

# PUNJAB SKILLS DEVELOPMENT FUND

## TENDER DOCUMENT

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HIRING OF A COMPANY/FIRM TO PROVIDE  
INTERNATIONAL MOBILE BASED MICROLEARNING  
SOLUTION

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**October 2020**



**Submission Date for Sealed Bids: on or before 11:00 AM, November 13, 2020**

21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore, Pakistan

UAN: 042-111-11-PSDF (7733) | Toll Free:0800-48627 (HUNAR) | Website: [psdf.org.pk](http://psdf.org.pk)

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### 1) Invitation to Bid:

Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan. PSDF was established in 2010 as a not-for-profit company set up under the Companies Ordinance 1984 by the Government of the Punjab in collaboration with Foreign, Commonwealth and Development Office (FCDO). Sealed bids/proposals will be invited from established companies/firms to Provide International Mobile Based Microlearning Solution (hereafter called as bidders) for PSDF funded trainees. All interested and eligible bidders are requested to provide relevant information and supporting documents as mentioned in the tender document.

### 2) Instructions to Bidders:

The selection of firm/company will be based on **Least Cost Selection Method through Single Stage Two Envelopes bidding procedure.**

- a) The bid shall be a single package consisting of two separate envelopes, containing separately financial and technical proposals. The envelopes shall be marked as “Financial Proposal” and “Technical Proposal”.
- b) In the first instance, the “Technical Proposal” shall be opened, and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of PSDF.
- c) PSDF shall evaluate Technical Proposal in a manner prescribed in section-09 given in the document, without reference to the price and condition shall reject any proposal which does not conform to specified requirements.
- d) During the technical evaluation, no amendments in the Technical Proposal shall be permitted.
- e) After the evaluation and approval of the technical proposals, the fund shall open the financial proposals of the technically responsive bids, publicly at a time, date and venue announced and communicated to the bidders in advance.
- f) The financial bids found technically non-responsive shall be returned un-opened to respective bidders.
- g) The Technical and Financial Proposal will be evaluated based on PSDF’s evaluation criteria as provided in section-09 and 10 of document.
- h) This document has different sections carrying information of eligibility, technical evaluation, Scope of work, conditions of tender and form of contract etc. to assist potential bidders to develop their Technical Proposals. Bidders those found eligible and qualify in technical evaluation will be short-listed for financial bid opening.
- i) Minimum passing marks are 65 in technical evaluation, a bidder who shall obtain minimum 65 marks or more shall be marked as technically qualified and shall be considered for financial bid opening.

### 3) Conditions for Eligibility:

The bidders, fulfilling the following criteria, shall be considered eligible for further bidding process.

1. Evidence of the bidding firm/company's registration/Incorporation is required (Copy of certificate of incorporation/company registration certificate is required)
2. Provide National Tax Number (NTN) and GST/ PST, (if applicable) in the name of the Organization (Copy of Registration is required).
3. The Firm/Company should be an Active Taxpayer as per "Active Taxpayer List" of FBR (Proof Required)
4. Affidavit on stamp paper, declaring that the company is not blacklisted by any autonomous body/government/semi-government or any organization. (Original required)
5. The proposed platform must have online training courses available (Provide evidence to verify required information)
6. The bidder shall provide declaration on stamp paper that company shall pay for licences through legal channel. (Original Stamp paper required)

If the bidder fails to provide information as per the above mentioned or does not fulfil the requirement of, "Eligibility Criteria Checklist" (**Annexure B**) shall be disqualified and declared ineligible from the further bidding process and its technical evaluation will not be carried out.

**Note (Please mark the supporting documents for Eligibility Criteria Checklist)**

### 4) Scope of Work:

The following scope of work identifies the main tasks and responsibilities that the qualifying bidder would be expected to deliver upon, by working closely with the Program Design and Information Technology Department of PSDF:

Scope of work is further classified into below areas:

#### a) **Acquisition of International Mobile Based Microlearning Solution**

PSDF aims to train approximately 75000 trainees for one year. PSDF requires rotating licenses that can be turned if a trainee is inactive for a period as defined in the PSDF business rules. Also, each training program is expected to take 4 – 5 weeks to complete, so PSDF will require simultaneous 7000 licenses to complete the required number of 75000 trainee across the year. The rotating licenses will ensure that once a trainee completes the required training, another trainee can be onboarded through the same license to start their training.

The Firm/Company will be responsible for extending the usage of an International Mobile Based Microlearning Solution to PSDF that can also integrate with PSDF license management system for onboarding students and monitoring their performance through their APIs.

### 5) Deliverables:

#### a) **Licenses:**

- i) Firm/company will provide 7000 rotational/rollable licenses for the training of 75000 trainees for one year.

#### 6) Condition for Contract /General Guidelines:

The successful bidder shall agree to the following terms of references to provide Services to PSDF:

- a) PSDF reserves the right to award or not to award this contract and bidders who fail to submit complete and attach all the relevant documents shall be disqualified. No tender document shall be accepted, **if not properly sealed, marked, signed, and stamped.**
- b) PSDF shall be entered into a formal contract with the successful bidder only and reserves the right to terminate the contract if the performance of Bidder is unsatisfactory.
- c) Bidders to ensure that their bid documents are submitted before the closing time and date of the tender. **Bids received after closing time and date will NOT be considered.**
- d) All documents and information received by PSDF from bidders will be treated in strictest confidence. Documents submitted to PSDF will not be returned.
- e) All expenses related to participation in this bidding document shall be borne by the bidder.
- f) Only short-listed bidders fulfilling the eligibility criteria will be considered for technical evaluation.
- g) PSDF can decrease the number of licenses based on its own requirements.
- h) PSDF may purchase further licenses on the same cost, terms, and conditions for another year.
- i) The firm/company will ensure these licenses are purchased for PSDF only and are not utilized or provided to any other organization.
- j) Documents shall be submitted in hard copies in a sealed envelope marked as “PROPOSAL” as a hard copy in a sealed envelope for **“Hiring of Company/Firm to Provide International Mobile Based Microlearning Solution.”** The envelope containing separate hard copies of the technical and financial proposal shall be received on the postal address given below.

#### **Procurement Department**

Punjab Skills Development Fund,

21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore

E-mail: [Procurement@psdf.org.pk](mailto:Procurement@psdf.org.pk) Phone: +92-42-35752408-10, Fax: +92-42-35752190

- k) PSDF reserves the right to request submission of additional information from applicants to clarify/further understand aspects of the technical proposal if required. PSDF also reserves the right to verify any information provided by the applicants.
- l) PSDF has the right to visit business premises to verify the information shared in tender documents. Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.
- m) **Questions about this bidding document can be made only in writing through a letter or E-mail: at [Procurement@psdf.org.pk](mailto:Procurement@psdf.org.pk) and must be asked before 05:00 PM, November 06, 2020.**

Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the PSDF will not be responsible.

#### **7) Form of Contract:**

- a) The successful bidder shall sign and execute the standard contract of PSDF including any general conditions on the terms and conditions specified therein. Any amendment to the standard contract shall be made with the mutual consent of both parties.
- b) The successful bidder will sign a contract and will provide the agreed services within the stipulated agreed time of issuance of the Purchase/Service Order.
- c) The duration of the contract shall be 1 year; however, it can further be extended up to 1 year based on the satisfactory performance of the bidder with the mutual consent of both parties on the same terms and conditions.
- d) If PSDF cancels the contract during the contract period, a notice period of 1 month will apply.
- e) In case of any dispute regarding services, the decision of the PSDF shall be final & binding.
- f) The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PSDF shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds.
- g) All taxes will be deducted in accordance with the applicable laws.
- h) The bid shall remain valid for the period of **120 days** from the date of bid opening
- i) Any delay in delivery of Services as per the agreed time frame mentioned in the scope of work and deliverables will be subject to a penalty @1% per day, up to a maximum of 10% of the Total Contract Value.

#### **8) Delivery Timelines or Completion Date**

The final shortlisted firm/Company will ensure the availability of the licenses for PSDF's trainees within one month of signing the contract.

#### **9) Technical Evaluation Criteria**

This document is governed by the procedure approved by PSDF management. The technical proposal of eligible organizations will be evaluated against the requirements specified in the "Annexure – E".

#### **10) Financial Evaluation Criteria**

The financial proposals of only eligible bidders with technically responsive (scoring minimum 65 marks) will be opened in the presence of all the bidders participated in the tender. All bids shall be opened by the evaluation committee publicly in the presence of the bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding. Chairperson or member of the evaluation committee shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders shall sign an attendance sheet at the time of bid opening.

Please provide information regarding Financials in **Annexure – F**”.

**11) Submission of Bids (Technical and Financial Proposal): -**

Complete bid containing Technical and Financial proposal along with Bid Security with all the required information and documentary evidence must be submitted before the closing date i.e. 11:00 AM, November 13, 2020. Technical proposals will be publicly opened on the same day i.e. 11:30 AM November 13, 2020, in the presence of bidder’s representatives who wish to attend it. Bid Security of disqualified bidders will be returned after awarding the business to a successful bidder.

a) **Bid Security**

Bid Security of Rs 5000 (Five Thousand) in the form of pay order or demand draft favouring Punjab Skills Development Fund shall be submitted along with the proposal. The Bid Security should be valid for a period not less than 6 months and must be enclosed in a financial bid.

b) **Cover Letter for the Submission of Technical Proposal**

A cover letter as specified in **Annexure H** shall be submitted with the proposal.

**Note: Please provide the required Information/Response to all Annexure mentioned in this document and mark them while submitting the bid.**

**Annexures**

**Annex – A (Organization Information)**

Organization Information		
Sr #	Required Information	Response
1	Legal name of the organization	
2	Year of Registration / Establishment of the Organisation	
3	National Tax Number	
4	General / Punjab Sales Tax Number	
5	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation
		Section 42 Company
		Public Ltd. Company
		Private Ltd. Company
		Private Partnership Firm
		Others (Please specify), should not be a sole proprietor
6	Name and designation of 'Head of Organization'	
	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of organization:	
	Website address:	
7	Name and designation of 'Contact Person':	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	
8	Address of organization	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	



**Annex – B (Eligibility Response Check List)**

Eligibility Check List				
Sr. No.	Eligibility Criteria Details	Evidence/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	Evidence of the bidding firm/company's registration/Incorporation is required	(Copy of certificate of incorporation/company registration certificate is required)	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide National Tax Number (NTN) and GST/ PST, (if applicable) in the name of Organization	(Provide a copy of registration)	<input type="checkbox"/>	<input type="checkbox"/>
3	The Firm/Company Should be an Active Taxpayer as per "Active Taxpayer List" of FBR	(Proof Required)	<input type="checkbox"/>	<input type="checkbox"/>
4	Affidavit on stamp paper, declaring that the company is not blacklisted by any autonomous body/government/semi-government or any organization	(Declaration on stamp paper)	<input type="checkbox"/>	<input type="checkbox"/>
5	The proposed platform must already be providing online training courses and certifications from world-wide top-ranking universities	(Provide evidence to verify required information)	<input type="checkbox"/>	<input type="checkbox"/>
6	The bidder shall provide declaration on stamp paper that company shall pay for licences through legal channel.	(Original Stamp paper required)	<input type="checkbox"/>	<input type="checkbox"/>

**Annex – C (Relevant Experience)**

Relevant Experience		
Sr. #	Required Information	Response  (Please provide exact information with organization name, location/s and duration)  Provide data in sequence given below
1	Name of platforms or access to platforms acquired so far	i.
		ii.
		iii.
		iv.
2	Start and end dates of providing platforms/licenses to platforms to different companies (For example – Jan 2009 to July 2019)	i.
		ii.
		iii.
		iv.
3	Services/platforms provided to Number of companies/firms	i.
		ii.
		iii.
		iv.
		v.
		vi.

**Annex – D (Platform)**

<b>Platform Related Information</b>		
<b>Sr. #</b>	<b>Required Information</b>	<b>Response</b> <b>(Please provide exact information)</b>
1	Name of International Mobile Based Microlearning Solution	
2	Number of Courses available on the platform	
3	Platform has content available in Urdu and English	

**Annex – E (Technical Evaluation Criteria)**

Technical Evaluation Criteria				
Sr #	Descriptions	Total Points	Categorized Points	Remarks (Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded)
<b>1</b>	<b>Similar Experience</b>	<b>20</b>		
	Acquired access/licenses to 5 or more world-wide SaaS / Non-SaaS Software Providers		20	Documentary proof (copies of contract or work order with contact details of clients or partnership certificate or Pay Orders) should be furnished.
	Acquired access/licenses to 3 world-wide SaaS / Non-SaaS Software Providers		10	
<b>2</b>	<b>International Mobile Based Microlearning Solution - Courses</b>	<b>20</b>		
	Proposed International Mobile Based Microlearning Solution has over 200 world-wide courses /certifications available along with access to curate and host training courses		20	Provide evidence to verify required information
	Proposed International Mobile Based Microlearning Solution has less than 150 but more than 100 courses/certifications available with access to curate and host training courses		10	
	Proposed International Mobile Based Microlearning Solution has less than 100 courses/certifications available with access to curate and host training courses		0 (Zero)	
<b>3</b>	<b>International Mobile Based Microlearning Solution – Language Support</b>	<b>20</b>		
	International Mobile Based Microlearning Solution has content in		20	Provide evidence to verify required information

	Urdu and other local Languages as well as English			
	International Mobile Based Microlearning Solution has content in English only		10	
	International Mobile Based Microlearning Solution does not have content available but supports different languages		0 (Zero)	
<b>4</b>	<b>Financial Capability</b>	<b>20</b>		
	Annual revenue/turnover of the company should be greater than Rs. 60 million		20	Copy of last financial audit report 18-19 done by ICAP registered auditing firm or tax return of last year 18-19 or 19-20
	If annual revenue/turnover is less than or equal to Rs. 50 million but greater than 30 million		10	
	If annual revenue/turnover is less than or equal Rs.20 million but greater than 10 million		5	
<b>5</b>	<b>General Experience</b>	<b>20</b>		
	Firm/Company has equal to 10 years or more experience of acquiring access to world-wide IT platforms and providing access to different organizations		20	Documentary proof (copies of contract or work order with contact details of clients) should be furnished.
	Firm/Company has more than 5 years but less than 10 years of experience of acquiring access to world-wide IT platforms and providing access to different organizations		10	
	Firm/Company has more than 3 years but less than or equal to 5 years' experience or less of acquiring access to world-wide IT platforms and providing access to different organizations		05	
<b>Total Technical score</b>		<b>100</b>		

**Annex – F (Financial Proposal)**

Financial proposal shall be submitted as per the below table and in compliance to scope of work and deliverables.

SR #	Description	Percentage (where applicable)	Amount (USD)
A	International Mobile Based Microlearning Solution for 7000 licenses to cater 75000 trainees through rotation/rollable		
B	Services/ Management Fee:		
C	All Applicable Taxes: (mention applicable taxes)		
A+B+C	Total Financial Cost (in Figures)		
	Total Financial Cost (in Words)		

**Business award:**

Business will be awarded based on the following

- Business will be awarded based on least Cost Selection Method

**Payment Terms:**

- Payment shall be subject to the satisfactory provisioning of the services.
- Platform invoice must be provided for proof of payment.
- All payment shall be made in PKR after the applicable taxes.
- TT selling exchange rate of State Bank of Pakistan will be applied on the date of invoice.

**Annex – G (Declaration)**

I, \_\_\_\_\_ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects.
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name: -	
Designation: -	
Signatures: -	
Date and Place: -	

**Annex – H (Cover Letter)**

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guidelines]

**Re:** Technical Proposal in respect of [Hiring of Firm/Company to Provide International Mobile Based Microlearning Solution]

Dear Sir,

We offer to provide the Services for [Hiring of Firm/Company to Provide International Mobile Based Microlearning Solution] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the delivery of services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory: