

PUNJAB SKILLS DEVELOPMENT FUND

INVITATION FOR EXPRESSION OF INTEREST FOR PRE-QUALIFICATION

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

April 2023



Submission Date for Pre-Qualification Document: April 27, 2023, on or before 03:00 PM

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

Phone: +92-42-35752408-10

Fax: +92-42-35752190

Contents

1)	Background	2
2)	Invitation for Expression of Interest	2
3)	Time Schedule for Submission of Pre-Qualification Application	4
4)	Instruction & Guidelines for Consulting Firms	4
5)	Terms of Reference, Duties and Responsibilities of the Consulting Firm.	5
6)	Evaluation/Selection Criteria	6
7)	Duration	6
8)	Annexures.....	7
	Annex – A “Firm Information”	7
	Annex – B “Eligibility Response Checklist”	8
	Annex – C “Technical Evaluation Criteria”	9
	Annex – C-1 “Key Management Staff of the Firm”	11
	Annex – C-2 “CVs of Proposed Key Management Team”	11
	Annex – D “Similar Experience of the Firm”	14
	Annex – E “Cover Letter for the Submission of Expression of Interest”	15
	Annex – F “Declaration of Correctness of Information”	16
	Annex - G “Template for litigation history”	17
	Annex – H “Affidavit for Non – Blacklisting & Eligibility”	18

1) Background

Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan. PSDF was established in 2010 as a not-for-profit company set up under the Companies Ordinance 1984 by the Government of Punjab (GoPb). PSDF offers quality demand driven skills training to vulnerable and poor youth of Punjab helping them to create sustainable income generation opportunities in Pakistan and beyond.

2) Invitation for Expression of Interest

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

Sr. No.	Description	Procurement No.	Total Tenure of Contract	PQD Submission Deadline (Date & Time)	PQD Opening Date & Time	Estimated Cost for 1 Year
1	Hiring of a Firm for Third-Party Bid Evaluation Services	32/PSDF/BEF	One Year (Extendable for further Two terms)	April 27, 2023 on or before 03:00 PM	April 27, 2023 on 03:30 PM	PKR 21 Million approx.

Invitation for Expression of Interest for Pre-Qualification for Hiring of Firm for Third-Party Bid Evaluation Services

Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan established in 2010 as a not-for-profit company by the Government of Punjab (GoPb).

PSDF invites Applications from tax registered firms against the above-mentioned consultancy services. The interested firms can obtain the Pre-Qualification Document (PQD) containing all details with its prequalification & shortlisting criteria and terms & conditions from PSDF e-tendering portal (<https://etender.psdof.org.pk/esop/guest/go/public/opportunity/current>) and PPRA website (www.ppra.punjab.gov.pk).


For further details and terms of reference, please visit:

- etender.psdof.org.pk/esop/guest/go/public/opportunity/current
- PPRA website ppra.punjab.gov.pk

Important Information:

- Follow instructions on etender.psdof.org.pk
- Bids submitted only through E-Tender Portal shall be accepted while submission by other means shall be rejected.
- The bidding procedure shall be governed strictly in accordance with the Punjab Procurement Rules 2014 through national competitive bidding procedure.

Procurement Department, Punjab Skills Development Fund
21 A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore, Pakistan.
UAN: 042-111-11-PSDF(7733) | Toll Free:0800-48627 (HUNAR) | Website: psdf.org.pk



a) Eligibility Conditions (Pre-Qualification)

- i. Should be a legal entity i.e., firm (registration certificate is required from registrar of firm along with partnership deed).
- ii. Must be an active taxpayer in Federal Board of Revenue (FBR). (Provide active Taxpayer Evidence).
- iii. Firm must be registered from Punjab Revenue Authority (PRA) (if already not registered with PRA, then, if awarded the work, the firm will have to get registered with PRA before signing of contract. (Please provide PRA registration certificate or *undertaking* on firm letterhead for registration before signing the contract (if already not registered)).
- iv. Must be **(SBP Category “A”)** auditing firm (Please provide Proof that firm is SBP “A” rated).
- v. Provide affidavit for Non – Blacklisting & Eligibility declaring that the firm is not blacklisted by any Government agency/ semi- government/ authority/ organization (as per Template attached). (Please attach copy of Affidavit on stamp paper of Rs 100 on e-tender and original must be delivered to PSDF office as per the mentioned address before the closing date and time of the bid as per given template in **Annexure-H.**)
- vi. Provide affidavit for Litigation History (as per Template attached). (Please attach copy of Affidavit on stamp paper of Rs 100 on e-tender and original must be delivered to PSDF office as per the mentioned address before the closing date and time of the bid as per given template in **Annexure-G.**)

Note: Consortium will not be permitted.

b) Other Necessary Information

i. Pre-Qualification Document

The Interested firm can obtain Pre-Qualification Document containing all details, shortlisting criteria and terms & conditions, from PSDF website (etender.psd.org.pk/esop/guest/go/public/opportunity/current) and PPRA website (www.ppra.punjab.gov.pk).

ii. b. Acceptance or Rejection of Pre-Qualification Application

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

3) Time Schedule for Submission of Pre-Qualification Application

Complete Pre-Qualification Document containing all required information & documentary evidences must be submitted on the e-tendering portal before closing dated i.e., **April 27, 2023, at 03:00 PM**. Technical proposals shall be publicly opened on the same day **April 27, 2023, at 03:30 PM** in the presence of bidder's representatives who wish to attend it. Pre-Qualification Document submitted through E-Tender shall be accepted, **whereas by-hand/hard copies submission is not allowed and shall be rejected**.

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

Annex – A:	Firm Information
Annex – B:	Eligibility Response Checklist
Annex – C:	Technical Evaluation Criteria
Annex – C-1:	Key Management Staff of the Firm
Annex – C-2:	CVs of Proposed Key Management Team
Annex – D:	Relevant Experience of the Firm
Annex – E:	Cover Letter for the Submission of Expression of Interest
Annex – F:	Declaration of Correctness of Information
Annex – G:	Affidavit for Litigation History
Annex – H:	Affidavit for Non – Blacklisting & Eligibility

4) Instruction & Guidelines for Consulting Firms

- a) PSDF wishes to shortlist the interested firms through the Pre-Qualification process, and only short-listed firm(s) will be invited to submit Technical and Financial Proposals through Request for Proposal (RFP). Quality & Cost Based Method will be adopted for the selection of the firm at RFP stage.
- b) All documents and information received by PSDF from applicants will be treated as strict confidential.
- c) All expenses related to participation in this process shall be borne by the firm.
- d) Documents for Pre-Qualification received after closing time shall not be accepted and returned without opening.
- e) PSDF reserves the right to request submission of additional information from applicants to clarify/further understand, if required.
- f) PSDF reserves the right to verify any information provided by prospective bidders. **False information will lead to disqualification and the organization will be barred for bidding in PSDF schemes/projects.**
- g) PSDF will notify to the short-listed consulting firms (**found eligible and scoring minimum 65 marks in their technical evaluation**) and request for proposal (RFP) document will be issued to them accordingly.

- h) Any clarification requests may be made in writing through e-tender (etender.psdf.org.pk/esop/guest/go/public/opportunity/current) by **April 20, 2023**.

5) Terms of Reference, Duties and Responsibilities of the Consulting Firm

PSDF has outsourced the bid evaluation process for the training service providers (TSPs) to bring transparency and independence. With the purpose of current & upcoming requirements, PSDF intends to invite the potential consulting firms to express their interest to participate in the qualification process. Successful consulting firm shall provide complete program/scheme wise data backups including reports, scanned documents and all excel sheets periodically etc., to PSDF procurement departments. Indicative TORs are appended below; however, final TORs shall be shared in Request for Proposal (RFP) to shortlisted/pre-qualified firms.

PSDF Program Procurement Process:

Multiple steps are involved in PSDF's procurement framework which includes but is not limited to the following:

- I. Evaluation of the eligibility criteria as defined in the bidding document.
- II. Evaluation of the Pre-Qualification/ technical criteria for eligible TSPs as mentioned in the bidding document (where applicable)
- III. Evaluation of the capacity and capability of the organization to deliver the training.
- IV. The TSPs which score minimum qualifying marks as defined in the bidding document will be declared technical responsive/pre-qualified (where applicable).
- V. Bidding Document will be shared with the pre-qualified TSPs only to submit the Technical and Financial Proposals (where applicable).
- VI. Financial bids will be opened for technically qualified TSPs scoring passing marks as defined in the bidding document.
- VII. After the calculation of the technical and financial score contract will be awarded as per the advertised criteria.
- VIII. Provide assistance in addressing all the complaints to the Grievance Redressal Committee as defined by the PSDF.
- IX. Consulting firm should also work with PSDF to overall improve the criteria and always provide their recommendations on the conclusion of every training scheme leading to improvement in the bidding process.
- X. The consulting firm should have the capacity and capability to cater to the urgent requirements of the PSDF from time to time.
- XI. Detailed Scope of Work Phase-wise will be provided in the RFP.
- XII. Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the PSDF will not be responsible.

6) Evaluation/Selection Criteria

The evaluation criteria for consulting firms are given in **Annexure B** (Eligibility Criteria) and **Annexure C** (Technical Evaluation Criteria).

7) Duration

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

8) Annexures

Annex – A “Firm Information”

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

Annex – B “Eligibility Response Checklist”

Sr. No.	Necessary Eligibility Information	Response/Elaboration/Proof
1	Should be a legal entity i.e., firm	Registration certificate is required from registrar of firm along with partnership deed.
2	Must be an active taxpayer in Federal Board of Revenue (FBR).	Provide active Taxpayer Evidence.
3	Firm must be registered from Punjab Revenue Authority (PRA) (if not already registered with PRA, then, if awarded the work, the Firm will have to get registered with PRA before signing of contract).	Please provide PRA registration certificate or <i>undertaking</i> on firm letterhead for registration before signing the contract (if already not registered)
4	Must be (SBP Category “A”) auditing firm	(Please provide Proof that firm is SBP “A” rated).
5	Provide Affidavit for Non – Blacklisting & Eligibility declaring that the firm is not blacklisted by any Government agency/ semi-government/ authority/ organization (As per Template attached)	Please attach copy of Affidavit on stamp paper of Rs 100 as per given template in Annexure-H on e-tender and original must be delivered to PSDF office as per the mentioned address before the closing date and time of the bid.
6	Provide Affidavit for Litigation History (As per Template attached)	Please attach copy of Affidavit on stamp paper of Rs 100 as per given template in Annexure-G on e-tender and original must be delivered to PSDF office as per the mentioned address before the closing date and time of the bid.

Annex – C “Technical Evaluation Criteria”

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

Sr. No.	Evaluation Criteria	Total Marks	Marks Breakup	Response
1	<p>Experience</p> <p>a) General Experience</p> <ul style="list-style-type: none"> • 3 to 5 years of experience with International Donors or Government funded projects. • More than 5 years of experience with International Donors or Government funded projects. <p>b) Working experience in development sector</p> <p>c) Similar Experience</p> <ul style="list-style-type: none"> • Experience in evaluation services with minimum two clients. 	35	5 10 10 15	<p>Attach relevant document (Evidence copies of Contracts or Service Orders) and also fill Annex-D for (c) Similar Experience.</p> <p>If no valid attachments are provided in sections 1.2.2, 1.2.3 and 1.2.4 (e-tender) then no marks for these sections will be awarded.</p>
2	<p>Financial Capability</p> <p>Annual Turnover/Total Income</p> <ul style="list-style-type: none"> • Minimum Annual turnover PKR above PKR 125 million as per the latest Income tax return or audited financial statements. • Minimum Annual turnover PKR above 100 – 125 million as per the latest Income tax return or audited financial statements. • Minimum Annual turnover of PKR 75 – 100 million as per the latest Income tax return or audited financial statements. 	20	20 15 10	<p>Provide copy of audited financial statements of 2020-21/ 2021-22 Tax Returns of 2020-21/ 2021-22.</p> <p>If no valid attachment is provided in section 1.3.2 (e-tender) then no marks for this section will be awarded.</p>
3	<p>Managerial Capability:</p> <p>(a) Project Director/ Partners: FCA with more than 07 years of professional post qualification experience.</p> <p>(b) Personnel Capability:</p>	35	35	<p>Provide details in Annexure C-1 and C-2 for CVs of key management staff i.e. (Project Director/Partner, Team Lead,</p>

	<ul style="list-style-type: none"> • Team Lead: ACA with more than 03 years of professional post qualification experience • Evaluation Specialist: Graduation (14 years of education) or equivalent with 01 - 02 years of professional post qualification experience 			<p>Evaluation Specialist). Also provide engagement letter. Marks will be given based on the provision of CV against all three positions of key management staff fulling filling the criteria. If no valid attachment is provided in sections 1.4.1 (e-tender) then no marks for this section will be awarded.</p>
4	<p>Office Outreach</p> <ul style="list-style-type: none"> • Offices in Lahore, Karachi & Islamabad • Offices in any two of the aforementioned cities. • Office in any one of the aforementioned cities. 	10	10 08 05	<p>Provide signed & stamped documentary evidence/ declaration on firm's letterhead. If no valid attachment is provided in sections 1.5.2 (e-tender) then no marks for this section will be awarded.</p>

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

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

You may add more information, if applicable.

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

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

(Pl. also attach the detailed CVs with the Pre-Qualification)

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

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

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

4. **Date of Birth:** _____ **Nationality:** _____

5. **CNIC No** (if Pakistani): _____

6. **Education:**

Degree	Major / Minor	Institution	Date (MM/YYYY)

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

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

11. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]

1) Name of assignment or project & Location: _____ Cost of Project _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

2) Name of assignment or project & location: _____ Cost of project _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

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



Skills For Success

13. Certification:

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

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

Full name of authorized representative: _____

Annex – D “Similar Experience of the Firm”

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

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

Annex – E “Cover Letter for the Submission of Expression of Interest”

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Data Sheet]

Re: Expression of Interest for Pre-Qualification in respect of [Insert title of assignment]

Dear Sir,

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

We hereby declare that all the information and statements made in this expression are true and accept that any misinterpretation contained therein may lead to our disqualification. Our expression is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client’s request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory

Annex – F “Declaration of Correctness of Information”

Kindly provide the declaration as per format provided below.

I, _____ hereby declare that:

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

Name	
Designation	
Signature	
Date and Place	

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

Annex - G “Template for litigation history”

(On non-judicial stamp paper (not below the value of Rs. 100))

Litigation History

[Provide here a list and brief description of litigation history including arbitrations (pending or otherwise) with Punjab Skills Development Fund (PSDF) at the time of submission of Pre-Qualification.]

Case title	Nature of Claim	Value of Claim	Forum	Outcome/Likely Outcome

Note: Please attach the copy of the litigation history on stamp paper on E-Tender & send original before the submission deadline of PQD to PSDF Office.

Annex – H “Affidavit for Non – Blacklisting & Eligibility”

The Applicant shall attach original affidavit on non-judicial stamp paper (not below the value of Rs. 100) and declaring on oath that the Applicant:

- a. is not in bankruptcy or liquidation proceedings;
- b. has never been declared ineligible/blacklisted by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons
- c. is not making any misrepresentations or concealing any material fact and detail;
- d. has not been convicted of, fraud, corruption, collusion or money laundering;
- e. is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
- f. does not fall within any of the circumstances for ineligibility or disqualifications

Note: Please attach the copy of the litigation history on stamp paper on E-Tender & send original before the submission deadline of PQD to PSDF Office.

Name & Designation of Authorized Representative
of Firm Sign/ Stamp