

**E-Notice for Pre-Qualification of Training & Development Vendors****RFP No. PSW-PROC-25-26-PQ-HR-01**

Pakistan Single Window (PSW), the notified operating entity for the PSW system under the provisions of the PSW Act, 2021 and a company incorporated under Section 42 of the Companies Act, 2017, invites sealed applications from experienced vendors, registered with relevant authorities, for the **Pre-Qualification of Training & Development Vendors**. Applicants must be registered suppliers on the e-Pak Acquisition & Disposal System (EPADS) to participate in this pre-qualification process. Interested applicants may register electronically on EPADS at: <https://eprocure.gov.pk/#/supplier/registration>.

2. Pre-Qualification (PQ) documents, containing detailed instructions for the preparation and submission of proposals, evaluation criteria, and other relevant information, are available on EPADS or can be downloaded from the PSW website at (<https://www.psw.gov.pk/documents/tenders>).

3. An online pre-bid meeting is scheduled on **11th June 2026 at 1130 hrs.** further details of whereas are given in the tender documents. Interested vendors may attend the pre-bid meeting at their own cost.

Microsoft Teams meeting**Join:** <https://teams.microsoft.com/meet/42408995580920?p=qWByJSJhgvUP5QrPh>

Meeting ID: 424 089 955 809 20

Passcode: 5VG9CT7i

4. Prospective applicants may request clarification on any aspect of the PQ documents by **14th June, 2026**. Prospective applicants may send their queries via email at procurement@psw.gov.pk.

5. Pre-qualification proposals, prepared in accordance with the instructions provided in the Pre-Qualification Documents, must be submitted electronically through EPADS on or before **22nd June 2026 at 1500 Hrs.** Pre-Qualification proposals will be opened on the same day at **1530 Hrs.** at the below given address. In case the day of Pre-Qualification proposal submission and opening falls on a public holiday, next working day shall be considered as the deadline for the same along with the venue and time. This notice is also available on PPRA website at www.ppra.org.pk

Procurement Department
Pakistan Single Window
Ground Floor, Nespak Building, Near State Bank,
G-5/2, Islamabad.
Phone: 051-9211129



Pre-Qualification (PQ) Documents

Pre-Qualification of Training & Development Vendors



PQ No. PSW-PROC-25-26-PQ-HR-01

e-PQ Proposals Submission: 22nd June 2026 by 1500 Hrs.

PQ Proposals Opening: 22nd June 2026 at 1530 Hrs.

**Procurement Department
Pakistan Single Window
Ground Floor, NESPAK Building, Near State Bank,
G-5/2, Islamabad.
Phone: 051-9211129**



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INSTRUCTIONS TO APPLICANTS

The objective of "Instructions to Applicants" is to provide applicants information to submit their proposals in response to this Pre-Qualification (PQ) document, according to the requirements defined in this PQ document and in the same order/sequence as set forth in this PQ document. Applicants are required to carefully review and follow the instructions for the subject PQ process:

- 1) Applicants are required to mention the Pre-Qualification (PQ) number (**PSW-PROC-25-26-PQ-HR-01**) in the subject line of the emails for all correspondence related to the subject pre-qualification. PSW will not be liable for any missed correspondence/email where the PQ number is not mentioned in the subject line of the email.
- 2) Applicants who receive the Pre-Qualification (PQ) documents shall send an acknowledgement to PSW by email at procurement@psw.gov.pk. The acknowledgement shall have full contact details of its contact person. Any updates/communication/response to the clarifications shall be shared with such provided contact person(s). PSW assumes no liability for non-receipt of updates/communication/clarifications for such applicants who do not share the required contact details.
- 3) PSW will respond by electronic mail to any request for clarifications. A consolidated matrix of all queries along with respective responses will be sent to prospective applicants without disclosing details of the applicants. An SMS/text message or phone call will not be regarded as communication for purpose of this PQ document and cannot be referred to as such and shall not be deemed legally binding. PSW foresees that while clarifying a query, a prospective applicant's identity may need to be disclosed due to nature of the query, the prospective applicant, in such case, will have no objection to such disclosure by PSW.
- 4) An online pre-bid meeting is scheduled to be held as per below mentioned details. Interested bidders may attend the meeting at their own cost.

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/42408995580920?p=qWByJSJhgvUP5QrPh>

Meeting ID: 424 089 955 809 20

Passcode: 5VG9CT7i

Date: 11th June, 2026

Time: 11:30 AM

- 5) Each applicant shall submit only one proposal; multiple submission of proposals shall render the applicant disqualified.
- 6) The scope of services of subject PQ is provided at **Annexure-I**.
- 7) The applicants are required to upload their PQ proposals (in PDF) on the e-PADS portal. All pages of the proposal must be sequentially numbered, signed, and stamped. Form of PQ Proposal must be stamped & signed by the representative authorized as per clause 6 of the Form of PQ Proposal (**Annexure-III**).
- 8) PSW reserves the right to amend, modify, supplement or withdraw this PQ document or extend the deadline for submission of proposals and to reject all received proposals and annul this process without assigning any reason/cause and without assuming any liability



or obligation on its part. All amendments shall be part of the PQ document and binding on the applicants. PSW shall notify the amendment(s) in writing prior to the proposal submission date.

- 9) Language of the proposals shall be English. Any printed literature/documents/certificates etc. furnished by the applicants in another language shall be accompanied by an English translation which shall govern for purposes of interpretation.
- 10) Applicants shall submit all relevant documents, in their proposals, required to evaluate/assess the applicants as per the criteria mentioned at **Annexure-IV**. Applicants shall be evaluated based on the documents provided in the proposals. Provision of relevant and clear/unambiguous documents shall be the responsibility of the applicants.
- 11) Successful applicant shall be responsible for complying with all the local laws of Pakistan and fulfilling all requirements thereof.
- 12) The proposals will be rejected if any shortcoming occurs in the following:
 - a. Failure to provide a duly signed "Form of PQ Proposal," as per the format given in Annexure-III, with the official stamp affixed;
 - b. The Proposal is unsigned, incomplete, conditional, alternative, or submitted late;
 - c. Applicant is found blacklisted during the pre-qualification process;
 - d. Applicant has an actual or potential conflict of interest with PSW or with the scope of the subject pre-qualification;
 - e. Applicant engages in corrupt or fraudulent practices during the process; or
 - f. PSW has had adverse experience with the applicant in last five (05) years.
- 13) The applicants shall bear all costs/expenses associated with preparation and submission of the proposals and attending any pre-proposal and proposal opening meetings. PSW shall in no case be responsible/liable for those costs/expenses.
- 14) Any proposal submitted after the deadline for submission of proposals shall be rejected. Issues with internet/connectivity, electricity failure etc. shall not be accepted as an excuse for failure to submit a proposal on time. It shall be the applicant's responsibility to ensure timely submission of its proposal. Applicants are encouraged to upload their proposals on ePADS a day before the proposal submission deadline to avoid any last-minute surprises.
- 15) Proposals shall be opened at the specified time and place in the presence of authorized representatives of applicants who choose to attend.
- 16) During examination and evaluation of proposals, PSW at its sole discretion may ask any applicant for clarification of its proposal. The request for clarifications and the response shall be in writing/email. However, no change in the substance of the proposal shall be sought, offered or permitted after proposal submission. Further, PSW may also ask the Applicants for presentations/demonstrations/samples of the products/solutions/services or may visit premises of the Applicants, past projects/clients etc. to verify/evaluate the credentials.
- 17) Proposals submitted via means other than EPADS shall not be entertained.

- 18) PSW will approve the panel of pre-qualified vendors to provide required services for a period of three (03) years. The panel of successful applicants shall be on a non-exclusive basis. The qualified applicants shall sign an agreement (open framework agreement) with PSW as per Draft attached as **Annexure-II**. All costs associated with entering into the said agreement shall be borne by the successful applicant(s).
- 19) During the tenure of pre-qualification, PSW may at its sole discretion undertake evaluation/post qualification of empaneled vendors, de-list any non-performing or non-responsive vendors and may undertake further pre-qualification process(es) to enhance/enlarge the panel of pre-qualified vendors.
- 20) During the qualification period, any training & development service requirements will be shared with successful applicants through limited competitive bidding process amongst pre-qualified applicants by issuance of Request for Quotations (RFQs)/Request for Proposals (RFPs), on as and when required basis, and work shall be awarded through issuance of Purchase Orders (POs)/ Work Orders (WOs)/ Contracts etc. as per the procedure, requirements and terms & conditions mentioned in the respective RFQ/RFP.
- 21) PSW does not accept:
 - a) any responsibility arising in any way for any errors in or omissions from any information or for any lack of accuracy, completeness, currency or reliability of any data or information, including all written or oral information made available to the applicant or its advisers during the pre-qualification process and responses to requests for information/clarification and questions raised by an applicant; or
 - b) any liability for any loss or damage suffered or incurred by the applicant or any other person, whether directly or indirectly, as a result of or arising out of that person placing any reliance on the information or its accuracy, completeness, currency or reliability.
- 22) The applicants agree that:
 - a) they will conduct their own investigation and analysis regarding any information, statements or representations contained in this Pre-Qualification document and will rely on their own enquiries and seek appropriate professional advice;
 - b) they do not rely on any representation or warranty (express or implied) as to the accuracy, completeness, currency or reliability of the information.
- 23) Decision of PSW shall be final, and PSW will not be liable for any loss or damage to any party acting in reliance thereon.
- 24) PSW reserves the right to blacklist any applicant who breaches any terms and conditions of this PQ document.
- 25) The prospective applicant may request clarification on any aspect of this PQ document till **14th June, 2026**. Any request for clarification must be submitted on the e-PADS portal or submitted via email on procurement@psw.gov.pk

ANNEXURE-I: SCOPE OF SERVICES

Note: The scope of services outlined below is indicative, non-exhaustive, and general in nature. Pakistan Single Window (PSW) reserves the right to amend, enhance, or reduce the scope during the issuance of subsequent RFQs/RFPs. Empanelment shall be on a non-exclusive basis. PSW may, at its sole discretion, procure similar services through other procurement methods during the pre-qualification period. PSW also reserves the right to de-list non-performing vendors or undertake additional pre-qualification processes to expand the panel.

Background

Pakistan Single Window (PSW) is a public sector organization established to facilitate trade through digital transformation and inter-agency integration. In compliance with applicable public procurement regulations, PSW intends to empanel qualified training and development service providers across multiple domains to ensure timely, efficient, and compliant delivery of training programs.

The required training and development services are divided into the following lots. Applicants may apply for any one or multiple lots. Each applicant will be evaluated, and empaneled, separately for each lot applied for based on relevant experience, expertise and as per evaluation criteria provided at Annexure-IV.

LOT 1: Leadership & Management

Vendors delivering end-to-end training and development programs in leadership development, organizational transformation, employee readiness, and executive coaching initiatives.

Types of trainings falling under this lot are:

Leadership & Management Development

- Strategic leadership
- Emotional intelligence
- Situational leadership
- Decision-making & critical thinking
- Change Management
- Stakeholder management
- Team leadership & delegation
- Performance management
- Leadership Coaching

LOT 2: Technical Trainings

Specialized vendors providing domain-specific, technical, and functional training services. This includes delivery of certifications and IT-focused programs tailored to organizational needs.

Types of trainings falling under this lot are:

Functional / Domain-Specific Trainings

- Public sector governance & regulatory frameworks
- Trade facilitation & customs processes
- Risk management and compliance
- Procurement & contract management
- Financial management & budgeting control
- Project Management
- Business analysis & process optimization

Technical / ICT & Digital Trainings

- Software development methodologies
- Cloud computing & DevOps
- Cybersecurity & Information Security
- Data engineering & analytics
- AI & emerging technologies
- Enterprise architecture frameworks
- IT infrastructure & networking
- System integration & interoperability
- Artificial Intelligence, Machine Learning and Generative AI
- Data Analysis

LOT 3: Niche/Specialized Trainings

Vendors providing targeted, short-term, or soft-skill-based trainings on behavioral, interpersonal, and specialized training requirements.

Types of trainings falling under this lot are:

Behavioral / Soft Skills Development

- Communication skills
- Conflict resolution
- Negotiation skills
- Interpersonal effectiveness
- Presentation skills
- Time management
- Collaboration & teamwork
- Problem-solving
- Workplace ethics

Wellness & Personal Effectiveness

- Workplace well-being
- Stress Management
- Mental health awareness
- Work-life balance
- Resilience building

- Professional conduct & workplace harmony

Diversity, Inclusion & Workplace Culture

- Gender sensitivity
- Inclusive leadership
- Prevention of harassment
- Ethical workplace culture
- Respect & dignity at work

Other Specialized Programs

- International certifications
- Technical certifications
- Coaching & Mentoring Programs
- Train-the-Trainer programs
- Customized organizational interventions

Expected Deliverables from Service Providers

The selected service provider shall be responsible for end-to-end training delivery, encompassing the following key deliverables throughout the engagement:

- Conduct Training Needs Analysis (if required)
- Design customized training content aligned with PSW context
- Share detailed course outlines and learning objectives
- Provide qualified trainers with relevant credentials
- Deliver training (physical/virtual/hybrid)
- Conduct pre- and post-training assessments
- Submit post-training report including attendance, feedback summary, assessment results, and recommendations

Performance Management & KPIs

PSW is committed to ensuring that all training interventions meet defined quality benchmarks and deliver measurable impact. Accordingly, service provider performance shall be assessed against the following indicators at key stages of the engagement:

- Participant feedback and satisfaction scores
- Training effectiveness and learning outcomes
- Quality of trainers and content
- Adherence to timelines

NOTE: Applicants may apply for any one or multiple lots, based on their qualifications and

experience. All materials, reports, and deliverables developed for PSW or provided by PSW under this engagement shall remain the sole property of PSW. Any use, reproduction, or distribution of these materials to third parties shall require prior written approval from PSW.



ANNEXURE II: DRAFT AGREEMENT

[On Rs. 100 stamp paper]

The Agreement for provision of training & development services “Services” (hereinafter referred to as “this Agreement”) is made on this _____ day of _____, 2026.

By and Between

Pakistan Single Window, a Section 42 company established under the Companies Act, 2017, having its head office at _____, Islamabad (hereinafter referred to as ‘PSW’), which expression wherever the context so permits shall mean and include its successors-in-interest and permitted assignees, of the one part;

And

M/s [●] having its office at [●] (hereinafter referred to as the “Vendor”), which expression wherever the context so permits shall mean and include its successors-in-interest and permitted assignees, of the second part;

Both PSW and the Vendor may be collectively referred to hereinafter as “the Parties” and either of them individually as “Party”.

WHEREAS PSW intends to place the Vendor on its panel of pre-qualified training & development service providers to perform services related to Scope of Services as provided at Clause 1, on as and when required basis for the duration of the Agreement.

AND WHEREAS the Vendor warrants and represents that the Vendor has necessary knowledge and relevant experience and capability to perform the Services in accordance with the terms & conditions of this Agreement.

AND WHEREAS the Vendor has qualified through a pre-qualification process conducted by PSW and has agreed to perform and complete the required Services in accordance with the terms and conditions hereinafter set forth.

NOW THEREFORE, in consideration of the mutual covenants and agreements the Parties hereto agree to the following terms and conditions:

1. Scope of Services

The Vendor shall perform the Services, during the pre-qualification period, as per details provided in Annexure-A hereof.

2. Mechanism of Issuance of Requirements & Award of Work

2.1 During the pre-qualification period, PSW shall share its requirements, on as and when required basis, related to Scope of Services, with the pre-qualified Vendors on its panel through issuance of Request for Quotations (RFQs)/Request for Proposals (RFPs). The





RFQs/RFPs shall be issued through e-mails, ERP software or any other channel as per PSW policy.

- 2.2 All the details regarding scope of specific requirement, evaluation criteria, payment terms etc. shall be mentioned in the respective RFQ/RFP. PQ vendors shall be required to provide their proposals (technical and/or financial) in response to those RFQs/RFPs which shall be evaluated as per the specific criteria mentioned in the RFQ/RFP.
- 2.3 The Vendor declared successful through such limited competitive bidding process will be awarded the work through issuance of Purchase Order(s)/Work Order(s)/Contract(s) etc.

3. Obligation of the Vendor

- 3.1 The Vendor undertakes and agrees that it shall render the Services, perform works and carry out its obligations under this Agreement with all due diligence, care, efficiency and economy and to the acceptable standards. The Vendor acknowledges and agrees that it shall, without incurring any additional cost to PSW, be liable to re-perform and rework all or any part of the Works which are deficient in any manner. The Vendor shall always act, in respect of any matter relating to the Services, as faithful advisor to the PSW and shall at all times support and safeguard PSW's legitimate interests in any dealings.
- 3.2 The Vendor agrees and undertakes that it shall upon completion of work submit the same for PSW's approval. PSW shall review and communicate its feedback/approval within a reasonable time.
- 3.3 In case PSW identifies any lack of compliance with the applicable laws that could result in a legal claim against PSW, and upon written request by PSW, the Vendor undertakes and agrees to provide adequate proof of positive compliance with the concerned part of the applicable laws at the earliest.
- 3.4 The Vendor undertakes and agrees with PSW, its officers, employees, directors, consultants and advisors (the "PSW Indemnified Persons") that it shall keep the PSW Indemnified Persons, both during and after term of this Agreement, fully and effectively indemnified and harmless against all losses, claims, damages, liabilities or expenses (including reasonable legal fees), suffered by the PSW Indemnified Persons arising out of or in connection with this Agreement or the Services to be performed by the Vendor, where such losses, claims, damages, liabilities or expenses is/are the result of bad faith, gross negligence or wilful misconduct of the Vendor, provided that the Vendor shall not be liable for indirect or consequential losses or damages; provided further the aggregate liability of the Vendor shall under no circumstances exceed twice the aggregate remuneration received by the Vendor from PSW in terms of this Agreement.
- 3.5 Delay in performance of Services beyond lead time specified in this Agreement/ subsequent Purchase Orders/Work Orders/Contracts etc. may result in imposition of liquidated damages at the rate of 0.5% per day, or as mentioned in the specific Purchase Orders/Work Orders/Contracts etc., up and to a maximum of 10% of total value of the relevant Purchase Order/Work Order/Contract etc. This condition may be waived off by PSW on its discretion or in case of force majeure which shall be proved by Vendor and supported by documentary evidence. Moreover, if the Vendor fails to complete the assignment within the time frame provided or if the liquidated damages amount reaches its maximum limit; PSW, without prejudice to any other right of action / remedy it may



have, reserves the right to terminate the respective order and forfeit respective Performance Security.

4. Term & Termination

- 4.1 This Agreement shall become effective upon signing by both the Parties and remain effective and valid for three (03) years. Any ongoing assignments/Services shall survive the termination of this Agreement.
- 4.2 Notwithstanding the foregoing, PSW may without assigning any reason and at its sole and absolute discretion terminate this Agreement at any time by serving on Vendor seven days' (07) prior written notice.

5. Confidentiality

- 5.1 The Vendor agrees to hold in confidence for a period commencing with the signing date and ending five (5) years following the Term of this Agreement, any information supplied to it by PSW and designated in writing as confidential or which by its nature can reasonably be inferred to be confidential.
- 5.2 The Vendor further agrees to require its consultants, contractors and employees to enter into appropriate nondisclosure agreements relative to such confidential information as may be communicated to them by Vendor and / or PSW.
- 5.3 The provisions of clause 5 shall not apply to information within any one of the following categories:
- information which was in the public domain prior to a Party's receipt thereof or which subsequently becomes part of the public domain by publication or otherwise except by the receiving Party's wrongful act;
 - information which the receiving Party can show was in the receiving Party's possession prior to its receipt thereof through no breach of any confidentiality obligation;
 - information received by a Party from any other Person which did not have a confidentiality obligation with respect thereto; and
 - other than as may be required by a Governmental Authority, and then only to the extent required.
- 5.4 Neither Party shall publish the terms and conditions of this Agreement, unless the other Party provides its express prior written consent thereto.

6. Conflict of Interest

The Vendor shall provide professional, objective, and impartial advice and at all times hold the interest of PSW paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. Vendor has an obligation to disclose any situation of actual or potential conflict that impacts its capacity to serve the best interest of PSW. Failure to disclose said situations may lead to termination of this Agreement. Vendor shall immediately disclose any actual, perceived, or potential conflict of interest.



Force Majeure

- 7.1 For purposes of this Agreement, "Force Majeure" means an event or circumstance which is beyond reasonable control of a Party, and which makes a Party's performance of its obligations under this Agreement impossible, and includes, but is not limited to, war, riots, civil disorder, security risks, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts, other industrial action or any sanction or restriction imposed by any governmental authority or body within or outside Pakistan which has a material adverse effect on ability of the Parties to carry out their obligations. Force Majeure shall not include:
- (i) any action or failure to take action by a Party;
 - (ii) any event which is caused by negligence or willful act or omission of a Party or that Party's sub-contractors/advisors/consultants or personnel or agents or employees; and
 - (iii) any event which a diligent Party could reasonably have been expected both: (a) to have taken into account at the time of the Effective Date of this Agreement; and (b) to have avoided or overcome in the course of carrying out its obligations under this Agreement.
- 7.2 A Party seeking relief under this Clause shall notify the other Party forthwith of a circumstance or event of Force Majeure and shall furnish such relevant information as is available relating to such event.

8. Integrity Pact

- 8.1 Vendor 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 (GoP) or the PSW or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.
- 8.2 Without limiting the generality of the foregoing, Vendor 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, contractor, 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.
- 8.3 Vendor certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to transaction with the PSW and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. Vendor 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 the PSW under any law, contract or other instrument, be voidable at the option of the PSW.

- 8.4 Notwithstanding any rights and remedies exercised by the PSW in this regard, Vendor agrees to indemnify the PSW for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the PSW in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by Vendor 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 the PSW.

9. Miscellaneous

- 9.1 Any dispute or difference between the Parties as to matters arising from, related or pursuant to this Agreement which cannot be settled amicably within thirty (30) calendar days after receipt by one Party of the other Party's request for such amicable settlement, may be referred to arbitration for settlement under the Arbitration Act, 1940 and the rules made thereunder by sole arbitrator to be appointed by the Parties. The arbitration shall take place in Islamabad. The proceedings shall be held in the English language. The resulting award shall be final and binding on the Parties and shall be in lieu of any other remedy.
- 9.2 This Agreement may be amended by a mutual agreement between the parties. All such amendments shall be in writing and signed by the authorized representatives of the Parties.
- 9.3 Any notice or request required or permitted to be given or made under this Agreement shall be in English language. Such notice or request shall be deemed to be duly given or made when it shall have been delivered by hand or through electronic mail, registered mail or courier on the following address:

PSW
[Name of Representative]
[Designation]
Land-line number:
e-mail address:
Address:

Vendor
[Name of Representative]
[Designation]
Land-line number:
e-mail address:
Address:

- 9.4 The Agreement shall be governed by and interpreted in accordance with the laws of Pakistan as amended from time to time.

