

PUNJAB SKILLS DEVELOPMENT FUND



Skills for Market Linkage- Round 2

Instructions & Data Sheet

August 2020

CONTENTS OF BIDDING DOCUMENT

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SECTION 1: INSTRUCTIONS TO ORGANISATIONS

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. PSDF funds vocational skills trainings for the poor and vulnerable population of Punjab. The Organisations are engaged through a competitive bidding process on per trainee per month cost basis. Government of the Punjab and DFID, UK are main funding Organisations. This funding will be provided for the vocational and technical training of about 380,000 individuals for training in all 36 districts of Punjab till 2021.

This scheme namely “**Skills for Market Linkage – Round 2**” is funded by the Government of Punjab and the Department for International Development (DFID), UK. The objective of this scheme is to provide demand driven training to rural females in textile/garments sector followed by creation of structured market linkage opportunities. It is also envisaged to support rural economy through provision of skills to women enabling them to increase their participation in economic activities and subsequently the house hold income.

This document provides general information and basic eligibility requirements for participating in bidding process. Forms for submission of Bidding Document are provided in a separate file. Interested organizations who meet the eligibility requirements are invited to submit Bidding Document.

Bidding Document, which includes forms for Organization Profile and Technical & Financial Proposals for the proposed trade, must reach the following address by **August 24, 2020**. Incomplete or late received Bidding Documents will not be evaluated.

Procurement Department
Skills for Market Linkage- Round 2
Punjab Skills Development Fund,
21-A, H-Block, Dr. Mateen Fatima Road,
Gulberg II, Lahore

Note: Pre-Proposal conference will be conducted in order to guide the organizations for preparing the Bidding Document effectively. The interested organizations should get them registered by following the link <https://forms.gle/cCrSPutxU24mxJA5A>. Date will be confirmed via an email confirming the registration.

Description of the Product

2. DEFINITIONS

- a. "SFML" means Skills for Market Linkage.
- b. "Bidding Document" means set of documents prepared by PSDF which consists of "Instructions to Training Providers", TORs and forms for providing information about profile of the organization and Technical & Financial Proposals.
- c. "Board" means Board of Directors of Punjab Skills Development Fund, a company incorporated under section 42 of the Companies Ordinance 1984.
- d. "Client" means Punjab Skills Development Fund (PSDF).
- e. "Contract" means the contract signed by PSDF and Training Provider along with all attached documents thereto.
- f. "Data Sheet" means such part of the Instructions to Training Providers used to reflect specific conditions.
- g. "Day" means calendar day.
- h. "Financial Proposal" means that part of the proposal which provides details about cost of the proposed training.
- i. "Government" means the Government of the Punjab.
- j. "Instructions to Training Providers" means the document which provides potential Training Providers with all information needed to prepare their proposals.
- k. "PBTE" means the Punjab Board of Technical Education.
- l. "Proposal" means Technical and Financial Proposals submitted by an organization.
- m. "Services" means one or more of the services related to delivery of training as specified in the Data Sheet and ancillary activities to be performed by the Training Provider in pursuance of the Contract.
- n. "Target Group" refers to potential candidates for admission who fulfill the eligibility requirements defined in the Data Sheet.
- o. "Technical Proposal" means that part of the proposal which provides information about the technical aspects of the proposed training.
- p. "Terms of Reference" (TOR) means that part of Bidding Document which explains the scope of work, activities, tasks to be performed, respective responsibilities of the Client & the Training Provider as well as expected results and deliverables of the assignment.
- q. "Trainee" means any eligible **female** who is selected for training by the Training Provider.
- r. "Training Provider" means an organization meeting the eligibility conditions as mentioned in Data Sheet and selected in accordance with the criteria set forth for the purpose.

3. INTRODUCTION

- 3.1. The purpose of this document is to enable Training Partners to evaluate their interest in tendering and conducting training. Furthermore, it contains Forms and list of required documents to be submitted.
- 3.2. The Client named in the Data Sheet will select multiple Organisations in accordance with the specified method of selection.
- 3.3. Proposals will be evaluated by a third-party evaluation firm as per the criteria mentioned in the bidding document. Eligibility will be check in first phase and further short listing will be done on eligible Organisations on the basis of technical and financial forms.
- 3.4. Technical and Financial Proposal will only be evaluated for the shortlisted Organisations. Each technical proposal will be given a technical score (St). Scores will be awarded as per the criteria attached with the bidding document, and minimum 65% score is necessary for qualification.
- 3.5. PSDF authorized person may visit the training site before the start of classes to inspect area, facilities, equipment, location, capacity and other aspects of training. Organisations are required to establish training centers after the award of contract.
- 3.6. Organisations interested in provision of training should familiarize themselves with the specified terms and conditions and take these into account while preparing their proposals. To obtain first- hand information regarding preparation of proposals, they are encouraged to attend a capacity building / pre-proposal conference.
- 3.7. PSDF reserves the right to verify any information provided by prospective bidders. False information/misstatement will lead to disqualification and rejection of the Technical Proposals; and the Organisation may also be blacklisted.
- 3.8. The documents submitted to PSDF will not be returned and will be treated in strict confidentiality.
- 3.9. If required, PSDF reserves the right to request submission of additional information from Organisations to clarify any aspect of bidding document.
- 3.10. 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 Organisation.
- 3.11. Organisation must disclose any conflicting relationships, and these relationships must not be affecting proposal submission and selection or at any other phase.
- 3.12. Organisation must not be involved in any corrupt or fraud practices and adhere to highest ethical standards
- 3.13. Plagiarism/copying of another training providers proposal or any part thereof shall be penalized and may result in disqualification.
- 3.14. Successful Organisation will sign a training contract and is required to complete the assignment within the mentioned period. The services may be extended for further period based upon the Performance or any other criteria announced by PSDF.
- 3.15. All direct & indirect taxes will be deducted in accordance with the provisions of Government Rules amended time to time.
- 3.16. Payment of training services will be made on the satisfactory completion of trainings according to terms and conditions.

