

PUNJAB SKILLS DEVELOPMENT FUND



Instructions and Data Sheet Booklet Request for Proposal

Industrial Training Program 2021

Date of Issuance:

03 August, 2020

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SECTION A

INSTRUCTIONS TO TRAINING PROVIDERS

NOTE:

Capacity building / pre-proposal workshops would be conducted in order to guide the organisations for preparing Request for Proposal (RFP) effectively. Dates and venues of the workshop will be shared through an email.

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, with the objective to provide funding to Training Providers (TPs). PSDF funds vocational training and intends to improve income generation capacity of the residents of Punjab. PSDF uses competitive bidding method for engaging Training Providers. Proposals of short-listed organisations are assessed on the basis of quality and cost.

This scheme namely “**Industrial Training Program 2021**” is funded by the Government of Punjab and the Department for International Development (DFID), UK. **The objective of this scheme is to support industries / establishments for provision of skilled manpower and to increase access to jobs / income earning opportunities.**

Request for Proposal which includes Technical & Financial Proposals for the proposed trades must reach the following address by **18th August, 2020**. Incomplete or late documents will not be evaluated.

Secretary Training Service Selection Committee
Industrial Training Program 2021
Punjab Skill Development Fund,
21/A, H-Block, Dr. Mateen Fatima Road,
Gulberg II, Lahore

2. INTRODUCTION

The purpose of this document is to provide orientation to enable Training Providers to evaluate their interest in tendering and conducting training and is not a guarantee of the actual conditions under which the vocational training will be executed.

To obtain first-hand information regarding preparation of proposals, they are **encouraged to attend a capacity building / pre-proposal conference**.

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.

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.

The documents submitted to PSDF will not be returned and will be treated in strict confidentiality.

All expenses related to participation in this scheme and preparation/submission of Technical & Financial Proposal shall be borne by the applicants.

PSDF reserves the right to request submission of additional information from applicants to clarify any aspect of RFP Document, if required.

Training Provider may submit technical proposal for multiple trades as per the invitation letter as per requirement of their employment and by considering challenges of trainee mobilization.

Each proposed training location has to be under management / ownership of the Training Provider.

PSDF reserves the right to verify any information provided by prospective bidders. ***False information/misstatement will lead to disqualification and rejection of RFP; and the Training Provider may also be blacklisted.***

Plagiarism/copying of another training providers proposal or any part thereof shall be penalized and may result in disqualification.

PSDF reserves the right to cancel the call of RFP without stating any reason.

Training Provider may submit only **one set of RFPs**, even if the Training Provider is interested in providing training in multiple trades or at multiple locations. The Training Provider cannot be part of another RFP directly or indirectly. **In case of participation in more than one RFP, all technical and financial Proposals will be rejected.**

- Performance calculation of the existing training providers will be done based upon past performance.
- PSDF may ask for the submission of audited financial statements of the Training Provider / Bank statement or any other document for further verification.

3. PROPOSAL VALIDITY

The Data Sheet indicates the time period for which the Proposals 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.

4. PREPARATION & SUBMISSION OF RFP DOCUMENTS / PROPOSAL

4.1. TECHNICAL PROPOSAL (Section 1)

Training Providers shall provide Technical Proposals (trade wise) on the prescribed format being provided with this part of RFP. **Any Technical Proposal containing financial information, other than that solicited, will be rejected.** The envelope containing the Technical Proposal for each trade shall be sealed and labelled as follows: *Technical Proposal* (Section 1)

Industrial Training Program 2021

Name of Assignment: "Industrial Training Program 2021" By:
[Name of Organisation]

4.2. FINANCIAL PROPOSALS (Section 2)

4.2.1. Trade wise Financial Proposal shall be prepared using the Forms provided by the Client.

4.2.2. PSDF will consider costs in the manner specified in the Data Sheet. 4.2.3. The envelope containing the Financial Proposal shall be sealed and labelled as follows:

Financial Proposal (Section 2)

Name of the Trade: -----

Name of Assignment: "Industrial Training Program 2021" By:
[Name of Organisation]

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

4.3. SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS

4.3.1. Request for Proposal containing Section 1 and Section 2 in two separate envelopes shall be submitted in an outer-sealed envelope, clearly marked as follows:

(Organisation's) Technical Proposal and Financial Proposal

Name of Assignment: "**Industrial Training Program 2021**" By:
[Name of Organisation] [Client address as provided in the Data Sheet]

4.3.2. While preparing the Proposals, Training Providers must give particular attention to the following:

- i. All documents (i.e. Forms, Annexures and other documents) relating to a part, must have a single book-form. Book-form includes the tape, ring or Simple staple. Proposal must be signed by authorized representative of the organisation.
- ii. Proposals received in the form of loose papers or not complying with instructions will be declared non-responsive.

