FAQ Sheet Bidding and Pre-Qualification

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## Abbreviations:

PSDF – Punjab Skills Development Fund  
TSP – Training Service Provider  
EOI – Expression Of Interest  
FTI – Formal Training Institute  
ITP – Industrial Training Partner  
RFP – Request For Proposal

## About PSDF:

**Question: Does PSDF itself provide the trainings?**

Answer: PSDF procures Training Partners (TSPs) and these TSPs provide training on behalf of PSDF. PSDF is a fund that provides funding and aggressively monitors the trainings as well as the outcomes laid out for the Training Partners to ensure results against the funding.

**Question: How many programs does PSDF run in a year?**

Answer: PSDF has different programs running across the year, including Formal Training Programs, Industrial Training Programs, Community Based Programs and Women Focused Programs. Details can be found at <https://www.psdf.org.pk/>.

**Question: Do the skills development program courses have to be of a particular trade?**

Answer: Currently, PSDF has a database of courses exceeding 250 trades. These are all market-driven courses that provide opportunities for the youth participating in these programs. Training programs can be from these 250 trades or from a trade that is demand driven and has income generation opportunities.

**Question: Does PSDF provide students for the training programs?**

Answer: TSPs are responsible for mobilizing trainees.

## PSDF Funding

**Question: Does PSDF provide funding for language courses?**

Answer: Languages cannot be the focal part of the trainings. A component regarding languages can exist in the vocational or technical training but the language itself cannot be the focus of the training under PSDF criteria.

**Question: How can interested TSPs register/ apply for PSDF funding?**

Answer: Most PSDF programs have a two-step registration process. The first step is the Expression of Interest (EOI). TSPs can work with PSDF by filling out an EOI form related to the training program they want to be a part of. Pre-qualification forms for FTIs and ITPs are the EOIs for their specific training programs. The forms for each training program are available on our website: <https://www.psdf.org.pk/downloads/#tabservice-procurement>.

Once TSPs have successfully registered with PSDF, they have affiliation with PSDF for two years during which PSDF reaches out to TSPs to participate in different schemes of funding relevant to the TSP. Through this process TSPs located in Punjab and adjoining areas in the form of Formal Training Institutes (FTIs) and Industries/ Establishments can register with PSDF.

**Question: How do TSPs become eligible to receive funding for PSDF?**

Answer: When TSPs have successfully pre-qualified for the program, PSDF sends a Request for Proposal (RFP) to the TSPs concerning the relevant schemes of funding in which they can apply for. TSPs share their financial and operational details for the training program. These RFPs are then evaluated with existing benchmarks of PSDF. Following this, the open bidding process is initiated, where the tenders from Financial Proposals are opened in front of the bidders. Based on the results of the open-bidding process TSPs become eligible to receive funding for PSDF.

## How to Work with PSDF:

**Question: Where do the documents have to be submitted?**

Answer: TSPs should go through the documents for each program as these details are available in the program document and should be verified for each program. Normally, the documents must be submitted as a hard-copy book-binding document at the following address via mail.

Secretary Training Service Selection Committee   
Pre-qualification of (FTI or Industry Round Number)   
Punjab Skills Development Fund  
21-A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore.   
Phone: 92-42-35752408-10

**Question: Which TSPs can apply for pre-qualification with PSDF?**

Answer: The following TSPs can apply for pre-qualification with PSDF:

* TSPs who haven’t applied in the previous rounds of prequalification (First Time Applicants)
* Unqualified TSPs of previous rounds of pre-qualification.
* TSPs whose prequalification has been expired. (Have been pre-qualified for more than two years.)

**Question: Can TSPs who are already registered/ Pre-qualified with PSDF apply again?**

Answer: All the TSPs who have already applied within the last two years can apply only if:

* A new location which has not been applied in the initial rounds of pre-qualification is applied for
* The trades / courses have not been applied in the last two years of pre-qualification

**Question: How will the TSPs be selected based on the pre-qualification process?**

Answer: The pre-qualification documents of TSPs will be evaluated by Third Party Firms engaged by PSDF to ensure transparency. There will be an evaluation process after which TSPs will be informed by PSDF regarding the qualification status for the trades they applied for.

**Question: Will there be any payments made as part of the application process? To whom have the payment orders be titled to?**

Answer: TSPs pay an evaluation cost for the evaluation of their documents at each step of the application process. This cost exists because the documents are evaluated by a third-party evaluation firm to ensure transparency and impartiality. These costs are nominal and vary slightly from scheme to scheme.

