

Punjab Skills Development Fund

Tender Document

Hiring of Head Hunting Firm

FEBRUARY, 2018



Submission Date for Sealed Bids: 9th February 2018

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

Phone: +92-42-35752408-10

Fax: +92-42-35752190

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1- Background: -

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit Company set up under the Companies Ordinance 1984 by the Government of the Punjab in partnership with Department for International Development (DFID) UK. Punjab Skills Development Fund is governed by an independent Board of Directors.

PSDF's vision is to improve income generation opportunities for the poor and the vulnerable population of Punjab by enabling skills development through promotion of a competitive skills training market. PSDF initiated its operations for the residents of four districts of southern Punjab and in year 2013, PSDF's geographical coverage was expanded to ten additional districts.

PSDF is not an implementing agency rather a fund and engages private, public and not-for-profit sector training service providers to deliver quality trainings in various trades. PSDF interventions are designed to stimulate market for skills-provision where training institutions would compete effectively through a competitive bidding process.

2- Invitation to bids: -

Sealed bids/proposals are invited from Headhunting firm/company (hereafter called as bidders) for the hiring of Headhunting services on behalf of PSDF. All interested and eligible bidders are requested to go through this Tender and provide the required information along with supporting documents mentioned in the Bid document.

3- Instructions to bidders: -

The selection of Headhunting firm/company will base on **Quality and Cost 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 envelope marked as "Financial Proposal" shall be retained unopened in the custody of PSDF. PSDF shall evaluate Technical Proposal in a manner prescribed in section - 10 given in the document, without reference to the price and condition shall reject any proposal which does not conform to specified requirements.
- c) During the technical evaluation no amendments in Technical Proposal shall be permitted.
- d) After the evaluation and approval of Technical Proposals, PSDF shall open Financial Proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.
- e) The financial bids found technically non-responsive shall be returned un-opened to the respective bidders.

- f) The Technical and Financial Proposal will be evaluated based on PSDF evaluation criteria as provided in section - 10 and 11 of this document.
- g) This document has different sections carrying information of eligibility, technical evaluation and terms of references, conditions of tender etc. to assist potential contractors to develop their Technical Proposals.
- h) Bidders those found eligible and qualify in technical evaluation will be short-listed for financial bid opening.
- i) Contract shall be awarded on quality and cost based method with combined evaluation of the Technical and Financial Proposals. **The weight of quality shall be 80% and 20 % weightage shall be given to cost.**
- j) Company/organization information shall be submitted as specified in annexure A.

4- Conditions for eligibility: -

The successful bidder, fulfilling the following criteria, will only be considered as eligible bidder for the bidding process of providing Headhunting services:

- a) Only principle should directly bid for the services. (evidence required).
- b) Headhunting Firm/Company should have at least ten (10) years of experience with national and multinational organizations of hiring mid to senior level positions such as (but not limited to) Directors, Head of Departments, Managers, Assistant Managers etc. (Provide Evidence)
- c) Headhunting Firm/Company should have its registered offices in Pakistan (Preferably in Lahore, Punjab). (Provide Evidence-letter head)
- d) Firm/Company's minimum annual turnover must be atleast 10 million PKR. (Provide last year tax returns or audit financial report)
- e) Evidence of company's registration / incorporation. (Copy required).
- f) Affidavit on stamp paper, declaring that company is not black listed by any Govt. agency / authority (Original required).
- g) National Tax Number (NTN), GST, PST (if applicable) in the name of Organization and registration evidence is required. (Copy required)

Note: Kindly fill all annexures (**C for relevant experience, and E for key management staff**) required to meet the above qualification criteria and attach all supporting documentary evidences, as mentioned in each annexure. Any, company/firm fail to provide information as per the aforementioned, "Eligibility Criteria" (**annexure D**) shall be dis-qualified from the Tender. Please sign the declaration form (**Annexure H**) and attach the same with your documents.