IN WITNESS whereof the Parties hereto have caused this Agreement to be executed in accordance with the laws of Pakistan as of the day, month and year first indicated above.

For and on behalf of
PSW

For and on behalf of
Vendor

[Name of authorized signatory]
[Designation]

[Name of authorized signatory]
[Designation]

Witness 1:

Witness 2:



Annexure A - Scope of Services

[to be inserted as per PQ Documents]

ANNEXURE-III: FORM OF PQ PROPOSAL

Procurement Department
Pakistan Single Window
Ground Floor, NESPAK Building, Sector G-5/2,
Islamabad.

Reference for your PQ document No. PSW-PROC-25-26-PQ-HR-01 for Pre-Qualification of Training & Development Vendors.

1. We hereby submit our complete proposal along with all the requirements as per the PQ document. We acknowledge that PSW is not bound to accept any proposal in this regard and reserves the right to accept any offer and to annul the pre-qualification process and reject all proposals without assigning any reason or having to owe any explanation whatsoever.
2. We are participating in the following lots for subject Pre-Qualification (PQ) process:
[Provide details / names of the lots applying for]
3. We hereby undertake and firmly bind ourselves to abide by/ comply with all sections / conditions of this PQ document for the whole pre-qualification process.
4. We hereby undertake and confirm that M/s [mention registered business name of Applicant] have never been blacklisted by any government, semi-government, autonomous or state-owned organization of Pakistan and their cases regarding blacklisting are not under trial by any Court of Law. We further undertake that we do not have any actual or potential conflict of interest either with PSW or scope of subject pre-qualification.
5. We submit herewith our proposal, electronically through ePADS portal, as one (01) original in PDF.
6. We do hereby undertake that Mr./Ms. **(mention full name and designation of authorizer)** is duly authorized by the management of **(enter registered business name of the bidder)** to appoint and authorize Mr./Ms. **(mention full name of authorizee)** who is presently employed with us and holding the position of **[mention designation of authorizee]** in **[mention registered business name of the employer of the authorizee]** to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our subject PQ application including signing and submission of all documents and providing information/responses to PSW in all matters including but not limited to clarifications etc., till completion of subject PQ process. We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized representative pursuant to this authorization and that all acts, deeds and things done by our aforesaid authorized representative (authorizee) shall and shall always be deemed to have been done by us.

7. The decision of PSW shall be final and PSW will not be liable for any loss or damage to any party acting in reliance thereon.
8. We have gone through the terms/conditions of this PQ document and have found the document fair and unbiased to any company/contractor/vendor or product/brand. We do not have any objection/comment on any clause/section/article and fully understand the documents as compliant with PPRA Rules.
9. We undertake that all the information submitted by us is correct and true to the best of our knowledge and belief and nothing has been concealed and misstated by us in the proposal. In case any information is found wrong, misleading or misstated in this proposal, the same may lead to rejection of our proposal and our disqualification.
10. We declare that our proposal is our only and final offer and no unsolicited offer of any description shall be made for consideration of the PSW.
11. We acknowledge that PSW reserves the right to blacklist any applicant who breaches any terms and conditions of this PQ document.

We remain,

Yours sincerely

[Applicant's Official Stamp]

Authorizer (Person Authorized to sign on behalf of the Management/Board of Directors etc. of the Applicant e.g. Company Secretary, CEO, MD etc. as mentioned in Clause 6 above):

Signatures: _____

Name and Title/designation of Authorizer: _____

Registered business name and address of applicant: _____

Cell No. of Authorizer: _____

e-mail address of Authorizer: _____

Mailing address of Authorizer: _____

Acceptance by representative being authorized at Clause 6 above (Authorizee):

Signatures: _____

Name and Title/designation of Authorizee: _____

Cell No. of Authorizee : _____

e-mail address of Authorizee : _____

Mailing address of Authorizee: _____

Date of signing: _____



ANNEXURE-IV: EVALUATION CRITERIA

1. Applicants shall submit all relevant documents in their proposals required to evaluate/assess the applicants as per the criteria mentioned hereunder. Applicants shall be evaluated based on the documents provided in the proposals. Provision of relevant and clear/unambiguous documents shall be the responsibility of the applicants. Documents/details shall be provided in a manner that the required information is clearly mentioned/highlighted/marked. All supporting documents e.g. company profile, business registration certificates, experience certificates, testimonials, client details, previous contracts/purchase orders/work orders, personnel profiles/CVs, documents related to financial strength etc. must be available and clearly identified in the proposal.
2. The evaluation committee shall evaluate the proposals based on responsiveness to the Scope of Services and evaluation criteria provided herein. The following criteria shall be used for evaluating competencies of the applicants.

General/Mandatory Evaluation Criteria:

The Applicants must fulfil the following mandatory requirements to qualify. To show fulfilment of mandatory requirements, the Applicants are required to submit the required documents with their proposals and use the following table as index:

S/N	Attributes	Status	Reference Page in PQ Proposal
1.	Complete Company Profile	Mandatory	
2.	Tax registration certificates (NTN & Sales Tax) and being on ATL (active & operative) as applicable. To provide: NTN & Sales Tax registration certificates. In case this requirement is not applicable to a bidder, bidder to provide details and supporting documents for the same.	Mandatory	
3.	Proof of registration of business To Provide: Certificate of Incorporation issued by SECP or certificate of registrar of firms or FBR registration certificate etc..	Mandatory	
4.	Signed Form of PQ Proposals with official stamp affixed on it as per the format given in <u>Annex-III</u> .	Mandatory	
5.	Compliance with the Terms of Reference and terms	Mandatory	



S/N	Attributes	Status	Reference Page in PQ Proposal
	and conditions of the PQ documents.		
6.	Applicant must not be blacklisted by federal or provincial PPRAs (Undertaking on company's letterhead)	Mandatory	
7.	Applicant must be in business of provision of similar services for at least last five (05) years. Applicants to provide proof, in form of copies of contracts, purchase/work orders or invoices, of earliest similar assignment it has undertaken. The number of years of experience shall be calculated from the date of such earliest assignment.	Mandatory	
8.	Applicants must submit details along with supporting documents (contracts, purchase/work orders, invoices etc.) of at least five (05) corporate sector (MNCs, development sector, big corporations) clients to which they have provided similar trainings within the last three (03) years as per the lot they are participating in. Bidders who are participating in multiple lots are required to submit relevant assignments separately for each lot applied for. Copies of contracts, purchase/work orders, or invoices etc. must be provided. Claims without supporting documents shall not be accepted.	Mandatory	
9.	Applicants must submit details along with supporting documents (contracts, purchase/work orders, or invoices etc.) of at least three (03) government sector clients to which they have provided similar training within the last three (03) years as per the lot they are participating in. Bidders who are participating in multiple lots are required to submit relevant assignments separately for each lot applied for. Copies of contracts, purchase/work orders, or invoices etc. must be provided. Claims without supporting documents shall not be accepted.	Mandatory	

S/N	Attributes	Status	Reference Page in PQ Proposal
11.	<p>Bidders are required to submit their approach, methodology and available resources for planning and delivering training programs in any city of Pakistan.</p> <p>Applicants will be evaluated based on the experience and expertise of the resources and the approach and methodology of applicants. Only the applicants having relevant resources, methodology and approach as per the requirement of subject pre-qualification and scope of services will be considered.</p>	Mandatory	
12.	<p>The applicant must have average annual turnover of minimum PKR 05 million in last three (03) years.</p> <p>Applicants to provide: Audited financial statements or tax returns for the last three years.</p>	Mandatory	

Note:

- All pages of the proposal must be signed by the authorized representative, duly authorized in accordance with Clause 6 of the Form of PQ Proposal.
- Experience against each lot applied for shall be evaluated separately for said lots based on relevant work experience as per criteria mentioned above