

Pre-Qualification

of

Training Service Provider Firms for Delivery of **Sector Specific Training Programs (SST)**

National Business Development Program for SMEs (NBDP)

3rd Floor, Building # 03, Aiwan-e-Iqbal Complex, Egerton Road, Lahore
Tel: 042-111-111-456
Fax: 042-3634926

**Applications for Pre-Qualification
of
Training Service Providers (TSPs) for Delivery of Sector Specific Training
Programs (SST)**

National Business Development Program for SME's (hereinafter called NBDP) a PSDP funded project of Ministry of Industries and Production, Government of Pakistan being executed by SMEDA invites sealed Applications for pre-qualification of training service provider firms / organizations who are on Active Taxpayers List of the Federal Board of Revenue; to provide Sector Specific Training Programs to Small and Medium Enterprises (SMEs) of Pakistan.

A complete set of pre-qualification documents may be purchased by an interested firm / organization on submission of a written application to the below mentioned office and upon payment of a non-refundable fee of Rs. 500/-. Pre-qualification documents can also be downloaded from www.nbdp.org.pk free of cost.

Previously pre-qualified firms under project titled “pre-qualification of training service provider firms / organizations for delivery of demand-based training programs” need to apply again in order to get pre-qualified under this pre-qualification process.

The pre-qualification application, prepared in accordance with the instructions provided in the pre-qualification documents, must reach at the below mentioned address on or before September 26, 2022 by 2:00pm. The applications will be opened on the same day at 2:30pm. This advertisement is also available on PPRA website at www.ppra.org.pk.

Project Director

National Business Development Program for SMEs (NBDP)
3rd Floor, Building # 03, Aiwan-e-Iqbal Complex, Egerton Road, Lahore
Tel: 042-111-111-456
Fax: 042-3634926
Email: pd@nbdp.org.pk

Contents

Part-1

Terms of References (TORs)

Part-2

Section-1	Invitation to Pre-Qualification
Section-2	Instructions to Applicants
Section-3	Evaluation Criteria
Section-4	Standard Annexures

Part-1

TERMS OF REFERENCE

“National Business Development Program for SMEs” (NBDP) is a public-sector development project of SMEDA, Ministry of Industries and Production, Government of Pakistan with a mandate to provide handholding, advice and business development support to new and existing SMEs of the country.

1. Introduction and Objectives

SMEs access to capacity building services is considered to be one of the most important elements of support for improving their business performance and growth. SMEs in Pakistan are less likely to obtain professional trainings due to financial constraints, information gaps and other related factors. Through appropriate assistance, training and capacity building initiatives, raising the level of management expertise, technological know-how and skills of the employees, SME growth can be catalyzed to play a significant role in achieving the country's goal of economic development and employment generation. Training Service Provider firms on the other hand, find it difficult to access SME training market due to its geographic dispersion, information asymmetry and issues of affordability on part of SMEs. In order to address the above, NBDP intends to facilitate interaction between the TSPs and SMEs by addressing the market access and affordability issues. NBDP's Sector Specific Training (SST) Program aims to enhance SME's sector specific expertise (as listed in below section 1.1) to achieve economies of scale, gain competitive advantage, bring product and process innovation to enable them to compete domestically as well as globally.

Capitalizing on the insights of SMEDA's experience in the field of SME trainings, the NBDP intends to do the following:

1. Pre-qualify credible TSPs for delivery of Sector Specific Training (SST) programs to enhance SME's current institutional expertise.
2. Provide market link to the TSPs through awareness and networking with relevant forums.
3. To bring product and process innovation among SMEs in targeted sectors to make them competitive domestically as well as globally.
4. Improve the affordability of SMEs for acquiring such training by offering subsidy on training programs executed through pre-qualified TSPs.

1.1. Sectors for delivery of Sector Specific Training Programs

An applicant may apply for up-to maximum three (03) sectors of its own choice depending on overall organizational strength and expertise. The indicative sectors under sector specific training programs include the following:

#	Sector Name	Indicative Areas
1.	Tourism, Travel Services, Hotel Restaurants & Cafes (HoReCa)	Hotel Accommodation & Booking, Restaurants, Travel Agency, Tour Operator, Transportation, Tourist information and guiding services etc.

#	Sector Name	Indicative Areas
2.	Footwear Manufacturing	All type footwear manufacturing, Footwear trade, directly linked value chains.
3.	FMCG, Wholesale & Retail	Stores dealing in FMCG products, wholesale and retail stores, Franchises, Distributions etc
4.	Pharmaceutical	All types of human and animal medicine production, pharma sales and distribution etc

In case the training manuals specific to the selected sectors are readily available with the applicant, the details of the same may be provided through Annexure-E.

This document provides general information and basic eligibility requirements for provision of information to assess the capacity of interested TSP for the purpose of pre-qualification. Interested TSP who meet the eligibility requirements are invited to submit properly filled Pre-qualification Document along with all the supporting documents on the address given below.

Project Director

National Business Development Program for SMEs (NBDP)
3rd Floor, Building # 3, Aiwan-e-Iqbal Complex, Egerton Road, Lahore
Tel. 042-111-111-456

Part – 2

SECTION – 1:

INVITATION FOR PRE-QUALIFICATION

Subject: PRE-QUALIFICATION OF TRAINING SERVICE PROVIDERS (TSPs) FOR DELIVERY OF SECTOR SPECIFIC TRAINING PROGRAMS (SST)

1. National Business Development Program for SMEs (NBDP) wishes to pre-qualify and engage services of TSPs to offer sector specific training / capacity building support to small and medium businesses.
2. TSP shall be pre-qualified as per Evaluation Criteria specified in this pre-qualification document.
3. Applications for pre-qualification must be submitted on prescribed format as provided in this document. Any Application not prepared according to the prescribed format may be rejected.
4. TSPs should submit details of their most relevant assignments of similar projects for technical evaluation using the prescribed format.
5. Pre-qualification is open to the TSPs that have not been blacklisted or debarred by any Government / Semi-Government / Autonomous organizations in Pakistan.
6. The Applications for Pre-qualification must be delivered, in sealed envelopes, through registered mail / courier service at undermentioned address not later than September 26, 2022 by 1400 hours and the envelopes be clearly marked **“Pre-Qualification of Training Service Providers (TSPs) for delivery of Sector Specific Training Programs (SST)”**.

Project Director
National Business Development Program for SMEs (NBDP)
3rd Floor, Building # 3, Aiwan-e-Iqbal Complex, Egerton Road, Lahore
Tel. 042-111-111-456

SECTION – 2:

INSTRUCTIONS TO APPLICANTS

2.1. Definitions:

- 2.1.1. “Government of Pakistan” means the Government of Pakistan and all its associated departments, agencies, autonomous / semi- autonomous bodies, boards, universities and similar other organizations.
- 2.1.2. “Client” means National Business Development Program for SMEs (NBDP), 3rd Floor, Building # 03, Aiwan-e-Iqbal Complex, Egerton Road, Lahore.
- 2.1.3. “Applicant” means any Training Service Provider (TSP) / Firm / Organization / Company applying for the pre-qualification.
- 2.1.4. “Agreement” means the Contract Agreement signed by the Client and the pre-qualified TSP and all the attached documents.
- 2.1.5. "Relevant Experience" means the trainings services that have been extended to build capacities of businesses in the sectors specified in this document.

2.2. Preparation & Submission of Applications:

- 2.2.1. Applications for pre-qualification, original and a copy, must be received in sealed envelopes not later than September 26, 2022 by 1400 hours.
- 2.2.2. Applications must be clearly marked “Pre-qualification of Training Service Providers (TSPs) for delivery of Sector Specific Training Programs (SST)”.
- 2.2.3. The applicant may apply for maximum three (03) sectors and tick mark the relevant in cover letter (Annexure-A).
- 2.2.4. The name and mailing address of an Applicant shall be clearly marked at the left side on the envelope.
- 2.2.5. The applications shall be prepared in the English language and as per format prescribed in the pre-qualification document.
- 2.2.6. The Applicant must respond to all questions and provide complete information as indicated in this document. Any lapses to provide essential information may result in rejection of an Application.
- 2.2.7. The pre-application meeting will be held on September 16, 2022 at Client’s address as mentioned in clause 2.1.2.
- 2.2.8. Applicants shall bear all costs associated with the preparation and submission of their pre-qualification documents. The Client is not bound to accept any Application, and reserves the right to annul the selection process at any time prior to pre-qualification intimation, in accordance with the prescribed rules / regulations without thereby incurring any liability to the Applicants.

2.3. Eligibility Criteria / Mandatory Requirements to apply for pre-qualification:

- 2.3.1. Pre-qualification is open for TSPs that have not been blacklisted or debarred by any Government / Semi-Government / Autonomous organizations in Pakistan. Applicants must provide undertaking for the same on Rs. 100 stamp paper.
- 2.3.2. Must be registered with any relevant Government authority or regulatory body.
- 2.3.3. Must be on active taxpayers list of FBR.
- 2.3.4. Must provide proof of financial stability in the form of Bank Statement, or tax returns, or latest audited financial statements of the last three financial years having turnover of not less than 5 million on average.

2.4. Only one Application:

- 2.4.1. Applicants can submit only one Application under this pre-qualification notice. If an Applicant submits more than one Applications, such Applications shall be rejected.

2.5. Evaluation of Applications:

- 2.5.1. The Client will evaluate and pre-qualify the applicants in accordance with the evaluation criteria specified in the pre-qualification documents.
- 2.5.2. The Client will notify each Applicant whether or not it has been pre-qualified.

2.6. Updating Pre-qualification Information:

- 2.6.1. The Client at any stage of the selection proceedings, having credible reasons for or prima facie evidence of any defect in applicant's capacities, may require the Applicant to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not.
- 2.6.2. Applicants shall be required to update the information concerning their professional, technical, financial, legal or managerial competence used for the pre-qualification at any subsequent stage as may be required by the client, to ensure their continued compliance with the pre-qualification criteria and verification of the information provided at the time of pre-qualification.

2.7. Client's Right:

- 2.7.1. The Client can cancel the pre-qualification process and reject all Applications, in the event that the Client does not wish to proceed with the assignment. In such an eventuality, no expense and / or cost whatsoever incurred by any Applicant in the preparation of an Application shall be payable by the Client.

- 2.7.2. The Client shall disqualify an Applicant if it finds, at any time, that the information submitted by the Applicant was false and materially inaccurate or incomplete.

2.8. Ownership of Pre-qualification Document:

- 2.8.1. All documents submitted by an Applicant in response to this invitation to pre-qualification shall become the property of the Client. However, intellectual property in the information contained in the application submitted by the Applicant shall remain vested in the applicant.

2.9. Alteration, Erasures or illegibility:

- 2.9.1. Except for amendments to the entries made by an Applicant which are initialled by the Applicant, Applications bearing any other alterations, erasures or illegibility are liable to rejection.

2.10. Applicable Laws:

- 2.10.1. All applications submitted pursuant to this invitation and the formation of any resulting contract, shall be governed by the laws of Pakistan. Any amendment or a further legal requirement issued by Govt. of Pakistan even after issuance and receipt of Applications shall be applicable without any financial repercussion.

2.11. Misconduct:

- 2.11.1. If an Applicant or any person on its behalf makes any attempt to canvass, solicit or approach any official of the Client or any of its officials in any matter relating to or arising out of this Application, its Application will be liable to rejection and the Applicant liable to debarment for a period to be fixed at the discretion of the Client.

2.12. Full Compliance:

- 2.12.1. The Applicants shall comply fully with the instructions to Applicants, Forms, and Appendices etc. Non-compliance of any item may render an Applicant not eligible for pre-qualification.

2.13. Amendment in Pre-qualification Documents:

- 2.13.1. At any time prior to deadline for submission of Applications, the Client may amend the pre-qualification documents by issuing an addendum.
- 2.13.2. Any addendum issued shall be part of the Pre-qualification Documents and

shall be communicated in writing to all those who have obtained the pre-qualification documents.

- 2.13.3. To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the Client may, at its discretion, extend the deadline for the submission of Applications.

2.14. Pre-qualification Validity

- 2.14.1. The Applicants declared pre-qualified as a result of the pre-qualification. Proceedings, their pre-qualified status will remain valid for Four (04) years from the date of announcement of results of pre-qualification. However, if deemed necessary the Client may extend the validity of pre-qualification of all pre-qualified consultants by issuing an extension notice.
- 2.14.2. The Client, if considers necessary, may call fresh applications for pre-qualification at any time during the currency of validity by cancelling the pre-qualification already done.

2.15. Clarification of Pre-qualification Documents:

- 2.15.1. Applicants may request a clarification of any provision of the pre-qualification documents, seven (07) days before the Application submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Documents.

SECTION – 3:

EVALUATION CRITERIA

3.1. General

- 3.1.1. Pre-qualification will be based on an Applicant's Profile, General and Relevant Experience, Management Capabilities and Financial Position, as demonstrated by the Applicant's responses in the forms attached to pre-qualification document.
- 3.1.2. If an Applicant fails to fulfil the Mandatory Requirements, such application shall not be considered for further processing and shall be rejected.

3.2. Distribution of Total Score

Sr. #	Component	Maximum Score
1.	Organizational Profile	20
2.	Organizational Experience	60
3.	Management Capability	10
4.	Financial Strength	10
Total Score		100

3.3. Qualifying Marks:

- 3.3.1. TSPs scoring at least 70% marks shall be pre-qualified.

3.4. Evaluation Procedure

3.4.1. Organization's Profile

Max Score 20

a) Experience Since Incorporation / Establishment

Max Score 10

Use Annexure-B for provision of relevant information

Sr. #	Components	Score
	Experience since Incorporation / Establishment	
1.	Post registration experience of 10 years or more relative marking for others	10
Total		10

b) Geographical Presence:**Max Score 10***Use Annexure-B-1 for provision of relevant information*

Sr. #	Components	Score
	Number of Offices / Affiliates	
1.	Office(s) in Punjab	02
2.	Office(s) in Khyber Pakhtunkhwa	02
3.	Office(s) in Sindh	02
4.	Office(s) in Baluchistan	02
5.	Office(s) in Federal Capital	01
6.	Office(s) in AJK / GB	01
Total		10

3.4.2. Organization's Experience**Max Score 60****a) General Experience****Max Score 20***Use Annexure-C for provision of relevant information*

Sr. #	Components	Score
	Organization's General Experience during last 05 years	
1.	Maximum marks for 10 or more completed Projects / Assignments / Consultancies, relative marking for others (Enlist only complete projects with financial value of PKR 300,000 or more)	20
Total		20

b) Relevant Experience:**Max Score 40***Use Annexure-D for provision of relevant information*

Sr. #	Components	Score
	Organization's Training Related Experience during the last five (05) years	
1.	Maximum marks for 10 or more completed sector Specific Trainings relative marking for others	40
Total		40

- 01 training program is "Unique Training Program", comprising multiple trainings.
- If applying for three sectors, provide separate completed trainings for each sector applied.

3.4.3. Capabilities of Management Staff (05) Members **Max Score 10**

Use Annexure-F for provision of relevant information

Sr. #	Components	Score
Staff Experience		
1	Maximum marks for five (05) members with experience of 10 Years or more, relative marking for others	10
Total		10

3.4.4. Financial Strength **Max Score 10**

Use Annexure-G for provision of relevant information

Sr. #	Components	Score
	Average Annual Turnover of last 03 Years (PKR)	10
1.	Maximum marks for average turnover of PKR 05 million or above relative marking for others	
Total		10

3.5. Evaluation Method:

Each sector will be evaluated separately. Applicant applying for multiple sectors maximum up-to three (03), must obtain 70% marks in each sector to pre-qualify.

SECTION – 4:

STANDARD ANNEXURES

Annexure – A

Date:

To:

**Subject: PRE-QUALIFICATION OF TRAINING SERVICE PROVIDERS (TSPs) FOR
DELIVERY OF SECTOR SPECIFIC TRAINING PROGRAMS (SST)**

Dear Sir,

I, the undersigned, offer to provide the required information / documents for the above-mentioned subject in accordance with pre-qualification documents. We offer to provide trainings in below listed sector(s).

#	Name of Sector Applied as per clause 1.1 of part 1 of pre-qualification document
1.	
2.	
3.	

I, hereby declare that all the information and statements made in this document are true and accept that any misleading information contained in it may lead to rejection of proposal.

We hereby appoint and authorize Mr./Ms. **[Name & CNIC]** presently employed with **[Organization Name]** holding the position of **[Designation]** as our authorized representative, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our pre-qualification application submission and further process.

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

Yours sincerely,

[Authorized Signature [In full and initials
Name of the Organization, Address]

Annexure – B

“Organizational Profile”

S #	Required Information	Response
1	Legal Name of the Firm	
2	Year of Registration / Incorporation	
3	NTN / FTN	
4	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy / Copies of Registration Certificate(s) where required	Public Sector Organization <input type="checkbox"/>
		Section 42 Company <input type="checkbox"/>
		Public Ltd. Company <input type="checkbox"/>
		Private Ltd. Company. <input type="checkbox"/>
		Partnership Firm. <input type="checkbox"/>
		Others Please specify _____ <input type="checkbox"/>
5	Name and designation of ‘Head of Organization’	
6	Mobile:	
	Phone:	
	Email:	
	Address of organization:	
7	Geographical Coverage for the delivery of training programs [Please tick relevant]	Federal Capital <input type="checkbox"/>
		Punjab <input type="checkbox"/>
		Sindh <input type="checkbox"/>
		Khyber Pakhtunkhwa <input type="checkbox"/>
		Balochistan <input type="checkbox"/>
		AJK <input type="checkbox"/> GB <input type="checkbox"/>
8	Name and designation of ‘Authorized Contact Person’:	
	Phone:	
	Mobile:	
	Email:	
	Fax:	

Annexure – B -1

“Organizational Geographical Presence”

Office Location (Province)	Office Address	Focal Person	Contact Details (Tel, fax, E-mail)

Annexure - C

“Organization’s General Experience”

[Please attach list of projects / assignments completed during last 05 years]
(Provide Documentary Evidence: Award of contract / Completion Certificates etc.)

Experience of General Assignments (Project Sheet 1 [*])		
Sr. #	Required Information	Response (Please provide exact information with project title, location/s and duration)
1	Project Title and duration (The project title means name of the project, as mentioned in award of contract)	Title: Duration (Days):
2	Year of Completion (YYYY):	
3	Please elaborate Applicant’s role in this assignment	Attach separate Page and provide reference / page number here.
4	Contact details of client:	Name: Address (City): Tel: Email:
5	Total value of the project / assignment (PKR)	
6	Share of the applicant in case of joint projects (PKR)	

Copy the above table for another response.

- Please mark the other sheets, if submitted, as Project Sheet 2 and Sheet 3 up-to 10 respectively.

Annexure – D

“Organization’s Training Related Experience”

Trainings conducted related to applied sector during last 05 Years

Provide Documentary Evidence: (Award of Contract / Completion Certificates, Reference Letter, Recommendation Letter etc.)

#	Description	Details	
1.	Name of the Sector Applied for		
2.	Title of the Training Program		
3.	Training Date		
4.	Training Duration (Days)		
5.	Training Location (City)		
6.	Implementation Year		
7.	# of Trainees		
8.	Client Details	Name: City: Tel: Email:	
9.	Applicant’s Role (Tick Relevant)	i. Delivery of training only	<input type="checkbox"/>
		ii. Development of training material only	<input type="checkbox"/>
		iii. Development of training material & training delivery	<input type="checkbox"/>
10.	Evidence Reference	Reference Pg. #: _____	

Copy the above table for another response.

- Please mark the other sheets, if submitted, as Training Sheet 2 and Sheet 3 up-to 10 respectively. If applying for three 03 sectors please attach separate trainings for all applied sectors.

Annexure - E

Details of Training Manual(s) for the Sector(s) Applied for

#	Description	Details
1.	Name of the Sector applied for	
2.	Title of the Training Manual	
3.	Year of Development (YYYY)	
4.	Year of Update (if any)	
5.	Table of Content	Attach separately and provide reference page number.
6.	Copy Right	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Availability of Reading Material / case studies	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	Activities	Individuals <input type="checkbox"/> Group <input type="checkbox"/> None <input type="checkbox"/>
9.	Quizzes / Assignments	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	Training Presentation	Yes <input type="checkbox"/> No <input type="checkbox"/>
11.	Pre & Post Training Assessment Tools	Yes <input type="checkbox"/> No <input type="checkbox"/>
12.	Audio / Video Aids	Yes <input type="checkbox"/> No <input type="checkbox"/>

- If applying for three 03 sectors please provide details of available training material for each sector applied.

Annexure - F
“Curriculum Vitae for the Management Staff”

Name of Expert:	(Insert full name)
Date of Birth:	(day / month / year)
CNIC Number:	
Mobile Number:	
Email Address:	
Postal Address:	
Current Position Title	

Education: (List college / university or other specialized education)

#	Name of Degree / Diploma	Specialization	Year of Passing (YYYY)	Name of the Institution, Location

Total Experience of the Employee (Years): _____

Employment with Applicant

Period: MM/YYYY) to (MM/YYYY)	
Job Title:	
Summary of activities performed:	

Other Employment record relevant to the assignment: [Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included, copy format provided below, for each of employment record]

Membership in professional Associations and Publications:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation describes herein may lead to my disqualification or dismissal by the client.

Name:	
Date:	
Signature	

Annexure – G

“Financial Strength”

Annual Turnover for previous three (03) years as per audited statements / bank statements / tax returns (PKR in millions)			
2019-20 (A)	2020-21 (B)	2021-22 (C)	Average (A+B+C) / 3

Annexure – H

Litigation History

#	Party / Parties of the claim or dispute	Nature of claim or dispute	Amount of the claim or dispute	Date initiated	Status (Award for or against the Applicant)

Annexure – I

UNDERTAKING REGARDING NOT BEING BLACKLISTED

(Printed and signed on Rs 100 stamp paper)

Date DD-MM-YYYY

To,

Project Director
National Business Development Program for SMEs (NBDP)
3rd Floor, Building # 03, Aiwan-e-Iqbal, Egerton Road, Lahore
Tel/Fax: 042-111-111-456, 042-3634926
Email: pd@nbdp.org.pk

Dear Sir,

Subject: **UNDERTAKING REGARDING NOT BEING BLACKLISTED**

It is hereby declare that, **[Organization Name]** is/are not blacklisted by any Government authority, department or other relevant body in Pakistan. The **[Organization Name]** will immediately inform to “**National Business Development Program for SMEs**” in case of any change in the status.

Authorized Person

Name:

Designation:

Signature: _____

Organization / Company Seal:

Annexure – J

“Eligibility Response Checklist”

Sr. No	Necessary Eligibility Information	Response / Elaboration
1	Registration to prove legal identity of your firm/organization	[Name of Authority] [NTN for sole proprietor]
		• Copy Attached
2	Tax Registration Proof NTN / FTN	• Copy of Certificate Attached
3	03 years Bank Statement / Audited Financial Statements / income tax returns	• Copy Attached
4	Undertaking of no blacklisting (Annexure-I)	• Undertaking attached (Rs. 100 Stamp Paper)