

Bidding Documents for Procurement of Services  
of a Training Service Provider (TSP)  
For  
Capacity building of Working Women Hostels'  
(WWHs) staff

GS#2573

Competitive Bidding



Directorate of the Women Development, Punjab  
Government of the Punjab

September, 2019

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## **TENDER NOTICE**

Directorate of Women Development Department invites sealed bids/proposals for the hiring of a registered training service provider/training Institute for the Training of Working Women Hostels Staff.

The interested bidders can obtain the tender document containing all details of required services, eligibility criteria and terms & conditions from WDD website (<http://wdd.punjab.gov.pk>)

The sealed bids (marked bid title on envelop) must be delivered at the following address within 15 days (3<sup>rd</sup> October, 2019) of publication of this advertisement till 03:00 PM and technical bid will be opened on the same date at 04:00 PM in the Committee room of Directorate of Women Development.

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**DIRECTOR  
DIRECTORATE OF WOMEN DEVELOPMENT  
6- College Block Allama Iqbal Town Wahdat Road Lahore.**

**042-99332496**



## 2. Description of Service

Directorate of Women Development (DWD) is working as an operational arm of Women Development Department being its attached department. DWD approach is to promote the women participation rate in the economic sphere of life which will enhance social as well as economic status of women.

DWD invites proposals/bids (Technical and Financial) from well reputed training Service Provider registered in Pakistan for providing the services to conduct the training services for the Capacity Building of Women Hostels Staff hired by private sector. The interesting firms must comply with eligibility criteria. The selected Service provider agency will be bound to comply with all instructions provided in these bidding documents for selection of suitable Training Service Provider (TSP).

Project is designed to provide capacity building trainings to the staff of Women Hostels of private sector. Staff of a working women hostel may consist of following:

- a) Manager/supervisor/In charge
- b) Warden
- c) Clerk/Office Assistant
- d) Cook

## Objectives of the Project

Following are the main objectives: -

- Improved service delivery through certified staff in all women hostels;
- Job creation in public and private sector women hostels;
- Enhancing skill sets of personnel of the Punjab

WDD shall hire the services of government or private training institutes through competitive bidding process to impart capacity building trainings to staff of existing/successive working women hostels of private sector in next three financial years as under:

Financial Year	Activity
2019-20	Training of 744 personnel in 186 women hostels established in private sector.
2020-21	Training of 1488 personnel in 372 women hostels established in private sector
2021-22	Training of 1488 personnel in 372 women hostels established in private sector

**Location of Training:** All District Head Quarters Of the Punjab



## **Timelines/Deadlines**

- Bids submission deadline: October 03, 2019 up to 03:00 PM.
- Opening of Bids: October 03, 2019 at 04:00 PM

### **3. Scope of Service**

The scope, duties and responsibilities of Training Service Provider (TSP) will include but not necessarily limited to following:

- Identification of training sites in district HQs of the Punjab.
- Arrange training premises at identified sites and make provision of required machinery, equipment, tools, furniture and other physical facilities ensuring availability of appropriate training and other facilities at each location.
- Develop the curriculum, trainer's guide and hand book/trainee's guide covering all the components as per the required skill set including personal hygiene, manners/ethics etc.
- Engage competent and qualified instructors/trainers and supporting staff for delivery of training at a uniform standard at all locations.
- Develop an internal monitoring system to assure quality training delivery.
- Establish a system for providing reports to DWD within stipulated time through regular mail or as per requirements of DWD.
- Selection of eligible personnel, for the proposed skills training in consultation with DWD.
- TSP will attain certificate from all the trainees to the effect that they have not got such training from the Women Development Department earlier.
- Maintain individual profiles of all trainees comprising name, age, CNIC #, qualification, address, contact No. etc. and share it with DWD.
- Creation of data base of trainees and share it with DWD.
- Provide all learning aids, teaching materials, consumables as per demand of curriculum, and additional facilities, for which cost per unit that is per trainee to be borne by the DWD project's fund and no charges would be demanded from any trainee(all costs on account of these items will be included in training fee which will be paid by DWD).
- Facilitate and provide access to DWD monitoring team to the training locations.
- Submit bill/invoice for advance withdrawal from FD.
- Submit vouched invoices/vouchers/ Bills to DWD as per actual enrollment on monthly basis.
- Disburse stipend to the trainees, and maintain record of disbursement.
- Issue certificates to trainees on completion of training.



- Display signboards, prominently, relating to the training, duly approved design by DWD.
- Assist DWD to take feedback from trained personnel regarding their financial and economic improvement.
- Will facilitate DWD in Launching social media campaigns in the beginning and at the completion of each batch.
- Will facilitate DWD in Launching awareness raising campaigns using print media, brochures etc on the basis of provided data.
- Any other duty assigned by the authorities mutually agreed by the both parties.

#### 4. Eligibility Criteria

- i. The interested training service provider should be registered from a recognized authority. The interested training service provider shall have NTN/sales tax Number and be on Active Taxpayer list (ATL) of FBR. The agencies may attach copies of NTN/sale tax number and evidence of being on active tax payer list
- ii. Having well reputed infrastructure on district level in Punjab.
- iii. The interested training service provider should have sufficient experience of delivering such kind of service delivery
- iv. Bid security amounting to **Rs.100,000/- (Rupees one hundred thousand only)** in shape of Bank Draft, Pay Order etc. in favor of Directorate of Women Development, must be attached with Technical Proposal. If bids security is not attached, the agency may be declared as ineligible.
- v. An Affidavit on stamp paper (original and latest) of **Rs.100/-** duly attested by Notary Public showing that company has never been blacklisted by any Government/semi Government/autonomous body.

#### 5. Standard Terms and Conditions

The Directorate of Women Development will follow single stage two envelope procedure as provided in rule 36(b) of Public Procurement Rules, 2004.

- i. Technical and financial bids must reach the office of Director (Directorate of Women Development), 6- College Block Allama Iqbal Town Wahdat Road Lahore on or before October 03, 2019. Technical and Financial proposals should be submitted in separate envelopes. The words "**Technical Proposal**" and "**Financial Proposal**" should clearly be written on the top left corner of respective envelope.
- ii. Technical Proposals will be opened on due date and time as mentioned in tender notice by the Evaluation Committee in presence of bidders or their authorized representatives, who will attend the proceedings. The bids will be initially scrutinized for



eligibility in the light of eligibility criteria given in bidding documents. The bids of bidding firms, who do not qualify in eligibility criteria will be rejected straight away and no Technical or Financial Evaluation will be carried out and returned to the respective agencies. The bids found qualified in eligibility criteria will be considered for Technical Evaluation. After Technical evaluation, Financial Proposals of only technically qualified bidders will be opened on a date/time to be announced subsequently.

- iii. The Financial Proposal shall be inclusive of all applicable taxes and must be quoted in Pak Rupees.
- iv. The bid validity period will be effective till completion of whole recruitment process.
- v. Directorate of Women Development reserves right to reject any or all the proposals, submitted in response to this tender notice prior to acceptance as per Rule-33 of Public Procurement Rules,2004.
- vi. Incomplete and unsigned proposals will be rejected.
- vii. Bids received through fax/Telex/email and after due date/ time will not be considered.
- viii. The selected Training Service Provider (TSP) will sign the Contract with Government through Directorate of Women Development(DWD) within stipulated time frame after issuance of award letter.
- ix. The bidding documents and contract executed pursuant to this tender shall be governed by and construed in accordance with the laws of Islamic Republic of Pakistan. The Government of Pakistan and all firms responding to this bidding documents and parties to any contract executed pursuant to these Bidding documents shall submit to the exclusive jurisdiction to Courts at Lahore.
- x. Technical and financial bids must be filled up completely. If any shortcoming(s) / discrepancy (ies) is / are found in the documents/parameters mentioned in the bidding documents of any Training Service Provider (TSP) during the evaluation stage, the Training Service Provider (TSP) will not be allowed for any alteration or erasure or withdrawal after submission of the bid subject to the condition that substance of the bid is not changed.

### **Bid Security**

A bid security is required and acceptable in the shape of a Bank Draft/Pay Order/Demand Draft/ Banker's cheque/CDR only, issued from any scheduled bank operating in Pakistan, of rupees one hundred thousand (PKR 100,000/-), in favour of Directorate of Women Development, Lahore. The Bid Security must be submitted with the SEALED TECHNICAL PROPOSAL, without which the proposal shall not be entertained/ accepted. It will be



forfeited if the selected firm do not sign the contract.

## **6. Instructions to Bidders**

- i. Poor compliance of any requirements and guidance mentioned in these bidding documents may affect the ranking/marketing of Technical Evaluation of bid, therefore, it is advised to prepare Technical bids carefully otherwise no claim for poor marking shall be entertained.
- ii. Each page of the bid (Technical & Financial) must be signed and stamped by authorized officer of TSP agency/bidder.
- iii. No document will be accepted after bids submission timelines/deadlines, however, DWD may ask the bidder for any clarification.
- iv. Documentary evidences for above mentioned criteria in Technical Bid in shape of chapters with proper page marking and proper referencing to relevant documents/evidences in the summary/title page etc. may be provided.
- v. Relative marking will be observed as per Evaluation Criteria of Financial bids.
- vi. Any bid received, after the deadline for submission of bids, will be rejected and/or returned unopened to the firm on his postal address, whichever the case maybe.
- vii. All queries regarding this bidding document may be submitted in writing at least 5 days before opening of the bids to the undersigned after which the queries will neither be entertained nor responded by the Ministry of Foreign Affairs:

## **7. Format for Technical and Financial Bids**

- a. The format for submitting technical and financial bids is given at Annexure-I&II of the bidding documents. The technical bid should be comprehensively prepared, presented and structured in the form of relevant tables where provided. All supporting documents must be attached.
- b. While mentioning experience as registered Training Service Provider (TSP), the firms should provide number of years of incorporation as Training Service Provider (TSP) by providing a copy of the certificate for registration issued by the Government authority.

## **8. Evaluation Criteria of Bids**

- a. In terms of Rule 36(b) (Single Stage Two envelope bidding procedure) of Public Procurement Rules, 2004, the bids will be evaluated technically first. 60% (48 out of 80) marks are the qualifying marks. Financial bids of only qualified bidders will be opened. The distribution of 100 marks and formulae of financial bids evaluations will be as follows:



Technical Proposal (T)	80 Marks. Implementation Plan =20 Experience of Project Implemented =15 Registration Status =10 Infrastructure (Venues, Faculty) =20 Financial Turn Over =10 Registered with technical institute =05 <b>(48 out of 80 are qualifying marks)</b>
Financial Proposal (F)	20 Marks Lowest Bidder will gain the maximum marks
<b>Total (T+F)</b>	<b>(80 + 20)=100 Marks</b>

- b. The technical proposals/bids securing 48 marks i.e. 60% of total marks(80) allocated for Technical Proposals or more in the technical evaluation will qualify for the next stage, i.e. financial bid opening. Technical bids, securing less than 48 marks will be considered as Technically Disqualified and the financial bid of respective bidder will be returned unopened. The bidder whose quoted prices are lowest will get the maximum marks (i.e. 20 marks) in financial evaluation using formulae given below:
- i. Bid Ratio = Lowest quoted price / Quoted price for which financial marks are required
- [For lowest bid ratio would be 1]
- ii. Bid Ratio x 20 = Financial marks of firms
- c. The cumulative effect of both Technical and Financial marks shall determine the position of the lowest evaluated TSP agency.
- d. For Technical Evaluation of Technical Bids submitted by Training Service Providers(TSP) in response to this bidding document, the criteria given on next page will be applied. For this purpose the agencies shall submit documentary proof along with the Technical bid in shape of sections 1, 2 & 3, in an organized manner and as per requirement/format mentioned in this bidding document. Poor compliance of

criteria may affect marking of the Technical bids. Training Service Providers (TSP) are, therefore, requested to comprehensively provide the accurate information along with copies of evidences otherwise no claim of poor marking in technical evaluation would be entertained. Non-submission of the same and/or not conforming to any of these parameters will lead to low marking of technical bids.



**FORMAT FOR TECHNICAL PROPOSAL**

**1. Partner Details**

1	Agency Name	
2	Address	
3	Phone Number	
4	Fax Number	
5	E Mail	
6	Website	
7	Contact Person	
8	Designation	
9	Cell Number	

**2. Implemented Projects Details**

<b>Sr.</b>	<b>Name of Project</b>	<b>Duration</b>	<b>Location</b>	<b>Status</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				

3. Please provide the below detail

<b>Required Information</b>	<b>Limitation</b>	<b>AoB</b>
Brief detail about the Company Profile (Please Attach Company profile)	Not more than 01 Page	As Annexure A-1
Implementation Plan	Not more than 03 Page	As Annexure A-2
Experience of Project Implementations	Not more than 02 Page	As Annexure A-3
Registration Status (Please Attach Copy/ies)	Not more than 01 Page	As Annexure A-4
Infrastructure (Campuses, Venues, Faculty)	Not more than 02 Page	As Annexure A-5
Financial Turn Over (Please Attach Bank statement)	Not more than 01 Page	As Annexure A-6



**FORMAT FOR FINANCIAL PROPOSAL**

Please share the budget for each training cost on district Level including

- a. Cost of Training Need Assessment in 3 Locations of the Punjab
- b. Cost of Training of the Trainers
- c. Cost of Development and Printing of Training Manual
- d. Arrangements for the Trainings (Venue, Manu, logistics, Stipends, handouts, Certificates)
- e. **Accumulative training cost per trainee**(including all aforementioned things and due taxes)

