

School Education Department Govt. of the Punjab Expression of Interest (EOI)

Hiring of Firm/Testing Agency for carrying out Test of candidates for recruitment of Educators in Punjab

Govt. of the Punjab is committed to ensuring maximum enrollment & retention of all school-age children and to provide them Quality Education. In this connection, School Education Department (SED) intends to recruit 5,000 Educators, on need-basis in schools with acute teacher shortage in particular, from candidates having at least (16 years) education in the relevant subjects. It has been decided that prior to submission of applications by the eligible candidates for the vacant posts of School Teachers (Educators), the interested candidates shall have to appear for a Test to be conducted by a qualified Testing Agency to be hired/appointed by School Education Department.

SED has expressed an interest in Hiring the Services of a well reputed Firm/Testing Agency Registered in Punjab/Pakistan by the relevant authority to facilitate Examination Services at District Level / Locations.

Interested Firms/Testing Agencies may obtain the Request For Proposal (RFP) containing Terms of Reference (TOR) source of services and evaluation criteria/documents from the office of the Additional Secretary (B&P/General), School Education Department, Old P&D Building, Civil Secretariat Punjab, Lahore during working hours from Monday – Friday by giving an application on the letter head of Company / Firm or Download form PPRA website www.ppra.org.pk free of cost. The relevant documents are also available and can be downloaded from the web portal of School Education department i.e. www.schools.punjab.gov.pk

Single Stage Two Envelope Procedure & Quality and Cost Base Selection Method (QCBS) will be followed as per PPRA rules. Complete documentation must reach by hand to the office of Additional Secretary (B&P/General), School Education Department, Old P&D Building, Civil Secretariat Punjab, Lahore at the time & date mentioned below, with clear marking on Envelope and the Name of EOI Notice.

Last date for submission of EOI Documents Date: The 12th December, 2022 till Time: 11:00 am
EOI Opening Date & Time : The 16th December, 2022 till Time: 11:30 am

Incomplete and late, EOIs will not be considered.

(WAQAS ALI MAHMOOD)

SECRETARY TO GOVT. OF THE PUNJAB, SCHOOL EDUCATION DEPARTMENT
OLD P&D BUILDING, CIVIL SECRETARIAT, LAHORE

042-99212012, 99212939

(IPL-12403)

REQUEST FOR PROPOSAL (RFP)

Terms of Reference (TOR)

Hiring of Firm / Testing Agency for carrying out test of candidates for recruitment of Educators in Punjab

1. Introduction

SED has expressed an interest in hiring the services of Firm / Testing Agency registered in Punjab / Pakistan for facilitating in examination services at District Level / Locations for recruitment on need basis in schools with acute teacher shortage in particular.

2. Objectives and Scope of Services for the Firm / Testing Agency to be Hired

The objectives of Hiring of Firms are as follows:

- 11/9/2022
- a) Bidder will be responsible for setting up examination centers exclusively (at every District) with minimum capacity of 300 to 500 applicants at one time and holding of minimum of two exams per day and each exam center must be according to the directions provided by the School Education Department from time to time. Inclusive of all amenities such as security, water, electricity/back up electricity and anything else as determined by SED.
 - a) Ability to conduct and manage Testing Exams with a minimum capacity of at least 500,000 applicants on same date depending on the requirement by SED, including number of invigilators as per requirements specified by SED.
 - b) Verification of the applicant's credentials using online interfaces as per direction of School Education Department. The intimation of the test date, time and venue of examination shall be transmitted to any prospective candidate by the firm/testing agency through all possible communication channels including but not limited to registered post, emails, calls/SMS, whatsapp, inter alia. No compromise in this regard shall be tolerated and performance guarantee/security submitted in response to the RFP shall be forfeited and firm will be blacklisted forthwith in which respect the prospective bidder

shall have to submit a written affidavit. The request for interface will be referred for to the eligible bidder by School Education Department. The feeded data of all prospective candidates will be shared / synchronized with online official portal of School Education Department (HRMIS) and District Education Authorities (District wise) subsequently through School Education Department.

- c) Successful bidder / firm will act as fiduciary agency on behalf of School Education Department. Access to dedicated account created by the fiduciary agency for collection of application fee and expenses to be incurred shall be provided to the School Education Department for monitoring purposes.
- d) Maintenance of absolute security and confidentiality of the contents of the examination papers by the Firm/Testing agency, failing which performance guarantee/security submitted in response to the RFP shall be forfeited and blacklisted forthwith in which respect the prospective bidder shall have to submit a written affidavit.
- e) Issuance of verification code for testing center by the Firm/Testing agency to be transmitted to SED
- f) Mode of submission of application shall be online.
- g) Bidder shall be responsible to short list applicants as per Eligibility Criteria mentioned in Recruitment Policy, 2022 for Educators issued by School Education Department.
- h) Course outline shall be observed by the bidder strictly in accordance with the provisions of Recruitment Policy, 2022 for Educators issued by School Education Department.
- i) Exam Center Management:
 - i. The exam center must be equipped with proper electricity back up and generators.
 - ii. Equipped with comfortable chair and the table for every applicant – the seating arrangement must be reasonable for the applicant to ensure fair exam. Electricity / Light and drinking water facility will be the responsibility of firm.
 - iii. Covid-19 / Dengue SOPs must be ensured by the bidder in the examination hall.
 - iv. Bidder will provide a mechanism to reschedule applicants with denied entry in the center.
 - v. Bidder will have to ensure that requisite security is provided within and outside the testing center.

- vi. Invigilation ratio in the center should at least be 1:30 at all points of time with 1 chief invigilator / supervisor.

3. Technical Eligibility Requirements

- a) That it is a firm/company incorporated with the SECP or any other duly authorized body in Pakistan minimum for last three years.
- b) Bidder(s) shall provide National Tax No. and Sales Tax No. The bidder should be on Active Taxpayers List (ATL) of both Income Tax and General Sales Tax of Punjab Revenue Authority (PRA) / FBR.
- c) The Vendor must provide evidence of active physical presence in Pakistan to the satisfaction of SED.
- d) Provide Profile of Higher Management / Technical Expertise of Firm / Management / Qualification of faculty for paper setting.
- e) Total number of Human Resource available to conduct Test in the Province.
- f) Affidavit on judicial stamp paper of never being blacklisted by any Public / Autonomous / Private Organization.
- g) To provide an undertaking and declaration that it is a firm/company with no direct or indirect relation with any authorities of School Education Department and its allied entities. Direct or indirect relationship includes common shareholders.
- h) To provide undertaking that the bidder has the ability and capacity to provide the required services and hold an exam at any center according to the instructions of School Education Department.
- i) To provide undertaking that the bidder shall maintain secrecy / confidentiality of all the process as well as information/data gathered.
- j) Bid Security @500,000/-PKR in the form of call deposit/demand draft to be submitted with the bid documents
- k) Performance security @ 100% in the form of call deposit / DD / bank guarantee, of the financial bid submitted by the firm, (as per individual applicant cost) as per minimum number of jobs to be advertised. Performance security deposited by the successful bidder / firm before award of contract shall be re-fundable after satisfactory completion of the recruitment process.
- l) Bid validity period:
- Bid shall remain valid for the period of 120 days

m) Fraud and Corruption:

- i. Firm/Testing agency shall undertake on judicial paper worth 100 rupees that the firm is not insolvent, not blacklisted and not involved in litigation or arbitration with any of provincial or Federal Government Department of Pakistan, any agency of public or private sector. In case of firm was involved in any litigation or arbitration process, proof of dispute resolution along with history of last three years in accordance is required.
- ii. Firm/Testing agency shall exhibit highest standards of ethics in relation to submission of EOI for shortlisting and further documentations required for short-listing and thereafter.
- iii. The SED will reject any proposal for shortlisting if it determines that the prospective applicant has directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question and will declare the applicant ineligible, whether indefinitely or for a stated period of time.
- iv. Any misinformation, forged/fake documentation/statements etc. Will lead to the disqualification at short listing stage in addition to any other action as per the law including but not limited to forfeiture of performance guarantee/ security submitted in response to the RFP shall be forfeited and blacklisted forthwith in which respect the prospective bidder shall have to submit a written affidavit.

Note:

- Only Firm registered in Pakistan are eligible to apply.
- Only Government Approved firms are eligible to apply.

4. Evaluation Criteria

The parameters for evaluating the EOI responses are given against each requisite as under, whereas minimum of 60% marks shall be required for qualification of a Firm for issuance of Request of Proposal Document for inviting Technical & Financial Proposals. After pre-qualification firms offering minimum financial bid per perspective candidates shall be qualified:

A. Technical Evaluation: -

A Firm / Testing Agency to cover entire project update, will be selected through "Quality & Cost Based Selection (QCBS) Method". Firm securing at least 60% in technical evaluation shall be pre-qualified for opening of financial bids:

- i. Complete corporate profile of the organization/firm with the information i.e., incorporation certificate. **5 Marks**
- ii. Information related to the provincial / allied offices, permanent / intermittent staff, panel of experts etc. shall be a pre-requisite. **5 Marks**
- iii. Historical experience indicating years of operations core competencies, management structure & systems etc, **[Max. Score = 20]**
 - Less than three Years 5 Marks
 - More than three years & less than four years 10 Marks
 - More than four years & above 20 Marks
- iv. Documentary Evidence of successfully implementing and conducting competitive examinations nationally / provincially (minimum 3 assignments, as determined by SED). Details of completed projects of similar nature, size and scale at National / Provincial Level with requisite information i.e., project description, client, duration, number of field staff hired/mobilized & managed, type& scale of field mobilization if any. **[Max. Score = 30]**
 - Minimum three assignments 10 Marks
 - Five assignments 20 Marks
 - More than five assignments 30 Marks
- v. Demonstrated Capacity with Relevant Experts / HR of conducting Examination Public/Private Sector Projects. At Least 3 qualified paper setters for each subject to the satisfaction of School Education Department **[Max. Score = 30]**
- vi. Financial Soundness. For the said information, requirements & prescribed format have been given in the Instructions whose compliance is necessary (mentioned in Annex-A) **[Max. Score = 10]**

ul
18/11/2022

B. Financial Evaluation: -

Out of the pre-qualified firms, that firm shall be permitted to collect fee from perspective candidates after financial evaluation which shall be conducted on the basis minimum per candidate cost as mentioned in financial bid.

5. Timelines

Contract period will be one (01) year extendable for a term not exceeding 02 years to be decided by School Education Department.

11/9/2022

Required Documents:

Annexure-A

Kindly provide all details required in the table below with page numbers where the evidence of the documents are available.

Sr #	Description	Attached (Yes/No)	Page Number
1	Detailed Profile of Firms		
2	Detail of Office available at Provincial Level		
3	Registration Certificates i.e. SECP etc.		
4	FBR Registration Documents with latest tax deposit		
5	Experience Details of similar nature projects of Last 3 Years as per provided in Annexure-B		
6	Service Offered & Capabilities related to registration, conduct Result Examination		
7	Maximum Number of centers in Pakistan (nationally or provincially) where simultaneously an exam was managed		
8	Profiles of Technical Experts/Top Management / Paper Setter		
9	Audited Statements of last 3 Years by certified chartered accountant/Firm duly recognized by the competent authority/ preferably the Auditor General		
10	Total Number of Employees (Permanent / on pay roll / on panel)		
11	Affidavit on judicial stamp paper of never being blacklisted by any Public/Autonomous/Private Organization.		
12	Undertaking and declaration that it is a firm/company with no direct or indirect relation with anybody of School Education Department.		
13	Proof that company is approved by Government of Pakistan/Punjab		
14	Bank Guarantee/Demand Draft/Pay order to be certified by SED		
15	Mechanism to maintain secrecy / confidentiality of examination paper.		

Details of the Similar Nature of Projects (at least 3 projects) (use separate sheet if required)

Project Name		
Sr #	Description	Details
1.	Project Title	
2.	Client Details	
3.	Date of Commencement (MM/YYYY)	
4.	Date of Completion (MM/YYYY)	
5.	Project Status (Completed/Not Completed/Cancelled)	
6.	Details of the Project	

*****End of document*****