STANDARD BIDDING DOCUMENT

" ENGAGEMENT OF INTERNATIONAL CERTIFICATION BODIES FOR INTERNATIONAL CERTIFICATION OF PMYSDP TRAINEES IN HIGH DEMAND TRADES"

(Non-Consultancy Services)

September 04, 2026

NAVTTC HQ, Kirthar Road, Sector H-9/4,
Islamabad
Phone: +92-51-9044-357
, Email:
internationalcertification@navttc.gov.pk

Joint venture is not allowed.

GOVERNMENT OF PAKISTAN

Prime Minister's Office (Public)

NATIONAL VOCATIONAL AND TECHNICAL TRAINING COMMISSION

NAVTTC

NAVTTC Headquarters, Plot No. 38, Kirthar Road, Sector H-9/4, Islamabad

INVITATION TO BIDDING

ENGAGEMENT OF INTERNATIONAL CERTIFICATION BODIES FOR INTERNATIONAL CERTIFICATION OF PMYSDP TRAINEES IN HIGH DEMAND TRADES

1. The **National Vocational and Technical Training Commission (NAVTTC)** invites Bids from eligible Bidders for **"ENGAGEMENT OF INTERNATIONAL CERTIFICATION BODIES FOR INTERNATIONAL CERTIFICATION OF PMYSDP TRAINEES IN HIGH DEMAND TRADES".**

2. A Bidder may submit a proposal for one or more of the trades (mentioned below) for which it possesses relevant certification capability and demonstrable technical experience. In addition, bidders may review the PMYSDP trades offered by NAVTTC and may propose credible international certification solutions for other PMYSDP trades/occupations not included in the list, where such certification is demonstrably relevant to the occupation, internationally recognized and supported by verifiable labor-market demand or acceptance: -

Sr.	Trade / Occupation
1.	General Electrician (Building/Industrial)
2.	Plumber
3.	Pipe Fitter
4.	Steel Fixer
5.	Mason
6.	Shuttering Carpenter
7.	Scaffolder
8.	Duct Fabricator
9.	Building Painter
10.	Sheet Metal Fabrication
11.	Electric Arc Welding (SMAW/Stick)
12.	Heavy Machinery Operator (Bulldozer, Loader & Excavator)
13.	Mobile Crane Operator
14.	Industrial Control & Automation
15.	Auto Electrician / Vehicle Electrical Systems
16.	Any other trade notified by NAVTTC

3. **Single Stage-Two Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting Quality and Cost Based Selection (QCBS) Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).

4. All Bids must be accompanied by a Bid Security worth **1,000,000 Rs** in the form of **Pay Order in Favor of "NAVTTC Fund".**

5. Bidding documents, containing detailed terms & conditions, and requirements etc. are available on **www.navttc.gov.pk.**

6. The bid security and hard copies of sealed bids **(Technical and Financial marked and prepared separately),** in accordance with the instructions in the Bidding documents, must be submitted (on the address given below) on or before **Monday, October 05, 2026 11:00 AM**. Bids will be opened on the same day **Monday, October 05, 2026 at 11:30 AM.**

7. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified.

Director Certification/ International Certification Expert
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URAAN PAKISTAN

INSTRUCTIONS TO APPLICANTS

A. Introduction

1. **Scope of Bids**

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids for the provision of Non-Consultancy Services for as specified in the BDS and **in Section Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. **Single Stage-Two Envelope** procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the **BDS**.

2. **Source of Funds**

2.1. Source of funds: Government Funds.

3. **Fraud & Corruption**

3.1. As defined under Rule 2(1)(f) of the Public Procurement Rules, 2004.

4. **Eligible Bidders**

4.1. A bidder is eligible to participate in a procurement process if the bidder:

4.1.1. possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and reputation necessary to complete the
procurement contract;

4.1.2. has the legal capacity to enter into a procurement contract;

4.1.3. is not insolvent, in receivership, bankrupt or being wound up and its activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer;

4.1.4. is not the subject of legal proceedings for any of the matters mentioned in sub-rule (c);

4.1.5. has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security (where applicable) other contributions of its employees; and

4.1.6. has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been convicted of a criminal offence related to:

4.1.6.1. its professional conduct; or

4.1.6.2. a bidder (or, in the case of a company, its key individuals such as owners, beneficial owners, directors, or officers) must not have engaged in any prohibited practice, such as fraud, corruption, collusion, or coercion, within the time period stated in the bidding documents, which can be up to three years before the start of the procurement process. Additionally, the bidder must not have been debarred (i.e., banned) from participating in public procurement processes in Pakistan or by any international organization or country. If they have, they are ineligible to participate in the current bidding.

4.2. The procuring agency may require a bidder participating in the procurement process to provide the prescribed documentary evidence or other information to satisfy itself that the bidder is qualified in accordance with the criteria in sub-clause (1).

4.3. A procuring agency shall set out in the bidding document all the criteria for qualification to be applied in accordance with sub-clause (1).

4.4. Except as permitted under the Ordinance, Rules and Regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that:

4.4.1. discriminates against or among a bidder or against categories of bidders; or

4.4.2. is not required for the performance of the procurement contract; or

4.4.3. is not related to the avoidance or management of legal, reputational or economic risk to the procuring agency unless it is in the national interest to do so, and the criteria is set out in the bidding documents.

4.5. A procuring agency shall assess the eligibility of a bidder for participation in the procurement process against the criteria for qualification under subclause (1).

4.6. **Joint venture is not allowed.**

5. **Qualification of the Bidder**

5.1. All Bidders shall provide in Section VI, Bid Forms, a preliminary
description of the proposed work method and schedule etc

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Bidding Documents

1. **Contents of Standard Bidding Document**

1.2. The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider's risk and may result in the rejection of his bids.

2. **Clarifications**

2.1. Clarifications of the bidding documents may be requested in writing through by any bidder up to **21st September 2026** prior to the deadline for the submission of bids. The procuring agency shall respond promptly and in writing to any request by a bidder for clarification of the bidding documents and, in any event, no later than two days prior to the deadline for the submission of bids or proposals.

Responses to requests for clarification shall be communicated simultaneously and in writing to all bidders participating in the procurement proceedings. No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid.

2.2. -

2.3. Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under **ITB 8.**

2.4. -

2.5. -

2.6. To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered. No change in the prices or substance of the bid shall be sought, offered, or permitted. The alteration or modification in the bid which in any way affect the following parameters will be considered as a change in the substance of a bid:

2.6.1. evaluation & qualification criteria;

2.6.2. required scope of work or specifications;

2.6.3. all securities requirements;

2.6.4. tax requirements;

2.6.5. terms and conditions of bidding documents; and

2.6.6. change in the ranking of the bidders.

From the time of bid(s) opening to the time of contract award, if any bidder wishes to contact the procuring agency on any matter related to the bid, it should do so in writing or through electronic form that provides record of the content of communication.

3. **Amendment of Bidding documents**

3.1. Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder may modify the bidding documents by issuing addendum.

3.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document pursuant to **ITB 8 .1** shall be uploaded on procuring agency's website. The procuring agency shall promptly publish the addendum at the procuring agency's website indicated in the **BDS**:

Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.

3.3. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

C. Preparation of Bids

1. Documents Constituting the Bids

1.1. The bids prepared by the bidders shall constitute the following components: -

1.1.1. Forms of bid and Bid Prices completed in accordance with ITB 10 and 11;

1.1.2. Documentary evidence established in accordance with ITB 8 that services to be provided by the bidder are eligible services, and conform to the bidding documents;

1.1.3. Documentary evidence established in accordance with ITB 9 that the bidder is eligible and/or qualified for the subject bidding process;

1.1.4. Documentary evidence established in accordance with ITB 9.3 that the bidder has been authorized to provide the services;

1.1.5. Bid security or Bids Securing Declaration furnished in accordance with

ITB 14; and

1.1.6. Any other document required in the BDS.

2. **Documents Establishing Eligibility of the Services and Conformity to bidding documents**

2.1. To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.

2.2. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive. **The bidding document published on NAVTTC Website to be taken as reference document for all purposes.**

3. **Documents Establishing Eligibility and Qualification of the Bidder**

3.1. Pursuant to ITB 8, the bidder shall furnish, as part of its bid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

3.2. The documentary evidence of the bidder's eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country.

"Eligible Countries". All countries except India and Israel.

3.3. The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that:

3.3.1. the bidder has the financial, technical, capability necessary to perform the Contract, meets the qualification criteria specified in BDS.

3.3.2. that the bidder meets the qualification criteria listed in the Bids Data Sheet.

4. **Form of Bid**

4.1. The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.

5. **Bids Prices**

5.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

5.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.

5.3. The Bid price to be quoted in the Forms of Bid in accordance with ITB 12 shall be the total price of the bid, excluding any discounts offered.

5.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

5.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected pursuant to ITB 28, unless otherwise price adjustment is permissible under Conditions of the Contract. (May be reviewed)

6. **Price Adjustment**

6.1. Price adjustment shall not be applicable on the contract with less then 12 months period.

6.2. -.

6.3. Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government's minimum wage notification, subject to the condition that clause 11.2 shall not be applicable in that case.

7. **Bids Currencies**

7.1. Prices shall be quoted in Pakistani Rupees or Equivalent unless otherwise specified in the BDS.

8. **Bid Validity Period**

8.1. Bid(s) shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.

9. **Bid Security**

9.1. Unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, in the amount and currency specified in the BDS the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. **The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.**

9.2. The Bid Security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB 17.5

9.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in 14.5 are invoked.

9.4. Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency pursuant to ITB 13. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following that occurs earliest:

9.4.1. **The expiry of the Bid Security**;

9.4.2. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the bidding document;

9.4.3. the rejection by the Procuring Agency of all Bids;

9.4.4. the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulate that no such withdrawal is permitted.

9.5. The Bid Security may be forfeited or the Bid Securing Declaration executed:

9.5.1. if a bidder:

9.5.1.1. withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the bidder in the Forms of Bid, except as provided for in the ITBs; or

9.5.1.2. does not accept the correction of errors pursuant to ITB 26; or

9.5.2. in the case of a successful bidder fails:

9.5.2.1. **to sign the contract in accordance with ITB 32; or**

9.5.2.2. **to furnish Performance Guarantee in accordance with ITB 33.**

9.6. **The bid security shall be valid for a period specified in BDS. Bids with shorter bid security validity period shall be rejected straight away.**

10. **Alternative Bids by Bidders**

10.1. Alternatives will not be considered, unless specifically allowed for in the BDS.

10.2. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS and the method of evaluating different time schedules will be described in Evaluation and Qualification Criteria.

11. **Withdrawal, Substitution, and Modification of Bids**

11.1. Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.

12. **Format and Signing of Bids**

12.1. The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission.

12.2. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) signing the forms of bid.

D. **Submission of Bids**

1. **Submission of Bids before Dead deadline**

1.1. The Technical and Financial Bids as the case may be, shall be submitted, before bid submission deadline.

1.2. The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB 8. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

1. **Opening & Evaluation of Bids**

1.1. As per PPRA Rules

2. **Opening & Evaluation of Bids by the Bid Evaluation Committee**

2.1. As per PPRA Rules

5. **Opening of Bids**

5.1. The Procuring Agency will open all bids, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign attendance sheet as proof of their attendance.

5.2. The bids shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (c) the presence of a bid security, if required; and (d) any other details as the procuring agency may consider appropriate.

5.3. No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline**.**

5.4. The procuring agency shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and the bid price, if applicable.

6. **Confidentiality**

6.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.

6.2. Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.

7. **Preliminary Examination of Bids**

7.1. Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid:

7.1.1. meets the eligibility criteria defined in **ITB 3**;

7.1.2. has been prepared as per the format and contents defined by the procuring agency in the bidding document;

7.1.3. is accompanied by the required securities; and

7.1.4. is substantially responsive to the requirements of the bidding document.

7.2. The procuring agency will confirm that the documents and information specified under **ITB 9,10and 11**have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bids shall be rejected.

7.3. If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.

8. **Examination of Terms and Conditions, Technical Evaluation**

8.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **ITB 21,** to confirm that all requirements specified in **Evaluation Criteria, Technical Specifications and Schedule of Requirements**, prescribed in the bidding document have been met without material deviation or reservation.

8.2. If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with **ITB 21,** it shall reject the bids.

9. **Correction of Errors**

9.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

9.1.1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the procuring agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

9.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

9.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

9.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

9.2. The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with **ITB 17.**

10. **Conversion to Single Currency**

11. As per Rule 30(2)of Public Procurement Rules, 2004.

12. Evaluation of Bids

12.1. The procuring agency shall evaluate bids in accordance with Rule 30 of Public Procurement Rules, 2004 and compare only those bids determined to be substantially responsive, pursuant to **ITB 24.**

12.2. In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the Bid Data Sheet (BDS) and in accordance with the Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

12.3. In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through financial proposal. However, in no case the rates shall be higher than the original financial bids.

12.4. The Procuring agency evaluation of a bid will take into account:

12.4.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

12.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 26;**

12.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 27**;

12.6. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

12.7. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a successful bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS.**

13. **Determination of Most Advantageous Bids**

13.1. Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the **BDS** or prescribed in the separate section titled as Evaluation Criteria.

14. **Abnormally Low Financial Bids**

14.1. Procuring agency may reject a bid if it has determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement, such that it raises material concerns on the part of the procuring agency, as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.

A procuring agency shall not reject a bid as abnormally low under subclause (1) above unless the procuring agency –

14.1.1. requested in writing from the bidder a written clarification of his bid, including a detailed price analysis of his bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document; and

14.1.2. having taken account, the information provided by the bidder in response to a request under paragraph (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily for the offered price. The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision.

15. **Rejection of Bids**

15.1. As per Rule 33of the Public Procurement Rules, 2004

16. **Cancellation of procurement**

16.1. As per Rule 46 of Public Procurement Rules, 2025

17. **Single Responsive Bid**

17.1. The procuring agency may consider single responsive subject to underlying conditions of Rule 38(b)of the Public Procurement Rules, 2004.

18. **Alternate Dispute Resolution (ADR)**

18.1. As per Rule 66 of Public Procurement Rules, 2025

19. **Arbitration Clause**

19.1. -

20. **Fee of the Arbitrator**

20.1. -

21. **Socio-economic development**

21.1. -

22. **Environmental objectives**

22.1. -

2. **Criteria of Award**

2.1. The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as Successful Bid.

3. **Procuring Agency's Right to reject All Bids**

3.1. The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).

3.2. Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring agency shall upon request communicate to any bidder the grounds for the rejection of his bid, but is not required to justify those grounds.

4. **Procuring Agency's Right to Vary Quantities at the Time of Award**

4.1. The procuring agency reserves the right, at the time of contract award, to increase or decrease not more than 15% of the original scope of related services originally specified in the Schedule of Requirements, provided that such variation does not exceed the percentage indicated in the **Bid Data Sheet (BDS)**. This adjustment shall be made without any change in the unit price or other terms and conditions of the Bids and Bidding Documents.

5. **Notification of Award**

5.1. Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

5.2. Bidder whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Acceptance will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

5.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee and signing of the contract.

6. **Signing of Contract**

6.1. Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.

7. **Performance Guarantee**

7.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS and SCC**, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

7.2. Failure of the successful bidder to comply with the requirement of **ITB 49.1** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the procuring agency may make the award to the next ranked bidder or call for new bids.

8. **Advance Payment**

8.1. The Procuring Agency will provide an Advance Payment as stipulated in the Conditions of Contract, subject to a maximum amount, as stated in the **BDS**. The Advance Payment request shall be accompanied by an Advance Payment Guarantee in the form provided in Contract Forms.

9. **Arbitration**

9.1. The Arbitrator shall be appointed by mutual consent of the both parties as per the provisions specified in the **SCC**.

10. **Corrupt & Fraudulent Practices**

10.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

G. Grievance Redressal & Complaint Review
Mechanism

11. **Constitution of Grievance Redressal**

11.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.

12. **GRC Procedure**

12.1. Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48 of the Public Procurement Rules, 20 and Redressal of Grievance Regulations, 2022

H. Blacklisting/ Debarment

13. **Procedure for Blacklisting/Debarment**

13.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19 of the Public Procurement Rules, 2004, Mechanism for Blacklisting, Debarment Regulations, 2024 and “procedure for filling and disposal of review petition under rule-19(3) of the Public Procurement Rules, 2004.

Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number
ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. *Introduction*

BDS Clause Number 1

Name of Procuring Agency: **NAVTTC**

The subject of procurement is: " **ENGAGEMENT OFINTERNATIONAL**

CERTIFICATION BODIES FOR INTERNATIONAL CERTIFICATION OF PMYSDP

TRAINEES IN HIGH DEMAND TRADES

" Expected commencement date: **Tuesday, December 15, 2026 BDS Clause**

Number 2

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **NAV- 04092026**

BDS Clause Number 3

Joint Venture/Consortium or Association is not Allowed

B. *Bidding Documents*

BDS Clause Number 4

The Bidders may seek clarifications: Clarification Date: Monday, September 21, 2026

BDS Clause Number 5

Any addendum, in case issued, shall be published on **NAVTTC (Procurement Cell)** website.

BDS Clause Number 6

List of documents required along with the bid:

1. All documents / undertakings in support of eligibility, evaluation and bidding requirements

BDS Clause Number 7

see section of specifications.
The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 8

Services and Their related documents:
See section Required Services and Scope of Work

BDS Clause Number 9
C. *Preparation of Bids*

Price schedule will be provided according to the format defined and acquired.
see section price schedule.

BDS Clause Number 10

BDS Clause Number 11
Specifications:

The price shall be **Fixed.**

BDS Clause Number 12

Currency of the Bids shall be : **PKR**

BDS Clause Number 13

The Bids/Bid Validity period shall be: **120 Days**

BDS Clause Number 14

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**

The Bid Security shall be in the form of: Pay order worth **Rs 1000,000 in favor of**

"NAVTTC Fund"

BDS Clause Number 15

The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 90 days so the bid security shall be valid for 90+28 = 118 days.

BDS Clause Number 16

Alternative Bids to the requirements of the bidding documents will not be permitted.

D. *Submission of Bids*

BDS Clause Number 17

Hard copy of the bid including Bid security should be submitted to the following;

Director Certification

NAVTTC HQ, Kirthar Road, Sector H-9/4, Islamabad

Bids without bid security shall be disqualified.

The deadline for Bids submission is: **Monday, October 05, 2026 11:00 AM**

E. *Opening and Evaluation of Bids*

BDS Clause Number 18

The Bids opening shall take place on Day : ***Monday***

Date: ***Monday, October 05, 2026***

Time : ***11:30 AM***

BDS Clause Number 19

Grievance against this procurement shall be submitted to NAVTTC HQ.

Selection technique adopted will be: **Quality and Cost Based Selection (QCBS)**

see Evaluation Criteria

F. Award of Contract

BDS Clause Number 20

The Performance guarantee shall be: **10%.**

The Performance Guarantee shall be acceptable in the form of: Pay Order

1. INTRODUCTION

National Vocational & Technical Training Commission (NAVTTC) invites Technical and Financial Proposals from eligible organizations responding to the applicable procurement process and meeting the requirements of this RFP for provision of international certification services to eligible NAVTTC trainees.

The procurement aims to engage credible international certification organizations capable of integrating established, verifiable and market-relevant professional/occupational certification schemes with existing NAVTTC training programs. A bidder may submit a proposal for one or more trades, and NAVTTC may award different trades to one or more successful bidders, subject to the applicable procurement procedure.

2. BACKGROUND

NAVTTC is the apex national body responsible for promoting, facilitating, regulating and coordinating technical and vocational education and training and skills development in Pakistan. Through programs including PMYSDP, NAVTTC provides training in market-relevant technical and vocational trades.

NAVTTC intends to facilitate international certification for eligible PMYSDP trainees through an integrated technical process. The purpose is not merely to procure certificates, but to ensure that the competencies taught through selected NAVTTC training programs are appropriately aligned with the requirements of credible international certification schemes and that the associated assessment process is strengthened accordingly.

The selected PMYSDP programs are established training programs, generally of 3–6 months duration. The intended intervention therefore primarily involves technical mapping and alignment of existing NAVTTC Skills Standards and curricula with established international certification requirements, followed by identification and closure of material competency gaps, enhancement of assessment methodology and instruments, and certification assessment.

3. OBJECTIVE

The objective is to provide eligible NAVTTC trainees with credible international certification through an integrated process that:

i. is issued by an appropriately authorized organization under an established professional/occupational certification scheme or credentialing arrangement;
ii. is based on recognized occupational, industry, professional or certification standards/frameworks;
iii. aligns, existing NAVTTC Skills Standards and curricula with the competencies required by the proposed certification;
iv. identifies and addresses material competency/content gaps before certification assessment;
v. strengthens the assessment framework through an appropriate assessment blueprint, methodology, question bank, practical assessment criteria/instruments and assessor guidance, as applicable;
vi. has demonstrable recognition, employer/industry acceptance and/or labour-market use in identified overseas markets;
vii. is supported by credible quality assurance and independent digital verification; and
viii. enhances employment and labour-market mobility opportunities for Pakistani skilled workers.

4. TRADES COVERED

Sr.	Trade / Occupation
1	General Electrician (Building/Industrial)
2	Plumber
3	Pipe Fitter
4	Steel Fixer
5	Mason
6	Shuttering Carpenter
7	Scaffolder

8	Duct Fabricator
9	Building Painter
10	Sheet Metal Fabrication
11	Electric Arc Welding (SMAW/Stick)
12	Heavy Machinery Operator (Bulldozer, Loader & Excavator)
13	Mobile Crane Operator
14	Industrial Control & Automation
15	Auto Electrician / Vehicle Electrical Systems
16	Any other trade notified by NAVTTC

A Bidder may submit a proposal for one or more of the above trades for which it possesses relevant certification capability and demonstrable technical experience. In addition, bidders may review the PMYSDP trades offered by NAVTTC and may propose credible international certification solutions for other PMYSDP trades/occupations not included in the above list, where such certification is demonstrably relevant to the occupation, internationally recognized and supported by verifiable labour-market demand or acceptance. However, IT-related trades of PMYSDP are expressly excluded from the scope of this RFP.

Such additional trades shall be clearly identified and separately priced in the Bidder's proposal. NAVTTC may consider such proposals subject to technical evaluation, budget availability, procurement requirements and the applicable procurement mechanism. NAVTTC may also add other non-IT PMYSDP trades to the certification scope where permissible under the applicable procurement rules and contractual arrangements.

5. SCOPE OF SERVICES

5.1 International Certification Scheme and Trade Solution

For each proposed trade, the Bidder shall identify the certification/credential, issuing or authorized organization, applicable standard/framework, certification requirements, competence requirements, assessment methodology, validity/renewal conditions (if applicable), digital verification mechanism, evidence of market acceptance, implementation timeline and cost per candidate.

The Bidder shall demonstrate that it is the Principal Certification Body itself or its legally established branch or subsidiary in Pakistan, or it is an independent authorized body that has been directed to issue and administer the proposed certification.

5.2 Curriculum, Skills Standards and Competency Alignment

The selected bidder shall undertake a trade-wise technical mapping of relevant NAVTTC Skills Standards and curricula against the competence requirements and certification standard of the proposed international certification. The exercise shall identify alignment, overlaps and material gaps in knowledge, skills, practical competencies and, where relevant, employability/occupational requirements.

The Bidder shall propose an agreed gap-closure/alignment approach in coordination with NAVTTC's relevant technical wing. The exercise is intended primarily as alignment of already-developed NAVTTC curricula and Skills Standards with an established certification scheme and shall not be treated as full curriculum development from scratch.

5.3 Assessment Blueprint, Methodology and Question Bank

Following curriculum/competency alignment, the bidder shall translate the aligned competency requirements into an appropriate assessment framework. This shall include, as applicable, an assessment blueprint, assessment methodology, theoretical and practical components, question-bank requirements, practical assessment criteria/instruments, assessment packs and assessor/examiner guidance.

The Bidder shall demonstrate how the proposed assessment arrangements measure the competencies reflected in the aligned NAVTTC curriculum and the requirements of the international certification scheme. Any question bank or assessment instrument developed or adapted under the assignment shall be subject to agreed quality-assurance and approval arrangements.

For trades requiring specialized practical assessment facilities, equipment, tools, machinery or consumables, the Bidder shall identify the required assessment infrastructure, equipment, tools, machinery, safety arrangements and consumables as part of the assessment methodology and practical assessment requirements. The finalized requirements shall be communicated to NAVTTC sufficiently in advance of the assessment activity to enable verification and availability at the designated assessment centre. The respective responsibilities of NAVTTC, the assessment centre/training partner and the bidder for provision of such facilities, equipment and consumables shall be clearly specified and agreed before commencement of assessment.

No assessment shall be scheduled for a specialized trade unless the mandatory assessment equipment, tools, consumables and safety arrangements specified in the approved assessment requirements are available and verified.

5.4 Assessment, Certification and Verification

i. Conduct or facilitate certification assessment through approved arrangements and certified Assessor pool, with appropriate quality assurance;
ii. issue certificates/credentials to candidates who meet the prescribed certification requirements;
iii. provide an online/digital mechanism for independent verification of certificate authenticity and status;
iv. maintain secure certification records and provide NAVTTC with agreed candidate, assessment and certification data; and
v. maintain quality assurance over assessment, certification decisions, certificate issuance, records and complaints/appeals.
vi. Provide appropriate orientation/capacity-building to designated NAVTTC identified Assessors on the approved certification scheme, assessment methodology, assessment procedures, quality requirements, digital systems and relevant certification protocols, through online and/or in-person sessions as agreed with NAVTTC.

5.5 International Recognition and Labour-Market Relevance

The Bidder shall demonstrate the actual value, relevance and acceptance of the proposed certification in identified overseas labour markets and shall identify the countries/markets in which the certification is used, recognized or accepted. Particular emphasis shall be placed on demonstrable employer/industry acceptance and relevant GCC, Far East and EU labour-market footprints.

6. EVIDENCE OF INTERNATIONAL RECOGNITION AND LABOUR-MARKET ACCEPTANCE

Bidders shall provide documentary and verifiable evidence, including where applicable:

i. recognition, accreditation, designation or acceptance by competent authorities, regulators or relevant professional bodies;
ii. employer/industry acceptance and evidence of actual labour-market use;
iii. GCC , Far East and EU labour-market footprint and evidence of employer/industry use;
iv. and/or any other international labour-market footprints;
v. international certification activity, number of persons/candidates certified and geographical coverage;
vi. international partnerships or institutional arrangements; and
vii. other verifiable evidence demonstrating actual labour-market use, acceptance or demand.

7. KEY DELIVERABLES

Sr.	Deliverable
1	Trade-wise international certification scheme and requirements
2	Curriculum/Skills Standards mapping and competency gap analysis
3	Agreed curriculum alignment or gap-closure plan
4	Assessment blueprint and methodology
5	Question bank and/or assessment instruments and practical criteria, where required
6	Assessor/examiner guidance and assessment quality controls
7	Assessment of eligible candidates
8	International certificates/credentials
9	Digital verification facility
10	Candidate, assessment and certification data
11	Progress and quality-assurance reports
12	Final completion report
13	Assessment Centers where testing to be carried out

8. IMPLEMENTATION

The Bidder shall submit a concise trade-wise work plan covering the following sequence:

Mobilization → Certification Standard Review → NAVTTC Curriculum/Skills Standards Mapping → Competency Gap Analysis → Agreed Alignment → Assessment Blueprint & Methodology → Question Bank/Assessment Instrument Development or Adaptation → Assessment → Certification → Digital Verification → Reporting

Because the selected NAVTTC programs are already-developed 3–6 month training programs, the initial curriculum/competency mapping and gap-analysis exercise should be planned as a focused technical exercise rather than full curriculum development. Bidders shall propose a realistic trade-wise timeline for this phase. NAVTTC expects the initial mapping/gap-analysis phase ordinarily to be capable of completion within approximately 3–4 weeks, subject to the number of trades, complexity of the certification requirements and material gaps identified.

The Bidder shall demonstrate sufficient organizational, technical, human-resource and operational capacity to deliver the required services within the timelines specified by NAVTTC.

9. TECHNICAL PROPOSAL REQUIREMENTS

i. Executive Summary;
ii. Organizational profile, legal status and authority to issue/administer the proposed certification;
iii. Description of the proposed international certification, including the name of the Principal Certification Body, applicable certification/competency framework, certification requirements and assessment pathway, together with documentary evidence establishing that the Bidder is the Principal Certification Body itself or its legally established branch or subsidiary in Pakistan
iv. Relevant certification experience.
v. International presence, operations, partnerships and market presence outside the Bidder's country of incorporation;
vi. Relevant previous experience in comparable curriculum/competency alignment, assessment enhancement and certification assignments;
vii. Trade-wise certification proposal and applicable standards/frameworks;
viii. Trade-wise curriculum/Skills Standards alignment and competency gap-analysis methodology;
ix. Assessment blueprint, methodology, question-bank and practical assessment approach;
x. Documentary evidence of international recognition, employer/industry acceptance and labour-market relevance;

xi. Quality-assurance arrangements;
xii. Digital verification mechanism and data-security arrangements;
xiii. Implementation and human-resource/deployment, including details of the Bidder's qualified trade specific/certified assessor pool;
xiv. Reporting, data-management and candidate-support arrangements; and
xv. Relevant supporting documentary evidence.

10. ELIGIBILITY AND MANDATORY REQUIREMENTS

Requirement	Minimum / Required Evidence
Legal status and authority	The Bidder shall be the Principal Certification Body itself or its legally established branch or subsidiary in Pakistan or it is an independent authorized body that has been directed to issue and administer the proposed certification on behalf of the principle international certification body
Certification scheme	Established professional/occupational certification or credential with defined competence requirements and assessment/certification arrangements.
Relevant experience	Relevant certification/credentialing experience.
International operations	Demonstrable certification activity, operations, partnerships or market presence outside country of incorporation.
Comparable trade experience	Demonstrated certification/assessment experience relevant to proposed trade(s).
International recognition / market use	Documentary evidence of recognition, acceptance or actual use of proposed certification.
Overseas labour-market footprint	Evidence of use/acceptance in GCC, EU and Far East or other relevant overseas labour markets, where applicable.
Technical capacity	Adequate trade specific experts and certified assessor pool and operational capacity to undertake alignment and certification.
Financial capacity	Adequate financial capacity supported by audited financial statements or equivalent acceptable evidence.
Blacklisting/debarment	Bidder shall not be blacklisted/debarred by a competent authority, except where duly disclosed.
Conflict of interest	Declaration of actual or potential conflict of interest.
Integrity	Compliance with applicable Government procurement requirements concerning fraud, corruption, collusion, coercion and prohibited practices.

10.1. Conflict of Interest — Training and Certification

The Bidder shall maintain clear independence between training delivery and certification assessment/certification decisions.
Where the Bidder has authorized training partners, franchisees, affiliates or other associated entities in Pakistan, the Bidder shall disclose their names, relationship with the Bidder and role in training or certification.

11. TECHNICAL EVALUATION

Technical Proposals shall be evaluated out of 100 marks. The minimum qualifying technical score shall be 60 marks. The technical score achieved by each Bidder shall continue to contribute to the final combined evaluation; technically qualified Bidders shall not be treated as having an identical technical score merely because they have crossed the minimum qualifying threshold.

Subject to the approved procurement method and applicable PPRA requirements, the Technical Proposal shall carry **80%**weight and the Financial Proposal shall carry **20%** weight in the final evaluation. Only technically qualified bidders meeting the minimum technical score shall proceed to financial evaluation.

The final score shall be calculated as:
Final Score = (Technical Score × 0.80) + (Financial Score × 0.20).
Technical Evaluation Criterion:

Sr.	Criterion	Marks
1	**Proposed Certification Solution**	**15**
2	**Curriculum, Competency & Assessment Alignment**	**15**
3	**International Recognition & Labour-Market Acceptance**	**25**
4	**Relevant Previous Experience in Comparable Assignments** **Upto 1 year (5)** **2-3 (10)** **4 & above (15)**	**15**
5	**Implementation Capacity & Work Plan**	**10**
6	**Quality Assurance, Certification Integrity & Digital Verification**	**15**
7	**Data Management, Reporting & Candidate Support**	**5**
	TOTAL	**100**

11.1 Evidence to be Submitted for Technical Evaluation

Bidders shall provide the following evidence to support scoring under the principal technical criteria. Where evidence is claimed from previous assignments, the Bidder shall provide documentary proof such as contracts/work orders, completion or client certificates, reports/extracts, published evidence or other verifiable documentation, suitably redacted where commercially confidential.

11.2 Detailed Technical Evaluation Criteria

The Technical Evaluation Committee shall use the following sub-criteria and evidence basis for scoring. Marks shall be awarded only on the basis of information and documentary evidence contained in the Bidder's proposal. Generic claims or unsupported assertions shall not, by themselves, constitute sufficient evidence.

11.2.1 Proposed Certification Solution — 15 Marks

Sub-criterion	Evidence / Assessment Basis	Marks
Suitability and Relevance of Proposed Certification	Trade-wise proposed international certification/credential; applicable certification or competency framework; certification requirements; assessment pathway; relevance of the proposed certification to the identified trade/occupation; and suitability for the PMYSDP training profile.	10
Retest / Additional Certification Opportunity	Bidder shall provide its applicable retest policy, including permitted attempts, waiting period and candidate eligibility. Two (2) marks shall be awarded where the Bidder includes one additional certification examination attempt (free retake) at no additional cost to NAVTTC within the quoted International Certification Exam Package. Where a retest is available only against an additional fee payable by the candidate, no marks shall be awarded under this sub-criterion.	5
Total		**15**

11.2.2 Curriculum, Competency & Assessment Alignment — 15 Marks

Sub-criterion	Evidence / Assessment Basis	Marks
Mapping methodology	Trade-wise methodology, tools/matrix and process for mapping NAVTTC Skills Standards/curriculum against certification competencies.	**3**
Competency/content gap analysis and alignment	Method for identifying knowledge, skill, practical and competency gaps and proposed alignment/gap-closure approach.	**2**
Assessment blueprint and methodology	Translation of aligned competencies into theory/practical assessment structure, methods, weighting and controls.	**2**
Question bank / practical assessment approach	Approach to question-bank development/adaptation, practical	**2**

	tasks, criteria/rubrics and assessor/examiner guidance.	
Documentation, reporting and validation methodology	Proposed mapping matrix, gap-analysis report, validation/consultation process, progress reporting and final technical report.	**3**
Understanding of certification competency requirements	Clarity and appropriateness of the certification competency framework and its relationship to NAVTTC training.	**3**

11.2.3 International Recognition & Labour-Market Acceptance — 25 Marks

Sub-criterion	Evidence / Assessment Basis	Marks
ISO/IEC 17024 Accreditation	Valid accreditation of the Bidder's certification activities to ISO/IEC 17024 by a competent accreditation body, with the accreditation scope covering the proposed certification. Current accreditation certificate and applicable scope/schedule shall be submitted.	3
Other Recognition / Accreditation / Designation	Documentary evidence of recognition, accreditation or designation by competent authorities, professional bodies or other internationally recognized institutions, where applicable.	4
Employer / Industry Acceptance	Evidence of actual employer use, recruitment requirements, occupational acceptance, industry references or recognition.	4
GCC Labour-Market Footprint & Acceptance	Evidence of actual use or acceptance by employers, regulators, projects or labour markets in GCC countries.	4
EU / Other International Labour-Market Footprint	Evidence of actual use or acceptance in EU, Far East/Other markets.	3
Certification Activity / Number of Persons Certified	Verifiable volume of persons certified, duration of certification activity and scale of operations.	3
Geographical Coverage / International Operations	Evidence of active certification operations or credential use across relevant countries/markets.	3
Other Independently Verifiable Evidence of Actual Labour-Market Use	Other credible evidence demonstrating actual employment, occupational or market value of the proposed certification.	1
Total		**25**

11.2.4 Relevant Previous Experience in Comparable Assignments — 15 Marks

Sub-criterion	Evidence / Assessment Basis	Marks
Previous TVET qualification/curriculum/competency mapping or alignment	Documented previous assignments mapping TVET qualifications, curricula, occupational standards or training programmes to international certification/occupational/competency standards. Preferred for higher marks but not mandatory.	5
Previous assessment alignment / blueprint / question-bank / practical assessment work	Evidence of comparable assessment framework and instrument development.	3
Previous implementation of international certification arising from comparable alignment work	Evidence that aligned training/competencies were taken through assessment and certification.	3
Experience specifically relevant to proposed trade(s)	Demonstrated comparable experience in the proposed trade/occupation.	4

11.2.5 Implementation Capacity & Work Plan — 10 Marks

Sub-criterion	Evidence / Assessment Basis	Marks
Trade-wise implementation and mobilisation plan	Sequenced, realistic trade-wise implementation plan and mobilisation arrangements.	2

Availability and adequacy of qualified/authorized assessor pool	Number, relevant trades, certification/authorization status, experience and operational/geographical availability relative to proposed scope and volume. Details of the assessor pool shall be provided to NAVTTC at the implementation stage.	4
Technical experts and operational/human-resource capacity	Adequacy and relevance of technical experts and operational personnel.	2
Timeline, deployment and scalability	Realistic timeline, deployment arrangements and capacity to scale for PMYSDP volumes.	2

11.2.6 Quality Assurance, Certification Integrity & Digital Verification — 15 Marks

Sub-criterion	Evidence / Assessment Basis	Marks
1. Assessment & Certification Quality Assurance and Integrity	Assessment moderation, standardization and quality controls; independence and integrity of certification decisions; conflict-of-interest controls; safeguards against undue influence and unauthorized certification.	3
2. Assessor/Examiner Governance & Standardization	Assessor authorization, standardization/calibration competency requirements and performance monitoring.	2
3. Digital Certification Management & Verification Platform	Demonstrated end-to-end digital platform covering candidate enrolment, assessment/result management, certification processing and issuance, secure candidate/credential records, audit trail and independent online verification of certificates/credentials by employers or other authorized third parties.	6
4. Certificate Security & Authenticity Controls	Secure certificate/credential issuance; unique identification/reference numbers; anti-fraud/authenticity controls; protection against unauthorized alteration or duplication.	2
5. Complaints, Appeals & Malpractice Controls	Documented arrangements for complaints, appeals, malpractice reporting/investigation, corrective action and resolution.	2
Total		**15**

11.2.7 Data Management, Reporting & Candidate Support — 5 Marks

Sub-criterion	Evidence / Assessment Basis	Marks
Candidate, assessment and certification data management	Secure and structured candidate/assessment/certification records and data submission.	2
Progress reporting and final reporting arrangements	Clear reporting schedule, formats, monitoring and final completion reporting.	2
Candidate support and grievance handling	Candidate communication/support and grievance arrangements.	1
Total		5

Important evaluation principles

- *Previous TVET qualification/curriculum/competency mapping experience is desirable, but it is not a mandatory eligibility condition.*
- *At proposal stage, Bidders are not required to complete the full NAVTTC curriculum mapping. The Committee shall evaluate the proposed methodology, tools, illustrative/sample mapping where provided, and demonstrated previous capability.*

11.3 Grievance Redressal

NAVTTC has constituted a Grievance Redressal Committee (GRC) in accordance with the applicable PPRA framework. Any Bidder aggrieved by an act or decision of NAVTTC after submission of its bid may lodge a written complaint within the period prescribed under the applicable procurement rules. Complaints concerning the Technical Evaluation Report shall be dealt with in accordance with the applicable PPRA provisions and prescribed grievance redressal procedure.

The GRC shall be constituted and shall function independently of the Technical Evaluation Committee, in accordance with the applicable procurement framework.

12. FINANCIAL PROPOSAL, PRICING AND PAYMENT

The Financial Proposal shall be submitted in the prescribed format and shall clearly identify all costs necessary for delivery of the proposed international certification solution. The financial structure distinguishes the one-time technical alignment work from the recurring per-candidate certification service and provides a transparent basis for candidates who are assessed but do not initially achieve certification.

12.1 One-Time Curriculum, Competency & Assessment Alignment Fee

For each trade/course for which certification is proposed, the Bidder shall quote a single, all-inclusive one-time fee for the curriculum, competency and assessment alignment exercise.