5. TAXES

Training Provider is subject to all taxes as per their legal status reflected on the NTN number, and taxes will be deducted accordingly by PSDF.

6. EVALUATION OF TECHNICAL PROPOSALS

Each responsive Proposal of a trade will be given a technical score (S_t). If a proposal fails to achieve the minimum qualifying 65% technical score indicated in the Data Sheet, it will be rejected, and its financial Bid will not be opened.

7. FINANCIAL PROPOSALS

- 7.1. In case of changes in the technical parameters by PSDF, we 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.
- 7.2. Training Providers that secure the minimum qualifying technical scores shall be notified for opening of Financial Proposals and subsequently their bids will be opened.
- 7.3. 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. These sealed Financial Proposals shall then be opened, and the bids announced and recorded.
- 7.4. The Evaluation Committee will correct any computational errors, in case of a discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail.
- 7.5. The lowest quoted Financial Proposal (F_m), on a cost per trainee per month basis, will be given the maximum financial score (S_f).

8. COST OF EVALUATION

8.1. PSDF will charge Training Providers for a payment in the form of evaluation cost as evaluation is outsourced. Training Providers are required to provide a Bank draft in the name of “**Punjab Skills Development Fund.**”

8.2. A **bank draft** amounting to **Rs. 12,500** (Twelve Thousand and Five Hundred only) should be submitted for evaluation of each trade wise Technical Proposal.

For example, if training provider submits 3 Trade Proposals, then the Training Provider is required to submit a bank draft amounting to Rs.37,500 (Rs. 12,500 x 3).

9. TRADE-WISE SELECTION OF TRAINING PROVIDERS

The following procedure shall be adopted for trade wise selection of Training Providers:

- 9.1. The quality and cost-based selection (QCBS) method will be used for engaging multiple Training Providers.
- 9.2. The technical score will be awarded on the basis of the components mentioned in Technical proposal form.
- 9.3. The financial score of each technically qualified proposal will be calculated on the basis of per trainee per month cost inclusive of all applicable direct and indirect taxes.
- 9.4. The organisations are ranked on the basis of their combined score i.e. weighted technical and financial scores. The top-ranked Training Provider is awarded the contract.
- 9.5. The technical score, per trainee per month cost and the combined score of the top-ranked Training Provider is set as the reference technical score, reference cost and reference combined score, respectively.
- 9.6. If the Training Provider securing second highest combined score in the trade group is required to be selected to meet the target number of trainees, it will be offered the contract as follows:
 - (a) Technical score is greater than the top scoring Training Provider: it will be asked to lower the cost per trainee per month to a level so that combined score equals the reference score. In case of refusal the offer will be made to the third highest and so forth.
 - (b) Technical score is equal to or lower than the top scoring Training Provider: it will be asked to lower the cost per trainee per month to a level of reference price in case the cost is higher than the top scorer otherwise the contract will be offered at bid price. In case the second ranked Training Provider refuses, the offer will be made to the third highest and so forth.
- 9.7. In case of single bid, the offer price will be determined considering the contracted price in the same year of some previous scheme or of previous years by incorporating the inflation.

10. NEGOTIATIONS

Negotiation may be done with Training Provider on two aspects (technical & financial) in order to reduce cost per trainee or for some changes in technical requirements.

11. AWARD OF CONTRACT

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

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12. TESTING AND CERTIFICATION

On completion of training, testing and certification from Punjab Board of Technical Education or any other certification body will be encouraged. PSDF decision regarding this will be considered as final.

13. CONFLICT OF INTEREST:

- 13.1. The Training Provider must not be providing any assistance to any other person/entity in conflict with 'PSDF' to avoid any sort of conflict of interest.
- 13.2. Must not be providing services for any assignment to same or another client.
- 13.3. Must disclose any conflicting relationships, and these relationships must not be affecting proposal submission and selection or at any other phase.
- 13.4. PSDF may inspect Training Providers accounts and records and any other documents related to the submission of proposals and have them audited by auditors appointed by The Client (PSDF) or GoP.

13.5 In case of delay in services, a penalty may be imposed. If the firm completely fails to provide the services within prescribed period and doesn't comply with the reminders, the case of Training Provider may be put to relevant authorities to declare the Firm as "Blacklisted".

- 13.6 Qualified training providers will not be authorized to outsource the services of contract.

14. COVID-19

- 14.1 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.

14.2 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.

15. MONITORING AND VERIFICATION

PSDF may introduce a new monitoring mechanism for trainers and trainees regarding registration, attendance, uniforms and bags receiving etc. through a biometric device which shall be bought by the Training Service Providers. The table below shows the number of devices which must be procured for each location:

Number of Trainees	Number of devices
1- 100	1
101 - 200	2
201 - 300	3
301 and above	With the same proportion as above

Note PSDF reserves the right to increase/decrease the number of devices with respect to the number of trainees. The decision of PSDF in this regard shall be final.

The payment of the device will be reimbursed during the course of the contract after verification from Monitoring Department on satisfactory execution of the contract. The details for the new mechanism will be briefed during pre-bid meeting.

SECTION B

DATA SHEET

Name of the Scheme	Industrial Training Program 2021
Name of Client	Punjab Skills Development Fund (PSDF)
District of Training Locations	All Districts of Punjab and its adjoining area
Target Number of Trainees	Total Trainee Target is 3000 for a year. PSDF may increase / decrease the set targets.
Time Schedule of the Training	Training is expected to start in October 2020 .
Sectors of the Scheme	Open to all sectors
Maximum trainees per Training Provider	20% of the total target of the scheme.
Districts of Trainees	The trainees for the scheme can be from any district of Punjab.
Target Group (Eligibility for Admission)	<p>Male or Female residents of any District of Punjab meeting the following criteria:</p> <ul style="list-style-type: none"> ✦ Between Age of 18 to 35. ✦ Must meet the entry qualification requirements as specified in respective training curricula. ✦ Must have CNIC with permanent or temporary residential address of Punjab. ✦ Must not have availed PSDF-funded training prior to enrolment. ✦ Must not be the permanent / contractual employee of Training Provider.
Candidate Selection	Candidate selection will be Training Provider's responsibility.
Implementation of Training	This scheme is for implementation of training in a formal manner and not in the form of attachment on work. A dedicated area will be required for theoretical and practical training. In special cases, conduct of training in production / workshop area may be allowed depending upon the curricula and machinery / equipment requirement.
Duration of Training	Duration of training should be up to 6 months.
Trainees per Class	TSPs should take into account SoPs for Social Distancing and provide a 6 feet gap between workstations, class rooms and labs. Minimum class size is 10 trainees. TSPs can stagger training hours to ensure social distancing protocols are met.
Minimum Conduct Hours	Minimum conduct hours per week are 30 (6 days x 5 hours daily or 5 days x 6 hours daily). Training provider may increase the training hours per day depending upon its shift hours.
Selection of Trades / Courses	Please refer to Letter of Invitation for Trade Selection. Training Provider is requested to submit proposals against trades keeping in view the employment target and enrolment challenges.

Testing and Certification	<p>PSDF has special arrangements for Testing and Certification with Punjab Board of Technical Education (PBTE).</p> <p>Testing / certification from Punjab Board of Technical Education (PBTE) will be preferred on completion of training in case implementation of training is as per approved curricula.</p>
Job Placement	<p>Training providers are expected to provide employment on completion of training. Minimum Employment commitment should be 50% of the trained persons. Industries / Establishments will be required to report employment of the trained persons which will be verified by independent monitors.</p>
Payment to Training Provider	<p>(a) Training Fee (b) Trainee Support Payments as detailed below</p>
Training Fee	<p>Financial bid will be based on training fee inclusive of all expenditures other than capital investment. It will include but not be 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 and Placement Costs ✦ Protective clothing (if any) ✦ Any other Cost in lieu of training
Taxes	<p>The following taxes are applicable or any other tax to be applicable in future.</p> <ul style="list-style-type: none"> • With Holding tax • PRA Tax
Trainee Support	<p>Fixed Stipend</p> <ul style="list-style-type: none"> ✦ @ Rs. 1,500 per trainee per month. ✦ PSDF may engage a third party for payment of stipend directly to trainees. <p>✦ Single uniform and a bag per trainee as per PSDF standard design & color to every trainee. One-time cost of Rs. 1,500 will be paid to the Training Provider for this purpose.</p>
Testing Fee	<ol style="list-style-type: none"> 1. PSDF will pay the testing fee directly to PBTE under special arrangements. 2. In case of self- certification, no fee on account of testing & certification will be paid to the Training Provider.
Validity of Proposal	240 days from last date of submission.
Submission of Proposal	For each trade / course, separate proposal is required.
Basis of Financial Evaluation	Bids will be evaluated on the basis of per trainee per month cost (inclusive of all applicable direct and indirect taxes). All applicable taxes should be mentioned in the financial proposal.

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Criteria for Evaluation of Proposals	<p> † Weightage of technical proposal = 80% † Weightage of financial proposal = 20% (Minimum Qualifying Technical Score = 65%) </p> <p>Financial Score (S_f) of proposal</p> $S_f = 100 * \frac{\text{Lowest Price}}{\text{Price of Proposal Under Consideration}}$
	<p> $Overall\ Score(S) = S_t * T + S_f * P$ $= S_t * 0.80 + S_f * 0.20$ </p>
Multiple Training Providers	Client may select multiple Training Providers following the methodology mentioned under para 9 of the instructions, in case the top-ranked Training Provider does not have the capacity to meet the target number of trainees in the relevant trade.
Any Special Condition	PSDF may relax one or more conditions of the RFP under notice to all shortlisted Training Providers.
Bank Guarantee	Mobilisation Advance equal to 10% of the contract value against irrevocable Bank Guarantee to be adjusted in instalments (maximum five).
Training Facilities	<p>The Training Provider shall ensure availability of all trade- related equipment specified in relevant curriculum in such a manner that all trainees are able to perform practical simultaneously and independently.</p> <p>All training facilities are subject to inspection.</p>
Means of Communication	Formal communication between PSDF and Training Providers may be made through letter or email.
Contract Extension	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.
Performance Evaluation	<ul style="list-style-type: none"> • It is suggested that Training Provider should select trades keeping in view their business activity, trainee mobilization & placement challenges. • Performance of the Training Provider will also be evaluated on the basis PSDF Monitoring Framework and also meeting the employment commitment. Poor performance will affect selection of the Training Provider in PSDF future schemes and extension of contract. As such Training Providers are advised not to overestimate their enrolment & employment capacity.

Clarification Requests	Requests addressed to Client's Representative/Contact Person in writing can be received before 12th August, 2020; 05:00 PM.
Client's Representatives/ Contact Persons	<p>Muhammad Sherjeel Usmani Manager Program Development E: Sherjeel.Usmani@psdf.org.pk M: +92-333-585-8329</p> <p>Usama Siddiqui Management Associate Program Development E: usama.siddiqui@psdf.org.pk M: 0333-4816787</p>
Procurement Related Clarification	<p>Sahar Nadeem Assistant Manager Training Partner Sourcing & Contracting sahar.nadeem@psdf.org.pk Evaluation@psdf.org.pk 042-111-11-7733 Ext: 111</p>
Capacity Building / Pre- Proposal Conference	Capacity building / pre-proposal workshops would be conducted in order to guide the organisations for preparing the RFP Document effectively. Date and venue of the conference will be communicated to Training Provider via Email. It is highly encouraged to attend the capacity building conference.
Last Date of Submission of Bidding Documents	18th August, 2020 at 05:00 PM.
Submission Address	RFP documents will be received through courier and should be addressed as under: Secretary Training Service Selection Committee Industrial Training Program 2021 Punjab Skill Development Fund, 21-A, H Block, Dr. Mateen Fatima Road, Gulberg II, Lahore

SECTION C

TERMS OF REFERENCE

Responsibilities of Training Providers are to:

1. Mobilise the trainees, conduct marketing campaigns, build interest in skills training and invite applicants for the skills training according to the eligibility criteria defined by PSDF.
2. Select only eligible trainees who have CNIC with permanent or temporary residential address of any district of the Punjab.
3. Select only those candidates who have not previously been trained through PSDF funding and are not already registered in PSDF database.
4. Arrange properly equipped training facilities as per curriculum requirements and/or equipment list mentioned in the curriculum. It includes machinery, equipment, tools, classroom & lab / workshop furniture and other basic facilities (e.g. washrooms, back-up power, drinking water etc.). In case of deficiency, arrange additional training facilities as per requirement.
5. Engage competent and qualified instructors and support staff as per provided CVs (qualification and experience) mentioned in the curriculum.
6. Get the facilities and arrangements inspected by PSDF before start of training.
7. Ensure provision of vocational skills training in approved skills/trades using the curriculum approved by relevant authority and following the agreed parameters.
8. 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).
9. Development/printing of training manual(s), if already not available.
10. Manage provision of standardized uniforms and bags as mentioned under Trainee Support.
11. Manage a transparent system of payment of stipend to trainees in a timely manner according to notified rates as per Contract (all records to be maintained). PSDF may engage a third-party Training Provider for disbursement of stipend directly to trainees.
12. Establish a system for providing reports to PSDF within stipulated time through email or on a web-based data management system.
13. Facilitate and provide access to PSDF monitoring team for the monitoring of training.
14. Maintain separate bank account and financial records relating to the PSDF assignment(s).
15. Assist any PSDF partner in carrying out a tracer study / evaluation of the trained persons.

