



INTERNATIONAL CERTIFICATION

PRE-Qualification





GOVERNMENT OF PAKISTAN
NATIONAL VOCATIONAL AND TECHNICAL TRAINING COMMISSION

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Pre-Qualification Application

1. General Information

Name of Firm:

Legal Status (e.g., Corporation, Partnership, Sole Proprietorship):

Contact Person:

Contact Information (Phone, Email, Address):

Authorized Representative (Name, Phone, Email, Address):

Years in Business:

Experience in Providing International Certification Services for different Courses:

2. Qualifications and Experience

a. Details of Previous Projects:

List previous projects where your firm has provided international certification services for technical & vocational courses or any other.

Project name	Client	Duration	Scope of work

b. Relevant Certifications:

Provide details of any certifications or accreditations your firm holds related to international certification for vocational courses.

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c. Key Personnel:

Provide information on key personnel involved in delivering the services in your firm.

S.No	Name	Qualification	Experience	Role

d. Resources:

Describe the resources available to your firm to support the delivery of international certification services.

Facilities	Equipment	Technology

3. Financial Information

Annual Turnover:

Provide copies of audited financial statements for the past three years:

Bank References:

Provide references from your firm's banking institution:

4. Legal and Regulatory Compliance

a. Provide details of any licenses or registrations required to operate your firm's business. (Copies to be attached)

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b. Disclose any history of litigation or legal disputes involving your firm.

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c. Compliance with NAVTTC Regulations. Confirm your firm's willingness to comply with all regulations and requirements set forth by NAVTTC.

5. Additional Information

Any additional information relevant to your firm's qualification and experience in providing international certification services for NAVTTC courses.

Declaration

We hereby certify that the information provided in this pre-qualification form is true and accurate to the best of our knowledge. We understand that any misrepresentation may result in disqualification from consideration.

Signature: _____

Date: _____

TECHNICAL BIDS

The Bids which meet the conditions of eligibility will only be considered for technical evaluations as per below detail:

Total Marks: 100 Marks

Qualifying Marks: 70 Marks

S.No	Description	Compliance
1.	Global Recognition and Accreditation (15 marks)	
	Recognition by Major Accreditation Bodies (7 Marks) -Evidence of recognition by bodies like ISO, ANSI, etc. Partnerships or Recognition by International Industry Leaders Evidence of partnerships with or recognition by leading global industry players. (8 Marks)	
2.	Experience and Expertise (15 Marks)	
	Minimum of 3 Years of Proven Experience (7 Marks) (Verified history of operation in the specified areas.) Detailed case study of Large-Scale Assessment Projects (8 Marks)	
3.	Technological Capability (15 Marks)	
	Use of Advanced Technologies and Platforms (8 Marks) Description and evidence of advanced assessment technologies. Capability to Handle Large Volumes Securely (7 Marks) Proof of handling large volumes, security measures.	
5.	Assessment Methodologies (15 Marks)	
	Robust & Transparent Skill Assessment Methodologies (8 Marks) Description of methodologies used. Diverse Range of Tools and Methods such as Practical exams, Simulations,	

	theoretical tests (7 Marks)	
6.	<p>Quality Assurance and Reliability in Certification Process (15 Marks)</p> <p>Track Record of Reliability and Accuracy in issuing certifications (8 Marks)</p> <p>Quality Control Mechanisms (7 Marks)</p>	
7.	<p>Scalability and Flexibility (10 Marks)</p> <p>Ability to Scale Operations (5 Marks)</p> <p>Evidence of scaling to assess large numbers like 56,000 candidates</p> <p>Flexibility to Adapt to Local Contexts (5 Marks)</p>	
8.	<p>Cultural and Linguistic Adaptability (5 Marks)</p> <p>Experience in Diverse Settings (3 Marks)</p> <p>(Previous experience in different cultural and linguistic settings)</p> <p>Multilingual Assessment Materials (2 Marks)</p>	
9.	<p>Reporting and Feedback Mechanisms (5 Marks)</p> <p>Detailed Reports and Insights (3 Marks)</p> <p>(on skill levels and gaps.)</p> <p>Efficient feedback mechanisms to candidates and educational institutions (2 Marks)</p>	
10.	<p>Cost-Effectiveness (5 Marks)</p> <p>Competitive Pricing Models (3 Marks)</p> <p>Detailed pricing models and comparison.</p> <p>Transparent pricing structure for large-scale assessment projects (2 Marks)</p>	

11.	Support and Customer Service (10 Marks) Compliance Rate with international standards. (2 Marks) Compliance Client Feedback/ Satisfaction Score (2 Marks). Technology Uptime (4 Marks) Reliability of technology platforms. Turnaround Time (Time taken from assessment to certification) (2 Marks)	
12.	Financial Turnover/Annual Turnover Last 3 Years (Attach last three-year audited Financial System) (5 Years)	

TENDER ELIGIBILITY

Bidder must read carefully the minimum conditions of eligibility (the “**Conditions of Eligibility**”) provided herein. Bids of only those Bidders, who meet the Conditions of Eligibility, will be consider for technical evaluation.

Eligible Bidder is bidder who: (Company not meeting Eligibility criteria will be disqualified)

S. No	Conditions of Eligibility	Compliance (Y/N)
1	The bidder must have presence in Pakistan.	
2	The bidder must have registration with Sales Tax Authority & NTN registration having active tax payer status.	
3	The bidder must be the authorized partner of the International Certification Body at least 01 Year.	
4	The bidder must have the support letters from Principal authorizing the company/ firm to participate in this tender.	
5	The Bidder must submit an affidavit that the Firm is neither defaulter nor Black Listed by any Organization.	
6	The bidder shall submit 2% Bank Guarantee at the time of Financial Bid Submission.	
7	Bidders must submit bids on the basis of complete scope of the Bid. Any bid offering partial scope of work shall be rejected as non-compliance in terms of PPRA Rules 2014	
8	Bid shall remain valid for at least 90 days from the date of opening of bid.	
9	Bidder shall submit Bids, which comply with the Bidding Documents Alternative Bids will not be considered	
10	The successful bidder will be responsible to deliver the complete project as per delivery schedule after issuance of Purchase Order for each year.	

The tender eligibility criteria are mandatory and perquisite to be considered for further process