

# PUNJAB SKILLS DEVELOPMENT FUND



## Pre-Qualification Document Round 7

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Formal Training Institutes

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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, with the objective to provide funding to Training provider (TPs). 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 Training Provider by inviting proposals from short listed organisations and assessing these on the basis of quality and cost. PSDF intends to pre-qualify / short list training providers for provision of skills and vocational training (hereinafter referred to as “Vocational Training Services” to the residents of Punjab. Only pre-qualified training providers will be invited for submission of Technical and Financial proposals for provision of training under different PSDF schemes or as decided by PSDF.

This document provides general information and basic eligibility requirements for provision of information to assess capacity of training provider for the purpose of pre-qualification. Interested Training Providers who meet the eligibility requirements are invited to submit properly filled Prequalification Document along with all supporting evidences.

Secretary Training Service Selection Committee  
Pre-Qualification of Formal Training Institutes – Round 7  
Punjab Skills Development Fund,  
21- A, Block H, Dr Mateen Fatima Road, Gulberg II,  
Lahore

## PRE-QUALIFICATION

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<b>Total</b>		<b>100</b>	

**Note:**

- It is mandatory to achieve minimum 65% score cumulatively in order to become Responsive and Pre-qualified.
- Trades will be shortlisted / Prequalified with respect to Affiliation / Registration / Accreditation Documents Provided.

## Description of Product

### INTRODUCTION

1. PSDF wishes to prequalify interested Training Provider (TP) (Formal Training Institute) in trades/course who will be invited to submit Technical and Financial proposals for provision of vocational training.
2. Only pre-qualified Training Providers in respective trade / course(s) will be invited to submit proposals in upcoming schemes of PSDF or as decided by PSDF.
3. Final selection of Training Providers will be done following Quality and Cost Basis Selection (QCBS) methodology as approved by Board of Directors of PSDF.
4. The purpose of this document is to provide orientation to enable training providers 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.
5. This Pre-qualification is governed by the procedure approved by PSDF Board of Directors.
6. All documents and information received by PSDF from applicants will be treated in confidence.
7. The documents submitted to PSDF will not be returned.
8. All expenses related to participation in this Pre-qualification shall be borne by the applicants.
9. 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 OF FORMAL TRAINING INSTITUTE ROUND 7**”. The envelope must be submitted at the specified address through courier only.
10. PSDF reserves the right to request submission of additional information from applicants to clarify any aspect of Pre-qualification, if required.
11. Training provider may apply for Pre-qualification of a trade / course from any sector of the economy.
12. An Organisation may qualify for multiple trades / courses and at multiple locations.

13. PSDF reserves the right to verify any information provided by prospective organisation. ***False information / misstatement will lead to disqualification and the organisation 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 organisation and PSDF will not be responsible for such engagement. It is encouraged that an organisation 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 organisations 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 on quarterly basis** to attract & encourage new organisations. An organisation 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 Training Provider 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 / 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. Ensure provision of vocational training in prequalified trades using the curriculum approved by relevant certification authority and following the agreed parameters.

- e. 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).
- f. Provide protective clothing to every trainee (if required) as per the curriculum.
- g. Establish a system for providing reports to PSDF within stipulated time through email or on a web-based data management system.
- h. Establish and maintain a proper Placement Cell at the institute. The Placement Cell will be required to establish linkages of trained persons with the employers and place them on jobs.
- i. Training provider 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. Training provider will be responsible for certain deliverables, including progress reporting, as per requirement of the project.
- q. Any other obligation agreed in the contract.