Application documents will not be evaluated if a Bank Draft in favour of “Punjab Skills Development Fund” of the mentioned amount in the scheme data sheet is not submitted along with the application documents. This fee will be paid to a third-party evaluation firm for their evaluation. The Bank Drafts will be titled to:

**Title: Punjab Skills Development Fund  
NTN: 37048708**

## Details for FTI Programs:

Please note that different programs have different requirements which are mentioned in their specific documents and TSPs must go through the documents very carefully.

**Question: What are the criteria for pre-qualification for Formal Training Institutes?**

Answer: For FTIs, these criteria must be fulfilled to pre-qualify for the programs:

* Must have valid NTN / FTN in the name of the entity / Organization.
* Must have Documentary Evidence showing the legal status with relevant Government Authority. In case of sole proprietor, legal status will be verified from NTN.
* Must be a Formal Training Institute.
* Must not be blacklisted by any Government Authority or TVET Body.

**1) Financial Capacity:**

**Option 1:** Provide Signed and stamp Bank Statement of last one year. In case of new institute, bank statement will be provided from date of incorporation.

OR

**Option 2:** Provide financial statements of last year issued by an ICAP/ICMA licensed Chartered Accountant.

**2) CVs of the Management Team:**

Must provide CV of Management Team on the format prescribed by PSDF in Annexure A of Forms.

**Note:**

* PSDF has absolute right to ask for Financial Statements (in case of availing Option 1) or any other legal/financial documents in order to verify eligibility.
* State owned organizations do not need to submit their financial records
* Copies of CNIC of the proposed team should also be attached with the form.
* Any entity who owns more than one training institutes can apply for multiple training locations within same application.
* Applications with different institute name but same ownership will not be accepted.

## Details for ITP Programs:

Please note that different programs have different requirements which are mentioned in their specific documents and TSPs must go through the documents very carefully.

**Question: What are the pre-qualification criteria for Industries/ Establishments?**

Answer: For Industries/ Establishments, the criteria to fulfill to pre-qualify for the programs is:

* Must have valid NTN / FTN in the name of the entity / Industry/Establishment.
* Organization must be Registered for 3 years at least. This information should be verifiable from NTN
* Must have Minimum of **PKR 10 Million of Total Debit / Credit** (as per Bank Statement) of **Last One Year** or **PKR 20 Million of Annual Revenue** (as per the Financial Statement of last year).
* Must have minimum of 50 Permanent or Contractual Employees.

**1. Financial Capacity**

Provide financial information of the last financial year under the following two options:

* Option 1: Signed and Stamped Bank Statement of last one year.

OR

* Option 2: Provide latest financial statements issued by an ICAP licensed Chartered Accountant. Financial Statement Must have Profit and Loss Account Statement.

**2. Human Resource Capacity:**

* Must provide CV of Management Team on the format prescribed by PSDF in Annexure A of Forms.
* Must Provide Evidence of total number of employees currently working in the industry/establishment.

**Note:**

* Sole Proprietors and Individuals are not eligible to apply for Pre-Qualification of Industries/Establishments.
* Financials will be checked only of the Lead Applicant in case of Consortium Partner.
* 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.
* Listed entities may not share the financial information. The Financial health will be accessed through data available online.
* State owned organizations do not need to submit their financial records.
* Copies of CNIC of the proposed team should also be attached with the form.

**Question: How can industries form a consortium?**

Answer: 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 determined from their Bank Statements) or **PRK 60 Million of Annual Revenue** (to be determine from their Financial Statements). Consortium can be formed by any or both below cited options:

* Industry/Establishment in consortium with the Formal Training Institute
* Industry/Establishment in consortium with a Formal Training Institute established by Industry or Association.

The requirements for Lead Applicant and Consortium Partners are as follows:

* Lead applicant location (having manufacturing / commercial / business activity) and consortium location must be in the same district.
* Theoretical / Practical Training may be conducted in Lead Applicant or Consortium Partner Location.
* Consortium Agreement must indicate the trade and no. of Trainees to be trained.
* There can be more than one consortium partners

**Question: What are the requirements for Formal Training Institutes as Consortium Partners?**

Answer: In case of Formal Training Institute, it must be accredited / registered / affiliated with any one of the following for each proposed trade at location. •

* NAVTTC / NTB
* TEVTA
* Punjab Board of Technical Education (PBTE)
* Trade Testing Board Punjab (TTBP)
* HEC recognized university
* Any other international accreditation testing & certification body

In case a same Consortium appears with Multiple Lead Applicants 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. Consortium Partner must be located in Punjab or its adjoining areas.

## Details for Community-Driven Programs:

Please note that different programs have different requirements which are mentioned in their specific documents and TSPs must go through the documents very carefully.

**Question: What are the criteria for Community Based Programs and Women Focused Programs?**

Community Based Programs and Women Focused Programs are selected through a process of Open Bidding. They are mostly in the sectors of Agriculture, Livestock and Textile.