

**F. 1-16/Virtual Training/NIETE**  
**Government of Pakistan**  
**Ministry of Federal Education and Professional Training**  
**National Institute of Excellence in Teacher Education (NIETE)**

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**INVITATION TO BID**

**Tender / Request For Proposals For The digital content development Activity Titled - Engaging Services of a Service Provider For Development of Virtual/Digital Training Contents/Programs for Secondary School Teachers of FDE Schools/Colleges under NIETE Project.**

The Ministry of Federal Education & Professional Training (M/o FE&PT), Islamabad, under the project titled “*National Institute of Excellence in Teacher Education(NIETE)*”, invites bids from service provider, registered with Income Tax, Sales Tax Departments, PPRA-EPADS and who are on Active Taxpayers List of the Federal Board of Revenue, *For Development of Virtual/Digital Training Contents/Programs for Secondary School Teachers of FDE Schools/Colleges under NIETE Project*

2. Bidding documents, containing detailed terms and conditions, etc. are available from Project Director, National Institute of Excellence in Teacher Education, office at Federal Directorate of Education, Rohtas Road, G-9/4, Islamabad. Bidding documents can also be downloaded from ([www.ppra.gov.pk](http://www.ppra.gov.pk) or [www.fde.gov.pk](http://www.fde.gov.pk) free of cost.

3. The bids, prepared in accordance with the instructions in the bidding documents, are required to be submitted online through PPRA e-Procurement portal- EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk) on or before 10:00 a.m. on **15<sup>th</sup> December, 2025**. Only electronic submissions through EPADS will be evaluated. Original Bid security must be submitted before the closing date and time. Bids will be opened the same day at 10:30 a.m. **Pre-bid meeting in this regard will be held on 7<sup>th</sup> December 2025 at 10:00 a.m., at Committee Room of Federal Directorate of Education (FDE), G-9/4, Islamabad.** The NIETE / MoFE&PT shall not be responsible for any cost or expense incurred by the bidders in connection with preparation or submission of bids.

**National Institute of Excellence in Teacher Education (NIETE)**  
Project Director / Director (Academics & QA)  
Federal Directorate of Education, Rohtas Road, Sector G-9/4,  
Islamabad.  
Tel: 051-9262512

# **Request for Proposal (RFP)**

for

## **Engaging Services of a Service Provider For Development of Virtual/Digital Training Contents/Programs for Secondary School Teachers of FDE Schools/Colleges under NIETE Project**

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Pre-Bid Meeting: 10:00 a.m. on 7<sup>th</sup> December 2025

Last Date for Submission for Proposal: 10:00 a.m. on 15<sup>th</sup> December 2025

Opening of Technical Proposal: 10:30 a.m. on 15<sup>th</sup> December 2025

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Government of Pakistan

National Institute of Excellence in Teacher Education

Federal Directorate of Education

Ministry of Federal Education & Professional Training

Islamabad

[www.fde.gov.pk](http://www.fde.gov.pk)

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**National Institute of Excellence in Teacher Education (NIETE)**  
Project Director / Director (Academics & QA)  
Federal Directorate of Education, Rohtas Road, Sector G-9/4,  
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Tel: 051-9262512

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# General Definitions

In this Request for Proposal / document, unless the context provides otherwise:

- “Activity” means any activity required to be conducted to complete the assignment described in this RFP.
- “Agreement” means the Agreement signed by the Parties and all the attached documents.
- “Client” means the organization with which the selected **Education Service Providers** signs the Agreement for the Services.
- “Data Sheet” means such part of the Instructions to **Education Service Providers** used to reflect specific conditions.
- “Day” means calendar day.
- “Deliverables” means all the required components to complete the assignment described in this RFP.
- “FDE” means the Federal Directorate of Education an attached department of Ministry of Federal Education and Professional Training, Government of Pakistan.
- “Firm/Organization” means any **Education Service Providers** entity or person that may provide or provides the Services to the Program Director/MoFEPT under the Agreement.
- “Instructions to Education **Service Providers**” means the document which provides information to **Education Service Providers** with all information needed to prepare their Proposals.
- “LOI” means the Letter of Invitation included in the RFP as Section 1 being sent by the **Education Service Providers**.
- “MoFEPT” means Ministry of Federal Education & Professional Training, Govt of Pakistan.
- “NIETE” National Institute of Excellence in Teacher Education.
- “PD” means Program Director
- “Proposal” means the Technical and the Financial Proposal.
- “RFP” means the Request for Proposals prepared by the FDE, MoFEPT for the selection of Education Service Providers, based on the Standard RFP.
- “Services” means the work to be performed by the Education Service Providers pursuant to the Agreement.
- “Terms of Reference” (TOR) means the document included in the RFP as Section 3 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Program Director/MoFEPT and the Education Service Providers and expected results and deliverables of the assignment/Program.
- Education Service Provider (ESP) is synonymous with Service Provider (SP) for this document

**Engaging Services of a Service Provider  
For Development of Virtual/Digital Training Contents/Programs for  
Secondary School Teachers of FDE Schools/Colleges under NIETE Project  
Data Sheet**

| <b>Sr. No.</b> | <b>Particulars</b>                                      | <b>Details</b>  |
|----------------|---|---|
| 1              | Bid Inviting Authority, Designation and Address         | National Institute for Excellence in Teacher Education, Ministry of Federal Education and Professional Training, Islamabad.   |
| 2              | a. Name of the Work                                     | Engaging Services of a Service Provider for Development of Virtual/Digital Training Contents/Programs for Secondary School Teachers of FDE Schools/Colleges under NIETE Project |
|                | b. Tender Reference                                     | F-1-26/2025/NIETE/Digital Content Development   |
|                | c. Place of Execution                                   | National Institute of Excellence in Teacher Education (NIETE)   |
| 3              | Due Date, Time and Place of Submission of Bid Documents | 10:00 a.m. on 15 <sup>th</sup> December 2025 Director Academics & QA, FDE, Islamabad  |
| 4              | Date, Time and Place of Pre-Bid Meeting                 | 10:00 a.m. on 7 <sup>th</sup> December 2025 Director Academics/Project Director NIETE, FDE, Islamabad   |
| 5              | Date, Time and Place of Technical Proposal Opening      | 10:30 a.m. on 15 <sup>th</sup> December 2025 Committee Room, FDE, Islamabad   |
| 6              | Date, Time and Place of Opening of Financial Proposals  | Shall be intimated subsequently to Technically Qualified Bidders  |
| 7              | Validity of Bid   | 120 Days from the Date of Opening of Technical Proposal   |

## **1. Introduction**

The Federal Directorate of Education (FDE), Islamabad, is the central organization responsible for managing and overseeing the public education system in the Federal Capital. With a network of 432 educational institutions spread across six sectors—Urban I, Urban II, Sihala, Bhara Kahu, Nilore, and Tarnol—FDE plays a pivotal role in ensuring access to quality education for students from diverse backgrounds. Among these institutions, 182 are at the high school and higher secondary school level, providing academic and professional foundations for thousands of learners every year.

In line with its mandate to enhance the quality of education and teacher professionalism, FDE, under the National Institute of Excellence in Teacher Education (NIETE) project, has already developed Virtual Training Programs for primary school teachers. Building on this foundation, FDE now intends to scale up these efforts by designing separate virtual training programs for elementary school teachers and secondary school teachers, thereby extending professional development opportunities across all levels of schooling. This request for proposals is to develop virtual Training Programs for Secondary School Teachers.

The new Virtual Teacher Training Program is structured into three progressive levels:

**Table. 1 Three-Level Teacher's Training Program for Secondary School Teachers**

| Training Level                             | Target Group & Requirements  | Content/Modules   | Suggested components and Duration<br>(Virtual + Assignments)   |
|--|--|---|--|
| <b>Level 1<br/>(Novice Teachers)</b>       | Teachers with little or no prior experience in teaching-learning process. Requirement: Basic familiarity with classroom environment and readiness to learn fundamentals. | <ul style="list-style-type: none"> <li>• Philosophical foundations of Education (teaching &amp; learning)</li> <li>• Teacher training techniques at secondary level (e.g. Project-Based Learning, Investigative Methods, other techniques)</li> <li>• Importance of professional learning &amp; professional attributes of teachers</li> <li>• Student data collection &amp; evidence-based decision making</li> <li>• Lesson planning skills &amp; use of AI in content creation</li> <li>• Basic computer skills: MS Word, Excel, PowerPoint</li> <li>• Use of LMS &amp; scripted lesson plans</li> </ul> | <p>The service provider will be responsible for developing a complete virtual training package comprising the following components:</p> <ol style="list-style-type: none"> <li>1. A minimum of 10 hours of virtual training content, including: <ol style="list-style-type: none"> <li>a. Instructional videos</li> <li>b. Short conceptual lectures</li> <li>c. Module-wise assessments</li> </ol> </li> <li>2. A minimum of 15 hours of high-quality reading material to support and reinforce the virtual training content along with relevant assignments to develop lesson plans, writing articles etc.</li> <li>3. A complete project design (for Project Based Learning) aligned with the Student Learning Outcomes (SLOs) of the relevant subjects at secondary level to serve as a sample project for trainees</li> <li>4. Use of AI in lesson planning, Assessment tool development and drafting different reports etc. and then reviewing and refining of AI created drafts, assessments and lesson plans.</li> </ol> |
| <b>Level 2<br/>(Intermediate Teachers)</b> | Teachers who have completed Level 1 training. Requirement: Familiarity with lesson planning, teaching strategies, and use of basic digital tools.                        | <ul style="list-style-type: none"> <li>• Advanced theories of learning &amp; knowledge</li> <li>• Translation of theories into practice</li> <li>• Effective lesson planning with strategies, activities &amp; projects</li> </ul>  | <p><b>Suggested Components for the Training Package (Aligned with required Competencies)</b></p> <p><b>1. Virtual Training Content (Minimum 10 Hours)</b></p> <p>The virtual training should be designed using engaging, interactive, and pedagogically</p>  |



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|  |  | <ul style="list-style-type: none"> <li>• Use of AI for lesson planning, assessments &amp; data analysis</li> <li>• inclusive classroom techniques (supporting weak, disabled, and diverse students)</li> <li>• Parent communication &amp; collaboration</li> <li>• Administrative skills (class in charge, discipline committees, etc.)</li> <li>• Advanced computer skills (data analysis on Excel &amp; other applications)</li> </ul> | <p>sound digital learning methods. The package may include:</p> <p><b>a. Instructional Videos</b></p> <ul style="list-style-type: none"> <li>• Concept-based short videos (5–10 minutes each)</li> <li>• Demonstrations of teaching strategies</li> <li>• Classroom management techniques</li> <li>• Technology integration tutorials (relevant to secondary school subjects)</li> <li>• Sample lesson demonstrations using active learning methods</li> </ul> <p><b>b. Short Conceptual Lectures</b></p> <ul style="list-style-type: none"> <li>• Recorded lectures explaining key theories, concepts, and competencies</li> <li>• Clear explanation of curriculum goals, SLOs, and pedagogical approaches</li> <li>• Inclusive classroom practices</li> <li>• Assessment for learning concepts</li> </ul> <p><b>c. Module-wise Assessments</b><br/>Post-module quizzes including:</p> <ul style="list-style-type: none"> <li>• Reflective questions</li> <li>• Scenario-based assessments</li> <li>• Short assignments to check understanding</li> <li>• Auto-graded assessments aligned with the LMS requirements</li> </ul> <p><b>d. Interactive Elements (optional but recommended)</b></p> <ul style="list-style-type: none"> <li>• Activity prompts</li> <li>• Practice tasks</li> <li>• Downloadable templates (lesson plans, checklists, assessment rubrics)</li> </ul> <p><b>2. Reading Material (Minimum 10 Hours Equivalent)</b><br/>The reading resources should complement the virtual training and expand trainee understanding.</p> |
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|  |  |  | <p><b>Recommended Inclusions</b></p> <ul style="list-style-type: none"> <li>• Comprehensive training manual for each module</li> <li>• Concept notes and background readings</li> <li>• Step-by-step instructional guides</li> <li>• Subject-wise pedagogical strategies</li> <li>• Classroom activity bank</li> <li>• Assessment tools and rubrics</li> <li>• Case studies from real classroom contexts</li> <li>• Supplementary resources lists (articles, research briefs, recommended online tools)</li> </ul> <p><b>3. Sample Project Design (Aligned with SLOs)</b><br/>A complete, ready-to-use project model that teachers can replicate or adapt.</p> <p><b>Components of the Sample Project</b></p> <ul style="list-style-type: none"> <li>• Clear project title and description</li> <li>• Learning objectives aligned with SLOs of the specific subject (Any subject)</li> <li>• Step-by-step implementation plan</li> <li>• Required materials and resources</li> <li>• Student task guidelines</li> <li>• Teacher facilitation notes</li> <li>• Assessment criteria and rubrics</li> <li>• Sample student outputs (where possible)</li> <li>• Reflection questions for students and teachers</li> <li>• Suggestions for adapting the project for diverse learners</li> </ul> <p><b>5. AI skills:</b><br/>Teachers should be able to use AI in lesson planning, project development,</p> |
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|                                    |  |  | <p>assessment tool development, drafting reports, conducting student data analysis and taking AI help in decision making process.</p> <p><b>6. Additional Elements to Strengthen the Training Package (Recommended)</b></p> <ul style="list-style-type: none"> <li>• <b>Orientation video</b> on how to navigate the training on LMS</li> <li>• <b>Downloadable toolkit</b> (lesson plan templates, project design templates, assessment forms)</li> </ul>  |
| <b>Level 3 (Advanced Teachers)</b> | <p>Experienced teachers who have completed Level 1 &amp; 2. Requirement: Ability to mentor, lead, and take advanced administrative responsibilities.</p> | <ul style="list-style-type: none"> <li>• Experts in Advanced educational theories &amp; student psychology</li> <li>• Mentorship &amp; master training roles</li> <li>• Assessment expertise &amp; curriculum review</li> <li>• Designing CPD programs for colleagues, collaborative professional Learning (Development of PLCs)</li> <li>• Understanding psychomotor traits of students</li> <li>• Administrative leadership roles (Discipline Incharge, College/School Management Committee membership roles, DDO, etc.)</li> <li>• Computer applications: MS Office for drafting, proposals, budgets &amp; correspondence, MS Excel for data management and analysis, MS PowerPoint for creating impressive presentations.</li> </ul> | <p><b>Suggested Training Package Components (Aligned with Required Competencies)</b></p> <p><b>A. Virtual Training Content (Minimum 15 Hours)</b></p> <p><b>a. Instructional Videos &amp; Short Lectures</b></p> <p>The videos should cover the following thematic areas:</p> <p><b>1. Advanced Educational Theories &amp; Student Psychology</b></p> <ul style="list-style-type: none"> <li>• Key learning theories (constructivism, cognitive load theory, multiple intelligences, etc.)</li> <li>• Adolescent psychology and behavior</li> <li>• Motivation strategies for secondary-level learners</li> <li>• Designing instruction based on learner psychology</li> </ul> <p><b>2. Mentorship &amp; Master Training</b></p> <ul style="list-style-type: none"> <li>• Role of mentor teachers</li> <li>• Conducting peer coaching and feedback</li> <li>• Techniques for classroom observation and professional guidance</li> <li>• Building the capacity of colleagues through structured mentoring</li> </ul> |

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|  |  |  | <ul style="list-style-type: none"> <li>• Leading demonstration lessons</li> </ul> <p><b>3. Assessment Expertise &amp; Curriculum Review</b></p> <ul style="list-style-type: none"> <li>• Designing formative and summative assessments</li> <li>• Developing assessment rubrics</li> <li>• Understanding curriculum structure and alignment</li> <li>• Interpreting SLOs and mapping content with competencies</li> <li>• Using assessment results for instructional improvement</li> </ul> <p><b>4. CPD Program Designing &amp; Professional Learning Communities (PLCs)</b></p> <ul style="list-style-type: none"> <li>• Principles of adult learning</li> <li>• Planning and executing CPD sessions for teachers</li> <li>• Designing collaborative learning activities</li> <li>• Establishing, maintaining, and leading PLCs in schools</li> <li>• Reflection and continuous improvement processes</li> </ul> <p><b>5. Psychomotor Domain Understanding</b></p> <ul style="list-style-type: none"> <li>• Psychomotor skills development in secondary students</li> <li>• Designing activities for skill-building in labs, arts, sports, and technical subjects</li> <li>• Monitoring and assessing psychomotor development</li> </ul> <p><b>6. Administrative and Leadership Skills</b></p> <ul style="list-style-type: none"> <li>• Roles and responsibilities of Discipline In-charge</li> <li>• Functioning as a DDO</li> <li>• Committee work (SMC/CMC roles)</li> <li>• Record-keeping &amp; documentation</li> </ul> |
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|  |  |  | <ul style="list-style-type: none"> <li>• School improvement planning</li> <li>• Conflict resolution &amp; decision-making skills</li> </ul> <p><b>7. Computer Literacy &amp; Practical ICT Skills</b></p> <ul style="list-style-type: none"> <li>• MS Word for drafting notifications, reports, proposals</li> <li>• MS Excel for budgeting, data entry, analysis &amp; reporting</li> <li>• MS PowerPoint for creating professional presentations</li> <li>• File management, digital communication &amp; etiquette</li> <li>• Using LMS platforms for training and reporting</li> </ul> <p><b>8. Assessment at the end of each module.</b></p> <p><b>B. Reading Material (Minimum 15 Hours Equivalent)</b></p> <p>Reading material should reinforce the video content and provide deeper understanding.</p> <p><b>Recommended Inclusions</b></p> <ul style="list-style-type: none"> <li>• Modules on advanced pedagogy and psychology</li> <li>• Guides on effective mentoring and peer coaching</li> <li>• Curriculum review frameworks &amp; assessment templates</li> <li>• PLC development manuals</li> <li>• Psychomotor activity banks and checklists</li> <li>• School leadership handbooks (discipline, committees, administration)</li> <li>• Step-by-step ICT manuals for MS Word, Excel &amp; PowerPoint</li> <li>• Case studies from school contexts</li> <li>• Research summaries and best practices</li> </ul> |
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|  |  |  | <ul style="list-style-type: none"> <li>• Reflection tasks after each unit</li> </ul> <p><b>3. Sample Project Design (Aligned with SLOs)</b><br/>Provide <b>one complete sample project</b> demonstrating:</p> <ul style="list-style-type: none"> <li>• Project title, rationale &amp; objectives</li> <li>• Mapping with curriculum SLOs</li> <li>• Integration of educational psychology &amp; learner needs</li> <li>• Detailed lesson/project plan</li> <li>• Activities targeting cognitive, affective, and psychomotor domains</li> <li>• Assessment tools &amp; rubrics</li> <li>• Evidence of collaborative learning or PLC involvement</li> <li>• Use of ICT tools in planning, reporting, or presentation</li> <li>• Student reflection and teacher reflection components</li> </ul> <p><b>4. Use of AI in Education:</b><br/>Teachers should be able to use AI in lesson planning, project development, assessment tool development, drafting reports, conducting student data analysis and taking AI help in decision making process.</p> <p><b>5. Optional but Strongly Recommended Components</b></p> <ul style="list-style-type: none"> <li>• Templates for assessments, CPD plans, mentoring logs</li> <li>• A downloadable “Teacher Leadership Toolkit”</li> <li>• LMS navigation guide (video + PDF)</li> <li>• Short practice tasks after each module</li> <li>• Self-assessment checklist for each competency</li> </ul> |
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Through this virtual training model, FDE aims to build a culture of continuous professional growth, strengthen classroom practices, and create a sustainable support system for teachers, ultimately improving learning outcomes across its institutions.

## 2. Terms of Reference (TORs)

### 2.1. Background

Under the National Institute of Excellence in Teacher Education (NIETE) project, FDE has already developed Virtual Teacher Training Programs for Primary School Teachers. To further scale up professional development opportunities, FDE now intends to design and implement Virtual Training Programs for Secondary School Teachers, structured into three progressive levels (L1, L2 & L3)

FDE seeks to engage qualified service providers through a competitive bidding process to develop these virtual training programs in a comprehensive, technology-enabled, and pedagogically sound manner.

### 2.2. Objectives of the Assignment

The main objectives of the assignment are to:

1. Develop Virtual Training Programs (Levels 1, 2, 3 as described above in table 1) tailored to the professional needs of secondary school teachers.
2. Ensure alignment with curriculum requirements, Student Learning Outcomes (SLOs), and modern pedagogical practices.
3. Endorsement of the prepared content by a NACTE/Reputed National or International University.
4. Develop digital learning resources, scripted modules, assessments, and interactive activities, reading material etc, hosted on a suitable LMS (Content should be compatible with MoFE&PT/NIETE LMS for delivery).
5. Digital/Virtual content must be mapped in such a way that it could train teachers to effectively use digital tools (MS Office, LMS, online collaboration tools).
6. Build capacity of Mater Trainers for mentoring of trainee teachers virtually.

### 2.3. Scope of Work

The Service Provider will be responsible for the end-to-end development of Virtual Teacher Training Programs, including content, digitization, delivery design, assessments and quality assurance.

Scope of Work Breakdown

| Phase | Activities | Expected Deliverables |
|-------|------------|-----------------------|
|-------|------------|-----------------------|

|   |  |  |
|---|--|--|
| Phase 1:<br>Inception & Planning        | <ul style="list-style-type: none"> <li>Review FDE/NIETE objectives and existing primary-level training.</li> <li>Conduct needs assessment (teachers, heads, stakeholders).</li> <li>Develop detailed work plan and methodology.</li> <li>Finalize content framework for Levels 1, 2, 3.</li> </ul>                 | <ul style="list-style-type: none"> <li>Inception Report</li> <li>Needs Assessment Report</li> <li>Approved Work Plan &amp; Training Framework</li> </ul>   |
| Phase 2: Content Development            | <ul style="list-style-type: none"> <li>Develop training modules for all three levels (pedagogy, ICT, lesson planning, assessment, leadership).</li> <li>Prepare lesson scripts, guides, and case studies.</li> <li>Design assessments (formative and summative).</li> </ul>  | <ul style="list-style-type: none"> <li>Draft Training Modules (Level 1, 2, 3)</li> <li>Scripts &amp; Teacher Guides</li> <li>Assessment Tools</li> </ul>   |
| Phase 3: Digitization & LMS Integration | <ul style="list-style-type: none"> <li>Convert content into digital formats (videos, virtual lectures, Assessments etc) and map the content in the form of a training program.</li> <li>Upload and integrate modules into MoFE&amp;PT owned LMS.</li> <li>Ensure user-friendly access (mobile/desktop).</li> </ul> | <ul style="list-style-type: none"> <li>Digitized Training Content and approvals from designated NIETE/FDE/MoFE&amp;PT authorities.</li> <li>LMS-ready modules</li> <li>User Access Guidelines</li> </ul> |
| Phase 4: Pilot Testing & Feedback       | <ul style="list-style-type: none"> <li>Conduct pilot with sample groups of teachers.</li> <li>Gather feedback from teachers, heads, FDE.</li> <li>Revise content based on feedback.</li> </ul>   | <ul style="list-style-type: none"> <li>Pilot Report</li> <li>Revised Training Modules</li> </ul>   |
| Phase 5: Capacity Building              | <ul style="list-style-type: none"> <li>Train FDE/NIETE master trainers on program usage.</li> <li>Prepare facilitators' manuals.</li> <li>Provide technical training on LMS.</li> </ul>  | <ul style="list-style-type: none"> <li>Master Trainer Training Sessions</li> <li>Facilitator Guides</li> <li>LMS Training Manuals</li> </ul>   |
| Phase 6: Finalization & Handover        | <ul style="list-style-type: none"> <li>Submit final versions of all training programs (Levels 1–3).</li> <li>Transfer content rights, software codes (If required), and documentation to FDE.</li> <li>Provide sustainability plan for future use.</li> </ul>  | <ul style="list-style-type: none"> <li>Final approved (by NIETE/FDE/MoFE&amp;PT) Training Programs</li> <li>Documentation &amp; Handover Report</li> <li>Sustainability/Exit Strategy</li> </ul>         |

## 2.4. Deliverables

| S. # | Deliverable                             | Timeline |
|------|---|----------|
| 1    | Inception & Needs Assessment Report     | Week 2   |
| 2    | Training Framework & Detailed Work Plan | Week 3   |



|   |  |         |
|---|--|---------|
| 3 | Draft Training Modules (Levels 1–3) and content preparations | Week 5  |
| 4 | Digitized Content & LMS Integration                          | Week 12 |
| 5 | Pilot Testing & Feedback Report                              | Week 14 |
| 6 | Finalized Training Modules & Tools                           | Week 16 |
| 7 | Master Trainer Training & Handover                           | Week 18 |

***Note: All the content, training programs developed under this project will be property of NIETE/MoFE&PT. with all rights.***

## **2.5. Required Expertise of Service Providers**

The bidding service provider must demonstrate expertise in:

- Curriculum development for teacher professional development programs
- Instructional design for online and blended learning.
- Development of multimedia digital content (demonstration videos, video lectures, assessments, animations, interactive learning).
- LMS integration and customization.
- Conducting training needs assessments and piloting.
- Experience in education sector projects (preferably in Pakistan or South Asia).

## **2.6. Reporting & Coordination**

- The Service Provider will work under the supervision of the Project Director, NIETE and the Federal Directorate of Education (FDE).
- Monthly progress reports will be submitted to FDE.
- Regular review meetings will be held for progress monitoring.

## **2.7. Duration of Assignment**

The assignment is expected to be completed within 4 –5 months from the date of signing the contract.

## **2.8. Payment Schedule**

| <b>Milestone</b> | <b>Deliverables</b>                 | <b>% Payment</b> |
|------------------|-------------------------------------|------------------|
| Mobilization     | Inception Report & Work Plan        | 10%              |
| Phase 2          | Draft Training Modules              | 25%              |
| Phase 3          | Digitized Content & LMS Integration | 25%              |
| Phase 4          | Pilot Testing & Feedback            | 15%              |
| Phase 5          | Master Trainer Training Completed   | 15%              |
| Final Phase      | Handover & Final Report             | 10%              |

## **2.9. Proposal Submission Requirements**

Interested service providers must submit:

### **2.9.1 Technical Proposal**

1. Understanding of assignment
2. Methodology and work plan
3. Proposed team structure & CVs
4. Previous relevant experience

### **2.9.2 Financial Proposal**

1. Detailed budget breakdown (inclusive of all taxes)

### **2.9.3 Supporting Documents**

1. Company profile
2. NTN/GST certificates
3. Evidence of similar past projects
4. Audited financial statements for last three years.
5. Required mandatory forms

## **3. MISCELLANEOUS INSTRUCTIONS**

It is deemed that by submitting a proposal, the bidder has:

- Made a complete and careful examination of the RFP document and agreed to all conditions and implications that arise from it; sought, obtained and perused all relevant information for the submission of the proposal.
  - a. Any error or incomplete submission arising out of an interpretation of the RFP document, its annexures or any information passed on to the bidder by the NIETE/ FDE, Ministry of Federal Education & Professional Training or any of its officials, the FDE shall not be liable and no request for redressal of grievance or reconsideration can be accommodated.
  - b. The NIETE/FDE, M/o Federal Education & Professional Training reserves the right to cancel the entire or part of the bidding process or to reject any or all proposals if:
    - i. at any time during the bidding process, any material misrepresentation is made or discovered; or
    - ii. the bidder or their representatives or any person on their behalf attempts to influence the process of tender in any manner whatsoever
  - c. In case of rejection of one or more proposals after the opening of bids, and the bids belong to the most advantageous evaluated bidder, the NIETE/FDE, M/o FE&PT reserves the right to continue with the bid and invite the next most advantageous evaluated bidder.
  - d. NIETE/FDE / Mo FE&PT reserves the right to ask for performance guarantee @ 10% of the total bid value before signing contract / agreement with the finally selected most advantageous bidder in order to mitigate risk in the light of due diligence carried out by

- NIETE/FDE / Mo FE&PT, accordingly. Such performance guarantee shall be other than the 2% of bid security submitted with the Financial Proposals by each participating bidder.
- e. Each bidder shall provide audited statement of the financial accounts for the last 03 years along with submission of CVs of the permanent core professional team and proposed professional team for the program.
  - f. Any measure, taken to modify the bid process as mentioned above, shall be at the sole discretion of Ministry of Federal Education & Professional Training represented by the NIETE/FDE and is not negotiable.

### **3.1 Liquidated Damages on Late Performance**

- 3.1.1 If at any time during performance of the Contract, the bidder encounters conditions impeding timely delivery of required items/services, the Bidder shall promptly notify *National Institute for Excellence in Teacher Education*, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Firm's notice, *National Institute for Excellence in Teacher Education*, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING shall evaluate the situation and may at its own discretion, except for cases of Force Majeure, extend the Firm's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.
- 3.1.2 Liquidated damages will be deducted from the contract price as per following schedule @ 0.02% per day of the total contract value, up to 10% of contract value.  
Delays beyond 100 days will result in termination of the contract by *National Institute for Excellence in Teacher Education*, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING, Forfeiture of Performance Guarantee, and claim additional Risks & Costs to the extent of getting the work completed by alternate vendors.

## **4. INSTRUCTIONS FOR PREPARATION & SUBMISSION OF PROPOSAL**

### **4.1 BIDDING PROCESS**

For said assignment, National Institute of Excellence in Teacher Education (NIETE)/Ministry of Federal Education and Professional Training being a public sector organization will follow PPRA's Procedure of Open Competitive Bidding Rule — "Single Stage — Two Envelopes Bidding Process". Bidders are required to submit their proposal on EPADs <https://eprocure.gov.pk> as well as in hard form in the office of **Director (Academics & QA) FDE/Project Director NIETE, Rohtas Road, G-9/4, Islamabad**. Bids that are not submitted through EPADS will not be accepted & evaluated. A hard copy of the bid documents is required to be submitted to **Director (Academics & QA) FDE/Project Director NIETE, Rohtas Road, G-9/4, Islamabad**.

### **4.2 MANDATORY ELIGIBILITY CRITERIA CHECKLIST**

Before the bidders submit their proposals within the stipulated time mentioned in this Request for Proposal document, bidders are required to make sure that following mandatory requirements of this RFP document are fulfilled. These requirements must be furnished at the time of submission of Proposal. Non-submission of any one of the following applicable requirements shall result in disqualification:

| Sr. No. | Mandatory Eligibility Criteria Checklist   | Mark ✓ or X |
|---------|--|-------------|
| (i)     | Proof of Certificate of Incorporation or Registration with relevant Government body or equivalent  |             |
| (ii)    | Proof of Experience of conducting high impact training.  |             |
| (iii)   | Proof of NTN Certificate (If Applicable)   |             |
| (iv)    | Proof of GST/ST Certificate (If Applicable)  |             |
| (v)     | Proof of FTN certificate /Tax exemption certificate (for public sector entity), (If applicable)  |             |
| (vi)    | Original affidavit (not older than one month) on Stamp Paper(s) of worth PKR 100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Government, Semi-Government, Private, Autonomous body or any other national or international organization.                               |             |
| (vii)   | Original affidavit (not older than one month) on Stamp Paper(s) of worth PKR100 or more that the bidder is an active taxpayer (if applicable) and has submitted its tax return for the preceding fiscal year. Taxpayer list serial number (downloadable from FBR's website) is also to be mentioned (if applicable). |             |
| (viii)  | <b><u>Technical Proposal</u></b><br>Technical Proposal must be submitted through E-PADS as well as in hard form in the office of <b>Director Academics</b> Bidders are to make sure that Financial Proposal is not part of the Technical Proposal in any form  |             |
| (ix)    | <b><u>Financial Proposal</u></b><br>Financial Proposal must be submitted through E-PADS as well as in hard form in the office of Director Academics. (The financial proposal should not be part of technical proposal in any form).  |             |
| (x)     | Bid Security of Rs. 600,000, in the shape of Pay Order / Demand Draft / CDR in favor of DDO (NIETE), Federal Directorate of Education to be provided in original to the Director concerned on or before the date of bid opening.   |             |
| (xi)    | Minimum Annual Turnover of 50 million (Joint average of last 3 years of Lead Bidder/JV for private sector. (Attach audited financial reports of last three years)  |             |

### 4.3 TECHNICAL PROPOSAL

- While preparing Technical Proposal, bidding firm(s) are expected to examine the Tender Documents comprising this invitation in detail, as material deficiencies in providing the information requested may result in rejection of the proposal.
- The technical proposal should provide information using the detailed specifications guide or special instructions provided with each component of the scope of work section.
- Technical Proposal must be submitted through **E-PADS**, as already stated above.

### 4.4 FINANCIAL PROPOSAL

- The financial proposal will be comprised of the following:
  - Price proposal for the program

- ii. Detailed breakup of Activity and Management Cost
- iii. The financial proposal should be submitted for the whole project with a component / Activity wise breakup including all taxes. The total price quoted for the project will be considered for comparison of quotes. Price quoted will be firm for the entire contract.
- b. While preparing the financial proposal, bidder(s) is/are expected to take into account the requirements and conditions of the invitation documents. The Data Sheet shows for how many days after the submission date the proposal must remain valid. During this period the bidder is expected to keep available the professional staff working on the proposal. The NIETE/Federal Directorate of Education, Ministry of Federal Education and Professional Training will make its best effort to complete technical clarification (if needed) within this period. Proposal validity period may be extended with mutual consent.
- c. Financial Proposal must be submitted through **E-PADS** as well as in hard form, as already stated above.

#### **4.5 COST OF BID PREPARATION PROPOSAL:**

The bidder shall bear all costs associated with the preparation and submission of their bid and NIETE, Ministry of Federal Education and Professional Training will in no case be responsible or liable for those costs, regardless of the outcome of the bidding process.

#### **4.6 LANGUAGE OF BIDDING:**

The bid must be prepared and submitted in English language. Supporting documents and printed literature furnished by the bidder with the bid may be in another language as long as they are accompanied by an English translation of the pertinent passages. For the purpose of interpretation of the Bid, English language shall prevail.

#### **4.7 CURRENCY OF BIDDING:**

All prices shall be quoted in Pakistani Rupees (PKR) (may also be written as Rs.) and all payments will be made in PKR.

#### **4.8 BID VALIDITY**

- a. Bid shall remain valid and open for acceptance for a period of **120 days** from the specified date of tender opening extendable up to 60 days.
- b. In exceptional circumstances prior to expiry of the original bid validity period, the bidder may be requested in writing for an extension of the period of validity. A bidder agreeing to such request will not be permitted to modify his bid. A bidder not agreeing to such request may be withdrawn at the discretion of Federal Directorate of Education, Ministry of Federal Education and Professional Training

#### **4.9 GENERAL INSTRUCTIONS**

- (i) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price, and reject any proposal which does not conform to the specified requirements;
- (ii) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (iii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;

- (iv) 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 to the respective bidders; and
- (v) The bid found to be the most advantageous bid shall be accepted.

#### **4.10 AMENDMENT OF BIDDING DOCUMENTS**

- a. At any time prior to the deadline for submission of Bids, National Institute of Excellence in Teacher Education (NIETE), Ministry of Federal Education and Professional Training may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by amendment.
- b. The amendment shall be part of the Bidding Documents and will be notified in writing through fax or letter by courier or shall be made available on the Federal Directorate of Education and / or Ministry of Federal Education and Professional Training's website to all prospective bidders who have received the Bidding Documents and will be binding on them.

#### **4.11 CONFIDENTIALITY**

- a. Information relating to the evaluation of proposals and recommendations concerning award shall not be disclosed to the bidder(s) who submitted the proposals or to other persons not officially concerned with the process, until the award of contract is notified to the successful firm.
- b. Information relating to the examination, evaluation, comparison and post qualification of Proposals, and recommendation of contract award, shall not be disclosed to Bidders or any other person
- c. Any attempt by a Bidder to influence NIETE, Ministry of Federal Education and Professional Training in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions will result in the rejection of its Proposals.
- d. The bidder shall not, without NIETE/MoFEPT prior written consent, disclose the Contract, or any provision thereof or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of NIETE/MoFE&PT in connection therewith, to any person other than a person employed by the Bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- e. The bidder shall not, without NIETE/MoFE&PT prior written consent, make use of any document or information related to NIETE/MoFE&PT functions and procedures except for purposes of performing the Contract.
- f. All documents shall remain the property of NIETE/MoFE&PT and shall be returned (all copies) to NIETE/MoFE&PT on completion of the Bidder's performance under the Contract if so required by FDE/MoFE&PT.
- g. The Bidder shall permit NIETE/MoFEPT to inspect their accounts and records relating to the performance of the services and to have them audited by auditors appointed NIETE/MoFE&PT, if so required by NIETE/MoFE&PT.
- h. NIETE/MoFE&PT can directly contact the references given in the technical requirements part of TENDER DOCUMENT to verify Bidder's technical reasons supporting compliance.

#### **4.12 CLARIFICATION(S) / QUERIES OF TENDER**

- a. The bidders are expected to carefully examine all instructions, forms and specifications in the Bidding Documents. Any Bidder in doubt as to the exact meaning or interpretation of any part of the Bidding Documents should immediately seek clarification in writing from Director (Academics & QA) Federal Directorate of Education.

Requests for all clarifications with regard to the given specifications or other information contained in Tender Documents should come through **E-PADS**. Queries received through any other media will not be entertained. All inquiries about the tender made to National Institute of Excellence in Teacher Education (NIETE), Ministry of Federal Education and Professional Training's response will be made known to other bidders without disclosing identity of the bidder who made the enquiry. Such enquiries must reach the above-mentioned officers not later than 2 working days prior to bid closing date.

#### **4.13 DEADLINE FOR SUBMISSION OF BIDS**

- a. Bids must be submitted online through PPRA e-Procurement portal- EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk) and as well as in hard form in the office of **Director (Academics & QA)/FDE (Project Director NIETE)** on or before 10:00 a.m. on 15<sup>th</sup> December, 2025. Original Bid security must be submitted before the closing date and time. Bids will be opened the same day at 10:30 am. Pre-bid meeting in this regard will be held on 7<sup>th</sup> December 2025 at 10:00 am in the committee room of FDE.
- b. Any bids received after the bid submission deadline shall not be entertained.
- c. NIETE/Federal Directorate of Education, MoFE&PT may, at its own discretion, extend the deadline for the submission of Bids by advertisement / amending the Bidding Documents, in which case all rights and obligations of National Institute of Excellence in Teacher Education (NIETE), Ministry of Federal Education and Professional Training and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

#### **4.14 BID OPENING**

The Technical Bids will be opened publicly by the Procurement Committee in the presence of Bidder's representatives who wish to attend the bid opening at the specified time and date already mentioned above.

#### **4.15 MODIFICATIONS AND WITHDRAWAL OF BIDS**

- a. Bidders may modify or withdraw their bid after submission, provided that written notice of the modification or withdrawal is received by National Institute of Excellence in Teacher Education (NIETE), Ministry of Federal Education and Professional Training prior to the prescribed deadline for submission of bids.
- b. The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched as for the bid.
- c. No bid shall be modified subsequent to the deadline for submission of bids.
- d. No bid shall be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity.

#### **4.16 BID SECURITY**

- a. The bidder shall furnish with the "FINANCIAL" bid, as part of their bid, bid security of Rs. 600,000 as per specimen provided

- b. The bid security shall be in the form of a Bank draft / Pay order / CDR must be issued by a Pakistani Scheduled Bank, in favor of **DDO, National Institute of Excellence in Teacher Education (NIETE)**, Islamabad. The bid security shall be valid for 120 days counting from the day of the bid opening *extendable* up to 60 days.
- c. Any bid not accompanied by the requisite Bid Security shall be rejected as non-responsive. The bid security of unsuccessful bidders will be returned as per procedure in vogue. The bid security of the successful bidder shall be discharged after requisite amount of the Performance Security in the form of Bank Guarantee has been furnished and the contract has been signed.
- d. The bid security will be forfeited in case:
  - i. A bidder withdraws its bid during the period of bid validity.
  - ii. Failure of the successful bidder to sign the contract and provide the Performance Guarantee.

#### **4.17 RESPONSIVENESS OF THE BIDS**

- a. The Technical Portion of the bid proposal must be accompanied with the certificate declaring that a bid security of appropriate amount is enclosed with the financial proposal.
- b. The Bid must be prepared in the English Language.
- c. The Bid must be unconditionally valid for 120 days from the date of Bid Opening further extendable.
- d. The bid must be accompanied with the duly signed and stamped "Standard Forms" given attached with this document.
- e. The National Institute of Excellence in Teacher Education (NIETE) will evaluate and compare only the substantially responsive bids.
- f. Bids determined to be substantially responsive will next be checked for any material error in computation.

#### **4.18 PERFORMANCE GUARANTEE**

- a. Within fifteen (15) days of Contract signing, the successful bidder shall furnish to, performance guarantee issued by a scheduled Bank in favor of **Project Director, National Institute of Excellence in Teacher Education (NIETE)**, Ministry of Federal Education and Professional Training amounting to 10% of the Bid value
- b. The Bank Guarantee of the banks that are blacklisted by Government of Pakistan for issuing Bank Guarantees will not be acceptable.
- c. The performance guarantee shall be valid for ninety (90) days after the completion of program.
- d. The cost incurred for establishing the Bank Guarantee or any extension thereof shall be to the account of the bidding firm.
- e. The Performance Guarantee will be discharged after approximately three months after completion of the program. the Performance Guarantee must be as per format attached and must be issued from a Pakistani scheduled bank
- f. The proceeds of the Performance Guarantee shall be payable to the National Institute of Excellence in Teacher Education (NIETE) as compensation for any loss resulting from the contractor's failure to complete its performance obligations under



the contract according to the satisfaction of National Institute of Excellence in Teacher Education (NIETE).

#### **4.19 ELIGIBILITY AND QUALIFICATION REQUIREMENTS**

- 4.19.1 To be eligible for award of contract, bidders will have to provide satisfactory evidence to National Institute of Excellence in Teacher Education (NIETE), of their eligibility and meet the minimum criteria as provided in the bidding document.
- 4.19.2 Bids submitted by a Consortium or Joint venture of two or more parties as partners, shall comply with the following requirements:
- i. Bids submitted by a Consortium or Joint venture of two or more parties as partners, necessarily require qualifying eligibility criteria by any of the partner or combined.
  - ii. The bids, and in case of a successful bid, a Form of Agreement shall be signed so as to be legally binding on all partners.
  - iii. One of the partners shall be nominated, as being in-charge and its authorization shall be evidenced by submitting the power of attorney signed by legally authorized signatories of all the partners.
  - iv. The bid security amounting to Rs. 600,000 - in the shape of Bank draft / pay order / CDR in favor of Project Director National Institute of Excellence in Teacher Education (NIETE) must be submitted by lead bidder or the partner in charge.
  - v. The Lead Bidder shall be authorized to incur liabilities and receive instruction for and on behalf of any and all partners of the Consortium or Joint venture, and the entire execution of the contract including payment shall be done exclusively with the Lead Bidder or Partner in-charge.
- 4.19.3 All partners of the Consortium or Joint venture shall be jointly and severally responsible for the execution and completion of the contract in accordance with the contract terms and conditions. A relevant statement to this shall be included in the authorization mentioned, as well as in form of bid and the form of Agreement (in case of successful bid). A copy of the agreement entered amongst the Consortium or Joint venture shall be submitted with the bid.
- 4.19.4 In case of a Consortium or Joint venture, a copy of the agreement(s) between the bidder and the partnering firm(s) is required to be submitted.

#### **4.20 CLARIFICATION OF BIDS**

- a. To assist in the examination, evaluation and comparison of Bids National Institute of Excellence in Teacher Education (NIETE), may at its own discretion, ask the Bidder for clarification of its Bid. All responses to request for clarification shall be in writing, and no change in the price or substance of the Bid shall be sought, offered or permitted.
  - i. Bidders may be requested to provide sample for evaluation or demonstrate its features to National Institute of Excellence in Teacher Education (NIETE), during evaluation stage, at no extra cost.
  - ii. National Institute of Excellence in Teacher Education (NIETE) reserves the

right to communicate with any of the reference sites mentioned by the bidder, if required, with notifying the lead bidder.

#### **4.21 GENERAL TERMS AND CONDITIONS**

- a. After opening the bids, National Institute of Excellence in Teacher Education (NIETE) will determine whether each bid is substantially responsive to the requirements of the Bidding Documents.
- b. National Institute of Excellence in Teacher Education (NIETE) will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information has been provided, CV's of staff, MoU(s) if any, whether the documents have been properly signed, and whether the bids are generally in order.
- c. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviation. A material deviation is one which being inconsistent with the Bidding Documents, affects in any substantial way the scope, instruction to Bidders, or prescribed completion schedule or which limits in any substantial way National Institute of Excellence in Teacher Education (NIETE) right or the bidders' obligation under the Contract.
- d. A bid determined to be non-responsive will be rejected by National Institute of Excellence in Teacher Education (NIETE) and shall not subsequently be made responsive by the Bidder by correction of the non-conformity.
- e. National Institute of Excellence in Teacher Education (NIETE) may waive any minor deviation and or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided that the waiver does not prejudice or affect the relative standing order of any Bidder.
- f. To assist in determining a bid's responsiveness the Bidder may be asked for clarification of his bid. The Bidder is not permitted, however, to change bid price or substance of his bid.
- g. The evaluation of the bids will take into accounts, in addition to the bid price, Reliability and efficiency of the offered services/solution and financial standing of the Bidder
- h. There are categories of activities according to details provided in previous sections, the vendor has to provide complete training content for all categories.

### **5 OPENING & EVALUATION OF PROPOSALS**

Technical Proposals will be opened by the Purchaser's representatives on the same day after the deadline for the submission of Proposals, i.e. on **15th December 2025 at 10:30 am**. Financial Proposals of bidders whose Technical Proposals qualify will be opened at date and time to be announced later. The overall evaluation criteria will be based on 70% Technical and 30% financial of the shortlisted firms. The shortlisted firm scoring maximum marks in the overall scoring will be awarded the contract.

As per rules technical and financial evaluation will be held separately. Initially those firms will be considered in the technical evaluation that have the required capabilities to meet the criteria specified to deliver all services listed in "Scope of Work" that each category and also technically qualify as per criteria and the judgment based on their profile;

#### **5.1 MINIMUM EVALUATION CRITERIA / MANDATORY QUALIFICATION**

The criteria given in Mandatory Eligibility Criteria Checklist must be fulfilled.

Firms that do not fulfill the mandatory eligibility criteria will be declared as non-responsive and their proposals shall not be entertained. Before submitting the request, the bidding organization must also ensure that they are meeting the following eligibility criteria:

- Proof of Experience of virtual training programs/Digital Training contents.
- The Team Lead/Core Team must have degrees in relevant fields / domain and/ or international certifications from reputable platforms or reputable universities
- Minimum Annual Turnover of PKR 50 million (Joint average of last 3 years of Lead Bidder/JV for private sector.
- Minimum 4 Full Time qualified and experienced digital Content Developers for each domain (any member of JV and /OR main contractor).
- Have proof of industry linkages (For virtual educational/training content development)
- Provide CVs of Key Experts (program manager/ Team Leads (TL), curriculum developers, , digital content developers and M&E/data capture/visualization Team)
- In case of Joint Venture, Agreement in favour Principal Partner be provided on appropriate value.

## 5.2 EVALUATION OF TECHNICAL PROPOSALS

### Technical Proposal Evaluation Criteria (Total: 70 Points)

| Criteria  | Sub-Criteria  | Description  | Points |
|---|---|--|--------|
| 1. Relevant Experience of the Service Provider/Organization (20 Points) | Curriculum Development & Teacher Professional Development | Demonstrated experience in teacher training programs (online/blended)<br>Proven track record of similar scale/nature projects (Pakistan/South Asia preferred) <ul style="list-style-type: none"> <li>• 2+ completed projects = 5 points</li> <li>• 5+ completed projects = 7 points</li> <li>• 7+ Completed Projects= 10 Points</li> </ul> | 10     |
|   | Digital Content Development                               | 1. Experience in designing multimedia content (videos, animations, interactive modules, assessments)<br>2. Experience with LMS integration/customization<br>2+ Years of Experience = 5 points<br>5+ Years of Experience = 7 points<br>7+ Years of Experience = 10 points   | 10     |
| 2. Proposed Methodology & Work Plan (20 Points) (Presentation)          | Understanding of Assignment & Methodology                 | Clear understanding of objectives & scope<br>No Clear methodology= 0 Points<br>Well-defined methodology:<br>Basic approach = 3 points  | 10     |

|  |  |   |    |
|--|--|---|----|
|  |  | Medium Approach= 5 Points<br>Detailed, innovative, context-specific = 10 points   |    |
|  | Detailed Work Plan & Timeline                | Realistic & comprehensive plan (4–5 months)<br>Milestones, deliverables, resource allocation (Inception, Content Development, Digitization, Pilot, Capacity Building, Finalization)<br>General plan = 5 points<br>Detailed plan= 7 Points<br>Detailed, comprehensive & logical plan = 10 points   | 10 |
| 3. Qualification of Key Experts & Team (20 Points) | Team Lead/Project Manager                    | Experience in managing large-scale education/training projects<br>5 to 10 Years Experience: 2 Points<br>10 Years and above= 3 Points<br>Relevant qualifications (Master's or higher in Education/Educational Management/related field)<br>Masters= 1 Point<br>PhD= 2 Points   | 5  |
|  | Curriculum & Subject Matter Experts          | Experience in developing academic curriculum (secondary school level)<br>Relevant expertise in pedagogy, ICT, leadership<br>5 to 10 Years Experience: 2 Points<br>10 Years and above= 3 Points<br>Relevant qualifications (Master's or higher in Education/Educational Management/related field)<br>Masters= 1 Point<br>PhD= 2 Points<br>A Team of minimum 2 Experts Required | 5  |
|  | Instructional Designers & Content Developers | Experience in instructional design for online learning<br>Expertise in creating engaging digital learning resources<br>3 to 4 Years Experience: 2 Points<br>5 Years and above= 3 Points<br>Relevant qualifications (Master's or higher in Education/Educational Management/related field)<br>Masters= 1 Point<br>PhD= 2 Points<br>A Team of 2 Experts Required                | 5  |
|  | IT/LMS Specialists                           | Experience in LMS integration, customization & support  | 3  |

|  |                                      |   |           |
|--|--------------------------------------|---|-----------|
|  |                                      | Expertise in user-friendly digital platforms<br>Expertise in creating engaging digital learning resources<br>3 to 4 Years Experience: 1 Points<br>5 Years and above= 2 Points<br>Relevant qualifications (master's or higher in IT (or Equivalent), Computer Science or related field))<br>BS or Equivalent= 0.5 Point<br>Masters or Equivalent= 1 Points |           |
| 4. Supporting Documents & References (10 Points)     | Financial Stability                  | Demonstrated financial stability & project capacity. Submit audited financial reports for the last three years. Average annual turnover for last three years must not be less than 50 million<br>PKR 50 to 100 million= 2 points<br>More than 100 Million to 150 million = 3 points<br>More than 150 million and above = 5 points                         | 5         |
|  | References & Past Performance        | Positive feedback/letters of recommendation<br>1 Point for each positive Feedback up to max. 5 letters of recommendations   | 5         |
| 6. International certifications and affiliations     | For quality and Management, ISO etc. | 2 or more International Affiliations  | 2         |
| <b>Total Maximum Points</b>                          |                                      |   | <b>70</b> |
| Minimum 45 out of 70 points is mandatory to qualify. |                                      |   |           |

### 5.3 Financial Proposal Evaluation

- The Financial proposal will carry 30% weightage towards the total score, to determine the total score to ascertain the most advantageous bid.

$$\text{Financial Score} = 30 \times \frac{\text{Lowest Amount quoted by a bidder/ company in financial bid}}{\text{Amount quoted by the company being rated}}$$

- On opening the financial proposal in the presence of the bidding firm(s) representatives who wish to attend, NIETE/FDE/MoFEPT will announce the names of the firm(s), their technical scores, and the amounts of their financial proposals.
- For the purpose of evaluation / comparison of bids, total lump sum cost with all applicable taxes will be considered.

### 5.4 Total Score

**Final Evaluation (Total Score) = Technical Evaluation Score+ Financial Evaluation Score**

Total score shall determine the most advantageous bid, in terms of the technical score and the financial score.

- i. The National Institute of Excellence in Teacher Education (NIETE)/MoFEPT will notify in writing to the organization/ firm(s) that passed the minimum technical score, and indicate the date, time and address for opening the financial proposal. The opening date shall not be sooner than 5 calendar days after the notification date. The notification may be sent through telephone call or email at address given for official correspondence.

***Note:** Please note that Bid Security of the Rs. 600,000, in the shape of CDR or Bank Guarantee, must be furnished with the Financial Proposal NOT Technical Proposal. Only a certificate may be provided by the firm with the Technical Proposal clearly stating that bid security has been enclosed with the Financial Proposal.*

## **6. AWARD OF CONTRACT**

- The Procurement Agency (PA) shall award the Contract to the Bidder whose offer has been determined to be the most advantageous evaluated bid (scoring maximum overall marks, as a sum of the technical score and the financial score) and is substantially responsive to the Bidding Document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
- The Procurement Agency (PA) shall invite by the quickest means the successful Service provider for any discussion/clarification that may be needed to conclude the Contract
- The Procurement Agency shall publish an evaluation report on its website with free access, before issuance of purchase order, and 07 days grievance period will be given. The information shall include the name of the successful Supplier, summary of its scope and their quoted and evaluated prices. The Competent Authority reserves the right to cancel all the offers.
- **National Institute of Excellence in Teacher Education (NIETE)/MoFE&PT Right to Accept or Reject any or All Bids:**
  - National Institute of Excellence in Teacher Education (NIETE)/MoFE&PT reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the effected bidder in accordance with the provision in rules.
  - National Institute of Excellence in Teacher Education (NIETE)/MoFE&PT may terminate the Contract at any time by giving written notice to the bidder, if the bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation, provided such termination will not prejudice or affect any right of action or remedy, which has, accrued or will accrue thereafter to National Institute of Excellence in Teacher Education (NIETE)/MoFE&PT.
  - If the bidder is unable to fulfill its obligations as mentioned in the work plan and withdraws from the program, National Institute of Excellence in Teacher Education (NIETE)/MoFE&PT shall terminate the contract by issuing a written notice and shall not be responsible to pay off any liability incurred towards the bidder and forfeit the security deposit amount.

## 6.1 Compliance Sheet

- In the offer, the Bidder shall include clause by clause statement and sufficient documentation such that National Institute of Excellence in Teacher Education (NIETE)/MoFEPT can validate the compliance statements. In the statement of compliance, the bidder shall state:
  - Fully Compliant (FC): If the offer of Bidder fully meets the Bidding document requirement
  - Partially Compliant (PC): If the offer of Bidder meets the requirement partially, the bidder shall state the reason why the offer is partially compliant. However, if the bidder is able to fulfill the specified requirement later, the time schedule for this shall be stated. In such cases, the bidder shall clearly mention the extent to which other requirements or specifications are affected;
  - Non-Compliant (NC): If the offer of Bidder cannot meet the requirements, the bidder shall also state reasons for it;
  - Compliance statements such as ‘Agreed’, ‘Noted’, ‘OK’, Tick mark, Do (") and ‘Understood’ etc. shall not be acceptable and shall be considered "Non-Compliant" Bidders shall mention, along with the compliance statement, the relevant Clause No., Page No., Chapter/ Section/ Volume of the offered bid document and/ or the brochure and catalogue, wherever applicable, for the purpose of verification of their technical compliance statement.
- In case of fully complied clause, any further comments will not be entertained and considered.
- If the bidder has stated ‘Fully compliant’ against technical clauses with comments resulting in material deviation, such statement shall be considered as "non-Compliant".
- If the bidder has stated partially or non-compliant to some of the clauses, the successful bidder shall provide for all such requirements and make the bid fully compliant to all requirements of National Institute of Excellence in Teacher Education (NIETE) / MoFE&PT, at the time of signing of Contract.

| S.#   | Requirements   | Compliance |
|-------|--|------------|
| (i)   | Proof of Certificate of Incorporation or Registration with relevant Government body or equivalent  |            |
| (ii)  | Proof of Experience of conducting high impact training.  |            |
| (iii) | Proof of NTN Certificate (If Applicable)   |            |
| (iv)  | Proof of GST/ST Certificate (If Applicable)  |            |
| (v)   | Proof of FTN certificate /Tax exemption certificate (for public sector entity), (If applicable)  |            |
| (vi)  | Original affidavit (not older than one month) on Stamp Paper(s) of worth PKR 100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Government, Semi-Government, Private, Autonomous body or any other national or international organization. |            |
| (vii) | Original affidavit (not older than one month) on Stamp Paper(s) of worth PKR100 or more that the bidder is an active tax payer (if applicable) 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 (if applicable).  |  |
| <b>(viii)</b>  | <b><u>Technical Proposal</u></b> submitted through E-PADS.  |  |
| <b>(ix)</b>    | <b><u>Financial Proposal</u></b> Financial Proposal must be submitted through E-PADS. (The financial proposal should not be part of technical proposal in any form).  |  |
| <b>(x)</b>     | Bid Security of Rs. 600,000 in the shape of Pay Order / Demand Draft / CDR in favor of DDO (NIETE), Federal Directorate of Education to be provided in original to the DDO on or before the date of bid opening.  |  |
| <b>(xi)</b>    | <p>(i) Proof of Experience of conducting high impact trainings.</p> <p>(ii) The Program Manager, Career Counsellors and content developers, data analysts must have degrees in relevant fields / domain and/or international certifications from reputable platforms or reputable universities</p> <p>(iii) Minimum Annual Turnover of 50 million (Joint average of last 3 years of Lead Bidder/JV if private sector). This condition will be waived for eligible HEC accredited university ranked in top 10 list and with more than 50 employees.</p> <p>(iv) Provide Suitable CVs of Key Experts.</p> <p>(v) In case of Joint Venture, Agreement in favour of FDE / Mo FE&amp;PT on Stamp Paper of appropriate value.</p> |  |
| <b>(xii)</b>   | Experience of running Intensive training/virtual trainings on the required fields / Areas provided  |  |
| <b>(xiii)</b>  | Number of teachers trained in the past 3 years.   |  |
| <b>(xiv)</b>   | Number of experts available to complete this project.   |  |
| <b>(xv)</b>    | Qualification of Key Experts and Team lead.   |  |
| <b>(xvi)</b>   | Draft <b>Presentation</b> included with proposal  |  |
| <b>(xvii)</b>  | Work Plan included with proposal  |  |
| <b>(xviii)</b> | Accreditation with Local and International certifying bodies such as ISO, etc. – proofs attached  |  |
| <b>(xix)</b>   | Proven Industry Linkages through letter of recommendations certifying that they need people equipped with these training domains and those having market value.   |  |
| <b>(xx)</b>    | Feedback from previous client(s) included.  |  |
| <b>(xxi)</b>   | Audited financial reports of last three years.  |  |



## 7. BIDDING DOCUMENTS

Annex-I

### TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of PE]

Dear Sirs:

We, the undersigned, offer to provide the services for [insert title of assignment] in accordance with your Request for Proposal dated [insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.

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

Yours sincerely,

Authorized Signature [in full and initial]

Name and Title of Signatory:

Name of Firm:

Address

Office:

**Service Provider's organization and Experience**

**A - Service Provider's Organization**

[Provide here a brief (two Pages) description of the background and organization of your firm/entity and each associate for this assignment]

## B - Bidder's Experience

[Using the format below, provide information on each assignment for which your firm Mechanisms for mentoring and supervising teaching resources was legally contracted either individually or as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment]

| Field   | Details  |
|---|--|
| Assignment name   | Approx. value of the contract (in PKR)   |
| Location of assignment  | Duration of assignment (months)  |
| Client Name   | Total No. of staff-months of the assignment  |
| Address   | Approx. value of the services provided by your firm under the contract (in case of work as associate)  |
| Start date (month/year):<br>Completion date (month/year)                    | No. of professional staff-months provided by associated Consultants  |
| Name of associated Consultants (if any)                                     | Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Program Director/Coordinator, Team Leader) |
| Narrative description of Program  |  |
| Description of actual services provided by your staff within the assignment |  |

## Annex-III

### Description of Approach, Methodology and Work Plan for Performing the Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (Max. 50 Pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology;
- b) Work Plan;
- c) Monitoring Mechanism; and
- d) Organization and Staffing

- a) Technical Approach and Methodology.

In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the exacted output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You

should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan.

In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule.

c) Organization and Staffing.

In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

**Annex-IV**

**TEAM COMPOSITION AND TASK ASSIGNMENTS**

| <b>Professional Staff</b> |                          |                          |                      |   |
|---------------------------|--------------------------|--------------------------|----------------------|---|
| <b>Name of Staff</b>      | <b>Area of Expertise</b> | <b>Position Assigned</b> | <b>Task Assigned</b> | <b>Brief Description of Educational Qualifications and Experience</b> |
|                           |                          |                          |                      |   |
|                           |                          |                          |                      |   |
|                           |                          |                          |                      |   |
|                           |                          |                          |                      |   |
|                           |                          |                          |                      |   |
|                           |                          |                          |                      |   |
|                           |                          |                          |                      |   |
|                           |                          |                          |                      |   |
|                           |                          |                          |                      |   |
|                           |                          |                          |                      |   |

| Professional Staff |                   |                   |               |  |
|--------------------|-------------------|-------------------|---------------|--|
| Name of Staff      | Area of Expertise | Position Assigned | Task Assigned | Brief Description of Educational Qualifications and Experience |
|                    |                   |                   |               |  |
|                    |                   |                   |               |  |

## CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position [Separate form will be submitted for each person]:
2. Name of Firm [Insert name of firm proposing the staff]:
3. Name of Staff [insert full name]:
4. Date of Birth:
5. Nationality:
6. Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
7. Membership of Professional Associations:
8. Other Training [Indicate significant training since degrees under 5 - Education were obtained]:
9. Countries of Work Experience: [List countries where staff has worked in the last ten years]:
10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
11. Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.  
  
From [Year]:  
  
Employer:  
  
Positions held:  
  
To [Year]:

| 11. Detailed Tasks Assigned  | 12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned  |
|--|--|
| <p><i>[List all tasks to be Performed under this assignment]</i></p> | <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p><b>Name of assignment or program:</b></p> <p><b>Year:</b></p> <p><b>Location:</b></p> <p><b>PE:</b></p> |

| 11. Detailed Tasks Assigned | 12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned              |
|-----------------------------|--|
|                             | <b>Main program features:</b><br><br><b>Position held:</b><br><br><b>Activities Performed:</b> |

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative:

### Work Schedule

| No. | Activity | Months |   |   |   |   |  |
|-----|----------|--------|---|---|---|---|--|
|     |          | 1      | 2 | 3 | 4 | 5 |  |
| 1   |          |        |   |   |   |   |  |
| 2   |          |        |   |   |   |   |  |
| 3   |          |        |   |   |   |   |  |
| 4   |          |        |   |   |   |   |  |
| 5   |          |        |   |   |   |   |  |
|     |          |        |   |   |   |   |  |
|     |          |        |   |   |   |   |  |
|     |          |        |   |   |   |   |  |
|     |          |        |   |   |   |   |  |
|     |          |        |   |   |   |   |  |
|     |          |        |   |   |   |   |  |
|     |          |        |   |   |   |   |  |
|     |          |        |   |   |   |   |  |
|     |          |        |   |   |   |   |  |
|     |          |        |   |   |   |   |  |
|     |          |        |   |   |   |   |  |
|     |          |        |   |   |   |   |  |
|     |          |        |   |   |   |   |  |
|     |          |        |   |   |   |   |  |

Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.



**Virtual Training for Secondary School Teachers Modules/ Plan,**

[Please provide **Virtual Training for Secondary School Teachers Modules** already developed (If Any)]

**List of Team Lead, Curriculum developers, data analysts and Digital Content Developers**

[Please provide list of experts/virtual training program developers already working in your organization with detail CVs]

### Integrity Pact

(To be filled/signed/stamped by the prospective bidder i.e., Principal and by the Local Agent on their Letter Head)

#### DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

**Contract Number:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Contract Value:** \_\_\_\_\_

**Contract Title:** \_\_\_\_\_

**[name of Supplier]** hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, **[name of Supplier]** represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

**[name of Supplier]** certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

**[name of Supplier]** accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, **[name of Supplier]** agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by **[name of Supplier]** as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Supplier

## **Financial Proposal - Standard Forms**

Financial Proposal Standard Formats shall be used for the preparation of the Financial Proposal according to the instructions provided under Para. 2 of Section-II.

Financial Proposal Submission Form

Summary of Costs

Breakdown of Costs by Activity

## Financial Proposal Submission Form

[Location, Date]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures)

(Amounts must coincide with the ones indicated under Total Cost of Financial proposal)

We understand that our Financial Proposal shall be binding upon us and you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [in full and initial]

Name and Title of Signatory:

Name of Firm:

Address

## Financial Proposal Form

|  |                                   |
|--|-----------------------------------|
|  |                                   |
| <b>Item</b>  | <b>Total for one year project</b> |
| Salary of Human Resource for entire program  |                                   |
| Initial Recruiting Cost for hires (include budget for qualifying additional standby hires, min 10%)      |                                   |
| <b>Sub Total</b>   |                                   |
| <b>Item</b>  | <b>Total for 1 year project</b>   |
| Design of Training Materials   |                                   |
| Specify, curate, develop, license and procure digital content, tools and materials.                      |                                   |
| Design and implement training of Human Resource  |                                   |
| Convert train the trainer program into digital content to manage future turnover (recording of sessions) |                                   |
| <b>Sub Total</b>   |                                   |
| <b>Item</b>  | <b>Total for One year</b>         |
| Integration of Digital content into LMS  |                                   |
| <b>Sub-Total</b>   |                                   |

  

|  |                           |
|--|---------------------------|
| <b>Item</b>  | <b>Total for One year</b> |
| Total activity cost estimates  |                           |
| Project mgmt. fee (for managing the project and delivering required output/outcome/impact. |                           |
| <b>TOTAL</b>   |                           |

## General Information Form

All individual firms and/or each partner of a Joint Venture that are bidding must complete the information in this form. Nationality information should be provided for all owners or Bidders that are partnerships or individually owned firms.

Where the Bidder proposes to form a JV, the following information should also be supplied for the JV Partner(s) on **stamp paper**.

|    |                                       |                                      |
|----|---------------------------------------|--------------------------------------|
| 1. | Name of firm                          |                                      |
| 2. | Head office address                   |                                      |
| 3. | Telephone                             | Contact                              |
| 4. | Fax                                   | Telex                                |
| 5. | Place of incorporation / registration | Year of incorporation / registration |

| Nationality of owners' |  |             |
|------------------------|--|-------------|
| Name                   |  | Nationality |
|                        |  |             |
| 2.                     |  |             |
| 3.                     |  |             |
| 4.                     |  |             |
| 5.                     |  |             |

To be completed by all owners of partnerships or individually owned firms.

This information may not be available from the Intensive Training Company.

## General Information Systems Experience Record

Name of Bidder or partner of a Joint Venture:

All individual firms and all partners of a Joint Venture must complete the information in this form with regard to the management of Information Systems contracts generally. The information supplied should be the annual turnover of the Bidder (or each member of a Joint Venture), in terms of the amounts billed to clients for each year for work in progress or completed, converted to Pakistani Rupees at the rate of exchange at the end of the period reported. The annual periods should be calendar years, with partial accounting for the year up to the date of submission of applications.

JV permitted experience.

The above concept can be modified evaluation factors and responsibilities and open up more space for smaller player to big players. We need to focus on creating a situation that practically big players pay more pivotal role of training and promising of backend technical support for next two years but have less risk in joining hands with domestic or smaller players due to stringent legal framework of the origins.

A brief note on each contract should be appended, describing the nature of the Information

System, duration and amount of contract, managerial arrangements, purchaser, and other relevant details.

Use a separate page for each partner of a Joint Venture, and number these pages.

Bidders should not enclose testimonials, certificates, and publicity material with their applications; they will not be taken into account in the evaluation of qualifications.

| Annual turnover data (applicable activities only)                     |          |
|---|----------|
| Year'   | Turnover |
| 1.  |          |
| 2.  |          |
| 3.  |          |
| 4.  |          |
| 5.  |          |
| Commencing with the partial year up to the date of submission of bids |          |

### Bidding Firm's Program References

[Relevant services carried out in the past that best illustrate qualifications]

|                                   |  |   |  |
|-----------------------------------|--|---|--|
| Assignment Name                   |  | Country   |  |
| Name of Client:                   |  | Total No. of delivery Locations<br>(List may be attached) |  |
| Industry                          |  |   |  |
| Address:                          |  |   |  |
| Start Date<br>(Month/Year)        |  | Approx. Value of Contract (in currency):                  |  |
| Completion Date<br>(Month/Year)   |  |   |  |
| Items/Services Supplied           |  | Quantity  |  |
|                                   |  |   |  |
|                                   |  |   |  |
| Narrative Description of Program: |  |   |  |



**Joint Venture Summary (Stamp Paper)**

(JV agreement for participating in the RFP advertised by FDE / MoFEPT)

Names of all partners of a Joint Venture

1. Partner in charge
2. Partner
3. Partner
4. Partner
5. Partner
6. Etc.

Total value of annual turnover, in terms of Information System billed to clients;

| Annual turnover data (applicable activities only; PKR) |        |        |        |        |        |
|--|--------|--------|--------|--------|--------|
| Partner  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| 1. Partner in charge                                   |        |        |        |        |        |
| 2. Partner   |        |        |        |        |        |
| 3. Partner   |        |        |        |        |        |
| Totals   |        |        |        |        |        |

### Details of Contracts of Similar Nature and Complexity

Name of Bidder or partner of a Joint Venture:

Use a separate sheet for each contract.

|     |  |  |
|-----|--|--|
| 1.  | Number of contracts  |  |
|     | Name of contract   |  |
|     | Country  |  |
| 2.  | Name of Purchaser  |  |
| 3.  | Purchaser address  |  |
| 4.  | Nature of Information Systems and special features relevant to the contract for which the Bidding Documents are issued   |  |
| 5.  | Contract role (check one)<br><br><div style="text-align: center;"> <input type="checkbox"/> Prime Supplier<br/> <input type="checkbox"/> Management<br/> <input type="checkbox"/> Contractor<br/> <input type="checkbox"/> Partner in a Joint Venture         </div>   |  |
| 6.  | Amount of the total contract/partner share (in specified currencies at completion, or at date of award for current contracts)<br><div style="text-align: center;">_____</div> <div style="display: flex; justify-content: space-around;"> <span>Currency</span> <span>Currency</span> <span>Currency</span> </div> |  |
| 7.  | Equivalent amount<br>PKR _____ Partner share: PKR_____;<br>Total contract: PKR, _____  |  |
| 8.  | Date of award/completion   |  |
| 9.  | Contract was completed _____ months ahead/behind original schedule (if behind, provide Explanation).   |  |
| 10. | Contract _____ was _____ equivalent under/over original (if completed contract amount over, provide explanation).  |  |
| 11. | Special contractual/technical requirements.  |  |
| 12. | Indicate the approximate percent of total contract value (and PKR amount) of Information System undertaken by, if any, and the nature of such Information System.  |  |

### Personnel Capabilities

For specific positions essential to contract management and implementation (and/or those specified in the Bidding Documents, if any), Bidders should provide the names of at least two candidates qualified to meet the specified requirements stated for each position.

Bidders may propose alternative management and implementation arrangements requiring different key personnel, whose experience records should be provided:

| Professional Staff |         |      |                   |                   |             |
|--------------------|---------|------|-------------------|-------------------|-------------|
| Name of Staff      | CNIC No | Firm | Area of Expertise | Position Assigned | Task Assign |
|                    |         |      |                   |                   |             |
|                    |         |      |                   |                   |             |
|                    |         |      |                   |                   |             |
|                    |         |      |                   |                   |             |
|                    |         |      |                   |                   |             |
|                    |         |      |                   |                   |             |
|                    |         |      |                   |                   |             |
|                    |         |      |                   |                   |             |

## Financial Capabilities

|   |
|---|
| Name of Bidder or partner of a Joint Venture: |
|---|

Bidders, including each partner of a Joint Venture, shall provide financial information to demonstrate that they meet the requirements stated in the Evaluation Criteria. Each Bidder or partner of a Joint Venture shall complete this form. If necessary, separate sheets shall be used to provide complete banker information. A copy of the audited balance sheets shall be attached.

Autonomous subdivisions of parent conglomerate businesses shall submit financial information related only to the particular activities of the subdivision.

|        |                   |                        |
|--------|-------------------|------------------------|
| Banker | Name of banker    |                        |
|        | Address of banker |                        |
|        |                   |                        |
|        | Telephone         | Contact name and title |
|        | Fax               | Telex                  |

Summarize actual assets and liabilities in Pakistani Rupee equivalent (at the rates of exchange current at the end of each year) for the previous five calendar years. Based upon known commitments, summarize programed assets and liabilities in Pakistani Rupee equivalent for the next two calendar years, unless the withholding of such information by stock market listed public companies can be substantiated by the Bidder.

| Financial information in PKR | Actual:             |   |   | Programed:     |   |
|------------------------------|---------------------|---|---|----------------|---|
|                              | Previous five years |   |   | Next two years |   |
|                              | 3                   | 2 | 1 | 1              | 2 |
| 1. Total assets              |                     |   |   |                |   |
| 2. Current assets            |                     |   |   |                |   |
| 3. Total liabilities         |                     |   |   |                |   |
| 4. Current liabilities       |                     |   |   |                |   |
| Revenue                      |                     |   |   |                |   |
| 5. Profits before taxes      |                     |   |   |                |   |
| 6. Profits after taxes       |                     |   |   |                |   |

## Candidate Summary

|                 |
|-----------------|
| Name of Bidder: |
|-----------------|

|                       |                             |                                       |
|-----------------------|-----------------------------|---------------------------------------|
| Position              |                             | Candidate                             |
|                       |                             | Prime      Alternate                  |
| Candidate information | Name of candidate           | Date of birth                         |
|                       | Professional qualifications |                                       |
|                       |                             |                                       |
| Present employment    | Name of Employer            |                                       |
|                       | Address of Employer         |                                       |
|                       |                             |                                       |
|                       | Telephone                   | Contact (manager / personnel officer) |
|                       | Fax                         | Telex                                 |
|                       | Job title of candidate      | Years with present Employer           |

Summarize professional experience over the last twenty years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the program.

| From | To | Company/Program/Position/Relevant technical and management experience |
|------|----|---|
|      |    |   |

### Technical Capabilities

Name of Bidder:

The Bidder shall provide adequate information to demonstrate clearly that it has the technical capability to meet the requirements for the Information System. With this form, the Bidder should summarize important certifications, proprietary methodologies, and/or specialized technologies which the Bidder proposes to utilize in the execution of the Contract or Contracts.

### Litigation History

Name of Bidder or partner of a Joint Venture:

Bidders, including each of the partners of a Joint Venture, shall provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each partner of a Joint Venture.

| Year | Award<br>FOR or<br>AGAINST<br>Bidder | Name of client, cause of litigation,<br>and matter in dispute | Disputed<br>amount<br>(current value,<br>PKR<br>equivalent) |
|------|--------------------------------------|---|---|
|      |                                      |   |   |
|      |                                      |   |   |
|      |                                      |   |   |
|      |                                      |   |   |
|      |                                      |   |   |
|      |                                      |   |   |

## DECLARATION on OATH

*[Name of the Seller/Supplier]* hereby solemnly declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any School administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practices.

Without limiting the generality of the foregoing, *[the Seller/Supplier]* represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, Vendor, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

*[the Seller/Supplier]* certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

*[the Seller/Supplier]* accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, *[the Seller/Supplier]* agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by *[the Seller/Suppliers]* as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP.

## GENERAL DECLARATION

(To be filled/signed/stamped by the prospective bidder i.e. Principal and by the Local Agent on their Letter Head)

The Prospective Bidder will have to certify that;

- Their Firm / Company / Local Agent with current or any other title & style has not been involved or Mitigating in any manner or kind of litigation with **NIETE**/ederal Directorate of Education, Ministry of Federal Education and Professional Training.
- Wrong declaration to above fact will be liable to legal proceedings including but not limited to confiscation of Bid Security / Performance Guarantee & Blacklisting of Firm (the principal) and also Local Agent

Sign / Name: \_\_\_\_\_

Principal's Name / Address: \_\_\_\_\_

\_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Stamp: \_\_\_\_\_

Sign / Name: \_\_\_\_\_

Local agents Name / Address: \_\_\_\_\_



## BID SECURITY DOCUMENTS

### 1. BID SECURITY

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[insert: **Bank's Name, and Address of Issuing Branch or Office**] **Beneficiary:** [insert: **Name and Address of Purchaser**]

Date: [insert: date]

BID GUARANTEE No.: [insert: **Bid Guarantee Number**]

We have been informed that [insert: name of the Bidder] (hereinafter called "the Bidder") has submitted to you its bid dated [insert: bid date] (hereinafter called "the Bid") for the execution of [insert: name of contract] under Invitation for Bids No. [insert: IFB number].

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee, and that the bid guarantee automatically covers any alternative bids included in the Bid, if the Bidder is permitted to offer alternatives and does so.

At the request of the Bidder, we [insert: name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [insert: amount in figures] ([insert: amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- i. has withdrawn the Bid (or any parts of it) during the period of bid validity specified by the Bidder in the Bid Submission Form or any extension of the period of bid validity which the Bidder subsequently agreed to; or
- ii. having been notified of the acceptance of the Bid by you during the period of bid validity, (i) failed or refused to execute the Contract Agreement, or (ii) failed or refused to furnish the performance guarantee, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance guarantee issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bid's validity.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees,  
ICC Publication No. 458.

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[Signature(s)]

{Note to Bidders: Instructions on amount and currency can be found in the Section 2.13. Joint Ventures need to also ensure that their Bank Guarantee meets the requirements for Joint Ventures as provided in the same section.}

## 2. PERFORMANCE GUARANTEE

Issuing Authority:

Date of Issuance:

Expiry:

Claim of Lodgment Date:

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Services and render the Services against Tender Name (hereinafter called "the Contract") for the Contract Value of PKR (in figures) (and in words)

AND WHEREAS it has been stipulated in the Tender Document that the successful Contractor shall furnish Performance Guarantee, within ten (10) working days of the receipt of the Acceptance Letter from the Client, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document to the Client, for a sum equivalent to Rs. \_\_\_\_\_ (to 10% of the one (01) year contract value, on a yearly basis, with an undertaking to renew the Bank Guarantee before the end of each year, one month before the expiry period of the submitted bank guarantee) valid from the date of issue until all obligations have been fulfilled in accordance with the Contract; AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE, the Guarantor hereby affirms to bind himself, his successors and his assigns to the Client, for the sum of PKR (in figures) (and in words) and undertakes to pay to the Client, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Client having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

- a. If the Contractor commits a default under the Contract;
- b. If the Contractor fails to fulfill any of the obligations under the contract;
- c. If the Contractor violates any of the provisions of the Contract.

Provided that the Client shall specify the occurred condition(s) owing to which the said sum is due to him. Provided further that any demand(s) / claim(s) from the Client shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to \_\_\_\_\_ or all obligations have been fulfilled in accordance with the Contract, whichever is earlier. Date this \_\_ day of 20

### GUARANTOR

Signature \_\_\_\_\_ CNIC # \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_ Address \_\_\_\_\_

[Note for Bidders: Instructions on amount and currency can be found in the Section 2. Joint Ventures need to also ensure that their Bid Security meets the requirements for Joint Ventures as provided in the same section