The quoted fee shall cover, as applicable:

i. review of relevant NAVTTC Skills Standards and curriculum;
ii. mapping of NAVTTC competencies/learning outcomes against the proposed international certification;
iii. competency/content gap analysis;
iv. agreed alignment/gap-closure recommendations;
v. assessment blueprint and assessment methodology;
vi. development or adaptation of question-bank and/or practical assessment instruments, where required;
vii. validation, technical consultation and finalization of the alignment;
viii. mapping matrix, gap-analysis report, assessment documentation and final technical report; and
ix. other routine technical activity necessary to complete the agreed alignment deliverables.

The Bidder shall not separately charge NAVTTC for individual components of the above alignment exercise.

12.2 International Certification Exam Package — Per Candidate

The Bidder shall quote a single all-inclusive per-candidate International Certification Exam Package for each proposed trade/certification.
The package shall include the initial certification examination and all routine costs associated with registration/processing, assessment administration, result processing, certification/credential issuance upon successful completion and digital verification, as applicable to the proposed certification scheme.
Where the Bidder offers one additional certification examination attempt (free retest) at no additional cost to NAVTTC, this shall be clearly identified in the Financial Proposal. Such free retest shall form part of the Bidder's quoted package and shall not give rise to any additional financial claim on NAVTTC.
Any further retest beyond the free retest, where applicable, shall be at the candidate's own cost and shall not be reimbursable by NAVTTC.

12.3 Retest / Additional Certification Examination Attempt

The Bidder shall clearly state the applicable retest policy of the proposed certification scheme, including the number of permitted attempts, applicable waiting period, candidate eligibility/validity period and applicable retest fee.
Bidders are encouraged to include one additional certification examination attempt (free retest) at no additional cost to NAVTTC within the quoted International Certification Exam Package. Where offered, the free retest shall apply once to each candidate who does not successfully pass the initial certification examination and shall be conducted in accordance with the certification scheme's prescribed retake rules.
No additional payment shall be made by NAVTTC for the free retest offered by the Bidder.
Where the certification scheme does not permit a free retest, the Bidder shall clearly disclose this in its proposal and state the applicable retake policy and fee. Such Bidder shall not be disqualified solely on this basis; however, no marks shall be awarded under the Retest / Additional Certification Opportunity criterion.
NAVTTC shall have no financial liability for any examination/retest attempt beyond the initial certification examination included in the International Certification Exam Package. Any further retest beyond a free retest offered by the Bidder shall be at the candidate's own cost and shall not be reimbursable by NAVTTC.

12.4 Volume-Based Pricing

NAVTTC anticipates an annual certification requirement in the range of approximately 2,000–3,000 candidates across the selected trades, subject to PMYSDP program requirements, candidate enrolment, certification uptake and availability of budget. The indicated volume is for pricing and planning purposes only and does not constitute a minimum purchase commitment.

Given the anticipated scale and recurring nature of PMYSDP, bidders shall provide volume-responsive pricing for the per-candidate International Certification Exam Package.

Annual Candidate Volume Band	Per-Candidate Package Fee	Included Free Retest	Further Retest Fee
Up to 1,000 candidates	€ / PKR ______	Yes/No	€ / PKR ______
1,001–2,000 candidates	€ / PKR ______	Yes/No	€ / PKR ______
2,001–3,000 candidates	€ / PKR ______	Yes/No	€ / PKR ______
Above 3,000 candidates	€ / PKR ______	Yes/No	€ / PKR ______

The applicable volume band shall be determined in accordance with the actual number of candidates covered by the relevant purchase order/call-off, subject to the contractual mechanism approved by NAVTTC. Bidders shall not assume a minimum volume.

12.5 Trade-Wise Financial Schedule

The Bidder shall submit the following prices separately for each trade/certification it proposes. This will allow NAVTTC to compare the cost of each certification solution and, where permitted, award one or more trades to the most advantageous technically qualified bidder(s).

Sr.	Trade / Occupation	Proposed International Certification	**One-Time Curriculum/Competency/Assessment Alignment Fee**	Per-Candidate Exam Package Fee*	Free retest included?	Further Retest Fee
1	General Electrician / proposed trade	________	________	________	Yes/No	________
2	________	________	________	________	Yes/No	________
3	________	________	________	________	Yes/No	________
…	As applicable	________	________	________		________

** The Per-Candidate International Certification Exam Package Fee includes one initial certification examination attempt and the other inclusions specified in Section 12.2. Where the Bidder has offered one free retest, such retest shall be provided at no additional cost to NAVTTC.**

12.6 Financial Evaluation Basis

For purposes of financial comparison, NAVTTC shall apply a standardized evaluated-cost methodology using the estimated quantities and trade requirements stated in the Financial Proposal Schedule / Bill of Quantities. The quantities used for evaluation are indicative and shall not constitute a commitment to purchase.

The evaluated cost for a proposed trade shall comprise:

i. the one-time alignment fee for that trade; plus
ii. the applicable per-candidate International Certification Exam Package Fee multiplied by the indicative candidate quantity for that trade.

The financial evaluation shall not assume that every candidate will pass the initial examination. The per-candidate package price is payable for each candidate entering the certification assessment process. Where a Bidder has voluntarily included a free retest, no additional payment shall be made by NAVTTC for that retest.

Where Bidders offer different sets of trades, NAVTTC shall evaluate prices on a comparable trade-by-trade basis in accordance with the approved procurement strategy and applicable Government procurement rules.

12.7 No Separate Registration, Certification or Routine Administration Charges

All costs necessary for delivery of the proposed certification service shall be included in the quoted Alignment Fee and Per-Candidate International Certification Exam Package Fee. No separate or additional charge shall be payable for registration, assessment administration, certification/credential issuance, digital verification, routine reporting, banking/remittance or other routine service costs.

12.8 Taxes, Duties and Other Charges

The prices quoted by the Bidder shall be all-inclusive and shall cover all costs, taxes, duties, levies, bank charges, remittance charges, withholding taxes and other statutory or incidental charges applicable to the delivery of the proposed services, whether arising in Pakistan or in the Bidder's country of operation.

The Bidder shall be responsible for determining and incorporating all such costs in its quoted prices. NAVTTC shall have no liability for any additional amount arising from taxes, duties, bank charges, currency transfer/remittance costs or other charges not expressly included in the Financial Proposal.
No additional payment or adjustment on account of any such cost shall be admissible after submission of the Financial Proposal, except where specifically required by applicable law and expressly provided for in the Contract.

12.9 Payment Principles

Service	Payment Basis
Curriculum, Competency & Assessment Alignment	Against completion and acceptance of agreed trade-wise alignment deliverables.
Initial Certification Assessment	Against verified candidates actually presented/assessed.
Certification / Credential	Included in the per-candidate package and issued to candidates who successfully meet certification requirements; no separate certification fee shall be payable.
Free Retest, where offered by Bidder	No additional payment by NAVTTC
Further Retest	At candidate's own cost; not reimbursable by NAVTTC

Payments shall be made against verified services actually delivered and accepted in accordance with the Contract. NAVTTC shall not be liable for unutilized candidate capacity.

12.10 Multi-Batch / Continuing Program Context

PMYSDP is a recurring national program implemented subject to annual program requirements and availability of budget under the Prime Minister's Youth Program. NAVTTC therefore intends, subject to the approved procurement mechanism, satisfactory performance, continuation of the program, availability of funds and applicable Government procurement rules, to establish an arrangement that may support successive PMYSDP batches during the agreed contract/framework period.

The procurement shall not be construed as a guarantee of any minimum number of candidates, batches, annual expenditure or future program allocation. Any requirement for a subsequent batch or program year shall remain subject to approved program requirements, availability of budget and issuance of the applicable purchase order, work order or call-off under the governing contractual/procurement arrangement.

The Bidder's quoted prices shall remain valid for the agreed contract/framework period, subject to any price-adjustment mechanism expressly provided in the Contract. Any continuation beyond the approved contract/framework period shall be subject to applicable Government procurement rules and a fresh procurement arrangement where required.

12.11 Financial Proposal Certification

The Bidder shall certify that the prices quoted constitute its complete financial offer for the proposed certification services and that all mandatory costs have been disclosed.

Particular	Bidder's Response
Name of Bidder	______________________________
Authorized Representative	______________________________
Designation	______________________________
Currency of Quotation	______________________________
Validity of Financial Proposal	______________________________
Signature / Date / Stamp	______________________________

13. PERFORMANCE, QUALITY ASSURANCE AND CONTRACTUAL REMEDIES

The selected bidder shall comply with agreed performance requirements relating to timely mobilization, curriculum/Skills Standards alignment, competency gap analysis, assessment blueprint and instrument development, assessment completion and quality, certification issuance, digital verification, data submission, reporting, quality assurance and candidate grievance resolution.

Failure to meet agreed contractual obligations may result in applicable contractual remedies, including penalties, withholding of payment or other remedies specified in the Contract.

13.1 NAVTTC Quality Oversight

NAVTTC shall have the right, directly or through its authorized representatives, to conduct or commission independent quality audits, review relevant assessment and certification records, and witness certification assessments, including practical assessments, during the implementation of the assignment. The Bidder shall provide reasonable access to assessment activities, relevant personnel, records, systems and supporting documentation for such quality-assurance purposes, subject to applicable confidentiality and data-protection requirements.

Where material quality or procedural deficiencies are identified, the bidder shall take corrective action within the timeframe specified by NAVTTC.

14. DIGITAL CERTIFICATION, DATA AND CONFIDENTIALITY

i. Each certificate/credential shall have a unique identification/reference.
ii. An online verification mechanism shall permit independent verification of authenticity and status.
iii. Certification records shall be securely maintained.
iv. NAVTTC shall have access to agreed candidate, assessment and certification data.
v. The Bidder shall maintain confidentiality of candidate and certification information and comply with applicable Government of Pakistan requirements and contractual provisions concerning data security and confidentiality.

15. CONTRACT AND NAVTTC RIGHTS

The successful Bidder shall enter into a formal contract with NAVTTC incorporating the approved technical and financial proposals, implementation schedule, payment milestones, curriculum/Skills Standards alignment deliverables, assessment and certification requirements, digital verification, data/confidentiality provisions, contractual remedies and other applicable Government procurement provisions.

i. NAVTTC may accept or reject any proposal, subject to applicable procurement rules.
ii. NAVTTC may cancel or annul the procurement process, seek clarification, and issue amendments/addenda through the prescribed mechanism.
iii. Where permitted, NAVTTC may award different trades to different successful Bidders.
iv. NAVTTC may procure quantities according to actual programme requirements and is not committed to any minimum volume.

v. NAVTTC may take contractual action in case of non-performance.
vi. NAVTTC may add new trades/occupations in accordance with the applicable procurement mechanism and Government procurement rules.
vii. NAVTTC

15.1 Force Majeure

Neither party shall be liable for failure or delay in performing its contractual obligations to the extent such failure or delay results from an event beyond its reasonable control, including natural disasters, war, civil disturbance, epidemic/pandemic, governmental restrictions, major disruption of essential services or other events recognized as Force Majeure under the Contract. The affected party shall promptly notify the other party and take reasonable measures to mitigate the effect of the event.
The Contract shall specify the applicable procedure for extension of time, suspension, resumption or other relief arising from a Force Majeure event.

Note: This assignment to conclude as an open framework agreement for a period of three years, initially for one year and further enhancement subject to satisfactory performance ascertained by NAVTTC.

ANNEX-I

RFP DATA SHEET

This Data Sheet forms an integral part of the RFP and contains procurement-specific information. In case of inconsistency, the approved Data Sheet shall prevail over the general provisions of the RFP.

Particular	**Requirement**
Procuring Agency	National Vocational & Technical Training Commission (NAVTTC), Ministry of Federal Education & Professional Training, Government of Pakistan
Procurement Title	International Certification of PMYSDP Trainees in Selected High-Demand Trades
Program	Prime Minister's Youth Skill Development Program (PMYSDP)
Procurement Reference No.	NAV-04092026
Procurement Method	As per applicable PPRA Rules 2004
Bidding Procedure	Single Stage – Two Envelope Procedure, under the applicable PPRA Rules 2004
Language of Proposal	English
Submission Platform	Hard Copy to Procuring Agency with all attachments
Proposal Validity	120 days from proposal submission deadline
Minimum Volume Commitment	None
Technical / Financial Weightage	80% Technical / 20% Financial, subject to approved procurement method and applicable PPRA requirements
Minimum Technical Qualifying Score	60 out of 100

B. ELIGIBILITY — DOCUMENTARY SUBMISSION CHECKLIST

Sr.	Document / Evidence
1	Legal registration/incorporation and authority to issue/administer proposed certification/credential
2	Evidence establishing that the Bidder is the Principal Certification Body or its legally established branch/subsidiary in Pakistan, together with direct authority to issue and administer the proposed certification.
3	Evidence of relevant certification/credentialing experience
4	Evidence of international operations/presence/partnerships
5	Trade-wise relevant certification/assessment experience
6	Evidence supporting international recognition and labour-market acceptance
7	Evidence of GCC/EU/ Far East other relevant overseas labour-market footprint, where applicable
8	Evidence of comparable curriculum/competency alignment and assessment experience
9	Audited financial statements or equivalent acceptable evidence of financial capacity
10	Blacklisting/debarment declaration
11	Conflict of interest declaration
12	Integrity/undertaking documents required under the applicable procurement framework

C. SUBMISSION AND PROCUREMENT DATES

Particular	Details
Date of Advertisement	04 September 2026
Date RFP Made Available	04 September 2026
Pre-Bid Meeting, if applicable	_
Proposal Submission Date	05 October 2026
Proposal Submission Time	05 October 2026, 11:00 AM
Proposal Opening Date/Time	05 October 2026, 11:30 AM
Bid Security , if applicable	PKR 1000,000/- in the form of Pay Order in the Favor of NAVTTC Fund
Performance Security, if applicable	@ 10 % of the Contract Value in the form of Pay Order in the Favor of NAVTTC Fund

Contract Period	Open Framework (Initially one year, extendable to 3 years subject to satisfactory performance)
Contact Details	+92-51-9044357

D. CLARIFICATIONS AND ADDENDA

Bidders may seek clarification through the official email internationalcertification@navttc.gov.pk within the period specified in the procurement notice. NAVTTC may issue clarifications, amendments or addenda through the prescribed procurement mechanism, and such clarifications/addenda shall form part of the RFP.

E. BID SECURITY, PERFORMANCE SECURITY AND PPRA COMPLIANCE

Bid Security: PKR 1000,000 in the form of Pay Order in the Favor of NAVTTC Fund

And:
Performance Security: @ 10 % of the Contract Value in the form of Pay Order in the Favor of NAVTTC Fund.

ANNEX-II

TECHNICAL PROPOSAL FORM

Bidders shall structure their Technical Proposal in the following order:

- Executive Summary
- Organizational Profile, Legal Status and Authority
- Certification Scheme Ownership / Administration / Authorization
- Relevant Certification and Comparable Assignment Experience
- International Presence / Operations / Partnerships
- Trade-wise Certification Proposal
- Applicable Standards / Competence Frameworks
- Curriculum, Skills Standards and Competency Alignment Approach

The Bidder shall provide its proposed methodology and, where feasible, an illustrative sample mapping of a limited competency/unit to demonstrate the approach. The Bidder is not required to complete the full NAVTTC curriculum mapping at proposal stage.

- Gap Analysis and Alignment Plan
- Assessment Blueprint and Methodology
- Question Bank / Practical Assessment Instruments / Assessor Guidance
- International Market Acceptance Evidence
- Quality Assurance and Certification Integrity Plan
- Digital Verification and Data-Security Arrangements
- Implementation and Human-Resource / Deployment Plan
- Reporting and Data-Management Plan
- Conflict of Interest Declaration
- Supporting Documentary Evidence

Trade-wise Certification Proposal — Minimum Information

Item	Bidder's Response
Trade	
Name of proposed certification/credential	
Issuing / authorized certification organization	
Ownership/administration/authorization of certification scheme	
Applicable standard/framework/competence requirements	
Certification requirements	
NAVTTC curriculum/Skills Standards mapping approach	
Identified competency/content gaps	
Proposed gap-closure/alignment measures	
Assessment blueprint and methodology	
Question bank / practical assessment instruments	
Theoretical/practical components	
Certificate validity / renewal	

Digital verification mechanism	
Countries/markets where used/accepted	
Employer/industry acceptance evidence	
Comparable previous assignment evidence	
Implementation timeline	
Cost per candidate	

ANNEX-III

FINANCIAL PROPOSAL FORM

The Bidder shall submit a separate trade-wise Financial Proposal through e-PADS in the prescribed manner.

Trade	Proposed International Certification	One-Time Curriculum/Competency/Assessment Alignment Fee	Per-Candidate International Certification Exam Package(incl one time free retest)	Free Retest Included?	Further Retest Fee	Total

The Bidder shall also provide volume-band pricing in accordance with Section 12 of the RFP and clearly identify any cost that is mandatory for delivery of the proposed certification.

ANNEX-IV

BIDDER'S UNDERTAKING

We hereby certify and undertake that:

- The information contained in our proposal is true, complete and accurate.
- We are legally authorized to issue/administer the proposed certification/credential or have disclosed the formal authorization under which we operate.
- The proposed certification is an established professional/occupational certification or credential and the information regarding its standards, competence requirements, recognition and acceptance is verifiable.
- We shall undertake the agreed curriculum/Skills Standards mapping and competency gap-analysis exercise in coordination with NAVTTC.
- We shall develop/adapt the agreed assessment blueprint, methodology, question bank and practical assessment instruments, where applicable.
- We shall comply with the agreed implementation schedule and contractual performance requirements.
- We shall provide verifiable certification credentials and the required digital verification facility.
- We shall maintain appropriate certification, candidate and assessment records and provide agreed data to NAVTTC.
- We shall comply with the agreed quality-assurance, confidentiality and data-security requirements.
- We have disclosed all actual or potential conflicts of interest.
- We are not blacklisted/debarred by a competent authority, except as disclosed in our proposal.
- We shall comply with applicable Government procurement and contractual requirements, including provisions relating to integrity, fraud, corruption, collusion and prohibited practices.

Particular	**Details**
Name of Bidder	— ________________________
Authorized Representative	________________________
Designation	________________________
Organization	— ________________________
Signature	— ________________________
Date	________________________
Official Stamp	________________________

General Conditions of Contract

1. **Definitions**

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. “The Contract” means an agreement enforceable by law;

1.1.3. “The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. “The Services” means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor’s Bid;

1.1.5. “Ancillary Services” means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. “GCC” means the General Conditions of Contract contained in this section;

1.1.7. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. **“**Day” means calendar day unless indicated otherwise;

1.1.9. “Effective Date” means the date on which this Contract comes into force and effect;

1.1.10. “The Contractor” means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. “The Project Site,” where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. “Government” means the Government of Pakistan;

1.1.13. “Local Currency” means the currency of Pakistan;

1.1.14. “In Writing” means communicated in written form with proof of receipt;

1.1.15. “Completion Date” means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

1.1.17. “Party” means the Procuring Agency or the Contractor, as the case may be, and “Parties” means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. “Subcontractor” means any entity to which the Bidder subcontracts any part of the Services.

2. **Applicable Law**

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

3. **Language**

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractor and the Procuring Agency, shall be written in the **English language** unless otherwise stated in the **SCC** . Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

4. **Notices**

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**.

5. **Location**

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in **SCC.**

6. **Authorized Representatives / Authority of Member in charge**

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the **SCC**.

A. *Commencement, Completion, Modification, and Termination of Contract*

7. **Effectiveness of Contract**

8. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the **SCC.**

9. **Commencement of Services**

9.1. The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC.**

10. **Program schedule**

10.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

11. **Starting Date/Expiration Date**

11.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the **SCC.**

11.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the **SCC.**

12. **Entire Agreement**

12.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

13. **Modification**

13.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

13.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

14. **Force Majeure**

14.1. **Definition**
For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Contractor and which makes a Contractor's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

14.2. **No Breach of Contract**
The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

Extension of Time

Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

14.3. **Payments**
During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

15. **Termination**

15.1. **By the Procuring Agency**
The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

15.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

15.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

15.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

15.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

15.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

15.2. **By the Contractor**
The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

15.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

15.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

15.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;
15.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

B. *Obligations of the Contractor*

16. **General**

16.1. **Standard of Performance**

16.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

16.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

16.2. **Law Applicable to Services**
The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

17. **Conflict of Interests**

17.1. **Contractor Not to Benefit from Commissions and Discounts**
The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of

their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

17.2. **Contractor and Affiliates Not to be Otherwise Interested in Project**
The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

17.3. **Prohibition of Conflicting Activities**
Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

17.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;

17.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

17.3.3. after the termination of this Contract, such other activities as may be specified in the **SCC.**

18. **Insurance to be Taken Out by the Contractor**

18.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the **SCC**; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

19. **Contractor's Actions Requiring Procuring Agency's Prior Approval**

19.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

19.1.1. appointing such members of the Personnel not provided by the Contractor;

19.1.2. changing the Program of activities; and

19.1.3. any other action that may be specified in the **SCC.**

20. **Reporting Obligations**

20.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

21. **Liquidated Damages**

21.1. **Payments of Liquidated Damages**
The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the **SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the **SCC**. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

21.2. **Correction for Over-payment**
If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall

correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in **SCC.**

21.3. **Lack of performance penalty**

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

22. **Performance Guarantee**

22.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC.**

22.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

22.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

22.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC.**

23. **Sustainable Procurement**

23.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC.**

C. *Contractor's Personnel*

24. **Description of Personnel**

24.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

25. **Removal and / or Replacement of Personnel**

25.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

25.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

25.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

D. *Obligations of the Procuring Agency*

26. **Change in the Applicable Law**

26.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the **SCC.**

27. **Services and Facilities**

27.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

27.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

E. *Payments to the Contractor*

28. **Contract Price**

28.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the **SCC**.

29. **Terms and Conditions of Payment**

29.1. Payments will be made to the Contractor according to the payment schedule stated in the **SCC** and as per actual invoice submitted by the Contractor.

29.2. Unless otherwise stated in the **SCC**, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the **SCC.** Any other payment shall be made after the conditions listed in the **SCC** for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

30. **Quality Control Identifying Defects**

30.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the **SCC.** The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the **SCC**.

31. **Correction of Defects, and Lack of Performance Penalty**

31.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

31.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

31.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

32. **Settlement of Disputes Amicable Settlement**

32.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

33. **Dispute Settlement**

33.1. **Arbitration**

If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.

Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Definitions

The Procuring Agency is: NAVTTC HQ, Kirthar Road, Sector H-9/4, Islamabad

The Supplier is:

The title of the subject procurement is:" PROCUREMENT OF

INTERNATIONAL CERTIFICATION SERVICES FOR HIGH DEMAND

TRADES UNDER PRIME MINISTER YOUTH SKILL DEVELOPMENT

PROGRAMME "

Number of GC Clause 2

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 3

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English.**

Number of GC Clause 4

Notices:

The addresses for the notices are:

Procuring Agency:

NAVTTC HQ, Kirthar Road, Sector H-9/4, Islamabad
Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 6.1

The Authorized Representatives are:

For the Procuring Agency:

NAVTTC HQ, Kirthar Road, Sector H-9/4, Islamabad

For the Bidder:

Name: ………………………

Designation: ……………..

Address: ……………………………..

Number of GC Clause 7

Effectiveness of the contract

The Contractor/Bidder shall be effective within ….. days from the date of signature of the Contract by both parties

Number of GC Clause 8

Commencement of Contract:

The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

Number of GC Clause 10.2

Expiration of Contract:

The time period shall be ………………….

Number of GC Clause 14

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Services till the time of alternate arrangements.

Number of GC Clause 16

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing services due to a conflict of a nature described in Clause GCC C2**.**

Number of GC Clause 20

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.10%** to **0.20%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 21

Performance Guarantee:

The amount of performance guarantee shall be 0% of the contract price in acceptable form of Nil

Number of GC Clause 27

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause F

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause F

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Delivery & Documents

Copies of the Supplier’s invoice showing’ description, price, and total amount;

One year of support

Number of GC Clause F 5 & 6

Following is the guidance for Dispute Resolution

i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.

ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.

iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Arbitrator's fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties.

Appointing Authority for Arbitrator:

By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.