**PUNJAB SKILLS DEVELOPMENT FUND**



INSTRUCTIONS, DATA SHEET & TERMS OF REFERENCE

# FOR

TECHNICAL & FINANCIAL PROPOSALS

**Punjab Skills Development Programme 2019**

**July 2019**

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**Note:**

Forms for preparation of Technical and Financial Proposals are in a separate file.

**SECTION 1**

**INSTRUCTIONS TO TRAINING PROVIDERS**

## Definitions

1. “Board” means Board of Directors of Punjab Skills Development Fund, a company incorporated under section 42 of the Companies Ordinance 1984.
2. “Client” means Punjab Skills Development Fund (PSDF).
3. “Contract” means the contract signed by PSDF and Training provider along with all attached documents thereto.
4. “Data Sheet” means such part of the Instructions to Training Providers used to reflect specific conditions.
5. “Day” means calendar day.
6. “Financial Proposal” means that part of the proposal which provides details about cost of the proposed training.
7. “Formal Training Institute” means an institute registered / affiliated / accredited by an authority such as NAVTTC, TEVTA, PBTE, NTB, City and Guilds, HEC or any other accredited / authorized national / international certifying body.
8. “Government” means the Government of the Punjab.
9. “HEC” means Higher Education Commission.
10. “IDA” means the International Development Association, a lending arm of the World Bank.
11. “Instructions to Training Providers” means the document which provides shortlisted Training Providers with all information needed to prepare their proposals.
12. “Letter of Invitation (LOI)” means a letter included as a section in the RFP to be sent to the shortlisted Training provider.
13. “NAVTTC” means National Vocational & Technical Training Commission.
14. “PBTE” means the Punjab Board of Technical Education.
15. “Personnel” means temporary or permanent staff employed by the Training provider and assigned to perform the Services or any part thereof.
16. “Professional Staff” includes management team, training and/or placement staff of Training provider.
17. “Proposal” means the entire set of documents consisting of Technical and Financial Proposals submitted by an organisation.
18. “RFP” means the “Request for Proposal” prepared by PSDF for submission of Technical and Financial Proposals by Training Providers.
19. “Services” means one or more of the services specified in the Data Sheet and ancillary activities to be performed by the Training provider in pursuance of the Contract.
20. “Target Group” refers to potential candidates for admission who fulfil the eligibility requirements defined in the Data Sheet.
21. “Technical Proposal” means that part of the proposal which provides information about the technical aspects of the proposed training.
22. “Terms of Reference” (TOR) means that part of RFP which explains the scope of work, activities, tasks to be performed, respective responsibilities of the Client & the Training provider and expected results and deliverables of the assignment.
23. “TEVTA” means Technical Education & Vocational Training Authority.
24. “Trainee” means any eligible person who is selected for training by the Training provider.
25. “Training Provider (TP)” means either a public institution; or public/private institution; or private institution; or industry association; or academic institution, duly qualified to provide training, selected in accordance with the criteria set forth for the purpose.

**SECTION 1**

### INSTRUCTIONS TO TRAINING PROVIDER

1. **Introduction**

* 1. The Client named in the Data Sheet will select one or more entities (Training Providers), in accordance with the specified method of selection.
  2. The shortlisted Training Providers are invited to submit Proposals (each proposal comprising of two parts; a “Technical Proposal” and a “Financial Proposal”) for Services required for the assignment named in the Data Sheet.
  3. The Technical and Financial Proposals should be submitted **trade / course wise** in separate and sealed envelopes, properly labelled and contained within an outer envelope. The qualifying Proposals will be the basis for agreement negotiations and ultimately for a signed Contract with the selected Training Providers.
  4. Training Providers should familiarize themselves with the specified terms and conditions and take these into account in preparing their Proposals. To obtain first-hand information regarding preparation of proposals, they are **encouraged to attend a capacity building / pre-proposal conference,** if one is specified in the Data Sheet.
  5. The Client will provide information as specified in the Data Sheet in a timely manner.
  6. 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.
  7. 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.

#### 2. Single Proposal Submission

Shortlisted Training Providers may submit proposals for one or more trades / courses for the trades specified in the Letter of Invitation. **There should be a separate and single proposal for each trade. Each trade proposal will consist of technical proposal and financial proposal**;

#### 3. Proposal Validity

The Data Sheet indicates the time period for which the Proposal 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 of validity of the Proposal. Training Providers may submit replacement staff, which would be considered in the final evaluation for award of Contract. Training Providers who do not agree have the right to refuse extension in the validity of their Proposals.

#### 4. Clarifications and Amendments to RFP Documents

**4.1.** Training Providers may request a clarification on any aspect of the RFP documents up to the date indicated in the Data Sheet before the proposal submission date. Any request for clarification **must be sent in writing**.

**4.2.** At any time before the last date of submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Training Providers and will be binding upon them.

**4.3.** Training Providers shall acknowledge receipt of all amendments. To provide Training Providers with reasonable time in which to take an amendment into account in their Proposals, the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.

#### 5. Preparation of Proposal

**5.1.** The Proposal as well as all related correspondence exchanged between the Training Provider and the Client shall be written in the language(s) specified in the Data Sheet.

**5.2.** In preparing their Proposals, Training Providers are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested, may result in rejection / low-scoring of a Proposal. **Moreover, any misrepresentation / omission of facts may lead to the disqualification of the Training Provider, as well as debarring from bidding in future PSDF-funded schemes.**

**5.3.** While preparing the Technical Proposals, Training Providers must give particular attention to the following:

**5.4.** All documents (i.e. Forms, Annexures and other documents) relating to a part, must have a single binding form. Binding refers to the ring / tape or simple staple. Each page should be numbered and initialled by authorised representative of the organization.

**5.5. Proposals received in the form of loose papers or not complying with instructions will be declared non-responsive**

**5.6.** Responses to the respective sections / parts of the proposal and attached important documents must be clearly and properly flagged. Non-compliance to the instructions will lead to penalty in the form of deduction in score.

#### 6. Technical Proposal Format and Content

Training Providers shall provide Technical Proposals on the prescribed format being provided separately with this RFP. Information provided elsewhere will not be considered for evaluation. **The Technical Proposal shall not include any financial information, except for the information solicited. Any Technical Proposal containing financial information, other than that solicited, will be declared non-responsive.** The envelope containing the Technical Proposal shall be sealed and labelled as follows:

*Technical Proposal*

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

*Name of Assignment: Punjab Skills Development Programme 2019*

*By: [Name of Organisation]*

#### 7. Financial Proposals

**7.1.** The Financial Proposal shall be prepared using the Forms provided by the Client.

**7.2.** PSDF will consider costs in the manner specified in the Data Sheet.

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

*Financial Proposal*

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

*Name of Assignment: Punjab Skills Development Programme 2019*

*By: [Name of Organisation]*

The Financial Proposal shall be marked by a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL”.

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

#### 8. Submission, Receipt, and Opening of Proposals

**8.1.** Proposal for a trade / course comprising of a technical and a financial proposal (in separate envelops) shall be submitted in an outer-sealed envelope, clearly marked as follows:

Technical & Financial Proposals

Name of Assignment: *Punjab Skills Development Programme 2019*

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

By: *[Name of Organisation]*

*[Client Address as provided in the Data Sheet]*

**8.2.** The Client shall not be responsible for any misplacement, loss or premature opening of documents if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be a case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Trade Proposal nonresponsive.

**8.3.** The Proposals must be sent to the address indicated in the Data Sheet and received by the Client no later than the time and date indicated in the Data Sheet, or any extension to this date in accordance with these instructions.Any proposal received by the Client after the deadline for submission shall not be evaluated.

**8.4.** The Client shall open the Technical Proposals immediately after the deadline for submission mentioned in the Data Sheet. The envelopes containing the Financial Proposals shall remain sealed and securely stored.

**8.5. *An authorized representative of the Training Provider shall initial all pages of the original Technical and Financial Proposals.*** The authorization shall be in the form of a written power of attorney accompanying the Proposals or in any other form demonstrating that the representative has been duly authorized to sign on behalf of the Training Provider.

**8.6.** The original proposals shall contain no interlineations or overwriting except as necessary to correct errors made by the Training Providers themselves. The authorized representative signing the proposals must initial such corrections. Submission letters for both Technical and Financial Proposals for each trade should be as per the given formats, respectively.