## DATA SHEET / BRIEF SUMMARY OF PRODUCT

Features	Proposed Parameters
<b>Objective of Pre-Qualification</b>	To ensure that Formal Training Institutes having adequate managerial capacity, financial health and Past experience to provide skills training are invited to submit technical and financial proposals in upcoming schemes of PSDF.
<b>Location of Institutes</b>	Institutes located in Punjab and adjoining areas may apply for pre-qualification.
<b>Period for which Training Provider to be Pre-Qualified</b>	<p>Organisation 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><b>Note:</b></p> <p><u>PSDF do not provide any guarantee to Pre-Qualified organisation for award of contract. organisations have to compete through competitive Bidding Process for each scheme by submitting the technical &amp; financial proposal in pre-qualified trades.</u></p>
<b>Who can apply</b>	<p><b>Category 1:</b></p> <ol style="list-style-type: none"> <li>1) Formal training institutes who haven't applied in the first six rounds of prequalification (First Time Applicants)</li> <li>2) Unqualified Formal Training Institutes of Round 1, 2 and 3</li> <li>3) Formal Training Institutes whose prequalification has been expired.</li> </ol> <p><b>Category 2:</b></p> <p>All the training providers who have already applied in round four, five and six can apply only if:</p> <ol style="list-style-type: none"> <li>1) The new location has not been applied in the initial rounds of pre-qualification</li> <li>2) The trades / courses have not been applied in round four, five and six of pre-qualification</li> </ol> <p>For Formal Training Institutes, who are falling in the <b>Category 2</b>; only Part A, D &amp; E of the Pre -Qualification form need to be filled.</p>
<b>Debarring to again apply for Pre-Qualification</b>	Formal Training Institutes which fail to pre-qualify in particular / all trades will be debarred for prequalification for a period of one year from the date of dis-qualification Notification. The condition may change as per the PSDF Procurement Rule.

<p><b>Type of Institutes</b></p>	<p>Following type of institutes may apply for pre-qualification:</p> <ul style="list-style-type: none"> <li>• Vocational / Technical Training Institutes</li> <li>• Poly Technic Institutes / Colleges of Technology / Commerce Institute</li> <li>• Colleges / Universities of Engineering / Business / Commerce / Information Technology / Agriculture / Livestock</li> <li>• Organisations operating the institute(s) / Colleges / universities of above-mentioned types</li> </ul> <p>Institutes / Colleges / universities / Organisations must be accredited / registered / affiliated with any one of the following for each location before the closing date of Pre-Qualification:</p> <ul style="list-style-type: none"> <li>• NAVTTC/NTB</li> <li>• TEVTA</li> <li>• Punjab Board of Technical Education (PBTE)</li> <li>• Trade Testing Board Punjab (TTBP)</li> <li>• HEC recognized university</li> <li>• Any other international accreditation testing &amp; certification body</li> </ul> <p><b>In case of international certification</b></p> <ul style="list-style-type: none"> <li>• The training premises must be registered / affiliated with the relevant testing &amp; certification authority for the proposed trade(s)/course(s) before the closing date of Pre-qualification. The registration/affiliation certificate must also indicate the address of the institute, name(s) of course(s) as to appear on the certificate, and complete code number of the course.</li> </ul> <p>Note: Institutes whose affiliation / registration or accreditation from the above-mentioned authorities is pending are also eligible to apply. However, provision of valid registration / affiliation certificates is mandatory before the award of contract</p>
<p><b>Eligibility Condition</b></p>	<p><b>Formal Training Institutes must fulfill the following conditions</b> to be considered for pre-qualification:</p> <ol style="list-style-type: none"> <li>i. Must have valid NTN / FTN in the name of the entity / Organisation.</li> <li>ii. Must have Documentary Evidence showing the legal status with relevant Government Authority. In case of sole proprietor, legal status will be verified from NTN.</li> <li>iii. Must be a formal Training Institute.</li> <li>iv. Must not be blacklisted by any Government Authority or TVET Body.</li> </ol>
<p><b>Responsiveness Criteria</b></p>	<p>Organisations will be evaluated on their Capacity on the submission of following documents</p> <p><b>1) Financial Capacity</b></p> <p><b>Option 1:</b> Provide Signed and stamp Bank Statement of last one year from 1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018.</p> <p>In case of new institute, bank statement will be provided from date of incorporation.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Option 2:</b> Provide financial statements issued by an ICAP/ICMA licensed Chartered Accountant.</p>



