

## PUNJAB SKILLS DEVELOPMENT FUND



**Instructions, Data Sheet and Bidding Documents for Request for Proposal  
Hybrid Training Program – Mobile Phone Repairing (E-Tayyar) - Lahore**

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

**Note: The interested training providers (consulting firms) can get them registered for capacity building session by filling this link <https://forms.gle/EBdNXczPWSrVNw9k8>**

**Meeting will be held online on 26<sup>th</sup> October 2022 and online meeting link will be shared through an email confirming the registration.**

## INSTRUCTIONS TO FIRMS

### 1. Foreword:

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 “**Hybrid Trainings Program – Mobile Phone Repairing - Lahore**” under **E-TAYYAR** program is funded by the Government of the Punjab (GoPb). The aim of the skills trainings is to improve the income generation capacity of multiple districts 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  
Request For Proposal – Hybrid Training Program - Mobile Phone Repairing (E-Tayyar) - Lahore  
Punjab Skills Development Fund  
21-A, Dr. Mateen Fatima Road, Gulberg II, Lahore.

## Description of the Product

### 2. DEFINITIONS

- a. “Bidding Document” means set of documents prepared by PSDF which consists of “Instructions to Training Providers”, TORs and forms for providing information about Eligibility and Technical & Financial Proposals.
- b. “Instructions to Training Providers (Consulting Firms)” means the document which provides training providers with all information needed to prepare their proposals.
- c. “Board” means Board of Directors of Punjab Skills Development Fund, a company incorporated under section 42 of the Companies Ordinance 1984.
- d. “Client” means Punjab Skills Development Fund (PSDF).
- e. “Contract” means the contract signed by PSDF and Training Provider along with all attached documents thereto.
- f. “Data Sheet” means such part of the Instructions to Training Providers used to reflect specific conditions.
- g. “Day” means calendar day.
- h. “Financial Proposal” means that part of the proposal which provides details about cost of the proposed training.
- i. “Government” means the Government of the Punjab.
- j. “PBTE” means the Punjab Board of Technical Education.
- k. “Proposal” means Technical and Financial Proposals submitted by an organization.
- l. “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 Provider in pursuance of the Contract.
- m. “Target Group” refers to potential candidates for admission who fulfill the eligibility requirements defined in the Data Sheet.
- n. “Technical Proposal” means that part of the proposal which provides information about the technical aspects of the proposed training.
- o. “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 Provider as well as expected results and deliverables of the assignment.
- p. “Trainee” means any eligible male & female who is selected for training by the Training Provider.
- q. “Training Provider (Consulting Firm)” means partnership firm, companies or organizations.

### 3. Introduction:

- a. 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.
- b. The Client named in the Data Sheet will select only one Training Provider (Consulting Firm), in accordance with the specified method of selection.
- c. The Client will use the PPRA Rules for the development of the bidding documents and subsequent application processing.
- d. 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.
- e. It is expected that the Training Providers (Consulting Firms) will arrange employment of 30% of the trained persons in various organizations.
- f. On completion of training, testing and certification from Punjab Board of Technical Education is required.
- g. PSDF reserves the right to verify any information provided by prospective bidders. False information / mis-statement will lead to disqualification and rejection of the Technical Proposal; and the Training Providers (Consulting Firms) may also be blacklisted.
- h. PSDF reserves the right to request submission of additional information from Training Providers (Consulting Firms) in order to clarify any aspect of Request for Proposals, if required.
- i. 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).
- j. PSDF reserves the right to cancel the call of Request for Proposal without stating any reason.
- k. All documents / information received by PSDF from applicants will be treated confidentially and will not be returned.
- l. Final selection of Training Provider (Consulting Firm) will be done following Quality and Cost Basis Selection (QCBS) methodology.

- m. PSDF reserves the right to verify any information provided by prospective Training Provider (Consulting Firm). Proposal submitted on the basis of any false information, misstatement and/or fake documents will be void.
- n. The Proposal will be submitted through an online e-tendering platform, **Bank Draft(s)** and **Applicant Declarations** will be couriered directly to PSDF before the closing date of the program.
- o. **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.
- p. Training Providers (Consulting Firms) must not be involved in any corrupt or fraudulent practices and adhere to highest ethical standards.
- q. PSDF may inspect Training Providers (Consulting Firms) accounts and 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.
- r. The successful Training Providers (Consulting Firms) 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.
- s. All direct & indirect taxes will be deducted in accordance with the provisions of Government Rules amended time to time.
- t. 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".
- u. Payment of Training Providers (Consulting Firms) will be made on the satisfactory completion of trainings according to terms and conditions.
- v. 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.
- w. Training Providers (Consulting Firms) will not be authorized to outsource the services of contract or form consortium.