**8.7. Hard copies** of the Proposals shall be sent to the address referred to in the Data Sheet. All required copies of the Proposals are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

#### 9. Taxes

**9.1.** Training Providers will be subject to all prevalent and future applicable direct & indirect taxes (such as Income Tax, Duties, Fees, Levies, etc.) on amounts payable by the Client under the Contract.

**9.2.** Training Providers should quote the price of their services in Pakistani Rupees. Commissions and gratuities related to the assignment, if any, either paid or to be paid by Training Providers will be listed in the Financial Proposal.

**9.3.** In case of any increase in withholding income tax rates or any other taxes (except for value-added tax) subsequent to the RFP submission date, the additional tax liability will be borne by the Training Provider.

#### 10. Proposal Evaluation

From the time the Proposals are opened to the time the Contract is awarded, the Training Providers should not contact the Client on any matter related to their Technical and/or Financial

Proposals. Any effort by the Training Providers to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in rejection of the Training Providers’ proposals. However, the Client may contact the Training Provider for seeking clarification on any aspect of the proposals or to solicit any missing information.

#### 11. Evaluation of Technical Proposals

**11.1.** The Evaluation Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the information asked in this RFP, applying the evaluation criteria specified in the Data Sheet. Each responsive Proposal of a trade will be given a technical score (St) and nonresponsive bids will be rejected. If a proposal fails to achieve the minimum qualifying technical score indicated in the Data Sheet, it will be rejected.

**11.2.** Training Service Providers are encouraged not to over-estimate their training capacity. They should **propose only such courses and number of trainees for which enrolment can be ensured**.

**11.3.** PSDF staff will visit the training site before or during the technical evaluation phase to inspect facilities, equipment, location, capacity and other aspects of training. While assessing the capacity of a training location for the proposed trade(s), number of trainees enrolled/ to be enrolled in the same/similar PSDF-funded trades at the respective location(s) will also be considered. PSDF’s assessment about the capacity shall be final.

**11.4.** After the technical evaluation is completed, the Client shall inform the qualifying Training Providers about the status of their technical score for each trade at the time of opening of Financial Proposals.

#### 12. Evaluation Cost

**12.1.** PSDF will charge evaluation cost from Training Providers, as the evaluation of proposals is being outsourced. Training Providers are required to provide a Bank draft in the name of “Punjab Skills

Development Fund.’’

**12.2.** The Bank draft amounting to **Rs. 7,824 (seven thousand eight hundred and twenty four rupees only)** should be submitted for evaluation of each ‘Technical Proposal’ submitted by Training Provider.

For example, if training provider is submitting technical proposal for three trades, then the Training Provider is required to submit a bank draft amounting to Rs. 23,472 (Rs. 7,824 x 3).

**12.3.** Technical proposal(s) may not be evaluated if Bank Draft in favour of “Punjab Skills

Development Fund” of above-mentioned amount is not submitted along with each technical proposal.

#### 13. Financial Proposals

**13.1.** In case of changes in the technical parameters, PSDF 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.

**13.2.** Training Providers that secure the minimum qualifying technical scores shall be notified in writing, the date, time and location for opening of Financial Proposals. Training Providers’ attendance at the opening of Financial Proposals is optional. The date of opening of Financial Proposals shall be set so as to allow interested Training Providers sufficient time to make arrangements for attending the opening ceremony.

**13.3.** Financial Proposals of the qualifying technical proposals only (scoring at least the minimum qualifying technical score mentioned in the Data Sheet) shall be opened.

**13.4.** 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. The Financial Proposals of the qualifying technical proposals will be then inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall then be opened, and the bids (exclusive of all indirect taxes, Duties, Fees, Levies) announced and recorded.

**13.5.** The Training Service Selection Committee will correct any computational errors. When correcting computational errors, in case of a discrepancy between a partial amount and the total amount, or between words and figures, the formers will prevail. In addition to the above corrections, all activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

**13.6.** The lowest quoted Financial Proposal (Fm), on a cost per trainee per month basis (exclusive of Indirect taxes, Duties, Fees, Levies etc) will be given the maximum financial score (Sf).

#### 14. Trade-wise Selection of Training Providers

Training Providers will be ranked based upon the combined technical and financial score. The organizations scoring the highest combined score within a trade group will be selected and its price per trainee per month (exclusive of Indirect taxes, Duties, Fees, Levies etc) will be used as reference price.

