



# Pre-Qualification Document Round 5

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Industries / Establishments

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**Last date of submission: 17<sup>th</sup> October 2019**

## **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 Industries/Establishments by inviting proposals from short listed Industries/Establishments and assessing these based-on quality and cost. PSDF intends to pre-qualify Industries/Establishments for provision of skills and vocational training (hereinafter referred to as “Vocational Training Services”) to the residents of Punjab. Only pre-qualified Industries/Establishments 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 Industries/Establishments for the purpose of pre-qualification. Interested Industries/Establishments 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 5  
Punjab Skills Development Fund,  
21-A, Block H, Dr Mateen Fatima Road,  
Gulberg II, Lahore

**PRE-QUALIFICATION**

<b>SECTION</b>	<b>CONTENTS</b>	<b>Score</b>	
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	Part C: Capacity of Industries/Establishments	Financial Capacity	40
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	Part D: Courses proposed and Past Experience for Pre-Qualification	30	
	Part E: Applicant Declaration		
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	Annexure A: CV Format		
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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 Industries/Establishments with the capacity to carry out trainings in trades/courses.
2. Organization may apply with its consortium partner in this pre-qualification. PSDF will sign contract with the Industries/Establishments/. However, it is mandatory to disclose the consortium details with PSDF.
3. The purpose of this document is to provide orientation to enable Industries/Establishments 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.
4. This Pre-qualification is governed by the procedure approved by PSDF Board of Directors.
5. All documents and information received by PSDF from applicants will be treated in confidence.
6. The documents submitted to PSDF will not be returned.
7. All expenses related to participation in this Pre-qualification shall be borne by the applicants.
8. 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 5**”. The envelope must be submitted at the specified address through courier only or through submission by hand.
9. PSDF reserves the right to request submission of additional information from applicants in order to clarify any aspect of Pre-qualification, if required.
10. Industries/Establishments may apply for Pre-qualification of a trade/course from any sector of the economy **in-line with its core business**.
11. An Industries/Establishments may qualify for multiple trades/courses and at multiple locations which are under their ownership/management control/consortium agreement. There must be a business activity associated with the proposed trades of the lead applicant.
12. Only pre-qualified Industries/Establishments in respective trades/courses will be invited to submit proposals in upcoming schemes of PSDF or as decided by PSDF.
13. Final selection of Industries/Establishments will be done following Quality and Cost Basis Selection (QCBS) methodology.
14. PSDF reserves the right to verify any information provided by prospective Industries/Establishments. *False information / misstatement will lead to disqualification and the Industries/Establishments may also be blacklisted.*
15. **Pre-qualification obtained on the basis of any false information, misstatement and/or fake documents will be void.**
16. Engaging an individual consultant / consulting firm for completing the Pre-qualification forms will be at the sole discretion of the Industries/Establishments and PSDF will not be responsible for such engagement. It is encouraged that an Industries/Establishments 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 Industries/Establishments which lead to financial loss and reputational damage.
17. PSDF reserves the right to cancel the call of Pre-qualification without stating any reason.
18. **Pre-qualification process will be carried out** to attract & encourage new Industries/Establishments. An Industries/Establishments 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 Industries/Establishments 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. Industries/Establishments 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 training in prequalified trades/courses using the curriculum approved by relevant certification authority / self curricula 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 theoretical training.
- 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. 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. Industries/Establishments will be responsible for certain deliverables, including progress reporting, as per requirement of the project.
- q. 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 Industries/Establishments</b>	Industries/Establishments located in Punjab and adjoining areas may apply for pre-qualification.
<b>Eligibility Conditions</b>	<p><b>Industries/Establishments 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 / Industry/Establishment.</li> <li>ii. Organization must be Registered for 3 years at least. This information should be verifiable from NTN</li> <li>iii. Must have Minimum of PKR 10 Million of Total Debit / Credit (as per Bank Statement) of Last One Year from 1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019 OR PKR 20 Million of Annual Revenue (as per the Financial Statement of last year).</li> <li>iv. Must have minimum of 50 Permanent or Contractual Employees.</li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Sole Proprietors and Individuals are not eligible to apply for Pre-Qualification of Industries/Establishments.</li> <li>• Financials will be checked only of the Lead Applicant in case of Consortium Partner.</li> </ul>
<b>Responsiveness Criteria</b>	<p>Industries/Entities will be evaluated on their Capacity on the submission of following criteria:</p> <p style="text-align: center;"><b>1. Financial Capacity</b></p> <p>Provide financial information of the <b>last financial year</b> under the following two options:</p> <p><b>Option 1:</b> Signed and Stamped Bank Statement of last one year from 1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Option 2:</b> Provide latest financial statements issued by an ICAP licensed Chartered Accountant. Financial Statement Must have Profit and Loss Account Statement.</p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>i) PSDF has absolute right to ask for Financial Statements (in case of availing Option 1) or Bank Statement (in case of Availing Option 2) or any other legal/financial documents.</li> <li>ii) Listed entities may not share the financial information. The Financial health will be accessed through data available online.</li> <li>iii) State owned organizations do not need to submit their financial records</li> </ol> <p style="text-align: center;"><b>2. Human Resource Capacity</b></p> <ol style="list-style-type: none"> <li>i) Must provide CV of Management Team on the format prescribed by PSDF in Annexure A of Forms.</li> <li>ii) Must Provide Evidence of total number of employees currently working in the industry/establishment.</li> </ol> <p>Note:</p>

