

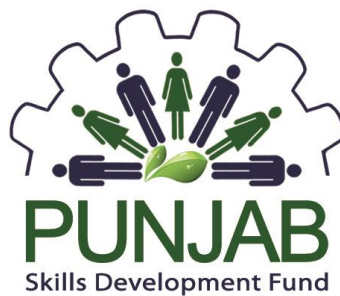
PUNJAB SKILLS DEVELOPMENT FUND

TENDER DOCUMENT

“HIRING OF PLACEMENT SERVICE PROVIDERS”

Region	Cities	Applying For (Tick the any/both relevant box)
Greater Lahore & Faisalabad	Lahore, Faisalabad, Sheikhpura & Nankana Sahib	
Southern Belt:	Raheem Yar Khan, Multan, Bahawalpur, Vehari, Khanewal & Bahawalnagar	

May, 2017



Submission Date for Sealed Bids: 19th May, 2017

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

Tel: – 042-35752408-10

Fax: 042-35752190

Contents

1-Background	2
2-Invitation to bids	2
3-Instructions to Placement Service Providers	2
4-Conditions for eligibility (Qualification criteria)	3
Competencies and Experience of Placement Service Provider	3
5-Scope of job	4
a- WORKING METHODOLOGY	5
6-Terms of Reference	5
7-Monitoring & Payments	6
8-Guidelines	6
9-Technical Proposal evaluation criteria	7
10-Type of Contract	8
11-Pre-proposal Meeting	8
12-Declaration	8
13-Submission of Technical Proposal	9
a- Cover Letter for the Submission of Technical Proposal	9
Annexures	10
Annex – A “Organization Information”	10
Annex – B “Eligibility Response Checklist”	11
Annex - C “Relevant Experience”	12
Annex - D “Key Management Staff Information”	13
Annex – E “Technical Evaluation Criteria”	14
Annex –F “Terms of Reference”	15

1- Background

Punjab Skills Development Fund (PSDF) has been set up by the Government of Punjab (GoPb) in partnership with Department for International Development (DfID), UK for provision of vocational training to the people of Punjab with the aim of improving their prospects of wage or self-employment. Our typical target base is those young men and women between the ages of 18-29 that have educational attainment level of Grade 8-12.

PSDF funds a range of vocational skills for the training of citizens of Punjab. The training providers are engaged through a competitive bidding process. These training providers can be private/public institutes, for profit/not-for-profit organizations and public-private partnerships. To support PSDF's province-wide expansion, additional funding has been made available by GoPb, DfID and World Bank. This funding will be provided for the vocational and technical training of about 380,000 individuals in all 36 districts of Punjab, over the next five years, that will be employed in Pakistan and abroad.

2- Invitation to bids

PSDF is not-for-profit fund and its return is to get the young trained men and women employed after vocational training. Job placement through third party is a new avenue which PSDF has recently started to complement the PSDF schemes for vocational training. Training service providers have been given a target of 30-50% for providing job placement services to contracted trainees.

In order to fill the gap left by the training service providers, PSDF aims to hire Placement Service Provider (PSP) to provide job placement services to PSDF trainees after successful completion of training. The aim of creating PSP network would be to create linkages between PSDF graduates and employers leading to employment.

3- Instructions to Placement Service Providers

PSDF invites technical proposals from Placement Service Providers. All interested organizations are requested to complete the Annexures/Forms given in this document. These annexures/forms cover information/questions on the firm/s profile and relevant experience.

The selection of Placement Service Providers will be based on Quality and Cost Based Selection (QCBS) method.

PSDF will adopt two stage bidding procedure. In the first instance, the bidders shall submit according to the required specifications, a technical proposal without quoting price. The technical proposal shall be evaluated in accordance with the specified evaluation criteria and may be discussed with the bidders regarding any deficiencies and unsatisfactory technical features. After such discussions, all the bidders shall be permitted to revise their respective technical proposals to meet the requirements of the PSDF. The bidders, whose technical proposals or bids have not been rejected and who are willing to confirm their bids to the revised technical requirements of PSDF, may submit a revised technical proposal.

The revised technical proposal will be evaluated on the basis of PSDF evaluation criteria and eligible bidders will be asked to submit the financial proposal. Financial proposal of the lowest bidder will be

accepted. During the evaluation of technical and/or revise technical proposals, firms may be called for a presentation to present their methodology and work plan by their proposed team.

The scope of activities set the basis of technical approach to be adopted by the potential Placement Service Providers. The firms who will get minimum 65 marks in technical evaluation will be called for financial bid opening and contract negotiations.

4- Conditions for eligibility (Qualification criteria)

The potential PSP can either be:

A Service provider must:

- a) Be a legal entity and registered with relevant registration authority/contractors or third party placement providers (experienced or new firm)
- b) Be registered under Sales Tax with PRA / FBR
- c) Have valid NTN / FTN/ PNTN in the name of the entity / organization
- d) Have audited financial statements for last one year issued by an ICAP licensed Chartered Accountant (Public sector entities have exemption from this condition).
 - i. Audit Report,
 - ii. Balance Sheet,
 - iii. Income & Expenditure Statement of Account
 - iv. Cash Flow Statement, and
 - v. Notes to the Accounts
 - o In case of contractors, most recent 12 months' bank statement.

Competencies and Experience of Placement Service Provider

- a) The ideal Provider must have a geographically vast pool of resources and industry contacts to ensure its delivery of recruitments.
- b) The Provider must ensure a reliable and effective platform to the candidates as well as hiring organizations of the area to interact with one another for the purpose of Job Placement.
- c) The Provider must have a comprehensive and strategic recruitment network with qualified recruiting consultants
- d) An active player in the recruitment market who has the ability to effectively provide manpower to employers

OR

A new entrant in the field and has the potential and capability to become proficient in business intelligence and create a network of industries to facilitate PSDF

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

- Annex – A: Organization Information (Form ‘A’)
- Annex – B: Eligibility Response Checklist
- Annex – C: Relevant Experience of the Organisation (Form ‘B’)
- Annex – D: Key Management Staff of Firm (Form ‘C’)

And also sign the declaration form at the end of document and attach with your other documents.

5- Scope of job

PSDF intends to procure the services of a PSP for the placement of PSDF funded trainees in the clusters of Greater Lahore & Faisalabad and Southern Belt¹. For pilot purposes, PSDF intends to bring one PSP onboard for each cluster.² Any bidder can bid for one or both clusters.

The idea is to bring a Placement Service Provider on board who is an active player in the recruitment market and is able to effectively provide manpower to the clients locally. PSP prime responsibility will be to provide jobs to PSDF trainees in the relevant sectors. The PSP should be proficient in business intelligence and industry expertise. PSP should demonstrate physical presence in the clusters mentioned. PSP should have the ability to navigate and tell PSDF of the jobs available currently and in the future. Not only will PSP identify the skilled jobs and but also identify the training needs demanded by employers in the specified clusters. PSPs will be required to place the trainees in their relevant clusters that they will operate; however, there will be no restriction outside Punjab.

Specific roles and responsibilities for the Placement Service Providers include:

- a) **Guaranteed Employment:** Ensuring employment of the trainees, after completion of training, by understanding the client/employer needs, proper match making and recruiting the graduates of PSDF accordingly.
- b) **Resume building:** PSP will assist trainees in CV Building. The template will be developed by PSP and approved by PSDF.
- c) **Interview support:** PSPs will provide employers with a list of candidates that are ideally suited to the position at hand. PSP will co-ordinate between PSDF trainees and employers, acting as a point of contact for both sides and assisting with the setup of any necessary appointments for the interview.
- d) **Career Planning & Development:** PSP will be required to help individuals realize their ideal working environment, career goals, and other important factors. PSP will be required to guide trainees on the Job opportunities available, the mediums through which they have an access to employers and can apply for the job vacancies etc.
- e) **Navigating & facilitating job search and application process:** PSP will be required to help PSDF trainees in narrowing down exactly what type of job they are looking for and what kind of company they would be most comfortable working with. PSP will be responsible to provide feasible job counselling services during job search process including motivation enhancement and stress management.
- f) **Job retention support:** Follow up with the employed trainees for at least 3 months after trainees obtain the jobs.
- g) **Facilitate PSDF trainees in conducting interviews, paperwork, documentation and sending off the trainee to the company.**

¹ Greater Lahore & Faisalabad: Lahore, Faisalabad, Sheikhpura & Nankana Sahib

Southern Belt: RY Khan, Multan, Bahawalpur, Vehari, Khanewal & Bahawalnagar

² 1 PSP can apply for multiple clusters.

- h) Sharing the manpower requirement/job opportunities in existing and in the future projects of all employers on board
 - a. Reporting: Monthly progress reporting to PSDF regarding the recruitment of trainees

a- WORKING METHODOLOGY

Placement Service Provider will share its complete methodology to hire the PSDF trainees. Some of important points of methodology are;

- a) Training service providers (TSPs) will have the first right to provide employment to trainees. Once the training is completed, TSPs will employ the graduated trainees (as per their targets) within 1 month after the training period. The remaining list of the trainees yet to be employed will be shared with PSPs. In schemes where there is no placement target for TSPs, the entire batch of graduates will be handed to PSPs for placement. PSPs will be responsible for placements of contracted trainees with 6 months from date of contract.
- b) PSPs will present the list of the target employers/Industries/contractors in the specified clusters and will guide on innovative ideas to be used for the placement of trainees.
- c) PSP will develop a framework and work plan to guide the placement strategy of the trainees. The strategy should include the medium used for the advertisement of the job vacancies and linking PSDF trainees with the jobs, the plan for conducting seminars and awareness sessions of the trainees etc., the ways of doing match making, the mechanism for creating industry linkages and linkages with the contractors and other interaction models between trainees and Employers.
- d) PSP will share the manpower requirement/job opportunities in existing and in the future projects of all employers. PSP must provide the information in the format attached as **Annex F**.
- e) The PSPs will develop a plan to conduct orientation sessions with the graduating class of trainees. These sessions should be conducted at least one week before the examination. In these sessions trainees will be taught on interview tips, work ethics and other necessary requirements (behavioral, cognitive or situational etc.) for the interview. PSP will be required to report about the orientation session in format attached as **Annex G**.
- f) PSP to share number of people employed with complete information of employee, sector employed, company employed in, job position etc. The PSP must provide the information in the format attached as **Annex H**. The PSPs will also be required to enter the data on employed trainees and hiring employers in the Management Information System of PSDF.

6- Terms of Reference

- a. Initially contract will be signed for one year which may be extended on same rates and same terms & conditions for further term/terms by mutual agreement of both parties.
- b. All applicable taxes (direct & indirect taxes) will be deducted in accordance with the provisions of Government Rules amended time to time.
- c. Successful PLACEMENT SERVICE PROVIDERS Firm will sign a service contract and will provide the agreed services within the stipulated agreed time of issuance of the purchase order. While delay in providing services, a penalty at the uniform rate of 2% of contract value on each day delay will be charged in case of delay.

- d. If the firm completely fails to provide the services within prescribed period of service delivery and doesn't comply with the reminders, the case of PLACEMENT SERVICE PROVIDERS Firm may be put to relevant authorities to declare the Firm as "Black Listed".
- 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 firm, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

7- Monitoring & Payments

- a) Appointment Letters: The PSP will share the copies of the appointment letters with PSDF within 1 week of employment of trainees along with EOBI number and social security number. Payments to Provider will be on the basis of number of trainees that are employed after verification by third party monitoring or call centre. Payment per placement will not exceed PKR _____³ for each trainee. Payment to PSPs will be made in three phases:
 - a. Phase I: 50% of PKR _____ to be paid 1 month after placement of trainees
 - b. Phase II: 50% of PKR _____ to be paid 3 months after placement of trainees
- b) PSP will have to place the contracted trainees within 6 months from date of contract so the monitoring and payment cycle will last for 9 months maximum from date of contract⁴
- c) PSP will raise invoice after completion of each phase as mentioned above. Payments will be only be made after TPM and call centre verifications. In case of dropouts during any phase, the entire payment made (in the previous phase) for the dropout trainee will be deducted.
- d) Salary Slips: The copies of salary slips of the employed trainees are to be shared with PSDF for six months starting from date of placement.

8- Guidelines

- a) Only short-listed firms fulfilling the eligibility criteria will be considered for technical proposals.
- b) All documents and information received by PSDF from applicants will be treated in strict confidence.
- c) Documents submitted to PSDF will not be returned.
- d) All expenses related to participation in this tender document shall be borne by the applicants.
- e) Documents shall be submitted in a sealed envelope marked as "TECHNICAL PROPOSAL" as hard copy in a sealed envelope for 'Hiring of Placement Service Providers'. The envelope containing hard copy of technical proposal shall be received on the postal address given below.
- f) Technical proposals received thereafter will not be accepted.
- g) PSDF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.

³ As per the price agreed by the top bidder (after evaluations)

⁴ E.g. If the contract signing date is 1st Jan 2017; PSP will have to place the trainees by 30th June 2017. Payments for placement in June 2017 will be made after June (Phase I) and September (Phase II).

- h) PSDF reserves the right to verify any information provided by the applicants.
- i) The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency 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.
- j) Questions about this technical proposal can be made only in writing: a letter or an e-mail and must be asked by or before COB **12th May, 2017**. For any other related information please contact the undersigned.

Assistant Manager Partnerships & Placements
 Punjab Skills Development Fund
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 Gulberg-II Lahore -Pakistan
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 Fax: 042-35752190

9- Technical Proposal evaluation criteria

This tender document is governed by the procedure approved by PSDF management.

Service Providers will be engaged through Quality and Cost Based Selection (QCBS) methodology based on competitive two stage bidding process.

Sr. No.	Category	Marks (Experienced firms)	Marks (New Firms)
1	Approach & Methodology	45	55
2	Relevant Experience*	10	-
3	Key Management Staff	35	35
4	Challenges & Risks	10	10
Total:		100	100

*should share the number of people employed locally in last 3 years by industry sector with complete information on employers, trades/courses, job levels, salary etc.

Approach & methodology

Understanding of clients' needs	5
Identification of key elements & trends that must be considered to make the project successful	15
Overall methodology to make the project successful, and its key elements and phasing structure and final deliverables*	20/30
Detailed workplan with timeframes for the overall project and different phases	5

*Includes, but not limited to, mobilization/operational plan of engaging industries, training service providers and trainees, developing tools to assist trainees etc

Key Management Staff

Relevant qualifications and experience of the project team related to the scope of work defined in RfP	15
Number and % of full time staff allocated to the project	10
Detailed resource plan linked with the workplan and the number of hours/days dedicated by each project team members to projects in different phases	10

Challenges and Risks

PSPs must list the risks and challenges that they see in completing this assignment. How will the PSP address the challenges mentioned and what will be the mitigation strategy for the risks mentioned? (Not more than 100 words per issue).

10- Type of Contract

Contract will be a time bound task base (placement of trainee) contract that includes but not limited to the scope of job and terms of references. Contract will be valid for one year from date of signing of contract. Contract may be extended for another term/terms based on same cost and same terms & conditions mutually agreed by both parties (bidder and PSDF).

Pilot project may be run for a specific number of trainees/scheme.

11- Pre-proposal Meeting

A pre-proposal meeting will be conducted on 10th May, 2017 at 2:00 PM in PSDF office for clarification of queries and more understating of the project.

12- Declaration

Kindly provide the declaration as per format provided below at the end of proposal.

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	

Signature	
Date and Place	

13- Submission of Technical Proposal

Complete bid containing technical proposal along with all required information & documentary evidences may be delivered to **CEO, PSDF, 21-A, H-Block, Dr. Mateen Fatima Road Gulberg-II Lahore** and submitted before **11:30 AM on 19th May, 2017**. Technical proposals will be publically opened on the same day i.e. **19th May, 2017 at 12:00 PM** in the presence of PLACEMENT SERVICE PROVIDERS firm's representatives who wish to attend the bid opening.

a- Cover Letter for the Submission of Technical Proposal

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Data Sheet]

Re: Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Services for [Insert title of assignment] 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:

Annexures

Annex – A “Organization Information”

Form A: Firm Profile			
S #	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organisation		
3	National Tax Number		
4	Core business area/s of the organization		
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	
		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:		

Annex – B “Eligibility Response Checklist”