If the reference price is from a public training provider, all proposals will be separated into two categories, public and private. This is because capital costs for public Training Providers are generally much lower due to subsidies by the government. Within the private window, its own reference is established. Then subsequent selection is done separately, with public competing against public and private against private. However, if the reference price is from a private training provider, then the subsequent selection is done with all bids together public and private. The wining training provider is awarded as many places as submitted in the proposal. Depending upon verified training capacity or 10% of the total people to be trained under the scheme whichever is lower.

If the target number of trainees is not met by the top-ranked organisation, the organisation which is next in rank is also selected. If its technical score is higher than the reference technical score, it will be offered per trainee per month cost which brings its combined score equal to the reference combined score. Else, it will be offered its bid price or reference bid price, whichever is lower. The same process will be repeated till the target number of trainees is met.

The Board may specify any such procedure as may be required for engaging multiple Training Providers keeping in view the value for money aspect.

#### 15. Negotiations

**15.1.** Negotiations will be held at the date and address indicated in the Data Sheet. Negotiations may also be conducted through any other means of communication to avoid inconvenience to the Training provider and/or the Client. The invited Training Providers will confirm availability of all Professional Staff, as a prerequisite for attendance at the negotiations. Failure to satisfy such requirements may result in the Client proceeding to negotiate with the next-ranked Training provider.

**15.2.** Representatives conducting negotiations on behalf of the Training provider must have written authority to negotiate and finalize the Contract.

**15.3.** The negotiation may also be conducted through formal communication (letter or email) or through a meeting. In case of meeting, the Client shall prepare the minutes of negotiations which will be signed by the Client and the Training provider.

#### 16. Technical Negotiations

Negotiations will include discussions on the Technical aspects of the Services which may be related to trades / courses, number of classes, training locations / institutes, and number of trainees as per recommendations / decisions of the Client, and any suggestions made by the Training provider to improve the Terms of Reference. The Client and the Training Providers will finalize the Terms of Reference, trades, and number of trainees, gender division of seats, location of training, number of classes, staffing schedule, delivery schedule, logistics, and reporting arrangements. These documents will then be incorporated with the Contract as “Description of Services”. Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment.

#### 17. Financial Negotiations

The financial negotiations will be conducted for changes in cost of the services as a result of agreed technical modifications, and/or reduction in cost as mentioned under paragraph 16 above. Financial negotiations can also be conducted for the purpose of reduction in bidding cost, if the bid rate(s) exceed the maximum rate(s) acceptable to the Client.

#### 18. Availability of Professional Staff / Experts

Having selected the Training Providers on the basis of (among other things) evaluation of the proposed Professional Staff, the Client will require written assurance that the proposed Professional Staff will be actually available for the Assignment. The Client will not consider substitutions during agreement negotiations, unless both parties agree that undue delay in the selection process makes such substitution unavoidable, or for contingent reasons such as death, medical incapacity, or other extenuating circumstances. If this is not the case, and if it is established that Professional Staff were nominated in the proposal without confirming their availability, the Training Provider may be disqualified, and the next-ranked Training Provider will be invited. Any proposed substitution in Professional Staff shall be agreed beforehand. Moreover, substitute staff must have equivalent or better qualifications and experiences than the original candidate, and such substitutions must be notified by the Training Provider within the time period specified in the letter of invitation to negotiate.

#### 19. Conclusion of the Negotiations

Negotiations will conclude with a review of the draft Contract. To conclude the negotiations, the Client and the Training Providers will initial the agreed Contract. If negotiations fail, the Client will invite the next-ranked Training Provider having the highest score to negotiate a Contract.

#### 20. Award of Contract

**20.1.** After conclusion of negotiations, the Client shall award the Contract to the selected Training Providers.

**20.2.** The Training Provider is expected to commence the assignment after approval by the Client on the mutually agreed date and location.

#### 21. Blacklisting/Debarring

PSDF will have the right to debar/blacklist a Training Provider in accordance with the policy approved by the Board.

#### 22. Notice to Proceed

The selected Training Provider will be allowed to enrol trainees and initiate training only after PSDF issues a Notice to Proceed. PSDF shall ensure its monitoring rules before issuing a Notice to Proceed:

#### 23. Testing and Certification

The selected Training Providers are urged to fully understand their obligations for testing and certification of trainees as provided in the Data Sheet.

#### 24. Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Training Providers who submit the Proposals, or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use of confidential information related to the process by any Training Provider may result in the rejection of its Proposal, and may be subject to the provisions relating to Fraud and Corruption.

#### 25. Contract Period

The Contract may be extended for an additional period of one year and/or for training of additional trainees, on same cost and ToRs by mutual agreement of both parties, subject to release / availability of funds and performance evaluation by the Client.

#### 26. Conflict of Interest

**26.1.** PSDF’s policy requires that Training Providers supply professional and impartial services, and at all times hold the Client’s interests paramount, strictly avoid conflicts with other assignments or with their own corporate interests, and act without any consideration for future work.

**26.2.** In addition, Training Providers shall be considered to have a conflict of interest and shall not be recruited under any of the circumstances set forth below:

**a. Conflicting assignments**

A Training Provider (including its Personnel and/or Professional Staff) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment to be executed for the same or for another Client. These cases include, but are not limited to, the following:

* + Any entity engaged for providing training services under a project shall not be engaged for third party monitoring for the same project.
  + An entity selected for Services shall be excluded from downstream supply of any other service related to the assignment, other than a continuation of the “Services” under the ongoing assignment. Engagement of a Training Provider for different components of the same project at different times would not per se be considered as a case of conflict of interest.
  + Training Providers hired for design of a project, such as to prepare Terms of Reference or to design the RFP for an assignment, should not be hired for providing Services for the same project.
  + Training Providers, or any of their affiliates assigned for a specific project, shall not undertake any other assignment, which by its nature, may be in conflict with any of their other past or present assignments.
  + Training Providers must notify the Client if they own any proprietary products or systems which they may recommend to a Client, or if they hold any interest in such products, to ensure transparency and to ensure that no conflict of interest shall arise in the evaluation and application of their recommendations.

**b. Conflicting relationships**

* A Training Provider (including its Personnel and/or Professional Staff) or any of its affiliates that has a business or family relationship with a member of the PSDF Board, Management, or Staff that is directly or indirectly involved in the preparation of Terms of Reference, selection process of Training Providers and/or supervision of the Contract, may not be awarded a Contract unless the conflict of interest stemming from this relationship has been resolved in a manner acceptable to the Board throughout the selection process up to the execution of the Contract.
* Training Providers have an obligation to disclose any situation of actual or potential conflict of interest that either impacts their capability to serve in the best interests of the Client and Trainees, or that may be perceived as having this effect. **Failure to disclose such situations or any misrepresentation / omission of facts will lead to the disqualification of the Training Provider or the termination of its Contract, and may also be debarred from bidding in future PSDF-funded schemes.**
* Current employees of the Client shall not work as Training Providers.

##### 27.3. Fraud and Corruption

PSDF requires that Training Providers participating in provision of services adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract. In pursuance of this policy, PSDF defines, for the purpose of this paragraph, the terms set forth as follows:

* “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any employee of PSDF in the selection process or in Contract execution;
* “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a Contract;
* “Collusive practices” means a scheme or arrangement between two or more Training Providers with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels;
* “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or to affect the execution of a Contract.
* PSDF will reject a proposal for award of Contract if it determines that the Training Provider recommended for award of Contract has either directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the agreement in question. **PSDF may also impose penalties on a Training Provider, including debarring from bidding in future PSDF-funded schemes, if at any time it determines that the Training Provider has, either directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a PSDF-funded scheme.**
* PSDF will have the right to inspect Training Providers’ accounts and records and any other documents relating to the submission of proposals and Contract performance, and have them audited by auditors appointed by PSDF.
* Training Providers shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the Contract, if the Training Provider is awarded the Contract, as requested in the Financial Proposal submission form.

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### SECTION 2: DATA SHEET

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| Name of the Scheme | Punjab Skills Development Programme 2019 |
| Name of the Client | Punjab Skills Development Fund (PSDF) |
| Time Schedule of the Training Services | All trainees enrolled under “Punjab Skills Development Programme 2019” must complete training by March 31st, 2020 (training to commence by October 01, 2019). |
| Target Number of Persons to be enrolled for Training | Total enrolment target under the scheme is 14,000. PSDF may increase / decrease the set targets. Trade wise target varies. |
| Quota for Females | PSDF has to observe minimum 18% quota for females. For relevant trades where there is traditionally higher proportion of female participation preference will be given to TPs with demonstrable evidence for a strategy to enrol, train and place female trainees on job. |
| Maximum Trainees per Training provider | Maximum 10% of the approved target for the scheme per organisation. |
| Districts of Trainees | The trainees for the scheme can be from any district of the Punjab. Admitted persons must hold CNIC with permanent or temporary residential address of any district of the Punjab. |
| Target Group  (Eligibility for Admission) | * Age 18 to 35. * Must have CNIC with permanent or temporary residential address of any district of the Punjab. * Must not have previously attended any course funded by PSDF and registered in PSDF database. * Must not be enrolled in any other PSDF funded course at the same time. * Must meet the entry requirements as specified in respective training curricula. * Preference to be given to individuals with demonstrable poor socioeconomic background, having minimum education level required to meet entry requirements. * Other rules as specified in the PSDF monitoring business rules. |
| Recommended Duration of  Training | The recommended duration of training is as follows:   * 3 Months (Min 360 conduct hours or as specified in the curriculum) * 6 Months (Min 720 conduct hours or as specified in the curriculum)   In case of international certification, duration of training would be as per Guided Learning Hours (rounded to the nearest month) suggested by the respective certification authority but must not exceed more than 6 months. |
| Trainees per Class | Up to 25 according to availability of work places in lab / workshop and other training facilities. |
| Minimum Conduct Hours | Minimum conduct hours per week are 30 (6 days x 5 hours daily or 5 days x 6 hours daily). Extended conduct hours per week would be observed if total training hours mentioned in the respective curriculum are more than the Minimum Conduct Hours. In case of international certification, minimum conduct hours may be increased to a complete month. |
| Selection of Trades / Courses | Trades/ courses will be selected from the Letter of Invitation to submit RFPs **sent to the shortlisted TPs only.** **TPs are not allowed to propose courses in addition to those mentioned in the Letter of Invitation.**  Note: The decision whether any course can be included in the scheme or not shall rest with PSDF and it may reject any proposed course which does not fit within the training framework announced by PSDF. |
| Location of Training Institutions | Only shortlisted training locations mentioned in the Letter of Invitation to submit RFP. |
| Submission of Proposal | For each trade/course, separate proposal is required. |
| Implementation of Training | This scheme is for implementation of training in a formal manner and not in the form of attachment on work. Moreover,the training would be delivered in the TP’s owned premises or facilities. |
| Testing and Certification | * Testing / certification from an accredited body is an essential requirement of the scheme. * Training provider will submit documentary evidence of its testing arrangements, if these are other than PBTE. The testing agency must be accredited by the relevant regulatory body. * Training Providers from Punjab will not be allowed certification from Trade Testing Board or Board of Technical Education of any other province. * Self-certification will be allowed to the HEC recognized universities with the condition that results will be shared within 15 days of completion of training batch. |
| Job Placement | Training Providers would be required to provide employment on completion of training. ***Minimum Employment commitment should be 30% of the trained persons.*** Moreover, Training Providers will track and report employment of trainees. |
| Payment to Training provider | (a) Training Fee  (b) Trainee Support Payments  (c) Testing and Certification fees (on reimbursement basis in case other then examination conducted by PBTE or Self). |
| Training Fee | The financial bid will be based on training fee that includes but is not limited to:   * Trainers’ remuneration * Consumable Training Materials * Training Manual & Stationery required for training * Protective clothing * Management & Reporting costs * Depreciation / Rentals of Machinery and Equipment etc. * Utilities & Miscellaneous items * Post training support to trainees |
| Trainee Support | **Fixed Stipend**   * @ Rs. 1,500 per trainee per month   Payment of stipend will be made as per PSDF policy through the Training Providers and will be linked to attendance. PSDF may engage a third party for payment of stipend directly to trainees. |
| • Uniforms and a bag per trainee as per PSDF standard design & colour to every trainee. An amount of Rs. 1,600 per trainee (onetime cost) will be paid to the training provider for the purpose that will provide uniforms and bag of acceptable quality to the trainees. |

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| Testing Fee | 1. PSDF will pay the testing fee directly to PBTE under special arrangements. 2. In case of national certification, if the testing arrangement is proposed by the training provider (other than PBTE), the negotiated testing fee will be paid by the training provider to the testing agency. The testing fee will be reimbursed by PSDF upon submission of paid invoices at agreed / negotiated rates. 3. No testing fee will be paid to those organisations which are legally Training Providers as well as certifying authorities such as HEC Recognised universities, PVTC and NTB. 4. For international certifications, Training provider (except Public Sector providers) would submit a written guarantee that they have sufficient funds to pay testing fees in advance before award of contract. In case of International certification, payment of first month will be paid after the registration confirmation is provided. |

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| Training of Special Persons | Proposals for training of special persons (all types of disabilities) will be considered separately. Notwithstanding the minimum conduct hours specified above, the hours may be reduced for special persons. |
| Proposal Language | English. |
| Criteria for Evaluation of Proposals | Technical Score (St) of proposal   * Quality of Training = 80 * Capacity of the Organization to deliver = 20   (Minimum Qualifying Technical Score = 65%)  Financial Score (Sf ) of proposal  𝐿𝑜𝑤𝑒𝑠𝑡 𝑃𝑟𝑖𝑐𝑒  𝑆𝑓 = 100 ∗  𝑃𝑟𝑖𝑐𝑒 𝑜𝑓 𝑃𝑟𝑜𝑝𝑜𝑠𝑎𝑙 𝑈𝑛𝑑𝑒𝑟 𝐶𝑜𝑛𝑠𝑖𝑑𝑒𝑟𝑎𝑡𝑖𝑜𝑛  𝑂𝑣𝑒𝑟𝑎𝑙𝑙 𝑆𝑐𝑜𝑟𝑒(𝑆) = 𝑆𝑡 ∗ 𝑇 + 𝑆𝑓 ∗ 𝑃  = 𝑆𝑡 ∗ 0.80 + 𝑆𝑓 ∗ 0.20 |
| Basis of Proposal Evaluation | Quality and Cost-Based Selection (QCBS) methodology, as agreed with World Bank, will be used for selection of Training Providers based on combined Technical and Financial Score.  Courses for International and local certification will be evaluated jointly. |
| Basis of Financial Evaluation | Trade/course wise Training Fee (Exclusive of all Indirect Taxes, Duties, Fees, Levies etc) per trainee per month will be the basis of financial evaluation. |
| Currency | All financial figures should be quoted in Pak Rupees as mentioned in the Financial Proposal. |
| Multiple Training Providers | Client may select multiple Training Providers following the methodology mentioned under paragraph 14 & 15 of the instructions, in case the top ranked organisation does not have the capacity to meet the target number of trainees in the relevant trade. |
| Candidate Selection | Training provider’s responsibility. |
| Performance Evaluation | Performance of the organization will also be evaluated on the basis of ratio of successfully qualified trainees with reference to number of contracted. Poor performance will affect selection of the organisation in PSDF future schemes. As such Training Service Providers are advised not to overestimate their enrolment capacity. |
| Any Special Condition | PSDF may relax one or more conditions of the RFP under notice to all shortlisted Training Providers. PSDF shall engage a third party monitoring organisation to verify deliverables of the accepted proposal. |
| Bank Guarantee | Mobilisation Advance equal to 10% of the Contract value against irrevocable and cashable Bank Guarantee to be adjusted in instalments (maximum five). |
| Training Facilities | The Training provider shall ensure availability of all trade- related equipment specified in the relevant curriculum in such a manner that all trainees are able to perform practical simultaneously and independently. Depending upon the specific requirements of a trade, the standards may vary.  Training Providers must submit status of available machinery, equipment, tools, furniture, etc. with reference to the list provided in the respective curriculum on the prescribed format. All training facilities are subject to inspection. |
| Client’s Input | Publicity of the Scheme and arrangements for stakeholders’ visits and ceremonies (in case of a large-scale graduation ceremony etc. if arranged by PSDF) at the completion of the assignment. |
| Validity of Proposal | 150 days from last date of submission. |

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| Means of Communication | Formal communication between PSDF and Training Providers may be made through letter, email or fax. |
| Clarification Requests | Requests addressed to Client’s Representative / Contact Person **in writing** can be received before July 31, 2019; 1:00 PM. |
| Capacity Building / PreProposal Conference | A Capacity Building Conference will be held. Date and venue will be communicated via email. |
| Client’s Representatives/ Contact Persons | Faiza Akram  MA Program Development  [Faiza.akram@psdf.org.pk](mailto:Faiza.akram@psdf.org.pk)  Phone No. 042-111-11-7733; Ext:249 |
| Last Date of Submission | July 31st , 2019; 05:00 PM. |
| Evaluation Costs | PSDF will charge evaluation cost from Training Providers, as the evaluation of proposals is being outsourced. Training Providers are required to provide a Bank draft in the name of “Punjab Skills Development Fund.’’    The Bank draft amounting to Rs. 7,824 (**seven thousand eight hundred and twenty four rupees only**) should be submitted for evaluation of each ‘Technical Proposals’’ submitted by Training Provider. For example, if training provider is submitting technical proposal for three trades, then the Training Provider is required to submit a bank draft amounting to Rs. 23,472. (Rs. 7,824 x 3).    **Technical proposal(s) will not be evaluated if Bank Draft in favour of “Punjab Skills Development Fund” of above mentioned amount per trade proposal is not submitted along with each technical proposal. Only one bank draft should be submitted of consolidated amount.** |
| Submission Address | Punjab Skills Development Fund,  21/A, H-Block, Dr. Mateen Fatima Road,  Gulberg II, Lahore  Phone: 042-111-11-7733 |
| Date of Opening of Financial Proposals | Will be communicated later. |
| Expected Date and Address for Agreement Negotiations | Date: Will be communicated later by the Client.  Address: 21/A, H-Block, Dr. Mateen Fatima Road,  Gulberg II, Lahore; or any other address as notified. |

**SECTION 3:**

**TERMS OF REFERENCE (TOR)**

Punjab Skills Development Fund (PSDF) is funding for training of residents of Punjab under the “Punjab Skills Development Programme 2019” scheme. The purpose of the vocational training is to improve income generation capacity of the residents of Punjab. The selected Training Providers will be expected to enter into a Contract specifying the responsibilities and deliverables of the assignment.

**Responsibilities of Training Providers are to:**

1. Mobilise the communities, generate demand for training and select trainees from the target group for the proposed skills training according to the eligibility criteria defined by PSDF.
2. Select only those trainees who have CNIC with permanent or temporary residential address of any district of the Punjab.
3. Select only those trainees who have not previously attended any course funded by PSDF and are not already registered in PSDF database (through verifying data of the trainees from PSDF website via entering CNIC number).
4. Select courses keeping in view the list of shortlisted courses.
5. 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.
6. Engage competent and qualified instructors and support staff as per qualification and experience mentioned in the curriculum.
7. Get the facilities and arrangements inspected by PSDF before start of training.
8. Ensure provision of vocational training in approved skills / trades using the curriculum approved by relevant certification authority and following the agreed parameters.
9. 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).
10. Development/printing of training manual(s), if already not available.
11. Manage provision of standardised uniforms and bags as mentioned under Trainee Support.
12. Manage a transparent system of payment of stipend to trainees in a timely manner according to the notified rates as per Contract (all records to be maintained). PSDF may engage a third-party organisation for disbursement of stipend directly to trainees.
13. Establish a system for providing reports to PSDF within stipulated time through email or on a webbased data management system.
14. 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 the trained personnel on jobs.
15. Track and report employment of trainees.
16. Facilitate and provide access to PSDF monitoring team for the monitoring of training.
17. Maintain separate bank account and financial records relating to the PSDF assignment(s).
18. Assist any PSDF partner in carrying out a tracer study / evaluation of the trained persons.
19. Arrange testing and certification from the relevant accredited certification body.
20. Arrange printing of provisional certificates as per the format approved by PSDF.
21. Arrange a simple graduation ceremony and distribute certificates to successful graduates on course completion and inform PSDF at least one week before the event.
22. 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).
23. Display prominently banners / sign boards relating to the training, after approval by PSDF.
24. Any other obligation agreed in the Contract.
25. The Training provider will be responsible for certain deliverables, including progress reporting, as per requirement of the project.

**Note:**

* 1. In case of non-compliance with the responsibilities, financial penalties will be applicable.
  2. Training Providers will not charge anything to the trainees at any stage of the training process, be it provision of admission forms, enrolment, training delivery or certification.

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

1. Provide funds to meet training expenses as per rate, 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. Arrange and finance a large-scale graduation ceremony, if any arranged by PSDF.
7. Bear costs on account of publicity as considered appropriate by PSDF management.
8. 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.