.

The revised technical proposal (if required) will be evaluated on the basis of evaluation criteria and qualified bidders will be asked to submit the financial proposal. Proposals scoring highest score based upon quality and cost based selection will be shortlisted. Financial Bids will be opened for those Proposals who achieve 65% or above marks in technical proposals as per the guidelines of evaluation criteria mentioned in Annexure-E.

#### **4. Conditions for Eligibility (Qualification Criteria)**

The firm fulfilling the criteria provided below will be considered as eligible firm for the bidding.

- i. Must be registered for having legal status.
- ii. Must have NTN or FTN.
- iii. Must be a firm having at least 5 years of Consultancy Experience.
- iv. Must have a minimum of PKR 15 Million of annual turnover as per last financial statements/ Income Tax return filed last year with FBR (which show the annual turnover in tax returns)/Bank Statement.
- v. Must have at least five permanent management staff members on payroll.
- vi. In case of forming consortium partner, must fill and share consortium agreement.
- vii. Must not be blacklisted by any government or bi-lateral/multi-lateral financial institution.
- viii. Must not be a shortlisted applicant for the training provision under any of the PSDF sponsored training scheme.

Kindly fill the following necessary annexures required for the above qualification criteria and attach the supporting documentary evidences as mentioned in each annexure;

Annexure – 01 List of trades with curriculum source

Annexure -- 02 Consortium agreement

Annexure – A: Consulting Firm Information

Annexure – B: Eligibility Response Checklist

Annexure – C: Relevant Experience of consulting Firm (Must share at least one relevant experience)

Annexure – D: Project Team Profile

Annexure – E: Technical Evaluation Criteria

Annexure – F: Document checklist before submission

And also sign the declaration form at the end of document and attach with your other documents.

## **5. Terms of Reference**

### **5.1 Skills Mapping and Validation from the Industry:**

A consulting firm is required to do a secondary research on the core skills curricula (source is identified in annexure-01) and build skills maps for each trade on the basis of the desk research. The desk research involves identifying the core skills jobs requirements and classifies required skills and abilities for a particular trade in the form of skills maps. Skills mapping is the process of identifying the specific skills required under core skills which are essential to perform the job. Skills maps will be built on the basis of the curricula sources and will not be completely customize according to the employer needs. After building the skills maps, the consulting firm will be required to validate the skills maps by at least three potential medium Size or large size organization (Industry / Employers) for each trade. The validation can be done by any private or public company which is in the business of that particular trade or the relevant industries of the trade under study.

In case of cross-cutting trade expertise of the industry, it is mandatory for the consulting firm to contact at least 30 industries for total trades. Validation from below 30 employers for 18 total trades will be counted as insufficient to carry the assessment of the trainees. Firm can get the validation from either industry owner, relevant manager, sector expert or the supervisor in the relevant industry who has the knowledge and expertise in the given trade. The skills maps will then be updated on the basis of industry demands. Consulting firm will provide the revision in the curricula (outline) after the validation from industry in standard format. Consulting firm will share the list of industries with PSDF and get approval before initiating the validation process.

### **5.2 Assessment and Evaluation tools**

Assessment and Evaluation tools primarily consisted of the following items:

- Assessment materials
  - o Internal assessment plan (i.e. criteria, tasks, tools and assessors' manual with defined documents which can be checked by the monitors)
  - o External assessment plan (testing mechanism, assessment package including the required material list for assessment and methodology of assessment)
- Implementation resources
  - o Assessment Manual
  - o Quality Assurance tools

The designed assessment sheet will be the tool to assess all trainees and will be part of the assessment manual. The assessment sheet defines the competency standards of trainee in given trade. The hired consultant along with technical expert will conduct the trainee's assessment against the sheet. This assessment sheet will be an evidence of their skill set level in job market. Assessment manual will critically examine each trainee and score him accordingly that resulted in the score card development.

Few other general requirements are as follows:

- To closely coordinate with PSDF and its management through relevant staff in the said target area
- Assessment reports and score cards would be shared with PSDF to maintain transparency
- The assessment will be activity based practical testing rather than theoretical.
- Feedback to training service providers after interim assessment for the corrective action.
- Reporting in PSDF Desired format after the completion of assessment cycle.
- Selected consulting firm will hire assessment staff from the relevant industry for assessment of trainees and also train them on assessment tools and methodologies.

### **5.3 Comprehensive detail about assessment method:**

The assessment method varies trade wise. A detail report of strategies, techniques, tools and instruments for collecting information to determine the extent to which students demonstrate desired practical learning outcomes will be presented. A detailed skills assessment toolbox (using skills maps) will be formed for the assessment individually for all outlined trades.

Assessment will be conducted **twice; mid-term and at the end of training**. The purpose of mid-term assessment is to provide clear direction for immediate and long-term improvements in course structure and the learning process. Mid-term assessment can provide important data on student learning needs and improve the performance of the reflective practitioner. The impact of a mid-term course assessment supports a continuous quality improvement mode.

At the conclusion of training a summative assessment method may be used to evaluate learning, skill acquisition and academic achievement at the conclusion of a defined training period. Generally speaking, assessments may be conducted using three major criteria:

- The tests, assignments, or projects are used to determine whether students have learned what they were expected to learn. To determine whether and to what degree students have learned the material they have been taught.
- Assessments at the conclusion of a specific instructional period, and therefore they are generally evaluative, rather than diagnostic, they are more appropriately used to determine learning progress and achievement.
- Results will be recorded as scores or grades that will be then factored into a student's permanent academic record, whether they end up as letter grades on a report card or test scores.

## 5.4 Activities:

Although the consultant is at liberty to propose their own work methodology, they are expected (but not limited to) to cover the following activities/areas:

### **Activity 1 Skills Mapping and Validation from the Industry**

A consulting firm is required to do a secondary research on the core skills curriculum available and build skills maps for each trade on the basis of the desk research. The desk research involves identifying the core skills jobs requirements and classify require skills and abilities for a particular trade in the form of skills maps. Skills mapping is the process of identifying the specific skills required under core skills which are essential to perform the job. Skills maps will be built on the basis of the secondary research and will not be completely customize according to the employer needs. After building the skills maps, the consulting firm will be required to validate the skills maps by at least three potential employers or the relevant industries for each trade. The validation can be done by any private or public company which is in the business of that particular trade or the relevant industries of the trade under study. The suitable industry or company for validation must either be medium or large size company. Based upon the validation of skills mapping, consulting firm will provide the recommendation in the form of outline for the revision of curricula of trades.

In case of cross-cutting trade expertise of the industry, it is mandatory for the consulting firm to contact at least 30 industries for total trades. Validation from below 30 employers for 18 total trades will be counted as insufficient to carry the assessment of the trainees. Firm can get the validation from either the manager, sector expert or the supervisor in the relevant industry. The skills maps will then be updated on the basis of industry demands.

The firm needs to share the updated skills maps and validation documents with the PSDF authorities.

### **Activity 2 Development of Assessment and Evaluation Tools**

After the finalization of the skills mapping, the consulting firm will develop assessment and evaluation tools to conduct assessment. These tools involve:

- Assessment materials
  - o Internal assessment plan (i.e. criteria, tasks, tools and assessors' manual with defined documents which can be checked by the monitors)
  - o External assessment plan ( testing mechanism, assessment package including the required material list for assessment and methodology of assessment )
- Implementation resources
  - o Assessment Manual
  - o Quality Assurance tools

In the Assessment Manual, the consulting firm will develop assessment strategies, Developed competency standards, entailing a plan for how to assess a specific trade i.e. which subset of skills be included, how assessment should be organized and with which methods, and what kind of assessment environment should be developed. As a deliverable, the consultant would list the individual subsets comprising the skill training along with their individual objectives, lengths, and a brief description of



why this subset is important.

### **Activity 3 Comprehensive Detail about Assessment Method**

The assessment method varies trade wise. A detail report of strategies, techniques, tools and instruments for collecting information to determine the extent to which students demonstrate desired practical learning outcomes. A detailed skills assessment toolbox (using job analysis and skill mapping) will be formed for the assessment sheet individually for all outlined trades.

Assessment will be conducted twice; mid-term and at the end of training. The purpose of mid-term assessment is to provide clear direction for immediate and long-term improvements in course structure and the learning process. Mid-term assessment can provide important data on student learning needs and improve the performance of the reflective practitioner. The impact of a mid-term course assessment supports a continuous quality improvement mode.

A summative assessment method may be used to evaluate learning, skill acquisition and academic achievement at the conclusion of a defined training period. Assessments may be conducted using three major criteria:

1. The tests, assignments, or projects are used to determine whether students have learned what they were expected to learn. To determine whether and to what degree students have learned the material they have been taught.
2. Assessments at the conclusion of a specific instructional period, and therefore they are generally evaluative, rather than diagnostic, they are more appropriately used to determine learning progress and achievement.
3. Results will be recorded as scores or grades that will be then factored into a student's permanent academic record, whether they end up as letter grades on a report card or test scores.

### **Activity 4 Assessment of the trainees**

The consultancy firm will undergo assessment of the trainees over the range of trades in approximately 12 districts of Punjab where the core skills training is taking place. This will execute in two phases. Once during the mid of training course and the other at the end of the classes. Individual trainees will be assessed on the basis of the particulars in assessment manual. The Pilot assessment of training will be performed on approximately 5000 Trainees. The selected consulting firm will hire assessors from industry having minimum of 5 years of experience for conducting assessment of trainees. These assessors will be trained of assessment tools and methodology before the initiation of assessment.

### **Activity 5 Issuance of Score Card**

A consultancy firm will develop a score card on the basis of the scores obtained by the individual trainees on the basis of the assessment sheet developed under the evaluation tools and handed over to the PSDF and shared with Respective Training Provider. Consulting firm will also provide the analysis of the whole consulting assignment and way forward approach.

## **5.5 Expected Outputs from Consulting Firm:**

The Consulting firm will be required to provide the following outputs:

- i. An inception report at the end of the inception period (two week) addressing the purpose including a plan on how to proceed with the assignment.
- ii. Detailed work plan to be submitted for approval within two weeks of signing contract. The final work plan and schedule of deliverables are to be submitted.
- iii. The scope of work proposed in the submission may therefore be revised upon mutual agreement and approval of PSDF.
- iv. Implementation plan within 3rd week of the contract;
- v. Results of research incorporating the skills mapping and validation of all shortlisted trades on the 7<sup>th</sup> Week after signing of Contract.
- vi. Trade specific Assessment and evaluation tools on the 8<sup>th</sup> Week after signing of contract.
- vii. Assessment Manual of all trades in line with the Assessment Method on the 9<sup>th</sup> Week.
- viii. Conduction of Assessments as per plan to be mutually agreed with PSDF.
- ix. Issuance of Score Cards to Trainees based upon the Skills Assessed.

## **5.6 Instructions to Firm:**

- a. The Consulting Firm must not be providing any assistance to any other person/entity in conflict with 'PSDF' to avoid any sort of conflict of interest.
- b. The consulting firm will be required to complete the assignment (excluding the assessment) within the Period of 70 calendar days. The services of the consulting firm may be extended for further development of assessment modules in other trades in same or other sector based upon the performance.
- c. All direct & indirect taxes will be deducted in accordance with the provisions of Government Rules amended time to time.
- d. Successful Consulting Firm will sign a service contract and will provide the agreed services within the stipulated agreed time of issuance. While delay in providing services, a penalty may be imposed.
- e. If the firm completely fails to provide the services within prescribed period of service delivery and doesn't comply with the reminders, in such case Consulting Firm may be put to relevant authorities to declare the Firm as "Black Listed".
- f. Payment of consulting services will be made on the satisfactory completion of services as per agreed deliverables.
- g. The Consulting Firm must respond efficiently for providing services in an agreed timely manner.
- h. In case of any dispute regarding services; the decision of the PSDF shall be final & binding.
- i. All material including skills mapping and assessment manuals will be the property of PSDF and will only be used for assessment of PSDF funded trainees.

## **5.7 Duration of assignment:**

It is envisaged that consulting assignment including only the skills mapping and devising assessment methodology of all trades listed in Annexure 01 will take approximately 70 days, excluding Assessment of the trainees. Consultancy Firm is supposed to complete its work within agreed time frame. PSDF will monitor the progress closely.

Duration of project will be divided into following two phases:

- Skills Mapping, Validation and Assessment Methodology      70 Calendar Days
- Trainees Assessment and issuance of score card      3-6 Months

However, the implementation of this assignment may be stretched to extend the assessment period if deemed necessary. All agreed consulting activities will be conducted for the mentioned period. A consulting firm is supposed to complete their work within agreed time frame. PSDF will monitor the conduction progress very closely if resource person will fail to conduct assessment or not to prepare methodology as per agreed work plan, than PSDF has a right to terminate its contract with immediate effect without giving any notice.

