

# REQUEST FOR PROPOSAL (RFP)

## HIRING THE SERVICES OF A FINANCIAL CONSULTANCY FIRM



**National Vocational & Technical Training Commission (NAVTTTC) HQs,  
M/o Federal Education & Professional Training, Government of the Pakistan  
Plot No. 38, Kirthar Road, Sector H-9/4, Islamabad**

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**GOVERNMENT OF PAKISTAN  
NATIONAL VOCATIONAL AND TECHNICAL  
TRAINING COMMISSION**

Headquarters, Plot # 38, Kirthar Road, Sector H – 9/4,  
Islamabad

Phone: 051-9044140, Fax: 051-9206638, <http://navttc.gov.pk>



**REQUEST FOR PROPOSAL FOR HIRING THE SERVICES OF A FINANCIAL  
CONSULTANCY FIRM**

NAVTTTC is apex body for Technical and Vocational Education Training (TVET) sector in the country. It is mandated to promote, facilitate, regulate, strategize, revamp, approve curricula, train, and provide policy direction for country's entire Technical & Vocational Education and Training (TVET) and skill development system in the country. NAVTTTC has made major contribution to national human resource development and has generated a large number of employments for the skilled youth, overseas and nationally, benefitting the individuals as well as the national economy. Some key achievements of NAVTTTC are: 650,000 youth trained as certified skilled professionals in different demand driven trades with 71% employment ratio.

2 NAVTTTC intends to hire the services of a financial consultancy firm (the "Consultant") for development of financial management System, understanding of current financial situation, review of future business plans, assistance in negotiation of terms and conditions of any proposed financial and investment proposals from/ with outside lender or third party. The firm will also assist NAVTTTC in financing/strategy and investment matters as prescribed in the objectives and scope of work in RFP. The detailed bidding documents/RFP can be obtained from the office of undersigned during working office hours (free of cost) and also available on official websites of PPRA [www.ppra.org.pk](http://www.ppra.org.pk) and [navttc.gov.pk](http://navttc.gov.pk).

3. Sealed proposals technical and financial (separate envelopes) should reach the office of the undersigned not later than 08<sup>th</sup> November, 2023 at 11:00AM which will be publically opened on the same day at 11:30AM. NAVTTTC shall follow the Public Procurement Regulatory Authority Rules/regulations.

Deputy Director (HR)  
Ph:051-9044140



## Section - 1: Instructions to Consultancy Firm (ITC)

### A. General Provisions

<b>1. Definitions</b>	<ul style="list-style-type: none"><li>(a) "Agreed Rates" means price quoted by Consultancy Firm or the price negotiated between Client and the Consultancy Firm.</li><li>(b) "Applicable Rules" means the <u>Procurement of Consultancy Services Regulations, 2010 under section 27 of the Public Procurement Regulatory Authority Ordinance, 2002</u> governing the selection and Contract award process as set forth in this RFP.</li><li>(c) "Applicable Law" means the laws of Islamic Republic of Pakistan, as they may be issued and in force from time to time.</li><li>(d) "Client" means the <u>National Vocational &amp; Technical Training Commission, GoP, Islamabad.</u></li><li>(e) "Consultancy Firm" means a legally-established professional FINANCIAL Consultancy Firm or an entity that may provide or provides the Services to the Client under the Contract.</li><li>(f) "Contract" means a legally binding written agreement including TORs of RFP signed between the Client and the Consultancy Firm.</li><li>(g) "Day" means a calendar day.</li><li>(h) "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultancy Firm, Sub-Consultancy Firm or partner.</li><li>(i) "Government" means <u>Government of Pakistan.</u></li><li>(j) "ITC" means the <u>Instructions to Consultancy Firm</u> that provides the FINANCIAL Consultancy Firms with all information needed to prepare their Proposals.</li><li>(k) "Proposal" means the Technical Proposal and the Financial Proposal of the Consultancy Firm.</li><li>(l) "RFP" means the Request for Proposals to be prepared by</li></ul>
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	<p>the Client for the selection of Consultancy Firms.</p> <p>(m) "Services" means the assignment to be performed by the Consultancy Firm pursuant to the Contract.</p> <p>(n) "TORs" means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Consultancy Firm, and expected results and deliverables of the assignment.</p>
<b>2. Introduction</b>	<p>2.1 The Client named in the <b>FORM-1</b> intends to select a Consultancy Firm in accordance with the method of selection specified in the <b>FORM-1</b>.</p> <p>2.2 The FINANCIAL Consultancy Firms are invited to submit a Technical Proposal and a Financial Proposal, as specified in the <b>FORM-1</b>, for consultancy services required for the assignment named in the <b>FORM-1</b>. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultancy Firm.</p> <p>2.3 The Client will timely provide, at no cost to the Consultancy Firms, the inputs, relevant data, and relevant documents required for the preparation of the Consultancy Firm's Proposal as specified in the <b>FORM-1</b>.</p> <p>2.4 Estimated Cost of the procurement is <u>PKR .....</u> and Bid Security is <u>PKR ...../-</u> which is within 5% of the estimated price.</p>
<b>3. Conflict of Interest</b>	<p>3.1 The Consultancy Firm has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Consultancy Firm or the termination of its Contract and/or sanctions by the <u>NAVTTTC</u>.</p>
<b>4. Unfair Competitive Advantage</b>	<p>4.1 Fairness and transparency in the selection process require that the Consultancy Firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided services related to the assignment in question. To that end, the Client shall indicate in the <b>FORM-1</b> and make available to all FINANCIAL Consultancy Firms together with this RFP all information that would in that respect give such Consultancy Firm any unfair competitive advantage over competing Consultancy Firms.</p>
<b>B. Preparation of Proposals</b>	



5. General Considerations	5.1 In preparing the Proposal, the Consultancy Firm is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
6. Cost of Preparation of Proposal	6.1 The Consultancy Firm shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award without thereby incurring any liability to the Consultancy Firm.
7. Language	7.1 The Proposal, as well as all correspondence and documents relating to the Proposal submitted by the Consultancy Firm shall be written in the language(s) specified in the <b>FORM-1</b> .
8. Documents Comprising the Proposal	<p>8.1 The Proposal shall comprise the documents and forms listed in the <b>FORM-1</b>.</p> <p>8.2 If specified in the <b>FORM-1</b>, the Consultancy Firm shall include a statement of an undertaking to observe, in competing for and executing a contract, laws against fraud and corruption.</p> <p>8.3 The Consultancy Firm shall furnish information on commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (<b>Section 4</b>).</p>
9. Only One Proposal	9.1 The Consultancy Firm (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultancy Firm, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-Consultancy Firm, or the Consultancy Firm's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the <b>FORM-1</b> .
10. Proposal Validity	10.1 The <b>FORM-1</b> indicates the period during which the Consultancy Firm's Proposal must remain valid after the Proposal submission deadline.
	10.2 During this period, the Consultancy Firm shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price including Taxes, if any.

	<p>10.3 If it is established that any Key Expert nominated in the Consultancy Firm's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to sanctions in accordance with Clause 5 of this ITC.</p>
a. Extension of Validity Period	<p>10.4 The Client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Consultancy Firms who submitted Proposals prior to the submission deadline to extend the Proposals' validity.</p> <p>10.5 If the Consultancy Firm agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.</p> <p>10.6 The Consultancy Firm has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.</p>
11. Clarification and Amendment of RFP	<p>11.1 The Consultancy Firm may request a clarification of any part of the RFP during the period indicated in the <b>FORM-1</b> before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated in the <b>FORM-1</b>. The Client will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all FINANCIAL Consultancy Firms. If the Client deems it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:</p> <p>11.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be uploaded at PPRA and <u>NAVTTTC</u> website and will be binding on all the bidders.</p> <p>11.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the FINANCIAL Consultancy Firms reasonable time to take an amendment into account in their Proposals.</p>



	11.2 The Consultancy Firm may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.
12. Technical Proposal Format and Content	<p>12.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.</p> <p>12.2 Depending on the nature of the assignment, the Consultancy Firm is required to submit a Technical Proposal as indicated in the <b>FORM-1</b> and using the Standard Forms provided in Section 3 of the RFP.</p>
13. Financial Proposal	13.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment.
a. Taxes	13.2 The Consultancy Firm and Experts are responsible for meeting all tax liabilities arising out of the Contract.
b. Currency of Payment	13.3 Payment under the Contract shall be made in the Pakistani Rupees (PKR) only as requested in the Proposal.
<b>C. Submission, Opening and Evaluation</b>	
14. Submission, Sealing, and Marking of Proposals	<p>14.1 The Consultancy Firm shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 8 (Documents Comprising the Proposal). The submission can be done by mail or by hand.</p> <p>14.2 An authorized representative of the Consultancy Firm shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposals and shall initial all pages of both.</p> <p>14.3 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a power of attorney or any other permissible mode of authorization.</p> <p>14.4 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.</p>

	<p>14.5 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the <b>FORM-1</b>. All copies shall be made from the signed original proposal. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>14.6 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked "TECHNICAL PROPOSAL".</p> <p>14.7 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked "FINANCIAL PROPOSAL".</p> <p>14.8 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultancy Firm's name and the address, etc.</p> <p>14.9 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>14.10 The Proposal must be sent to the address indicated in the <b>FORM-1</b> and received by the Client not later than the submission deadline indicated in the <b>FORM-1</b>, or any extension made therein. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.</p>
<p>15. Opening of Technical Proposals</p>	<p>15.1 The Client shall conduct the opening of the Technical Proposals in the presence of the authorized representatives of the Bidders who choose to attend. The opening date, time and the address are stated in the <b>FORM-1</b>. The envelopes of Financial Proposal shall remain sealed and shall be securely stored until the same are opened.</p> <p>15.2 At the opening of the Technical Proposals the following shall be read out: (i) the name of the Consultancy Firm or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope of Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the <b>FORM-1</b>.</p>



16. Proposals Evaluation	<p>16.1 Subject to provisions of the <u>ITC</u>, NAVTTC shall evaluate only Technical Proposals received by it.</p> <p>16.2 The Consultancy Firm is not permitted to alter or modify its Proposal in any way after the submission of proposal. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p>
17. Evaluation of Technical Proposals	<p>17.1 The Client shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria specified in the <b>FORM-1</b>. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the <b>FORM-1</b>.</p>
18. Financial Proposals for QC	<p>18.1 Following the ranking of the Technical Proposals, Financial Proposals will be opened on the scheduled date and time given by Client to the Technically qualified bidders. The selection shall be based on Quality and Cost based Selection (QC) Method.</p> <p>18.2 Only the Financial Proposal of the technically responsive Bidders / Consultancy Firm shall be opened by the Client. All other Financial Proposals shall be returned unopened after the completion of grievance period or decision of the complaint, if any, in terms of PPR Rules.</p>
19. Contract	<p>19.1 Contract form is included in the RFP, the Consultancy Firm is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price inclusive of taxes specified in the Financial Proposal (<b>Form FIN-1</b>) shall be considered as the offered price.</p>
20. Taxes	<p>20.1 The Client's evaluation of the Consultancy Firm's Financial Proposal shall include all applicable taxes in accordance with the instructions in the <b>FORM-1</b>.</p>
21. Bid Evaluation Quality- and Cost-Based Selection (QCBS)	<p>21.1 The total score shall be calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the <b>FORM-1</b>. Technically Qualified Consultancy Firm achieving the highest combined technical and financial score will be invited for negotiations / award of Contract.</p>

D. Award of Contract	
22. Award of Contract	22.1 After completing the evaluation process and negotiation if any, Client shall issue Notice of Award to the Highest Rank Bidder.
	22.2 Contract shall be signed within 07-days of issuance of Notice of Award, or such extended time as required by the Client.



## Section – 2:

## FORM-1

A. General	
ITC Clause Reference	Description
2.1	<p>Name of the Client: <u>NATIONAL VOCATIONAL &amp; TECHNICAL TRAINING COMMISSION, GOVERNMENT OF PAKISTAN.</u></p> <p>Method of Selection: <i>Quality and Cost Based Selection Method</i></p>
2.2	<p>Financial Proposal to be submitted together with Technical Proposal in a separate sealed envelope.</p> <p>Name of the Assignment: Hiring Of Consultancy Firms/ Agencies / Companies For Technical Assistance In Financial Management, Transaction And Advisory Services For NAVTTC In The Areas Of Corporate Financial And Business Strategy With Asian Development Bank Other Client Investment In Text Sector Of Pakistan</p>
2.3	The Client will provide TORs to facilitate the preparation of the Proposals.
B. Preparation of Proposals	
2.4	This RFP has been issued in the <u>English</u> language. Proposals shall be submitted in <u>English</u> language. All correspondence exchange shall be in <u>English</u> language.

8.1

The Proposal shall comprise of Technical and Financial Proposals, each sealed separately, both enclosed in one common envelope.

**TECHNICAL PROPOSAL:**

Technical proposal shall comprise of following Documents and Forms:

- Proven at least 10 years-experience in providing technical and financial assistance for Financial management, Bridge financing framework development especially in the education and training sector.
- Expertise in international financial regulations, especially those related to funding agencies like the Asian Development Bank, World Bank, US-Aid etc.
- Demonstrated capacity to deliver similar projects on time and within budget.
- Strong knowledge of the technical and vocational education and training sector in Pakistan is a plus.
- The consultancy firm must have an ample experience of “Bridge financing” Consultancy services between Lending and Borrowing Organization, financial pre-feasibility assessment and management planning, or similar work in closely-related sectors of education and training, preferably with Donor agencies and tFinancialoughout the Asia Pacific region, including Pakistan.
- Given the complexity of the assignment, NAVTTC also welcomes proposing entities submitted by consortia or joint ventures of international and local consultants in order to furnish the skill sets and expertise needed to deliver the outputs successfully.
- In selecting partners, the lead firm must demonstrate successful experience managing consortia for similar assignments and any potential sensitivities arising from proposing consultants from countries with whom Pakistan does not share good diplomatic relations.
- The contract will be awarded using performance-based procurement and thus proposing firms will determine the number and the nature of experts they will require to achieve the deliverables, in accordance with their proposed approach and methodology.
- NAVTTC requires all proposing entities to propose a Team Leader.
- Proposing entities must include the Terms of Reference (ToRs), work plan, financial proposal, proposed approach and methodology for “Bridge Financing in Technical and Vocational Education and Training sector” tFinancialough Donor agencies in their Technical Proposal.
- Applicant firm must indicate whether each expert is proposed as an international or national expert, the number of person-months required for each, and how these inputs will be allocated to achieve each deliverable.
- Curriculum vitae (CV) must be submitted for each expert included in the proposal.
- All CVs of experts will be reviewed and assessed on the relevance of the expert’s qualifications and experience against the expert’s proposed roles and responsibilities stated in the proposing entities’ “approach and methodology”.
- The Team Leader will be assessed on the extent to which their CV clearly demonstrates the following core skills and experience for the assignment:



- At least 15 years of relevant international experience (mostly acquired in lower income countries) on technical and vocational education and training OR education sector including but not limited upto:
  - Feasibility of Brick-and-Mortar initiatives, equipment / machinery procurement, Technical and technological gap analysis of TVET infrastructure, Market based Financial analysis of requisite missing facilities, Bridge financing between lending and borrowing organizations, negotiation and financial dispute resolution expertise,
  - At least seven years of proven experience as a team leader or as a manager of diverse teams of international and national experts on complex assignments of similar nature to deliver effective results and outputs;
  - Masters' degree or equivalently rigorous professional training in a relevant field, preferably focused on Education and TVET further augmented with expertise in financial management
  - Evidence of previous assignments with the lead firm or any of its joint venture partners or sub-contracting firms will be preferred.
  - Each proposed expert, including the Team Leader, will also be assessed on the extent to which their CV clearly demonstrates the following core skills and experience for the assignment
  - Strong diplomatic and facilitation skills to operate effectively within a politically sensitive, complex, and multi-stakeholder TVET financing planning exercise
  - Strong understanding of technical, policy, and regulatory issues that affect TVET sector in Pakistan
  - Proficient oral and written communication skills in English and Urdu
- Technical Evaluation of the submitted Technical Bids will be based on the overall mix and balance of proposed team will be assessed and awarded points for "Approach and Methodology" as part of the technical evaluation of proposals.
- The successful proposing entities' combined skills and team should include, but not be solely limited to: Knowledge of TVET management and infrastructure, technological equipment of various TVET labs / workshops, Market feasibility and survey skills for financial estimations, Financial negotiations, Project management and execution in education and training fields.
- Shortlisted entities will be requested to prepare a full technical proposal. The proposal must include a detailed description of how they propose to deliver the outputs of the contract in the "Approach and Methodology" section, and should detail the proposed experts and their roles and responsibilities. In this narrative proposing entities should be explicit in explaining how they will achieve the outputs and include any information on their existing activities upon which they may eventually build.
- The applicant firms must describe their experience on similar assignments and their experience in Pakistan.
- Technical proposals need to demonstrate a deep understanding of the key

issues, providing general statements of information based facts of the sector, identifying gaps to be bridged and a proposed way forward by the firm starting from gap identification to accomplishment of desired objectives augmented / coupled with their approach and methodology to acquire the opportunity opened by the Asian Development Bank (ADB) for Bridge Financing / Asset Leasing in the TVET sector on behalf of NAVTTC.

- Proposing entities should give a convincing methodology to achieve results while ensuring optimal value for money over the contract duration.
- The methodology should include clear links between performance outputs and pricing mechanisms, proposing a milestone payment schedule similar or equivalent to that indicated in Table 1, which will be subject to negotiation.
- The methodology should include monitoring and performance management initiatives and tools where appropriate, such as critical path analysis, risk mitigation plans, communication plans, etc.
- A detailed work plan should be provided that breaks down activities and outputs, which are cross referenced to payment milestones and quality assurance mechanisms.
- Strong examples should be used to demonstrate that the proposed methodology has been applied successfully in other contexts relevant to this assignment. A well-balanced team should be proposed that provides the right mix and level of skills, with assured availability at the right time and with the right number of person-month inputs.
- Contract payments will be made in accordance with the principles of performance-based procurement, according to the quantity of outputs delivered at the required level of quality.
- NAVTTC may reduce or retain payments for lower-quality outputs and pay a premium for higher-quality outputs, which will be negotiated with the first ranked entity.
- All positions under the contract must be included and budgeted for in the financial proposal in accordance with the person-month allocation required for each as defined by the proposing entity.
- Proposing firm may entail (if required) and include to purchase or rent small goods within their financial proposals, if they consider it necessary to deliver the desired outputs, such as office equipment, mobilization and demobilization costs of all experts and the consultant's personnel, including travel accommodation costs, etc. Costs for field visits, desk research, data collection, technical surveys, legal research fees, surveys, design studies, Costs for workshops, training sessions, study tours, and meetings, Costs for sub-consultants or consortium partners (where necessary), Costs for reports and communications, and any administrative support, Corporate overheads including office operation costs and insurances in Islamabad and other stations (if operated).

AND



	<p><b><u>FINANCIAL PROPOSAL:</u></b></p> <p>Financial proposal shall comprise of following Forms:</p> <p>a. Financial proposal submission Form</p> <p>Financial Bid / Proposal on prescribed format</p>
8.2	Statement of Undertaking is required.
10.1	Proposals must remain valid for 120 days.
12.2	Submission of the <b>Technical Proposal</b> in a <b>wrong format</b> may lead to the Proposal being deemed <b>non-responsive</b> to the RFP requirements.
13.2	Information on the Consultancy Firm's <b>tax obligations</b> can be found at: <a href="http://www.fbr.gov.pk">www.fbr.gov.pk</a> and <a href="http://www.ppra.org.pk">www.ppra.org.pk</a>
13.3	The Consultancy Firm will be paid in <b>Pakistani Rupee (PKR)</b> .
<b>C. Submission, Opening and Evaluation</b>	
14.1	The Consultancy Firm shall <b>NOT</b> have the option of <b>submitting their Proposals electronically</b> .
14.4	The Consultancy Firm must submit: (a) <b>Technical Proposal:</b> one (01) original, and four (04) copies (b) <b>Financial Proposal:</b> one (01) original

14.7 and 14.9	<p>The Proposals must be submitted no later than:</p> <p><u>Date: 08-11-2023</u> <u>Time: 10:00 am</u></p> <p>On the outer sealed envelope mark the warning marking (“<b>Do not open before Day, Month, Year</b>”)</p> <p>The Proposal submission address is: <u>Deputy Director (IC), NAVTTC HQs, Plot No. 38, Kirthar Road, Sector H-9/4, Islamabad.</u></p>
15.1	<p>The opening shall take place at:</p> <p>Date: Same as the submission deadline i.e. <u>08-11-2023</u> Time: 30 minutes after the time for the submission deadline i.e. <u>11:30 am</u></p> <p>Address: <u>NAVTTC HQs, Plot No. 38, Kirthar Road, Sector H-9/4, Islamabad</u></p>
15.2	<p>The following information will be read aloud at the opening of the Technical Proposal: The names of Consultancy Firms, duly signed Proposal, presence/absence of duly sealed financial envelopes and other information as indicated in 15.2 of ITC.</p>



17.1	<p>Criteria for the evaluation of the Technical Proposals:</p> <p>(i) <u>Incorporation/Experience:</u> [10Points]</p> <p>More than 15 years 10Points  06 to 15 Years 05Points  03 to 05 Years 02Points</p> <p>(ii) <u>Experience of providing Financial Consultancy services in last 5 year</u> [20Points]</p> <p>Clientele of more than 25 Organizations 20Points  Clientele of 16 to 25 Organizations 15Points  Clientele of 10 to 15 Organizations 10Points</p> <p>(iii) <u>Experience of dealing with international DFIs in last 5 years:</u> [20Points]</p> <p>More than 10 Transactions 20Points  05 to 10 Transactions 10 Points</p> <p>(iv) <u>PPP transactions during the last 05 years with various organizations:</u> 20Point:</p> <p>More than 10 Transactions 20Points  05 to 10 Transactions 10 Points</p> <p>(v) <u>Professional Staff:</u> [15Points]</p> <p>05 CA/MBA with minimum 15 years of experience Max 15 Points  (3 marks for each employee)</p>
	<p>(vi) <u>Average Annual Turnover of the Firm during last 03 Years</u> [15 Points]</p> <p>More than PKR 200 Million 15 Points  PKR 151 Million to 200 Million 10 Points  PKR 100 Million to 150 Million 05 Points</p> <p>(vii) <u>Head Offices</u> [10 Points]</p> <p>Head office in federal capital 05 Points  Sub-offices in any provincial capital 05 Points</p> <p>The minimum technical score (St) required to qualify is: 70</p>

20.1	Financial Proposal shall include all applicable taxes, which includes Income Tax Sales Tax. The Client shall act as a withholding agent as required by applicable tax law.
21.1 (QCBS only)	<p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p><math>Sf = 100 \times Fm / F</math>, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are:  <math>T = 80\% / \text{weight}</math>, and  <math>P = 20\% / \text{weight}</math></p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: <math>S = St \times T\% + Sf \times P\%</math>.</p>



Section – 3:

Technical Proposal Checklist

Sr.#	Description	Status
1	Form-A: Technical Proposal Submission Form.	
2	Authority Letter etc.	
3	Consultancy Firm's Profile along with Incorporation Certificate or other relevant document.	
4	Profile & Experience of Key / Professional Staff	
5	Financial Statements of last 03-Years	
6	<u>Experience of providing Financial Consultancy services to Private and Public Organizations in last 5years;</u>	
7	<u>Successful completion of Financial Consultancy work/ impact bond during the last 05 years with various organizations</u>	
8	<u>Successful completion of Financial Consultancy work/ impact bond during the last 05 years with various organizations</u>	
09	Bid Security @ PKR ...../- in form Bank Guaranty issued in favour of <u>National Vocational &amp; Technical Training Commission.</u>	
10	Undertaking that Firm is not blacklisted or banned from any Public Sector Organizations.	
11	Form: B – Certificate of Conformance	

All pages of the original Technical Proposal and supporting documents shall be initialed or stamped by the same authorized representative of the Consultancy Firm who signs the Proposal.

**Section – 4: Financial Proposal**  
**Financial Proposal submission Form**

{Location, Date}

To:

Deputy Director (HR)

National Vocational & Technical Training Commission (NAVTTTC),

Plot No. 38,

Kirthar Road,

Sector H-9/4,

Islamabad.

Dear Sir,

We, the undersigned, offer to provide FINANCIAL Consultancy services for screening / shortlisting of application for recruitment in NAVTTTC HQs/ROs in accordance with your Request for Proposal RFP No. .... dated ..... and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency (ies)} (Insert amount in words and figures) including all taxes in accordance applicable tax laws.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in RFP.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

**WITNESS**

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

CNIC No. \_\_\_\_\_

**WITNESS**

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

CNIC No. \_\_\_\_\_



---

**Technical Proposal  
Certificate of Conformance**

---

{Location, Date}

I/We hereby confirm to have read carefully all the terms & conditions of your Request for Proposal, due for opening on -----for provision of requisite FINANCIAL Consultancy Services

for screening / shortlisting of applications for recruitment in NAVTTTC HQs and its Regional Offices. In addition to the conditions, we also agree to abide by all the special instructions mentioned in RFP document. We also hereby categorically confirm that we are fully capable to provide FINANCIAL Consultancy services of screening / shortlisting of application for recruitment in PTPL as laid down in the terms of reference.

Signature: \_\_\_\_\_

Name & Address \_\_\_\_\_

Designation & ID Card No. \_\_\_\_\_

NTN \_\_\_\_\_ GST No. \_\_\_\_\_

Date: \_\_\_\_\_ Official Seal: \_\_\_\_\_

**WITNESS**

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

CNIC No. \_\_\_\_\_

**WITNESS**

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

CNIC No. \_\_\_\_\_

**Section – 4: Financial Proposal**  
**Financial Proposal submission Form**

{Location, Date}

To:

Deputy Director (HR)

National Vocational & Technical Training Commission (NAVTTTC),

Plot No. 38,

Kirthar Road,

Sector H-9/4,

Islamabad,

Dear Sir,

We, the undersigned, offer to provide FINANCIAL Consultancy services for screening / shortlisting of application for recruitment in NAVTTTC HQs/ROs in accordance with your Request for Proposal RFP No. .... dated ..... and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency (ies)} (Insert amount in words and figures) including all taxes in accordance applicable tax laws.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in RFP.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

**WITNESS**

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

CNIC No. \_\_\_\_\_

**WITNESS**

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

CNIC No. \_\_\_\_\_



### Financial Proposal

AMOUNT PER POSITION (IN PKR)	
(IN FIGURES)	(IN WORDS)

**Note:**

- Quoted fee must be inclusive of all taxes and out of pocket expenses.
- The Financial Proposal must be signed and stamped by the authorized Person of the FINANCIAL Consultancy Firm.
- The difference between amounts mentioned in words and figures, amount mentioned in words shall prevail.
- Actual payment to the Consultancy Firm shall be made in terms of the Contract / RFP.

### Signature of the Authorized Person

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

## Section – 5: Terms of Reference (TORs)

### 1. Name of the Company:

National Vocational & Technical Training Commission (NAVTTTC), is apex corporate body under Ministry of Federal Education & Professional Training, Government of Pakistan, established under NAVTTC Act, 2011 with the mandate to regulate, facilitate, provide national policy directions in TVET sector.

### 2. Objective:

The Company intends to appoint FINANCIAL Consultancy Firm (Consultancy Firm) for **Screening /Shortlisting of Application for Recruitment in NAVTTC.**

### 3. Scope of the Assignment:

To this end, the Consultant will be required to undertake the following tasks:

#### Review Existing Documentation & need assessment

- (i) Identify and engage key management & experts within NAVTTC to discuss the key objectives to identify the underlying information.
- (ii) Collect and review any existing reports, studies or documentation related to the TVET sector in Pakistan as well as NAVTTC's strategic plans and financial constraints.
- (iii) Assess the projected budget for the TVET sector uplift including the available funds, expected funding from international DFIs and potential funding gaps.
- (iv) Analyze NAVTTC's financial situation and funding sources.
- (v) Evaluate the governing legal and regulatory framework in TVET sector of Pakistan. Identify any legal and regulatory constraints or requirements that may impact infrastructure development financing and loan paybacks.


#### Budgeting and Financial Planning

- (i) Evaluate the organization's financial health, identify areas for improvement, and provide recommendations for enhancing financial efficiency.
- (ii) Assist in the development of annual budgets, ensuring alignment with organizational goals and compliance with relevant regulations.
- (iii) Provide recommendations for optimizing budget allocation and resource utilization.
- (iv) Provide cost estimates for prioritized project or program, including infrastructure development, equipment procurement, and operational costs.
- (v) Develop financing strategies for addressing identified funding gaps, including potential sources of financing, grants, loans, and partnerships.
- (vi) Collaborate with NAVTTC to develop an action plan based on the needs assessment findings. This plan should outline the steps and timelines for addressing identified requirements and securing external funding.

#### Financial Strategy Development

- (i) Work closely with the organization's leadership to formulate a comprehensive financial strategy aligned with the organizational goals and objectives.
- (ii) Review adequacy of existing funding facilities including consideration of financing limits, tenor and covenants.
- (iii) Provide recommendations for optimizing financial resources, funding options, and financial structure to support sustainable growth and development.



- 
- (iv) Review long term business plan to assess debt sustainability capacities, evaluate international DFI (ADB, WB, IFC, FMO etc)/lender options including proposals and assessment of potential solutions.
  - (v) Where necessary, formulate lender proposals and build consensus in the international DFI/lender groups, negotiate, lead discussions and agree on draft term sheets between stakeholders as applicable.
  - (vi) Work with the client, other external consultants, and international DFI/lender, where applicable, to develop bankable proposals for submission to NAVTTC's internal approval authorities; and
  - (vii) Work with NAVTTC's legal counsel and provide input into the deal structuring documentation through to transaction completion.

#### **Investment Management**

- (i) Advise on investment strategies to maximize returns while minimizing risks.
- (ii) Recommend efficient asset management practices to safeguard and optimize organizational assets.
- (iii) Advise on potential of PPP for NAVTTC to undertake projects under PPP mode.
- (iv) Advise on transaction structure options under different PPP modes.

#### **4. DELIVERABLES AND REPORTING REQUIREMENTS**

The Consultant will prepare and deliver to NAVTTC the following upon conclusion of the assignment:

- (i) Compile the findings, assessments, recommendations and cost estimates into a needs assessment report. Present the report to NAVTTC, highlighting the identified requirements and proposed solutions.
- (ii) Recommendation for actions available to NAVTTC where existing structure may not yield an optimal outcome.
- (iii) Assist NAVTTC in financing & investment matters.

The above deliverable will be finalized & agreed with NAVTTC at inception stage.

#### **5. Mode of Procurement:**

The Company will use "**Quality Cost Based Selection Method**" under "**Single Stage Two Envelope Procurement Procedure**" for selection of FINANCIAL Consultancy Firm under Public Procurement Rules, 2004.

#### **6. Evaluation of Bids:**

Evaluation Criteria for Technical and Financial Evaluation is provided in **FORM 1** of RFP. Scores will be allocated based on evidence available in the Technical Proposal only.

The Financial Proposal of only those technically responsive firms who obtained minimum 65% marks in the Technical Evaluation shall be opened.

The FINANCIAL Assignment will be awarded to the Firm with the highest **total** score based on the following weighted ratios:

- 80% for Technical Score
- 20% for Financial Score

7. Core Team required experts:

At least 2 Senior Consultants having experience of at least 10 Years of FINANCIAL recruitments, screening, evaluation, shortlisting etc. (with the well reputed public/private organizations as well as with the multinational organizations) and their associate consultants should be deputed for the accomplishment of the Assignment.

8. Professional Liability of Consultancy Firm:

All documents, reports, lists of shortlisted candidates and all deliverables prepared by the Consultancy Firms shall become and remain property of NAVTTC. The FINANCIAL Consultancy Firm shall be liable not to use / disclose any information or documents to any individual, forum or organization without the prior approval of NAVTTC.

9. Queries:

For any queries or additional information, please contact Deputy Director (HR) NAVTTC  
☎ : 051-9044140

10. Payment Mode:

The payment for each position will be made to the Consultancy Firm after the receipt of list of shortlisted candidates for each position from the Consultancy Firm.

The Consultancy Firm shall submit an Invoice complete in all respect, in terms of the above said payment schedule, to NAVTTC with all supporting data / documents.

Subject to deductions of applicable taxes, levies and penalties, if any, the Company undertakes to pay all valid Invoice in full within Thirty (30) days from raising of invoice.



## Section – 6: Draft Contract Agreement For Consultancy Services

**THIS AGREEMENT**, together with Annexures which constitute an integral part thereof (herein referred to as the Agreement), is entered into on this \_\_\_\_\_ day of \_\_\_\_\_ (month), 2023.

between

\_\_\_\_\_  
\_\_\_\_\_ (herein referred to as the "Client") of the first part;

and

\_\_\_\_\_ (herein referred to as "FINANCIAL Consultancy Firm"), of the second part.

The Parties hereto agree as under:-

### 1. ARTICLE 1: THE ASSIGNMENT

The Assignment, for which Services are required to be performed and delivered under this Agreement, is for technical assistance in Financial Management, Transaction and Advisory services for NAVTTC in the areas of Corporate Financial and Business Strategy with asian development bank other client investment in TVET sector of Pakistan

1.1.

### 2. ARTICLE 2: SCOPE OF SERVICES

2.1 The scope of consultancy and other professional services (herein referred to as "Services") to be performed by the Consultancy Firm for the Assignment under this Agreement as described in TORs of the RFP No. \_\_\_\_\_ dated \_\_\_\_\_.

### 3. ARTICLE 3: EFFECTIVE DATE OF COMMENCEMENT

3.1 Effective Date of Commencement of Services shall be \_\_\_\_\_

#### 3.2 Term of Contract

The term of the Contract shall be one year from the date of commencement of Services, subject to extension / amendment, if any, under the Contract.

#### 3.3 Extension of Time

Extension of Time for completion of Services and the terms and conditions thereof shall be mutually agreed between the Client and the Consultancy Firm as and

when required.

#### 4. ARTICLE 4: MODE OF OPERATION

##### 4.1 Obligations of the Consultancy Firm

- The Consultancy Firm shall be obligated to perform the obligation and services as described under the TORs forming part of RFP No. .... dated ..... which shall be read as integral part hereto.
- The Consultancy Firm shall perform Services as an independent Consultancy Firm in accordance with recognized standards, applicable laws and regulations.
- The Consultancy Firm shall appoint 02 Senior Consultants who shall represent the Consultancy Firm for purposes of this Contract and shall be responsible for the administration of the Contract including performance of Services thereunder. They shall remain in contact with the representative of the Client to keep it fully informed on all matters relating to the provision of Services by the Consultancy Firm.
- In case the Client does not appoint any of the shortlisted candidate for a position and decides to re-advertise the position, if so require by the Client, the Consultancy Firm shall undertake re-doing of screening / shortlisting of fresh applications on same terms ("Re-doing of screening / shortlisting for a position") .
- The Consultancy Firm shall carry out the Services with due diligence and efficiency and in conformity with sound industrial practices.
- The Consultancy Firm shall act at all times so as to protect the interests of the Client and shall take all reasonable steps to keep all expenses to a minimum consistent with sound economic, administrative and managerial practices.
- The Consultancy Firm shall furnish the Client such information relating to the Services as the Client may from time to time reasonably request.
- Except with the prior written approval of the Client, the Consultancy Firm shall not assign or transfer the Agreement for Services or any part thereof nor engage any other independent Consultancy Firm or sub-Consultancy Firm to perform any part of the Services.



- The Consultancy Firm agrees that no proprietary and confidential information received by the Consultancy Firm from the Client shall be disclosed to a third party unless the Consultancy Firm receives a written permission from the Client to do so.

#### 4.2 Obligations of the Client

The Client shall provide to the Consultancy Firm:

- All relevant data/documents/CVs/ Applications (already received by NAV TTC) that may be required by the Consultancy Firm for performing the Services.
- The Client shall designate a person to act as its representative on all matters pertaining to this Agreement and to fully cooperate with the Senior Consultants of the Consultancy Firm.
- The Client shall take all necessary measures to make timely payments to the Consultancy Firm as stipulated herein.

### 5. ARTICLE 5: REMUNERATION FOR SERVICES AND SCHEDULE OF PAYMENT

The remuneration for Services rendered by the Consultancy Firm and the mode of payment shall be as under:

- The payment for each position will be made to the Consultancy Firm at Agreed Price after the receipt of list of shortlisted candidates for each position from the Consultancy Firm.
- The Consultancy Firm shall submit an Invoice after submission of list of shortlisted candidates for each position to NAV TTC with all supporting data / documents.
- For clarity, the Consultancy Firm shall also be entitled to payment at Agreed Price for Re-doing of screening / shortlisting for a position
- Subject to deductions of applicable taxes, levies and penalties, if any, the Company shall pay the relevant Invoice in full within Seven (07) days from receipt of invoice.
- All payments shall be made to the Consultancy Firm tFinancialough CrossCheque in PKR.

### 6. ARTICLE 6: ADDITIONAL SERVICES

6.1 The Client may ask the Consultancy Firm to perform Additional Services during the

currency of this Agreement. Such Additional Services shall be performed with the prior concurrence of both the Parties. The Consultancy Firm shall submit an estimate of the additional time (if any) and the additional remunerations for such Additional Services which shall be approved in writing by the Client before the commencement of the Additional Services.

## **7. ARTICLE 7: TERMINATION**

### **7.1 End of Services**

The Agreement shall terminate when, pursuant to the provisions hereof, the Services have been completed and the payment of remunerations have been made.

### **7.2 Termination by the Client**

The Client may, by a written notice of thirty (30) days to the Consultancy Firm, terminate this Agreement. All accounts between the Client and the Consultancy Firm shall be settled not later than Thirty (30) days of the date of such termination.

### **7.3 Termination by the Consultancy Firm**

The Consultancy Firm may suspend the Agreement by a written notice of thirty (30) days only if the Consultancy Firm does not receive payments due under this Agreement within thirty (30) days of submission of its invoice. If the payment is still not made to the Consultancy Firm after thirty (30) days of notice of suspension, the Consultancy Firm may terminate this Agreement in whole or in part by giving fifteen (15) days advance notice of intent to terminate. If the Agreement is terminated by the Consultancy Firm under such circumstances, the Client shall pay, within a period of thirty (30) days of the date of such notice of intent to terminate referred above, all payments due to the Consultancy Firm.

## **8. ARTICLE 8: FORCE MAJEURE**

The term "Force Majeure" as employed herein shall mean acts of God, strikes, lock-out or any other events, not within the control of either Party and which by the exercise of due diligence neither Party is able to overcome.

If either Party is temporarily unable by reason of Force Majeure or the laws or regulations of Pakistan to meet any of its obligations under the Agreement, and if such Party gives to the other Party written notice, of the event within fifteen (15) days after its occurrence, such obligations of the Party, as it is unable to perform by reason of the