- x. Complete bidding document which consists of technical proposal and financial proposal will be submitted in which Training Providers (Consulting Firms) is willing to work.
- y. In case of delay in services a penalty for delay may be imposed. If the Training Provider (Consulting Firm) completely fails to provide the services within prescribed period and doesn't comply with the reminders, the case of Training Provider (Consulting Firm) may be put to relevant authorities to declare the firm as "Blacklisted".
- z. 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.
- aa. Training Provider (Consulting Firm) should keep in view mobilization and placement challenges.
- bb. 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.
- cc. 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 an organization 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 organizations which lead to financial loss and reputational damage.
- dd. Submission of potentially plagiarized document by the Consulting Firm will lead to deduction of marks in the section or rejection of the complete proposal.

#### **4. Hybrid Trainings:**

Based on extensive research, PSDF has developed three Hybrid Trainings courses that have an online component which covers the theoretical parts of the training and an on-site component for the practical trainings. Trainees will be expected to complete the online component in self-paced model in a controlled timeframe or in the training provider (consulting firm) premises in their labs (for those trainees who do not have access to internet and computers on their own). For the On-site practical components, the trainees will be visiting the designated training provider (consulting firm) locations following a schedule for their trainings as shared with them by the training provider (consulting firm).

#### **5. 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.

## **6. Clarifications 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.

## **7. Evaluation of Technical Proposals:**

- 7.1 The Technical Proposal(s) of only Eligible 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.
- 7.2 PSDF authorized person will visit the training site before or during the technical evaluation phase to inspect area, facilities, equipment, location, capacity and other aspects of training.
- 7.3 PSDF will charge an evaluation cost from Training Providers (Consulting Firms), as the evaluation of proposals is outsourced. Training Providers (Consulting Firms) are required to provide Bank draft(s) in the name of "Punjab Skills Development Fund."

## **8. Evaluation of Financial Proposals:**

- 8.1 In case of changes in the technical parameters, PSDF may ask the Training Providers (Consulting Firms) to submit revised Financial Proposals.
- 8.2 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.
- 8.3 The lowest quoted Financial Proposal (Fm) on a cost per trainee per month basis will be given the maximum financial Score (Sf). Only the Financial Proposals for the qualified Technical Proposals will be opened.

## **9. Selection of Training Providers (Consulting Firms)**

- 9.1 Training Providers (Consulting Firms) will be ranked based upon the combined technical and financial score.
- 9.2 The Training Providers (Consulting Firms) scoring the highest combined score will be selected and offer will be made to the Rank 1 organisation only.
- 9.3 In case first ranked Training Provider (Consulting Firm) refuses, the offer will be made to the subsequent rank and so forth.

9.4 Allocation will be done strictly within the ambit of short consultancy procurement.

## 10. 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.

10.1 **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 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.

10.2 **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.

## 11. Verification

PSDF has introduced a new monitoring mechanism for trainers and trainees regarding registration, attendance, uniforms and bags receiving etc. through a biometric device. The price of each device is USD 405 which shall be borne by the Training Providers (Consulting Firms) through a vendor specified by PSDF (selected through competitive bidding process) before start of the classes. The table below shows the number of devices which must be procured for each location by the training service provider who is awarded business:

Number of Trainees	Number of devices
1- 100	1
101 – 200	2
201 – 300	3
301 and above	With the same proportion as above

**Note:** PSDF reserves the right to increase / decrease the number of devices with respect to the number of trainees. The decision of PSDF in this regard shall be final.



### Data Sheet

<b>Name of the Request for Proposal</b>	Hybrid Training Program - Mobile Phone Repairing (E-Tayyar) - Lahore
<b>Name of the Client</b>	Punjab Skills Development Fund (PSDF)
<b>Time Schedule of the Training Services</b>	Duration for “ <b>Hybrid Trainings Program – Mobile Phone Repairing</b> ” is 3 months after the commencement of classes
<b>Contractual Target of Training</b>	Trainings are expected to start from January 2023. Total enrolment target under the scheme is 75. 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
<b>Location of Training Institutions</b>	RFP can be submitted for district Lahore with the valid registration certificate.
<b>Who Can Apply</b>	Training Providers (Consulting Firms) as defined in definition section are eligible to apply for this Request for Proposal.
<b>Eligibility Criteria</b>	<p>Training Providers (Consulting Firms) must fulfill the following conditions:</p> <ul style="list-style-type: none"> <li>○ Must have valid NTN / FTN in the name of the organization.</li> <li>○ Must have a legal status and must provide copy of registration or incorporation certificate. In case of partnership firm, registered partnership deed is required.</li> <li>○ Must be registered / affiliated / accredited with either TEVTA, PSDA, or NAVTTC. In case the training provider (consulting firm) does not have a valid registration certificate, they must attach: <ul style="list-style-type: none"> <li>• Past valid certificate from PSDA, TEVTA, or NAVTTC (expired)</li> <li>• Letter of extension for the affiliation (if any)</li> <li>• Evidence for on-going affiliation process. (Contract will be awarded on the basis of valid registration certificate)</li> </ul> </li> <li>○ Must not be blacklisted by any government, private, local, international, TVET body or any other organization.</li> </ul> <p><b>Note:</b> Firm must submit registration certificates or extension certificates by relevant TVET body before the award of contract, otherwise contract will be offered to subsequent rank.</p>
<b>Detailed Evaluation Criteria</b>	The detailed evaluation criteria are attached as Annexure A
<b>Candidate Selection</b>	Candidate selection will be the responsibility of Training Provider (Consulting Firm).
<b>Pre-Bid Meeting</b>	<p>Pre-bid meeting will be held to guide Training Providers (Consulting Firms), the interested Training Providers (Consulting Firms) can get them registered by filling the link; <a href="https://forms.gle/EBdNXczPWSrVNW9k8">https://forms.gle/EBdNXczPWSrVNW9k8</a></p> <p>Online meeting will be held on 26<sup>th</sup> October 2022. Link for the meeting will be shared through an email confirming the registration.</p>

<p><b>Target Group (Eligibility for Admission)</b></p>	<p>The trainees for the scheme can be from any district of the Punjab.</p> <ul style="list-style-type: none"> <li>• Preferably have access to internet and computing device.</li> <li>• A male or female, age 18- 35 years</li> <li>• Must have CNIC with permanent or temporary residential address of Punjab</li> <li>• Must not have previously attended any course funded by PSDF and not registered in PSDF database</li> <li>• Must not have education level of greater than intermediate</li> <li>• Must meet the entry requirements as specified in respective training curricula and PSDF requirements</li> <li>• Must not be a Diploma of Associate Engineering (DAE) graduate or enrolled in DAE course.</li> </ul>
<p><b>Anti-Money Laundering / Combating Financing of Terrorism (AML / CFT)</b></p>	<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). 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>
<p><b>Prevention of Sexual Exploitation and Abuse (PSEA)</b></p>	<p>Training Provider (Consultancy Firm) will ensure that effective systems are in place for preventing and responding to acts of sexual exploitation and abuse.</p>
<p><b>Implementation of Training</b></p>	<p>Training will be divided in two parts; Online and On-site trainings:</p> <ul style="list-style-type: none"> <li>• The Online trainings will be completed by the trainees in a self-paced online learning model. These will be time-bound, and training providers (consulting firms) will be responsible for ensuring that all trainees complete their online trainings in the allotted time, before participation for on-site trainings.</li> <li>• On-site trainings would be delivered in Training Providers' (Consulting Firms') own premises with dedicated labs / workstations. The on-site trainings for this scheme must be implemented in a formal manner with course components to be delivered in dedicated labs / workstations.</li> </ul> <p>Upon completion of training, a final exam will be conducted by PBTE.</p>
<p><b>Project Manager &amp; Placement Officer</b></p>	<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><b>Minimum Conduct Hours</b></p>	<p>Minimum conduct hours per week are 30 (6 days x 5 hours daily or 5 days x 6 hours daily).</p>
<p><b>Testing Fee</b></p>	<p>PSDF will pay the testing fee directly to PBTE under special arrangements.</p>
<p><b>Proposal Language</b></p>	<p>English</p>
<p><b>Soft Skills Training</b></p>	<ul style="list-style-type: none"> <li>• Training Provider (Consulting Firm) may be asked to impart soft skills training to trainees. In such case, PSDF may provide online available learning material including Trainee and Trainer manuals. The soft skills modules will be of 30 to 60 credit hours spread across the duration of the course. In case of soft skills intervention, PSDF may conduct Soft Skills Training of Trainers (ToTs) for their implementation.</li> <li>• Training Providers (Consulting Firms) will be communicated about Soft Skills training delivery at a the time of contract signing.</li> </ul>

<b>Currency</b>	All financial figures should be quoted in Pak Rupees as mentioned in the Financial Proposal.
<b>Evaluation Cost</b>	<p>PSDF will charge evaluation cost from Training Providers (Consulting Firms), as the evaluation of proposals is being outsourced. Training Providers (Consulting Firms) are required to provide <b>Bank Drafts</b> in the name of “<b>Punjab Skills Development Fund.</b>”</p> <ol style="list-style-type: none"> <li>1. The first bank draft amounting to <b>Rs 8,453 (Rupees eight thousand, four hundred and fifty-three only)</b> should be submitted for evaluation of eligibility by every organization who is applying for the project.</li> <li>2. The second bank draft amounting to <b>Rs. 12,000 (twelve thousand rupees only)</b> 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 <b>Rs. 6,750 (six thousand, seven hundred and fifty rupees only)</b> will be submitted instead.</li> </ol> <p>Request for Proposal document will not be evaluated if above mentioned Bank Drafts in Favor of “Punjab Skills Development Fund” of above-mentioned amounts are not submitted along with bidding document. <b>The Bank Drafts must be submitted in hard form along with the applicant declaration to PSDF.</b></p>
<b>Submission Address for Bank Drafts</b>	<p><b>Physical copies of the Bank Drafts and Application Declaration form should be submitted through courier and should be addressed as under before the closing date:</b></p> <p>Procurement Department Hybrid Trainings Program – Mobile Phone Repairing (E-TAYYAR) - Lahore Punjab Skills Development Fund, 21/A, H-Block, Dr Mateen Fatima Road, Lahore</p>
<b>Testing and Certification</b>	Testing for this program will be conducted by PBTE. PSDF has special arrangements with PBTE for conducting these exams.
<b>Common Ownership</b>	Applications with different institute name but same ownership will not be accepted.
<b>Job Placement</b>	<b>Training Provider (Consulting Firm) has to commit minimum 30% employment Commitment.</b> Training Providers (Consulting Firms) would be required to establish and maintain a proper Placement Cell at the institute. The Placement Cell will be required to establish linkages of trained persons with the employers / recruitment agencies and place the trained personnel on jobs.
<b>Payment to Training Providers (Consulting Firms)</b>	<ol style="list-style-type: none"> <li>(a) Training Fee</li> <li>(b) Trainee Support Payments</li> </ol>
<b>Training Fee</b>	<p>The financial bid will be based on training fee inclusive of all expenditures. It will include but is not limited to:</p> <ul style="list-style-type: none"> <li>• Trainers’ remuneration</li> <li>• Consumable Training Materials</li> <li>• Training Manual &amp; Stationery required for training</li> </ul>

	<ul style="list-style-type: none"> <li>• Protective clothing (if any)</li> <li>• Management &amp; Reporting costs</li> <li>• Depreciation / Rentals of Machinery and Equipment etc.</li> <li>• Utilities &amp; Miscellaneous items</li> <li>• Post training support to trainees (Placement)</li> </ul>
<b>Trainee Support</b>	<ul style="list-style-type: none"> <li>• Fixed Stipend @ Rs. 1,500 per trainee per month</li> <li>• Payment of stipend will be made as per PSDF policy through the Training Providers (Consulting Firms) and will be linked to attendance. PSDF may engage a third party for payment of stipend directly to trainees.</li> </ul> <p>PSDF will provide a bag and badge to the training provider (consulting firm) which the training provider (consulting firm) will provide to the trainees at the start of the training.</p>
<b>Basis of Financial Evaluation</b>	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)
<b>Date of Opening of Financial Proposals</b>	Will be communicated to the technically qualified parties.
<b>Basis of Proposal Evaluation</b>	Quality and Cost-Based Selection (QCBS) methodology will be used for selection of Training Providers (Consulting Firms) based on combined Technical and Financial Score
<b>Criteria for Evaluation of Proposals</b>	<p>Technical Score (<math>S_t</math>) of proposal</p> <p>Quality of Training = 80</p> <p>Capacity of the Organization to deliver = 20 (Minimum Qualifying Technical Score = 65%)</p> <p>Financial Score (<math>S_f</math>) of proposal</p> $S_f = 100 * \frac{\text{Lowest Price}}{\text{Price of Proposal Under Consideration}}$ $\text{Overall Score}(S) = S_t * T + S_f * P = S_t * 0.80 + S_f * 0.20$
<b>Expected Date and Address for Agreement Negotiations</b>	<p>Will be communicated later by the Client.</p> <p>Address: Punjab Skills Development Fund, 21/A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore. or any other address as notified.</p>
<b>Client's Representatives / Contact Persons</b>	<p><b><u>Program Development Team</u></b></p> <p><b>1. Usama Siddiqui</b> Specialist Program Design, Mobilization, &amp; Digital Transformation Email: <a href="mailto:usama.siddiqui@psdf.org.pk">usama.siddiqui@psdf.org.pk</a> Phone No. 042-111-11-7733 Ext 278 M: +92-333-481-6797</p> <p><b><u>Procurement Team</u></b></p> <p><b>2. M. Rizwan Akhtar</b> Assistant Manager Training Partner Sourcing &amp; Contracting Email: <a href="mailto:Rizwan.akhtar@psdf.org.pk">Rizwan.akhtar@psdf.org.pk</a> &amp; <a href="mailto:evaluation@psdf.org.pk">evaluation@psdf.org.pk</a> Phone No. 042-111-11-7733 Ext: 202</p>

	<p><b>3. <u>PSDF HUNAR Helpline:</u></b> 0800-HUNAR</p> <p><b>4. <u>Tejari Helpline:</u></b> To Speak to Tejari Supplier Facilitation Agent please dial: +92 346 3835274 for Support Helpdesk</p>
<b>Client's Input</b>	Publicity of the project and arrangements for stakeholders' visits and ceremonies (in case of a largescale graduation ceremony etc. if arranged by PSDF at the completion of the assignment.)
<b>Validity of Proposal</b>	180 days from last date of submission.
<b>Clarification Requests</b>	Clarification requests through e-tender message box tool will only be addressed.
<b>Mode of Communication</b>	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 training provider (consulting firm)
<b>Expected Start Date of Training</b>	January 2023
<b>Any Special Condition</b>	PSDF may relax one or more conditions of the RFP under notice to all shortlisted Training Providers (Consulting Firms).
<b>Bank Guarantee</b>	Mobilization Advance equal to 10% of the Contract value (if availed) against irrevocable & cashable Bank Guarantee to be adjusted in instalments (maximum five).
<b>Submission of Document</b>	All the Request for Proposal forms are available online on e-tendering portal and all organizations are required to fill the forms online using the e-tendering portal. Any documents submitted in hard form will not be considered for evaluation.
<b>Available Limit for Attachment Uploading</b>	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 form's organizations must only attach a single file containing all the required documents in the PDF or zip file formats.
<b>Last Date of Submission of Proposal</b>	<b>4<sup>th</sup> November 2022; before 15:00 PM on the e-tendering portal</b>
<b>Contract Extension</b>	Performance of Training Providers (Consulting Firms) would be evaluated semiannually. 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. Training Providers (Consulting Firms) perceived to have demonstrated poor performance would not be considered for extension of Contract for subsequent round of training.

## TERMS OF REFERENCE (TORs)

Punjab Skills Development Fund (PSDF) is funding skills trainings for residents of Punjab under the “Hybrid Trainings Program (Pilot)” project. The aim of the vocational skills trainings is to improve the income generation capacity of the residents of Punjab through acquisition of knowledge, practical competencies, knowhow and attitudes necessary to perform a certain trade or occupation in competitive labour market. The selected Vocational Training Service Providers will be expected to enter into a Contract specifying the responsibilities and deliverables of the assignment. The hybrid program is a specialized training model developed by PSDF, where the training has been split between online training for theory and demonstration as well as practical training wherever necessary as well as to reaffirm training ideas. The model will operate as:

- Final trainees selected by the training service provider will be given access to the hybrid training through a PSDF provided LMS
- All steps in the training will have to be undertaken by the trainees and the same will be reflected in reports available with PSDF
- Training will be split in 6-day work weeks with 4 days of the training dedicated to self-paced online learning and 2 days for on-site practical trainings of each module.
- It is the Training Provider’s (Consulting Firm’s) responsibility to ensure that their enrolled trainees are completing weekly activities to progress in their course. They will also be responsible to schedule trainings of those trainees who do not have access to internet and computers.
- After every 4 days of training, trainees will be required to go the training facility for practical trainings

### **Responsibilities of Training Providers (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. Preferably select those candidates who have access to internet and computers / laptops for online self-paced learning.
4. 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).
5. 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.
6. Training Providers (Consulting Firms) must have at least 1 dedicated practical lab for each class applied for to accommodate maximum of 25 trainees, with an admin room and Bathroom.
7. Training Providers (Consulting Firms) must have at least 1 dedicated computer lab with at least 12 computers available at all times for those trainees who do not have access to internet and computers themselves for the online component of the trainings. Training Providers (Consulting Firms) must also have a dedicated lab facilitators available in computer labs at all times.
8. Training Providers (Consulting Firms) must have a dedicated computer lab with a minimum of 5 computers to accommodate those trainees who do not have access to internet and computers / smartphones.
9. Training Providers (Consulting Firms) must ensure that trainees complete the online component of Hybrid Trainings in the allotted timeframe for each week.
10. Any queries that trainees have during the online training of 4 days, will be entertained by the training providers (consulting firms) during the practical days of training.

11. Training Providers ((Consulting Firms) must ensure that trainees complete the full Hybrid course during the three months of the training before the final exam with PBTE.
12. Engage competent and qualified facilitators / lab trainers, principle and support staff as per provided CVs (qualification and experience) to perform on-site practical trainings as mentioned in the curriculum.
13. Get the facilities and arrangements inspected by PSDF before start of training.
14. Ensure provision of vocational skills training in approved skills /trades using the curriculum approved by relevant certification authority and following the agreed parameters.
15. 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).
16. Development/printing of training manual(s), of on-site practical trainings.
17. PSDF will provide a bag and badge to the training provider (consulting firm) which the training provider (consulting firm) will provide to the trainees at the start of the training.
18. Manage a transparent system of payment of stipend to trainees in a timely manner according to the notified rates as per Contract (all records to be maintained). PSDF may engage a third-party organisation for disbursement of stipend directly to trainees.
19. Providing data and reports to PSDF within stipulated time through PSDF Systems.
20. Establish and maintain a proper Placement Cell at the institute. The Placement Cell will be required to establish linkages of trained persons with the employers / recruitment agencies and ensure placements of the trainees upon completion of training.
21. Track and report employment status of trainees for the first three months post-completion of training.
22. Maintain separate bank account and financial records relating to the PSDF assignment(s).
23. Assist any PSDF partner in carrying out a tracer study / evaluation of the trained persons.
24. Arrange testing and certification from the relevant accredited certification body.
25. Arrange printing of provisional certificates as per the format approved by PSDF.
26. If needed, arrange a simple graduation ceremony and distribute certificates to successful graduates on course completion and inform PSDF at least one week before the event.
27. 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).
28. Assist and arrange trainees job placement after completion of training and maintain an updated 1 months' post training job record, through employment letters / offer letters, salary slips for formal employment.
29. Display prominently banners / sign boards relating to the training, after approval by PSDF.
30. Any other obligation agreed in the Contract.
31. The Training Provider (Consulting Firm) will be responsible for certain deliverables, including progress reporting, as per requirement of the project.
32. 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, enrollment, 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, uniforms & bag cost, and testing fees, as determined by PSDF management.
3. Provide online platform for the online skills training component of Hybrid trainings.
4. Provide scheduling format for on-site trainings as developed by PSDF at the time of commencement of classes.
5. Monitor / supervise the delivery of training, either directly or indirectly through a third party.
6. Take measures for quality control directly or indirectly.
7. Guide training partners (Consulting Firms) for smooth implementation of training.
8. Arrange and finance a large-scale graduation ceremony, if any arranged by PSDF.
9. Bear costs on account of publicity as considered appropriate by PSDF management.
10. 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 Training Providers (Consulting Firms):**

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



## Annexure A – Detailed Evaluation Criteria

DETAILED CRITERIA			Evaluation Marks
<b>FINANCIAL CAPACITY</b>			<b>20</b>
<b>Bank Statement</b>			
<b>Sum of Total Debit / Total Credit</b>			<b>15</b>
Maximum marks on Sum of any of Total Debit or Total Credit: Equal to or more than Rs. 3 million			<b>15</b>
Sum of any of Total Debit or Total Credit: Equal to or more than Rs. 2 million but less than Rs. 3 million			<b>8</b>
Sum of any of Total Debit or Total Credit: Equal to or more than Rs. 1 million but less than Rs. 2 million			<b>5</b>
Sum of any of Total Debit or Total Credit: Less than Rs. 1 million			<b>0</b>
<b>Average Monthly Transactions</b>			<b>5</b>
Maximum Marks on 10 or more Average Monthly Transactions			<b>5</b>
More than 5 but less than 10 Average Monthly Transactions			<b>3</b>
<b>Note:</b> Full marks will be awarded in case of public sector organizations.			
<b>APPROACH &amp; METHODOLOGY</b>			<b>10</b>
<b>Employment Strategy</b> (1 score for each relevant point)			<b>2</b>
<b>Understanding of Assignment (Mobilization &amp; Training Strategy)</b> (1 score for each relevant point)			<b>5</b>
<b>Risks and Mitigation Strategy</b> 50% Marks shall be awarded if only risk is mentioned.			<b>3</b>
Identification of at least 3 risks and their mitigation strategies			3
Identification of at least 2 risks and their mitigation strategies			2
Identification of at least 1 risk and their mitigation strategies			1
<b>QUALITY OF TRAINING</b>			<b>30</b>
<b>Training Premises</b>			<b>10</b>
Training Provider <b>must have</b> at least 2 classrooms (Practical Lab & Computer Lab) to accommodate maximum of 25 trainees including but not limited to admin room and Bathroom.			
<b>B 2.4</b>	<b>Facilities Available</b>	Generator / UPS in working Condition	1
		Drinking Water Facility	1
		Fire Extinguisher	1
		Separate Bathrooms for Males & Females	1
		Parking Space / Assembly Area	1
	<b>Sub Total</b>		<b>5</b>
<b>Note:</b> These facilities will be cross verified by the inspection team and marks will be awarded accordingly.			
<b>B 2.5</b>	<b>Computer Lab with Proper Facilities</b>	12 Computers	3
		Internet Connection of minimum 6MB	2
	<b>Sub Total</b>		<b>5</b>
<b>Tools and Equipment</b>			<b>20</b>
<b>B 2.6</b>	<b>Equipment</b>	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.	
<b>Note:</b>			
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.			

<b>PAST EXPERIENCE</b>			<b>15</b>
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
<b>Documentary Evidence:</b>			
<ul style="list-style-type: none"> <li>In case of non-provision of documentary Evidence of Claimed Experience, zero marks will be awarded in the Past Experience Section.</li> <li>Past Experience will only be considered of same / similar course conducted in past.</li> <li>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.</li> </ul>			
<b>STAFF PROPOSED</b>			<b>25</b>
<b>Project Manager / Placement Officer</b>			<b>11</b>
<b>Project Manager / Placement Officer</b>	<b>Qualification</b>	Masters / BSC (16 Years of Education) and above	8
		Bachelors (14 years of Education)	5
		Otherwise	0
	<b>Working Experience</b>	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
<b>Trainer</b>			<b>14</b>
<b>Trainer CV</b>	<b>Qualification</b>	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
	<b>Working Experience</b>	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
<b>Note:</b>			
<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ul>			

**Note : Remaining RFPs under the project are accessible through e tender portal.**