

# **PUNJAB SKILLS DEVELOPMENT FUND**

## **INVITATION FOR EXPRESSION OF INTEREST (EOI)**

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“Hiring of Firm for Third-Party Bid Evaluation Services”

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**January 2020**



**Submission Date for EOI: January 31<sup>st</sup>, 2020 before 03:00 PM**

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

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## 1) Background

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 Punjab (GoPb) in collaboration with UK's Department for International Development (DFID). PSDF also exclusively manages the skills training funding of the World Bank.

PSDF's purpose is to shape the future and well-being of our poor and vulnerable youth by giving them access to skills training of the highest standard so they can find sustainable employment and income-generating opportunities in Pakistan and beyond.

PSDF started its operations in the 4 poorest districts of Punjab. Since 2016, The geographical remit has expanded to the entire 36 districts of Punjab. PSDF has trained almost 300,000 underprivileged youth across Punjab, which includes 180,000+ male and 110,000+ female graduates. These graduates have been trained in approximately 250 demand-driven and market relevant trades across 10 sectors.

PSDF has played a leadership role in creating a skills training market with 90% training partners in the private sector. With 400 training partners that deliver training on behalf of PSDF, out of which over 150 are businesses across the 10 sectors. PSDF has adopted an output-based funding mechanism where it funds contract-to-completion outputs as well as completion-to-income generation outcomes.

## 2) Invitation to Expression of Interest

PSDF is soliciting Expression of Interest from consulting firms to conduct a Third-Party Bid Evaluation Services. In this regard, the consulting firm will perform Bid Evaluation Services as mentioned in the scope of work / terms of reference.

### a) Eligibility Conditions (qualification criteria)

The Consulting firm submitting proposals should have the following eligibility for qualifications:

- i. Should be a legal entity i.e. firm, (copy of incorporation or registration certificate is required)
- ii. Must be **(SBP Category "A")** auditing firm.
- iii. Provide National Tax Number (NTN) and General (GST)/ Provincial Sales Tax (PST), (if applicable) in the name of Organization and provide a copy of registration
- iv. Active Taxpayer as per **"Active Taxpayer List"** of FBR.
- v. Affidavit on stamp paper, declaring that firm is not blacklisted by any Government / semi government / autonomous body / agency / authority / organization. (Original required)

***Note: Consortium will not be permitted. Incomplete, unsigned/unstamped/unbind or late EOIs will not be accepted.***

## **b) Other Necessary Information**

### **i. Expression of Interest (EOI) Document**

The Interested firm can obtain EOI document containing all details, shortlisting criteria and terms & conditions, from PSDF website

(<https://www.psdof.org.pk/downloads/#tabservice-procurement>) and PPRA website ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)).

### **ii. b. Acceptance or Rejection of EOI**

The competent authority may reject all EOI at any time prior to the Request for Proposal (RFP). The procuring agency shall upon request communicate to any interested consulting firm, the grounds for its rejection of expression of interest, but shall not be required to justify those grounds.

## **3) Time Schedule for Submission of Expression of Interest (EOI)**

Complete EOI containing all required information & documentary evidences must be delivered to **Procurement Department**, PSDF, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore in a sealed packet and submitted before **03:00 PM January 31, 2020**. EOI will be publicly opened on the same day i.e. **January 31, 2020 at 3:30 PM** in the presence of consultant firm representatives who wish to attend the EOI opening.

Kindly fill the following necessary annexures required for the qualification criteria and attach the supporting documentary evidences as mentioned in each annexure;

Annex – A:	Firm Information
Annex – B:	Eligibility Response Checklist
Annex – C:	Evaluation Criteria
Annex – C-1:	Key Management Staff of the Firm
Annex – C-2:	CV of Proposed Key Management Team
Annex – D:	Relevant experience of the Firm
Annex – E:	Cover Letter for the Submission of Expression of Interest

## **4) Instruction & Guidelines for Consulting Firms**

- PSDF wishes to shortlist the interested firms through the EOI, and only short-listed firm(s) will be invited to submit Technical and Financial Proposals through Request for Proposal (RFP). Quality & Cost Based Method will be adopted for the selection of the firm at RFP stage.
- All documents and information received by PSDF from applicants will be treated as strict confidential.
- Documents submitted to PSDF will not be returned.
- All expenses related to participation in this EOI shall be borne by the firm.

- e) The envelope containing hard copy of EOI shall be received in PSDF office at Lahore.
- f) EOI received after closing time shall not be accepted and returned without opening.
- g) PSDF reserves the right to request submission of additional information from applicants to clarify/further understand, if required.
- h) PSDF reserves the right to verify any information provided by prospective bidders. **False information will lead to disqualification and the organization will be barred for bidding in PSDF schemes/projects.**
- i) PSDF will evaluate the EOI of eligible organizations based on their capacity, previous experience, qualification and competence of key professional staff of core team **annexure B, C-1 & C-2.**
- j) PSDF will notify to the short-listed consulting firms (**found eligible and scoring more than 65 marks in their evaluation**) and request for proposal (RFP) document will be issued to them accordingly.
- k) Any clarification requests may be made in writing or through e-mail to the following contact person.

**Procurement Department**

Punjab Skills Development Fund

21-A, H-Block, Dr. Mateen Fatima Road,

Gulberg-II Lahore –Pakistan

E-mail: Procurement@psdf.org.pk

Tel: 042-35752408-10

Fax: 042-35752190

## 5) Scope, Duties and Responsibilities of the Consulting Firm

Successful consulting firm shall provide complete scheme wise data backups including reports, scanned documents and all excel sheets, periodically to procurement team. Indicative scope of work is appended below, however, final scope of work shall be shared in Request for Proposal (RFP) to responsive firms in EOI.

### i. PSDF Program Procurement Process Highlights

PSDF have already outsourced the bid evaluation process for the training service providers. In order to meet the current & upcoming challenges PSDF intends to invite the potential consulting firm for the bid evaluation services. The steps of the evaluation of Bidding Document are listed below. Different steps involved in PSDF's procurement framework includes but not limited to the following:

1. Eligibility checks as per the eligibility criteria defined in Bidding Document.
2. Evaluation of Capacity and capability of the Organisations. The organisation which scores a minimum of 65 % marks in the relevant part is declared as responsive. These marks will be carry-forward in trade wise technical proposals evaluated.
3. The Training Service Providers (TSPs) that are declared as ineligible and non-responsive based upon the evaluation are allowed to submit the appeal against the evaluation

decision. The Grievance Redressal committee addressed to the complainants and considers appeals made by the (TSPs) and analyse the documents submitted by these service providers

4. The evaluation of trade wise proposals starts after the Grievance Redressal Stage. Trade wise technical proposals (along with inspection of training facilities) of eligible & responsive TSPs are evaluated.
5. Rejected parties at technical proposals evaluation stage which are rejected based upon the low scores or any other reason are provided a fair chance to apply for appeal as per PSDF Procurement rules. The Grievance Redressal committee address the complainants and analyse the documents submitted in order to take a decision in favour or against the applicant.
6. Financial bids are opened for technical proposals securing 65% or higher score.
7. After calculation of total score, training service providers are ranked on the basis of total score for each trade.
8. Contracts are awarded to the highest ranked organizations based upon the conclusion of technical, financial negotiation and acceptance of offer and so on.

## ii. **Scope of Work (phase wise)**

The scope of this assignment is segregated into three phases and firms are requested to go through and understand the scope of work with respect to each phase. The phase wise detailed responsibilities along with the deliverables of third-party evaluation firm are listed below.

### **Eligibility Check (Phase 1):**

It includes checking eligibility of the organization (TSP) as per the eligibility criteria mentioned in bidding document and segregating the ineligible applications. This phase includes the following tasks.

- a) Scanning of Bidding Document submitted by TSPs and sharing the soft copies as well as hard copies (after completion of evaluation) to PSDF in a format /packing agreed with both parties.
- b) Determining the eligibility status as per the eligibility criteria defined in the bidding document or carry out verifications, where needed. Developing working paper (explaining the rationale of eligible & ineligible organizations based upon the Bidding Documents submitted) and presenting it to PSDF Training Service Selection Committee for approval. Prepare ineligibility letters to ineligible TSPs. Firm should also work with PSDF to overall improve the criteria and always provide their recommendations on conclusion of every training scheme leading to improvement in the bidding process.

