



Instructions & Data Sheet

Hunar Seh Bahali - Beautician - Layyah

Note: The interested training providers (consulting firms) can get them registered for capacity building session by filling this link <https://forms.gle/JuifcQ5841pwD6UdA>

Meeting will be held online on 3rd November 2022 and online meeting link will be shared through an email confirming the registration.

SECTION 1: INSTRUCTIONS TO FIRMS

1. Forward:

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit Company, established under the Companies Ordinance 1984 by the Government of Punjab, with the objective to provide funding to Training Providers (Consulting Firms). The purpose of PSDF funding vocational training is to shape the future wellbeing of poor & vulnerable youth by giving them access to skills training of the highest standard so they can find sustainable employment and income generation opportunities in Pakistan and beyond.

This Request for Proposal namely 'Hunar Seh Bahali - Beautician - Layyah' under AGHAAZ program, is funded by the Government of the Punjab (GoPb). The aim of the skills trainings is to improve the income generation capacity of flood affected youth of Punjab through acquisition of knowledge, practical competencies, knowhow and attitudes necessary to perform a certain trade or occupation in competitive labour market.

Interested Training Providers (Consulting Firms) who meet the eligibility requirements are invited to submit properly filled Request for Proposal Document on the E-Tendering Portal in accordance with the instructions provided therein.

PSDF will follow PPRA Procurement Rules for the entire bidding process.

Procurement Department
Hunar Seh Bahali - Beautician - Layyah
Punjab Skills Development Fund
21-A, Dr. Mateen Fatima Road, Gulberg II, Lahore

Description of the Product

DEFINITIONS

- a. **“Board”** means Board of Directors of Punjab Skills Development Fund, a company incorporated under section 42 of the Companies Ordinance 1984.
- b. **“Bidding Document”** means set of documents prepared by PSDF which consists of **“Instructions to Training Providers”**, TOR’s and forms for providing information about Eligibility and Technical & Financial Proposals.
- c. **“Client”** means Punjab Skills Development Fund (PSDF).
- d. **“Contract”** means the contract signed by PSDF and Training Provider (Consultancy Firm) along with all attached documents thereto.
- e. **“Data Sheet”** means such part of the Instructions to Training Providers (Consulting Firms) used to reflect specific conditions.
- f. **“Day”** means calendar day.
- g. **“Financial Proposal”** means that part of the proposal which provides details about cost of the proposed training.
- h. **“Government”** means the Government of the Punjab.
- i. **“Instructions to Training Providers (Consulting Firms)”** means the section which provides potential Training Providers (Consulting Firms) with all information needed to prepare their proposals.
- j. **“Personnel”** means temporary or permanent staff employed by the Training Providers (Consulting Firms) and assigned to perform the Services or any part thereof.
- k. **“Proposal”** means the entire set of documents consisting of Technical and Financial Proposals submitted by an organisation.
- l. **“RFP”** means the **“Request for Proposal”** prepared by PSDF for submission of Technical and Financial Proposals by Training Provider (Consulting Firm).
- m. **“Services”** means one or more of the services related to delivery of training as specified in the Data Sheet and ancillary activities to be performed by the Training Providers (Consulting Firms) in pursuance of the Contract.
- n. **“Target Group”** refers to potential candidates for admission who fulfil the eligibility requirements defined in the Data Sheet.

- o. “Technical Proposal” means that part of the proposal which provides information about the technical aspects of the proposed training.
- p. “Terms of Reference” (TOR) means that part of Bidding Document which explains the scope of work, activities, tasks to be performed, respective responsibilities of the Client & the Training Providers (Consulting Firms) and expected results and deliverables of the assignment.
- q. “Trainee” means any eligible person who is selected for training by the Training Providers (Consulting Firms).
- r. “Training Providers (Consulting Firms)” means partnership firm, companies, or organizations

2. Introduction:

- The purpose of this document is to enable Training Providers (Consulting Firms) to evaluate their interest in tendering and conducting training. Furthermore, it contains all the terms & conditions along with the list of required documents to be submitted.
- The Client named in the Data Sheet will select only one Training Provider (Consulting Firm), in accordance with the specified method of selection.
- The Client will use the PPRA Rules for the development of the bidding documents and subsequent application processing under short consultancy.
- The Training Providers (Consulting Firms) interested in provision of training should familiarize themselves with the specified terms & conditions and take these into account while preparing their proposals. To obtain first-hand information regarding preparation of proposals, they are encouraged to attend a pre-bid meeting.
- It is expected that the Training Provider (Consulting Firm) will facilitate self-employment of 30% of the trained persons, as per self-employment business rules.
- On completion of training, testing and certification from Punjab Board of Technical Education is required.
- PSDF reserves the right to verify any information provided by prospective bidders at any stage of procurement. False information / misstatement will lead to disqualification and rejection of the Proposal; and the Training Providers (Consulting Firms) may also be blacklisted.
- PSDF reserves the right to request submission of additional information from Training Providers (Consulting Firms) at any stage of procurement in order to clarify any aspect of Request for Proposals, if required.

- The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to the award of Contract, without incurring any liability to the Training Providers (Consulting Firms).
- PSDF reserves the right to cancel the call of Request for Proposal without stating any reason.
- All documents/ information received by PSDF from applicants will be treated confidentially and will not be returned.
- Final selection of Training Provider (Consulting Firm) will be done following Quality and Cost Basis Selection (QCBS) methodology.
- PSDF reserves the right to verify any information provided by prospective Training Provider (Consulting Firm). RFP submitted on the basis of any false information, misstatement and/or fake documents will be void.
- The Proposal will be submitted through an online e-tendering platform, **Bank Draft(s)** and **Applicant Declarations** will be couriered directly to PSDF before closing date.
- **Conflict of Interest:** The Training Provider (Consulting Firm), its employees must:
 - Not provide any assistance to any other person/entity in conflict with 'PSDF'
 - Not provide services for any assignment to same or another client.
 - Disclose any conflicting relationships, and these relationships must not be affecting proposal submission and selection or at any other phase. In case of non-disclosure, if any such relationship is substantiated from the document(s) or information provided during evaluation or award of contract will lead to rejection of the proposal or termination of contract.
- Training Providers (Consulting Firms) must not be involved in any corrupt or fraudulent practices and adhere to highest ethical standards.
- PSDF may inspect Training Providers (Consulting Firms) accounts & records and any other documents relating to the submission of proposals and have them audited by auditors appointed by PSDF or Government of the Punjab.
- The successful Training Provider (Consulting Firm) will sign a training contract and are required to complete the assignment within the mentioned period. The services may be extended for further duration based upon the Performance or any other criteria announced by PSDF.
- All direct & indirect taxes will be deducted in accordance with the provisions of Government Rules amended time to time.

- In case of delay in services a penalty for delay may be imposed. If the firm completely fails to provide the services within prescribed period and doesn't comply with the reminders, the case of Training Providers (Consulting Firms) may be put to relevant authorities to declare the Firm as "Blacklisted".
- Payment of Training Providers (Consulting Firms) will be made on the satisfactory completion of trainings according to terms and conditions.
- Punjab Skills Development Fund reserves the right to give multiple training assignments at a time and also reserve the right to increase or decrease the training assignments during or after contract period.
- Training Providers (Consulting Firms) will not be authorized to outsource the services of contract or form consortium.
- Complete bidding document which consists of technical proposal and financial proposal will be submitted in which Training Providers (Consulting Firms) is willing to work.
- PSDF's policy requires that Training Providers (Consulting Firm) supply professional and impartial services, and at all times hold the Client's interest's paramount, strictly avoid conflicts with other assignments or with their own corporate interests, and act without any consideration for future work.
- Training Provider (Consulting Firm) should keep in view mobilization and self-employment challenges.
- Training Providers (Consulting Firms) should not contact the Client on any matter related to their proposals, any effort by the Training Provider (Consulting Firm) to influence the Client or recommendation for award of Contract may result in rejection. In case of any dispute regarding services, the decision of PSDF shall be final & binding.
- Engaging an individual consultant / consulting firm for completing the proposal will be at the sole discretion of the bidding organization and PSDF will not be responsible for such engagement. It is encouraged that Training Provider (Consulting Firm) should fill the form by itself and provides the documentary evidence instead of relying on consultant. Instances have been observed where consultants have misguided the Training Providers (Consulting Firms) which led to financial loss and reputational damage.
- Submission of potentially plagiarized document by the Consulting Firm will lead to deduction of marks in the section or rejection of the complete proposal.

3. Preparations of Bidding Documents

3.1 The Proposal will be submitted through an online e-tendering platform.

3.2 Bidding documents to be prepared and submitted to PSDF consist of:

- Eligibility & Declarations
- Technical Proposal
- Financial Proposal

3.3 Misrepresentation / omission of facts may lead to the disqualification of the Training Provider (Consulting Firm), as well as debarring from bidding in future PSDF-funded projects.

4. Proposal Validity

The Data Sheet indicates the time period for which the proposal would remain valid after the submission date. During this period Training Provider (Consulting Firm) shall ensure the availability of nominated professional staff according to proposal. If required, the Client may request Training Providers (Consulting Firms) to extend the validity period of their proposals, if Training Provider (Consulting Firm) agree they will confirm the availability of staff as before. Training Provider (Consulting Firm) may replace staff, which would be considered in the final evaluation for award of Contract. Training Provider (Consulting Firm) who does not agree have the right to refuse extension in the validity of their proposals.

5. Clarification Request to RFP:

Training Providers (Consulting Firms) may request a clarification on any aspect of the RFP documents up to date indicated in the Data Sheet through e-tender portal. Any request for clarification must be sent in writing on e-tender portal. Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Training Providers and will be binding upon them, Training Provider would acknowledge its receipt. If amendment is substantial, client may extend the deadline.

6. Evaluation of Technical Proposal

6.1 The Technical Proposal(s) of only eligible / shortlisted Training Providers (Consulting Firms) shall be evaluated applying the evaluation criteria specified in the Data Sheet and given a technical score (St). If a proposal fails to achieve the minimum qualifying technical score indicated in the Data Sheet, it will be rejected.

6.2 PSDF will charge an evaluation cost from Training Providers (Consulting Firms), as the evaluation of proposals is being outsourced. Training Providers (Consulting Firms) are required to provide Bank draft(s) in the name of "Punjab Skills Development Fund".

7. Evaluation of Financial Proposals:

7.1 In case of changes in the technical parameters, PSDF may ask the Training Providers (Consulting Firms) to submit revised Financial Proposals.

- 7.2 Financial Proposals shall be opened in the optional presence of the Training Providers (Consulting Firms) representatives on e-tender portal. Scores and bids will be announced.
- 7.3 The lowest quoted Financial Proposal (Fm) on a cost per trainee per month basis with respect to the trade will be given the maximum financial Score (Sf). Only the Financial Proposals for the qualified Technical Proposals will be opened.
- 7.4 Scores will be marked for the financial proposal.

8. Selection of Training Providers (Consulting Firms)

- 8.1 Training Providers (Consulting Firms) will be ranked based upon the combined technical and financial score. Combined score will be determined considering technical & financial score.
- 8.2 The Training Providers (Consulting Firms) scoring the highest combined score will be selected and offer will be made to the Rank 1 organisation (Consulting Firm) only.
- 8.3 In case first ranked Training Provider (Consulting Firm) refuses, the offer will be made to the subsequent rank and so forth.
- 8.4 Allocation will be done strictly within the ambit of short consultancy procurement.

9. Negotiation

Negotiation may be done with Training Providers (Consulting Firms) on two aspects technical and / or financial. The Training Provider (Consulting Firm) is expected to commence the assignment after approval by the Client on the mutually agreed date and location.

- 9.1 **Technical negotiations** will include discussions on the technical aspects of the services which may be related to courses/trades, number of classes, training locations, and number of trainees as per recommendations / decisions of the Client, and any suggestions made by the Training Provider (Consulting Firm) to improve the Terms of Reference. The Client and the Training Providers (Consulting Firms) will finalize the Terms of Reference, courses/trades, number of trainees, location(s) of training, number of classes, percentage of self-employment commitment, staffing schedule, delivery schedule, logistics, and reporting arrangements. These documents will then be incorporated with the Contract as “Description of Services”. Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment.
- 9.2 **Financial negotiations** will be conducted for changes in cost of the services as a result of agreed technical modifications, and/or reduction in cost. Financial negotiations can also be conducted for the purpose of reduction in bidding cost, if the bid rate(s) exceed the maximum rate(s) acceptable to the Client, if any, as fixed by PSDF based upon calculation of trade reference price.
- 9.3 In case of single bidder, reference price will be calculated based upon previous one-year rate of the same course. Negotiations will be conducted against that calculated rate in other projects in one-year duration. Average price of previous projects of similar nature of the same year may also be considered.

SECTION 2: DATA SHEET

Request for Proposal	Hunar Seh Bahali - Beautician - Layyah
Name of the Client	Punjab Skills Development Fund (PSDF)
Location of Training Institutions	Training Providers (Consulting Firms) may apply based on the relevant district of training location with valid registration certificate.
Target No. of Trainees	Total contractual target under this RFP is 25 trainees. PSDF reserves the right to increase / decrease the target trainees.
Time Schedule of the Training Services	<p>Trainings will start from February 2023. All Trainees enrolled under “Hunar Seh Bahali - Beautician - Layyah” must complete their trainings as specified in the agreement.</p> <p>Duration of project is 3 Months or as specified in the agreement. However, it may be extended for a further period and / or for additional number of trainees based upon performance evaluation of Training Provider (Consulting Firm) as per the deliverables of the contract.</p>
Who Can Apply	Training Providers (Consulting Firms) as defined in definition section are eligible to apply for this RFP.
Eligibility Condition	<p>Training Providers (Consulting Firms) must fulfill the following conditions:</p> <ul style="list-style-type: none"> • Must have valid NTN / FTN in the name of the firm • Must have a legal status and must provide copy of registration or incorporation certificate. In case of partnership firm, registered Form C & partnership deed is required. • Must be registered / affiliated / accredited with either TEVTA, PSDA, or NAVTTC. In case where registration certificates / extension of registration certificate are expired, firms are required to share the following two mandatory evidences: <ol style="list-style-type: none"> 1. Expired certificate from PSDA, TEVTA, or NAVTTC 2. Evidence of in-process application (affiliation or extension) in the form of application or request of extension letter along with the payment receipt for application processing (where applicable). <p>Note: Firm must submit registration certificate or extension certificate before the award of contract, otherwise contract will be offered to subsequent rank.</p> <ul style="list-style-type: none"> • Must not be blacklisted by any government, private, local, international, TVET body or any other organization
Other Conditions (Declarations)	<ul style="list-style-type: none"> • Firm must agree to open a separate bank account in the legal name of the firm for funds provided by PSDF. • Firm must agree to allow PSDF assigned auditors to check the accounts if need arises. • Contract must not be cancelled previously with PSDF.
Technical Criteria	<p>Training Providers (Consultancy Firm) will be evaluated on the following basis:</p> <ul style="list-style-type: none"> • Financial Health • Approach & Methodology • Quality Management • Past Experience

	<ul style="list-style-type: none"> Trainer & Placement Officer's Profile <p>For detailed evaluation criteria refer to Annexure A</p>
Target Trainees	Male or female, between the age of 18 to 35
	Holding valid CNIC of any district of Punjab
	Must not have previously attended any course funded by PSDF and not registered in PSDF database.
	Must meet the entry requirements as specified in training curriculum provided by PSDF.
	Must not be a Diploma of Associate Engineering (DAE) graduate or enrolled in DAE course.
	Must not have education level of greater than intermediate, please refer to the minimum qualification criteria as per curriculum.
	Must not be a temporary or permanent employee of Training Providers (Consulting Firms).
Trainee Selection	Candidate selection will be Training Providers (Consulting Firms) responsibility.
Course Duration & Source of Curriculum	The recommended duration of course is 3 Months (Min 360 conduct hours or as specified in the curriculum). Source of curriculum is TEVTA.
Implementation of Training	Training would be delivered in Training Providers (Consulting Firms) own premises with dedicated labs / workstations. This project is for implementation of training in a formal manner with course components to be delivered in dedicated classrooms/labs/workshops.
Trainer & Placement Officer	<p>It is the sole responsibility of the firm to submit valid educational degrees / certificates after following due verification process. In case of submission of fake or forged documents, it may lead to rejection or blacklisting of the Training Provider (Consulting Firm).</p> <p>Placement officer will be responsible for overall managing the project, mobilization of trainees and facilitation of graduate's post training for self-employment opportunities. Placement agent will also facilitate students for access to microfinance post training completion.</p>
Consortium	Formation of consortium is not allowed under this project
Capacity Building / Pre-Proposal Conference	Pre-bid meeting is scheduled on online, the interested Training Providers (Consulting Firms) can get them registered by filling the link: https://forms.gle/JujfcQ5841pwD6UdA
Trainees per Class	Maximum Class Capacity acceptable by PSDF is 25 & Minimum Class Capacity is 15.
Minimum Conduct Hours	Minimum conduct hours per week are 30 (6 days x 5 hours daily or 5 days x 6 hours daily).
Digital Skills Training(s)	<ul style="list-style-type: none"> Training Provider (Consulting Firm) shall ensure the completion of digital course(s) training to trainee's if offered by PSDF. In such case PSDF, will provide learning platform and course access. Each course duration will be 3-8 hours

	<p>spread across the duration of the core skills training. PSDF may impose any penalty in case of non-completion of these courses.</p> <ul style="list-style-type: none"> • Training Provider (Consulting Firm) will also ensure about completion of Soft Skills.
Payment to Organisation (Consulting firm)	(a) Training Fee (b) Trainee Support Payments
Training Fee	The financial bid will be based on training fee inclusive of all expenditures. It will include but is not limited to:
	Trainers' remuneration
	Consumable Training Materials
	Training Manual & Stationery required for training
	Protective clothing (if any)
	Management & Reporting costs
	Depreciation / Rentals of Machinery and Equipment etc.
	Post training support to trainees
	Utilities & Miscellaneous items
Trainee Support	<p>Fixed Stipend @ Rs. 1,500 per trainee per month</p> <ul style="list-style-type: none"> • Payment of stipend will be made as per PSDF policy and will be linked to attendance. PSDF may engage a third party for payment of stipend directly to trainees.
Basis of Financial Evaluation	<ul style="list-style-type: none"> • Financial price will have to quoted in the financial proposal submitted on e tender. • The quoted costs should include all applicable taxes. The financial bid will be evaluated on the basis of per trainee per month cost (Inclusive of all applicable Taxes).
Testing Fee	<ul style="list-style-type: none"> • Testing / certification from an accredited body is an essential requirement of the project. Training Provider (Consulting Firm) will submit documentary evidence of its testing arrangements if these are other than PBTE. The testing agency must be accredited by the relevant regulatory body. • PSDF will pay the testing fee directly to PBTE under special arrangements.
Currency	All financial figures should be quoted in Pak Rupees as mentioned in the Financial Proposal.
Evaluation Cost	<p>PSDF will charge evaluation cost from Training Providers (Consultancy Firm), as the evaluation of proposals is outsourced. Training Providers (Consultancy Firm) are required to provide Bank Drafts in the name of "Punjab Skills Development Fund."</p> <ul style="list-style-type: none"> • The first bank draft amounting to Rs. 8,453 (Rupees eight thousand, four hundred and fifty-three only) should be submitted for evaluation of eligibility by every training provider (Consulting Firm) who is applying for the project.

	<ul style="list-style-type: none"> The second bank draft amounting to Rs. 12,000 (twelve thousand rupees only) should be submitted by every organization for evaluation of Technical Proposal. In case consulting firm has a valid certificate issued by PSDA or TEVTA (permanent), the bank draft of Rs. 6,750 (six thousand, seven hundred and fifty rupees only) will be submitted instead. <p>RFP document will not be evaluated if above mentioned Bank Drafts in favor of “Punjab Skills Development Fund” of above-mentioned amount are not submitted directly to PSDF. The Bank Drafts must be submitted in hard form along with the applicant declaration to PSDF.</p>
Submission Address for Bank Drafts	<p>Physical copies of the Bank Drafts and Application Declaration form must be submitted through courier and should be addressed as under before the closing date:</p> <p>Procurement Department Hunar Seh Bahali - Beautician - Layyah Punjab Skills Development Fund, 21/A, H-Block, Dr Mateen Fatima Road, Lahore, Pakistan</p>
Training Facilities	<p>The Training Provider shall ensure availability of all trade-related equipment specified in the relevant curriculum in such a manner that all trainees are able to perform lab tasks simultaneously and independently. Depending upon the specific requirements of a trade, the standards may vary.</p> <p>Training Providers must submit status of available machinery, equipment, tools, furniture, etc. With reference to the list provided in the respective curriculum on the prescribed format attached with the Technical Proposal form. All training facilities are subject to inspection.</p>
Basis of Proposal Evaluation	<p>Quality and Cost-Based Selection (QCBS) methodology using single stage two envelope method will be used for selection of Organisations (Consulting Firm) based on combined Technical and Financial Score.</p>
Criteria for Evaluation	<p>Technical Proposal – 80% weightage & Financial Proposal – 20% weightage</p>
	<p>Bids of only technically qualified i.e achieving 65% or more will be opened.</p>
	<p>Formula for Financial Calculation:</p> $S_f = 100 * \frac{\text{Lowest Price}}{\text{Price of Proposal Under Consideration}}$ $\text{Overall Score}(S) = S_t * T + S_f * P$ $= S_t * 0.80 + S_f * 0.20$
Client's Input	<p>Publicity of the project and arrangements for stakeholders' visits and ceremonies (in case of a large-scale graduation ceremony etc. if arranged by PSDF) at the completion of the assignment.</p>
Client's Contact Details	<p>1. Program Development: Usama Siddiqui Specialist Program Development Email: usama.siddiqui@psdf.org.pk</p>

	<p>Phone No. 042-111-11-7733 (278)</p> <p>2. <u>PSDF HUNAR Helpline:</u> 0800-HUNAR</p> <p>3. <u>Tejari Helpline:</u></p> <p>To Speak to Tejrai Supplier Facilitation Agent please dial: +92 346 3835274 for Support Helpdesk.</p>
Validity of Proposal	180 days from last date of submission
Clarification Requests	Clarification requests through e-tender message box tool will only be addressed.
Expected Start Date of Training	February 2023
Any Special Condition	PSDF may relax one or more conditions of the bidding document under notice to all shortlisted Organisations (Consulting Firm).
	PSDF will engage a third-party monitoring Organisation to verify proposed deliverables.
	PSDF may check the availability of training facilities through third party evaluation firm as per requirements of the relevant curriculum.
Bank Guarantee	Mobilisation Advance equal to 10% of the Contract value (if availed) against irrevocable & cashable Bank Guarantee to be adjusted in instalments (maximum five).
Common Ownership	Applications with different institute name but same ownership will not be accepted.
Anti-Money Laundering / Combating Financing of Terrorism (AML / CFT)	<p>For the assessment Training Providers (Consulting Firms) according to the AML / CFT policy, a separate document will be shared with Training Providers (Consulting Firms).</p> <p>Any Training Providers (Consulting Firms) failed to provide the requisite information or found to be non-compliant with the AML / CFT policy will not be offered contract.</p>
Prevention of Sexual Exploitation and Abuse (PSEA)	Training Provider (Consultancy Firm) will ensure that effective systems are in place for preventing and responding to acts of sexual exploitation and abuse.
Means of Communication	Formal communication between PSDF and Training Providers (Consulting Firms) shall be made through the message box in the e-tendering portal. PSDF may also use e-mail for sharing of any additional information to the TSPs.
Expected Date and Address for Agreement Negotiations	<p>Date will be communicated later by the Client.</p> <p>Address:</p> <p>Punjab Skills Development Fund, 21/A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore. or any other address as notified.</p>
Performance Evaluation	It is suggested that Organisation (Consulting firm) should select district keeping in view their practical area availability, mobilization capacity & outreach mechanism. Performance of the Organisation (Consulting firm) will also be evaluated on the

	basis of monitoring mechanism of PSDF. Poor performance will affect selection of the Organisation (Consulting firm) in PSDF future projects or an extension of the contract such as PSDF may impose financial penalties on Organisations (Consulting firm) on account of any violations/ breach of Contract in line with PSDF Business Rules.
Available Limit for Attachment Uploading	Against each attachment question, single file attachment is allowed. Maximum file size should not exceed 50 MB. Furthermore, where multiple documents are required to be attached against a single question in the forms organizations must only attach a single file containing all the required documents in the PDF or zip file formats.
Contract Extension	Performance of Organisations (Consulting firm) would be evaluated semi annually. Subject to performance evaluation and release/ availability of funds, the Contract may be extended for an additional period and/or for training of additional trainees, on same cost and TORs by mutual agreement of both parties. Organisations (Consulting firm) perceived to have demonstrated poor performance would not be considered for extension of contract for subsequent round of training.
Submission of Documents	All the RFP forms are available online on e-tendering portal and all organisations (Consulting Firm) are required to fill the forms online using the e-tendering portal. Any documents submitted in hard form will not be considered for evaluation.
Proposal Language	English
Last Date of Submission of proposal	11th November 2022; 03:00 PM on the PSDF e-tendering platform.

TERMS OF REFERENCE (TOR)

Punjab Skills Development Fund (PSDF) is funding skills trainings for residents of Punjab under the “Hunar Seh Bahali - Beautician - Layyah” project. The aim of the vocational skills trainings is to improve the income generation capacity of the flood affected youth of Punjab through acquisition of knowledge, practical competencies, know-how and attitudes necessary to perform a certain trade or occupation in competitive labour market. The selected Training Service Providers (Consultancy Firms) will be expected to enter into a Contract specifying the responsibilities and deliverables of the assignment.

Responsibilities of Organisations (Consulting Firms) are to:

1. Mobilize the trainees, conduct marketing campaigns, build interest in skills training and invite applicants for the skills training according to the eligibility criteria defined by PSDF.
2. Select only eligible trainees who have CNIC with permanent or temporary residential address of any district of the Punjab.
3. Select only those candidates who have not previously been trained through PSDF funding and are not already registered in PSDF database (through verifying data of the trainees from PSDF website via entering CNIC number).
4. Arrange properly equipped training facilities as per curriculum requirements and/or equipment list mentioned in the curriculum. It includes machinery, equipment, tools, classroom & lab / workshop furniture and other basic facilities (e.g., washrooms, backup power, drinking water etc.). In case of deficiency, arrange additional training facilities as per requirement.
5. Training Providers (Consulting Firms) must have at least 2 classrooms to accommodate maximum of 25 trainees each along with practical lab / room / area, admin room and Bathroom.
6. Engage competent and qualified instructors, principle and support staff as per provided CVs (qualification and experience) mentioned in the curriculum.
7. Get the facilities and arrangements inspected by PSDF before start of training.
8. Ensure provision of vocational skills training in approved skills /trades using the curriculum approved by relevant certification authority and following the agreed parameters.
9. Provide all learning aids, teaching materials, consumables, and additional facilities, as per demand of curricula, free of cost to the trainees (all costs on account of these items will be included in training fee which will be paid by PSDF).
10. Development/printing of training manual(s), if already not available.
11. Manage provision of standardized uniforms and bags as mentioned under Trainee Support.
12. Establish a system for providing reports to PSDF within stipulated time through email or on a web-based data management system.
13. Establish and maintain a proper Placement / Facilitation Cell at the institute. The Placement/ Facilitation Cell will be required to establish linkages of trained persons with the financial institutions and make necessary arrangement to ensure self-employment of the trainees upon completion of training.

14. Track and report self-employment status of trainees for the first six months post-completion of training.
15. Maintain separate bank account and financial records relating to the PSDF assignment(s).
16. Assist any PSDF partner in carrying out a tracer study / evaluation of the trained persons.
17. Arrange testing and certification from the relevant accredited certification body.
18. Arrange printing of provisional certificates as per the format approved by PSDF.
19. Arrange a simple graduation ceremony and distribute certificates to successful graduates on course completion and inform PSDF at least one week before the event.
20. Assist PSDF in the arrangements of graduation ceremony; if graduation ceremony is arranged by PSDF at large scale (cost of such ceremony arranged by PSDF will be borne by PSDF).
21. Assist trainee's self-employment after completion of training and maintain an updated 6 months' post training self-employment records.
22. Display prominently banners / sign boards relating to the training, after approval by PSDF.
23. Any other obligation agreed in the Contract.
24. The Training Provider (Consulting Firm) will be responsible for certain deliverables, including progress reporting, as per requirement of the project.
25. The Training Provider (Consulting Firm) will be responsible for following the SoPs implemented by the Government and PSDF to ensure the safety and well-being trainees

Note:

In case of non-compliance of the above-mentioned responsibilities, financial penalties will be applicable as per the Monitoring business rules of PSDF.

Vocational Training Service Providers will not charge anything to the trainees at any stage of the training process, in the form of admission forms, enrolment, training delivery or certification.

Responsibilities of Punjab Skills Development Fund are to:

1. Provide funds to meet training expenses as pertaining fee, number of trainees, attendance of trainees and payment schedule agreed in the Contract.
2. Provide funds for meeting costs on account of Trainee Support which includes stipend as determined by PSDF management.
3. Monitor / supervise the delivery of training, either directly or through a third party.
4. Take measures for quality control directly or indirectly.
5. Guide training partners for smooth implementation of training.
6. Arrange and finance a large-scale graduation ceremony, if any arranged by PSDF.
7. Bear costs on account of publicity as considered appropriate by PSDF management.
8. Inspect training facilities and arrangements and accord permission to start training (i.e. issue a Notice to Proceed).

Joint Responsibilities of Punjab Skills Development Fund and Organisations:

1. To showcase the training programmes funded by PSDF on different forums, if required.

Annexure A – Evaluation Criteria

DETAILED CRITERIA			Evaluation Marks
FINANCIAL CAPACITY			20
Bank Statement			
Sum of Total Debit / Total Credit			15
Maximum marks on Sum of any of Total Debit or Total Credit: Equal to or more than Rs. 3 million			15
Sum of any of Total Debit or Total Credit: Equal to or more than Rs. 2 million but less than Rs. 3 million			8
Sum of any of Total Debit or Total Credit: Equal to or more than Rs. 1 million but less than Rs. 2 million			5
Sum of any of Total Debit or Total Credit: Less than Rs. 1 million			0
Average Monthly Transactions			5
Maximum Marks on 10 or more Average Monthly Transactions			5
More than 5 but less than 10 Average Monthly Transactions			3
Note: Full marks will be awarded in case of public sector organizations.			
APPROACH & METHODOLOGY			10
Self-Employment Strategy (1 score for each relevant point)			2
Understanding of Assignment (Mobilization & Training Strategy) (1 score for each relevant point)			5
Risks and Mitigation Strategy Marks will be awarded on the basis of relevant risk identification and mitigation strategies related to the delivery and achievement of the training outcomes.			3
Note: Maximum up to 1 mark will be awarded in each relevant risk and its mitigation strategy. Minimum 3 risk and their mitigation strategies are required. 50% marks will be deducted if only risk is identified.			
QUALITY OF TRAINING			30
Training Premises			10
Training Provider must have at least 2 classrooms in the overall premises to accommodate maximum of 25 trainees including but not limited to admin room and Bathroom.			
B 2.4	Facilities Available	Generator / UPS / Solar Panel in working Condition	2
		Drinking Water Facility	2
		Fire Extinguisher	2
		Separate Bathrooms for Males & Females	2
		Parking Space / Assembly Area	2
	Sub Total		10
Note: These facilities will be cross verified by the inspection team and marks will be awarded accordingly.			
Tools and Equipment			20
B 2.6	Equipment	90% to 100% Equipped Practical Lab	20
		80% to 89% Equipped Practical Lab	15
		70% to 79% Equipped Practical Lab	10
		If the Availability of Equipment is less than 70% at the time of site verifications, Trade application will be declared as Technically Non-Qualified.	
Note:			
Consulting firms having TEVTA permanent certificate or PSDA valid affiliation certificate, will be awarded full marks in Quality Management criteria and no facility visits will be carried out.			
Consulting firms having certificates other than TEVTA permanent or PSDA valid certificate will be evaluated based on the field visit results as per above mentioned criteria.			

PAST EXPERIENCE			15
Maximum Marks for 50 or more number of individuals trained in the same / similar category.			15
For less than 50 individuals trained but more than 25 in the same / similar category.			10
For less than 25 individuals trained but more than 10 in the same / similar category.			5
For less than 10 individuals trained in the same / similar category.			0
Documentary Evidence: <ul style="list-style-type: none"> In case of non-provision of documentary Evidence of Claimed Experience, zero marks will be awarded in the Past Experience Section. Past Experience will only be considered of same / similar course conducted in past. Only external evidence attached will be considered for scoring marks, such as Printouts of official Gazettes, Graduation certificates issued by certification authority. The trade name and name of the firm will be matched with the evidence. 			
STAFF PROPOSED			25
Placement Officer			11
Placement Officer	Qualification	Masters / BSC (16 Years of Education) or above	8
		Bachelors (14 years of Education) / Certificate / Diploma	5
		Otherwise	0
	Working Experience	1 Mark for Minimum 1 year of working experience. Additional 1 mark for each additional year of experience up to 3 marks. Zero marks will be awarded for less than 1 year of experience	3
Trainer			14
Trainer CV	Qualification	2 Level above Qualification Required for Trainer Induction as per curriculum or Relevant Degree or Diploma	8
		1 level above as required for Trainer Induction as per curriculum or relevant certificate	5
		Otherwise	0
	Working Experience	3 Marks for Minimum 2 years of relevant working experience. 1.5 marks for each additional year of experience up to 6 marks. Zero marks will be awarded for less than 2 years of experience. Zero marks will be awarded if minimum required qualification and minimum working experience is not provided	6
Note: <ul style="list-style-type: none"> Current employment letter, previous work experience letter(s) must be attached. Zero marks will be awarded in working experience if proof of relevant previous / current employment mentioned in the CV is not attached. In case of less than 2 years of working experience and failure to meet the required trainer qualification criteria above, the Training provider will be disqualified in that particular trade. In case Trainer is not present at the time of inspection, then zero will be awarded. However, in case of proper reason of absence, its file must be presented containing copies of CNIC, Degree(s) etc. by Training Provider (Consulting Firm) at the time of Field Visit. 			