



# Pre-Qualification Document Round 3

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Industries / Establishments

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**Date of Issuance: 1<sup>st</sup> January 2019**

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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 Organisation by inviting proposals from short listed Organisations and assessing these on the basis of quality and cost. PSDF intends to pre-qualify Organisations for provision of skills and vocational training (hereinafter referred to as “Vocational Training Services”) to the residents of Punjab. Only pre-qualified Organisations 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 Organisation for the purpose of pre-qualification. Interested Organisations who meet the eligibility requirements are invited to submit properly filled Pre-qualification Document along with all supporting documents.

Secretary Training Service Selection Committee  
Prequalification of Industries Round 3  
Punjab Skill Development Fund,  
21-A, Block H, Dr Mateen Fatima Road,  
Gulberg II, Lahore

## PRE-QUALIFICATION

SECTION	CONTENTS	Score	
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	Part E: Applicant Declaration		
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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 as an organization.

## Description of Product

### INTRODUCTION

1. PSDF wishes to prequalify interested Organisations with the capacity to carry out trainings in trades/courses.
2. The purpose of this document is to provide orientation to enable Organisations 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 ROUND 3”**. The envelope must be submitted at the specified address through courier only or through submission by hand.
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. Organisations may apply for Pre-qualification of a trade/course from any sector of the economy **in-line with its core business.**
10. An Organisation may qualify for multiple trades/courses and at multiple locations which are under their ownership/management control. There must be a business activity associated with the proposed trades.
11. Only pre-qualified Organisations in respective trades/courses will be invited to submit proposals in upcoming schemes of PSDF or as decided by PSDF.
12. Final selection of Organisations will be done following Quality and Cost Basis Selection (QCBS) methodology.
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** 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 Organisations 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. Organisation 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, equipment/machinery, 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. Provision of dedicated classrooms for trainees
- h. Provide protective clothing to every trainee (if required) as per the curriculum.
- i. Establish a system for providing reports to PSDF within stipulated time through email or on a web-based data management system.
- j. Organisations will track and report employment of trainees for the first six months post-completion of training.
- k. Facilitate and provide access to PSDF monitoring team for monitoring of training.
- l. Maintain a separate bank account and financial record relating to the PSDF assignment(s).
- m. Assist any PSDF partner in carrying out a tracer study / evaluation of the trained persons.
- n. Arrange testing and certification from a relevant accredited certification body if it is other than PBTE.
- o. 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
- p. Display prominently banners / sign boards relating to the training, after approval by PSDF.
- q. Organisations will be responsible for certain deliverables, including progress reporting, as per requirement of the project.
- r. Trainer and management should be present at location at the time of inspection.
- s. Any other obligation agreed in the contract.

## BRIEF SUMMARY OF PRODUCT

Features	Proposed Parameters
<b>Objective of Pre-Qualification</b>	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.
<b>Location of Organisations</b>	Organisations located in Punjab and adjoining areas may apply for pre-qualification.
<b>Period for which Industries / Establishments to be Pre-Qualified</b>	<p>Organisations 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 does 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 trade/course.</u></p>
<b>Who Can Apply</b>	<p><b>Category 1:</b> Industries/Establishments who haven't applied in the Round 1 and 2 of pre-qualification (First Time Applicants).</p> <p><b>Category 2:</b> All Industries/Establishments who have already applied in round 1 and 2 can apply only if:</p> <p>i. The new location has not been applied in the Round 1 / Round 2 of pre-qualification</p> <p>ii. The trades / courses have not been applied in the Round 1 / Round 2 of pre-qualification of Industries / Establishments.</p> <p>For organisations, who are falling in the Category 2; only Part A, D &amp; E of the Pre-Qualification form need to be filled.</p>
<b>Who can not Apply</b>	Industries/Establishments with inadequate facilities to carry out training. Formal Training Institutes who are affiliated, registered, accredited with relevant TVET body cannot apply for this pre-qualification..
<b>Debarring to again apply for Pre-Qualification</b>	Organizations which fail to pre-qualify in particular / all trades/courses will be debarred for pre-qualification for a period of <b>one year from the date of Dis-qualification Notification</b> . The condition may be changed as per the change in PSDP Procurement Rule.
<b>Pre-Qualification Evaluation Cost</b>	1. Industries/Establishments 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.

	<p>2. Industries/Establishments 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.</p> <p><b>Note:</b></p> <p>Pre-qualification document will not be evaluated if Bank Draft in Favour of “<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>
<p><b>Selection of Trades/courses</b></p>	<p>Organisations are required to select trade/course relevant to their core business and requirement of trained manpower.</p>
<p><b>Eligibility Conditions</b></p>	<p><b>Organisations must fulfill the following conditions</b> to be considered for pre-qualification:</p> <ul style="list-style-type: none"> <li>i. Must have valid NTN / FTN in the name of the entity / Organisation.</li> <li>ii. Must have legal status of registration with relevant Government Authority.</li> <li>iii. Employment commitment of 50% of the trained Person</li> </ul> <p><b>Note:</b> Sole Proprietors and Individuals are not eligible to apply for Pre-Qualification of Industries/Establishments.</p> <ul style="list-style-type: none"> <li>iv. Organisation must be Registered for 3 years at least. This information should be verifiable from NTN / Certificate of Incorporation.</li> </ul>
<p><b>Responsiveness Criteria</b></p>	<p>Organisations will be evaluated on their Capacity on the submission of following documents:</p> <ul style="list-style-type: none"> <li>1. Provide financial information of the <b>last financial year</b> under the following two options:</li> </ul> <p><b>Option 1:</b> Signed and Stamped Bank Statement of last one year from 1<sup>st</sup> January 2018- 31<sup>st</sup> Dec 2018.</p> <p align="center"><b>OR</b></p> <p><b>Option 2:</b> Provide latest financial statements issued by an ICAP licensed Chartered Accountant.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>i) <b>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.</b></li> <li>ii) <b>Public listed entities may not share the financial information. The Financial health will be accessed through data available online.</b></li> <li>iii) <b>State owned organizations do not need to submit their financial records</b></li> </ul> <ul style="list-style-type: none"> <li>2. Must provide CV of Management Team on the format prescribed by PSDF in Annexure A of Forms.</li> </ul> <p><b>Note:</b></p>

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	<p>i) Copies of CNIC of the proposed team should also be attached with the form.</p> <p>ii) In case the incumbent has maximum education of Intermediate/Certificate/Diploma or below, he/she should have more than ten years of experience in the sector.</p>
<b>Common Ownership</b>	<p>-Any Organisation which is operational at more than one location can apply for multiple training locations within same application.</p> <p>-Organisation must have an operational setup or commercial activity at each of the training location proposed</p> <p>-Applications with different Organisations name but same ownership will be declared ineligible.</p>
<b>Training Location</b>	<p>Proposed locations should provide legal documentation indicating ownership of the Training Provider. In case, TP does not own the location, a lease indicating the use of facility must be presented.</p> <p>Ownership Document / Lease (Tenancy) agreement must be provided at the RFP stage.</p>
<b>Extension to Pre-qualification Duration</b>	<p>Pre-qualification may be extended to additional period, subject to discretion of the Client on the basis of performance or submission of documents.</p>
<b>Capacity Building Session</b>	<p>Capacity building session will be conducted in order to guide Organisations for preparing the Pre-qualification Document.</p> <p>Interested Organisations can get registered by filling information on the following link <a href="https://goo.gl/forms/P6LfOofUzytVJNLf1">https://goo.gl/forms/P6LfOofUzytVJNLf1</a></p> <p>and registering for the capacity building session. Date and venue of the workshop will be shared through an email confirming the registration.</p>
<b>Client's Representative/ Contact Person</b>	<p><b>Zuhaib Haq</b>  Manager Program Development  <a href="mailto:zuhaib.haq@psdf.org.pk">zuhaib.haq@psdf.org.pk</a>  0321 - 4175421  042-111-11-7733 Ext 107</p>
<b>Means of Communication</b>	<p>Formal communication between PSDF and Organisations may be made through email.</p>
<b>Any Special Condition</b>	<p>PSDF may relax one or more conditions of the Pre-qualification under intimation to all prequalified Organisations in respective trade/course.</p>
<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  Pre-qualification of Industries / Establishments Round 3  Punjab Skill Development Fund  21-A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore.</p> <p>Phone: 92-42-35752408-10</p>
<b>Last date for Submission for Pre-qualification</b>	<p>The Last date of submission of this round of Pre-qualification Document is <b>31<sup>st</sup> March, 2019</b>. Documents received after the closing date will be evaluated in the subsequent phase.</p>



## Annexure B

**Detail Evaluation Criteria**

Section	Component	Sub Component	Marks
<b>C.1 Financial Capacity</b>	Bank Statement	<i>Option 1 (Bank Statement)</i>	
		Total Credit	20
		Annual Deposit	20
	Financial Statement	<i>Option 2 (Financial Statements)</i>	
		Total Asset Value	16
		Annual Revenue/Turnover	16
		Cash in Hand/Bank	8
<b>C.2 Human Resource Capacity</b>	Project Manager	Qualification	10
		Relevant Experience	5
	Marketing/HR	Qualification	7
		Relevant Experience	3
	Reporting	Qualification	3
		Relevant Experience	2
<b>D.1 Past Experience</b>	Relevance with Business and Training Experience	Relevant Business Activity	5
		Tools and Equipment	15
		Number of Past Trainees	10
<b>Total Marks</b>			<b>100</b>