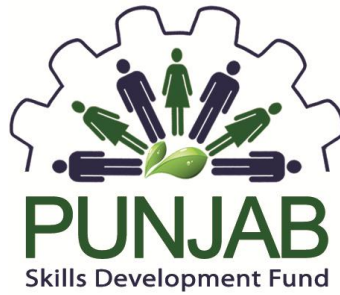

**Tender Document
for
Training Services Procurement Evaluation**

May, 2016



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Instructions to Bidders

This document contains all the information pertinent to our solicitation, and must govern the preparation and submission of proposals. The definitions, data sheet (showing instructions) and technical & financial forms to be filled by bidder for the assignment are annexed with this tender document. Proposals must be submitted by the deadline, completed on the formats provided by Punjab Skills Development Fund (PSDF), with supporting documents, according to the guidelines given in the document titled **Instructions to Bidders**. The proposals will be evaluated by a Bid Evaluation Committee (BEC) nominated by PSDF. The selection of bidders will be on quality and cost based selection methodology as provided in the bidding document (Data Sheet).

1. Solicitation Document

1.1 Contents

The bidder is expected to examine all instructions, general conditions, forms, terms and specifications contained in the Tender Document and its annexures. Failure to comply with instructions will be at the bidder's risk and may affect the evaluation of the tender document. Proposals that do not comprehensively address the scope of work and requirements will be rejected. Inability to comply with the corresponding instructions, general conditions of contract, terms and specifications may lead rejection of proposal.

2. Preparation of Proposal

2.1 Language of the proposal

The proposals prepared by the bidders and all correspondence and documents relating to the proposal exchanged between the bidders and procuring agency i.e. Punjab Skills development Fund hereinafter mentioned as PSDF shall be in writing and in English Language.

2.2 Proposal currency

All prices shall be quoted in Pak Rupees (PKR) and all payments will be made in PKR.

2.3 Period of validity of proposal

Proposals shall remain valid for 180 calendar days after the date of submission as provided in the data sheet. In exceptional circumstances, PSDF may solicit the bidder's consent to an extension of the period of validity without any material changes in the bidding document.

2.4 Supporting Documents

While preparing the Technical Proposal, the bidding firm must give particular attention and should understand that claimed experience without provision of documentary evidence will not be considered.

2.5 Proposal documents

The bidding document in binder form with serial number of each page should comprise the following:

2.5.1 Technical Proposal

The Technical Proposal is to consist of the following:

Bidder's organizational profile, in accordance with *Form 1A*

Bidder's eligibility requirements, in accordance with *Form 1B*

Methodology proposed by the bidder and work schedule, in accordance with *Forms 2A and 2B*.

Bidder's experience profile, in accordance with *Form 3*.

This should detail the capability and experience of delivering the services specified in the TORs. Bidder should submit details of maximum three of their most relevant/similar nature assignments for technical evaluation using the prescribed format. Assignments submitted beyond the given number will not be considered.

Team structure proposed by the Bidder for the project (including updated CVs of individuals involved in management and project implementation) in accordance with *Forms 4A and 4B*. CVs should provide details of projects undertaken and completed by the individual (whose CVs would have been shared).

Duly signed declaration and Cover Letter for submission of technical proposal by authorised signature on Company letter Head.

Document Checklist.

Technical proposal should not contain any financial information. Cost and financial estimates need to be provided in a separate sealed envelope clearly indicating Financial Proposal.

2.5.2 Financial Proposal

The Bidder shall indicate the prices of the services it proposes to supply under the contract (*Forms Financial Proposal part-1 to Financial Proposal part-4*). The Financial Proposal should provide detailed costing related to the scope of work. Separate costing should be provided for each phase. It is the responsibility of the Bidder to ensure that all information detailed in this clause is contained in the submitted Financial Proposal.

2.6 Taxes

The quoted costs should be inclusive of all applicable (direct & indirect) taxes. The financial bid will be scored based upon the bid amount inclusive of all taxes.

2.7 Format and signing of proposal

The proposal shall contain no interlineations, erasures, or overwriting, except, as necessary to correct errors made by the bidder, in which case such corrections shall be initialled by bidder's authorised Person.

Note: The technical proposal must not contain any pricing information whatsoever on the services offered. Non-compliance will lead to rejection of the proposal.

3. Submission, Receipt, and Opening of Proposals

- 3.1 The original proposal shall contain no interlineations or overwriting. All pages of the proposals (Technical & Financial) must be numbered. Submission letters for both Technical and Financial Proposals should respectively be in the attached format in separate envelopes.
- 3.2 The Organisation Head (bidder) or an authorized representative on his/her behalf shall initial all pages of the original Technical and Financial Proposals. In case of latter, an authorization shall be provided which shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.
- 3.3 Hard copies of the Technical Proposal shall be sent to the addresses referred to in Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 3.4 Bidder is required to submit **one original and two copies of Technical Proposal along with all supporting documents.**
- 3.5 One **flash drive** containing an electronic copy (labelled 'Electronic Copy') of all proposal documents in PDF format (**excluding the Financial Proposal**) must be provided with the Technical Proposal. In the event of any discrepancy between the Original Proposal and the Electronic Copy, the former shall be deemed as the accurate proposal. In the event of copying the financial proposal in the flash drive would subject to rejection of proposal.
- 3.6 The Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**". Similarly, the Financial Proposals shall be placed in sealed envelopes clearly marked "**FINANCIAL PROPOSAL**" followed by the name of the assignment "**Training Services Procurement Evaluation**" with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**". The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the Assignment mentioned in data sheet and clearly marked

“DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE SUBMISSION DEADLINE”. The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and / or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposals are not submitted in separate sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the Proposals Ineligible.

- 3.7** The Proposals must be sent to the address indicated in the Data Sheet and received by the Client not later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with these instructions.
- 3.8** Any proposal received by the Client after the deadline for submission shall be returned unopened.
- 3.9** The Client shall open the Technical Proposal thirty minutes after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored in the custody of Client.

4. Proposal Evaluation

- 4.1** From the time the Proposals are opened to the time the Agreement is awarded, the bidders should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by the bidder to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Agreement may result in the rejection of the bidder’s Proposal. However the Client may contact the bidder for seeking clarification of any aspect of technical proposal or demand any missing information.
- 4.2** Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

5. Evaluation of Technical Proposals

During the technical evaluation no amendments in the proposals shall be permitted. The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (S_T). A Proposal shall be rejected at this stage if it does not respond to important aspects of the tender document and particularly the eligibility criteria or if it fails to achieve the minimum qualifying technical score indicated in the Data Sheet.