- 3.17. PSDF reserves the right to increase or decrease the training assignments during or after contract period.
- 3.18. Qualified bidder will not be authorized to outsource the services of contract.
- 3.19. Technical and Financial Proposal(s) will be submitted with respect to trade and district under this scheme. Organisation can apply up to any number of districts mentioned in Annexure A. There are two trades for this scheme (see data sheet). Organisation is required to submit one technical and one financial proposal for each district per trade.
- 3.20. Competition will be trade and district wise. Organisations may be awarded a contract for 1 year for up to two districts or as approved by PSDF for the allocated number of trainees per district. For allocation target per district per trade, see Annexure A.

4. ORGANIZATION'S PROFILE & ELIGIBILITY (Section 3)

Eligibility forms should be prepared using prescribed format. Additional required supporting documents must be attached. All the required documents should be in book-binding form and sealed and labelled as follows:

ORGANIZATION'S PROFILE & ELIGIBILITY

Name of Assignment: "Skills for Market Linkage - Round 2"

By: [Name of Organisation]

Note: This section will be submitted once, and district wise separate envelops of section 3 is not required

5. TECHNICAL PROPOSAL FORMAT AND CONTENT (Section 4)

The envelope containing **the Technical Proposal shall be sealed and labelled as follows:**

Technical Proposal

Name of the Trade: _____

District Name: _____

Name of Assignment: "Skills for Market Linkage - Round 2"

By: [Name of Organisation]

6. FINANCIAL PROPOSAL (Section 5)

- 6.1 Trade wise and District wise Financial Proposal(s) shall be prepared using the Forms provided by the Client.
- 6.2 PSDF will consider costs in the manner specified in the Data Sheet.
- 6.3 The envelope containing Financial Proposals shall be sealed and labeled as follows:

Financial Proposal

Name of the Trade: -----

Name of District: _____

Name of Assignment: "Skills for Market Linkage - Round 2"

By: [Name of Organization]

- 6.4 Any Financial Proposal found not in the sealed envelope will lead to rejection of the proposals
- 6.5 **Any Financial Proposal found in the envelope meant for Technical Proposal (or vice versa) will lead to rejection of the proposals.**
- 6.6 **The Financial Proposal shall be marked by a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL".**

7 SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS

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

Bidding Document

Name of Assignment: "Skills for Market Linkage- Round 2"

District Name:

By: [Name of Organisation]

[Client Address as provided in the Data Sheet]

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. The proposals shall not reach to client later than the time and date indicated in the Data Sheet, else it will not be evaluated and returned. Proposal should be submitted to the address indicated in the Data Sheet through courier or post office. No interlineations or overwriting is allowed except as necessary to correct errors, authorized person must sign the corrections

8 PROPOSAL EVALUATION

- 8.1 From the time the Proposals are received 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 proposals. However, the Client may contact the Training Provider for seeking clarification on any aspect of the proposals or to solicit any additional information.
- 8.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and Financial Proposals are opened in the optional presence of the bidding organizations

9 EVALUATION OF TECHNICAL PROPOSALS

- 9.1 The Technical Proposal(s) of only Eligible organizations shall be evaluated applying the evaluation criteria specified in the Data Sheet and given a technical score (St). If a proposal fails to achieve the minimum qualifying technical score indicated in the Data Sheet, it will be rejected.
- 9.2 PSDF will charge evaluation cost from Training Providers, as the evaluation of proposals is being outsourced. The details of bank drafts and their amount are mentioned in data sheet.
- 9.3 In case the Organization is declared ineligible, the second bank draft will be returned to the Training Provider. The bank drafts have to be placed in the outer envelope with Organization's Profile and Technical Proposal (Section 3 & Section 4) and not in sealed envelope of Financial Proposal(s). Non submission of bank drafts in as per the instructions will result in ineligibility of the organization.
- 9.4 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.

10. FINANCIAL PROPOSALS

- 10.1 In case of changes in the technical parameters, PSDF may ask the Training Providers to submit revised Financial Proposals. In such cases, all eligible bidders will be given the opportunity to submit revised Financial Proposals.
- 10.2 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.
- 10.3 Financial Proposals of the qualifying technical proposals only (scoring at least the minimum qualifying technical score mentioned in the Data Sheet) shall be opened.
- 10.4 Financial Proposals shall be opened in the optional presence of the 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 then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall then be opened, and the bids will be announced and recorded.
- 10.5 In case of a discrepancy between words and figures, the formers will prevail. All activities and items described in the Technical Proposal but not priced, shall assumed to be included in the prices of other activities or items.
- 10.6 The lowest quoted Financial Proposal (Fm), on a cost per trainee per month basis (Inclusive of all taxes), will be given the maximum Financial Score (Sf).

11. SELECTION OF TRAINING PROVIDERS

The following procedure shall be adopted for Trade & District wise selection of Training Providers:

- 11.1 The quality and cost-based selection (QCBS) method will be used for selection of training provider for each trade and district.
- 11.2 The technical score will be awarded on the basis of: i) Approach and Methodology ii) Human resource capacity and iii) Past Experience.
- 11.3 The financial score of each technically qualified proposal will be calculated on the basis of per trainee per month cost including all applicable taxes. The organizations are ranked on the basis of their combined score i.e. weighted technical and financial scores.
- 11.4 Trade wise top-ranked organization(s) in each District will be awarded the contract with respect to trades. In case Top ranked organization within the District & Trade is not awarded contract due to other conditions/limitations, then contract will be signed with next ranked organization and subsequently so on.

12. Negotiation

Negotiation may be done with Organisation on two aspects technical and/ or financial. The Organisation is expected to commence the assignment after approval by the Client on the mutually agreed date and location.

12.1 **Technical negotiations** The Client and the Organisations after negotiations will finalize the Terms of Reference, number of districts, number of trainees, number of classes per union council, 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.

12.2 **Financial negotiations** will be conducted for changes in cost of the services as a result of agreed technical modifications, and/or reduction in cost. Financial negotiations can also be conducted for reduction in bidding cost, if the bid rate(s) exceed the maximum rate(s) acceptable to the Client.

13. AWARD OF CONTRACT

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

14. PROPOSAL VALIDITY

The Data Sheet indicates the time period for which the proposal would remain valid after the submission date. During this period Organisation shall ensure the availability of nominated professional staff according to proposal. If required, the Client may request Organisation to extend the validity period of their proposals, if Organisation agree they will confirm the availability of staff as before. Organisation may replace staff, which would be considered in the final evaluation for award of Contract. Organisation who do not agree have the right to refuse extension in the validity of their proposals.

15. COVID-19

- 15.1 All organizations will have to follow the SOPs set by the Government as well as the SOPs provided by PSDF in Annexure B. Non-compliance to the SOPs may result in suspension of classes.
- 15.2 The SOPs provided are subject to change and a final list of SOPs will be provided to the Training Service Provider along with the agreement duly signed between both parties. All SOPs will be monitored and evaluated accordingly.

PART B: DATA SHEET

Name of the Scheme	Skills for Market Linkage- Round 2						
Name of Client	Punjab Skills Development Fund (PSDF)						
District of Training Locations and Training Target	<p>Total enrolment target of females under the scheme for a year is 3500.</p> <table border="1" data-bbox="391 571 1436 728"> <thead> <tr> <th>District</th> <th>Trainee Target Per District</th> </tr> </thead> <tbody> <tr> <td>Kasur, Sahiwal, DG Khan, Faisalabad, Sialkot, Okara, Gujranwala</td> <td>500</td> </tr> <tr> <td>Total</td> <td>3500</td> </tr> </tbody> </table> <p>Note:</p> <ul style="list-style-type: none"> PSDF has the right to takeout any district/(s) or trade/s within District/s. PSDF may increase / decrease the set targets per district. PSDF may increase / decrease trainee target per district. 	District	Trainee Target Per District	Kasur, Sahiwal, DG Khan, Faisalabad, Sialkot, Okara, Gujranwala	500	Total	3500
District	Trainee Target Per District						
Kasur, Sahiwal, DG Khan, Faisalabad, Sialkot, Okara, Gujranwala	500						
Total	3500						
Trades	<ol style="list-style-type: none"> Commercial Tailoring + Adda Work/embellished Textile Commercial Tailoring + Hand Embroidery <p>These will be considered two trades. TSP can apply in any of these two trades.</p>						
Trade wise Target Within Districts	See Annexure A for trade wise allocation of trainees in each district.						
Maximum Trainees per Training Service Provider	One organization will be awarded contract for a maximum of 2 districts . PSDF may increase this number at its own discretion.						
Selection of trades	<p>Organization may propose one or two trades for any number of District keeping in view the demand of its final products in the market.</p> <p>Note: The decision whether any trade for a district can be included in the scheme or not shall rest with PSDF.</p>						
Location of Training Center	Training Location must be in a rural area of Target Districts. PSDF will finalize the Tehsil/s of training location with qualified organizations. PSDF plan to cover all tehsil of target districts and try to allocate even number of trainees in each tehsil in consultation with short listed						
Scheme Duration	<p>Scheme is for 1 Year with Single Batch: The Breakup is as follow for all Trades</p> <ul style="list-style-type: none"> Initial Training: 6 Months Production & Market Linkage Period 2 Months Sustainability Period: 4 Months 						
Contract Timeline	Contracts will be Awarded for a period of one year. However, it may be extended for a further period/number of trainees based upon performance evaluation of Training Provider, contract to completion ratio and successful establishment of Market Linkage. Training is expected to start in October 2020 and complete by September 2021 . Only one batch during this contract will be awarded.						

<p>Curriculum</p>	<p>Organizations are encouraged to develop the Curriculum by incorporating the Market Relevant Skills and submit to PSDF (if they are awarded the contract). PSDF may also provide the curriculum or outline of topics to be covered in a curriculum for trade/s to shortlisted organizations.</p>
<p>Candidate Selection</p>	<p>Candidate selection will be Training Provider's responsibility.</p>
<p>Target Group (Eligibility for Admission)</p>	<p>Only female residents of Punjab meeting the following criteria:</p> <ul style="list-style-type: none"> ▪ Age 18-35 ▪ Must have CNIC with permanent or temporary residential address of any district of Punjab ▪ Must not have availed PSDF-funded training prior to enrolment ▪ Must agree for a one-year training program, show commitment to continue running the business for herself. There might be a prior test for a trainee to pass the eligibility for this training.
<p>Eligibility Conditions</p>	<p>Training Provider must fulfill the following eligibility conditions:</p> <ol style="list-style-type: none"> i. Must be a legal entity and registered with relevant Government body. ii. Must have valid NTN / FTN in the name of Entity / Organization iii. Must have Bank Statement of Last One Year (starting from 1st July 2019 to 30th June 2020) signed and stamp by a Bank with Minimum Annual credit of PKR 24 Million. iv. All Training partners must have to engage at least two textile businesses / vendors that will be responsible for providing orders to trainees post the training period <p>Other Eligibility Conditions</p> <ol style="list-style-type: none"> i. Must not be blacklisted by PSDF or any other organization or faced contract cancellation or withholding of funds for contractual violations by PSDF in previous training schemes. ii. Must agree for monitoring by a Third Party contracted by PSDF. iii. Must agree to allow PSDF assigned auditors to check the accounts opened for PSDF funding, as and when required.
<p>Business Partners / Vendor</p>	<ul style="list-style-type: none"> • All Training partners will have to engage at least two textile businesses / vendors that will be responsible for providing orders to trainees post the training period. Formation of training Consortium is not allowed in this scheme. • These businesses will generate orders for the trainees • Business Partner / Vendor must have valid NTN / FTN who is in a business of textile / garments. • Agreement format is available in the forms. • Basic eligibility criteria of businesses / vendors are as follow: <ol style="list-style-type: none"> 1. Brand / Vendor means any business operational for at least two years in making, buying / selling of similar products. 2. Must have enough capacity to generate orders for at least one center (20 to 25 trainees) <p>Note: PSDF will inform successful training partners with the specific conditions to engage</p>
<p>Financial Institution</p>	<p>It is encouraged that organization may provide an MOU/ Consent Letter/ agreement with any Financial Institution, who will provide financial assistance (subject to willingness) of trainees during Market linkage Period and after completion of project.</p>
<p>Implementation of Training</p>	<p>The implementation of initial training, market linkage and sustainability in a formal manner.</p>

Trainees per Class	Maximum of 20 trainees per class. Minimum class size should not be less than 10 trainees.
Minimum Conduct Hours	Minimum conduct hours per week are 24 throughout the program duration (12 Months).
Initial Training	Initial Training comprises of 6 Months. Trainees will be taught core skills of the trade under study. There will be two modules i.e. Stitching and the other module of either add work or embroidery. It is envisaged that Training providers will develop / update the existing curricula of given trades and impart market relevant skills to Trainees. By the end of this component trainees must be well aware of all technical aspect of given trade. PSDF will provide the curricula / outline of curricula to shortlisted organizations. Trainees will also build their portfolio during this time
Production & Market Linkage Period	<p>Training provider must conduct production and Market Linkage period of 2 Months where trainees will start preparing orders for the brand as well as local orders and fair wage against their completed product must be given to them. This period is to introduce them to the market relevant trends, quality assurance and finishing of the products. During this time, the brands may also conduct trainings specific to their needs</p> <p>Trainees must complete the assignment in Facilitation center under the supervision of the trained staff. Trainees are also required to visit Local & regional markets during the production & Market Linkage Period. Sales meeting will also be conducted in the same facilitation center where trainees will receive orders through vendors. It is the responsibility of Training provider to get the orders to each trainee individually based upon its agreement or any other means.</p> <p>At least two coordinators must be evolved from each class who will facilitate the process of getting business after the completion of Production and Market Linkage Period. Training provider will train the coordinators for leadership role during Market linkage period which will help to bring the orders, get it completed though trainees and sold it in a market after the completion of the products.</p>
Sustainability Period	PSDF will exit. Brand/vendor will take control of the centers. Training service provider will make sure that the order generation and selling continues from the center at least for 4 months.
Payment from PSDF	<p>(a) Training Fee</p> <p>(b) Trainee Support Payments Which Includes</p> <ul style="list-style-type: none"> • Monthly Stipend Amount • Uniform & Bag
Training Fee	<p>The financial bid will be based on training fee inclusive of all expenditures. It will include but not limited to:</p> <ul style="list-style-type: none"> ▪ Trainers' remuneration ▪ Consumable training materials ▪ Training Manual & stationery required for training ▪ Management & reporting costs ▪ Utilities & miscellaneous items ▪ Mobilization Cost ▪ Market Linkage Cost ▪ Or Any other

