

**PRE-QUALIFICATION DOCUMENT  
(PQD)**

**HIRING OF A TRAINING INSTITUTE(S)/ FIRM(S)/ UNIVERSITY(S) TO CONDUCT  
SHORT TRAINING COURSES UNDER INSTITUTIONAL STRENGTHENING OF P&D  
BOARD AND CAPACITY BUILDING OF PUBLIC SECTOR EMPLOYEES**

**PUNJAB RESOURCE MANAGEMENT & POLICY UNIT (PRMPU)  
PLANNING & DEVELOPMENT BOARD  
184-A, UPPER MALL, BEHIND NIPA LAHORE  
Email: [infoprmp@punjab.gov.pk](mailto:infoprmp@punjab.gov.pk)**

**EXPRESSION OF INTEREST (EOI)  
REGARDING HIRING THE (CONSULTANCY SERVICES-TRAINING INSTITUTE(S)/ FIRM(S)/  
UNIVERSITY(S) SELECTION) UNDER THE SCHEME TITLED “INSTITUTIONAL  
STRENGTHENING OF P&D BOARD AND CAPACITY BUILDING OF PUBLIC SECTOR  
EMPLOYEES”**

Punjab Resource Management & Policy Unit (PRMPU) under its scheme titled “Institutional Strengthening of P&D Board and Capacity Building of Public Sector Employees” is working to enhance the existing knowledge, skills, and abilities of Punjab Government officers by imparting quality training through short term training programs in well-reputed training institutes/firms/university. For this purpose, PRMPU invites sealed expression of interest (EOI) under PPRA rules 2014 for the hiring of consultancy services from a well-reputed training institute(s)/firm(s)/university(s) for the following different assignments: -

- Senior Management Program
  - Public Sector Financial Management
  - Procurement Rules
  - MS Excel
  - Cyber Crime
  - Women in Leadership
  - Personal & Professional Skills
  - Any other customized trainings as per departmental needs
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- The objective of the Expression of Interest (EOI) is to Shortlist/Pre-Qualify suitable training institute(s)/firm(s)/university(s) for the subject assignment.
  - The Information required for Pre-Qualification including instructions for preparation and submission of prequalification documents, A Brief Scope of Services, Evaluation criteria, and A List of required documentary evidences are given in the Prequalification Documents.
  - The interested training institute(s)/firm(s)/university must purchase a set of pre-qualification documents/ criteria for shortlisting/ prequalification on payment of **PKR. 1,000/-** from the below-mentioned address till the closing date. Documents without original payment receipts will not be entertained.
  - Interested training institute(s)/firm(s)/university(s) are required to provide information demonstrating that they have the required qualification and relevant experience to perform the services mentioned above. Training institute(s)/firm(s)/university(s) may associate with other training institute(s)/firm(s)/university in the form of a joint venture or a sub-consultancy to enhance their qualifications. Training institute(s)/firm(s)/university(s) for the above-referred assignments will be selected separately in accordance with the Quality and Cost Based Selection (QCBS) method as defined under Punjab Procurement Regulatory Authority (PPRA) rules, 2014.
  - The Procuring Agency reserves the right to reject all EOI at any time prior to the acceptance as provided under Rule-35 of PPRA Rules, 2014.
  - Only Shortlisted institute(s)/firm(s)/university will subsequently be issued RFP for submission of Technical & Financial Proposals.
  - Expression of Interest (EOI)/Pre-Qualification Document (PQD) along with detailed specifications, terms, and conditions can be downloaded from <https://prmp.punjab.gov.pk> and <http://www.ppra.punjab.gov.pk> immediately after the publication of the advertisement.
  - The EOI must be received **by 11:00 AM in this office on or before May 16, 2023 (Tuesday)**. The same will be opened after thirty (30) minutes of the closing date and time.

**Managing Director  
Punjab Resource Management & Policy Unit (PRMPU)  
184-A, Upper Mall, Behind NIPA, Scotch Corner, Lahore  
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# EXPRESSION OF INTEREST



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Managing Director

IPL-3079

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# BUSINESS RECORDER

## EXPRESSION OF INTEREST



### REGARDING HIRING THE (CONSULTANCY SERVICES-TRAINING INSTITUTE(S)/ FIRM(S)/ UNIVERSITY SELECTION) UNDER THE SCHEME TITLED "INSTITUTIONAL STRENGTHENING OF P&D BOARD AND CAPACITY BUILDING OF PUBLIC SECTOR EMPLOYEES"

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IPL# 3079

## **PQD for Hiring of a Training institute(s)/firm(s)university to conduct Short Training Courses under Institutional Strengthening of P&D Board and Capacity Building of Public Sector Employees**

### **Background**

Capacity Building of Provincial officers has remained a core policy area in the reform agenda of Punjab Resource Management & Policy Unit (PRMPU). In order to complement reform interventions and to raise the absorptive capacity of the available Human Resource, numerous capacity building initiatives have been introduced by PRMPU to enhance the efficiency of Provincial Government under the scheme 'Institutional Strengthening of P&D Board and Capacity Building of Public Sector Employees'. These initiatives also included collaboration with both local and foreign institutes and universities. As a result of these initiatives, PRMPU was able to train number of officers in masters and short training programs.

### **What We Are?**

PRMPU has been mandated to revive the Public Sector Capacity Building initiatives through an approved scheme titled '*Institutional Strengthening of P&D Board and Capacity Building of Public Sector Employees*'. The program has been designed with an aim to enhance Technical Capacity of officers of the Government of the Punjab in demand driven areas through Foreign and Short trainings. PRMPU under Institutional Strengthening of P&D Board and Capacity Building of Public Sector Employees, intends to conduct following short training courses;

- Senior Management Program
- Public Sector Financial Management
- Procurement Rules
- MS Excel
- Cyber Crime
- Women in Leadership
- Personal & Professional Skills
- Any other customized trainings as per departmental needs

### **Objectives of Short Courses**

To impart training to Punjab Govt. officers of BPS-16 and above in above mentioned professional area so that their present skills and abilities may be enhanced and they can better cope with emerging challenges of on-going development projects which are being run under different departments/ authorities and companies of Government of the Punjab.

### **Scope of Work**

The training institute (s)/firm(s)/ university will be required to adhere with the following:

Time Schedule of Training Services	For One (01) Years from the date of signing of the Contract. and extendable for one (01) year with the mutual consent of both parties after the satisfactory performance, evaluated by the client with same terms & conditions.
Target Number of Trainees to be trained	Estimated 25 officers in one batch of short training course. PRMPU may increase / decrease the number of participants (minimum to 20 and maximum to 30 participants).
Location of Training	Lahore
Consortium	Lead organization plus maximum of two organizations. In case of Joint Venture/ Consortium the marking criteria will be as follow: Lead institute(s)/firm(s)/university = 60% Marks Associated institute(s)/firm(s)/university = 40% Marks
Recommended Duration of Training	<ul style="list-style-type: none"> <li>• 4-5 days.</li> <li>• (Morning/Evening/whole day, consecutive days preferably would be in working days).</li> </ul>
Target Group	Officers of BPS-16 and above of Govt. of the Punjab
Training Service Providers	<ol style="list-style-type: none"> <li>1. Training Service Providers can be: <ul style="list-style-type: none"> <li>▪ Well reputed institute(s)/firm(s)/university registered with any national / international accredited testing &amp; certifying agency.</li> <li>▪ Formal Training Institutes which are not registered but regularly conduct technical / vocational training courses.</li> <li>▪ Public sector training institutes.</li> <li>▪ HEC recognize universities.</li> <li>▪ Legal entities can also apply if their consortium partners are formal training institutes and will deliver trainings in collaboration with those institutes.</li> </ul> </li> <li>2. Training Service Providers must fulfill or agree to below mentioned conditions: <ol style="list-style-type: none"> <li>i. Must be registered with any Government authority or regulatory body.</li> <li>ii. Must have valid NTN / FTN (Tax-Exemption Certificate) in name of the entity/organization.</li> <li>iii. Copy of valid PRA registration certificate and copy of Sales Tax Registration No. (Status = Active with relevant Authority)</li> <li>iv. Audited Financial Statements/Accounts Statements showing financial position of last three (3) years.</li> </ol> </li> </ol>
Trainers	Training institute(s)/firm(s)/ university will be responsible to arrange all trainers/resource persons. PRMPU may also suggest trainer for few sessions from public sector. (In service or retired officers)
Trainer's qualification & experience	Trainers will be qualified with a relevant degree of the course, PhD will be preferred, having not less than eight (08) years of experience in the field of training and development. Training institute(s)/firm(s)/ university will share profile of minimum three (03) trainers for each training course.

Payment to Service Provider	On actual basis, upon completion of the course.
Training Fee and other requirements	The financial bid will be based on training fee inclusive all taxes and expenditures. It will also include: <ul style="list-style-type: none"> <li>• Consumables Training Materials</li> <li>• Training Manual &amp; Stationery required for training</li> <li>• Management &amp; Reporting costs</li> <li>• Depreciation / Rentals of Machinery and Equipment etc.</li> <li>• Tea/coffee &amp; Lunch</li> <li>• Utilities &amp; Miscellaneous items</li> <li>• One bag per trainee of fine quality</li> <li>• Certificates to trainees</li> </ul>
Blacklisting	Undertaking that the training institute(s)/firm(s)/university is not blacklisted either by any Government/ Department/ Agency/ Authority. (on PKR 100/- Stamp Paper)
Candidate Selection	Responsibility of PRMPU.

### **The Contents of the Courses**

The training institute(s)/firm(s)/university shall develop short duration modular programs through a unique blend of case studies & simulation, the program will draw focus on developing greater confidence in the participants so that high potential executives can perform and drive organizational performance. Short duration modular programs shall be developed between 4-5 days covering management aspects.

## SHORTLISTING CRITERIA

The shortlisting proposals of the institute(s)/firm(s)/university will be evaluated on the following basis. The minimum technical qualifying marks will be **65 out of 100.**

Sr. No	Criteria	Max. Marks	
1.	<ul style="list-style-type: none"> <li>▪ Formal Training institute(s) / firm(s) / university registered with any national / international accredited testing &amp; certifying agency. <b>Must be located at Lahore</b></li> <li>▪ Formal Training Institutes which are not registered but regularly conduct technical / vocational training courses.</li> <li>▪ Public sector training institutes.</li> <li>▪ HEC recognize universities.</li> <li>▪ Legal entities can also apply if their consortium partners are formal training institutes and will deliver trainings in collaboration with those institutes.</li> <li>▪ Must be registered with any Government authority or regulatory body.</li> <li>▪ Must have valid NTN / FTN (Tax-Exemption Certificate) in name of the entity/organization.</li> <li>▪ Copy of valid PRA registration certificate and copy of Sales Tax Registration No. (Status = Active with relevant Authority)</li> <li>▪ Audited Financial Statements / Accounts Statements showing financial position of last three (3) years, having minimum 3 million annual average turn over. Details of net worth, annual turnover &amp; net cash accruals duly filled and signed as per <b>Appendix-1</b></li> </ul>		Qualifying Criteria



2.	Undertaking that the training institute(s)/firm(s)/university is not blacklisted by any Government or Private Department/ Agency/ Authority. (on PKR 100/- Stamp Paper)		Qualifying Criteria	
3.	An operational History of at least 10 years, with experience in implementing Training & Development Programs	10	10-12 Years	07 Marks
			13 or above Years	10 Marks
4.	Relevant Experience in conducting T&D Programs. <b>(Completed during last three (03) years)</b>  The Bidder should furnish details of technical experience of the Firm as on the date of submission of EOI as per <b>Appendix 2.</b>	30	2-3 Programs	10 Marks
			4-5 Programs	20 Marks
			6 and above Programs	30 Marks
5.	Institute(s)/firm(s)/university's Training & Development Team (Minimum 03 trainers for each training course)  The Bidder should furnish details of experience of professional staff as on the date of submission of EOI as per <b>Appendix 3.</b>	20	3-4 Trainers	10 Marks
			5 and above Trainers	20 Marks
6	Qualification of Trainers	20	PhD	20 Marks
			M. Phil	15 Marks
			Masters	10 Marks

7.	Financial Standing	10	Accounts statements showing average financial turnover of last 3 years amounting to Rs. 5-6 million	05 Marks
			Accounts statements showing average financial turnover of last 3 years amounting to Rs. 7 million or above	10 Marks
8.	Institute(s)/firm(s)/university Training facility	10	Having training hall with the capacity of 25-30 participants with all required equipment	10 Marks
			Having training hall other than their own with all required equipment	07 Marks

## **TORs & Core Team**

<b>Trainings</b>	<b>Required Qualification</b>	<b>Experience</b>
Senior Management Program	PhD/M.Phil./ Master in Business Administration or in related field	At least 08 years of teaching/training experience
Public Sector Financial Management	PhD/M.Phil./Master in Business Administration or in related field	At least 08 years of teaching/training experience
Procurement Rules	PhD/M.Phil./Master in Business Administration or in related field	At least 08 years of teaching/training experience
MS Excel	PhD/M. Phil./Master in Business Administration degree in IT related field	At least 08 years of teaching/training experience
Cyber Crime	PhD/M. Phil./Master in Business Administration in Computer/Science/Criminology /Cyber Crime	At least 08 years of teaching/training experience
Women in Leadership	PhD/M.Phil./Master in Business Administration or in related field	At least 08 years of teaching/training experience
Personal & Professional Skills	PhD/M.Phil./Master in Business Administration or in related field	At least 08 years of teaching/training experience

## **EOI Submission**

A training institute(s)/firm(s)/university(s)/ consortium will purely be selected on merit in accordance with the criteria mentioned in the PQD and procedure laid down in the PPRA Rules 2014. However, pre-qualification/ shortlisting of any training institute(s)/firm(s)/university(s) /consortium does not guarantee award of work and it would depend on evaluation of their proposals (technical and financial) submitted by the pre-qualified/shortlisted training institute(s)/firm(s)/university(s) at later stage. Expressions of interest must be submitted at the address given **by 11:00 AM in this office on or before May 16, 2023 (Tuesday)**

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# APPENDIX-1

## FORMAT FOR ESTABLISHING FINANCIAL CAPABILITY

### FINANCIAL CAPABILITY OF SINGLE ENTITY

Turnover, Net Worth & Net Cash Accruals

<b>NET WORTH</b> <i>(PKR. Millions)</i>	<b>NET CASH ACCRUALS (CA)</b> <i>(PKR. Millions)</i>			<b>TURN OVER</b> <i>(PKR. Millions)</i>		
	<b>Financial Year</b>	<b>Financial Year</b>	<b>Financial Year</b>	<b>Financial Year</b>	<b>Financial Year</b>	<b>Financial Year</b>

(Signature of Authorized Signatory)

Bidder Seal & Stamp

Signature, Name, Address & Membership No. of Chartered Accountant

## APPENDIX-2

Project name	Value of the agreement (in current PKR)
Country Location within country	Duration of project (months)
Name of Client	Total No. of staff-months (by your company) on the project:
Start Date (Month/Year) Completion Date (Month/Year)	Value of total project provided under an agreement (in current PKR)  In case of consortium, value of part of the project provided by Bidder under the agreement (in current PKR)
Name of associated members, if any	No. of professional staff-months provided by the associated members:
Name of senior professional staff of your company involved and functions performed (indicate most significant profiles such as Team Leader etc.):	
Narrative description of Project	
Description of actual services provided by your staff within the assignment.	

**Note:**

- Only the eligible projects that satisfy technical criteria shall be included.
- All the Financial numbers are to be given in Pak Rupees.

(Signature of Authorized Signatory)

# APPENDIX-3

## CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

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>

7. **Membership of Professional Associations:** \_\_\_\_\_

\_\_\_\_\_

8. **Other Training** [*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*]: \_\_\_\_\_

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**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.]*:

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

**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: \_\_\_\_\_  
Year: \_\_\_\_\_  
Location: \_\_\_\_\_



Client: \_\_\_\_\_

Project cost: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

2) Name of assignment or project: \_\_\_\_\_

Year: \_\_\_\_\_

Location: \_\_\_\_\_

Client: \_\_\_\_\_

Project cost: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

3) Name of assignment or project: \_\_\_\_\_

Year: \_\_\_\_\_

Location: \_\_\_\_\_

Client: \_\_\_\_\_

Project cost: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

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

**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience, and myself. 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: \_\_\_\_\_