



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

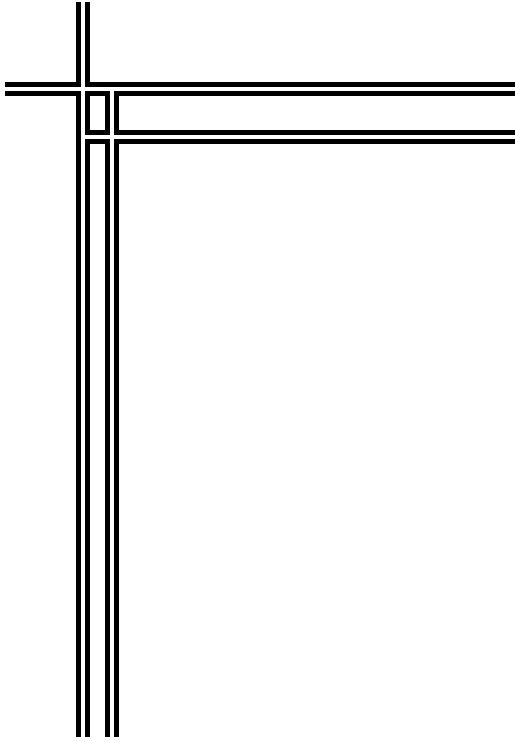
NAVTTTC Headquarters, Plot 38, Kirthar Road, Sector H-9/4, Islamabad  
051-9044315, <http://navttc.gov.pk>



**Prime Minister's**  
**“Skills for All”- Hunarmand Pakistan Programme**  
**Under Kamyab Jawan Initiative**

**EXPRESSION OF INTEREST**  
**FOR QUALIFICATION DEVELOPMENT COMMITTEE MEETINGS VENUES**

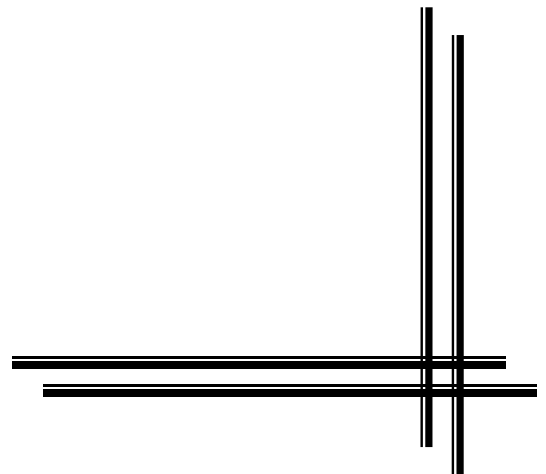
- National Vocational and Technical Training Commission (NAVTTTC), under Ministry of Federal Education and Professional Training, is the apex body for technical education and vocational training (TVET) in the country. It is mandated to promote, facilitate, regulate, strategize, revamp, approve curricula, 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; 379,350 youth trained as certified skilled professionals; 170,000 trained in last year, with 71% employed, in 720 institutes; 36,000 trained in High-Tech, Artificial Intelligence & IT; Developed National Skills Information System (NSIS) and established NEXT Skilled Youth & Job Portal with Databank of over 4,00,000 Skilled Youth and 300,000 jobs available in real time; National Vocational Qualifications Framework (NVQF) developed ; 92 Qualifications developed; Matric-Tech Programme launched to mainstream TVET in Formal Education; 18,627 personnel mainstreamed through RPL (Recognition of Prior Learning); 50 Smart Labs and 500 Class Rooms set up under the Chinese CPEC Equipment arrangements; International Accreditation etc.
- National Vocational and Technical Training Commission, Government of Pakistan invites Expression of Interest (EOI) from Public & Private Sector Institutes /entities / Organizations / Hotels or Companies to provide venues in majors cities (Islamabad, Lahore, Karachi, Peshawar & Quetta or as intimated in writing). These Venues are required for holding meetings of various meetings and committees, including for the purpose of Qualifications development under Prime Minister's Special Package to Implement “Skills For All” Strategy As Catalyst For TVET Sector Development in Pakistan” by NAVTTTC. NAVTTTC is willing to provide mutually acceptable charges for provision of venues for the meetings. The Details are available in the RFP/Bidding Document
- Detailed requirement for venues in majors cities, details are available on NAVTTTC website ([www.navttc.gov.pk](http://www.navttc.gov.pk)).
- Tender along with all supporting documents should reach NAVTTTC HQs before **03<sup>rd</sup> June, 2022**. EOI shall be opened on **03<sup>rd</sup> June, 2022**. Qualifying Parties will be informed accordingly.
- The process shall be governed under the applicable Rules and NAVTTTC reserves the rights to reject any application at any time prior to the acceptance.



# **Expression of Interest (EOI) For VENUES OF QUALIFICATION DEVELOPMENT COMMITTEE MEETINGS**

**Submission Date**  
**03<sup>rd</sup> June, 2022** at 11:00 Hours

**Opening of EOI**  
**03<sup>rd</sup> June, 2022** at 11:30 Hours



**(A) RFP / BIDDING DOCUMENTS / EXPRESSION OF INTEREST (EOI)**

- This RFP bidding document shall be used for receipt of Competitive Bidding for hiring the services of institutes/organization/entities/hotels by NAVTTC.
- National Vocational and Technical Training Commission (NAVTTC), Government of Pakistan invites Expression of Interest (EOI) from Public & Private Sector Institutes /entities / Organizations / industrial units/hotels for holding the meetings of National Vocational Qualifications.
- Interested bidders may apply on the bidding documents available to be downloaded from the PPRA's and NAVTTC's websites. The bidder who will fulfill the given criteria will be eligible for the award of the contract.
- Detailed requirement for selection criteria and other details are available on NAVTTC website ([www.navttc.org](http://www.navttc.org)).
- Application forms along with all supporting documents should reach concerned NAVTTC HQ (SS&C) wing, on the date and time given below. Qualifying bidders will be informed accordingly.
- The process shall be governed under the applicable Rules and NAVTTC reserves the rights to reject any bid application at any time prior to the acceptance.

**(B) DATE, TIME & ADDRESS FOR SUBMISSION OF BIDS**

|                                    |  |
|------------------------------------|--|
| Name of Procuring Agency           | National Vocational & Technical Training Commission (NAVTTC)         |
| Last date for response submission: | <b>03<sup>rd</sup> June, 2022 at 11:00 Hours</b>                     |
| Opening Date & Time:               | <b>03<sup>rd</sup> June, 2022 at 11:30 Hours</b>                     |
| Opening Place:                     | Committee Room, NAVTTC HQs, Kirthar Road, H9/4, Islamabad (Pakistan) |
| Contact Person:                    | Director (SS&C),   |
| Phone:                             | <b>+92 51 9044255</b>  |

**(C) INTRODUCTION**

- National Vocational and Technical Training Commission (NAVTTC), under Ministry of Federal Education and Professional Training, is the apex body for technical education and vocational training (TVET) 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.
- NAVTTC 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 NAVTTC are; 379,350 youth trained as certified skilled professionals; 170,000 trained in last year, with 71% employed, in 720 institutes; 36,000 trained in High-Tech, Artificial Intelligence & IT; Developed National Skills Information System (NSIS) and established NEXT Skilled Youth & Job Portal with Databank of over 4,00,000 Skilled Youth and 300,000 jobs available in real time; National Vocational Qualifications Framework (NVQF) developed ; 92 Qualifications developed; Matric-Tech Programme launched to mainstream TVET in Formal Education; 18,627 personnel mainstreamed through RPL (Recognition of Prior Learning); 50 Smart Labs and 500 Class Rooms set up under the

Chinese CPEC Equipment arrangements; International Accreditation etc.

**(D) DETAILS**

National Vocational and Technical Training Commission, Government of Pakistan invites Expression of Interest (EOI) from Public & Private Sector Institutes /entities / Organizations / Hotels or Companies to provide venues in majors cities (Islamabad, Lahore, Karachi, Peshawar & Quetta or as intimated in writing). These Venues are required for holding meetings of various meetings and committees, including for the purpose of Qualifications development under Prime Minister's Special Package to Implement "Skills For All" Strategy As Catalyst For TVET Sector Development in Pakistan" by NAVTTC. NAVTTC is willing to provide mutually acceptable charges for provision of venues for the meetings.

Following are the terms and conditions.

**(E) TERMS & CONDITIONS FOR SUBMISSION OF EOI/RFP**

- i) Each page of the RFP must be signed and stamped. Incomplete papers will not be accepted.
- ii) **Single Stage-Two Envelope bidding procedure** containing a **TECHNICAL PROPOSAL** and a **FINANCIAL PROPOSAL** in separate marked sealed envelopes as specified in the Public Procurement rules, 2004 shall be followed for receiving and processing the bids.
- iii) Government/Semi Govt/Autonomous (Federal/Provincial) organizations to apply through proper channel and submit the approval of competent authority.
- iv) Bid Security not less than **2% of quoted cast** in the form of **Pay Order/Bank Draft** is required in the name of **DDO, NAVTTC HQs**, and Islamabad. **No personal cheque will be acceptable at any cost.** (for private sector only)
- v) Performance Guarantee of 10% of approved cost will have to be deposited, in case of successful bid. (for private sector)
- vi) In case the NAVTTC competent authority accepts the RFP/EOI, the earnest money will be retained for **120 days.** (for private sector)
- vii) NAVTTC shall not pay any tax, and the rate quoted by the bidders should be inclusive of all taxes.
- viii) In addition to proof of registration at Active Taxpayer List (ATL) of FBR, the National Tax Number (NTN), and bank Account Number must be clearly mentioned by each bidder.
- ix) Bid validity period is 120 days, which may be extended for further period by NAVTTC management in writing.
- x) Any lapse in fulfilling requirements or any other stipulated condition (s) in the RFP/EOI shall render the bid liable to rejection.
- xi) The bids shall be evaluated by the EOI/RFP Committee, whose recommendations will be treated as final.
- xii) The interested parties must give full address of their office/residence with Telephone/Fax Numbers and contact person's cell numbers etc.
- xiii) Income Tax/any other tax if leviable, will be deducted at source on the prescribed rate for onward payment to the FBR/Income Tax Department/Government of Pakistan.
- xiv) The bidders must clearly mention unit rate (inclusive of all taxes) and total rate (inclusive of all taxes) of the required work.
- xv) NAVTTC will not be responsible for any costs or expense incurred by Bidders in connection with the preparation or submission of bids.

- xvi) The bidder will have to submit an **affidavit** on stamp paper regarding details and years of experience in providing similar services, and that they have not been blacklisted in the past on account of inefficiency by any public sector organization. The affidavit should be attested by the Notary Public. On account of submission of false statement, inter alia, the firm shall be blacklisted and debarred from bidding process.
- xvii) The selection criteria for selection of institutes/organization / entity is given as **Annexure-A**. All the relevant information and the related documents must be provided.
- xviii) The Purchaser and the Supplier/Contractor shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract. In case of any dispute, the matter will be referred to the Executive Director (NAVTTTC), whose decision will be binding on both parties.
- xix) The successful bidder shall be responsible to fulfill all the conditions mentioned in EOI/RFP document.
- xx) The details of deliverables will be as per the signed agreement/Contract.
- xxi) Bidder's Signature:  

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NAVTTTC reserves the right to reject any proposal(s), in its sole discretion, without assigning a reason. Some of the reasons may be; unimpressive proposal, limited resources or lacking complete requisite documents etc. The information should also include full particulars of institute/entity on envelop i.e. Name of institute/entity with complete address & contact number. The process shall be governed under the applicable Rules of NAVTTTC. NAVTTTC reserves the rights to reject any application at any time prior to the acceptance/award of contract.

## **(F) REQUIREMENT FOR QDC MEETING VENUES.**

Following are the requirements for QDC Meeting Venues.

- a) institutes/organization / entity / hotel / company will provide venues for meetings, as and when requested in writing by NAVTTC from time to time, and as per satisfaction of the representatives of NAVTTC deputed for holding of QDC meetings.
- b) institutes/organization entity / hotel / company will provide multimedia with screen for each meeting, Lunch on rotation basis, two-time Tea with refreshment, internet, drinking water (mineral), tissue papers, Stationary items like writing pads, pens and sanitizers at the meeting venue for each participant.
- c) Each Committee will include 10 to 20 participants. In case numbers of participants are less than 10, NAVTTC will pay the charges for 10 participants.
- d) Institutes/organizations /entities / or hotels will provide proper bills etc. for the meeting venue to NAVTTC. The payment for provision of venue/services for holding QDC will be through cheque.
- e) At one time maximum 4 to 7 meetings of Qualification Development Committees will be held by NAVTTC.
- f) NAVTTC will inform institutes/organization / entity or hotel, three (3) working days (maximum) and 1 working day (minimum) prior to commencement of meeting.

### **Standard Operating Procedure for holding of meetings**

- DG (SS&C) will constitute the committees under his signature. He will communicate Number of meetings or Number of participants to institutes/organizations or hotels for necessary arrangements for holding of meeting.
- The Coordinator (an officer of NAVTTC) of the meeting will mark attendance of the members of Committee in the meeting and provide the Attendance (Total numbers of participant) to institutes/organization or hotel for preparation of bills.
- The bills will be submitted to DG (SS&C) NAVTTC Headquarters for payment through cheque.
- The NAVTTC will clear the bill after scrutiny within 45 days after the receipt of the bill.

**(G) DETAILS OF EVALUATION OF TECHNICAL PROPOSALS (Private Sector only)**

|          |   |   |            |    |
|----------|---|---|------------|----|
| 1.       | <b>Mandatory</b>  |   |            |    |
|          | (Note: this clause is a mandatory criterion to qualify for further consideration) |   |            |    |
|          | a.  | Certificate with any Federal or Provincial concerned department)  | <b>Yes</b> | No |
|          | b.  | Not Blacklisted/Suspended/Defaulted   | <b>Yes</b> | No |
|          | c.  | NTN & GST No.   | <b>Yes</b> | No |
| 2&<br>^. | <b>Financial position of the Firm (20 Marks)</b>                                  |   |            |    |
|          | a.  | Balance sheet for last 2 years (Over 50 million).   | 05         |    |
|          | b.  | Total volume of Business (Minimum 25 million)<br><br>Up to 25 million - 02 mark<br><br>26 –50 million - 04 marks<br><br>51 – 75 million - 05 marks  | 05         |    |
|          | c.  | Total value of fixed assets (Minimum 10 million)<br><br>Up to 05 million - 01 mark<br><br>06 – 10 million - 02 marks<br><br>11 – 15 million - 03 marks<br><br>16 – 20 million - 04 marks<br><br>21 – 25 million - 05 marks<br><br>25 million& above- 06 marks | 06         |    |
|          | d.  | Audit report for last 2 years (each year carries 2 marks)   | 04         |    |
|          |   | <b>Sub-Total Marks</b>  | <b>20</b>  |    |
|          | <b>Company Location &amp; Outreach (10 Marks) with Valid Legal Proofs</b>         |   |            |    |
| 3.       | a.  | Based in Islamabad/Lahore/Karachi/Peshawar/Quetta (4x1)   | 04         |    |
|          | b.  | Rest of country (each office carry 01 mark, up to maximum 03 Marks)   | 03         |    |
|          | c.  | Owned buildings   | 03         |    |
|          |   | <b>Sub Total Marks</b>  | <b>10</b>  |    |
| 4        | <b>Management capabilities of the company (20 Marks)</b>                          |   |            |    |
|          | a.  | Total No of Employees (Minimum 15 employees)  | 05         |    |

|    |  |   |            |  |
|----|--|---|------------|--|
|    |  | Up to 15 employees - 01 mark<br>16 – 20 employees - 02 marks<br>21 – 25 employees - 03 marks<br>26 – 30 employees - 04 marks<br>31 & above - 05 marks |            |  |
|    | b.   | Projects exceeding 5 million undertaken, covering entire Pakistan.<br>Each project contains 03 marks.   | 10         |  |
|    |  | <b>Sub-Total Marks</b>  | <b>15</b>  |  |
| 5. | <b>Experience in similar projects (10 Marks)</b> |   |            |  |
|    | a.   | 2 marks per similar project, up to maximum of 10 marks  | <b>10</b>  |  |
| 6. | <b>Allied Information (Marks : 45)</b>           |   |            |  |
|    | a.   | Number of Meeting Halls (Each Hall has 2 Numbers)<br>(Capacity for at least 15 participants in each room/hall)  | 10         |  |
|    | b.   | Generator Backup (Yes/No)   | 05         |  |
|    | c.   | Dining Hall (Yes/No)  | 04         |  |
|    | D  | Separate Rest Area (Male/Female) (Yes/No)   | 03         |  |
|    | E  | High speed internet (for each Hall) (Yes/No)  | 05         |  |
|    | F  | Multimedia (for Each Hall) (Yes/No)   | 05         |  |
|    | G  | Round Table with Executive chairs (Yes/No)  | 04         |  |
|    | H  | Covid 19 Measures (sanitizers, Masks etc.) (Yes/No)   | 03         |  |
|    | I  | Heating & cooling System  | 06         |  |
|    |  | <b>TOTAL MARKS</b>  | <b>100</b> |  |

\*Attach pictures where required.

**NOTE:**

**Threshold: 60 marks out of hundred are required to pass Technical evaluation criteria.**  
**Contract will be awarded for technically qualified entities, on least cost method for each city.**  
**Competition will be between the same cities.**



(H)

**DETAILS OF EVALUATION OF TECHNICAL PROPOSALS (Public Sector only)**

|    |   |     |    |
|----|---|-----|----|
| 1. | <b>Mandatory</b><br>(Note: this clause is a mandatory criterion to qualify for further consideration) |     |    |
| a  | Not Blacklisted/Suspended/Defaulted (by NAVTTC or provincial TEVTAs etc)                              | Yes | No |
| b  | NTN & GST Number or exemption certificate   | Yes | No |

| Sr. No. | Criteria / Sub-Criteria & Marks                                   | Total Marks   | Marks Obtained |  |
|---------|---|---|----------------|--|
| 2.      | <b>Financial position of the Firm (16 Marks)</b>                  |   |                |  |
|         | a.  | Total value of fixed assets (Minimum 10 million)<br><br>Up to 05 million - 02 mark<br>06 – 10 million - 04 marks<br>11 – 15 million - 06 marks<br>16 – 20 million - 08 marks<br>21 – 25 million - 10 marks<br>25 million& above- 12 marks | 12             |  |
|         | b.  | Audit report for last 2 years (each year carry 2 marks)   | 04             |  |
|         |   | <b>Sub-Total Marks</b>  | <b>16</b>      |  |
| 3       | <b>Location &amp; Outreach (10 Marks) with Valid Legal Proofs</b> |   |                |  |
|         | a.  | Based in Islamabad/Lahore/Karachi/Peshawar/Quetta (4x1)   | 04             |  |
|         | b.  | Rest of country (each office carries 01 mark up to maximum 02 Marks)  | 02             |  |
|         | c.  | Owned buildings   | 04             |  |
|         | <b>Sub Total Marks</b>  | <b>10</b>   |                |  |
| 4.      | <b>Management capabilities of the company (15 Marks)</b>          |   |                |  |
|         | a.  | Total regular/ permanent manpower (Minimum 15 employees)<br><br>Up to 15 employees - 01 mark<br>16 – 20 employees - 02 marks<br>21 – 25 employees - 04 marks  | 06             |  |

|    |  |  |            |  |
|----|--|--|------------|--|
|    |  | 26 – 30 employees - 05 marks   |            |  |
|    |  | 31 & above - 06 marks  |            |  |
|    |  | <b>Sub-Total Marks</b>   | <b>06</b>  |  |
| 5  | <b>Experience in similar projects (10 Marks)</b> |  |            |  |
|    | a.   | 4 marks per similar project, up to maximum of 10 marks   | <b>10</b>  |  |
| 6. | <b>Allied Services / Information (Marks: 58)</b> |  |            |  |
|    | a.   | No of Meeting Halls/Rooms (Each Hall has 2 Number)<br>(capacity for at least 15 participants in each room) | 12         |  |
|    | b.   | Generator Backup (Yes/No)  | 07         |  |
|    | c.   | Dining Hall (Yes/No)   | 04         |  |
|    | d.   | High speed internet (for each Hall) (Yes/No)   | 08         |  |
|    | e.   | Multimedia (for Each Hall) (Yes/No)  | 07         |  |
|    | f.   | Round Table with executive chairs (Yes/No)   | 03         |  |
|    | G  | Rest Area (Male & Female) (Yes/No)   | 06         |  |
|    | H  | Covid 19 Measures (sanitizers, Masks etc.) (Yes/No)  | 03         |  |
|    | I  | Heating &Cooling System  | 08         |  |
|    |  | <b>TOTAL MARKS</b>   | <b>100</b> |  |

\*Attach Pictures where required.

**NOTE:**

**Threshold: 60 marks out of hundred are required to pass Technical evaluation criteria.**  
**Contract will be awarded for technically qualified entities, on least cost method for each city.**  
**Competition will be between the same cities.**

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