### **Responsiveness Check (Phase 2):**

Scoring of eligible Bidding Documents and segregating the responsive applications. This part of the assignment includes the following;

- a) Evaluation of eligible TSPs as per evaluation criteria mentioned in the bidding document
- b) Develop evaluation report based on the information available in the bids.
- c) Developing working paper to explain the rationale of responsive & non-responsiveness of organizations based upon the criteria and present it to Training Service Selection Committee for approval.
- d) Prepare disqualification / qualification letters to non-responsive TSPs
- e) Prepare working papers and support in conducting Grievance Redressal Committee meetings and drafting its minutes in consultation with PSDF.
- f) Trade shortlisting of responsive TSPs based on the criteria mentioned in the bidding document.
- g) Record proceedings of the committee and provide their recommendations in the light of procurement rules & procedures

**Trade wise Proposal Evaluation (Phase 3):**

The third phase consists of evaluation of trade wise technical proposals of eligible and responsive organizations only and conducting pre contract centre inspections accordingly. This part includes but not limited to the following;

- a) Scanning and sharing of scanned technical proposals with respect to trades with PSDF.
- b) Evaluation of technical proposals and shortlisting of qualified TSPs.
- c) Developing working paper (explaining the rationale of scoring of trade wise technical proposals evaluated – factual findings).
- d) Prepare disqualification letters to non-responsive TSPs and provide support in conducting Grievance Redressal meeting & drafting its minutes in consultation with PSDF
- e) Prepare working paper and support in conducting Grievance Redressal Committee meetings and drafting its minutes in consultation with PSDF.
- f) Assist PSDF in conducting financial bid opening of the qualified TSPs. PSDF will bear the financial responsibility for conducting the financial bid opening ceremony separately.
- g) Sharing of final evaluation results in desired format as agreed by PSDF.
- h) Prepare methodology of inspection for each trade and receive its approval from the committee and then conduct the center wise inspection
- i) Must evaluate the TSP capacity to conduct the training which should include the ongoing classes and spare capacity to conduct additional classes. Also recommend whether contract should be given or not based on the capacity & condition of the training location.
- j) After approval of the evaluation results by PSDF, assisting in preparation of offer letters to successful TSPs
- k) Developing appendices and any other relevant supporting sheet on the agreed format by PSDF.

- I) Drafting & printing of contracts which will be signed with training service providers.

### iii. **Scope of Work / Terms of reference after implementation of E-Tendering solution**

PSDF is in a process of implementing the e-tendering solution for its procurement related activities. Once the solution is implemented, tentative scope of work will be as follows;

#### **Eligibility Check (Phase 1):**

It includes checking eligibility of the organization (TSP) as per the eligibility criteria mentioned in bidding document and segregating the ineligible applications. This phase includes the following tasks.

- a) Determining the eligibility status as per the eligibility criteria defined in the bidding document or carry out verifications, where needed. Developing working paper (explaining the rationale of eligible & ineligible organizations based upon the Bidding Documents submitted) on the e-tendering solution and presenting it to PSDF Training Service Selection Committee for approval. Prepare ineligibility letters to ineligible TSPs through e-tendering solution.

#### **Responsiveness Check (Phase 2):**

Scoring of eligible Bidding Documents and segregating the responsive applications. This part of the assignment includes the following.

- a) Evaluation of eligible TSPs as per evaluation criteria mentioned in the bidding document
- b) Develop evaluation reports based on the information available in the bids.
- c) Preparation of results with the rationale of responsive & non-responsiveness of organizations based upon the criteria and present it to Training Service Selection Committee for approval on the e-tendering solution.
- d) Prepare disqualification / qualification letters through e-tendering solution to non-responsive TSPs (in Phase 2)
- e) Prepare working papers and support in conducting Grievance Redressal Committee meetings and drafting its minutes in consultation with PSDF.
- f) Trade shortlisting of responsive TSPs based on the criteria mentioned in the bidding document and make recommendations to Grievance Redressal Committee in the light of procurement rules & procedures. Record proceedings of the committee and provide their feedback on the recommendations according to the procedure.

#### **Trade wise Proposal Evaluation (Phase 3):**

The third phase consists of evaluation of trade wise technical proposals of eligible and responsive organizations only and conducting pre contract centre inspections accordingly. This part includes but not limited to the following;



- a) Evaluation of technical proposals and shortlisting of qualified TSPs on the e-tendering solution.
- b) Preparation of results with the rationale of scoring of trade wise technical proposals on the e-tendering solution.
- c) Prepare disqualification letters to non-responsive TSPs through e-tendering solution
- d) Preparation of supporting documents for conducting Grievance Redressal Committee meetings and drafting its minutes in consultation with PSDF. Assisting PSDF in conducting financial bid opening of the qualified TSPs. PSDF will bear the financial responsibility for conducting the financial bid opening ceremony separately.
- e) Sharing of final evaluation results in desired format as agreed by PSDF.
- f) Conducting pre contract center inspection for each trade and upload the data on the e-tendering solution
- g) Prepare disqualification letters to non-responsive TSPs & provide support in conducting Grievance Redressal meeting and drafting its minutes in consultation with PSDF.
- h) After approval of the evaluation results by PSDF, assisting in preparation of offer letters to successful TSPs
- i) Prepare methodology of inspection for each trade and receive its approval from the committee and then conduct the center wise inspection
- j) Must evaluate the TSP capacity to conduct the training which should include the ongoing classes and spare capacity to conduct additional classes. Also recommend whether contract should be given or not based on the capacity & condition of the training location.
- k) After approval of the evaluation results by PSDF, assisting in preparation of offer letters to successful TSPs
- l) Developing appendices and any other relevant supporting sheet on the agreed format by PSDF.
- m) Drafting & printing of contracts which will be signed with training service providers.

**Note: As per business need, PSDF reserves the right to opt any of the above scope of work / terms of reference or both at the time of signing the contract. Above mentioned is a tentative scope of work, however, in case of any change the revised scope of work will be shared at the time of floating of RFP to responsive firms.**

## 6) Evaluation/Selection Criteria

The evaluation/selection criteria for consulting firms is given in Annexure B and C.

## 7) Duration

Duration of contract shall be one-year and extendable up to two years, starting from the signing of the contract with PSDF.

## 8) Declaration

Kindly provide the declaration as per format provided below.

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

- all the information provided in the Expression of Interest (EOI) is correct in all manners and respects
- and I am duly authorised by the **Governing body/Board/Management** to submit this EOI on behalf of "[Click here and type the name of organization]"

<b>Name</b>	
<b>Designation</b>	
<b>Signature</b>	
<b>Date and Place</b>	

**Note:** Please attach documentary proof for authorization by the governing body/board/management.

**Annexures**  
**Annex – A “Firm Information”**

Firm Profile			
Sr. No.	Required Information	Response	
1	Legal name of the Firm		
2	Year of Registration / Establishment of the Firm		
3	National Tax Number		
4	Core business area/s of the Firm		
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Organisation	Sector
		Section 42	
		Public Ltd.	
		Private Ltd.	
		Partnership Firm	
	Others (Please specify)		
6	Name and designation of 'Head of Firm'		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of Firm:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

**Annex – B “Eligibility Response Checklist”**

Sr. No.	Necessary Eligibility Information	Response/Elaboration/Proof	
1	Should be a legal entity i.e. firm, copy of incorporation & registration certificate		Copies of required documents are attached
			Copies not attached
2	Must be <b>(SBP Category “A”)</b> auditing firm.		Copies of required documents are attached
			Copies not attached
3	Provide National Tax Number (NTN) and General (GST)/ Provincial Sales Tax (PST), (if applicable) in the name of Organization and provide a copy of registration.		Copies of required documents are attached
			Copies Not Attached
4	Active Taxpayer as per <b>“Active Tax Payer List”</b> of FBR.		Copies of required documents are attached
			Copies Not Attached
5	Affidavit on stamp paper, declaring that firm is not blacklisted by any Government agency/authority/organization. (Original required).		We solemnly declare that our firm has never been suspended/debarred or blacklisted.
			Our firm has been blacklisted once or more than once.

### Annex – C “Evaluation Criteria”

The firm who have not submitted the information required as in annexure B, shall be excluded and remaining complying firms would be evaluated according to following criteria.

Sr. No.	Evaluation Criteria	Total Marks	Marks Breakup	Response
1	<p>Worked for international donors / Government funded projects</p> <ul style="list-style-type: none"> <li>• Experience of Firm 5 years.</li> <li>• Experience of Firm 5-7 years.</li> <li>• Experience of Firm more than 7-9 years.</li> </ul>	20	<p>10</p> <p>15</p> <p>20</p>	<p>Attach relevant document (Evidence copies of Contracts/POs/Service Orders and client performance satisfactory Letter.) Also fill Annex-D</p>
2	<p>Qualification with same / similar prior experience of key management staff (based on minimum 3 members):</p> <ul style="list-style-type: none"> <li>• Project Director: Masters (16 years of education) or equivalent with more than 7 years of relevant or similar experience</li> <li>• Team Lead: Masters (16 years of education) or equivalent with more than 5 years of relevant or similar experience</li> <li>• Bid Evaluation Specialist: Masters (16 years of education) or equivalent with more than 3 years of relevant or similar experience</li> </ul>	30		<p>Provide details in Annexure C-1 and C-2 for CVs of key management staff i.e. (Project Director, Team Lead, Bid Evaluation Specialist). Also provide engagement letter. Marks will be given based on the provision of CV against all three positions of key management staff, otherwise no marks will be awarded.</p>
3	<ul style="list-style-type: none"> <li>• Working experience in development sector</li> <li>• Working experience in skills development or vocational training assignments</li> <li>• Experience in Bid evaluation</li> </ul>	25	<p>10</p> <p>10</p> <p>5</p>	<p>Provide documentary evidences / proofs of contract copies / service orders.</p>
4	<p>Office Outreach</p> <ul style="list-style-type: none"> <li>• Office only in Pakistan not in Punjab (3)</li> <li>• Office in Lahore (6)</li> <li>• Office in Lahore &amp; other parts of Punjab (10)</li> </ul>	10	<p>3</p> <p>6</p> <p>10</p>	<p>Need documentary evidence / declaration on firm’s letterhead.</p>

5	Annual Turnover/Total Income	15	5	Provide copy of audited financial statements of 2017-18 or latest period/Tax Returns of 2017-18 or late period.
	<ul style="list-style-type: none"> <li>Minimum Annual turnover PKR 125 million as per the latest Income tax return or audited financial statements.</li> <li>Annual turnover PKR more than 125 million but less than 150 million as per the latest Income tax return or audited financial statements.</li> <li>Annual turnover PKR equal to or more than 150 million as per the latest Income tax return or audited financial statements.</li> </ul>		10	
			15	

**Annex – C-1 “Key Management Staff of the Firm”**

Key Management Staff						
Sr. No.	Name of Management Staff	Designation	Qualification	Area of Expertise	Number of Years in Firm	Total Experience
1						
2						
3						
4						
5						

You may add more information, if applicable.

Note: In case of change in the identified key management staff, firm will have to provide the details of key management staff having same or equivalent qualification & experience and get prior approval from PSDF for such change.

**Annex – C-2 “CV of Proposed Key Management Team”**

*(Pl. also attach the detailed CV with the EOI)*

**1. Proposed Position** *[only one candidate shall be nominated for each position]:* \_\_\_\_\_

**2. Name of Firm** *[Insert name of firm proposing the staff]:* \_\_\_\_\_  
\_\_\_\_\_

**3. Name of Staff** *[Insert full name]:* \_\_\_\_\_

**4. Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**5. CNIC No** (if Pakistani): \_\_\_\_\_

**6. Education:**

<i>Degree</i>	<i>Major / Minor</i>	<i>Institution</i>	<i>Date (MM/YYYY)</i>

**7. Employment Record** *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

<i>Employer</i>	<i>Position</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>

**11. Detailed Tasks Assigned**  
*[List all tasks to be performed under this assignment]*

**12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**  
*[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]*

**1) Name of assignment or project & Location:** \_\_\_\_\_ **Cost of Project** \_\_\_\_\_

Date of Start \_\_\_\_\_ Date of Completion \_\_\_\_\_



Actual Time Spent on the Project: \_\_\_\_\_ in months.

Client: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

**2) Name of assignment or project & location: \_\_\_\_\_ Cost of project \_\_\_\_\_**

Date of Start \_\_\_\_\_ Date of Completion \_\_\_\_\_

Actual Time Spent on the Project: \_\_\_\_\_ in months.

Client: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

\*Please must attach certificate/evidence to prove experience and working on project.

**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
*[Signature of staff member or authorized representative of the staff]* Date: \_\_\_\_\_  
*Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_



**Annex – D “Relevant Experience of the Firm”**

Relevant Experience		
Sr. #	Required Information	Response
1	Name of the Client	
2	Scope of work performed	
3	In no more than 100-150 words please elaborate your role in relevant consultancy assignment	Attach a separate Page
4	Sector/Industry	
5	Key Deliverables	
6	Duration of consultancy assignment	

\* Please submit certificate/evidence that the work was successfully completed by the firm.

**Annex – E Cover Letter for the Submission of Expression of Interest**

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Data Sheet]

**Re:** Expression of Interest (EOI) in respect of [Insert title of assignment]

Dear Sir,

We offer to express our interest to conduct consultancy Services for [Insert title of assignment] in accordance with your EOI dated [Insert Date of Tender advertised].

We hereby declare that all the information and statements made in this expression are true and accept that any misinterpretation contained therein may lead to our disqualification. Our expression is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the 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: