

DAANISH SCHOOLS AUTHORITY  
Ministry of Federal Education & Professional Training

EXPRESSION OF INTEREST (EOI)  
FOR  
**PREQUALIFICATION OF HUMAN RESOURCE RECRUITMENT SERVICE PROVIDERS**

## **1. Background & Introduction**

Daanish Schools Authority (DSA), operating under the administrative control of the Ministry of Federal Education and Professional Training, Government of Pakistan, is responsible for the establishment, management and operational oversight of Daanish Schools across the country. The Authority aims to provide high quality education to students belonging to underprivileged and marginalized segments of society.

In order to ensure transparency, merit, and professionalism in recruitment of personnel for the Daanish Schools Authority Secretariat and for Daanish Schools located across Pakistan, the Authority intends to engage professional Human Resource Recruitment Service Providers possessing adequate expertise in recruitment management and human resource consultancy.

Through this Expression of Interest, Daanish Schools Authority invites applications from well-reputed and experienced firms to provide Human Resource Recruitment Services for recruitment of academic, administrative, management, technical and support staff.

The purpose of this EOI is to prequalify competent firms having demonstrated experience and professional capability in recruitment management services. Firms meeting the prescribed eligibility and evaluation criteria will be shortlisted and subsequently invited to participate in procurement processes for specific recruitment assignments.

## **2. General Information**

- i. Selection of firms shall be carried out in accordance with the applicable Public Procurement Rules
- ii. The detailed EOI document is available on the e-Pak Acquisition and Disposal System (EPADS) and PPRA website, and Ministry Website.
- iii. Interested firms must submit their proposals electronically through EPADS before the closing date and time mentioned in this document.
- iv. Daanish School Authority reserves the right to accept or reject any or all Expressions of Interest in accordance with applicable procurement rules.

### **3. Objective of the Prequalification**

*The objective of this prequalification process is to establish a panel of qualified Human Resource Recruitment Service Providers who may be engaged by the Authority, through competitive procurement procedures, for recruitment assignments relating to hiring of staff for Danish Schools Authority and Danish Schools.*

*The recruitment assignments may include positions at different levels including senior management, middle management, professional staff, academic staff and support staff.*

### **4. Scope of Services**

The selected Human Resource Recruitment Service Provider shall be responsible for providing professional recruitment management services covering the entire recruitment cycle for positions identified by the Authority.

The scope of services shall include, but not be limited to, the following activities.

- i. The service provider shall assist the Authority in developing recruitment plans and timelines based on the staffing requirements communicated by the Authority.
- ii. The service provider shall assist in preparation and publication of recruitment advertisements in national newspapers, online job portals, and other appropriate media platforms in consultation with the Authority.
- iii. The service provider shall establish and manage a secure online application management system enabling candidates to submit applications electronically.
- iv. The service provider shall receive, record and manage all applications submitted by candidates and maintain a comprehensive electronic database of applicants.
- v. The service provider shall scrutinize applications received against the prescribed eligibility criteria including qualifications, experience and age limits as provided by the Authority.
- vi. The service provider shall prepare lists of eligible and ineligible candidates and shall clearly state the reasons for rejection of ineligible applications.
- vii. The service provider shall carry out candidate screening and shortlisting based on approved eligibility and evaluation criteria.

- viii. The service provider shall prepare shortlists of candidates recommended for further stages of recruitment including interviews or other evaluation processes as directed by the Authority.
- ix. The service provider shall coordinate with the Authority in scheduling interviews and shall facilitate communication with shortlisted candidates.
- x. The service provider shall maintain proper documentation of the entire recruitment process including candidate database, evaluation records and recruitment reports.
- xi. The service provider shall provide analytical reports and recruitment summaries including details of applicants, shortlisted candidates and final recommendations.
- xii. The service provider shall ensure confidentiality and integrity of all recruitment related information and documentation.
- xiii. The service provider shall comply with all instructions and guidelines issued by the Authority during the recruitment process.

#### **4. Eligibility Criteria**

Interested firms must meet the following Mandatory minimum eligibility requirements.

- i. The firm must be legally registered with the Securities and Exchange Commission of Pakistan or any other relevant regulatory authority.
- ii. The firm must possess valid National Tax Number and Sales Tax registration.
- iii. The firm must be on the Active Taxpayers List of the Federal Board of Revenue.
- iv. The firm must have a minimum of three years of experience in Human Resource Recruitment Services or HR consultancy.
- v. The firm must have successfully completed at least fifty 50 recruitment cases during the last five years.
- vi. The firm must possess adequate technical and administrative infrastructure required for recruitment management services including HR management systems and qualified professional staff.
- vii. The firm must have an Average Annual Turn Over of Rs.20.00 million for last three years supported by the Audited Reports.
- viii. Joint ventures may apply provided a legally binding agreement on Stamp Paper between the partners is submitted.

- ix. The firm must provide an affidavit stating that the firm has not been blacklisted by any government department, public sector organization or regulatory authority.
- x. Affidavit declaring that the provided information is correct

*Firms failing to meet any of the mandatory eligibility requirements shall be considered non-responsive and shall not be evaluated further.*

## 5. Submission Requirements

Interested firms shall submit the following documents along with their Expression of Interest.

SN	Requirement	Format Attached at	Please provide relevant pg. No. of Bid
i.	Company profile including key Information	Annex-A	
ii.	Format for providing Evidence of Recruitment cases	Annex-B	
iii.	Evidence of experience in similar assignments during the last five years	Annex-C	
iv.	Details of technical infrastructure including testing systems, software platforms, and examination facilities	Annex-D	
v.	Details of key professional staff involved in recruitment testing and HR services	Annex-E	
vi.	Audited financial statements for the last three years	Annex-F	
vii.	Affidavit declaring that the firm has not been blacklisted by any government or public sector organization	Annex-G	
viii.	Affidavit declaring that the provided information is correct	Annex-H	

## 6. Evaluation Criteria

Applications meeting the mandatory eligibility criteria shall be evaluated on the basis of the following technical criteria.

Evaluation of the proposals will be carried out using the following criteria.

S. No.	Evaluation Grounds	Marks	Reference Page No.
1	Experience of the firm in HR recruitment services since registration will carry a maximum of ten marks. <i>One mark shall be awarded for each additional year beyond the mandatory three years of experience up to a maximum of ten marks.</i>	10	
	Number of recruitment cases completed during the last five years covering the full recruitment cycle <i>Above 250 cases = 30 marks</i> <i>151 to 250 Cases = 20 marks</i> <i>50 to 150 cases = 10 marks</i> <i>Minimum 50 cases are mandatory for the prequalification</i>	30	
3.	Number of similar assignments conducted during the last five years. (Completion Certificate is Must to get Marks) <i>Four marks will be awarded for each assignment up to a maximum of five assignments.</i>	20	
4.	Technical infrastructure including HRIS, Testing systems, software platforms, and examination capacity. <i>15 Marks for Specialized software / IT Solution with evidence</i> <i>5 Marks for International Certification</i>	20	
5.	Availability and qualifications of professional staff engaged in HR recruitment services <ul style="list-style-type: none"> <li>• 10 - 19 Nos of staff: 3 Marks</li> <li>• 20 – 29 Nos of Staff: 6 Marks</li> <li>• 30 and above: 10 Marks</li> </ul> Please provide documentary Evidence	10	
6.	Average annual turnover of the firm during the last three financial years. <ul style="list-style-type: none"> <li>- Rs. 20.00 – Rs. 30.00 M = 5Marks</li> <li>- Rs. 31.00 – Rs. 50.00 M = 8 Marks</li> <li>- Rs. 51 &amp; Above = 10 Marks</li> </ul>	10	
<b>Grand Total</b>		100	

The minimum qualifying score for prequalification shall be seventy percent (70%) of the total marks.

## **7. Post Prequalification Mechanism**

- i. The firms meeting the required evaluation threshold shall be declared prequalified.
- ii. The prequalification shall remain valid for a period of one year from the date of approval by the competent authority.
- iii. During the validity period, the Authority may invite proposals from the prequalified firms for specific recruitment assignments through Request for Proposal (RFP) or other procurement methods permitted under Public Procurement Rules.
- iv. The recruitment assignments shall be awarded through competitive selection among the prequalified firms.
- v. Prequalification does not constitute any contractual commitment and does not guarantee award of any assignment.

## **8. Submission of Expression of Interest**

The Expression of Interest shall be submitted electronically through EPADS on or before the deadline specified below.

### **EOI Submission Deadline: March 31, 2026 at 02:30 p.m**

The proposals will be opened on the same day at 03:00 p.m only through EPADS at the specified time in the presence of representatives of the applicants who choose to attend in the office of the address give below.

Submission of Hard copies are not required.

Late submissions / request for extension shall not be entertained.

## **8. Duration of Prequalification**

The prequalification shall remain valid for a period of one year from the date of approval by the Authority, subject to satisfactory performance of the prequalified firms.

The Authority may engage any of the prequalified firms through competitive procurement procedures for specific recruitment assignments.

## **9. Confidentiality**

Information relating to evaluation of applications and recommendations concerning awards shall not be disclosed to applicants or other persons not officially concerned with the process until completion of the evaluation process.

## **10. Right of the Procuring Agency**

Daanish School Authority reserves the right to accept or reject any or all Expressions of Interest in accordance with applicable procurement rules.

Submission of Expression of Interest does not constitute a contractual commitment on the part of the Authority.

## **11. Contact Information**

For further information and clarification, interested firms may contact:

**(Shah Jehan)**  
**Deputy Secretary - HE**  
**Room # 227, 2<sup>nd</sup> Floor, Block-'D' Pak Secretariat, Islamabad**  
**Tel: 051-9103915**

Application Form for Expression of Interest

S. No.	Particulars	Details to be Provided by the Firm with proper reference of Page Number
1	Name of Firm / Company	
2	Registered Address	
3	Office Address (if different)	
4	Telephone Number	
5	Email Address	
6	Website	
7	Year of Establishment / Incorporation	
8	Legal Status (Private Ltd / Public Ltd / Partnership / Sole Proprietor / JV)	
9	Name of Chief Executive / Managing Director	
10	National Tax Number (NTN)	
11	Sales Tax Registration Number	
12	Active Taxpayer Status (Yes / No)	
13	Total Number of Professional Staff	
14	Total Years of Experience in HR Recruitment Services	
15	Average Annual Turnover (Last Three Years)	
16	Contact Person for EOI	
17	Designation of Contact Person	
18	Phone Number of Contact Person	
19	Email Address of Contact Person	

Annex – B

Format for Assessment of Recruitment Cases / Positions Filled

S. No.	Client Organization	Sector (Govt / Public Sector / Private / Development Sector / Educational Institution)	Position Title	Level of Position (Senior / Middle / Operational / Academic / Support)	Number of Positions Filled	Year of Recruitment	Scope of Services Provided (Advertisement, Application Management, Shortlisting, Recruitment Cycle etc.)	Completion Status	Supporting Evidence Attached (Yes/No)

Annex-C

Experience of Similar Assignments (Last Five Years)

S. No.	Assignment Title	Client Organization	Nature of Client (Govt / Private / Development Sector / Educational Institution)	Year of Assignment	Number of Positions Recruited	Level of Positions (Senior / Middle / Operational / Academic / Support)	Brief Description of Services Provided	Supporting Evidence Attached (Yes/No)

**Please provide the detail up to the Maximum Marks**

**Technical infrastructure including testing systems, software platforms, and examination facilities**

<b>S. No.</b>	<b>Infrastructure / System</b>	<b>Description / Details</b>	<b>Available (Yes / No)</b>
1	HR Recruitment Management System		
2	Online Application Management Portal		
3	Applicant Tracking System (ATS)		
4	Candidate Database Management System		
5	Recruitment Data Security and Backup System		
6	Communication System with Candidates (Email / SMS)		
7	Reporting and Recruitment Analytics Tools		
8	Other Relevant Technical Infrastructure		

**Details of Professional Staff**

<b>S. No.</b>	<b>Name of Staff Member</b>	<b>Designation</b>	<b>Highest Qualification</b>	<b>Total Years of Experience</b>	<b>Years of Experience in HR Recruitment</b>	<b>Key Area of Expertise</b>	<b>Employment Status (Full Time / Contract)</b>

**Please provide the detail up to the Maximum Marks**

**Audited Financial details**

Financial Year	Annual Turnover (PKR)	Audited Financial Statement Attached (Yes/No)
Year 1		
Year 2		
Year 3		

(Audited financial statements certified by a chartered accountant shall be attached.)

Affidavit Regarding Non-Blacklisting

(This affidavit shall be submitted stamp paper)

I, the undersigned, being the authorized representative of the above-mentioned firm, do hereby solemnly affirm and declare that:

1. The firm ----- not been blacklisted, debarred, or declared ineligible by any Government Department, Public Sector Organization, Autonomous Body, or Regulatory Authority in Pakistan.

Affidavit for Correct Information

(This affidavit shall be submitted stamp paper)

I, the undersigned, being the authorized representative of the above-mentioned firm, do hereby solemnly affirm and declare that

*The information provided in the Expression of Interest submitted to Daanish Schools Authority for **Prequalification of Human Resource Recruitment Service Providers** is true and correct*