## **6. Approval process**

PSDF will form a committee consisting of PSDF members, Training Service Providers and Industry experts who will approve all the deliverable and then payments will be made accordingly. The skills mapping and assessment modules and associated documents will be reviewed and approved by the Committee. The composition of this Committee will be communicated to the Consulting firm at the time of award of contract.

## **7. Guidelines**

- a) Only short-listed firms fulfilling the eligibility criteria will be considered for revised technical proposal (if required).
- b) All documents and information received by PSDF from applicants will be treated in strict confidence.
- c) PSDF will call organizations for the presentation who are eligible and obtained minimum of 65% marks (45.5 out of 70) from relevant experience, Approach & Methodology and Work Plan and Project Team Profile.
- d) Documents submitted to PSDF will not be returned.
- e) All expenses related to participation in this tender document shall be borne by the applicants.
- f) Documents shall be submitted in a sealed envelope marked as “TECHNICAL PROPOSAL” one original and four hard copies in a sealed envelope for “Hiring of Consulting Firm for Core Skills

Assessment". Technical proposal must also be provided in soft form in a USB. The envelope containing hard and soft copies of technical proposal shall be received on the postal address given below.

- g) Technical proposals received thereafter will not be accepted.
- h) PSDF reserves the right to request submission of additional information from applicants in order to clarify any aspects of technical proposal, if required.
- i) PSDF reserves the right to verify any information provided by the applicants.
- j) The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.
- k) Questions about this technical proposal can be made only in writing: a letter or an e-mail and must be asked by or before COB **10<sup>th</sup> October, 2017**. For related information please contact the undersigned.

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## **8. Technical Proposal**

This tender document is governed by the procedure approved by PSDF. The technical proposal of eligible organizations will be evaluated using the scoring guide.

Technical proposal should contain following and any additional information and **copies of all required documents** should be attached in technical proposal for evaluation.

### **I. Firm Profile**

Please provide detail information regarding firm and its corporate profile. Please use ANNEXURE-A for providing firm's information.

### **II. Relevant experience of Firm**

Please provide detailed information of at least **one** same/similar consultancy assignment locally/internationally in context of the Scope of work of this assignment in which the firm was engaged. Please attach any sample assessment manual prepared previously. Please use Form in ANNEXURE – C for the assignment information.

### **III. Key Team Members for Assignment**

It is required by the consulting firm to share CVs of **1 team leader, 5 Sector Experts and 3 Assessment Experts for this assignment**. The consulting firm is required to work on each sector in simultaneously for each of the 5 sectors so that in the time frame of 70 days, each sector team will be working parallel on skills mapping and assessment module design of the trades identified in their particular sector. This is done in order to facilitate the consulting firm in its operations and to avoid conflict of interest among the sectors' teams. Team Leader will be supervising the implementation of the assignment over these team members.

Consulting firm is required to attach the team members' CVs as according to the format in ANNEXURE—D. Detailed information for:

- Number and detail of full time staff allocated to the Project
- Relevant qualifications and experience of the Project team related to the Scope of Work defined in the TOR
- Detailed resource plan linked with the work plan and the number of hours/ days dedicated by each project team members to the Projects in its different phases
- Must share CV and undertaking of personals which should include Team leader, five sector experts and 3 assessment experts. The assigned staff members are not subject to change.

The consulting firm can also provide personal CVs of the proposed staff in available format along with filling in the format in ANNEXURE-D, however it is mandatory to fill in the details in ANNEXURE-D.

#### **Note:**

- Team Lead must be the Permanent Employee of the Organization.
- Sector Experts and Assessment Experts may be individual consultants or hired through Consortium partner.

### **IV) Proposed approach and methodology**

Please describe the objectives of this task through proposed approach and methodology. Technical approach, methodology and work plan are key components of the Technical Proposal. It is suggested to present your Technical Proposal divided into the following chapters:

- i) Technical Approach and Methodology
- ii) Work Plan

#### **i. Technical Approach and Methodology**

In this chapter you should explain your understanding of the objectives and scope of job/TORs of the assignment, approach to provide these services, and methodology for carrying out the assignment. You may highlight the problems being anticipated by you in this assignment and their importance and explain the technical approach you would adopt to address them. Any innovative ideas in the technical approach

will be welcomed. Only eligible and technically qualified organizations may be invited for a presentation on their proposed methodology.

## ii) Work Plan

In this chapter you should propose your work plan against the main activities of the assignment, their content and estimated duration, describing phasing and interrelations and milestones. The proposed work plan should be consistent with the technical approach and methodology, showing clear understanding of the TORs and ability to translate them into a deliverable working plan. A detailed work plan along with allocated hours for each Team member against their duties should be submitted. Also define role of each team member allocated for the consulting assignment.

## 9. Type of Contract & Payment

Contract will be a time bound task base that includes but not limited to the scope of job and terms of references and any out of pocket expenses, where required. Contract will be valid for a period of 1 year from date of signing of contract. Contract may be extended for another term based on same cost and same terms & conditions mutually agreed by both parties (bidder and PSDF). The extension of the contract may be to assess additional number of trainers for upcoming batches or skills mapping and assessment of additional trainees. Payment will be made stepwise on completion of following deliverables:

❖ Skills Mapping and Validation	20%
❖ Assessment Manuals & Development of Assessment Tools & Methodology	20%
❖ Interim Assessment of Core Skills and submission of Results	20%
❖ Final Assessment of core skills and Issuance of Score Cards	40%

## 10. Performance Criteria

Key Performance indicators will be agreed between both parties as approved by the PSDF. The Key Performance indicators may consist of but not limited to;

- Skills Mapping as per curriculum and market needs and Development of Assessment Module
- Conducting interim and final assessments.

The contract will be signed initially for a period of 1 year and after successful achievement of agreed KPIs a final long term contract may be signed where consulting firm will be conducting Assessments for upcoming batches of Trainers.

## **11. Capacity Building Conference**

A Capacity Building Conference will be conducted on **10<sup>th</sup> October, 2017**. Venue for the Conference will be share with participants confirming the registration through below listed online link. Only two participants per organizations are allowed to attend the conference.

<https://goo.gl/forms/spXAKahQYzJfvwvj1>

## 12. Declaration:

Kindly provide the declaration as per format provided below at the end of proposal.

I, \_\_\_\_\_ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects
- and I am duly authorize by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

## 12. Submission of Technical Proposal

Complete technical proposal containing all required information & documentary evidences must be delivered to

**Chief Executive Officer, Punjab Skill Development Fund**  
**21/A, H-Block, Dr. Mateen Fatima Road**  
**Lahore, Pakistan**

The proposal must be submitted before **3:00 PM on October 20, 2017**. Technical Proposal will be opened on same day i.e. October 20, 2017 at 4:00 PM in the optional presence of Participating companies.



## Cover Letter for the Submission of Technical Proposal

[To be printed on Firm letterhead]

[Date]

To  
Chief Executive Officer  
Punjab Skills Development Fund  
21/A, H-Block, Dr Mateen Fatima Road, Gulberg 2,  
Lahore

**Re: “Hiring of Consulting Firm for Core Skills Assessment”**

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client’s request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory:

**Important Note:** The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PSDF shall upon request communicate to any Consultancy firm, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The bids should be submitted in sealed envelope clearly mentioned “**Hiring of Consulting Firm for Core Skills Assessment**”.

**Annexure – 01 “List of Trades with Curriculum Source”**

<b>Sector</b>	<b>Trades</b>	<b>Source of Curriculum</b>
<b>Information Technology</b>	1. Mobile Application Development	NAVTTTC
	2. Web Development and Design	NAVTTTC
	3. Graphic Design Print media	NAVTTTC
	4. E-Commerce	NAVTTTC
<b>Textile</b>	5. Industrial Stitching machine operator	TEVTA
	6. Domestic / Commercial Tailoring	TEVTA
	7. Fashion Design	TEVTA
	8. Packaging & Bar coding	TEVTA
<b>Construction</b>	9. Civil Draftsman Auto CAD	TEVTA
	10. Civil Surveyor	TEVTA
	11. Material Technician	TEVTA
	12. Quantity Surveyor	TEVTA
	13. Safety Inspector	TEVTA
<b>Light Engineering</b>	14. Electrician	TEVTA
	15. Welder	TEVTA
<b>Hospitality</b>	16. Reception Operation	City and Guilds
	17. Cooking & Baking	City and Guilds
	18. Food & Beverage Services	City and Guilds

## Annexure 02 “Consortium Agreement”

(To be printed on Rs. 200/- Stamp Paper duly attested by Oath Commissioner)

**THIS DEED OF CONSORTIUM AGREEMENT** (hereinafter referred to as the “Agreement”) is made at *[name of city]* on this \_\_\_\_\_ day of *[month]* 2017.

### BY

1. **M/s *[name of Consulting Firm]***, having its Principal office at *[address of organization, city]*, through *[name and designation of head of organization]* (hereinafter referred to as the Consulting Firm)

### AND

2. **M/s *[name of consortium partner]***, having its Principal office at *[address of organization, city]*, through *[name and designation of head of organization]* (hereinafter referred to as the Consortium Partner )  
(hereinafter referred to as the “**Consortium**” which expression shall, where the context so permits, include their legal heirs and successors in interest)

### IN FAVOUR OF

**Punjab Skills Development Fund**, having its Principal office at 21-A, Dr Mateen Fatima Road, Gulberg II, Lahore (hereinafter referred to as the “**PSDF**” which expression where the context so admits or requires shall mean and be deemed to include its successors, executors, and assigns).

**WHEREAS** the Consortium Partners have formed a Consortium for the purpose of providing service for the consulting assignment ‘To Develop Soft Skills Module and conducting training of trainers’ with the funding of PSDF and their mutually agreed responsibilities as stated below are binding on them;

### RESPONSIBILITIES OF LEAD ORGANIZATION

*[enlist the details of responsibilities that will be performed by Consulting firm (Lead Organization) for this assignment]*

### RESPONSIBILITIES OF CONSORTIUM PARTNER

*[enlist the details of responsibilities that will be performed by Consortium Partner for this assignment]*

**THEREFORE, NOW, THE CONSORTIUM ACKNOWLEDGE AND UNDERTAKE AS FOLLOWS:**

1. That Consortium shall have joint and several liabilities in respect of the PSDF’s obligations under the Services Provision Contract.

2. That *[name and designation of authorized representative of Consulting Firm (Lead Organization)]* is the authorized person to sign contracts, correspond and other documents with PSDF.
3. That in case Consortium partner leaves the Consortium, the Lead Organization shall immediately inform PSDF
4. That Consortium hereby holds the PSDF indemnified and harmless in case of any loss occurred due to any act of the Consortium.

**Consulting Firm (Lead Organization)**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact No: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

CNIC No. \_\_\_\_\_

**Consortium Partner**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact No: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

CNIC No. \_\_\_\_\_

**Witnesses 1:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

CNIC No. \_\_\_\_\_

**Witnesses 2:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

CNIC No. \_\_\_\_\_

**Annexure – A “Consulting Firm Information”**

<b>Firm Profile</b>			
<b>S #</b>	<b>Required Information</b>	<b>Response</b>	
1	Legal name of the Consulting Firm		
2	Year of Registration / Establishment		
3	National Tax Number/ Free Tax Number		
4	Core business area/s of the organization		
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation	
		Section 42 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		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 Response Checklist”**

<b>Sr. No.</b>	<b>Necessary Eligibility Information</b>	<b>Response/Elaboration</b>	
1	Mention the name of Registration Authority/s under which organisation/firm is registered and provide a copy of proof of registration to prove legal identity of your firm.	Name of Authority	
			Copy Attached
			Copy Not Attached
2	Do you have at least 15 Million of Annual Turnover of Last Year.  Attached last year’s financial Statement / bank statement/ Income Tax Return showing Minimum PKR 15 Million of annual turnover of last Year		Yes
			No
			Copy Attached
			Copy Not Attached
3	Do you have at least 5 years of Consultancy Experience?		Yes
			No
4	Was your firm ever blacklisted by any government authority or any bi-lateral/multi-lateral financial or other institution?		We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted. Attached Declaration on Separate Page
5	Do you have at least 5 Management Staff on the pay roll of your Firm?		Yes
			No
		In case of Yes, Specify the Details of Management Team Including Their Name, Designation, CNIC and Date of Joining in the Firm	
6	Should not be a shortlisted applicant for the training provision or for provision of any other services under any of the PSDF sponsored scheme/programmes		Yes
			No

## Annexure - C “Relevant Experience of Consulting Firm”

(Provide Documentary Evidence)

<b>Relevant Experience (Project Sheet 1<sup>1</sup>)</b>			
<b>Sr. #</b>	<b>Required Information</b>	<b>Response (Please provide exact information with project title, location/s and duration)</b>	
1	Project Title and duration (The project title means the actual name of the project)		
2	Please elaborate Consulting Firms role in relevant consultancy assignments	Attach separate Page	
3	Duration of Consultancy Assignment		
4	Location/s Country / districts		
5	Please specify the magnitude of project	Relevant Indicator	Value

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<sup>1</sup>Please mark the other sheets (if filling) as Project Sheet 2, Sheet 3 and so on respectively.

## Annexure - D “Key Team Members”

### CURRICULUM VITAE (CV)

<b>Position Title and No.</b>	e.g. Team Lead, Sector Expert (Mention Sector) Assessment Expert
<b>Name of Expert:</b>	(Insert full name)
<b>Date of Birth:</b>	(day/month/year)
<b>Country of Citizenship/Residence</b>	

**Education:** (List college/university or other specialized education, giving names of educational institutes, dates attended, degree(s)/ diploma(s) obtained)

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**Employment record relevant to the assignment:** (Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.)

<b>Period</b>	<b>Employing organization and your title/ position. Contact info for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the TORs of this Assignment</b>
(e.g., May, 2005-present)	(e.g., Ministry of....., advisor/ consultant to..... For references: Tel...../ e-mail.....; Mr. Hbbbbbb, dupty minister)		

**Membership in professional Associations/ Other Achievements / Publications:**

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**Adequacy for the Assignment:**

<b>Detailed Tasks to be Assigned</b>	<b>Reference to Prior Work/ Assignments that Best Illustrates Capability to Handle the Assigned tasks</b>
(List all deliverables/tasks as per TORS in which the Team Lead / Expert will be involved)	

**Contact information:** (email..... phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation describes herein may lead to my disqualification or dismissal by the client.

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Name	Signature	Date(d/m/y)
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Name of authorized Representative of the Consulting Firm (the same who signs the Proposal)	Signature	Date(d/m/y)
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### Annexure – E “Technical Evaluation Criteria”

Sr. No.	Category	Marks
1	Relevant Experience	20
2	Approach & Methodology and Work Plan	20
3	Project Team Profile	30
4	Presentation	30
<b>Total</b>		<b>100</b>

- ❖ Organization will be declared technically non-qualified if it fails to obtain minimum of 65% marks (45.5 out of 70) from Relevant Experience, Approach & Methodology and Work Plan and Project Team Profile Section.
- ❖ Organizations who are eligible and obtained minimum of 65% marks (45.5 out of 70) from Relevant Experience, Approach & Methodology and Work Plan and Project Team Profile Section will be called for the Presentation.
- ❖ Organization will be declared qualified for the opening of Financial Bid if it obtains **minimum of 65% Marks accumulatively from all sections** i.e. Relevant Experience, Approach & Methodology and Work Plan, Project Team Profile and Presentation.
- ❖ Organizations will ranked based upon **quality and cost based selection methodology**, where **80% weightage is of Technical Score** and **20% of Financial Score**. Whereas Financial Score will be calculated through below formula:

$$Financial\ Score = 100 * \frac{Lowest\ Price}{Price\ of\ Proposal\ Under\ Consideration}$$

**Annexure –F “Document checklist before submission”**

<b>Sr. No</b>	<b>Required Documents</b>	<b>Checkbox</b>
1	Copy/Proof of Registration/s enclosed	<input type="checkbox"/>
2	Last years audited financial statements/Bank Statement/ Income Tax Return	<input type="checkbox"/>
3	Undertaking of not being blacklisted	<input type="checkbox"/>
4	Copy of National Tax Number	<input type="checkbox"/>
6	Any additional document attached, required for technical scoring please attach.	<input type="checkbox"/>
7	Consortium Agreement (in case of forming consortium partner)	<input type="checkbox"/>
8	CVs of Project Team for Consulting Assignment	<input type="checkbox"/>
9	Proof of Claimed Past Experience of Firm	<input type="checkbox"/>

Undertaking: Information provided above is correct and I am willing to offer my services for the assignment mentioned above.

Name of person with signatures \_\_\_\_\_