Sr. No.	Necessary Eligibility Information	Response/Elaboration	
1	Mention the name of Registration Authority/s or contractors or third party placement providers under/along which organisation/firm is registered and provide a copy of proof of registration to prove legal identity of your firm		Copies Attached
			Copies Not Attached
3	Attached last audited financial statements of last year issued by an ICAP licensed Chartered Accountant (Public sector entities have exemption from this condition). OR In case of contractors, most recent 12 months’ bank statement.		Copies Attached
			Copies Not Attached
4	Mention National Tax Number (NTN) and Punjab National Tax Number (PNTN) or General Sales Tax (GST) or Free Tax Number (FTN) in the name of Organization and provide a copy of registration	National Tax Number (NTN)	
		Punjab National Tax Number (PNTN)	
		General Sales Tax (GST)	
		Free Tax Number (FTN)	
	Agree for monitoring by a Third Party contracted by PSDF.	YES	
		NO	
9	Was your firm ever blacklisted by any government authority or any bi-lateral/multi-lateral financial institution? (MUST attach an undertaking by your firm’s authorised person with this technical proposal)		We solemnly declare that our organization or any member of consortium has never been suspended / debarred or blacklisted.
			Our organization has been blacklisted once or more than once.
10	Agree to allow PSDF assigned auditors to check the accounts opened for PSDF funding, as and when required	YES	
		NO	
11	Prefer to open a separate bank account (in the legal name of the organization) for funds provided by PSDF	YES	
		NO	

Annex - C “Relevant Experience”

Form ‘B’: Relevant Experience (Project Sheet 1⁵)			
Sr. #	Required Information	Response (Please provide exact information with project title, location/s and duration)	
1	Project Title and duration (The project title means the actual name of the project)		
2	In no more than 100-150 words please elaborate your placement role	Attach a separate Page	
3	Task or activity duration in months		
4	Location/s (districts/tehsils)		
5	Please specify the magnitude of project	Relevant Indicator	Value

⁵Please mark the other two sheets (if filling) as Project Sheet 2 and Sheet 3 respectively.

Annex - D “Key Management Staff Information”

Form ‘C’: Key Management Staff Information (Sheet 1⁶)				
Sr. #	Required Information		Response	
1	Name			
2	Position			
3	Firm Name			
4	Age			
5	Years of association with the firm			
6	Core professional area of work			
7	Assigned tasks in this firm			
8	Please name one outsourcing of invoice processing system undertaken by the individual			
9	Specify the scope & size of the project (total budget, geography, quantum of activity)			
10	Specific role of the individual in this project			
11	Please provide information on additional experience in PLACEMENT SERVICE PROVIDERS projects			
	Position	Employer	Duration	
			From	To
12	Educational Qualifications			
	Degree/Diploma/Certificate	Year	Institution	Speciality

⁶Please mark the other two sheets as Sheet 2 and Sheet 3 respectively for each individual.

Annex – E “Technical Evaluation Criteria”
Scoring Sheet - QCBS Evaluation

Name of Project	<i>Hiring of Placement Service Providers (PSPs)</i>	Minimum Qualifying Technical Score	65/100
Name of Organisation			
Name of Evaluator			

Criteria	Total Points	Points Scored
Implementation Team		
Organisation and structure of project team; and detailed resource plan linked with the workplan	10	
Relevant qualifications and experience of the project team related to the requirements defined in the ToR	15	
Individual project team members and number of hours/days dedicated by them to project.	10	
Experience Profile		
Local and international experience similar to the scope of work mentioned in the ToR	10/0	
Approach and Methodology		
Consultant’s understanding of PSDF’s needs as per the ToR	5	
Overall methodology adopted to make the project successful, and its key elements and phasing structure and final deliverables	20/30	
Detailed workplan with timeframes for the overall project and different phases	5	
Key elements and trends to make project successful	15	
Challenges and Risks		
Challenges and risks in completing the assignment, how will they be addressed and mitigation strategy for the risks mentioned	10	
Total	100	

COMMENTS

Date _____

Signature _____

Annex –F “Terms of Reference”

Annex F⁷

Manpower Requirement of Employers in existing and future projects

Sr. No.	Employer/ Industry Name	Contact Details (Address, City, Phone Number)	Existing Projects	Manpower Requirement in Existing Projects	Future Projects	Manpower Requirement in Future Projects

⁷ To be agreed after meeting with potential PSPs

Annex G

Report on Orientation Sessions

Sr. No.	Batch	Class	Completion Date	Date of Orientation session	Status of Orientation Session(Y/N)?

Annex H

Report on Employment of Trainees and Hiring Employers

Please provide the complete information on trades, courses in which people are employed and the contact details of employers for which the trainees are employed. The same information will have to be entered in the MIS by the PSP

Class Code	Trainee ID	Trainee Name	Gender	Contact details	Trade/Course completed	Sector Employed	Designation in Job	Name of Employer	Contact Details of Employer