5- Scope of Job/Work: -

i. Assignment Objective

The Headhunting firm/company, during the course of assignment, will be responsible for recruiting senior level management positions as and when required.

ii. Deliverables:

The headhunting firm/company is expected to:

1. Present the HR Manager with at least 4 CVs that closely match the Position Requirements (Job Description) after carrying out the back-ground check
2. Conduct screening interviews prior to sharing potential candidate profiles
3. Write brief profiles of each candidate describing how s/he is a good fit for our organization and the position.
4. Coordinate interviews If PSDF management decides to accept the proposed candidates
5. Present other candidates if PSDF management rejects the CV of the all candidates. In any case interview of at least three candidates are to be carried out against each position
6. Present other candidates if the proposed candidates are not selected after the interview
7. The payment will be based on the joining of the candidate

iii. Qualifications

The headhunting Firm/Company wishing to be considered for the services described herein should have the following qualifications:

1. High-level professional networks, industry knowledge.
2. Knowledge and experience of identifying candidates as per organisation requirement.

iv. Direct Reporting

The consultant will report and work closely with the HR Manager and Head of Human Resources.

v. Time Frame and Level of Effort

PSDF will forward Job Description, of the required candidate, to the firm/company. The headhunting firm/company has to respond within two weeks of receiving the request and consequently share closely matching profiles/CV in required number of the candidates with PSDF. If no candidate CV is

approved, then 4 additional CVs are to be shared. If no candidates are hired after interviews, then headhunting firm will share CVs of the alternate candidates till the hiring process is completed and person joins the organisation.

6- Terms of Reference: -

Successful bidder shall be agreed on following terms of references to provide the Services.

- a) PSDF shall raise the Service Order for the hiring of Headhunting firm/company.
- b) There must not be any conflict of interest i.e. Headhunting firm/company must not be providing any assistance to any other person/entity in conflict with 'PSDF' so as to cause any sort of conflict of interest.
- c) **Contract period will be of one (1) year which may be extended on same rates and same terms & conditions on performance base evaluation.**
- d) Prices quoted shall remain valid for a period of 120 days from the opening of the financial proposal.
- e) All prices quoted must be inclusive of all taxes.
- f) Income tax and GST (if applicable) will be deducted in accordance with the provisions of Government Rules amended time to time
- g) **If the firm/company completely fails to provide the services within prescribed period of consultancy service delivery and doesn't comply with the reminders, the case of Headhunting Firm may be put to relevant authorities to declare the Firm as "Black Listed".**
- h) Payment of consultancy services will be made on the satisfactory completion of consultancy services i.e. joining of required employee.
- i) The Headhunting Firm/Company must response efficiently for providing Headhunting timely.
- j) The Punjab Skills Development Fund reserves the right to give multiple consultancy assignments at a time during contract period and reserves the right to increase or decrease the consultancy assignments during the contract period.
- k) In case of any dispute regarding services; the decision of the PSDF shall be final & binding.

7- Guidelines:

- a) All documents and information received by PSDF from applicants shall be kept confidential.
- b) Documents submitted to PSDF shall not be returned.
- c) All expenses related to participation in this bidding document shall be borne by the bidders.
- d) Documents shall be submitted in hard copies in a sealed envelope marked **as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL"** for services. The envelope containing hard copies of technical proposal and financial proposal shall be received on the postal address given below.

Postal Address:

Procurement Department

Punjab Skills Development Fund
21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore

E-mail: Procurement@PSDF.org.pk

Landline: +92-42-35752408-10

Fax: +92-42-35752190

- e) The closing date and time for receipt of bidding proposal is February 9th, 2018 before 11:30 AM.
- f) Unsealed proposals received thereafter, will not be accepted.
- g) PSDF reserves the right to request submission of additional information from applicants to clarify/further understand the aspects of Technical Proposal, if required.
- h) PSDF reserves the right to verify any information provided by the bidders.
- i) Questions about this technical proposal can be made only in writing, a letter or an e-mail and must be asked by or before date January 30th, 2018. Please contact Procurement Department for any other related information, if required.

8- Condition of Tender: -

Hiring of successful bidder shall be done in accordance with the PSDF's Procurement Policy subject to the following conditions:

- a) The PSDF reserves the right to award or not to award this contract.
- b) Bidders who fail to complete and attach all relevant documents shall be disqualified.
- c) No tender document shall be accepted, if not properly sealed and marked.
- d) The PSDF shall enter into a formal contract with the successful Bidder.
- e) The PSDF reserves the right to terminate the contract, if the performance of the Bidder is unsatisfactory.
- f) The PSDF has the right to visit the business premises to verify the information provided in the tender documents.
- g) It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing time and date of the tender.
- h) Bids received after closing time and date will NOT be considered.
- i) 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.

- j) Any change of information provided in the tender document that may affect delivery should be brought to the PSDF's attention as soon as possible, failure to comply may result in the contract being terminated.
- k) Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.

9- Confidentiality: -

- (i) In consideration of the Company agreeing to allow the Bidder to access the Confidential Information, the Bidders agrees to keep in strict confidence all Confidential Information received and shall:
 - (a) only use the Confidential Information for preparing a Proposal; and
 - (b) Not disclose to any other person or entity any Confidential Information, or that discussions are taking place between the parties concerning the Confidential Information or a Proposal.
- (ii) The Bidder:
 - (a) may make Confidential Information available only to those of its officers or employees ("Personnel") having a "need to know" in order to prepare the Proposal; and
 - (b) Shall ensure that each of the personnel to whom Confidential Information is disclosed strictly complies with the terms of this Request, and shall take all steps available to enforce the obligations of confidentiality in this section 9.
- (iii) The Bidder agrees to use the same degree of care, but no less than a reasonable degree of care, to protect against the unauthorised disclosure of Confidential Information as it uses to protect its own confidential information. The Bidder agrees to disclose Confidential Information only to its Personnel who are bound by obligations of confidentiality no less restrictive than the provisions of this section 9.
- l) The Bidder acknowledges that provisions of this section 9 are intended to impose an immediately binding legal obligation on the Bidder and the obligation to maintain the confidentiality of the Confidential Information shall continue whether or not the Bidder' Quotation is accepted by the Company.

10- Technical evaluation criteria: -

This document is governed by the procedure approved by PSDF management. The Technical Proposal of eligible organisations will be evaluated using the criteria attached as **annexure – D**.

Note: *Technical qualification status shall be decided based on Pass/Fail basis. The Company must score at least 65 marks out of 100 to qualify for Financial Bid opening.*

11- Financial Evaluation: -

- a) The Financial Proposals of only eligible bidders with technically qualified specifications will be opened in the presence of all the Bidders participated in the tender.
- b) 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 and 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.
- c) All bidders in attendance at the time of opening of the bids shall sign an attendance sheet.

Please provide information regarding Financials in “*annexure – G*”.

12- Submission of Bids (Technical and Financial Proposal): -

Complete bid containing Technical and Financial proposal along with CDR, all required information and documentary evidences may be submitted before dated- February 9th 2018 before 11:30 AM . Technical proposals will be publicly opened on the same day i.e. February 9th, 2018 at 12:00 PM in the presence of bidder’s representatives who wish to attend it. CDRs of disqualified bidders will be returned after awarding the business to successful bidder.

12.1. Call Deposit Receipt (CDR)

CDR of Rs. 5,000 (Five Thousand Rupees) or the total bid price of offered Services in the form of pay order or demand draft favouring Punjab Skills Development Fund. The CDR should be valid for a period not less than 6 months and must be enclosed in financial bid.

12.2. Cover Letter for the Submission of Technical Proposal

A cover letter as specified in *annexure I* shall be submitted with the proposal.

Important Note: 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. The bids should be submitted in sealed envelope clearly mentioned Headhunting Firm/Company.

Annexures
Annex – A (Organization Information)

Organization Information			
S #	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organisation		
3	National Tax Number		
	General / Punjab Sales Tax Number		
5	What is the legal status of your organisation? 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)	
6	Name and designation of 'Head of Organization'		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		
	Address of Service Provider:		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Annex – B (Eligibility Response Check List)

Eligibility Response Checklist			
Sr. No.	Necessary Eligibility Information	Response/Elaboration	
1	Only principle should directly bid for the services.		Provide evidence
			Not eligible
2	Headhunting Firm/Company should have at least ten (10) years of experience with national and multinational organizations of hiring senior level positions such as (but not limited to) Directors, Head of Departments, Managers etc.		Provide evidence
			Not eligible
3	Headhunting Firm/Company should have its registered offices in Pakistan (Preferably in Lahore, Punjab).		Provide Evidence
			Not attached
4	Firm/Company's minimum annual turnover must be atleast 10 million PKR.		Provide last year tax returns or audit financial report
			Not eligible
5	Evidence of firm/company's registration / incorporation.		Copy required
			Not attached
6	Affidavit on stamp paper, declaring that company is not black listed by any Govt. agency / authority (Original required).		Original Affidavit Attached
			Provide evidence
7	National Tax Number (NTN), GST, PST (if applicable) in the name of Organization and registration evidence is required. (Copy required)	National Tax Number (NTN)	Attach Tax Return
		Free Tax Number (FTN)	

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 Organizations with addresses	i.
		ii.
		iii.
		iv.
		v.
2	Task Title and duration (The task title means the name of the position hired)	i.
		ii.
		iii.
		iv.
		v.
3	Duration of the task completion	i.
		ii.
		iii.
		iv.
		v.

List of current business with other organizations including government organizations: -

Sr. No	Name of Company/Organization	Current Business/Scope of Work	No. of Employees	Annual Contract Volume	Approximate Value of Business
1					
2					
3					
4					

Annex – D (Technical Evaluation Criteria)

Technical Evaluation Criteria				
Sr. No	Descriptions	Total Points	Categorized Points	(Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded)
1	Qualification	15		
	A team of 5 or more HR consultants with atleast 5 years of relevant experience each.		15	Documentary proof (copies educational documents and experience letters)
	A team of more than 3 or less than 5 HR consultants with atleast 5 years of relevant experience each.		10	Firm/Company profile required representing its registered offices in Pakistan.
	A team of 3 HR consultants with atleast 5 years of relevant experience each.		5	Copy of Affiliation required.
2	Company's total No. of Clients	15		
	Headhunting Firm/Company has 25 or more clients, providing various services.		15	Documentary proof (copies of contract or work order or copies educational documents and experience letters)
	Headhunting Firm/Company has more than 15 but less than 25 clients, providing various services.		10	
	Headhunting Firm/Company has more than 10 but less than 15 clients, providing various services.		5	
3	Experience with Government/Semi-Government	20		
	Headhunting Firm/Company has worked with 4 or more government/semi-government sector clients.		20	Documentary proof (copies of contract or work order or copies educational documents and experience letters)
	Headhunting Firm/Company has worked with more than 2 but less than 4 government/semi-government sector clients.		15	
	Headhunting Firm/Company has worked with less than 2 government/semi-government sector clients.		10	
4	Specific Experience	15		Documentary proof (copies of contract or work order or

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	Head Hunting Firm/Company which hired more than 50 managerial and above level positions in last five years.		15	educational documents and experience letters) should be furnished.
	Head Hunting Firm/Company which hired more than 25 but less than 50 managerial and above level positions in last five years		10	
	Head Hunting Firm/Company which hired less than 25 managerial and above level positions in last five years		5	
5	Financial Capability (PKR)	15		Provide last year tax returns of the firm/company or audit financial report of last year.
	Firm/Company's annual turnover 25 million or more		15	
	Firm/Company's annual turnover more than 15 million but less than 25 million		10	
	Firm/Company's annual turnover less than 15 million		5	
6	Approach and Methodology	20		
	Headhunting Firm/Company asks for reference of approval/endorsement from the client and the hired employee.		10	Share references given by clients and/or hired employees.
	Procedure of performing technical evaluation of a candidate before sharing their CV with the client.		10	Provide evidence and share methodology.
	Total Points Awarded	100		

Annex – E (Key Management Staff of the Company)

Key Management Staff of Company				
Sr. No.	Name of Management Staff	Designation	Area of Expertise	Number of Years in Company
1				
2				
3				
4				
5				

You may add more information, if applicable.

Annex – G (Financial Proposal)

Financial Proposal			
Item Name	Per Candidate Cost without Taxes (PKR)	Per Candidate Cost with Taxes (if any, also mention tax type and percentage) (PKR)	Total Cost of one successful hiring (PKR)
Professional fee in Percentage Salary of Hired Position			

Note: PSDF can increase or decrease the number of positions depends upon the approval of competent authority.

Annex – H (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 – I (Cover Letter)

[Firm letterhead]

[Date]

To

Chief Executive Officer

Punjab Skills Development Fund

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

Re: Technical Proposal in respect of Hiring of Headhunting Firm/Company

Dear Sir,

We offer to provide the headhunting services 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 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: