

No.3-175/2019-Admn

**DOCUMENT FOR PREQUALIFICATION OF CONSULTANCY FIRMS
FOR
SCREENING / SHORTLISTING OF APPLICATIONS FOR
RECRUITMENT / DEPUTATION IN NATIONAL VOCATIONAL
& TECHNICAL TRAINING COMMISSION (NAVTTTC),
GOVERNMENT OF PAKISTAN, ISLAMABAD**



**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**



F. No. 3-175/2019-Admn
GOVERNMENT OF PAKISTAN
NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION
NAVTTTC HQs, Plot No. 38, Kirthar Road, Sector H-9/4, Islamabad
Phone: 051-9044140, Fax: 051-9206638, <http://navttc.gov.pk>



**REQUEST FOR PROPOSAL FOR
PREQUALIFICATION OF CONSULTANCY FIRMS**

The Sealed proposals are invited from well reputed HR Consultancy firms / Agencies / Companies, registered with FBR, having NTN, Vendor No. with their offices exist in Islamabad, Lahore, Karachi, Peshawar and Quetta, for “**Prequalification of Consultancy Firms**”:

Name of Procuring Agency	National Vocational & Technical Training Commission, Islamabad. Government of Pakistan.
Number of Tenders	Two (02)
Method of Procurements	“Quality Based Selection” under Procurement of Consultancy Services Regulations, 2010
Title of Procurements	a. Fresh Recruitment (BS-17 & above) b. Acquiring the services on deputation (BS-17 & above)
Contact Officer	Deputy Director (Admn) Ph: 051-9044140
Closing Time and Date & Place for receiving of bids	Upto <u>03:00 PM</u> , on <u>24-04-2024</u> at NAVTTTC HQs, Plot # 38, Kirthar Road, Sector H-9, Islamabad
Time & Place of publicly opening of bids.	At <u>03:30 PM</u> , on <u>24-04-2024</u> , at NAVTTTC HQs, Plot # 38, Kirthar Road, Sector H-9, Islamabad

2. Bids Security/ earnest money @ **2%** of Financial bid value in the shape of **Pay Order/Demand Draft** in favour of “Assistant Director (Admn-I), NAVTTTC HQs” shall be submitted by the Technical qualified firms.

3. The pre-qualification documents can be obtained from this office (free of cost) or download from our website: <http://navttc.gov.pk> and <http://www.ppra.org.pk>. Incomplete proposals or late submissions shall not be entertained.

4. The PROPOSALS, complete in all respect, submit online EPAD (<https://eprocure.gov.pk/#/auth/login>) and also hard copy must reach the office of Deputy Director (Admn) Room No. 316, 2nd Floor Headquarters, Plot # 38, Kirthar Road, Sector H – 9/4, Islamabad. NAVTTTC reserves rights to accept or reject any or all bids/proposals in accordance with PPRR Rules-2004.

Deputy Director (Admn)
National Vocational & Technical Training Commission
Islamabad

1. Introduction

National Vocational and Technical Training Commission (NAVTTTC) is the apex body for Technical and Vocational, Education and Training (TVET) sector, in Pakistan. NAVTTTC is established as a body corporate under Section 3(3) of the NAVTTTC Act No. XV of 2011. NAVTTTC has the mandate to “provide for regulations, coordination and policy direction for Vocational and Technical Training” and is thus involved in policy making, strategy formulation, and regulation & revamping of TVET system.

A comprehensive skill development program i.e. Prime Minister Youth Skills Development (PMYSD) and Skills Development Program (SDP) duly approved by the Planning Commission, is being implemented by National Vocational & Technical Training Commission (NAVTTTC) besides other programs to empower the youth of the country through skill training.

2. (A) Scope of work for fresh recruitment (BS-17 & above):

NAVTTTC is inviting proposals from the HR Consultancy Firms to provide consultancy services for filling up vacant positions in BS-17 and above. Details of vacancy position is given below:

S. No.	Post	Vacancy	Regulation
1	Director General (BS 20)	04	In terms of Regulations-4 of NAVTTTC Employees (Service) Regulations, 2018 appointing authority for appointment / promotion are already notified.
2.	Director (BS-19)	09	
3.	Dy. Director (BS-18)	20	
4.	Assistant Director (BS-17)	11	
Total		44	

- i. The HR Consultancy Firm will have to perform the following jobs in accordance with the guidelines and directions of the NAVTTTC Management to be issued from time to time.
- ii. The HR Consultancy Firm shall undertake a comprehensive evaluation / screening test and recommend candidates for final selection by NAVTTTC in accordance with government policy.
- iii. The approved shortlisting criteria for each position will be based on the qualification and experience marks which will be provided to the HR Consultancy Firm by NAVTTTC in accordance with NAVTTTC (Service), Regulation, 2018.
- iv. The advertisement will be published by NAVTTTC and all the applications/CVs will be received by HR Consultancy Firm within the stipulated time and date mentioned in advertisement.
- v. The HR Consultancy Firm may use all modern technologies including Online Job Portal etc. for the receipt of applications/CVs, where and if so required.

- vi. The HR Consultancy Firm may contact an applicant for clarification of the information/data.
- vii. The HR Consultancy Firm shall ensure quality assessment through accuracy, credibility and transparency as per professional standards and to undertake adequate measures to maintain confidentiality during entire evaluation process.
- viii. A complete record of applications for each position shall be maintained by the HR Consultancy Firm and Firm shall provide the list of candidates in the order of merit, to the NAVTTC.
- ix. In addition to shortlisted candidates, NAVTTC reserves the right to ask the HR Consultancy Firm to provide comprehensive list of all applicants along with record of the entire process having therein the evaluation/screening of all the applications.
- x. The HR Consultancy Firm shall ensure that there is no conflict of interest of any of its shortlisting team with candidates.
- xi. The HR Consultancy Firm shall provide access to the process as and when required by NAVTTC for monitoring purpose.
- xii. The HR Consultancy Firm shall ensure that the entire evaluation process shall be carried out in highly transparent, professional and objective manner using most modern techniques and best HR practices prevalent in the corporate world.
- xiii. The HR Consultancy Firm shall be exclusively responsible to address complaints, demands and claims if any from the prospective candidates or any third party with regard to shortlisting of candidates by the HR Consultancy Firm or any other act done in the course of performance of its duties accruing from the contract. The HR Consultancy Firm also undertakes to indemnify NAVTTC against any such complaints, demands and claims.
- xiv. The HR Consultancy Firm shall ensure that all applicable laws are strictly adhered to in the course of evaluation/screening/shortlisting process.
- xv. In case of any grievances/complaints by the candidates during complete process will be referred to the selected firms for reply/justification at all legal forum.
- xvi. NAVTTC reserves the right to withdraw one or more positions at any time (before and during the execution of contract), especially, if the referred candidates do not meet the desired quality and experience.

2. (B) Scope of work for acquiring the services on deputation (BS-17 & above)

S. No.	Post	Vacancy	
		Initial	Deputation
1.	Director General (BS-20)	04	02
2.	Director (BS-19)	09	07
3.	Dy. Director (BS-18)	20	08
4.	Assistant Director (BS-17)	11	14
Total		44	31

In terms of Regulation 17 of NAVTTC Employees (Service) Regulation, 2018:
Appointment on deputation: Appointment on deputation to a post shall be made

initially for a period of 3 years extendable for another 2 years on the terms and conditions mutually agreed by the Commission and lending department. For the purpose of posting of suitable, qualified and experienced officer(s) against sanctioned positions, the criteria prepared by NAVTTC under Government deputation policy will be followed as per terms and conditions:

c. **ELIGIBILITY CRITERIA FOR DEPUTATIONISTS:**

- i) The candidates will be assessed as under:
 - a) Rules provision of borrowing / lending organization
 - b) Follow the policy of Right man for Right job.
 - c) Relevant qualification / experience in the field of Human Resources, Financial Management, Project Management and TVET Sector.
 - d) Knowledge / Skill relevancy for the subject post.
 - e) Personality / Interpersonal communication skills of applicants.
- ii) The firm will submit its recommendations within three days after conduction of scrutiny / screening for final selection by NAVTTC.
- iii) The process of acquiring the services of suitable employee(s) shall involve a scrutiny / screening process to be conducted in accordance with these Standard Operation Procedures (SoPs) by the firm/testing agency etc.

ONLINE ADVERTISEMENT ON NAVTTC PORTALS:

Interested candidates for deputation in NAVTTC may apply online through NAVTTC's online portal at <http://deputation.navttc.gov.pk>;

3. ELIGIBILITY CRITERIA FOR FIRMS

Eligibility Criteria: (Mandatory Requirement)	Response
Legal Status of Firm/ Company (Firm/ Company must be registered with either of the following) <ul style="list-style-type: none"> ▪ Security and Exchange Commission of Pakistan (SECP) ▪ Recognized by Govt. of Pakistan ▪ Relevant registration forum (In case of international firms) 	Please provide copy of incorporation/ registration certificate attested by Notary Public
NTN/ FTN (In case of International Firm local Partner should be registered with Federal Tax Authority in Pakistan)	Please provide registration certificate
Must be an active taxpayer in FBR	Please provide evidence to ascertain that firm/ company is active on FBR Income Taxpayer list

Eligibility Criteria: (Mandatory Requirement)	Response
Firm/ company must be registered with the relevant (federal and provincial) tax authorities as the case may be (if not already registered then, if awarded the work, the Firm/ Company will have to get registered before signing of contract)	Please provide relevant registration certificate or undertaking on firm/ company letterhead for registration before signing the contract (if already not registered)
Financial Statements of the firm/ company duly audited by ICAP registered firm OR tax returns in case of SBP category "A" ICAP registered firm for the last 3 years.	Please provide a copy of audited financial statements OR IT returns for last three years.
Firm/ Company must be in Services Business for a minimum of 10 years	Registration Certificate
Affidavit for Non – Blacklisting & Eligibility declaring that the firm/ company is not blacklisted by any Government agency/ semi-government/ authority/ organization	As per bidding document
Affidavit for Correctness of information and Signatures	As per bidding document
Bidder (Lead Bidder) must have registered office in any of the city (Islamabad/ Rawalpindi, Lahore and Karachi)	As per bidding document
Power of Attorney	As per the template
Bid Validity	As per the bidding document requirement
Affidavit to confirm that bidder has not declared bankrupt, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	As per bidding document
All requirements of "Eligibility criteria" as mentioned in Instructions to consultant/applicant should be met.	Must Meet Requirement

4. Evaluation Criteria:

(i) Incorporation / Experience

[10 Points]

More than 20 years

10 Points

Upto 15 years

05 Points

(ii) Experience of providing HR recruitment, evaluation, screening, shortlisting etc. services to Private and Public Organizations in last 5 years [20 Points]

Clientele of more than 10 Organizations

20 Points

Clientele of 07 to 10 Organizations

15 Points

Clientele of 05 to 07 Organizations

10 Points

(iii)	Number of Management level employees recruited during the last 5 years for Public organizations:	[20 Points]
	No. of HoD/Executive position(s) (more than 10 position)	20 Points
	No. of BPS/PPS (19 to 20/equivalent) (more than 15 positions)	15 Points
	No. of BPS/PPS (17 to 18/equivalent) (more than 25 positions)	10 Points
(iv)	Professional Staff	[10 Points]
	Qualified staff with 07 years of experience (2.5 marks for each employee)	Max 10 Points
(v)	Average Annual Turnover of the Firm during last 03 Years	[10 Points]
	More than 10 Million	10 Points
	05 to 10 Million	05 Points
(vi)	Head Offices	[10 Points]
	Head office at Islamabad	05 Points
	Sub-Offices in all Provincial HQ	10 Points

Total Technical Evaluation Score = 80 Marks
Minimum 70% in technical score is required to qualify

- A. (i) **Quality based selection.-** This method will be used for highly specialized and complex assignments, where quality is the only factor taken into consideration:
- Provided that any procuring agency desirous of using quality based selection as a method of procurement shall record its reasons and justifications in writing for resorting to this method and shall place the same on record; and
- (ii) Procedures for selection under the quality based selection.-
- (a) A request for expression of interest as laid down under regulation 5 is advertised to invite interested applicants or firms to contest;
- (b) A request for proposals shall be prepared and sent to short-listed consultants selected following the laid down criteria;
- (c) The evaluation of proposals shall be carried out in two stages in the following manner, namely:-
- (i) The technical proposals shall be evaluated and the procuring agency may discuss technical details, if it may deem necessary;
- (ii) highest ranked proposal is accepted, if it suits to the procuring agency in all respects;
- B. Financial proposals will be sought only from the Technically qualified firms as case to case basis and most advantageous bid will be accepted under provisions of Public Procurement Rules-2004.

5. Instructions / General conditions

- 1) This proposal will be governed under Public Procurement Rules, 2004 (Amended 2021).
- 2) Bidders shall adhere to all the requirements mentioned in this document, including any amendments made in writing subsequently by “National Vocational & Technical Training Commission” management (Hereinafter NAVTTC). (Purchaser).
- 3) Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by NAVTTC management. NAVTTC is under no obligation to award a contract to any Bidder.
- 4) NAVTTC management reserves the right to cancel the procurement process, at any stage without assigning any reason, before award of contract, without any liability/cost to the NAVTTC, upon notice to the bidders or publication of cancellation notice on NAVTTC website.
- 5) NAVTTC strictly enforces a policy of zero tolerance on prescribed practices, including fraud, corruption, collusion, unethical or unprofessional practices. NAVTTC requires all bidders/ vendors observe the highest standard of ethics during the procurement process and contract implementation.
- 6) Bidders/ vendors shall not offer gifts or hospitality of any kind to NAVTTC staff members, or anyone claiming to act on its behalf.
- 7) In pursuance of this policy, NAVTTC management:
 - a) Shall reject any bid, if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for prequalification in question;
 - b) May declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract, if at any time NAVTTC management determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a NAVTTC contract.
- 8) In preparing the Bid, the Bidder is expected to examine the pre-qualification document in detail. Material deficiencies in providing the information requested in the pre-qualification document may result in rejection of the Bid.
- 9) The Bidder will not be permitted to take advantage of any errors or omissions in the pre-qualification document. In case of such errors or omissions be discovered, the Bidder must notify the NAVTTC accordingly.
- 10) The Bidder shall bear all costs related to the preparation / submission of the Bid, whether its Bid is accepted or not for pre-qualification. NAVTTC shall not be responsible or liable for any costs or liability incurred during the procurement process.
- 11) The Bid, as well as any, and all related correspondence exchanged by the Bidder and NAVTTC, shall be written in the English / language(s) specified by NAVTTC.
- 12) All prices mentioned in the **financial** proposal shall be in Pak Rupees (PKR) and inclusive of all applicable taxes.
- 13) The pre-qualification or enlistment of bidder does not constitute or create a retainer ship.
- 14) Each page of the pre-qualification document shall be signed by focal person / authorized representative of the firm. The authorization letter on official letterhead of the firm shall be produced alongwith proposal.

- 15) For any clarification relating to pre-qualification document the bidder may contact on given telephone numbers.
- 16) NAVTTC, may reject all bids / proposals at any time prior to the acceptance of bid or proposal.
- 17) The applicant firms are under obligation to read and understand complete information relating to pre-qualification documents. In case of any complaint, which may arise as a result of non or mis-reading of the pre-qualification document, NAVTTC shall not be responsible for any claim/complaint.
- 18) The Prequalified Sole Proprietors/Firms/Companies will be issued a Letter of Enlistment initially, for period of one (03) year however the said term can be extended with mutual consent of parties subject to satisfactory performance.
- 19) NAVTTC shall not consider delay in receipt of pre-qualification documents in any case after due date 11-12-23.
- 20) The services will be procured on the basis of “As and When required”.
- 21) The pre-qualification proposals shall be submitted together with one hard copy in a sealed envelope and a soft form (USB) as well.
- 22) In case of un-declared holiday on the submission date, the pre-qualification is to be submitted on next working day and other terms & conditions will remain the same.
- 23) The Proposals shall be submitted before 24-04-2024 upto 03:00 PM and will be opened on same dated at 03:30 PM in front of all the Bidders or their focal person / authorized representatives.

6. SUBMISSION OPENING AND RECEIPT OF PROPOSALS

- 1) The original proposal shall be prepared clearly and without any overwriting.
- 2) One original proposal along with “one HARD copy” & “one soft copy” (USB)
- 3) The proposals must be delivered at the address given below on or before 03:00 PM.
(PST), Dated. 24-04-2024

**National Vocational & Technical Training Commission
Pakistan (NAVTTC) Headquarters
Plot 38, Kirthar Road, Sector H-9/4, Islamabad
051-9044300, 051-9206638,
<http://navttc.gov.pk>**

- 4) Proposals shall be opened on same dated at 03:30 PM in front of all the Bidders or their focal in presence of all the applicants who chose to be present.

Letter of Application

[Letterhead paper of the Bidder, including full postal address, telephone no., fax no., and e-mail address]

Date:.....

To,
National Vocational & Technical Training Commission
Pakistan (NAVTTTC) Headquarters
Plot 38, Kirthar Road, Sector H-9/4, Islamabad
051-9044300, 051-9206638,

Dear Sir/Madam

1. I/we, the undersigned, being duly authorized to represent and act on behalf of (hereinafter “the Bidder”) have reviewed and fully understood all the prequalification information provided by NAVTTTC, the undersigned hereby apply to be prequalified as a Bidders for the “Services” bearing Prequalification No.---
2. NAVTTTC and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any **financial** and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Bidder.
3. NAVTTTC and its authorized representatives may contact the following persons for further information, inquiries, technical Inquiries, **financial** Inquiries, if and when needed.

S#	Name	Designation	Contact Information
1.			
2.			
3.			

4. This application is made with the full understanding that:
 - (a) bids by prequalified Bidders will be subject to verification of all information submitted for prequalification at the time of bidding;
5. I/We confirm that in the event that I/we bid, that bid as well as any resulting contract will be signed so as to legally bind me/us jointly and severally.
6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

For and on behalf of	
Signature	
Name	
Designation	

INSTRUCTION FOR PREPARATION OF POWER OF ATTORNEY

- a) To be executed by an authorized representative of the bidder.
- b) The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- c) Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- d) In case the Application is signed by an authorized Director / Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

FORMAT OF POWER-OF-ATTORNEY

POWER OF ATTORNEY
(On Stamp Paper of relevant value)

Know all men by these presents, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (name of the project) in response to the tenders invited by the (name of the Purchaser) including signing and submission of all documents and providing information/responses to (name of the Purchaser) in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this day of 20

For

(Signature)
(Name, Designation and Address)
Accepted

(Signature)
(Name, Title and Address of the Attorney) Date:

(Sample affidavit for Correctness of information and Signatures)

AFFIDAVIT

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information / documents.

Dated this day of 20

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of: