

# **PUNJAB SKILLS DEVELOPMENT FUND**



## **Request for Proposal**

**For**

## **Industrial Training Programme 2019-20**

**Date of Issuance**

**January 03, 2019**

**CONTENTS OF BIDDING DOCUMENT**

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## **SECTION A**

### **INSTRUCTIONS TO TRAINING PROVIDERS**

**NOTE:**

Capacity building / pre-proposal workshops would be conducted in order to guide the organisations for preparing Request for Proposal (RFP) effectively. Dates and venues of the workshop will be shared through an email.

## **1. 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 Providers (TPs). PSDF funds vocational training and intends to improve income generation capacity of the residents of Punjab. PSDF uses competitive bidding method for engaging Training Providers. Proposals of short-listed organisations are assessed on the basis of quality and cost.

This scheme namely “**Industrial Training Programme 2019-20**” is funded by the Government of Punjab and the Department for International Development (DFID), UK. **The objective of this scheme is to support industries / establishments for provision of skilled manpower and to increase access to jobs / income earning opportunities.**

Request for Proposal which includes Technical & Financial Proposals for the proposed trades must reach the following address by **21<sup>st</sup> January, 2019**. Incomplete or late Documents will not be evaluated.

Secretary Training Service Selection Committee  
Industrial Training Programme 2019-20  
Punjab Skill Development Fund,  
21/A, H-Block, Dr. Mateen Fatima Road,  
Gulberg II, Lahore

## 2. INTRODUCTION

- 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 vocational training will be executed.
- To obtain first-hand information regarding preparation of proposals, they are **encouraged to attend a capacity building / pre-proposal conference**, as specified in the Data Sheet.
- Training Providers shall bear all costs associated with the preparation and submission of their proposals, attending capacity building/pre-proposal conference, if any, and Contract negotiations.
- The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to the award of Contract, without incurring any liability to the Training Provider.
- The documents submitted to PSDF will not be returned and will be treated in strict confidentiality.
- All expenses related to participation in this scheme and preparation/submission of Technical & Financial Proposal shall be borne by the applicants.
- PSDF reserves the right to request submission of additional information from applicants to clarify any aspect of RFP Document, if required.
- Training Provider may submit technical proposal for multiple trades as per the invitation letter as per requirement of their employment and by considering challenges of trainee mobilization.
- Each proposed training location has to be under management / ownership of the Training Provider.
- PSDF reserves the right to verify any information provided by prospective bidders. ***False information/misstatement will lead to disqualification and rejection of RFP; and the Training Provider may also be blacklisted.***
- PSDF reserves the right to cancel the call of RFP without stating any reason.
- Training Provider may submit only **one set of RFP**, even if the Training Provider is interested in providing training in multiple trades or at multiple locations. The Training Provider cannot be part of another RFP directly or indirectly. **In case of participation in more than one RFP, all technical and financial Proposals will be rejected.**
- Performance calculation of the existing training providers will be done based upon past performance.
- PSDF may ask for the submission of audited financial proposals of the Training Provider / Bank statement or any other document for further verification application.

## 3. PROPOSAL VALIDITY

The Data Sheet indicates the time period for which the Proposals would remain valid after the submission date. During this period, Training Providers shall ensure the availability of professional staff nominated in the Proposal. If required, the Client may request Training Providers to extend the validity period of their proposals. Training Providers who agree to such extension shall confirm that they maintain the availability of the professional staff nominated in the Proposal, in their confirmation of extension.

## 4. PREPARATION & SUBMISSION OF BIDDING DOCUMENTS / PROPOSAL

### 4.1. TECHNICAL PROPOSAL (Section 1)

Training Providers shall provide Technical Proposals (trade wise) on the prescribed format being provided with this part of RFP. **Any Technical Proposal containing financial information, other than that solicited, will be rejected.** The envelope containing the Technical Proposal for each trade shall be sealed and labelled as follows:

*Technical Proposal (Section 1)*

*Name of Assignment: "Industrial Training Programme 2019-20"*

*By: [Name of Organisation]*

### 4.2. FINANCIAL PROPOSALS (Section 2)

4.2.1. **Trade wise Financial Proposal shall be prepared using the Forms provided by the Client.**

4.2.2. PSDF will consider costs in the manner specified in the Data Sheet.

4.2.3. The envelope containing the Financial Proposal shall be sealed and labelled as follows:

*Financial Proposal (Section 2)*

**Name of the Trade:** -----

**Name of Assignment:** "Industrial Training Programme 2019-20"

**By:** [Name of Organisation]

4.2.4. **Any Technical Proposal found in the envelope meant for Financial Proposal (or vice versa) will lead to rejection of the proposals.**

#### 4.3. **SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS**

4.3.1. Request for Proposal containing Section 1 and Section 2 in two separate envelopes shall be submitted in an outer-sealed envelope, clearly marked as follows:

(Organisation's) Technical Proposal and Financial Proposal

Name of Assignment: "Industrial Training Programme 2019-20"

By: [Name of Organisation]

[Client address as provided in the Data Sheet]

4.3.2. While preparing the Proposals, Training Providers must give particular attention to the following:

- i. All documents (i.e. Forms, Annexures and other documents) relating to a part, must have a single book-form binding. Book binding forms includes the tape, ring or Simple staple. Proposal must be signed by authorised representative of the organisation.
- ii. Proposals received in the form of loose papers or not complying with instructions will be declared non-responsive.

#### 5. **TAXES**

Training Provider is subject to all taxes as per their legal status reflected on the NTN number, and taxes will be deducted accordingly by PSDF.

#### 6. **EVALUATION OF TECHNICAL PROPOSALS**

Each responsive Proposal of a trade will be given a technical score (S<sub>t</sub>). If a proposal fails to achieve the minimum qualifying 65% technical score indicated in the Data Sheet, it will be rejected and its financial Bid will not be opened.

#### 7. **FINANCIAL PROPOSALS**

- 7.1. In case of changes in the technical parameters by PSDF, we may ask the Training Providers to submit revised Financial Proposals. In such cases, all bidders will be given the opportunity to submit revised Financial Proposals.
- 7.2. Training Providers that secure the minimum qualifying technical scores shall be notified for opening of Financial Proposals and subsequently their bids will be opened.
- 7.3. Financial Proposals shall be opened in the optional presence of the Training Providers' representatives. The names of the Training Providers and their technical scores for a trade shall be announced. These sealed Financial Proposals shall then be opened, and the bids announced and recorded.
- 7.4. The Evaluation Committee will correct any computational errors, in case of a discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail.

- 7.5. The lowest quoted Financial Proposal ( $F_m$ ), on a cost per trainee per month basis, will be given the maximum financial score ( $S_f$ ).

## **8. COST OF EVALUATION**

- 8.1. PSDF will charge Training Providers for a payment in the form of evaluation cost as evaluation is outsourced. Training Providers are required to provide a Bank draft in the name of “**Punjab Skills Development Fund.**”
- 8.2. A **bank draft** amounting to **Rs. 7,824** (Seven Thousand two hundred and twenty four only) should be submitted for evaluation of each trade wise Technical Proposal.

For example, if training provider submits 3 Trade Proposals, then the Training Provider is required to submit a bank draft amounting to Rs.23,472 (Rs. 7,824 x 3).

## **9. TRADE-WISE SELECTION OF TRAINING PROVIDERS**

The following procedure shall be adopted for trade wise selection of Training Providers:

- 9.1. The quality and cost-based selection (QCBS) method will be used for engaging multiple Training Providers.
- 9.2. The technical score will be awarded on the basis of the components mentioned Technical proposal form.
- 9.3. The financial score of each technically qualified proposal will be calculated on the basis of per trainee per month cost inclusive of all applicable direct and indirect taxes.
- 9.4. The organisations are ranked on the basis of their combined score i.e. weighted technical and financial scores. The top-ranked Training Provider is awarded the contract.
- 9.5. The technical score, per trainee per month cost and the combined score of the top-ranked Training Provider is set as the reference technical score, reference cost and reference combined score, respectively.
- 9.6. If the Training Provider securing second highest combined score in the trade group is required to be selected to meet the target number of trainees, it will be offered the contract as follows:
- (a) Technical score is greater than the top scoring Training Provider: it will be asked to lower the cost per trainee per month to a level so that combined score equals the reference score. In case of refusal the offer will be made to the third highest and so forth.
- (b) Technical score is equal to or lower than the top scoring Training Provider: it will be asked to lower the cost per trainee per month to a level of reference price in case the cost is higher than the top scorer otherwise the contract will be offered at bid price. In case the second ranked Training Provider refuses, the offer will be made to the third highest and so forth.
- 9.7. In case of single bid, the offer price will be determined considering the contracted price in the same year of some previous scheme or of previous years by incorporating the inflation.

## **10. NEGOTIATIONS**

Negotiation may be done with Training Provider on two aspects (technical & financial) in order to reduce cost per trainee or for some changes in technical requirements.

## **11. AWARD OF CONTRACT**

- 11.1. After conclusion of negotiations, the Client shall award the Contract to the selected Training Providers.
- 11.2. The Training Provider is expected to commence the assignment after approval by the Client on the mutually agreed date and location.

**12. TESTING AND CERTIFICATION**

On completion of training, testing and certification from Punjab Board of Technical Education or any other certification body will be encouraged. PSDF decision regarding this will be considered as final.

**13. CONFLICT OF INTEREST:**

- 13.1. The Training Provider must not be providing any assistance to any other person/entity in conflict with 'PSDF' to avoid any sort of conflict of interest.
  - 13.2. Must not be providing services for any assignment to same or another client.
  - 13.3. Must disclose any conflicting relationships, and these relationships must not be effecting proposal submission and selection or at any other phase.
  - 13.4. PSDF may inspect Training Providers accounts and records and any other documents related to the submission of proposals and have them audited by auditors appointed by The Client (PSDF) or GoP.
- 14.** In case of delay in services, a penalty may be imposed. If the firm completely fails to provide the services within prescribed period and doesn't comply with the reminders, the case of Training Provider may be put to relevant authorities to declare the Firm as "Black Listed".
- 15.** Qualified training providers will not be authorized to outsource the services of contract.



**SECTION B**

**DATA SHEET**

**SECTION B: DATA SHEET**

|   |   |
|---|---|
| <b>Name of the Scheme</b>                       | Industrial Training Programme 2019-20   |
| <b>Name of Client</b>                           | Punjab Skills Development Fund (PSDF)   |
| <b>District of Training Locations</b>           | All Districts of Punjab and its adjoining area  |
| <b>Target Number of Trainees</b>                | Total Trainee Target is 30000 for a year. PSDF may increase / decrease the set targets.   |
| <b>Time Schedule of the Training</b>            | Training is expected to start in April <b>2019</b> .  |
| <b>Sectors of the Scheme</b>                    | Open to all sectors   |
| <b>Maximum trainees per Training Provider</b>   | 20% of the total target of the scheme.  |
| <b>Districts of Trainees</b>                    | The trainees for the scheme can be from any district of Punjab.   |
| <b>Target Group (Eligibility for Admission)</b> | Male or Female residents of any District of Punjab meeting the following criteria: <ul style="list-style-type: none"> <li>▪ Between Age of 18 to 29.</li> <li>▪ Must meet the entry qualification requirements as specified in respective training curricula.</li> <li>▪ Must have CNIC with permanent or temporary residential address of Punjab.</li> <li>▪ Must not have availed PSDF-funded training prior to enrolment.</li> <li>▪ Must not be the permanent / contractual employee of Training Provider.</li> </ul> |
| <b>Candidate Selection</b>                      | Candidate selection will be Training Provider's responsibility.   |
| <b>Implementation of Training</b>               | This scheme is for implementation of training in a formal manner and not in the form of attachment on work. A dedicated area will be required for theoretical and practical training. In special cases, conduct of training in production / workshop area may be allowed depending upon the curricula and machinery / equipment requirement.  |
| <b>Duration of Training</b>                     | Duration of training should be up to 6 months.  |
| <b>Trainees per Class</b>                       | Up to 25 according to availability of work places in lab / workshop and other training facilities as well as nature of training.  |
| <b>Minimum Conduct Hours</b>                    | Minimum conduct hours per week are 30 (6 days x 5 hours daily or 5 days x 6 hours daily). Training provider may increase the training hours per day depending upon its shift hours.   |
| <b>Selection of Trades / Courses</b>            | Please refer to Letter of Invitation for Trade Selection. Training Provider is requested to submit proposals against trades keeping in view of the employment target and enrolment Challenges.  |

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| <b>Testing and Certification</b>            | <ul style="list-style-type: none"> <li>▪ PSDF has special arrangements for Testing and Certification with Punjab Board of Technical Education (PBTE).</li> <li>▪ Testing / certification from Punjab Board of Technical Education (PBTE) will be preferred on completion of training in case implementation of training is as per approved curricula.</li> </ul>  |
| <b>Job Placement</b>                        | <p>Training providers are expected to provide employment on completion of training. <b>Minimum Employment commitment should be 50% of the trained persons.</b> Industries / Establishments will be required to report employment of the trained persons which will be verified by independent monitors.</p>   |
| <b>Payment to Training Provider</b>         | <p>(a) Training Fee<br/>         (b) Trainee Support Payments as detailed below</p>   |
| <b>Training Fee</b>                         | <p>Financial bid will be based on training fee inclusive of all expenditures other than capital investment. It will include but not be limited to:</p> <ul style="list-style-type: none"> <li>▪ Trainers' remuneration</li> <li>▪ Consumable training materials</li> <li>▪ Training Manual &amp; stationery required for training</li> <li>▪ Management &amp; reporting costs</li> <li>▪ Utilities &amp; miscellaneous items</li> <li>▪ Mobilization and Placement Costs</li> <li>▪ Protective clothing (if any)</li> </ul> |
| <b>Taxes</b>                                | <p>The following taxes are applicable or any other tax to be applicable in future.</p> <ul style="list-style-type: none"> <li>• With Holding tax</li> <li>• PRA Tax</li> </ul>  |
| <b>Trainee Support</b>                      | <p><b>Fixed Stipend</b></p> <ul style="list-style-type: none"> <li>▪ @ Rs. 1,500 per trainee per month.</li> <li>▪ PSDF may engage a third party for payment of stipend directly to trainees.</li> </ul> <p>▪ Single uniform and a bag per trainee as per PSDF standard design &amp; colour to every trainee. One time cost of Rs. 1,500 will be paid to the Training Provider for this purpose.</p>  |
| <b>Testing Fee</b>                          | <ol style="list-style-type: none"> <li>1. PSDF will pay the testing fee directly to PBTE under special arrangements.</li> <li>2. In case of self- certification, no fee on account of testing &amp; certification will be paid to the Training Provider.</li> </ol>   |
| <b>Validity of Proposal</b>                 | 240 days from last date of submission.  |
| <b>Submission of Proposal</b>               | For each trade / course, separate proposal is required.   |
| <b>Basis of Financial Evaluation</b>        | Bids will be evaluated on the basis of per trainee per month cost (inclusive of all applicable direct and indirect taxes). All applicable taxes should be mentioned in the financial proposal.  |
| <b>Criteria for Evaluation of Proposals</b> | <ul style="list-style-type: none"> <li>▪ Weightage of technical proposal = 80%</li> <li>▪ Weightage of financial proposal = 20%<br/>             (Minimum Qualifying Technical Score = 65%)</li> </ul> <p>Financial Score (<math>S_f</math>) of proposal</p> $S_f = 100 * \frac{\text{Lowest Price}}{\text{Price of Proposal Under Consideration}}$   |

|  |   |
|--|---|
|  | $\text{Overall Score}(S) = S_t * T + S_f * P$ $= S_t * 0.80 + S_f * 0.20$   |
| <b>Multiple Training Providers</b>               | Client may select multiple Training Providers following the methodology mentioned under para 9 of the instructions, in case the top-ranked Training Provider does not have the capacity to meet the target number of trainees in the relevant trade.  |
| <b>Any Special Condition</b>                     | PSDF may relax one or more conditions of the RFP under notice to all shortlisted Training Providers.  |
| <b>Bank Guarantee</b>                            | Mobilisation Advance equal to 10% of the contract value against irrevocable Bank Guarantee to be adjusted in instalments (maximum five).  |
| <b>Training Facilities</b>                       | <p>The Training Provider shall ensure availability of all trade- related equipment specified in relevant curriculum in such a manner that all trainees are able to perform practical simultaneously and independently.</p> <p><b>All training facilities are subject to inspection.</b></p>   |
| <b>Means of Communication</b>                    | Formal communication between PSDF and Training Providers may be made through letter or email .  |
| <b>Contract Extension</b>                        | Subject to satisfactory performance evaluation and release / availability of funds, the Contract may be extended for an additional period and/or for training of additional trainees, on same cost and ToRs by mutual agreement of both parties.  |
| <b>Performance Evaluation</b>                    | <ul style="list-style-type: none"> <li>It is suggested that Training Provider should select trades keeping in view their business activity, trainee mobilisation &amp; placement challenges.</li> <li>Performance of the Training Provider will also be evaluated on the basis of ratio of successfully qualified trainees with reference to number of contracted and also meeting the employment commitment. Poor performance will affect selection of the Training Provider in PSDF future schemes and extension of contract. As such <b>Training Providers are advised not to overestimate their enrolment &amp; employment capacity.</b></li> </ul> |
| <b>Clarification Requests</b>                    | Requests addressed to Client's Representative/Contact Person <b><u>in writing</u></b> can be received before <b>18<sup>th</sup> January 2019</b> ; 05:00 PM.  |
| <b>Client's Representatives/ Contact Persons</b> | <p><b>Zuhaib Haq</b></p> <p>Manager Program Development<br/> <a href="mailto:zuhaib.haq@psdf.org.pk">zuhaib.haq@psdf.org.pk</a><br/>         0321 4175421<br/>         042-111-11-7733 Ext (107)</p>  |
| <b>Procurement Related Clarification</b>         | <p><b>Sahar Nadeem</b></p> <p>Specialist Training Partner Sourcing and Contracting<br/> <a href="mailto:sahar.nadeem@psdf.org.pk">sahar.nadeem@psdf.org.pk</a><br/> <a href="mailto:Evaluation@psdf.org.pk">Evaluation@psdf.org.pk</a><br/>         042-111-11-7733 Ext (111)</p>   |

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| <p><b>Capacity Building / Pre-Proposal Conference</b></p>  | <p>Capacity building / pre-proposal workshops would be conducted in order to guide the organisations for preparing the Bidding Document effectively. Date and venue of the conference will be communicated to Training Provider via Email. It is highly encouraged to attend the capacity building conference.</p>                         |
| <p><b>Last Date of Submission of Bidding Documents</b></p> | <p><b>21<sup>st</sup> January 05:00 PM.</b></p>  |
| <p><b>Submission Address</b></p>                           | <p>Bidding documents will be received through courier and should be addressed as under:<br/>         Secretary Training Service Selection Committee<br/>         Industrial Training Programme 2019-20<br/>         Punjab Skill Development Fund,<br/>         21-A, H Block, Dr. Mateen Fatima Road,<br/>         Gulberg II, Lahore</p> |

## **SECTION C**

### **TERMS OF REFERENCE**

**Responsibilities of Training Providers are to:**

1. Mobilise the trainees, conduct marketing campaigns, build interest in skills training and invite applicants for the skills training according to the eligibility criteria defined by PSDF.
2. Select only eligible trainees who have CNIC with permanent or temporary residential address of any district of the Punjab.
3. Select only those candidates who have not previously been trained through PSDF funding and are not already registered in PSDF database (through verifying data of the trainees from PSDF website via entering CNIC number).
4. Arrange properly equipped training facilities as per curriculum requirements and/or equipment list mentioned in the curriculum. It includes machinery, equipment, tools, class room & lab / workshop furniture and other basic facilities (e.g. washrooms, back-up power, drinking water etc.). In case of deficiency, arrange additional training facilities as per requirement.
5. Engage competent and qualified instructors and support staff as per provided CVs (qualification and experience) mentioned in the curriculum.
6. Get the facilities and arrangements inspected by PSDF before start of training.
7. Ensure provision of vocational skills training in approved skills/trades using the curriculum approved by relevant authority and following the agreed parameters.
8. Provide all learning aids, teaching materials, consumables, and 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).
9. Development/printing of training manual(s), if already not available.
10. Manage provision of standardised uniforms and bags as mentioned under Trainee Support.
11. Manage a transparent system of payment of stipend to trainees in a timely manner according to notified rates as per Contract (all records to be maintained). PSDF may engage a third-party Training Provider for disbursement of stipend directly to trainees.
12. Establish a system for providing reports to PSDF within stipulated time through email or on a web-based data management system.
13. Facilitate and provide access to PSDF monitoring team for the monitoring of training.
14. Maintain separate bank account and financial records relating to the PSDF assignment(s).
15. Assist any PSDF partner in carrying out a tracer study / evaluation of the trained persons.
16. Arrange testing and certification from the relevant accredited certification body.
17. Arrange printing of provisional certificates as per the format approved by PSDF.
18. Arrange a simple graduation ceremony and distribute certificates to successful graduates on course completion, and inform PSDF at least one week before the event.

19. Assist PSDF in the arrangements of graduation ceremony; if graduation ceremony is arranged by PSDF at large scale (cost of such ceremony arranged by PSDF will be borne by PSDF).
20. Display prominently banners / sign boards relating to the training, after approval by PSDF.
21. Any other obligation agreed in the Contract.
22. The Training Provider will be responsible for certain deliverables, including progress reporting, as per requirement of the project.

**Responsibilities of Punjab Skills Development Fund are to:**

1. Provide funds to meet training expenses as pertaining fee, number of trainees, attendance of trainees and payment schedule agreed in the Contract.
2. Provide funds for meeting costs on account of Trainee Support which includes stipend, uniforms & bag cost, and testing fees, as determined by PSDF management.
3. Monitor / supervise the delivery of training, either directly or through a third party.
4. Take measures for quality control directly or indirectly.
5. Guide training partners for smooth implementation of training.
6. Bear costs on account of publicity as considered appropriate by PSDF management.
7. Inspect training facilities and arrangements and accord permission to start training (i.e. issue a Notice to Proceed).

**Joint Responsibilities of Punjab Skills Development Fund and Training Providers:**

1. To showcase the training programmes funded by PSDF at different forums, if required.