Features	Proposed Parameters
	<ul style="list-style-type: none"> <li>• Copies of CNIC of the proposed team should also be attached with the form.</li> </ul>
<b>Consortium Details</b>	<ol style="list-style-type: none"> <li>1. Only those Industries/Establishments can form consortiums whose financial status is above the minimum threshold that is PKR 30 Million of Debit/Credit (to be determine from Bank Statement) or PRK 60 Million of Annual Revenue (to be determine from Financial Statement).</li> <li>2. Consortium can be formed by any or both of the below cited options <ul style="list-style-type: none"> <li>• Industry/Establishment in consortium with the formal training institute*</li> <li>• Industry/Establishment in consortium with training institute established by Industry or association. <ul style="list-style-type: none"> <li>➤ Lead applicant location (having manufacturing / commercial / business activity) and consortium location must be in the same district.</li> <li>➤ Theoretical / Practical Training may be conducted in Lead Applicant or Consortium Partner Location.</li> <li>➤ Consortium Agreement must indicate the trade and no. of Trainees to be trained.</li> <li>➤ There can be more than one consortium partners</li> </ul> </li> </ul> <p>In case of formal training institute*, it must be accredited / registered / affiliated with any one of the following for each proposed trade at location.</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> </li> <li>3. In case same Consortium appears with Multiple Lead Applicant and it results in limitation of capacity of Consortium partner, then trainees will be awarded to Lead applicant upon the proportionate basis of its technical score.</li> <li>4. Consortium Partner must be located in Punjab or its adjoining areas.</li> </ol>
<b>Period for which Industries / Establishments to be Pre-Qualified</b>	<p>Industries/Establishments will be Pre-qualified for the duration of two 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 Industries/Establishments for award of contract. Industries/Establishments 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></p> <ul style="list-style-type: none"> <li>• Industries/Establishments who haven't applied in any Previous Round of Pre-qualification (First Time Applicants).</li> </ul>

Features	Proposed Parameters
	<ul style="list-style-type: none"> <li>Disqualified Industries/Establishments of Round 1,2 &amp; 3 can also apply in this round.</li> </ul> <p><b>Category 2:</b> All Industries/Establishments who have already applied in round 1, 2,3 and 4 can apply only if:</p> <p>i. The new location has not been applied in previous rounds of pre-qualification</p> <p>ii. The trades / courses have not been applied in the previous rounds of pre-qualification of Industries / Establishments.</p> <p>For Industries/Establishments, who are falling in the Category 2; only Part A, D &amp; E of the Pre-Qualification form need to be filled.</p>
<b>Employment commitment</b>	Industry / Establishment must ensure minimum 50% employment of trained persons in its own organization or get them placed.
<b>Who can not Apply</b>	Formal Training Institutes cannot directly apply as lead under this pre-qualification.
<b>Pre-Qualification Evaluation Cost</b>	<p>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> <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>This fee will be paid to Third Party Evaluation Firm for the Evaluation of Prequalification Document.</p>
<b>Selection of Trades/courses</b>	Industries/Establishments are required to select trade/course relevant to their core business and requirement of trained manpower.
<b>Common Ownership</b>	<p>-Any Industries/Establishments which is operational at more than one location can apply for multiple training locations within same application.</p> <p>-Applications with different Industries/Establishments 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, Organization does not own the location or in case of consortium, a lease indicating the use of facility or consortium agreement 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>	Pre-qualification may be extended to additional period, subject to discretion of the Client on the basis of performance or submission of documents.
<b>Capacity Building Session</b>	<p>Capacity building session will be conducted in order to guide Industries/Establishments for preparing the Pre-qualification Document.</p> <p>Interested Organisation can get registered by filling information on the following link: <a href="https://forms.gle/Ez2ZRAjA13vtXf1z7">https://forms.gle/Ez2ZRAjA13vtXf1z7</a> registering for the capacity building session. Date and venue of the workshop will be shared through an email confirming the registration.</p>



Features	Proposed Parameters
<b>Client's Representative/ Contact Person</b>	<p><b>Muhammad Sherjeel Usmani</b>  Manager Program Development  <a href="mailto:Sherjeel.usmani@psdf.org.pk">Sherjeel.usmani@psdf.org.pk</a>  0333-5858329</p> <p><b>Faiza Akram</b>  Associate - Program Development  <a href="mailto:Faiza.akram@psdf.org.pk">Faiza.akram@psdf.org.pk</a>  Ext: 249</p>
<b>Means of Communication</b>	Formal communication between PSDF and Industries/Establishments may be made through email.
<b>Any Special Condition</b>	PSDF may relax one or more conditions of the Pre-qualification under intimation to all prequalified Industries/Establishments in respective trade/course.
<b>Submission Address</b>	Pre-qualification document must be dispatched through courier only and should be addressed as under:  Secretary Training Service Selection Committee Pre-qualification of Industries / Establishments Round 5 Punjab Skills Development Fund 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore. Phone: 92-42-35752408-10
<b>Last date for Submission for Pre-qualification</b>	The Last date of submission of this round of Pre-qualification Document is <b>17<sup>th</sup> October 2019</b> . Documents received after the closing date will be evaluated in the subsequent phase.

## Annexure B

<b>Scoring Criteria- Responsiveness</b>			
<b>Part C</b>	<b>Capacity of the Organization to deliver Training</b>	<b>Sub Total</b>	<b>Grand Total</b>
<b>C.1. Financial Capacity</b>	<b>Option 1 (Bank Statement)</b>		<b>40</b>
	Total Credits / Debits	40	
	<b>Option 2 (Financial Statements)</b>		
	Annual Turn over / Revenue / Gross sales	40	
<b>C.2. Human Resource Capacity</b>	<b>Management Team (3 best CVs)</b>		<b>20</b>
	Project Manager	10	
	Marketing/HR	7	
	Reporting	3	
	<b>Number of Current Employees</b>		<b>10</b>
<b>D. Past Experience</b>	<b>Training Experience</b>		<b>30</b>
	Relevant Business Activity	10	
	Tools and Equipment	15	
	Number of Past Trainees Trained	5	

## DETAIL RESPONSIVENESS CRITERIA

PART C		Capacity of the Organization to deliver Training	
<b>Option 1: Bank Statement</b>			
Total Credit/Debit	Maximum marks will be awarded for Total Credits/Debits of 30 Million. Marks Proportional to that will be awarded		30
	Maximum marks for Average 15 Transaction per month (other than bank charges and taxation related Transactions).		10
<b>TOTAL</b>			<b>40</b>
<b>Option 2: Financial Statement</b>			
ANNUAL REVENUE/ TURNOVER	Maximum marks of Annual Turn over / Revenue / Gross sales of 60 Million and Above. Marks Proportional to that will be awarded		40
<b>TOTAL</b>			<b>40</b>
Note: If Both Financial statements and Bank Statement are attached, then marks will be awarded for the greater of two.			
<b>C.2. Human Resource Capacity</b>			
<b>C.2.1</b>		<b>Management Team</b>	
Project Manager	Relevant Qualification	Masters/BSC (16 Years of Education) and above	7
		Bachelors (14 Years of Education)	5
		Intermediate/Certificate/Diploma or below	2
	Relevant Experience	Maximum of 5 marks will be awarded for 5 years of experience. Score proportional to years of relevant experience will we awarded.	3
	<b>Total</b>		<b>10</b>
Marketing/HR	Relevant Qualification	Masters/BSC (16 Years of Education) and above	4
		Bachelors (14 Years of Education)	2
		Otherwise	0
	Relevant Experience	Maximum of 3 marks will be awarded for 3 years of experience. Score Proportional to years of relevant work experience will be awarded.	3
	<b>Total</b>		<b>7</b>
Reporting	Relevant Qualification	Masters/BSC (16 Years of Education) and above	2
		Bachelors (14 Years of Education)	1
		Intermediate/ Certificate/Diploma or below	0
	Relevant Experience	Maximum of 1 mark will be awarded for 2 years of work experience. Score Proportional to years of relevant work experience will be awarded.	1
	<b>Total</b>		<b>3</b>
<b>Grand Total</b>			<b>20</b>
<b>C.2.2</b>		<b>Number of Employees</b>	
No of Employees (Permanent / Contractual) Working	Total Number of Permanent, Contractual Employees, Project Base Including Daily Wagers will be analysed through Documentary Evidence		
	if Employee Count is		
	>= 50 but less than 80		6
	>= 80 but less than 100		8
	>=100		10

**Note:**

- Total employee head count will be verified Documentary Evidence
- Documentary Evidence Includes data of EOBI or Social Security Statement of last 1 Year or Pay roll or any other Document.
- Score of best of 3 CVs will be considered.

<b>PART D</b>	<b>Past Experience</b>		
<b>Past Experience</b>	Relevant Business Activity	Relevant Business Activity Mentioned	10
	Tools and Equipment	Stated 'Yes"	15
	Number of Past Trainees	Maximum of 15 marks will be awarded if TP has mentioned 25 trainees. Score Proportional to number of trainees will be awarded then	5
	<b>Total</b>		<b>30</b>