16. Arrange testing and certification from the relevant accredited certification body.
17. Arrange printing of provisional certificates as per the format approved by PSDF.
18. Arrange a simple graduation ceremony and distribute certificates to successful graduates on course completion and inform PSDF at least one week before the event.
19. 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).
20. Display prominently banners / sign boards relating to the training, after approval by PSDF.
21. Any other obligation agreed in the Contract.
22. The Training Provider will be responsible for certain deliverables, including progress reporting, as per requirement of the project.
23. The Training Provider will be responsible for following the SoPs implemented by the Government and PSDF to ensure the safety and well-being trainees.

Responsibilities of Punjab Skills Development Fund are to:

1. Provide funds to meet training expenses as pertaining fee, 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. Bear costs on account of publicity as considered appropriate by PSDF management.
7. 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 Programs funded by PSDF at different forums, if required.

Summary of Evaluation Criteria

Component		Organization with Trades already Funded by PSDF	New Organization or Old Organization with New Trades
Quality of Training	Financial Health	10	25
	No. of Employees (Permanent / Contractual / daily Wagers) working	10	10
	Availability of Tools & Equipment	20	25
	Dedicated Area for Theoretical Training	5	5
	Practical Area (Earmarked / Identified)	5	10
	Past Experience of Training	5	5
	Placement Reporting	5	0
	Placement of Training	20	0
Capacity of Organization	Trainer	15	15
	Management Team	5	5
Grand Total		100	100

Detailed Evaluation Criteria

Component		Organization with Trades already Funded by PSDF	New Organization or Old Organization with New Trades
Financial Health	Bank Statement		
	Total Credits/Debits	10	25
	Maximum marks will be awarded for Total Credits/Debits of 30 Million . Marks Proportional to that will be awarded		
	Financial Statement		
	Turnover / Gross Sales	10	25
	Maximum marks will be awarded for Annual Turnover / Revenue / Gross sales of 60 Million and Above. Marks Proportional to that will be awarded		
	Subtotal	10	25
	Note: Financial health will be evaluated on the basis of the documents submitted at the Pre-Qualification stage.		
No of Employees (Permanent / Contractual) Working	Total Number of Permanent, Contractual Employees, Project Base Including Daily Wagers will be analyzed through Documentary Evidence. This may also be verified by Third party evaluation firm appointed by PSDF.		
	if Employee Count is:		
	>= 25 but less than 50	5	5
	>= 50 but less than 100	7	7
	>=100	10	10
Subtotal	10	10	
Availability of Equipment	Fully Equipped Workshop/Lab	20	25

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	available (up to 90 % and above)		
	Partially equipped workshop / lab (with 80 % to 89 % Tools & Equipment)	17	22
	Partially equipped workshop / lab (with 70% to 79 % Tools & Equipment)	13	18
	Partially equipped workshop / lab (with 60% to 69 % Tools & Equipment)	10	15
	Partially equipped workshop / lab (with 50 % to 59 % Tools & Equipment)	7	12
	Partially equipped workshop / lab (with less than 50 % Tools & Equipment)	0	0
	Workshop / lab will be established after award of contract	0	0
	Subtotal	20	25

Note: Average Marks will be awarded in case of Multiple Locations. Location with less than 50% Tools and Equipment will be dropped in case of Multiple Location while taking Average.

PSDF may conduct Multiple Visit to verify the Tools and Equipment at the Proposed Location.

The percentage of available equipment will be determined using the available capacity to a minimum of 10 (out of 25). The capacity of trades will be reduced accordingly.

Dedicated Area for Theoretical Training	3 Marks will be awarded if an organization has a dedicated area for the theoretical training of the trainees at a particular location.	3	3
	2 Mark will be awarded if dedicated area is also furnished	2	2
	Subtotal	5	5

Earmarked / Identified Practical Area	Dedicated Area/location for Practical Training of the Trainees.	5	10
	Earmarked/identified practical area for practical training within the premises.	4	8
	Otherwise	1	2
	Subtotal	5	10

Past Experience of Training	Max 5 Marks will be awarded for Training of 25 Individuals. Marks proportional to that will be awarded.		
	Sub Total	5	5

Note: If TSP has work experience with PSDF then marks of training will be awarded as per the Previous Performance. Recent Evaluation carries 70% weightage and past Performance Evaluation Carries 30%.

If Claimed Experience is Not of PSDF then, Above Listed Scoring Criteria will be Used. Documentary evidence must be attached for Training of Individuals. It may include hiring note/ pay slip / offer letter/ advertisement / training conducted for Other Agency or any other relevant Document etc.

Zero marks will be awarded if claimed experience does not lie in same or similar category.

Placement Reporting	Maximum 5 Marks will be awarded if Organisation has previously reported the placement of its trained trainees. 0 Marks will be awarded otherwise.
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	Subtotal	5	0
Placement of the Trainees in the Past	Past Employment Performance (Past Employment Performance against the commitment will be marked. Performance Achieved * 20)		
	Subtotal	20	0
<p>Note: New trade of an Old Training Provider will be treated as new in placement section. Trade proposal of a training provider will be considered disqualified in case it fails to score minimum qualifying score (65%) in placement section</p>			
Trainer's CV			
Qualification	2 Levels above Qualification Required for Trainee Induction / Relevant Diploma or Degree	7	7
	1 Levels above Qualification Required for Trainee Induction	5	5
	Otherwise	0	0
Relevant Experience	Maximum of 4 marks will be awarded for 5 years of Professional / Teaching experience. Marks proportional to that will be awarded	8	8
	Subtotal	15	15
<p>Note: In case Employment Letter with Existing TSP is not attached then 50% Marks of that experience will be deducted. In case copy of Qualification is not attached, then 50 % marks will be deducted. In case Trainer is not Present at the time of inspection, then Marks will not be awarded. However, in case of Proper Reason of absence, his file must be presented containing copies of CNIC, Degree(s), Experience Certificate(s) etc. by Training Provider at the time of Field Visit.</p>			
Management Team	5 Marks of Management Team will be given from the Marks obtained in the Pre-Qualification Document Under the Management Team Section.		
	Subtotal	5	5

Annexure A

SOPs for Industrial Training Partners - POST COVID-19.

- 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	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
	Maintaining 3 feet distance among individuals during entry and exit.	Demarcation on the floor to avoid entrance of individuals in groups
	Sanitization at entry and leaving the training premises.	Install hand sanitizers at entry points and sanitizer spray for the belongings
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
		Clear plastic sneeze guards should be provided to staff members, trainees, and trainers
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.
	Centre in-charge/ campus managers should take precautionary measures to avoid overcrowding in classrooms, laboratory, waiting area and cafeteria	Rest break will not be given simultaneously to all the trainees/trainers/staff of training premises and trainees/trainers/staff shall maintain a social distance of 3 feet. TPM will physically verify and record the schedule provided by TSP during field visit.

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		Modify cafeteria seating to keep trainees at least 3 feet apart in order to discourage people from eating together in groups
	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
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/mopped 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.
Disinfection of Tools & Equipment	Lab equipment and tools must be disinfected with alcohol-based disinfectant	Proper log of disinfection should be maintained for tools and equipment in unit or lab
	Raw material like steel, wood, cloth, iron, plastic, and disassembled parts of machinery shall be properly sanitized and disinfected before entry to an institute or industrial unit premises.	Log of disinfection should be maintained at entry points of training premises
		Availability of additional hand sanitizes and wipes near all type of machinery/ equipment
Transportation	Disinfection of vehicles	Institute or factory owned buses and coasters used for transportation of trainees and staff will be disinfected from inside and outside upon arrival and maintain the record.
		All the vehicles entering or exiting the training premises having finished goods/ raw material items/ any other items shall be disinfected and record of the disinfected vehicle to be maintained at the gate office
Hostel/Accommodation Facility (If Applicable)	Guidelines of social distancing and other related precautions must be displayed and observed in trainee's accommodation	Display posters of precautionary measures at prominent places
		General chlorination spray in complete premises shall be carried out once every day
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