6. Financial Proposals

- 6.1** . After the evaluation and approval of the technical proposals, PSDF shall open the financial proposals of the accepted and technically qualified bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.
- 6.2** After the technical evaluation is completed, the Client shall inform the bidders, who have submitted proposals, the technical scores obtained by their Technical Proposals and shall

notify those whose Proposals did not meet the minimum qualifying score or were considered non responsive, that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing bidders that have secured the minimum qualifying technical score, the date, time and location for opening the Financial Proposals. Bidder's attendance at the opening of Financial Proposals is optional. The opening date shall be set so as to allow interested bidder sufficient time to make arrangements for attending the opening.

6.3 Before opening of financial bid, technical score of qualified bidder shall be read aloud during financial bid opening session. Financial Proposals shall be opened in the presence of the bidders representatives who wish to attend.

6.4 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the formers will prevail. In addition to the above corrections, all activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

6.5 Quality and Cost Based Selection (QCBS) method will be used for evaluation of proposal. The lowest evaluated Financial Proposal (F_m), will be given the maximum financial score (S_f) of 20 points. Please refer to the data sheet "**Basis of financial proposal**" for different weightage of the phases and calculation of bid price which will be used for scoring of financial proposal. The financial scores (S_f) of the Financial Proposals will be computed as indicated in the Data Sheet.

7. Combined score

7.1 Proposals will be scored using combined technical (S_t) and financial (S_f) scores using the weights ($T =$ the weight given to the Technical Proposal; $P =$ the weight given to the Financial Proposal; $T + P = 1$) indicated in the Data Sheet: $S = S_t * T + S_f * P$.

7.2 All the firms will be ranked based upon the combined technical and financial score. The final selection will be made to ensure adequate quality, coverage and achievement of the set targets.

8. Negotiations

8.1 The invited firm will, as a prerequisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the client proceeding to negotiate with the next-ranked firm.

8.2 Representatives conducting negotiations on behalf of the firm must have written authority to negotiate and conclude an Agreement.

9. Technical Negotiations

PSDF may negotiate with the highest ranked bidder for consultancy regarding methodology, work plan, staffing, contract price and special conditions of the contract under PPRA Rule No. 53. The Client and the bidder will finalize the Terms of Reference, staffing schedule, delivery schedule, logistics, and reporting. These documents will then be incorporated in the Agreement 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. The Client shall prepare minutes of negotiations which will be signed by the Client and the firm.

10. Financial Negotiations

The bidder obtaining the highest combined score (technical plus financial) will be invited for negotiations under PPRA Rule No. 45-3(e).

11. Availability of Professional Staff / Experts

The successful bidder will bound to provide the services of the professional staff proposed in technical proposal. In case of non-availability of any proposed professional staff during the contract period, the bidder will provide valid reason and documentary justification. The bidder will bound to provide the substitute professional staff with same technical strength with no delay after mutual agreement of both parties i.e. the bidder and PSDF.

12. Conclusion of the Negotiations

PSDF may negotiate with the highest ranked bidder for consultancy regarding methodology, work plan, staffing, contract price and special conditions of contract. In case of failure of negotiations, PSDF may invite the next ranked bidder under PPRA Rule no. 53.

13. Award of Agreement

13.1 After completing negotiations the Client shall award the Agreement to the selected bidder (highest rank). After agreement signature, the client shall return the unopened Financial Proposals of the non-responsive bidders.

13.2 The bidder has to commence the assignment on the date and at the location specified in the Data Sheet.

14. Confidentiality

PSDF shall keep all information regarding the bid evaluation confidential until the time of the announcement of the evaluation report under PPRA Rule no. 58.

15. Conflict of Interest

15.1 Without limitation on the generality of the foregoing, bidder shall be considered to have a conflict of interest and shall not be recruited under any of the circumstances set forth below:

a. Conflicting assignments

The bidder (including its Personnel) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment to be executed for the same or for another Client. These cases include, but are not limited to the following:

- An entity engaged for providing training services under a project shall not be engaged for training services procurement evaluation.

- An entity selected for Services shall be excluded from downstream supply of any other service related to the Assignment other than a continuation of the “Services” under the on-going Assignment. Bidder assigned for a specific project, shall not undertake any other assignment which, by its nature, may be in conflict with any of their other past or present assignments.

b. Conflicting relationships

- The bidder (including its Personnel) or any of its affiliates that has a business or family relationship with a member of the PSDF Board, Management, or staff who is directly or indirectly involved in the preparation of Terms of Reference, selection process of third party evaluation services and/or supervision of the Agreement may not be awarded an Agreement unless conflict stemming from this relationship has been resolved in a manner acceptable to the Board throughout the selection process and the execution of the Agreement.
- The bidder has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest client’s training service providers and Trainees, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to disqualification of the bidder or the termination of its Agreement.
- Current employees of the Client shall not work as the bidder.

16. Fraud and Corruption:

- a. PSDF requires the bidder/s participating in provision of Service/s to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. In pursuance of this policy, PSDF defines, for the purpose of this paragraph, the terms set forth below as follows:
- i. “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any employee of PSDF in the selection process or in agreement execution;
 - ii. “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement;
 - iii. “Collusive practices” means a scheme or arrangement between two or more with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels;
 - iv. “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of an agreement.
- b. PSDF will reject a proposal for award if it determines that the bidding firm recommended for award has directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the agreement in question. PSDF may also impose penalties on the bidding firm, declaring it ineligible, either indefinitely or for a stated period of time, for PSDF funding, if at any time it determines that the Service Provider has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a PSDF funded project.

- c. PSDF will have the right to inspect the bidding firm's accounts and records and other documents relating to the submission of proposals and agreement performance, and have them audited by auditors appointed by PSDF.

17. Clarification Request/Amendment

17.1 The bidder can request a clarification in tender document up to the date indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's e-mail address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means.

17.2 At any time before the submission of Proposals, the Client may amend the Tender document by issuing an addendum in writing or by standard electronic means. The addendum shall be published in the local newspaper and uploaded at PPRA & Client web site, and revised tender document will be uploaded on Client's Website and PPRA web site.



Terms of Reference

Background

The Punjab Skills Development Fund (PSDF) is set up by the Government of the Punjab (GoPb) in partnership with Department for International Development (DFID), UK. PSDF engages training service providers (TSPs) for the vocational training of poor and vulnerable people of Punjab with the aim of improving their prospects of wage or self-employment. PSDF funds a range of vocational skills for the training of the citizens of Punjab. The TSPs are engaged through a competitive bidding process on per trainee per month cost basis. These service providers can be private institutes, not-for-profit organisations, public- private partnerships and public institutes. The training location can be anywhere in Pakistan.

PSDF started its operations in 2011 with the aim of providing skills training to the residents of four poorest districts of the Punjab. In 2013, the operations were extended to another ten districts which included some of the more economically robust districts of central Punjab. Now PSDF has expanded its operations so that all the eligible residents of Punjab can benefit from PSDF funding. Uptill now, PSDF has funded 150,000 trainees and engaged more than 250 training service providers through a competitive bidding process.

To support PSDF's province-wide expansion and to help tackle poverty and unemployment, additional funding has been made available by GoPb, DFID and World Bank. This funding will be provided for the vocational and technical training of about 380,000 individuals as PSDF expands its operations to all 36 districts of Punjab during next five years.

Objective:

To help meet the organization's training targets, PSDF is seeking the services of a competent and experienced third party firm who will be involved in evaluating Bidding Document submitted by training service providers as a result of advertisement of various schemes. Third party evaluation firm will follow PSDF procurement rules while evaluating the proposals and will be involved in pre contract inspection of training facilities of service providers.

PSDF Procurement Framework:

PSDF is planning to transform its procurement process and will now be inviting a Bidding Document from training service providers for its schemes through single stage two envelopes approach. TSPs will be selected on the basis of quality and cost based (QCBS) selection. The steps of the evaluation of Bidding Document are listed below. Different steps involved in PSDF's procurement framework include:

1. Basic eligibility check as per the eligibility criteria defined in Bidding Document.
2. Evaluation of Capacity of the Organisations. The organisation which scores a minimum of 65 % marks in the relevant part is declared as responsive. These marks will be adjusted in trade wise technical proposals evaluated (Step 4)
3. The TSPs that are declared as ineligible and non-responsive based upon the evaluation are allowed to submit the appeal against the evaluation decision. The Grievance Redressal

committee listens to the complainants and considers appeals made by the TSPs and analyse the documents submitted by these service providers. The committee then takes a decision either against or in favour of the service providers, based upon the prevailing circumstances.

4. The evaluation of trade wise proposals starts simultaneously with the Grievance Redressal Stage. In the first stage, only those trade wise technical proposals are opened and evaluated which are declared as eligible and responsive. In the second stage, based upon the decision of committee, if the status of any training service providers changes, then their technical proposals are also evaluated. The next stage in the trade wise evaluation is inspection of training facilities at each location of service providers.
5. All the trade wise technical proposals which are rejected based upon the low scores are provided a fair chance to apply for appeal as per PPRA rules. The Grievance Redressal committee listens to the complainants and analyse the documents submitted in order to take a decision in favour or against the applicant.
6. Financial bids are opened for technical proposals securing 65% or higher score.
7. After calculation of total score, training service providers are ranked on the basis of total score for each trade.
8. Finally, contracts are awarded to the highest ranked organizations based upon the conclusion of technical, financial negotiation and acceptance of offer and so on.

The details procurement process flow chart is given below.

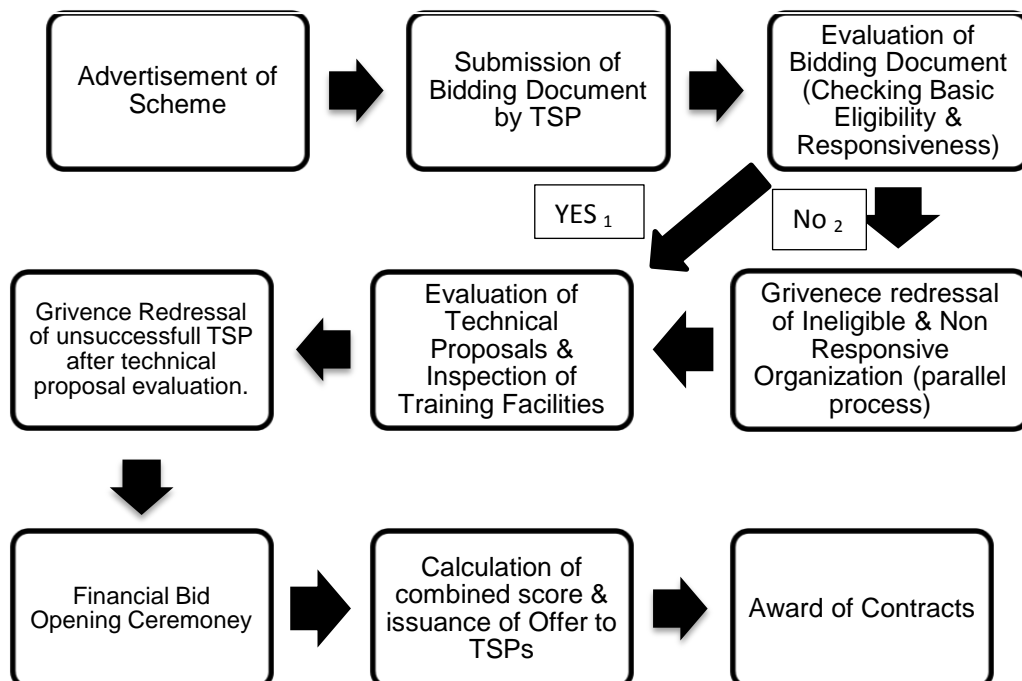


Figure 1 PSDF Procurement Framework

1 Trade wise technical proposal evaluation started of Responsive and eligible Organizations

2 Non Responsive and Ineligible organization will be given a chance to apply for Appeal against the decision of evaluation.

Scope of Work:

The scope of this assignment is segregated into three phases and bidders are requested to go through and understand the scope of work with respect to each phase. The phase wise detailed responsibilities along with the deliverables of third party evaluation firm are listed below.

Eligibility Check (Phase 1):

It includes checking basic eligibility of the organization (TSP) as per the eligibility criteria mentioned in bidding document and segregating the ineligible applications. This phase includes the following tasks.

- a) Scanning of Bidding Document submitted by TSPs and sharing the soft copies as well as hard copies (after completion of evaluation) to PSDF in a format /packing agreed with both parties.
- b) Determining the eligibility status of the firm by checking financial statements, tax returns, legal status etc. through documents submitted by TSP.
- c) Cross verifying the financial statements through ICAP registered firm.
- d) Cross verifying the tax returns submitted by TSPs.
- e) Developing a sheet stating the status of firm based upon the eligibility requirements.
- f) Developing working paper (explaining the rationale of Ineligible organizations based upon the Bidding Documents submitted and presenting it to PSDF Bid Evaluation Committee for approval.

Deliverables of Phase 1:

I	Eligibility / Ineligibility Report
	An excel sheet comprising the details of firm with their status analysing the eligibility conditions with respect to schemes.
II	Working Paper on Ineligibility
	Development of working papers explaining the rationale of ineligibility of organization. Reference will be provided to the supporting documents and contents of the proposal submitted by TSPs.

Responsiveness Check (Phase 2):

Scoring of eligible Bidding Documents and segregating the responsive applications. This part of the assignment includes the following.

- a) Bidding Document evaluation of eligible organizations as per evaluation criteria developed by PSDF. The marks awarded to organizations will be adjusted in next evaluation of proposals in Phase 3 through evaluation criteria developed by PSDF.
- b) Developing evaluation reports which includes but is not limited to data punching from Bidding Document and evaluation of eligible proposals as per the evaluation criteria developed by PSDF.
- c) Developing working paper [explaining the rationale of non-responsiveness (low scoring) of organizations based upon the Bidding Document and presenting to PSDF for approval].
- d) Sending letters to ineligible (from Phase 1) and non-responsive organizations for the right to appeal on behalf of PSDF.
- e) Providing support to PSDF in conducting Grievance Redressal Committee meeting.

- f) Drafting minutes of Grievance Redressal Committee Meeting in consultation with PSDF.

Deliverables of Phase 2:

I	First Evaluation Report
	An Excel sheet as a result of evaluation of Bidding Document showing the detail marks of each section. This report indicates the responsive/non responsiveness of the organization.
II	Appeal Letter Drafting
	Drafting Appeal Letter to Ineligible and Non-responsive Organizations
III	Working Paper and Minutes of First Grievance Meeting
	Development of working papers explaining the rationale of non-responsiveness of the Bidding Documents evaluated. Reference will be provided to the supporting documents and contents of the proposal submitted by TSPs.
IV	Sending Decision of Grievance Meeting to Applicant (TSPs)
	Drafting and sending letters of the decision of Grievance Redressal Committee Meeting informing TSPs about the decision on their Appeal.

Trade wise Proposal Evaluation (Phase 3):

The third phase consists of evaluation of trade wise technical proposals of eligible and responsive organizations only and conducting pre contract centre inspections accordingly. This part includes the following.

- a) Scanning and sharing of scanned technical proposals with respect to trades with PSDF.
- b) Evaluation of technical proposals and shortlisting of qualified organizations.
- c) Conducting pre contract center inspection for each trade which is responsive.
- d) Developing and sharing scores as per evaluation criteria in desired format (Master Sheet).
- e) Developing working paper (explaining the rationale of low scoring of trade wise technical proposals evaluated).
- f) Sending letters for the right to appeal which are rejected completely and did not qualify in a single trade based upon low scoring.
- g) Supporting PSDF in Grievance Redressal meeting and drafting its minutes in consultation with PSDF.
- h) Sending invitation letters for financial bid opening on behalf of PSDF.
- i) Supporting PSDF in conducting financial bid opening of the qualified organizations and ranking of service providers based upon technical and financial score. PSDF will bear the financial responsibility for conducting the financial bid opening ceremony separately. (This cost should not be included in the financial bid)
- j) Sharing of final evaluation results in desired format.
- k) Sending offer letters to success bidders on behalf of PSDF.
- l) Developing Appendix (Final Excel sheet developed based upon the Master Sheet).
- m) Drafting contracts which will be signed with training service providers.

Deliverables of Phase 3

I	Centre Inspection Report
	Pre contract Centre inspection (of training facility of TSP) reports with respect to trades as per the proposals submitted by TSPs.
II	Master Sheet (Second Evaluation Report)
	An excel sheet showing the results of evaluation of the technical proposal with respect to

	trades covering the marks of each section showing total Marks of technical Proposals.
III	Working Paper & Minutes of Second Grievance Meeting (if Any)
	Development of working paper explaining the rationale of low scoring of trade wise proposals. Reference will be provided to the supporting documents and contents of the trade wise technical proposals submitted by TSPs.
IV	Appeal Letter
	Drafting Letters for the right to appeal to non-responsive organizations.
V	Updated Master sheet showing ranks
	An excel sheet comprising of ranks of TSPs with respect to trades showing the technical and financial score.
VI	Appendix
	An Excel sheet which is extracted from Master Sheet comprising of all pertinent details incorporating the information from trade wise technical proposals and financial bids submitted by TSPs.
VII	Offer Letters
	Drafting of Offer Letters which will be send to selected TSPs
VIII	Contract Drafting
	Drafting of contract which will be awarded to TSP.

Other Documents from Third Party Evaluation Firms:

- a) **Contractual Obligation:** Perform all contractual obligation and activities agreed in the contract.
- b) **Rotation of Staff:** It is required to rotate the staff with respect to schemes which are involve in evaluation of Biding documents and trade wise technical proposals. This reduces the element of biasness.

Responsibilities of Punjab Skills Development Fund

Punjab skills development fund will be responsible for the following

- c) Preparation of Bidding Document along with its evaluation criteria for all schemes.
- d) Advertisement and mobilization of schemes.
- e) Random checking of Bidding Document evaluated by third party firm and their approval.
- f) Technical negotiation with training service providers
- g) Conducting Grievance Redressal Committee meeting.
- h) Conducting Financial Bid Opening Ceremony, calculation of offer price and financial negotiation
- i) Award of contract to training service providers.
- j) Provision of funds to third party evaluation services for training services procurement evaluation assignment.

Definitions

- a. "Punjab Skills Development Fund" abbreviation is PSDF.
- b. "Training Service Provider" abbreviation is TSP. TSP is an organization which will be selected by PSDF for providing trainings to residents of Punjab
- c. "Agreement" means the Agreement signed by the Punjab Skills Development Fund (PSDF) and the Service Provider along with all the attached documents thereto.
- d. "Board" means Board of Directors of PSDF, a company incorporated under section 42 of the Companies Ordinance 1984.
- e. "Client" means PSDF.
- f. "Day" means calendar day.
- g. "Data Sheet" means such part of the Instructions to bidders used to reflect specific conditions.
- h. "Government" means the Government of the Punjab and all its associated departments, agencies, autonomous/semiautonomous bodies, local Governments, boards, universities and similar other organizations.
- i. "Instructions to Service Providers" means the document which provides shortlisted bidders with all information needed to prepare their Proposals.
- j. "Bidding Document" means document submitted by training service provider and to be evaluated third party evaluation firm.
- k. "Management Staff" includes higher management reporting directly to head of the organisation of the bidder.
- l. "Proposal" means the Technical and the Financial Proposal to be submitted by bidder.
- m. "Technical proposal" to be submitted by the bidder as shown in **Annexure C** in this tender document.
- n. "Financial Proposal" to be submitted by the bidder as shown in **Annexure D** in this Tender Document.

DATA SHEET

Feature	Proposed Parameters
Client Name	Punjab Skills Development Fund
Title of Assignment	Training Services Procurement Evaluation
Organization Type; Eligible to Apply	<ul style="list-style-type: none"> State Bank of Pakistan (SBP) "A" Category Audit Firms.
Firm's Eligibility Criteria	<p>The successful bidder, fulfilling the following criteria, will be considered as eligible bidder for the bidding process of third party evaluation services;</p> <ol style="list-style-type: none"> Must be registered for having legal status. Must be SBP "A" Category Auditing Firm. Must have a minimum of PKR 150 Million of annual turnover as per last audit report (OR) Income tax return filed with FBR. Must be affiliated/member firm of international rated firm(s). Must have National Tax Number. Must be filer of tax returns and provide the tax return of the last fiscal Year. Must be registered with Provincial or Federal Sales Tax Authorities Must not be blacklisted by any government or bi-lateral/multi-lateral financial institution. Must not be a shortlisted applicant for the training provision under any of the PSDF sponsored training scheme. Consortium/subcontracting or partnership with any other organization for this assignment will not be permitted.
Types of Proposals to be Evaluated	PSDF develops specified evaluation criteria which vary from scheme to scheme. If required bidder can request sample of Bidding document to be evaluated for better understanding of this assignment (Training Services Procurement Evaluation).
Expected Number of Proposal to be evaluated per year	<u>Bidding Documents : 150 to 200</u> <u>Trade wise technical proposals :450 to 600</u>

Method Selection	of <u>Quality and Cost Based Evaluation</u> (This will be based on calculation of Weighted Averages of Technical and Financial Scores achieved by Training Service Providers). PSDF will adopt single stage two envelopes bidding procedure as laid down in Punjab Procurement Regulatory Authority (PPRA) Rule # 38-2 (a).												
Criteria Evaluation Proposals Submitted Bidder	for of by Technical Score (S_t) =100 (Minimum Qualifying Technical Score = 65) Financial Score (S_f) of the proposal $S_f = 100 * \frac{\text{Lowest Price}}{\text{Price of Proposal Under Consideration}}$ $\text{Overall Score}(S) = S_t * T + S_f * P = S_t * 0.8 + S_f * 0.2$ Weightage of Technical proposal: 80% Weightage of Financial proposal: 20%												
Basis Technical Proposal Evaluation	of Technical Proposal will be evaluated based upon the following: <ul style="list-style-type: none"> • Approach and methodology (45 Points) • Relevant Experience (20 Points) • Team Structure (35 Points) Please refer to Annexure C for breakup of above listed points.												
Basis Financial Proposal Scoring	of The financial proposal is bifurcated into three Phases. The financial weightage of each Phase is provided below. <table border="1" data-bbox="435 1193 1399 1485"> <thead> <tr> <th>Phase</th> <th>Name</th> <th>Financial Weightage</th> </tr> </thead> <tbody> <tr> <td>Phase 1</td> <td>Eligibility Check</td> <td>30%</td> </tr> <tr> <td>Phase 2</td> <td>Responsiveness Check</td> <td>20%</td> </tr> <tr> <td>Phase 3</td> <td>Trade wise technical proposal evaluation.</td> <td>50%</td> </tr> </tbody> </table> The financial bid will be calculated based upon the cost of single proposal evaluation. The percentage distribution is as follow. Financial Bid (Sf) = Unit Cost of Phase 1 * 30% + Unit Cost of Phase 2 * 20% + Unit Cost of Phase 3 * 50% Bidder with least overall final bid will be given the maximum marks. Example	Phase	Name	Financial Weightage	Phase 1	Eligibility Check	30%	Phase 2	Responsiveness Check	20%	Phase 3	Trade wise technical proposal evaluation.	50%
Phase	Name	Financial Weightage											
Phase 1	Eligibility Check	30%											
Phase 2	Responsiveness Check	20%											
Phase 3	Trade wise technical proposal evaluation.	50%											

	<ul style="list-style-type: none"> • Cost of evaluation of One bidding document in <i>Phase 1</i> is Rs 10 • Cost of evaluation of One bidding document in <i>Phase 2</i> is Rs 10 • Cost of evaluation of One bidding document in <i>Phase 3</i> is Rs 12 <p>The Cost of Financial Proposal will be calculated as follow for Proposal Scoring Purpose = Rs 10 x 30% + Rs 10 X 20% + Rs 12 x 50% = Rs 11</p> <p>Note:</p> <p>The cost of each phase should be calculated based upon the single unit (that is Bidding Document and Trade wise Technical Proposal to be Evaluated).</p>																
Historic Trend of Bidding Documents Received by PSDF in Past Three Years	<table border="1"> <thead> <tr> <th>Year</th> <th>No of Bidding Document (Phase 1- Eligibility Check)</th> <th>No of Bidding Document (Phase 2 - Responsiveness Check)</th> <th>Trade Wise Technical Proposals</th> </tr> </thead> <tbody> <tr> <td>2014</td> <td>284</td> <td>143</td> <td>691</td> </tr> <tr> <td>2015</td> <td>312</td> <td>147</td> <td>890</td> </tr> <tr> <td>2016 (Till April)</td> <td>237</td> <td>136</td> <td>641</td> </tr> </tbody> </table>	Year	No of Bidding Document (Phase 1- Eligibility Check)	No of Bidding Document (Phase 2 - Responsiveness Check)	Trade Wise Technical Proposals	2014	284	143	691	2015	312	147	890	2016 (Till April)	237	136	641
Year	No of Bidding Document (Phase 1- Eligibility Check)	No of Bidding Document (Phase 2 - Responsiveness Check)	Trade Wise Technical Proposals														
2014	284	143	691														
2015	312	147	890														
2016 (Till April)	237	136	641														
Basis of Payment selected to third Party Firm	<p>Selected third party firm will be paid on the following basis.</p> <ul style="list-style-type: none"> • Per Bidding Document evaluated as per contracted price of Phase 1 • Per Bidding Document evaluated as per contracted price of Phase 2. • Per trade wise technical proposals as per contracted price of Phase 3. 																
Validity of Proposal	180 days from last date of submission.																
Duration of Contract	Technical and financially qualified bidder will be offered a contract initially for one year which may be extended on the same rates and terms & conditions. .																
Submission of Proposal	<ul style="list-style-type: none"> • A single Technical Proposal is required to be submitted for by one organization along with Financial Proposal. Financial Proposal should be in a separately sealed envelope. • Envelopes containing Technical Proposal and Financial Proposals should be put into outer envelope and properly sealed & labelled. 																
Clarification Requests	Requests addressed to Client's Representative can be received latest by 9 th June, 2016.																

Last Date of Proposal Submission	Till 10 AM on 15th June 2016
Submission of Proposal and address	Assistant Manager Procurement Punjab Skills Development Fund House No. 125 Abu Bakar Block, New Garden Town Lahore Phone: 042 – 35913540-41 Fax: 042-35913539
Opening of Technical Proposal	At 10:30 AM on 15 th June, 2016
Expected Date and Address for Agreement/ Negotiations	Date: Will be communicated by the client subsequently Address: Punjab Skills Development Fund, House No. 125 Abu Bakar Block, New Garden Town Lahore or any other as notified.
Submission of Performance Bond	Not Applicable.
Capacity building Seminar	A bidders meeting will be held on 1 st June, 2016 at 9:30 AM at PSDF Lahore office at below listed address for better understanding and consensus on proposal. Representatives of bidders are requested to attend the session and put their expert opinion to proposal and best fit model. House No. 125 Abu Bakar Block, New Garden Town Lahore Phone: 042 – 35913540-41 Punjab Skills Development Fund Attending of capacity building seminar is optional however it is considered beneficial for preparation of proposals.
Client's Representative/ Contact Person	Muhammad Hashim Hussain Assistant Manager Procurement Tel: +92-42-35913540 & 41, Ext 109 Email: hashim.hussain@psdf.org.pk
Presentation by Bidder	Bidder is required to present its Methodology and Approach of conducting this assignment. PSDF will communicate the bidder about the time and place of the presentation via letter or standard electronic means.
CDR	2% of financial bid value i.e. FIN-1.15 (as given Summary (Financial Proposal Part-1)) in the form of pay order/demand draft favoring Punjab Skills Development Fund; The CDR should be valid for a period not less than 12 months and enclosed in financial bid. CDR must be enclosed in financial proposal.

TECHNICAL PROPOSAL FORM

Training Services Procurement Evaluation

From

Name of Organization:

Date of Submission:

NOTE:

1. Only computer typed version of the form is acceptable.
2. One original and two copies of the technical proposal along with all supporting documents are required to be submitted.
3. One flash drive containing an electronic copy (labelled 'Electronic Copy') of all proposal documents in PDF format (excluding the Financial Proposal) must be provided with the Technical Proposal.

Technical Proposal Evaluation Criteria

	Points
2) Approach and Methodology	Sub Total = 45
2.1) Understanding of Client's Needs	5
2.1.1) Overall methodology adopted to make the project successful, and its key elements and phasing structure and final deliverables	20
2.1.2) Detailed work plan with timeframes for the overall project and different phases	5
2.2) Identification of the potential risks and their mitigation strategies that will be undertaken to make the project successful.	10
2.2.1) Description of Quality Assurance for Assignment	4
2.2.2) Other Organizational Strength Not Solicited elsewhere	1
3) Relevant Experience	Sub Total =20
3.1.1) Relevant experience in development sector (preference will be given in skills development/vocational training)	10
3.1.2) Local and international experience of the scope of work mentioned by the Client in Tender document	10
4) Team Structure	Sub Total = 35
4.1) Number of staff allocated to the Project, Total no. of partners etc.	10
4.2) Detailed resource plan linked with the work plan and the number of hours/ days dedicated by each project team members to the Projects in its different phases	10
4.3) Credentials and experience of the Project team related to the Scope of Work defined in the tender document	15
	Grand Total = 100

Cover Letter for the Submission of Technical Proposal

[Firm letterhead]

[Date]

To

Assistant Manager Procurement

[Address mentioned in Data Sheet]

Re: Technical and Financial Proposal in respect of Training Services Procurement Evaluation,

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal and financial proposals including the required documents in a sealed envelope.

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

Thank you.

Yours sincerely,

Signature

Name and title of signatory:

Important Note:

PSDF may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PSDF shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The bids should be submitted in sealed envelope clearly mentioned "**BID (TECHNICAL & FINANCIAL PROPOSALS) FOR TRAINING SERVICES PROCUREMENT EVALUATION**"

Form 1A - Organization Information

Form 1A: Firm Profile			
S #	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organisation		
3	National Tax Number		
4	Core business area/s of the organization		
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Partnership Firm	
		Private Ltd. Company	
		Others (Please specify)	
6	Name and designation of 'Head of Organization'		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Form 1B - Eligibility Requirements

Sr. No.	Necessary Eligibility Information	Response/Elaboration	
1	Mention the name of Registration Authority/s and provide a copy of proof of registration to prove legal identity of the firm.		
2	Attach copies of audited financial statements for the last three financial years of the organisation; issued by a Chartered Accountant licensed with Institute of Chartered Accountants of Pakistan (ICAP) (<i>Financial Statements must include Audit Report, Balance Sheet, Income & Expenditure Statement of Account, Cash Flow Statement and Notes to the Accounts</i>). Cross the relevant box.	<input type="checkbox"/>	Copies Attached
		<input type="checkbox"/>	Copies Not Attached
3	Mention National Tax Number (NTN) or in the name of Organization and provide a copy of registration	<input type="checkbox"/>	National Tax Number (NTN)
4	Does your organization agree to open a separate bank account for funds provided by PSDF?	<input type="checkbox"/>	We agree to open to a separate bank account for funds provided by PSDF.
		<input type="checkbox"/>	We do not agree to open a separate bank account for funds provided by PSDF.
		<input type="checkbox"/>	We can provide account which shows complete trail of transactions for PSDF assignment.
5	Does your organization allow PSDF assigned auditors to check the accounts opened for PSDF assignment?	<input type="checkbox"/>	We allow PSDF assigned auditors to check the accounts, opened for PSDF funding, as and when required.
		<input type="checkbox"/>	We do not allow PSDF assigned auditors to check the accounts, opened for PSDF funding, as and when required.
6a.	Does your organization has international Representation?	<input type="checkbox"/>	Yes Kindly Attached the relevant document showing affiliation/membership of international audit firm(s).

			No
6b.	Has your firm ever blacklisted (i.e. declared ineligible to participate in procurements) by any government authority or any bi-lateral/multi-lateral financial institution? (MUST attach an undertaking by your firm's authorised person with this document)		We solemnly declare that our organization has never been suspended/debarred or blacklisted.
			Our organization has been blacklisted once or more than once.
6c.	Please state 'Yes' or 'No' to each question: Has your organization		
	i. Been convicted of a criminal offence relating to the conduct of your business or profession;		
	i. Committed an act of grave misconduct in the course of your business or profession;		
	ii. Failed to fulfil obligations relating to the payment of taxes under the law of country; or		
	iii. Been guilty of the offence of bribery?		

Form 2A - Proposed Approach and Methodology

2.1) Provide a brief statement describing your understanding of PSDF's needs as per the ToR for this assignment.

2.1.1) Describe the overall methodology and phasing¹ strategy for carrying out the activities indicated in the ToR.
(Your response should not exceed 5 pages)

2.1.2) Indicate the main activities w.r.t phases² of the assignment in the work schedule provided on the next page (Form 2B).

2.2) What are the potential risks you might face during this project? What is your mitigation strategy for each of these risks?

Serial No.	Risks	Mitigation Strategy
1.	For Example (Leakage of information)	
2.		
3.		
4.		
5.		

(Provide a minimum of three **additional** risks and their mitigation strategies. Response for each mitigation strategy should not exceed 200 words)

2.2.1) Outline the quality assurance for Evaluation of Proposals that will be under taken.

2.2.2) Mention any *other* operational, technical or organizational strength not solicited elsewhere (or mentioned elsewhere in your proposal) that you consider relevant to this project.

¹ Please refer to Scope of Work, Responsibilities of Third Party Evaluation Firm and deliverables in ToRs

² Please refer to Scope of Work, Responsibilities of Third Party Evaluation Firm and deliverables in ToRs

Form 2B- Work Schedule

	Activity	Weeks											
		1	2	3	4	5	6	7	8	9	10	n
1													
2													
3													
4													
5													

Form 3 - Experience Profile

**THIS SECTION CARRIES
20% WEIGHTAGE FOR
EVALUATION PURPOSES**

3.1) To determine the bidder's suitability for this project, PSDF requires information regarding *relevant* current or prior assignments conducted by the bidder of the same/similar nature as the ToRs. Use this form to provide details of your experience. Please note that this section will be scored based on your description of a maximum of **three** projects (which can be independently verified). These projects should demonstrate experience in:

3.1.1) Development sector especially skills development.
3.1.2) Local and International experience similar to the scope of work mentioned in the ToR.

Replicate the table for each project example. Please note that documentary evidence **must** be attached for all the projects claimed. No marks will be awarded if documentary evidence is not attached with the proposal.

Project title
Client, name and designation of contact person, office address and telephone number
Country and location within
Value of the agreement (in PKR or original currency of agreement):
Project description (<i>In no more than 150-200 words</i>)
Duration of the assignment (months)
Start date (month/year) and Completion date (month/year)
Number and Nature of proposals evaluated
Methodology and tools used
Total number of staff-months (by your firm) on the assignment:
Name of associated consultants (if any)
Number of Individuals employed by or affiliated with your organisation who worked on this project
Please specify the components of the proposals evaluated
What were the outcomes of the project
Number and Names of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader)
Description of actual services and deliverables provided by your staff within the assignment
Summary of the Project (Note more than 2 Pages)

Form 4A – Team Structure

**THIS SECTION CARRIES
35% WEIGHTAGE FOR
EVALUATION PURPOSES**

PSDF expects that the Bidder has adequately qualified and competent personnel available to carry out the tasks required for effective implementation of this project.

Note: The Bidder will not be allowed to change the proposed management staff except by the approval of PSDF.

4.1) Please provide following information regarding the team structure of your firm.
Total number of partners of your firm
Total number of employees employed by your organization
Total number of permanent and part-time employees
Employees to be engaged in PSDF project
Number of permanent and part-time employees to be engaged in PSDF project

4.2). Describe how you will organise and structure the team working on this project. Provide detailed resource plan linked with the workplan and the number of hours/days allocated to each project team member during the various phases of the project. <i>(Please note that your detailed resource plan should match with your response in question 2b, Form 2)</i>

4.3) Indicate relevant qualifications and experience of the project team related to the requirements defined in the ToR Use this table for both the Management staff and the Project Implementation staff. Make sure the CVs are also attached (refer to form 4B for CV format). <i>A minimum of 3 management staff details and a minimum of 5 project implementation staff details need to be mentioned.</i>
--

Serial no.	Name of Staff	Designation in Firm	Qualifications	Total Work Experience (in years)	Work experience relevant to the project (in years/months)	Employment Status (Full time or part time)	Position to be assigned in the project	Task/Role to be assigned in the project

Form 4b-Curriculum vitae (CV) for proposed staff members

[Replicate this form to provide this information for each member, and have it signed by the respective person]

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): or Passport No: _____

6. Education:

<i>Degree</i>	<i>Major/Minor</i>	<i>Institution</i>	<i>Date (MM/YYYY)</i>	<i>Completion Date</i>

7. Membership of Professional Associations:

8. Other Training/Certification *[Indicate significant training since degrees under 6 - Education were obtained]:* _____

9. Languages *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* _____

10. 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: _____ Cost of Project _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

2) Name of assignment or project: _____ Cost of Project _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

3) Name of assignment or project: _____ Cost of Project _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

[Unroll the project details group and continue numbering (4, 5, ...) as many times as is required]

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

[Signature of staff member or authorized representative of the staff]
Day/Month/Year

Full name of authorized representative:

Document checklist

Sr. No	Required Documents	Checkbox
1	Copy/Proof of Registration/ Legal status of the firm enclosed	<input type="checkbox"/>
2	Last three years' audited financial statements OR Income Tax returns of last three years submitted to FBR	<input type="checkbox"/>
3	Copy of National Tax Certificate	<input type="checkbox"/>
4	Copy of tax return of last financial year	<input type="checkbox"/>
5	Proof of affiliation/Membership with international Audit Firm(s).	<input type="checkbox"/>
6	Proof of registration with Provincial/ Federal Sales tax authorities	
7	Any additional document attached, (e.g Mitigation Strategy, Past Project Experience documents, summary of Projects). please specify	<input type="checkbox"/>

Undertaking: Information provided above is correct and I am willing to offer my services for the assignment mentioned above.

Name of person with signatures _____

APPLICANT DECLARATION

I (Please click here and type Name), hereby certify that:

- The information provided in this proposal is factually correct in all material respect.
- I understand that provision of false/incorrect information will lead to rejection of proposal and black listing / debarring of the organisation for participation in PSDF Projects s.
- I am duly authorized by the Competent Authority of the organization to submit this proposal on behalf of "[Click here and type the name of organization]"

Signature	
Name	
Designation	
Address	
Contact Numbers (landline and Mobile)	
Email address	
Fax Number	
Date	

Note:

4. Technical Proposal will be liable to rejection and zero score if it is submitted without signature of Head of Organisation/ authorized person in the above table. In case of authorised person, authority letter must be attached (on Rs 100/- stamp paper).
5. **Only computer typed version of the form is acceptable.**
6. **One original and two copies of the technical proposal along with all supporting documents are required to be submitted.**
7. Third Party Evaluation Firm will not be allowed to change the proposed management staff, except by the approval of PSDF

FINANCIAL PROPOSAL FORM

**Third Party Evaluation Services
for Punjab Skills Development Fund Schemes**

From

Name of Organization:

Date of Submission:

COVER LETTER FOR THE SUBMISSION OF FINANCIAL PROPOSAL

[Firm letterhead]

[Date]

Assistant Manager Procurement
Punjab Skills Development Fund,
House No. 125 Abu Bakar Block,
New Garden Town,
Lahore
Tel No: 042-35913540-41

Subject: Financial Proposal

Dear Sir,

We offer to provide the services under tender document for Training Services Procurement Evaluation. Our attached Financial Proposal is for the sum of **[Insert amount(s) in words and figures]** including all taxes(direct & Indirect) for the program. The **per proposal evaluation cost** including all taxes with respect to phases are

- Unit Cost of Phase 1 including All Taxes **[Insert amount(s) in words and figures]**.
- Unit Cost of Phase 1 including All Taxes Phase 2 **[Insert amount(s) in words and figures]**.
- Unit Cost of Phase 1 including All Taxes Phase 3 **[Insert amount(s) in words and figures]**.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Agreement negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet. No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Agreement execution. We understand you are not bound to accept any or all Proposals you receive.

Yours sincerely,

Signature

[Name and Title of Signatory]

Summary (Financial Proposal Part-1)

Code	Required Information	Response
FIN 1.1	Bidding Cost (of the assignment) <i>(In Figures)</i> <i>Inclusive of All Taxes (Direct & Indirect)</i>	
FIN 1.2	Bidding Cost (of the assignment) <i>(In Words)</i> <i>Inclusive of All Taxes (Direct & Indirect)</i>	
FIN 1.3	Bidding Cost (per bidding document Evaluated of Phase 1) <i>(In Figures)</i> <i>Inclusive of all taxes(Direct & Indirect)</i>	
FIN 1.4	Bidding Cost (per bidding document Evaluated of Phase 1) <i>(In Words)</i> <i>Inclusive of all taxes(Direct & Indirect)</i>	
FIN 1.5	Bidding Cost (per bidding document Evaluated of Phase 2) <i>(In Figures)</i> <i>Inclusive of all taxes(Direct & Indirect)</i>	
FIN 1.6	Bidding Cost (per bidding document Evaluated of Phase 2) <i>(In Words)</i> <i>Inclusive of all taxes(Direct & Indirect)</i>	
FIN 1.7	Bidding Cost (per bidding document Evaluated of Phase 3) <i>(In Figures)</i> <i>Inclusive of all taxes(Direct & Indirect)</i>	
FIN 1.8	Bidding Cost (per bidding document Evaluated of Phase 3) <i>(In Words)</i> <i>Inclusive of all taxes(Direct & Indirect)</i>	
FIN 1.9	Component 1 : Cost of phase 1(FIN 1.3) x 30%	
FIN 1.10	Cost of FIN 1.9 in Words	
FIN 1.11	Component 2 : Cost of phase 2 (FIN 1.5) x 20%	
FIN 1.12	Cost of FIN 1.11 in words	
FIN 1.13	Component 3: Cost of phase 3 (FIN 1.7) x 50%	
FIN 1.14	Cost of FIN 1.13 in words	
FIN 1.15	Total Cost = FIN 1.9 + FIN 1.11 + FIN 1.13	
FIN 1.16	Total Cost (FIN 1.15) in words	

Note:

1. **Financial Bid will be evaluated based upon the Cost Mentioned in FIN - 1.15**
2. **The deviation from the required format (Financial Proposal Part - 1) will make the financial bid Ineligible.**

Financial Proposal Part -2 BREAKDOWN OF COSTS BY PHASES AND TOTAL COST

Item	Phase 1	Phase 2	Phase 3	Grand Total
Remuneration Expense (Inclusive of Taxes(Direct & Indirect))				
Reimbursable Expense (Inclusive of Taxes - if applied) (Direct & Indirect)				
Total				
Evaluation Cost per Proposal³				

Note:

- 1. The total of Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms Financial Proposal Part -3 and Financial Proposal Part -4.**
- 2. The deviation from the required format FIN-2 will make the financial bid Ineligible.**
- 3. Take Expected no of Bidding Documents for a year as 200 where as that of Trade wise Proposal as 600 to calculate. Use these Numbers to calculate “evaluation cost per Proposal” w.r.t phases.**

FORM Financial Proposal Part -3 BREAKDOWN OF REMUNERATION¹

S. No.	Name ²	Position ³	Remuneration Rate / Unit of time (e.g. Days)	No. of Units	Total Remuneration (PKR)	Justification/Budget notes
Management Staff						
Project Implementation Staff						
Support Staff						
Any Other (if required)						
	Total (PKR)					

Instructions:

¹ **Replicate this form for each stage i.e. Phase 1, 2 and 3**

² Form FIN-3 shall be filled in for the same management, Project Implementation and support staff listed in **Form 4A**

³ Management and Project Implementation staff should be indicated individually; Support Staff should be indicated per category (e.g. clerical staff).

⁴ Positions of the Management & Project Implementation Staff shall coincide with the ones indicated in **Form 4A**

FORM Financial Proposal Part -4 BREAKDOWN OF REIMBURSABLE EXPENSES

S. No	Description	Unit (If any)	Unit Cost (PKR)	No. of Units	Total (PKR)	Justification/Budget notes
	Details of Reimbursable Expenses for Phase [Insert No]					
1	Communication costs between <i>[Insert place]</i> and <i>[Insert place]</i>					
2	Depreciation (if any)					
3	Use of computers, software					
4	Local transportation costs					
5	Office rent, clerical assistance					
6	Document Printing & Reporting					
7	Miscellaneous expenses					
8	Others (If any specific to the particular phase)					
	Total (PKR)					

Instructions:

¹ **Replicate this form for each stage i.e. Phase 1, 2 and 3**

² The reimbursable expenses specified in each phase must coincide with the description of activities indicated in **Form 2B**.

Annexure-D-I (Count of Training Center Locations of Last three years' classes with respect to districts)

Serial No	District	Number of Training Location
1	Attock	4
2	Bahawalnagar	10
3	Bahawalpur	53
4	Bhakkar	1
5	Chakwal	1
6	Chiniot	70
7	Dera Ghazi Khan	1
8	Faisalabad	118
9	Gujranwala	100
10	Gujrat	2
11	Hafizabad	1
12	Islamabad	17
13	Jhang	1
14	Jhelum	3
15	Kasur	2
16	Khanewal	45
17	Lahore	202
18	Layyah	3
19	Lodhran	6
20	Mianwali	2
21	Multan	37
22	Muzaffargarh	22
23	Nanakana Sahib	1
24	Narowal	52
25	Nowshera	1
26	Okara	1
27	Pakpattan	1
28	Rahimyar Khan	91
29	Rajanpur	2
30	Rawalpindi	40
31	Sahiwal	1
32	Sargodha	90
33	Sheikhupura	84
34	Sialkot	4
35	Toba Tek Singh	2
36	Vehari	79
Grand Total		1152