<p>Trainee Support</p>	<p>Stipend</p> <ul style="list-style-type: none"> ▪ @ Rs. 1,500 per trainee per month for 8 months i.e. initial training and market linkage period. ▪ Payment of stipend will be made as per PSDF policy and will be linked to attendance. It may be through the Training Providers or PSDF may engage a third party for payment of stipend directly to trainees.
	<p>Single uniform and a bag @1500/- Uniform & Bag per trainee as per PSDF approved design & color to every trainee.</p>
<p>Evaluation Cost</p>	<p>PSDF will charge evaluation cost from Training Providers, as the evaluation of proposals is being outsourced. Training Providers are required to provide two Bank drafts in the name of “Punjab Skills Development Fund.”</p> <ol style="list-style-type: none"> 1. The first bank draft amounting to Rs. 9,954 (nine thousand and nine hundred and fifty-four rupees only) should be submitted for evaluation of eligibility by every training provider who is applying for the project. 2. The second bank draft amounting to Rs. 7,050 (seven thousand and fifty rupees only) should be submitted by every ORGANISATION for evaluation of each District wise Technical Proposal. <p>Bidding document will not be evaluated if above mentioned three Bank Drafts in Favor of “Punjab Skills Development Fund” of above-mentioned amounts are not submitted along with bidding document.</p>
<p>Basis of Bidding competition</p>	<ul style="list-style-type: none"> ▪ Bidding competition will be District wise & Trade wise. Separate Technical & Financial Proposal with respect to trade shall be submitted for each District. ▪ Quality and Cost-Based Selection (QCBS) methodology duly approved by PSDF’s Board of Directors will be used for selection of Training Providers based on combined Technical and Financial Score.
<p>Criteria for Evaluation of Proposals</p>	<p>Technical Score (St) of proposal</p> <ul style="list-style-type: none"> ▪ Approach & Methodology = 25 ▪ Human Resource Capacity = 25 ▪ Past experience = 50 <p>(Minimum Qualifying Technical Score = 65%)</p> <hr/> <p>Financial Score (Sf) of proposal</p> $S_f = 100 * \frac{\text{Lowest Price}}{\text{Price of Proposal Under Consideration}}$ <hr/> <p>Overall Score (S) = $S_t * T + S_f * P$ = $S_t * 0.8 + S_f * 0.2$</p>
<p>Basis of Financial Evaluation</p>	<p>The bids will be evaluated on the basis of per trainee per month cost (inclusive of all taxes). This comprises of cost of initial training, project work, production and market linkage, and any other cost as per the TORs on a per trainee per month basis. All applicable taxes should be mentioned in the financial proposal.</p>

Training of Trainers (TOT)	PSDF will get the Trainers of Selected Training Providers Trained for the Business Management and leadership Module as well as quality and finishing of products which will be taught to all coordinators and in turn to trainees during the market linkage phase. Cost of such training will be Paid by PSDF, However Training Provider will be responsible for the Boarding & Lodging and cost of transportation of their Trainers and any other cost and will ensure the attendance during TOT.
Validity of Proposal	180 days from last date of submission.
Proposal Language	English
Fixed Budget	Not Applicable
Currency	All financial figures should be quoted in Pak Rupees as mentioned in the Financial Proposal.
Date of Opening of Financial	Will be communicated later.
Any Special Condition	PSDF may relax one or more conditions of the Bidding Document under intimation to all shortlisted Training Providers.
Mobilization Advance	<ul style="list-style-type: none"> • Mobilization Advance equal to 10% of the contract value may be availed against cashable & irrevocable Bank Guarantee which will be adjusted in instalments • Mobilization Advance may be availed against cashable & irrevocable Bank Guarantee which will be adjusted in instalments.
Training Facilities	<p>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.</p> <p>Class size and minimum standards must be followed as per the SOPs provided by PSDF at the time of contract.</p>
Performance Evaluation	<ul style="list-style-type: none"> • It is suggested that Training Provider should select trade keeping in view market demand of the products, their market linkage activity and mobilization capacity. While making trainees selection, duration of the programme should be kept in view. Only those females should be enrolled, who assure attendance for a period of one year • Performance of the organization will also be evaluated on the basis of ratio of successfully qualified trainees with reference to number of trainees contracted. Poor performance will affect selection of the organization in PSDF future schemes and extension of contract. • PSDF may impose financial penalties on Training Providers on account of any violations/ breach of Contract in line with PSDF's Business rules.
Contract Extension	Performance of Training Providers would be evaluated at the expiration of Contract. 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. Training Providers perceived to have demonstrated poor performance would not be considered for extension of Contract for subsequent round of
Means of Communication	Formal communication between PSDF and Training Providers may be made through letter or email.

Client's Input	Publicity of the Scheme and arrangements for stakeholders' visits and ceremonies (in case of a large-scale graduation ceremony etc.) at the completion of the assignment.								
Clarification Requests	Requests addressed to Client's Representative/Contact Person in writing can be received before August 19th 2020 ; 05:00 PM.								
Capacity Building / Pre-Proposal Conference	Capacity building / pre-proposal conference would be conducted in order to guide the organization for preparing the Bidding Document effectively. The interested organizations should get them registered for the capacity building conference by registering at the link https://forms.gle/cCrSPutxU24mxJA5A . Tentatively it will be conducted in the first week of August. Date will be shared through an email confirming the registration.								
Client's Representatives/ Contact Persons	<table border="1"> <tr> <td>1. Muhammad Sherjeel Usmani</td> </tr> <tr> <td>Manager- Program Development</td> </tr> <tr> <td>Mobile number: 0333-5858329</td> </tr> <tr> <td>Email: sherjeel.usmani@psdf.org.pk</td> </tr> <tr> <td>2. Faiza Akram</td> </tr> <tr> <td>Associate Program Development</td> </tr> <tr> <td>Ext: 249</td> </tr> <tr> <td>Email: faiza.akram@psdf.org.pk</td> </tr> </table>	1. Muhammad Sherjeel Usmani	Manager- Program Development	Mobile number: 0333-5858329	Email: sherjeel.usmani@psdf.org.pk	2. Faiza Akram	Associate Program Development	Ext: 249	Email: faiza.akram@psdf.org.pk
1. Muhammad Sherjeel Usmani									
Manager- Program Development									
Mobile number: 0333-5858329									
Email: sherjeel.usmani@psdf.org.pk									
2. Faiza Akram									
Associate Program Development									
Ext: 249									
Email: faiza.akram@psdf.org.pk									
Submission of Proposals	<p>Bidding documents to be prepared and submitted to PSDF consist of:</p> <ol style="list-style-type: none"> 1. Organization's Profile & Eligibility (Section 3), 2. Technical Proposal/s (Section 4) 3. Financial Proposal/s (Section 5) in a sealed envelope 4. <i>Bank drafts</i> <p>Note:</p> <ul style="list-style-type: none"> • Section 3, Section 4 and Bank Drafts can be put in One envelope • Section 5 has to be separately sealed. 								
Submission Address	<p>Bidding documents will be received through courier and envelop should be a labelled as under:</p> <p>Training Service Selection Committee Skills for Market Linkage- Round 2 Punjab Skills Development Fund, 21/A, H-Block, Dr Mateen Fatima Road,</p>								
Last Date of Submission of Bidding Documents	<u>August 24th, 2020, 5 PM</u>								

TERMS OF REFERENCE (TOR)

Punjab Skills Development Fund (PSDF) is funding training for Female residents of Punjab under the “**Skills for Market Linkage – Round 2**” scheme. The purpose of this vocational training is to provide demand driven training to rural females in textile/garments sector followed by a structured market linkage opportunity.

Mobilization Period:

Training provider is required to conduct the Mobilization of trainees and provide the following deliverables:

- List of vendors available in the district that will support the program.
- List of Local & Regional Vendors
- No of Village Covered in each Tehsil of Target District during mobilization.
- No of Interested & Shortlisted Applicant
- Written consent of household head & trainee for induction into program of 12 months.

The Scheme is for the duration of 12 Months with following three Components.

Component 1: Initial Training (6 Months):

- a) The initial training Period spans **for a maximum of 6 Months** for all trades. The Training provider will cover all contents of the training and it is envisaged that trainees will get sufficient proficiency in handling the tools & equipment after the completion of Initial Training. At the end of initial training, trainees must have all required core skills relevant to the trade.
- b) Towards the end of this training period, two to three weeks will be dedicated for trainees to prepare samples of their work. This will eventually lead to their portfolio development. This component involves preparation of Samples by Each Trainee. These samples will be compiled to form a catalogue. This catalogue will help trainee to display her products and obtain orders during production and market linkage period.

The two trades are:

1. Commercial Tailoring+ Adda Work/embellished Textile
2. Commercial Tailoring+ Hand Embroidery

Training service provider will be given contract trade wise. Both of these modules may be developed by PSDF and provided to the TSP. TSP will develop trainer and trainee manuals on the curriculum/outline provided. This will be a blended curriculum covering simultaneously the content for the required skills.

Component 2: Market Linkage Period (2 Months):

Market Linkage period will span for **2 Months** in which trainees will start developing the orders in facilitation center (Training Center). Training provider is required to **highlight at least two trainees** who help in dealing with vendors and taking the orders on behalf of trainees. These trainees will be termed as coordinators.

Market linkage component will be finalized before the award of contract.

At least three visits will be conducted of all trainees in Local market (in respective districts/nearest districts) for the purpose of Market Exposure. At least 1 visit in each month of coordinators will be conducted in regional market.

Responsibilities of TSP:

- Leadership training to selected trainees (Coordinators).
- Local Markets Visits of all trainees in same district/nearest target district.
- Regional Market Visits of Coordinators
- Conduction of Sales Meeting of vendors in facilitation center.
- Conduction of Sales meeting of Coordinators in Regional Market.

Component 3: Sustainability (4 Months)

PSDF will exit after 8 Months. Brand will take over the charge of the center. TSP and Brand will coordinate for the number of order per month and per trainee. This period is the formal start of sustainable business in the facilitation center.

Trainees will be paid for their products made on a Monthly / Piece rate basis and trainee wise record will be submitted to PSDF for tracking the performance of individual trainees. **Raw material for the orders will be arranged by the trainee.** Expectation of no of products per trainee and amount of sale proceed will be agreed at the time of contract. The following are the responsibilities of training provider:

- Provision of orders to all trainees on monthly basis.
- Formation & disbursement of Vendors & Coordinators Directories to all trainees in Book Form at the end of the Program.
- Successful Orders completion through Coordinators.
- Assignment completion by each trainee on monthly basis.
- Selling of Products prepared during Market Linkage Period and transfer of fair wage to Trainees.

These deliverables of each stage will be fixed with respect to each trade and incorporated in the contract. The selected Training Providers will be expected to enter into a contract specifying the responsibilities and deliverables of the assignment.

1. Complete the responsibilities as mentioned in all three components (Initial Training, Market Linkage Period and sustainability).
2. Mobilize the communities, generate demand for training and select trainees for the proposed skills training according to the eligibility criteria defined by PSDF.
3. Provide the Deliverables as explained above at each stage during contract execution.
4. Accept applications from only those **Female trainees** who have CNIC and are residents of Punjab based on either temporary or permanent address given in CNIC.
5. Accept applications from only those female trainees who have not already benefited from PSDF funding through verifying data of the trainees from PSDF website by entering CNIC number.
6. Candidate's selection will be Training Provider's responsibility.
7. Conduct the training which is in line with the Market demand keeping in view the development of core skills of trainees and product demand in market.

8. Arrange training facilities, furniture and other physical facilities (e.g. washrooms, backup power, drinking water, etc.) keeping in view the standards defined by PSDF.
9. Make provision for required machinery, equipment and tools as mentioned in the respective curriculum of proposed Course.
10. Engage competent and qualified instructors and support staff as per qualification and experience mentioned in the respective curriculum.
11. Get the facilities and arrangements inspected by PSDF before start of training.
12. Ensure provision of training in approved trades following outline communicated by PSDF.
13. 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).
14. Development/printing of training manual(s), if already not available.
15. Ensure income generation opportunities for each trainee during the course of contract.
16. Ensure the brand's full involvement in generating orders for the trainees and address their quality and other concerns timely.
17. Manage provision of standardized uniforms and bags as mentioned under Trainee Support.
18. Manage a transparent system of payment of stipend to trainees in a timely manner according to the notified rates (all records to be maintained). PSDF may engage a third-party organization for disbursement of stipend.
19. Establish a system for providing reports to PSDF within stipulated time through email or on a web-based data management system.
20. Facilitate and provide access to PSDF monitoring team for the monitoring of training.
21. Maintain separate bank account and financial records relating to the PSDF assignment(s).
22. Assist any PSDF partner in carrying out a tracer study / evaluation of the trained persons.
23. Arrange testing and certification from the relevant accredited certification body.
24. Arrange printing of provisional certificates as per the format approved by PSDF.
25. Arrange a simple graduation ceremony and distribute certificates to successful graduates on completion of market linkage period and inform PSDF at least one week before the event.
26. 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).
27. Display prominently sign-boards relating to the training at the training center(s), as per design provided by PSDF.
28. Any other obligation agreed in the contract.
29. The Training Provider will be responsible for certain deliverables as per requirement of the project.

Note:

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

Responsibilities of Punjab Skills Development Fund are to:

1. Provide funds to meet the expenses on training 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 include stipend and uniforms & bag 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 planned.
7. Bear costs on account of publicity as considered appropriate by PSDF management.
8. Inspect training facilities & 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

Annexure A

Sr. No	District	Trade	Target Trainees
1	Kasur	Commercial Tailoring + Ada Work	300
		Commercial Tailoring + Hand Embroidery	200
2	Sahiwal	Commercial Tailoring + Ada Work	300
		Commercial Tailoring + Hand Embroidery	200
3	DG Khan	Commercial Tailoring + Ada Work	300
		Commercial Tailoring + Hand Embroidery	200
4	Faisalabad	Commercial Tailoring + Ada Work	300
		Commercial Tailoring + Hand Embroidery	200
5	Sialkot	Commercial Tailoring + Ada Work	300
		Commercial Tailoring + Hand Embroidery	200
6	Okara	Commercial Tailoring + Ada Work	300
		Commercial Tailoring + Hand Embroidery	200
7	Gujranwala	Commercial Tailoring + Ada Work	300
		Commercial Tailoring + Hand Embroidery	200
	Total		3500

Note:

While filling out forms:

CA can be used for Commercial Tailoring + Ada work trade.

CH can be used for Commercial Tailoring+ Hand Embroidery Trade.

Detailed Scoring Criteria

B. Approach & Methodology (25 Marks)			
Code	Description	Scoring Criteria	Total Marks
B.1.	Mobilization Strategy	each relevant point carries 1 mark	5
B.2	Project Work Strategy	each relevant point carries 1 mark	5
B.3	Market Linkage Strategy	each relevant point carries 2 mark	10
B.4	Risk Assessment and Mitigation Strategy	Maximum of 3 marks will be awarded for mentioning 3 risks and 3 mitigation strategies. Total marks obtained out of 6 will be rounded off to 5	5

C. Human Resource Capacity (25 Marks)			
Code	Description	Scoring Criteria	Marks
Project Manager			
C.	Relevant Qualification	If qualification is masters /16 years of education	5
		If qualification is bachelors	4
		If qualification is intermediate / diploma	3
		If otherwise	0
	Relevant Experience	2 mark for each year of professional work experience	Max 10 marks
Total			15
Mobilization			
C.	Relevant Qualification	If qualification is intermediate / Diploma	3
		If qualification is Matric	2
		If qualification is Middle	1
		If otherwise	0
	Relevant Experience	3 mark for each year of professional experience	12
Total			9
Reporting			
C.	Relevant Qualification	If qualification is masters /16 years of education	6
		If qualification is bachelors	4
		If qualification is intermediate / Diploma	3
		If otherwise	0
	Relevant Experience	1.5 mark for each year of professional work experience.	Max 6 marks
Total			6
Trainer			
C.	Relevant Qualification	If trainer has relevant Degree/Diploma	3
		If trainer has relevant Certificate	2
		If otherwise	0
	Relevant Experience	1 mark for each year of Professional Teaching Work Experience	Max 6 marks
Total			9

General Instructions

One CV of Master Trainer for Each Proposed District. Separate Resume required for other Proposal.

One CV of Project Manager may be considered for one Cluster. Separate Resume required for each Cluster.

Same CV of Reporting Person may be considered if Organization have applied for Multiple Clusters.

One CV of Mobilizer may be considered for one Cluster. Separate Resume required for each Cluster.

D. Past Experience (50 Marks)					
Code	Description	Scoring Criteria	Marks	Total marks	
D.1	Previous Experience of Training	Past Experience of Training in trade		4	
		Same	4		
		Similar	1		
		Zero marks will be awarded in past experience section if quoted experience does not lie in same or similar category.	0		
		Year of Implementation		3	
		Before 2000	0.5		
		In between 2000-2005	1.5		
		In between 2006-2010	2.5		
		In between 2011- till Date	3		
		Number of Persons Trained		9	
		12 marks for training of 100 females. Marks proportional to that will be awarded.			
		District/s where training was conducted		5	
		If training was conducted in past in same district as per the district proposal			5
		If training was conducted in past in same cluster as per the district proposal			3
		If training was conducted in past in other district		1	
		Total Value of Project		3	
		Maximum marks of 2 will be provided for project worth 10 million. Marks proportional to that will be awarded			
		Project funded by		2	
		An international agency			2
		A local agency			1
Self-funded		0			
Zero Marks if Funding Agency is Not Mentioned		0			
Number of villages covered in a rural community based project:		3			
3 Marks for 5 Villages. Marks proportional to that will be awarded.					
Outcomes of the Project		6			
2 Marks for each relevant point					
Total D.1			35		
D.2	Previous Experience of Market Linkages	Duration of Market Linkage		3	
		Duration of market linkage is of 6 months or more.			3
		Score proportional to the duration less than 6 months will be awarded.			
		Market Linkage District		4	
		If market linkage was developed in the same district as per proposed technical proposal.			4
		If market linkage was developed in the same cluster of the proposed technical proposal.			3
		If market linkage was developed in any other district Punjab.		2	
		No. of Female Trainees whose Market Linkage was Established		4	
		4 marks for establishing market linkage of 50 trainees score proportional to the number of trainees will be awarded.			
		No. of Orders Completed during Market Linkage Period		4	
4 marks for completing 100 orders. Marks proportional to that will be awarded.					
Total D.2			15		
Note: In case of Non-PSDF funded training experience, documentary evidence of claimed experience must be attached.					
Total D.1+D.2			50		

Note:

All Instructors and Community Mobilization Lead must be unique. Zero Marks will be awarded if same resumes are attached by the TP for submission of Proposal in Multiple D

Annexure B

- Trainees and Trainer must qualify the COVID-19 online course i.e Infection control and Prevention 101 offered by PSDF within three days of the start of the training. If he does not qualify, he will not be allowed to continue the class after three days.
- Trainee and Trainer will be considered “verified” only if it is established that he/she has completed the COVID-19 course offered by PSDF.
- The classes may be considered as suspended if high risk areas identified by the government or any other notification issued by the government.
- Training may be suspended if trainee or trainer or any other staff member found positive for covid-19 in a center or class or institute. (class suspension time will be 14 days)
- The business rules will be applicable in addition to existing business rules and penalties as stated above will be imposed irrespective of penalties mentioned in existing business rules.
- Trainees who do not wear face masks, will be expelled from the training and no stipend to be paid to such trainees.

COMPLIANCE RISK	GUIDING PRINCIPLE (SOP)	MONITORING INDICATORS
Protection of Personnel at Entrance & Exit Points	Temperature of the individuals shall be monitored at entry and exit points.	Ensure the availability of thermal guns with its proper use.
	Staff and instructors must be free of fever, cough, sore throat as these may be symptoms of COVID-19.	Develop forms for data collection at entry points. If temperature of an individual is more than 99°F or 37°C and the person reports experiencing any fever, cough, sore throat he will not be allowed to enter in the training premises
Hand Hygiene	Staff, trainees, trainers and visitors must clean their hands with soap or sanitizers at entry point.	Hand washing facility to be created near the entry and exit gate
		Sufficient supplies of materials including hand soaps and alcohol-based hand rubs should be made available at entry points
		All the staff/trainees entering the training premises will wash their hands with soap
		A notice to be displayed for the entrants near the washing facility and guidance should be provided by the gate officials to minimize the risk of infection
Respiratory Hygiene	Both trainees, trainer and staff must wear face masks and gloves	Face mask to be provided to all staff members, trainee and trainer on daily basis
Social (Physical) Distancing	No individual at training premises should hug or shake hands. Use alternate greetings such as waving or bowing	Third party monitoring firm will record the violations against SOPs during the visits.
	Prayer/ Mosque	Staff/Trainees/Trainers are required to offer prayers by maintaining distance of 3 feet in the designated place and shall follow all the guidelines related to prayer jamma't as per government instructions
Class Size	Maintain distance of 3 feet between trainees even if that involves leaving	Maintain distance of 3 feet between trainees in classroom or lab



	one machine empty. Minimum class size should not be less than 10 trainees.	
	Stagger training hours to increase space between trainees	Modify workstations to meet the requirement of 3 feet distance
Disinfection of Training Premises	Institutes and Industries must sanitize the training premises and disinfect furniture, doors, chairs, and other surfaces with 0.05% chlorine solution (Bleach). Cleaning workers should be instructed to use protective gloves, shoes and clothes.	All floor will be cleaned/mobbed with disinfectants at the start of each shift and keep the record.
	Classrooms and labs must be well lit and ventilated. If a class is air-conditioned, the staff must ensure its ventilation.	All office doors, handles and railings must be cleaned with disinfectants twice a day and keep the record.
	Washrooms of the institute must be cleaned regularly and frequently.	Doors and windows should remain open for better ventilation in classrooms
		Maintain a log of frequency of washroom sanitization and disinfection and drying after every use.
Inspections	Safety officials/heads of the institute shall visit training premises after every two hours to carry out inspection of the entire facility	Monitoring team should be in place at unit level to carry out inspections on compliance after every shift