	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>State owned organizations do not need to submit their financial records</li> </ul> <p><b>2) CVs of the Management Team:</b></p> <p>Must provide CV of Management Team on the format prescribed by PSDF in Annexure A of Forms.</p> <p><b>Note:</b> Copies of CNIC of the proposed team should also be attached with the form.</p>
<p><b>Selection of Trades /Courses</b></p>	<p>Organisations are required to select trades from any sectors.</p> <ol style="list-style-type: none"> <li>Vocational / Technical Training institutes may apply for the trades/courses for which they are registered /affiliated.</li> <li>Institutes/ Colleges of Technology may apply for the trades/courses falling under the Technology for which they are registered / affiliated subject to the condition that the course is taught as full subject and properly established workshop/lab is available. However, they are encouraged to obtain registration/affiliation of short courses as it will be mandatory in future.</li> <li>Colleges affiliated with any HEC recognized university/HEC recognized University may apply for the courses which are taught as full subject in degree courses being offered by them and properly established workshop/lab is available for practical training.</li> <li>A trade whose registration / affiliation or accreditation was or is <b>pending</b> with the relevant body will also be considered for shortlisting only if the challan slips and letter of request / copy of application form to the relevant body is provided with the Prequalification document. Provision of valid registration / affiliation certificates is mandatory before the award of contract.</li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>In case of international certification, affiliation must be at least for a Level 2 Certificate / Diploma or higher-level courses having demonstrably strong employment prospects, as well as having curriculum contents in line with any single corresponding National certification(s).</li> </ul> <p>The decision whether any course can be included for Pre- qualification shall rest with PSDF and it may reject any proposed course which does not fit within the training framework of PSDF.</p>
<p><b>Pre-Qualification Evaluation Cost</b></p>	<ol style="list-style-type: none"> <li>Organisations falling in <b>category 1</b> will have to submit two bank drafts amounting <b>Rs 6,517</b> (Rupees six thousand, five hundred and seventeen only) and second bank draft of <b>Rs. 7,195</b> Rupees seven thousand, one hundred and ninety-five only) as it will be evaluated by a third-party firm engaged.</li> <li>Organisations falling in the <b>category 2</b> will have to pay <b>Rs. 7,195</b> (Rupees seven thousand one hundred and ninety-five only) as it will be evaluated by a third-party firm engaged.</li> </ol> <p><b>Note:</b> Pre-qualification document will not be evaluated if Bank Draft in Favour of</p>

	<p>“<b>Punjab Skills Development Fund</b>” 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 of Prequalification Document.</p>
<b>Common Ownership</b>	<p>Any entity who owns more than one training institutes can apply for multiple training locations within same application.</p> <p>Applications with different institute name but same ownership will not be accepted.</p>
<b>Extension to Prequalification Duration</b>	Pre-qualification may be extended to additional period, subject to performance evaluation by the Client.
<b>Capacity Building / Pre- Proposal Conference</b>	<p>Capacity building / pre-proposal conferences would be conducted to guide organisations for preparing the Pre-qualification Document. The interested organisation can get them registered by filling the link <a href="https://goo.gl/forms/7cawEn0lg3L8zDGr2">https://goo.gl/forms/7cawEn0lg3L8zDGr2</a> and register for the capacity building session. Date and venue of the workshop will be shared through an email confirming the registration.</p>
<b>Client's Representatives/ Contact Persons</b>	<p>Zuhaib Haq            Manager Program Development            Punjab Skills Development Fund,  <a href="mailto:zuhaib.haq@psdf.org.pk">zuhaib.haq@psdf.org.pk</a>            Mobile No: 0321 4175421            Landline: 042-111-11-7733 Ext 107</p>
<b>Means of Communication</b>	Formal communication between PSDF and Training Providers may be made through letter or email.
<b>Any Special Condition</b>	PSDF may relax one or more conditions of the Pre-qualification under intimation to all prequalified organisations in respective trades/course.
<b>Submission Address</b>	<p>Pre-qualification document must be dispatched through courier only and should be addressed as under:</p> <p>Secretary Training Service Selection Committee  <b>Pre-qualification of Formal Training Institutes Round 7</b>            Punjab Skills Development Fund,            21-A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore.            Phone: 92-42-35752408-10</p>
<b>Last date for Submission of Pre-Qualification</b>	The Last date of submission of this round of Pre-qualification Document is <b>31<sup>st</sup> March 2018</b> . Documents received after the closing date will be evaluated in the subsequent phase.

**Annexure B**

**Detail Evaluation Criteria**

<b>Component</b>	<b>Sub Section</b>	<b>Subtotal</b>	<b>Total</b>
<b>Financial Capacity</b>	<i>Option 1 (Bank Statement)</i>		<b>30</b>
	Total Credit	15	
	Average Monthly Deposit	8	
	Cash in Hand/Bank	7	
	<i>Option 2 (Financial Statement)</i>		
	Net Assets	15	
	Annual Revenue/Income	7	
	Annual Profit	4	
	Cash in Bank	4	
<b>Human Resource Capacity</b>	Qualification*	6	<b>10*3 = 30</b>
	Past Experience	4	
<b>Past Experience</b>	Experience claimed	10	<b>40</b>
	No of Trainees Trained (Male & female)	26	
	Testing/Certification	4	
<b>Total Marks</b>			<b>100</b>

**Note**

Copy of Highest Qualification as mentioned in CV must be attached.