



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

NAVTTTC Headquarters, Plot 38, Kirthar Road, Sector H-9/4, Islamabad
051-9044300, <http://navttc.gov.pk>



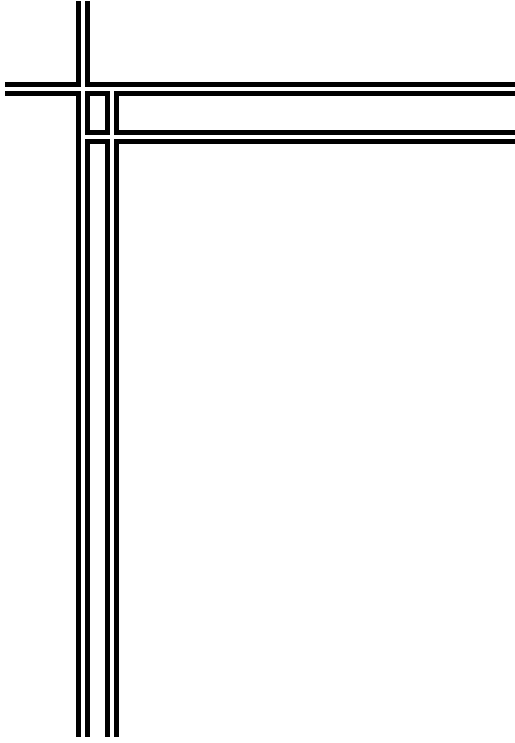
**Prime Minister's
"Skills for All"- Hunarmand Pakistan Programme
under Kamyab Jawan Initiative**

**EXPRESSION OF INTEREST
FOR ASSESSMENT CENTERS**

- 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 ; 117 Qualifications developed; Matric-Tech Program launched to mainstream TVET in Formal Education; 27,952 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 (NAVTTTC), Government of Pakistan invites Expression of Interest (EOI) from Public & Private Sector Institutes /entities / Organizations /industrial units for trade testing centers of skilled human resource from all over the country. These testing / assessment centers are required for assessment in different trades and in different levels of qualifications for recognition of prior learning (RPL).
- Detailed requirement for Testing / assessment centers, the application forms and trade list and other details are available on NAVTTTC website (<http://Rpl.navttc.gov.pk>)
- Application forms along with all supporting documents should reach concerned NAVTTTC Head Quarter latest by **30-05-2022 at 11.00 hrs.** EOI shall be opened on **30-05-2022 at 11.30 hrs.** Qualifying institute 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.
- The institutes/industrial units already declared as RPL Assessment Center or the institutes /Industrial units who have already applied under Kamyab Jawan (Skill for All) program have no need to apply again.

Address:

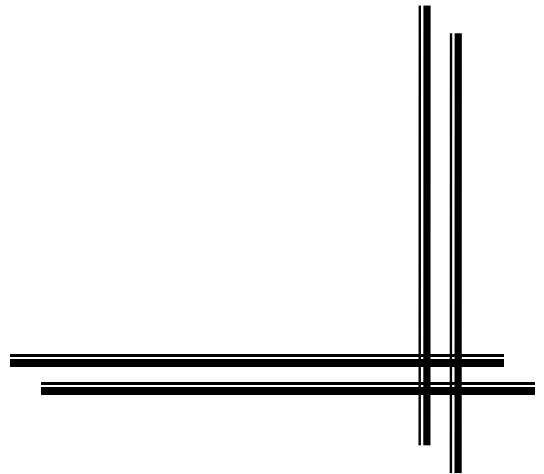
**NAVTTTC HQs, Plot No.38, Kirthar Road, H9/4, Islamabad.
Contact Person: Deputy Director (Research)
Phone No. +92 519044404**



Expression of Interest (EOI) For Assessment Centers

Start date of Submission
15-05-2022

Opening of EOI
30-05-2022 at 11:30 Hours



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

- This EOI shall be used for hiring the services of institutes/organization/entities 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 for trade testing centers of skilled human resource from all over the country. These testing / assessment centers are required for assessment in different trades and in different levels of qualifications for recognition of prior learning (RPL).
- Interested Institutes/Organization/Industrial Units may apply on the prescribed form available to be downloaded from the PPRA's and NAVTTC's websites. The Institute/Organization/Industrial Units that fulfill the given criteria will be eligible for the award of the contract.
- Detailed requirement for Testing / assessment centers, the application forms and trade list and other details are available on NAVTTC website (<http://rpl.navttc.gov.pk>) and on PAPRA Website.
- Application forms along with all supporting documents should reach NAVTTC Head Quarter on the date and time given below. Qualifying institute 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 of submission:	30-05-2022 at 11:00 Hours
Opening Date & Time:	30-05-2022 at 11:30 Hours
Opening Place:	Committee Room, NAVTTC HQs, 38, Kirthar Road, Sector H-9/4, Islamabad (Pakistan)
Contact Person:	Deputy Director (Research),
Phone:	+92 51 9044404

(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 ; 117 Qualifications developed; Matric-Tech Program launched to mainstream TVET in Formal Education; 27,952 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 (NAVTTC), Government of Pakistan invites Expression of Interest (EOI) from Public & Private Sector Institutes /entities / Organizations

/ industrial units for trade testing centers of skilled human resource from all over the country. These testing / assessment centers are required for assessment in different trades and in different levels of qualifications for recognition of prior learning (RPL).

Following are the terms and conditions.

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

- i) Government/Semi Govt/Autonomous (Federal/Provincial) organizations to apply through proper channel and submit the approval of competent authority.
- ii) An applicant institute/entity must be registered/affiliated/accredited under NAVTTC, respective Provincial Technical Education & Vocational Training Authority (TEVTA) or National Training Bureau (NTB), Board of Technical Education (BTE), Trade Testing Board (TTB) or a HEC recognized University. An applicant enterprise & industry must be registered under Industrial Act or SECP or relevant government body or have the membership with local Chamber of Commerce & Industries.
- iii) The EOI shall be evaluated by the EOI/RFP Committee, whose recommendations will be treated as final.
- iv) The interested parties must give full address of their office/residence with Telephone/Fax Numbers and contact person's cell numbers etc.
- v) Income Tax/any other tax if livable, will be deducted at source on the prescribed rate for onward payment to the FBR/Income Tax Department/Government of Pakistan.
- vi) NAVTTC will not be responsible for any costs or expense incurred the preparation or submission of EOI.
- vii) 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.
- viii) The successful Institutes/Organizations/Industrial Units shall be responsible to fulfill all the conditions mentioned in EOI/RFP document.
- ix) The details of deliverables will be as per the signed agreement/Contract.
- x) Bidder's Signature:

NAVTTC 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 NAVTTC. NAVTTC reserves the rights to reject any application at any time prior to the acceptance/award of contract.

(F) REQUIREMENT FOR INSTITUTES FOR TESTING / ASSESSMENT CENTERS FOR RECOGNITION OF PRIOR LEARNING (RPL).

Following are the requirement for Testing / Assessment Centers.

1. Institute/Organization/Entity/Industrial Unit must be Registered /Affiliated with NAVTTC/NTB/TEVTA/TTBs/PVTC/SECP. Preference will be given to institutes accredited by NAVTTC.
2. The building of the Institutes/Organization/Entity/Industrial Unit should be in a Good Condition. In case of own building the Institute must possess ownership documents, and if rented then three years lease/tenancy agreement.
3. Institute/Entity must have well equipped and fully furnished Laboratories and Workshops and with all tools of related trades.
4. The Labs/Workshops/Examination Hall all must have the capacity to accommodate 25 candidates.
5. The Institutes/Entity / Organization/Industrial unit must Follows Health &Safety Precautions. Health and Safety related Equipment like Fire alarm, Fire extinguisher, gloves, Sanitizer, Mask must be available in decent working condition.
6. The Institute Must provide the following facilities to the Candidates
 - i. Clean Drinking Water
 - ii. Weather compliant Waiting Room for candidates.
 - iii. Availability of Lockers for safe keeping of Candidates Belongings (Mobile phone etc.)
7. The Institutes /Organization/Industrial Unit must have proper Electricity Backup such as Generator /UPS System.
8. The Institutes/ Organization/Industrial Unit must have Own Bank Account, duly audited by qualified auditors or firms.
9. Preference will be given to Institutes having CCTV Cameras with DVR recording, and internet services (at least 8 mbps speed)

(G) RPL TRADES LIST

S. No	Trade Name	Level
1	Beauty Therapy	L-2
2	Mason	L-2
3	Ceramics	L-2
4	Cook	L-2
5	Waiter	L-2
6	Housekeeping	L-2
7	Plumbing & Solar Water Heating	L-2
8	General Electrician	L-2
9	Heavy Machine Operator	L-2
10	Building Electrician	L-2
11	Electric and Electric Assembler	L-2
12	Marble Technician	L-2
13	Motorcycle Mechanic	L-2
14	Automobile Mechanic	L-2
15	Machinist-Turner (Mechanical Technology)	L-2
16	Knitting Machine Operator	L-2
17	Gemstone Carving	L-2
18	Gemstone Faceting	L-2
19	Fashion Jewellery Making (Beads & Wires)	L-2
20	Welder	L-2
21	Shoe Making (Manufacturing Technology (Shoe Laster)	L-2
22	Dies & Mould Maker	L-2
23	Leather Garments Pattern Maker	L-2
24	Heat Ventilation, Refrigeration & AC (HVACR)	L-2
25	Industrial Electrician	L-2
26	Crane Operator	L-2
27	Carpenter	L-2
28	Mobile Technician	L-2
29	Generator Mechanic	L-2
30	Auto Electrician	L-2
31	Dress Making	L-2
32	Computer Operator	L-2
33	E-Commerce	L-4
34	IT Office Assistant	L-2
35	Hand Embroidery	L-2
36	Worker (Painter Helper)	L-2
37	Painter (Building Painting & decorating)	L-3
38	Security Guards (Armed/Un-armed)	L-2



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**(H) INSTITUTE / ENTITY / INDUSTRY PROFILE
(To be filled by the Applicant Institute/Entity)**

Name of Institute / Industry / Entity: _____

Name of Head of Institute / Entity & Focal Person: _____

Postal Address: _____

Tehsil: _____ District: _____ Division: _____

Year of Establishment: _____ Type of Institute / Entity :(Public/Private/Other): _____

Tel: _____ Fax: _____ Mobile: _____

Email: _____ Website: _____

- Note:** (1) Please tick the exact/suitable category (a, b, c, d, or e) of the following queries:
(2) Documentary evidence is required to be attached with hard copy of application.

General Parameters (Section-A)	Technical Parameters (Trade specific) (Section-B)
<ul style="list-style-type: none"> • Accreditation/ Registration/affiliation. • Infrastructure, Type of building/ Training unit (Hired, owned) • Trades offered • Health & Safety Regulation • Previous experience with NAVTTC/past performance 	<ul style="list-style-type: none"> • No. of Labs / workshops (Trade-wise) • Quality of Equipment / machinery • Internet Connectivity/cctv / camera/DVR • Biometric Scanner to read QR codes • Annual Pass-outs

General Parameters (Section –A)	
1	Registration/Affiliation/Accreditation
a.	Accredited with NAVTTC/International forum / <u>industrial Training Units of industry registered under Industrial Act-1948</u>
b.	Registered / Affiliated with (TEVTA / NTB / HEC Recognized (university)/Registered under industrial Act
c.	Affiliated with BTE / TTB
d.	Accreditation with NAVTTC (in –process)
e.	Registration/Affiliation expired/in-process for renewal
2	Type of Building
a.	Owned (ownership documents + building plan)
b.	Hired for more than 03 years (with documentary evidence)
c.	Shared with other Institute/Organization
d.	Hired for <3 Years
e.	No evidence (No documents & plan exist)
3	Trades being assessed
a.	10or above trades
b.	06 to 09trades
c.	03 to 05 trades
d.	02 or less trades

4	Health & Safety Regulations	
	a.	Dispenser/Dispensary/Fire hoser / security CCTV/Water Filters/Armed security personnel Dispenser/First Aid box/Fire hoser/ security Water Filters/Security personnel
	b.	First Aid box/ Water Filters/Security personnel
	c.	Water Filters/Security personnel
	d.	None of above
5	Whether Accounts are audited by qualified Auditors or firm?	
	a.	Yes
	b.	No
6	Previous RPL / Trade Testing Activity Conducted at the Institute/entity	
	a.	Availability of Consumables
	b.	Availability of Tools
	c.	Data uploading or Registration
	d.	Coordination with Trainers and Assessor
	e.	Arrangements during activity
7	Doing Any Trade Testing Activity with Any Other Organization	
	a.	Yes
	b.	No
8	Management Capabilities	
	a.	Total No of Employees (Minimum 15 employees) -

	Technical Parameters (Trade Specific)	
9	Basic IT Requirement	
	a.	Fully equipped IT lab for minimum 25 students.
	b.	Internal connectivity. (8MB dedicated fiber connection)
	c.	Assessment and Monitoring. i. CCTV cameras with DVR recording and feed to remote location through internet. ii. Biometric Scanner enabled to read QR code.
10	Lab/Workshop (Trade-wise)	
	a.	Up to date Labs / workshops (List of tools & equipment's with allied facilities are to be attached)
	b.	Traditional Labs / workshops (Dedicated/List)
	c.	Sufficient Labs / workshops (To some extent)
	d.	Insufficient Labs /workshops (Lab / workshop may be assessed in purview of facilities against strength for applied program)
11	Equipment & Machinery installed in Labs/Workshops	
	a.	State of the art /Functional equipment & machinery
	b.	Sufficient (as per requirement)/Functional
	c.	Insufficient & Partially Functional
	d.	Few facilities (Equipment machinery may be assessed in purview of latest market technological pupations).

(I) EVALUATION FORM FOR INSTITUTE /CENTER/ENTITY

(To be filled by the NAVTTC Evaluators)

Name of Institute / Industry/Entity: _____

General Parameters (Section –A)				
1	Registration/Affiliation/Accreditation	Marks Obtained	Maximum marks	Remarks

	a.	Accredited with NAVTTC/International forum / industrial Training Units of industry registered under Industrial Act-1948	(10) (08)	/10	Documentary evidence attached Annex -A
	b.	Registered / Affiliated with (TEVTA / NTB / HEC Recognized (university)/Registered under industrial Act	(06) (04)		
	c.	Affiliated with BTE / TTB	(0)		
	d.	Accreditation with NAVTTC (in –process) Registration/Affiliation expired/in-process for renewal			
2	Type of Building				
	a.	Owned (ownership documents + building plan)	(10)	/10	Documentary evidence attached Annex -B
	b.	Hired for more than 03 years (with documentary evidence)	(08)		
	c.	Shared with other Institute/Organization	(06)		
	d.	Hired for <3 Years	(04)		
	e.	No evidence (No documents & plan exist)	(00)		
3	Trades being assessed				
	a.	10 or above trades	(10)	/10	Documentary evidence attached Annex -C
	b.	06 to 09trades	(08)		
	c.	03 to 05 trades	(06)		
	d.	02 or less trades	(04)		
4	Health & Safety Regulations				
	a.	Dispenser/Dispensary/Fire hozer/ security CCTV/Water Filters/Armed security personnel	(10)	/10	Documentary evidence attached Annex -E
	b.	Dispenser/First Aid box/Fire hozer/ security Water Filters/Security personnel	(08)		
	c.	First Aid box/ Water Filters/Security personnel	(06)		
	d.	Water Filters/Security personnel	(04)		
	e.	None of above	(02) (00)		
5	Whether Accounts are audited by qualified Auditors or firm?				
	a.	Yes	(05)	/05	Documentary evidence attached Annex -F
	b.	No	(00)		
7	Previous RPL / Trade Testing Activity Conducted				
	a.	Availability of Consumables	(01)	/05	Documentary evidence attached Annex -I
	b.	Availability of Tools	(01)		
	c.	Data uploading or Registration	(01)		
	d.	Coordination with Trainers and Assessors	(01)		
	e.	Arrangements during activity	(01)		
8	Doing Any Trade Testing Activity with Any Other Organization				
	a.	Yes	(05)	/05	Documentary evidence attached Annex -J
	b.	No	(0)		
9	Management capabilities of the company (20 Marks)				
	a.	Total No of Employees (Minimum 15 employees) Up to 15 employees - 01 mark 16 – 20 employees - 02 marks 21 – 25 employees - 03 marks 26 – 30 employees - 04 marks 31 & above - 05 marks	05	/05	Documentary evidence attached Annex -K
Obtained Marks					
Total Marks				60	
	Technical Parameters (Trade Specific)		Marks Obtained	Total Marks	Remarks
10	Lab/Workshop (Trade-wise)				
	a.	Up to date Labs / workshops (List of tools & equipment's with allied facilities are to be attached)	20	20	Documentary evidence attached Annex -K
	b.	Traditional Labs / workshops (Dedicated/List)	10		
	c.	Sufficient Labs / workshops (To some extent)	05		
	d.	Insufficient Labs /workshops (Lab / workshop may be visited/assessed for assessment of facilities)	0		
11	Equipment & Machinery installed in Labs/Workshops				
	a.	State of the art /Functional equipment & machinery	20	20	Documentary evidence attached Annex -K
	b.	Sufficient (as per requirement)/Functional	10		
	c.	Insufficient & Partially Functional	05		
	d.	Rare facilities	00		

	(Equipment machinery may be assessed in purview of latest market technological pupations).			
			40	
Over All Marks obtained (Section A Section B)				
TOTAL MARKS (Section A Section B)				100
RECOMMENDATION FOR SELECTION				
YES RECOMMENDED				
NOT RECOMMENDED				

A+	80 +
A	70+
B	60+
C	50+
D	Below 50

Name & Designation & Signatures:

Member 1 -----

Member 2 -----

Member 3 -----

Chairman: -----

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(J) FINAL DECISION OF DG NAVTTC HQs:

APPROVED

NOT APPROVED
