



REQUEST FOR PROPOSAL (RFP)

SAP Skills Development and Employment Facilitation Program

No.: IGNITE/SAP/2025-26/0015/Proc

Date of issue: December 03, 2025

IGNITE – National Technology Fund
Ministry of Information Technology & Telecom
Government of Pakistan

**3rd Floor, Telecom Foundation (TF) Complex,
7 Mauve Area, G-9/4 Islamabad
www.ignite.org.pk**



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PART A

DEFINITIONS, INSTRUCTIONS & INFORMATION FOR BIDDERS



1 DEFINITIONS

In this Request for Proposal (RFP), unless the context provides otherwise:

- 1.1. **"Bidder"** means a firm, agency, party or consortium/JV which will submit proposal in response to this RFP.
- 1.2. **"Bidding Document"** means set of documents prepared by Ignite, to solicit proposal, which consists of definition, instructions for bidders, TOR, evaluation criteria, forms for providing information and draft contract.
- 1.3. **"Board"** means the Board of Directors of the Ignite – National Technology Fund.
- 1.4. **"Company"** refers to M/s. IGNITE, a company incorporated under section 42 of the repealed Companies Ordinance, 1984, now governed by the Companies Act, 2017, with Corporate Universal Identification Number (CUIN) 0058556, having its registered office at Telecom Foundation Complex Building, 3rd Floor, G-9/4, Islamabad, Pakistan.
- 1.5. **"Consortium"** means an association of more than one legal entity, which have come together to jointly respond to this RFP.
- 1.6. **"Date of Issue"** means "the date on which this RFP "Provision of Service for Training in SAP Leading to International and Local Placements" is issued by the Company to solicit bids from potential bidders to execute the Project titled "Provision of Services for Training in SAP Leading to International and Local Placements."
- 1.7. **"Day"** means calendar day.
- 1.8. **"Agreement"** means "an agreement concluded between Company and the Successful Bidder". (see Annexure D).
- 1.9. **"Joint Venture (JV)"** means an enterprise formed by two or more individuals or companies for the purpose of submitting the bid. All members of a consortium/joint venture (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.
- 1.10. **"Lead Bidder/Partner"** is the lead entity, in case of consortium, joint venture (JV) or partnership who is principally participating in submission of the proposal and should submit a letter of intent for purpose of identification.
- 1.11. **"SAP Skills Development and Employment Facilitation Program" RFP** means "set of documents prepared by Ignite, which consists of definition, instructions for bidders, ToRs, evaluation criteria, forms for providing information and draft contract etc. to solicit proposal from potential bidders for certification in SAP Leading to International and Local Placements."
- 1.12. **"Partnership"** means a general partnership is a form of business entity in which two or more co-owners engage in business for profit.
- 1.13. **"Proposal"** means the entire set of documents consisting of bidder's Profile, Technical and Financial Proposals submitted by bidder.
- 1.14. **"Request for Proposal (RFP)"** means set of documents prepared by Ignite, to solicit proposal, which consists of definition, instructions for bidders, TOR, evaluation criteria, forms for providing information and draft contract.
- 1.15. **"Resident Monitor"** means a person posted by the Company in Provision of Services for Training in SAP Leading to International and Local Placements for liaison & monitoring.
- 1.16. **"Successful Bidder"** means "a bidder who has been awarded the contract pursuant to the RFP of "SAP Skills Development and Employment Facilitation Program" and who shall be responsible for implementing the training program.
- 1.17. **"Terms of Reference"** (ToR) means that part of Bidding Document which explains the scope of work, activities, tasks to be performed, evaluation criteria, respective responsibilities of the bidder as well as expected results and KPIs/deliverables of the assignment.



2 MANDATORY ELIGIBILITY CRITERIA CHECKLIST

Before the Bidders submit their Proposals, within the stipulated time mentioned in this Request for Proposal (RFP) document, bidders are required to make sure that following mandatory requirements of this RFP document are fulfilled. In case of bids being submitted as Consortium/Joint Venture (JV), Lead Bidder's documents will be evaluated against Mandatory Eligibility Criteria. **These requirements must be furnished in the order mentioned in the below checklist at the time of submission of Proposal. Non-submission of any one of the following applicable requirements shall result in disqualification:**

| # | Mandatory Eligibility Criteria Checklist | Mark <input checked="" type="checkbox"/> / <input type="checkbox"/> |
|----|--|--|
| 1. | Proof of Certificate of Incorporation or Registration or equivalent | |
| 2. | Proof of NTN Certificate (If Applicable, please check <input checked="" type="checkbox"/> , otherwise put a Cross <input type="checkbox"/> in the Mark Column) | |
| 3. | Proof of Sales Tax Certificate (If Applicable, please check <input checked="" type="checkbox"/> , otherwise put a Cross <input type="checkbox"/> in the Mark Column) | |
| 4. | Proof of FTN certificate /Tax exemption certificate (<i>for public sector entity</i>), (If applicable, please check <input checked="" type="checkbox"/> , otherwise put a Cross <input type="checkbox"/> in the Mark Column). | |
| 5. | In case of proposal being submitted as consortium/Joint Venture (JV), attach consent letter of each partner organization clearly specifying its roles and responsibilities in the project. Letter should be issued by the competent authority of the partner organization. | |
| 6. | Original affidavit (not older than one month at the time of proposal submission) on Stamp Paper(s) of worth PKR 100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by Public Procurement Regulatory Authority (PPRA), Government, Semi-Government, Private, Autonomous body or any other international organization. | |
| 7. | Original affidavit (not older than one month at the time of proposal submission) on Stamp Paper(s) of worth PKR 100 or more that the Bidder is an active tax payer and has submitted its tax return for the preceding fiscal year. Tax payer list serial number (downloadable from FBR's website) is also to be mentioned. | |
| 8. | <u>Two separately sealed envelopes:</u> <u>Envelope #1 shall clearly bear the name "TECHNICAL PROPOSAL – SAP Skills Development and Employment Facilitation Program"</u> One hard copies of Technical Proposal, one marked as Original and one marked as Copy* must be submitted with one soft copy of the original technical proposal in USB. Bidders are to make sure that Financial Proposal is not part of the Technical Proposal in any form. *Additional hard copy of Technical Proposal is not a mandatory requirement. | |



| | | |
|-----|---|--|
| 9. | <p><u>Envelope #2 shall clearly bear the name “FINANCIAL PROPOSAL – SAP Skills Development and Employment Facilitation Program”</u></p> <p>Financial Proposal in hard copy must be submitted with one soft copy of the same in USB. Soft copy must be in MS Excel format. (The hard copy and soft copy of Financial Proposal must be sealed in Envelope # 2 and should not be part of Technical Proposal in any form).</p> | |
| 10. | Bid Security of PKR 7,000,000/- to be placed in Envelope # 1 along with mandatory documentations. | |
| 11. | CONFLICT OF INTEREST - DISCLOSURE FORM (attached as Annexure-B) | |
| 12. | It is mandatory for bidders to submit their proposal on EPADs https://eprocure.gov.pk . In case a bid is not submitted on EPADs, it will not be accepted by the Company in hard form. | |
| 13. | The bidder must be a SAP partner/ Value Added Reseller (VAR) for at least one (1) year. Mandatory partnership proof (certificate) must be submitted along with the proposal. | |
| 14. | Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts in accordance with provisions of Forms-42, 43 and 44 of the Securities & Exchange Commission of Pakistan (Annexure – C) | |

Note: Bidders are required to submit filled, signed & stamped copy of the above checklist along with the Proposal. All of the supporting documents of the mandatory eligibility criteria shall be attached with checklist in same section of the technical proposal. Requirement No. 6 & 7 above, are required to be submitted on separate stamp papers.

3 IGNITE – NATIONAL TECHNOLOGY

Ignite provides an enabling environment for startups that leverage 4th industrial wave technologies to address local challenges and seize global opportunities in sectors such as health, education, energy, agriculture, telecom, and finance. Through its national network of incubators across Pakistan, Ignite nurtures startups by facilitating connections with various stakeholders like investors, mentors and corporations. Its flagship program, DigiSkills.pk, is aimed at equipping Pakistanis with the skills needed for the future of work.

Since 2021, Ignite has been organizing the nationwide Digital Pakistan Cybersecurity Hackathon, which aims to raise awareness among the cybersecurity workforce by helping them assess their strengths and weaknesses in knowledge, skills, and abilities. Additionally, the National Grassroots ICT Research Initiative (NGIRI) promotes R&D and innovation at the grassroots level in Pakistan by providing



financial support to selected Final Year Projects (FYPs) of undergraduate students enrolled in ICT-related disciplines across public and private sector institutions.

Through studies and stakeholder engagement initiatives, Ignite also aids public and private sector planning. Ignite's outreach activities are designed to inform professionals, media, students, corporations, and policymakers about the challenges and threats posed by the new economy, the importance of innovation, and the need for increased engagement in Ignite's programs.

Further information about the Company is available at www.ignite.org.pk

4 INSTRUCTIONS FOR BIDDERS

This document contains all of the information pertinent to this solicitation, and governs the preparation and submission of proposals. The technical & financial forms to be filled by Bidder for this assignment are annexed with this RFP document. Proposals must be submitted by the deadline stipulated in this RFP, completed on the formats provided by the Company, with supporting documents, according to the guidelines given in the section titled "Definitions, Instructions & Information for Bidders". Proposals will be evaluated by bid evaluation committees constituted by the Company. Selection of Bidders will be on Quality and Cost Based Selection methodology as provided in the Bidding Document.

5 BIDDING DOCUMENT

The Bidder is expected to examine all instructions, general conditions, forms, terms and specifications contained in the RFP document and its annexures. Failure to comply with instructions will be at the Bidder's risk and may affect the evaluation of the Proposal. Proposals that do not comprehensively address the ToRs and other requirements may be rejected. Inability to comply with applicable instructions, general conditions of Agreement, terms and specifications may lead to rejection of Proposal.

Submission of Technical and Financial Proposals against RFP document means in principle acceptance of attached Draft Agreement by the Bidder. During negotiations with Successful Bidder, only minor changes, can be made in the attached agreement. Company reserves the right to accept or reject any proposed changes by the successful bidder. Company reserves the right to make changes to the draft agreement in order to ensure better & smooth implementation of the project.

After issuance of letter of acceptance, the successful Bidder is expected to sign the agreement as soon as possible. If successful Bidder is not responsive and does not sign the agreement within a reasonable time, maximum one (1) month after issuance of the letter of acceptance, the Company reserves the right to terminate and nullify the bid award and bid security will be forfeited.

In the event of non-compliance with the ToRs of the RFP document and obligations contained in the agreement, the Company may terminate the agreement by providing one (1) month written notice to the successful bidder without any further obligation or compensation on the part of the Company.

6 PREPARATION OF PROPOSAL

6.1 Language of the Proposal



Proposals prepared by the Bidders and all correspondence and documents relating to the Proposal exchanged between the Bidders and the Company shall be in writing and in English Language, except where otherwise specified.

6.2 Proposal Currency

All prices shall be quoted in Pakistani Rupees (PKR) and all payments will be made in Pakistani Rupees (PKR.)

6.3 Period of Validity of Proposal

Proposals shall remain valid for 180 days from the date of advertisement as provided in the RFP document. In exceptional circumstances, Company may solicit the Bidder's consent to an extension of the period of validity without any material changes in the Bidding Document.

6.4 Supporting Documents

While preparing the Technical Proposal, the Bidder shall ensure that it provides the Company with documentary evidence. Bid evaluation committees will evaluate proposals solely on the basis of documentary evidence submitted in accordance with evaluation criteria described in this RFP.

6.5 Cost of Preparing Proposal

All costs of preparing Proposal, negotiations with Company, including visits for discussion, are not reimbursable.

6.6 Proposal Documents

The Proposal, in binder form, with serial number of each page should comprise the following:

6.7 Technical Proposal

The Technical Proposal is to consist of the following:

Form B1. Technical Proposal Submission Form

Form B2. Profile of the Lead Bidder

Form B3: Facility Requirement (Lead bidder or any bidder in case of consortium/JV)

Form B4: Relevant Experience (Lead bidder or any bidder in case of consortium/JV)

Form B5: Proposed Methodology & Project Management (Lead bidder or any bidder in case of consortium/JV)

Form B6: Proposed Team and Trainers (Lead bidder or any bidder in case of consortium/JV)

Form B7: Roles and Responsibilities of Consortium/JV Partners/Partnership etc.

Form B8: Code of Conduct of the Training and Sample Undertaking for signing of Bond from Trainees.

Technical Proposal should detail the capability and experience of delivering the services specified in the ToR. Bidder should submit similar nature assignments for technical evaluation using the prescribed format.



Team/Trainers proposed by the Bidder for the project (including updated CVs of individuals involved in management and project implementation) in accordance with relevant Forms. CVs should provide details of projects undertaken and completed by the individual.

Technical Proposal should not contain any financial proposal information. Cost and financial estimates need to be provided in a separate sealed envelope clearly indicating Financial Proposal. The Technical Proposal must not contain any pricing information whatsoever on the services being offered. Non-compliance may lead to rejection of the Proposal.

6.8 Financial Proposal

The Financial Proposal is to consist of the following:

[Form C1. Financial Proposal submission form](#)

[Form C2. Total Cost](#)

[Form C3.1 Breakup of Cost \(Batch-I\)](#)

[Form C3.2 Breakup of Cost \(Batch-II\)](#)

The Financial Proposal should provide detailed costing related to the management of “SAP Skills Development and Employment Facilitation Program”.

7 BID SECURITY

Bid security of **PKR 7,000,000/-** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of IGNITE- National Technology Fund (FTN/NTN: 2939308-6) is to be placed in Envelope#1 along with the mandatory documentation.

Electronic form of Technical Proposal will also be provided in a separate USB, that will be included in the sealed envelope containing the written hard copy of Technical Proposal.

Electronic form of Financial Proposal in MS Excel will be provided in a separate USB that will be included in the sealed envelope containing the written hard copy of Financial Proposal.

8 TAXES

Quoted costs should be inclusive of all applicable (direct & indirect) taxes. Financial Proposal will be scored based upon the bid amount inclusive of all taxes. All prices must be quoted in PKR. Price inclusive of quoted tax, quoted by the bidder shall be considered for evaluation irrespective of the tax rate. The lowest evaluated bidder shall be responsible of the quoted tax in its bid and any demand from tax authorities shall be payable by that bidder.

9 FORMAT AND SIGNING OF PROPOSAL

The Proposal shall contain no interlineations, erasures, or overwriting, except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by Bidder's authorized person. The Proposals shall be clear and elaborate. Different parts of Proposals shall be separated using color separators, flags or tags.



Note: The Technical Proposal must not contain any pricing information whatsoever on the services being offered. Non-compliance may lead to rejection of the Proposal.

10 SUBMISSION, RECEIPT, AND OPENING OF PROPOSAL

Proposals will be accepted and evaluated using Single Stage, Two Envelope Procedure. (Separate sealed envelopes for Technical and Financial Proposals). The process is further defined at Annexure A.

- 10.1. Proposals will be accepted and evaluated using Single Stage, Two Envelope Procedure. (Separate sealed envelopes for Technical and Financial Proposals). The process is further defined at Annexure A.
- 10.2. The original Proposal shall contain no interlineations or overwriting. All pages of the Proposals (Technical & Financial) must be numbered. Submission letters for both Technical and Financial Proposals, must be in the attached format on letterhead (Form B1 & C1) in separate envelopes.
- 10.3. The Bidder's Organization Head or an authorized representative on his/her behalf should initial and stamp all pages of the original Technical and Financial Proposals. In case of authorized representative, an authorization shall be provided which shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.
- 10.4. Hard copies of Technical Proposal shall be sent to the address listed in this Bidding Document. All required copies of the Technical Proposal are to be exact replicas of the original. If there are discrepancies between the original and copies of the Technical Proposal, the original governs.
- 10.5. Bidder is required to submit one original and one copy of Technical Proposal along with all supporting documents.
- 10.6. One USB containing an electronic copy (labelled 'Electronic Copy') of all Proposal documents in PDF format (excluding the Financial Proposal), must be provided with the Technical Proposal. In the event of any discrepancy between the Original Proposal and the Electronic Copy, the former shall be deemed as the accurate Proposal. **If Financial Proposal is copied to the USB containing Technical Proposal, the entire Proposal shall stand rejected.**
- 10.7. The Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" followed by the name of the assignment "SAP Skills Development and Employment Facilitation Program" and the name of Bidder. Similarly, the Financial Proposal shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment "SAP Skills Development and Employment Facilitation Program" and the name of Bidder, with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL". The envelopes containing Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the assignment mentioned in this document, and the name of the Bidder, and clearly marked "DO NOT OPEN BEFORE SUBMISSION DEADLINE". Company shall not be responsible for misplacement, losing or premature opening of the outer envelope if not properly sealed and marked as stipulated. Such negligence may result in rejection of the Proposal. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for rejection of the Proposal.
- 10.8. The Proposal must be sent to the following address and received by the Company not later than the time and the date specified elsewhere in this Bidding Document:



| | |
|------------------------|--|
| Position: | Head of Procurement |
| Telephone: | +92-51-910 7441-46 Ext. 135 |
| Mobile: | 0306-199 1234 |
| Fax: | 92-51-910 7447 |
| Email Address: | procurement@ignite.org.pk |
| Postal Address: | ignite, 3 rd Floor, Telecom Foundation (TF) Complex, 7 Mauve Area, G-9/4, Islamabad |

10.9. Bidders must submit their Proposal to the Company by registered post/ courier or by hand to the official postal address of the Company before or on the submission deadline specified elsewhere in this Bidding Document.

10.10. Bidders are also required to submit proposals on EPADS <https://eprocure.gov.pk/>.

10.11. Any Proposal received by the Company after the deadline for submission shall be returned unopened.

10.12. Company reserves the right to accept or reject any or all of the Proposals submitted at any time in accordance with applicable PPRA rules and the stipulations contained in this document.

10.13. Company shall open Technical Proposal thirty minutes after the submission deadline. The envelopes with the Financial Proposal shall remain sealed and securely stored in the custody of Company and will be opened as per the tentative timeline specified elsewhere in this document.

11 KEY ACTIVITIES & TIMELINE

| # | ACTIVITY/MILESTONE | TENTATIVE TIMELINES |
|---|--|---|
| 1 | RFP Issuance | 3 rd December 2025 |
| 2 | Deadline for receiving queries / questions | 12 th December 2025 |
| 3 | Pre-Bid Conference (Location: TBD) | 16 th December 2025 |
| 4 | Response to queries/questions related to RFP | 19 th December 2025 |
| 5 | Proposal Submission Deadline | 2 nd January 2026 @ 1500 hrs |
| 6 | Opening of Technical Proposals (in front of Bidders present at Ignite, 3 rd floor, TF Complex, 7 Mauve Area G-9/4, Islamabad) | 2 nd January 2026 @ 1530 Hrs |
| 7 | Opening of Financial Proposals (in front of Bidders present at 3 rd floor, TF Complex, 7 Mauve Area G-9/4, Islamabad) | TBD |
| 8 | Award/Signing of Agreement | TBD |



12 PROPOSAL EVALUATION

- 12.1. From the time the Proposals are opened to the time the evaluation report is announced, Bidders should not contact the Company on any matter related to its Technical and/or Financial Proposal. Any effort by the Bidder to influence the Company in the examination, evaluation, ranking of Proposals, and recommendation for award of Agreement may result in the rejection of the Bidder's Proposal. However, the Company may contact the Bidder for seeking clarification of any aspect of Technical Proposal or demand any missing information.
- 12.2. Evaluators of Technical Proposals shall have no access to Financial Proposals until the technical evaluation is concluded.
- 12.3. Overall evaluation shall be carried out based on weighted average methodology wherein technical evaluation will carry 70% and financial evaluation will carry 30% weightage respectively.

13 EVALUATION OF TECHNICAL PROPOSALS

- 13.1. During the technical evaluation no amendments in the Proposals shall be permitted. Each responsive Proposal will be given a technical score. If Proposal fails to achieve the minimum qualifying technical score indicated in the RFP document, it will not qualify for financial evaluation stage Bidders who obtain at least 70% out of 500 marks in technical evaluation criteria will qualify and Financial Proposals would be opened only for technically qualified Bidders.
- 13.2. Financial Proposals of those Bidders obtaining less than 70% marks out of 500 in Technical Evaluation shall remain un-opened and will be returned to the Bidders. An evaluation committee appointed by the Company will evaluate Technical Proposals on the basis of their compliance with the RFP and by applying the evaluation criteria and the point system, specified below:

| # | Criteria | Sub Marks | Total Marks |
|----|---|-----------|-------------|
| 1. | Profile (Only Lead Bidder) (Form B2) a. Registered age of the lead bidder on the date of submission of this proposal: i. Experience of less than 3 years will carry no points. ii. 3 years to less than 4 Years = 4 iii. 4 years to less than 5 Years = 7 iv. 5 years or more than 5 years = 10 b. Financial Position - Net worth of the Lead Bidder (in Million PKR) (on the basis of last 3 years of audited financial accounts) Net worth of up to Rs.25 Million carries no marks. Every additional Rs.1 Million in the Net Worth (most recent audited financial with period ended not older than 18 months) carries 1 mark. Maximum marks 30. | 10 | 40 |
| 2. | Facility Requirements (Lead bidder or any bidder in case of consortium/JV) (Form B3) | | 80 |



| | | | |
|----|---|----------------------|-----|
| | <ul style="list-style-type: none">a. Location of the proposed training center, its distance from nearest public transport station and commercial/residential area.b. Strategy to distribute number of seats for SAP training in each Cityc. Availability of classrooms & labs to accommodate and train 2500 trainees (for batch-I and batch-II) within the locations proposed for each city.d. Availability of computing facilities, SAP Certification tools and assessment, SAP learning hub, licensed software and other hardware/software/allied facilities in the lab necessary for the training and performing hands-on, step by step exercises including certification exam. | 20 20 20 20 | |
| 3. | <p>Relevant Experience (Lead bidder or any bidder in case of consortium/JV) (Form B4)</p> <ul style="list-style-type: none">a. Experience of conducting similar set of programs/trainings in Tier 1 ERP Software domain (Form B4-1)<ul style="list-style-type: none">i. Experience of less than 1 year will carry no points.ii. 1 year to less than 2 Years = 2iii. 2 years to less than 3 Years = 5iv. 3 years to less than 5 Years =10v. 6 years to less than 10 Years = 15vi. More than 10 years = 20b. Number of trainees successfully graduated from similar set of programs/trainings in Tier 1 ERP Software (Form B4-2).<ul style="list-style-type: none">i. Number of trainees less than 500 will carry no points.ii. 501 to 700 trainees = 5iii. 701 to 900 trainees = 10iv. 901 to 1100 trainees = 15v. 1101 to 1300 trainees = 20vi. More than 1300 = 30c. Number of trainees secured job after completing the program/training in Tier 1 ERP Software (Form B4-3).<ul style="list-style-type: none">i. Number of trainees less than 400 will carry no points.ii. 401 to 600 trainees = 5iii. 601 to 800 trainees = 10iv. 801 to 1000 trainees = 15v. 1001 to 1200 trainees = 20vi. More than 1200 = 30 | 20 30 30 | 80 |
| 4. | <p>Proposed methodology & Project Management (Lead bidder or any bidder in case of consortium (Form B5)</p> <ul style="list-style-type: none">i. Detailed project plan with Gantt Chartii. Outreach and Communication Strategy (Selection of Social Media Platforms and other ATL (Above the line) and BTL (Below the line) activitiesiii. Strategy for recruitment/selection of the traineesiv. Strategy to accommodate 2,500 (for batch-I and batch-II) trainees in classes/labs to complete the training in 5 months. | 10 20 10 10 | 200 |



| | | | |
|----|--|----------------------------------|------------|
| | v. Training Delivery Strategy for both technical (classrooms & labs) and soft skills component including number of trainers to be engaged during the training. (Trainer to Trainee ratio will be considered). vi. Profile of the headhunters and organizations employed to assess the demand across EU/ GCC/ Americas (functional area, age, gender, qualification mix etc.) vii. Profile of the organizations employed for imparting soft skill training (reputation, experience and other related parameters will be used to assess the profile of the employed organizations) viii. Profile of the headhunters employed for the placement of the graduate trainees (reputation, experience and other related parameters will be used to assess the profile of the employed organizations) ix. Performance Assessment Strategy of Trainees including Performance Assessment tools from SAP OEM. x. Strategy employed to maximize the placement of graduated trainees. xi. Strategy employed to facilitate the process of visa facilitation in EU/GCC/Americas (minimize the visa processing time and rejections) | 20 20 20 20 25 25 | |
| 6. | Proposed team and trainers (Lead bidder or any bidder in case of consortium (Form B6) i. Visual representation (Organogram) of proposed team's structure, roles and relationships. ii. Profile, Qualification, Experience & Roles and Responsibilities (in this project) of each member of the proposed team including Trainers (Please attach CVs, signed by the respective proposed team members including trainers, with Form B6) | 10 90 | 100 |
| | Total | | 500 |

14 FINANCIAL PROPOSALS

14.1 After the evaluation of Technical Proposals, the Company shall announce technical scores by publishing technical evaluation report on EPADs. Company shall notify Bidders who have secured minimum qualifying technical score, about the date, time and location for opening of Financial Proposals through EPADs, within the bid validity period. Bidder's attendance at the opening of Financial Proposals is optional. The opening date shall be set so as to allow interested Bidders sufficient time to make arrangements for attending the Financial Bid opening.

14.2 Bidders whose technical scores do not meet minimum qualifying criteria, will be informed accordingly and their Financial Proposal will be returned unopened to them, after signing of Agreement with Successful Bidder.



- 14.3 At the outset of the Financial Proposal Opening session, and before actual opening of Financial Proposal, technical score of qualified Bidders shall be read aloud.
- 14.4 A Financial Evaluation Committee shall evaluate the Financial Proposal. If any discrepancy arises between the "**total**" amount and the partial amount, the "**total**" amount shall prevail. If any discrepancy arises between "**word**" representation of amount and numerical representation of amount, then the word representation shall prevail. The prices of all activities and resources listed in the Technical Proposal shall be assumed to be included in the Financial Proposal, whether or not they are individually listed and priced in the Financial Proposal.
- 14.5 Quality and Cost Based Selection (QCBS) method will be used for evaluation of Proposal. The lowest evaluated Financial Proposal will be given the maximum financial score of 30 points.

15 COMBINED SCORE

- 15.1 Technical Score (St) shall be calculated as follows: (Technical score obtained by the Bidder/Total Technical score) x 70.
- 15.2 Financial Score (Sf) shall be calculated as follows: (Lowest Bidder's total cost/ Bidder's total cost) x 30.
- 15.3 Combined Score (Total Score) = St + Sf
- 15.4 All Bidders will be ranked based upon the combined technical and financial score.

16 AWARD OF AGREEMENT

After completion of evaluation, the Company shall award Agreement to the selected Bidder (highest ranked). After agreement signing with successful bidder, the Company shall return the unopened Financial Proposals of the un successful Bidders.

Please note that any stamp duty, registration fees, or any other charges or levies, wherever applicable, in relation to the execution, performance, or registration of this Agreement, shall be the sole responsibility of the Service Provider/Vendor/Supplier (successful Bidder) or any other party entering into this Agreement with Ignite. Ignite shall not be liable for any such costs or expenses.

17 CONFIDENTIALITY

The Company shall keep all information regarding the bid evaluation confidential until the announcement of the evaluation report under PPRA Rule no. 41 read with rule 35.

18 CONFLICT OF INTEREST

Without limitation on the generality of the foregoing, Bidder shall be considered to have a conflict of interest and their Proposal shall not be entertained and shall be rejected under any of the circumstances set forth below:



a. Conflicting assignments

- The Bidder (including its Personnel) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment to be executed for the same or for another Client.

b. Conflicting Relationships

- The Bidder (including its Personnel) or any of its affiliates that has a business or family relationship with a member of the Company Board, Management, or staff who is directly or indirectly involved in the preparation of Terms of Reference, selection process of third party evaluation services and/or supervision of the Agreement may not be awarded an Agreement unless conflict stemming from this relationship has been resolved in a manner acceptable to the Company Board throughout the selection process and the execution of the Agreement.
- The Bidder has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest, or that may reasonably be perceived as having this effect by notifying the Company in writing. Failure to disclose said situations may lead to disqualification of the Bidder or the termination of its Agreement.
- Current employees of the Company shall not work as and for the successful Bidder till the time they are employee of the Company.
- It is mandatory that all potential bidders are required to submit the Conflict of Interest Form (Annexure-B) of the RFP at the time of submission of proposal.

19 FRAUD AND CORRUPTION:

19.1. The Company requires the Bidder/s participating in provision of Service/s to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. In pursuance of this policy, Company defines, for the purpose of this paragraph, the terms set forth below as follows:

- a. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any employee of the Company in the selection process or in agreement execution;
- b. "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement;
- c. "Collusive practices" means a scheme or arrangement between two or more Bidders with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels, etc.;
- d. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of an agreement.



- 19.2. The Company will reject a Proposal for award if it determines that the Bidder recommended for award has directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the agreement to be executed pursuant to RFP. The Company may also impose penalties on the Bidder, declaring it ineligible, either indefinitely or for a stated period of time, for Company funding, if at any time it determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Company funded project.
- 19.3. The Company will have the right to inspect the bidding firm's accounts and records and other documents relating to the submission of Proposals and agreement performance, and have them audited by auditors appointed by the Company.

20 CLARIFICATION REQUEST/AMENDMENT

- 20.1. The Bidder can request a clarification in the RFP document up to the date indicated in the RFP document. Any request for clarification must be sent in writing, or by standard electronic means to the Company's e-mail address indicated in the RFP document. The Company will respond in writing or by standard electronic means as mentioned in the table of activities and will place responses on the Company's website under FAQ's for understanding of all potential Bidders.
- 20.2. At any time before the submission of Proposals, the Company may amend the RFP document by issuing an addendum in writing or by standard electronic means. The addendum shall be published in the local newspaper and uploaded at PPRA & Company web site, and revised RFP document will be uploaded on Company's and PPRA web site.



PART B

TERMS OF REFERENCE



21 PROJECT OVERVIEW

This initiative outlines a plan to equip 2,500 Pakistani youth in two batches of 1,000 and 1,500 each with globally in-demand skills in SAP technical certification including soft skills development, and language training. The goal is clear: to enable a majority of these successful SAP graduates to access high-paying international or remote employment, generating long-term economic returns for themselves and for Pakistan.

This program is designed to empower youth of Pakistan from training to certification, to job placement, employer engagement, and visa facilitation to ensure that qualified SAP graduates through this initiative are not just skilled, but also placed. In doing so, the program responds directly to the Prime Minister's call to make Pakistan a global export hub for IT talent and skilled human capital, and offers a blueprint for converting that vision into measurable results.

With focused support from the Government and Federal Ministry of IT & Telecom, this initiative can help address chronic underemployment, increase foreign remittances, and offer a legal pathway to global careers to youth of Pakistan. It is a future-ready and human capital investment-efficient model for workforce transformation of Pakistani youth.

22 BACKGROUND

This section outlines the strategic rationale of this initiative by examining both the domestic context and global landscape. It highlights the key supply-side challenges faced by Pakistani youth including underemployment, skill gaps and limited access to global job markets, alongside strong international demand for SAP-certified professionals. Taken together, these factors underscore the urgency, relevance, and feasibility of the intervention being taken through this initiative.

23.1 PAKISTAN'S YOUTH CHALLENGES

Pakistani youth face numerous challenges, yet they also have significant opportunities to tap into the global market, especially in areas where high-demand skills are required. The following parts highlight the key challenges confronting them as well as the opportunities that can be explored and leveraged to youth by taking this initiative.

23.1.1 Pakistan's Youth Unemployment & Underemployment Crisis

Pakistan's workforce faces a serious employment challenge, particularly among its educated youth. While Pakistan boasts one of the youngest populations globally with 64% of its population under 30, this demographic advantage is undermined by high youth unemployment and widespread underemployment.

23.1.2 Youth Unemployment

The unemployment rate for youth aged 15–24 is approximately 11.1%, significantly higher than the national average of 6–7%. Among university graduates, unemployment rises even further, 31% of graduates are unemployed. This paradox is due to mismatches between skills acquired in universities and those demanded by the job market.

23.1.3 Underemployment

Even among employed youth, many of them work in roles that underutilize their education and skills. Engineering and computer science graduates face unemployment rates of up to 22–23%, contributing



to a persistent talent drain. Without meaningful career opportunities, Pakistan risks losing highly trained talent to more attractive markets abroad.

23.1.4 Post-COVID shifts in Employment Patterns

The COVID-19 pandemic accelerated global trends in remote work and digital transformation, creating new opportunities for digitally skilled workers. However, many Pakistani graduates remain ill-equipped to seize these opportunities.

Recognizing this gap, the Prime Minister of Pakistan has outlined a vision to position Pakistan as a global IT hub. Central to this vision is the objective of exporting skilled Pakistani professionals to high-demand sectors like IT, software development, and ERP consulting.

This SAP training initiative directly supports that goal by developing competitive SAP certified professionals to tap into the global ERP market and connecting them with high-value job opportunities in Pakistan and abroad. By aligning with this national priority, the program offers a strategic solution that both strengthens Pakistan's economy and addresses its domestic employment challenges.

23.2 OPPORTUNITIES – IN TARGET MARKETS

Several major economies particularly Germany, Japan, and the Netherlands face structural workforce shortages due to aging populations. Germany's working-age population, for instance, is projected to shrink by 4 million workers by 2030, with IT, engineering, and technical roles being among the hardest hit. Japan's shrinking population is even more acute, with the workforce declining 1% per year and set to fall by nearly 20% by 2040.

Numerous major enterprises particularly in Germany operate on SAP. Examples include Siemens, Volkswagen, DHL, Nestlé, and Unilever. Over half the Fortune 500 use SAP for financials, supply chain, or human capital management.

A simple analysis of job vacancies visible on global job portals reveals a demand for over 400,000 SAP skilled professionals. These high demand levels, combined with relatively long times to hire, create a favorable environment for qualified SAP professionals from Pakistan.

In an independent estimate from the Forrester Group, a leading global technology research house, the EU's transition to SAP S/4HANA alone has created demand for up to 100,000 new SAP consultants. This rising demand presents a unique opportunity for Pakistani workers equipped with SAP certifications.

23.2.1 The Risk of Illegal Immigration

Another pressing challenge is the ongoing issue of illegal immigration from Pakistan to Europe and beyond. Many Pakistanis attempt irregular migration in search of better economic opportunities, often facing exploitative conditions and uncertain futures. This program directly addresses this challenge by promoting legal migration pathways that enable qualified individuals to secure stable, well-paying jobs abroad, reducing incentives for dangerous and irregular immigration attempts.

23 TERMS OF REFERENCES

This initiative proposes a multi-faceted intervention designed to address both domestic employment challenges and global workforce gaps. The program aims to train 2,500 Pakistani youth in SAP certifications through two batches, the first comprising 1,000 trainees and the second 1,500 trainees; including soft skills and introductory language training like Arabic, German etc. in each



batch. The implementation of the second batch will be contingent upon the successful achievement of the KPIs set for the first batch. **During the implementation of each batch, the successful bidder will be required to:**

- i. Train 1,000 youth in batch-I and 1,500 in batch-II.
- ii. Conduct a skill gap and demand analysis to ensure the recruitment of trainees, training curriculum matches international job market needs.
- iii. Provide career readiness support, including CV development, interview coaching, and employer engagement.
- iv. Offer visa facilitation support to successful trainees to ensure they secure opportunities in Saudi Arabia, Germany, the EU, Japan, and the other Middle East countries.
- v. Establish a robust Monitoring & Evaluation (M&E) framework to track program performance, refine strategies, and ensure continual improvement.

By integrating these services into the core component of SAP training, this initiative significantly enhances the likelihood of employment success.

Based on the above, the successful bidder is required to provide its services to execute following components of the Training within the described timelines.

23.1 SKILL GAP & DEMAND ANALYSIS (1.5 MONTHS)

Before training commences, the successful bidder will conduct a market gap analysis to assess the specific SAP modules, technical skills, and soft skills in highest demand globally. This ensures the curriculum is closely aligned with employer needs.

This successful bidder is required to:

- i. Identify high-demand SAP modules (e.g., SAP FICO, MM, SD, HCM etc.) having a good mix of functional and technical modules.
- ii. Identify the profile of the human resources required e.g. age, gender, education, experience etc.
- iii. Map demand across Saudi Arabia, Germany, the EU, Japan, Middle East and the Americas.
- iv. Engage employers to validate identified skill gaps and preferred candidate profiles.

The bidder may engage international firms (if needed) to elicit the above information. However, one of the representatives from SAP (Pakistan Office) will be assigned by the Company to facilitate the successful bidder in acquiring relevant information from German International firm(s).

23.2 RECRUITMENT (1MONTH)

Based on the above collected information, the successful bidder will be required to initiate the recruitment of the trainees, keeping in mind the profile of the required candidates including but not limited to:

- Age
- Education background
- Gender
- Required professional experience

The successful bidder is also required to develop a “recruitment portal” so that potential applicants can apply online to this training.



Potential bidders are required to propose a comprehensive strategy for recruitment of the trainees including defining eligibility criteria, conducting test and interviews to filter and make the best possible pool of trainees for onward training and placement process.

23.3 TRAINING DELIVERY (5 MONTHS)

During the training phase, the successful bidder will focus on imparting training in SAP certification areas as identified in the skill gap analysis phase. The successful bidder will be required to combine SAP technical certifications with soft skills and introductory language learning also.

The successful bidder will be required to carry on following activities and tools during the training delivery phase:

- i. **SAP Certification Training:** Deliver using SAP LearningHub and associated assessment tools which includes interactive content, hands-on practice, and certification exams.
- ii. **Soft Skills & Communication Training:** Deliver in collaboration with professional partners. This training component should also include CV building, interview preparation, and workplace readiness.
- iii. **Language Skills:** Deliver introductory language instructions (A1/A2 level) for Arabic, German etc. This will prepare trainees for employment abroad, particularly in Kingdom of Saudi Arabia and Germany.

The successful bidder is required to impart trainings in Islamabad, Lahore and Karachi in its own or premises identified by the bidder with all allied facilities that include but not limited to:

- i. Computer labs with all required software for SAP Training
- ii. High speed internet
- iii. Sitting capacity of at least 25 to 30 trainees at one time in one section/class room
- iv. Audio/Visual aids including multimedia/large screen
- v. Provision of backup electric power like Genset and UPS in case of electric power failure.

23.4 SAP CERTIFICATION (1.5 MONTHS)

The successful bidder will make all necessary arrangements for the successful trainees to appear in the relevant SAP Certification Exam within 1.5 months after conclusion of the 5 months long training delivery phase. This includes the SAP certification exam fee also. However, no TA/DA will be given to the trainees appearing in the exam.

23.5 JOB PLACEMENT SUPPORT (2 MONTHS)

The trainees who successfully complete their SAP certifications will receive structured job placement support, including:

- i. Career counseling
- ii. CV writing and profile development for high-viz platforms such as LinkedIn and Xing
- iii. Interview coaching
- iv. Employer engagement (facilitated with support from German international firm(s) and other respective countries' employers)
- v. Partnering with professional headhunters
- vi. Support for relevant platforms (for those working remotely from Pakistan)



23.6 VISA FACILITATION SUPPORT (2 MONTHS) IN PARALELL TO JOB PLACEMENT PHASE)

Recognizing that visa processes are often a major hurdle for overseas employment, the successful bidder will be responsible for dedicated visa support which will be offered to successful candidates. This will involve:

- i. Guidance on visa applications and documentation
- ii. Collaboration with the relevant department of Government of Pakistan to ensure candidates are prepared for embassy interviews
- iii. Liaising with potential employers ensure timely visa sponsorship

23.7 PROJECT REVIEW COMMITTEE

The company will constitute a Project Review Committee to assess the performance of the program and provide necessary support as & when required. The committee shall have representatives from:

- Ignite
- SAP Pakistan
- Training delivery partner
- German International Firm

23.8 PROJECT DELIVERY & LOGISTICS

Training facilities will be arranged by the bidder either using its own training facilities, renting it temporarily or utilizing public/private universities and educational institutions to secure suitable locations across major cities and underserved regions.

The successful bidder will also be required to purchase licensed software for training and assessment tools before imparting training in proposed locations.

23.9 PROJECT DURATION

The successful bidder will be required to implement both batches within an overall duration of 25 months (2 years & 1 month) from the commencement of the project, following the award of the contract. Batch I and Batch II will span 13 and 12 months and will be structured around the following components:

| Batch-I (13 months) | Batch-II (12 months) |
|--|--|
| <ul style="list-style-type: none">i. Commencement & preparations (0.5 month)ii. Skill gap & demand analysis (1.5 months)iii. Recruitment (1 months)iv. Training (5 months)v. Exam (1.5 months)vi. Job Placement & visa facilitation (2 months)vii. Project Performance Review by the Company or its designated 3rd party (1.5 months) | <ul style="list-style-type: none">i. Skill gap & demand analysis (1.5 months)ii. Recruitment (1 months)iii. Training (5 months)iv. Exam (1.5 months)v. Job Placement & visa facilitation (2 months)vi. Project Closure activities with Ignite (1 month) |



23.10 KEY PERFORMANCE INDICATORS (KPI)

Proposed targets/KPI for training are provided below. The successful bidder is required to meet these KPIs in time. (Payments will be linked accordingly):

- i. 100% enrolled trainees in each batch should successfully complete the training and appear in the Certification exam.
- ii. 80% of the enrolled trainees in each batch should successfully pass the relevant SAP Certification within the stipulated duration after the training.
- iii. 80% of the successful SAP certification holders of each batch should be placed for jobs in local & international companies within the stipulated duration after the certification.

Note: The implementation of the second batch (Batch-II) of training will be contingent upon the successful achievement of the KPIs set for the first batch (Batch-I).

23.11 UPFRONT ENROLMENT CHARGES FROM TRAINEES

The successful bidder shall be required to collect an upfront fee in PKR, equivalent to USD 100, from each trainee enrolled in the certification program. This mandatory contribution is intended to ensure trainee commitment and serious stake in the training; and will serve as partial compensation towards the successful bidder's costs. The bidder has to submit the proof of receiving this cost to the Company.



PART C

FORMS TO BE SUBMITTED WITH PROPOSAL



Technical Proposal - Standard Forms

Form B1. Technical Proposal Submission Form

Form B2. Profile of the Lead Bidder

Form B3: Facility Requirement (Lead bidder or any bidder in case of consortium/JV)

Form B4: Relevant Experience (Lead bidder or any bidder in case of consortium/JV)

Form B5: Proposed Methodology & Project Management (Lead bidder or any bidder in case of consortium/JV)

Form B6: Proposed Team and Trainers (Lead bidder or any bidder in case of consortium/JV)

Form B7: Roles and Responsibilities of Consortium/JV Partners/Partnership etc.

Form B8: Code of Conduct of the Training and Sample Undertaking for signing of Bond from Trainees.



B1. TECHNICAL PROPOSAL SUBMISSION FORM (TO BE SUBMITTED ON BIDDER'S LETTER HEAD)

[Location, Date]

To:

Manager Procurement

Ignite – National Technology Fund
3rd Floor, TF Complex, 7 Mauve Area, G-9/4
Islamabad, Pakistan
Tel: +92-51- 910 7441 - 46
Cell:+92-306-199-1234
Fax: +92-51- 910 7447
Email: procurement@ignite.org.pk

Sir,

We, the undersigned, offer to provide the services to rollout the project titled “SAP Skills Development and Employment Facilitation Program” in accordance with your Request for Proposal dated [ADVERTISEMENT DATE]. We are hereby submitting our Proposal, which includes this Technical Proposal and Financial Proposal sealed under a separate envelope.

Our Technical Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, which is 180 calendar days from the date of advertisement.

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Email:



B2. PROFILE OF LEAD BIDDER

| S # | Criteria | |
|-----|---|--|
| 1 | Profile of the lead bidder: i. Registered age of Company (in years) - Duly verified from certificate of incorporation or equivalent. ii. Names of Managers/ Owners/ CEO/ Directors/ Partners | |
| 2 | i. Location of agency office/sub office ii. Number of branches and their contact numbers. iii. Total number of employees at different branches. | |
| 3 | Financial Position i. Name of Banks ii. Certificate of Financial position (<i>to be Issued by relevant Bank</i>) iii. Copy of audited Annual Accounts (of last 3 years) iv. Tax Registration (NTN/STN/FTN) | |



B3: FACILITY REQUIREMENTS

Location:

a. Proposed Locations: (Karachi, Lahore, Islamabad)

Address: (Karachi, Lahore, Islamabad)

Pictures of the proposed location (Classrooms & Labs) (Karachi, Lahore, Islamabad):

Distance (in ~KMs) of proposed location from nearest public transport station: (Karachi, Lahore, Islamabad)

Distance (in ~ KMs) of proposed location from nearest commercial/residential area: (Karachi, Lahore, Islamabad)

b. Strategy to Distribute Number of Trainees in each City (Karachi, Lahore, Islamabad).

c. Availability and number of classrooms & labs to accommodate 2500 trainees in each City. (Karachi, Lahore, Islamabad).

d. Availability of computing facilities, SAP Certification tools and assessment, SAP learning hub, licensed software and other hardware/software/allied facilities in the lab necessary for the training and performing hands-on, step by step exercises including certification exam. Please provide details for each City (Karachi, Lahore, Islamabad)



B4: RELEVANT EXPERIENCE

B4-1 (Experience of conducting similar set of programs/trainings in Tier 1 ERP (SAP) Software domain)

| # | Name of the program/trainings | Program/Training duration | Program/Training Start date | Program/Training End date |
|---|-------------------------------|---------------------------|-----------------------------|---------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

(Add rows in form where necessary)



B4: Relevant Experience

B4-2 (Number of trainees successfully graduated from similar set of programs/trainings in Tier 1 EFP (SAP) Software)

| # | Name of the program/trainings | Program/Training duration | Program/Training Start date | Program/Training End date | Number of trainees enrolled | Number of trainees graduated* |
|---|-------------------------------|---------------------------|-----------------------------|---------------------------|-----------------------------|-------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

***Note:** Please attach list of trainees who secured job in following format:

| Name of the trainee | Email Address | Contact Number / Mobile Number |
|---------------------|---------------|--------------------------------|
| | | |

(Add rows in form where necessary)



B4: Relevant Experience

B4-3 (Number of trainees secured job after completing the program/training in Tier 1 ERP (SAP) Software)

| # | Name of the program/trainings | Program/Training Start date | Program/Training End date | Number of trainees enrolled | Number of trainees graduated | Number of trainees Secured Job * |
|---|-------------------------------|-----------------------------|---------------------------|-----------------------------|------------------------------|----------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

*** Note:** Please attach list of trainees who secured job in following format:

| Name of the trainee | Email Address | Contact Number / Mobile Number |
|---------------------|---------------|--------------------------------|
| | | |

(Add rows in form where necessary)



B5: PROPOSED METHODOLOGY

The proposed methodology to implement the program should include but not limited to the followings:

- i. Detailed project plan with Gantt Chart
- ii. Outreach and Communication Strategy (Selection of Social Media Platforms and other ATL (Above the line) and BTL (Below the line) activities
- iii. Strategy for recruitment/selection of the trainees
- iv. Strategy to accommodate 2,500 (for batch-I and batch-II) trainees in classes/labs to complete the training in 5 months.
- v. Training Delivery Strategy for both technical (classrooms & labs) and soft skills component including number of trainers to be engaged during the training. (Trainer to Trainee ratio will be considered).
- vi. Profile of the headhunters and organizations employed to assess the demand across EU/ GCC/ Americas (functional area, age, gender, qualification mix etc.)
- vii. Profile of the organizations employed for imparting soft skill training (reputation, experience and other related parameters will be used to assess the profile of the employed organizations)
- viii. Profile of the headhunters employed for the placement of the graduate trainees (reputation, experience and other related parameters will be used to assess the profile of the employed organizations)
- ix. Performance Assessment Strategy of Trainees including Performance Assessment tools from SAP OEM.
- x. Strategy employed to maximize the placement of graduated trainees.

Strategy employed to facilitate the process of visa facilitation in EU/GCC/Americas (minimize the visa processing time and rejections)



B6.—PROPOSED TEAM TRAINERS

B6-1: Visual representation (Organogram) of the proposed team's structure:

(Please print clearly and in readable form)



B6.—PROPOSED TEAM TRAINERS

B6-2: Profile, Qualification, Experience & Roles and Responsibilities (in this project) of each member of the proposed team including Trainers
(Please attach CVs, signed by the respective proposed team members including trainers, with this Form):

| # | Team Member Name | Profile | 1. Qualifications (From Undergraduate to latest highest degree) 2. Certifications (Mandatory for proposed SAP Trainers) | Relevant Experience | Roles & Responsibilities in this Project. (Role should also include proposed Designation in this project e.g., Project Director, Trainer etc.) | CV Attached (Signed by respective team member) (Yes or No) |
|---|------------------|---------|--|---------------------|---|--|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

(Add rows in form where necessary)

Note: CV signed by respective trainer is mandatory for scoring.



B7. ROLES AND RESPONSIBILITIES OF CONSORTIUM/JV PARTNERS/PARTNERSHIP ETC.

Applying As:

| | |
|--|---|
| <input type="checkbox"/> Separate Legal Entity | <input type="checkbox"/> Consortium (Please attach relevant document) |
| <input type="checkbox"/> Joint Venture (Please attach relevant document) | <input type="checkbox"/> Partnership (Please attach relevant document) |
| <input type="checkbox"/> Other (Please specify & attach relevant document) | |

Lead Partner Organization Details:

| |
|---|
| Name of Lead Partner: |
| Focal Person Name: |
| Contact Details (Telephone, Email and Postal Address) |

Other Partner's Organization Details:

Partner 1:

| |
|---|
| Name of Partner: |
| Focal Person Name: |
| Contact Detail (Telephone, Email and Postal Address): |
| Roles and Responsibilities in the Project: |

Partner 2:

| |
|------------------|
| Name of Partner: |
|------------------|



| |
|---|
| Focal Person Name: |
| Contact Detail (Telephone, Email and Postal Address): |
| Roles and Responsibilities in the Project: |

Partner 3:

| |
|---|
| Name of Partner: |
| Focal Person Name: |
| Contact Detail (Telephone, Email and Postal Address): |
| Roles and Responsibilities in the Project: |

In case of more than three partners you may add further sheets.

Note: Please attach consent letter of each partner clearly specifying its roles and responsibilities in the project. Letter should be issued by the competent authority of the partner organization. Letter should be signed and attested.



**B8. CODE OF CONDUCT OF THE TRAINING AND SAMPLE UNDERTAKING FOR SINGING OF BOND
FROM TRAINEES.**



FINANCIAL PROPOSAL - STANDARD FORMS

Form C1. Financial Proposal submission form

Form C2. Total Cost

Form C3.1. Breakup of Cost (Batch-I)

Form C3.2. Breakup of Cost (Batch-II)



C1. – FINANCIAL PROPOSAL SUBMISSION FORM (ON BIDDER’S LETTER HEAD)

[Location, Date]

To:

Manager Procurement
IGNITE – National Technology Fund
3rd Floor, TF Complex, 7 Mauve Area, G-9/4,
Islamabad, Pakistan

Tel: +92-51- 910 7441 - 46

Cell:+92-306-199-1234

Fax: +92-51- 910 7447

Email: procurement@ignite.org.pk

Sir,

We, the undersigned, offer to provide services to rollout the project titled “SAP Skills Development and Employment Facilitation Program” in accordance with your Request for Proposal dated [ADVERTISEMENT DATE] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of all the local taxes, duties, fees, levies and other charges applicable on our company, our sub-contractors and collaborations under the Pakistani law.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, which is 180 calendar days from the date of advertisement.

Though included in the above mentioned fee, Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Email:



C2. – TOTAL COST

| # | Batch | Cost in PKR |
|---|---|-------------|
| 1 | Batch-I (including all applicable taxes) | |
| 2 | Batch-II (including all applicable taxes) | |
| | Total | |



C3.1 – BREAKUP OF COST (BATCH I)

| S. No. | Activity | Per Unit | Total Cost |
|--------|--|----------|------------|
| 1 | Skill Demand & Gap Analysis | N/A | PKR..... |
| 2 | Recruitment/Selection | N/A | PKR..... |
| 3 | Training Delivery including all associated costs | | PKR..... |
| 4 | SAP Certification ¹ | | USD..... |
| | Total | | |

¹ Provide cost in USD. The USD will be converted into PKR at the time of opening of financial proposals of technically qualified bidders.

Note 1: 10% total cost of each activity at S. No. 1, 2 & 3 will be withheld and will be released after successful achievement of KPI of SAP Certification and job Placement.

Note 2: All amounts mentioned above in Form should be inclusive of all applicable taxes.



C3.2 – BREAKUP OF COST (BATCH-II)

| S. No. | Activity | Per Unit | Total Cost |
|---------------|--|-----------------|-------------------|
| 1 | Skill Demand & Gap Analysis | N/A | PKR..... |
| 2 | Recruitment/Selection | N/A | PKR..... |
| 3 | Training Delivery including all associated costs | | PKR..... |
| 4 | SAP Certification ¹ | | USD..... |
| | Total | | |

¹ Provide cost in USD. The USD will be converted into PKR at the time of opening of financial proposals of technically qualified bidders.

Note 1: 10% total cost of each activity at S. No. 1, 2 & 3 will be withheld and will be released after successful achievement of KPI of SAP Certification and job Placement.

Note 2: All amounts mentioned above in Form should be inclusive of all applicable taxes.



24 ANNEXURE A

One Stage Two Envelope Procedure for Bidding

Public Procurement Rules 2004

Single stage - Two envelope procedure:

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) The envelopes shall be marked as “FINANCIAL PROPOSAL SAP Skills Development and Employment Facilitation Program” and “TECHNICAL PROPOSAL SAP Skills Development and Employment Facilitation Program” in bold and legible letters to avoid confusion;
- (iii) Initially, only the envelope marked “TECHNICAL PROPOSAL” “SAP Skills Development and Employment Facilitation Program” shall be opened;
- (iv) The envelope marked as “FINANCIAL PROPOSAL SAP Skills Development and Employment Facilitation Program” shall be retained in the custody of the procuring agency without being opened;
- (v) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which do not conform to the specified requirements;
- (vi) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (viii) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the **financial proposals of the technically accepted bids only**. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- (ix) The bid found to be the lowest evaluated bid shall be accepted.



25 ANNEXURE B

CONFLICT OF INTEREST - DISCLOSURE FORM

(To be printed on company's letterhead)

In compliance of the mandatory requirement mentioned in the RFP for 'SAP Skills Development and Employment Facilitation Program' published by Ignite National Technology Fund (*hereinafter 'Ignite' and/or 'Company'*), I hereby confirm:

I have no Conflict of Interest to disclose
 I have a potential Conflict of Interest to disclose and the details are mentioned hereunder:

Summary Information

| | | | |
|--------------|--|----------------|--|
| Date Raised: | | Reference No.: | |
|--------------|--|----------------|--|

Personal Information

| | | | |
|--------------|--|--------------------|--|
| Name: | | Title/Designation: | |
| Contact No.: | | Company: | |

Nature of Conflict

| | |
|--------------|--|
| Description: | |
|--------------|--|

I hereby affirm that the above details/disclosure are true to the best of my knowledge, and no additional information/disclosure exists.

In case of any change to the above given information/disclosure, I will promptly notify the Company and complete a new conflict of interest disclosure form which describes the changes.

Signature: _____

Date:



26 ANNEXURE C

Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts

1. Name
2. Father's Name/Spouse's Name
3. CNIC/NICOP/Passport no.
4. Nationality
5. Residential address
6. Email address
7. Date on which shareholding, control or interest acquired in the business.
8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entities or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided:

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|------|---|--|-------------------------------|------------------|---------|---------------|--|--|--|
| Name | Legal form (Company/Limited Liability Partnership/Association of Persons/Single Member Company/ Partnership Firm/ Trust/Any other individual, body corporate (to be specified) | Date of incorporation/ registration | Name of registering authority | Business Address | Country | Email address | Percentage of shareholding, control or interest of BO in the legal person or legal arrangement | Percentage of shareholding, control or interest of legal person or legal arrangement in the Company | Identity of Natural Person who ultimately owns or controls the legal person or arrangement |
| | | | | | | | | | |
| | | | | | | | | | |

9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|--|---|------------------------|-----------------------------------|---|---|---|
| Name and surname (In Block Letters) | CNIC No. (in case of foreigner, Passport No) | Father's/ Husband's Name in full | Current Nationality | Any other Nationality (ies) | | Residential address in full or the registered/ principal office address for a subscriber other than natural person | Number of shares taken by each subscriber (in figures and words) |
| | | | | | | | |
| | | Total number of shares taken (in figures and words) | | | | | |

10. Any other information incidental to or relevant to Beneficial Owner(s).

Name & signature
(Person authorized to issue notice on behalf of the company)



27 ANNEXURE D

DRAFT AGREEMENT FOR SAP Skills Development and Employment **Facilitation Program**

BETWEEN

ignite - National Technology Fund

AND

[PARTY NAME]

Dated _____



Note – 1: Any stamp duty, registration fees, or any other charges or levies, wherever applicable, in relation to the execution, performance, or registration of this Agreement, shall be the sole responsibility of the Service Provider/Vendor/supplier (successful Bidder) or any other party entering into this Agreement with Ignite. Ignite shall not be liable for any such costs or expenses.

Draft– AGREEMENT FOR PROVISION OF SERVICES FOR TRAINING IN SAP Leading to International and Local Placements

This Agreement for “ **SAP Skills Development and Employment Facilitation Program**” (the “Agreement”) is made at Islamabad on this **[Insert the date]** day of **[Insert Month]** 2025.

Between

Ignite- National Technology Fund, a company incorporated under section 42 of the repealed Companies Ordinance, 1984 (now *The Companies Act, 2017*), having its registered office at 3rd Floor, Telecom Foundation Complex, Mauve Area, G-9/4, Islamabad, Pakistan (hereinafter referred to as the “**Company**”, which expression shall where the context permits, mean and include its administrators, successors-in-interest and permitted assigns) of the First Part;

And

[Insert name of successful bidder], a company incorporated and existing under the laws of Pakistan, having its registered office at **[insert address]** (hereinafter referred to as the “**Service Provider**” which expression shall where the context permits, mean and include its administrators, successors-in-interest and permitted assigns) through its duly authorized representative namely **[insert Name & designation]** of the Service Provider, of the Second Part;

The Company and the Service Provider may hereinafter collectively be referred to as the “**Parties**” and individually as a “**Party**”.

RECITALS

WHEREAS

- A. The Company requires Services in relation to **SAP Skills Development and Employment Facilitation Program** as mentioned in TOR’s of RFP.
- B. The Service Provider agrees to provide Services in relation to Training in SAP Leading to International and Local Placements as per the terms described in the RFP which is attached herewith as **Annexure A**.
- C. All Services and duties, incidental or necessary thereto, shall be conducted and performed diligently and completely and in accordance with professional standards of conduct.
- D. Against the provision of satisfactory and acceptable Services, the Service Provider



shall receive agreed compensation as provided in the “**Payment Plan**” attached herewith as **Annexure-B**.

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth and for other good and valuable consideration the adequacy of which is hereby acknowledged by the Parties and the mutual benefits to be derived therefrom, the representations and warranties, covenants, conditions and promises contained herein below and intending to be legally bound, the Parties agree as follows:

1 DEFINITIONS AND INTERPRETATIONS

The Following words and expressions shall have the meaning defined hereunder:

- 1.1 “**AGREEMENT DOCUMENTS**” means the documents listed in **Article 5** of this Agreement.
- 1.2 “**APPROVED**” or “**APPROVAL**” means approved in writing by the Company and/or the Service Provider.
- 1.3 “**DAY**” means calendar day of the Gregorian calendar.
- 1.4 “**DELIVERABLES**” means the deliverables specified whether in draft or final form to be provided by the Service Provider as provided in the RFP under the heading “**Scope of Work/Terms of Reference**” therein attached herewith as **Annexure-A**.
- 1.5 “**INTELLECTUAL PROPERTY RIGHTS**” means rights in intellectual property arising from the Scope of Work, deliverables, reports, or work related to the Project provided by the Service Provider.
- 1.6 “**Project**” means SAP Skills Development and Employment Facilitation Program.
- 1.7 “**REQUEST FOR PROPOSAL**” or “**RFP**” means the request for proposal titled **[Insert Title Of RFP]** issued dated **[Insert Date]** by the Company for the purposes of this Agreement.
- 1.8 “**SERVICES**” means the services to be performed by the Service Provider for the successful completion of the assigned tasks as specifically mentioned in the RFP in Part B (Terms of Reference) and attached herewith as **Annexure A**.
- 1.9 “**SINGULAR AND PLURAL**” Words importing singular include the plural and vice versa and words importing masculine gender include the feminine gender.
- 1.10 “**Trainee or Trainees**” means the participants selected and enrolled for training in any language/course of the SAP Skills Development and Employment Facilitation Program.

2 OBLIGATIONS OF THE COMPANY:

- 2.1 The Company shall provide such information for the Term of this Agreement as may be required by the Service Provider as far as reasonably practicable and without liability on the part of the Company.

3 OBLIGATIONS OF THE SERVICE PROVIDER



- 3.1** The Service Provider shall conform with and abide by the provisions of all federal, provincial and local laws, rules and regulations and any other laws for the time being in force in Pakistan including all regulations or by-laws of any local or other duly constituted authority within Pakistan which may be applicable to the performance of the Agreement and the rules and regulations of public bodies and companies whose property or rights are affected or may be affected in any way by the works (hereinafter referred to as "state laws") and shall give all notices and pay all fines required to be given or paid thereby and shall keep the Company indemnified against all penalties of every kind for breach of any of the same.
- 3.2** The Service Provider shall submit invoice as per the Payment Schedule, mentioned in the RFP. The Company after verification shall pay to the Service Provider the amount stated in the invoice within fifteen (15) working days of the receipt of the invoice. In the event of any discrepancy in the invoice submitted by the Service Provider, the Company shall be authorized to reject the invoice submitted by the Service Provider. The Company as of right shall then instruct the Service Provider to rectify the same and the Service Provider shall within 14 days correct the invoice and submit the same to the Company. All payments to be made to the Service Provider shall be subject to applicable tax and other deductions in accordance with laws of Pakistan.
- 3.3** The Service Provider shall remain responsible for execution of the work as mentioned in Annexure A.
- 3.4** The Service Provider shall maintain detailed records of all acts, content etc. done in relation to the performance of this Agreement and, at the Company's request, shall either make all such records available for inspection or shall provide the Company with true and accurate copies thereof.
- 3.5** The Service Provider shall appoint a dedicated professional team along with a focal person, having relevant experience and specialized qualification for the performance of this Agreement;
- 3.6** The Service Provider shall perform and deliver the Deliverables listed within Annexure A with care, skill, diligence, honesty and integrity and with generally accepted standards of good practice and prudence.
- 3.7** The Service Provider shall complete and deliver all Deliverables and perform all its obligations under this Agreement within the time stipulated in this Agreement.
- 3.8** The Service Provider shall fully comply with any representations, warranties and undertakings provided in the Agreement Documents relating to the quality and contents of the Deliverables.
- 3.9** The Service Provider shall use its reasonable endeavors for the successful and timely completion of the activities, tasks or deliverables which are not quantified or for which no measurable indices are given in the Agreement Documents.
- 3.10** The Service Provider shall comply with all applicable laws, as they exist in Pakistan from time to time, including safety and security standards applicable to the activities and tasks covered under this Agreement.
- 3.11** The Service Provider shall apply for, obtain and maintain at all times all permissions, consents, licenses, leases, approvals, authorizations and the like required from any



private or public sector entity for performance of its obligations under this Agreement.

4 PRIMARY CONTACTS

The Parties shall appoint one (1) individual within their organizations to serve as the primary contact between each other in order to receive or provide any requisite assistance or support.

[Please insert details including name contact No. email etc. of the Primary Contact of Ignite]

[Please insert details including name contact No. email etc. of the Primary Contact of Service Provider].

5 AGREEMENT DOCUMENTS

The Recitals to the Agreement and the following documents, form an integral part of this Agreement. In case of any conflict between the terms of these documents and provisions of this Agreement, such conflict shall be resolved with reference to the provisions of this Agreement:

- i) The Agreement;
- ii) **Annexure-A** i.e., the RFP;
- iii) **Annexure-B** i.e., the Payment Schedule;
- iv) **Annexure-C** i.e., the Deliverables; and
- v) Subsequent Amendments, if any.

6 EFFECTIVE DATE OF AGREEMENT

This Agreement shall become effective from [xxxx] and shall remain valid until [xxxx] (“**Term**”) unless terminated earlier in accordance with the terms of this Agreement. The Agreement can be extended for another Term after the expiry date on the terms and conditions mutually agreed upon between the Parties subject to the Company giving ten (10) days advance notice to the Service Provider to that effect.

Regardless of any provision in this Agreement, if the Project is not completed within the stipulated Term, the Agreement shall automatically extend beyond the Term's expiry date. The Service Provider will be obligated to continue providing Services under the same terms and conditions outlined in Annexure-A. This extension shall be formally approved in writing by both Parties, specifying the duration, referred to as the “**Extended Term**”.

7 CONFIDENTIALITY

7.1 The Parties shall not disclose the Agreement, or any provision thereof, or any specification, plan, drawing, sample or information furnished by or on behalf of either Party in connection therewith, to any person other than a person employed by either Party in performance of the Agreement. Disclosure to any such employed person shall be made in confidence and shall only extend as far as may be necessary



for purposes of such performance.

- 7.2 Either party shall not, without mutual consent, make use of any documents or information except for purposes of performing the Agreement. Upon becoming aware of any loss, unauthorized use or disclosure of the Company's information, the Service Provider shall immediately notify the Company of such loss, unauthorized use or disclosure and indemnify the Company for the same.
- 7.3 Both Parties agree that, regardless of the expiration or termination of the Agreement for any reason, the provisions concerning Confidentiality shall remain in effect for five (5) years after the Agreement's expiry or termination or unless the Parties agree otherwise to discontinue its effect.

8 INTELLECTUAL PROPERTY

The Service Provider hereby acknowledges and agrees that any and all intellectual property rights generated as a result of the performance of Services under this Agreement, Including the Scope of Work provided in this RFP, shall be the absolute property of the Company.

9 TAXES AND DUTIES

The Service Provider shall fully comply with all applicable tax laws in Pakistan, including rules, regulations and other requirements. The Company is authorized to deduct, at the source, any withholding tax obligations as required by the prevailing tax laws of Pakistan.

10 ASSIGNMENT AND SUB-CONTRACT

The Service Provider shall not alter, assign, or subcontract any part of this Agreement without obtaining prior written consent from the Company. If such consent is granted, it shall not absolve the Service Provider of its obligations and liabilities under this Agreement. Furthermore, the Service Provider remains fully accountable for the actions, omissions, and performance of any subcontractors or assignees, as well as those of its own agents, employees, and personnel.

11 PRICES AND PAYMENTS

- 11.1 The total price of the Agreement including taxes shall not be in excess of PKR [xxx] **(Insert the amount in Words)**, inclusive of all applicable taxes.
- 11.2 The price of the Agreement set forth in Clause 11.1 above in this Agreement is firm and final till execution of this Agreement and receipt of entire Services by the Company in acceptable condition.
- 11.3 No variation is acceptable to the Company with the exception of any price adjustment authorized by the conditions of this Agreement.
- 11.4 Applicable taxes will be deducted when processing payments and deposited with Federal Board Revenue (FBR).



12 TERMINATION

Termination for Default

12.1 The Company may, without prejudice to any other remedy for breach of Agreement, by written notice of default ("Default Notice") sent to the Service Provider, terminate this Agreement in whole or in part, if:

- 12.1.1** the Service Provider fails to deliver any or all of the services within the time period(s) specified in the Agreement or any extension thereof granted by the Company;
- 12.1.2** the Service Provider fails to perform any other obligation(s) under the Agreement;
- 12.1.3** the Service Provider, in either of the above circumstances does not cure its failure within a period of fifteen (15) days (or such longer period as the Company may authorize in writing) after receipt of the Default Notice from the Company.

13 TERMINATION FOR CONVENIENCE

The Company reserves the right to terminate the Agreement, in whole or in part, at any time for its convenience, provided that it provides thirty (30) days' prior written notice to the Service Provider or after payment of a proportionate fee, subject to the Service Provider's satisfactory performance as determined by the Company.

14 AMENDMENT

No alteration, waiver or change in any of the terms of this Agreement will be effective unless made in writing and duly executed by an authorized officer or representative of each of the Parties.

15 ENTIRE AGREEMENT

This Agreement together with the attached Annexes contains the entire terms and conditions and constitutes the entire Agreement between the Parties and cancels and supersedes any previous oral or written agreements, representations or arrangements, express or implied, by the Parties with respect to the subject matter of this Agreement.

16 INDEPENDENT CONTRACTORS

16.1 The Service Provider is and shall remain at all times an independent Contractor or and shall be fully responsible for its own acts or defaults (including those of its employees or agents).

16.2 The Service Provider, along with its employees, agents, or representatives, shall refrain from engaging in any activities that could reasonably lead any individual to believe that they are acting as employees, agents, or representatives of the Company.

16.3 Nothing in this Agreement shall be deemed to constitute a partnership or other



profit-sharing agreement between the Parties.

17 SURVIVAL

Certain clauses of this Agreement, including but not limited to Indemnification, Confidentiality, and Dispute Resolution, as well as any other clauses inherently intended to extend beyond the termination or expiry of this Agreement, shall remain in effect for a period of Ten (10) years following such termination or expiry.

18 INDEMNIFICATION

The Service Provider agrees to indemnify, defend, and hold harmless the Company and its officers, agents, and employees, from any claim, real or imaginary, brought against the Company or its officers, agents, or employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that the damage or injury results from proximate fault of the Company or its officers, agents, or employees.

19 DISPUTE RESOLUTION AND GOVERNING LAW

Any dispute, controversy or claim arising out of or in connection with this Agreement shall be initially resolved through negotiation by Parties. If dispute(s) remain unresolved for a period of 30 days, it shall then be settled by the sole arbitrator appointed by both the Parties as mutually agreed in accordance with the Arbitration Act 1940 and the rules made thereunder. The venue of the arbitration shall be Islamabad, Pakistan. The award made by the arbitration process shall be final and binding on the Parties and may be enforced in any court of competent jurisdiction. Each Party shall bear the arbitration cost own its own.

The validity of interpretation and construction of this Agreement and of each part hereof shall be governed by the Laws of Pakistan. Both Parties shall comply with all applicable laws of Pakistan.

20 FORCE MAJEURE

For the purposes of this Agreement “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under this Agreement impossible or so impractical as to be considered impossible under the circumstances.

The failure of either Party to fulfil any of its obligations under this Agreement shall not be considered to be breach of or default under this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event



has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Agreement and has informed the other Party as soon as possible about occurrence of such an event.

IN WITNESS WHEREOF, the Parties to this Agreement through their duly authorized representatives have executed this Agreement in two (2) counterparts and on the days and dates set forth above, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement as set forth herein.

Signed for & on behalf of the Company

By: _____

Title: Chief Executive Officer

CNIC: _____

Date: ____/____/2025

Signed for & on behalf of the Service Provider

By: _____

Title: _____

CNIC: _____

Date: ____/____/2025

Witness - 1

Signature: _____

Name: _____

Designation: _____

CNIC: _____

Witness - 1

Signature: _____

Name: _____

Designation: _____

CNIC: _____

Witness - 2

Signature: _____

Name: _____

Designation: _____

CNIC: _____

Witness - 2

Signature: _____

Name: _____

Designation: _____

CNIC: _____



Note--2: This Agreement is a Draft Agreement subject to change in terms and conditions upon negotiation with the successful bidder during the award of the agreement. The bidders should only follow the terms of reference and instructions given in this RFP document for submission of their bids.