

STANDARD BIDDING DOCUMENT

" NATIONAL UPSKILLING PROGRAM FOR UNIVERSITY UNDERGRADUATES"

(Non-Consultancy Services)

NAV-19092026

September 19, 2026

Director General SS&C

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

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Joint venture is not allowed.



GOVERNMENT OF PAKISTAN

NATIONAL VOCATIONAL AND TECHNICAL TRAINING COMMISSION

NAVTTTC HQs, Plot No. 38, Kirthar Road, Sector H-9/4, Islamabad



INVITATION TO BIDDING

NATIONAL UPSKILLING PROGRAM FOR UNIVERSITY UNDERGRADUATES

1. The **National Vocational and Technical Training Commission (NAVTTTC)** invites Bids from eligible Bidders for "**NATIONAL UPSKILLING PROGRAM FOR UNIVERSITY UNDERGRADUATES**".
2. All eligible and capable training service providers, NAVTTTC-registered/accredited technical and vocational training institutes, universities or other legally constituted training bodies meeting the requirements of this bidding document may apply, for national delivery of a short-duration AI and Precision Prompt Engineering upskilling programme for university undergraduate students.
3. The programme is designed to provide practical, responsible and immediately usable AI literacy and prompt-engineering capabilities, delivered strictly as per the NAVTTTC-approved curriculum. The training shall focus on structured problem definition, prompt design, context engineering, workflow design, AI-assisted research and productivity, verification, critical evaluation and responsible use of generative AI.
4. The programme shall be delivered nationally through smart classrooms and/or approved delivery locations supported by an LMS. The implementing provider shall be responsible for trainee enrolment, instructional delivery, attendance, learning records, assessments, completion evidence and issuance/processing of certificates of participation in accordance with NAVTTTC requirements. Training delivery shall be jointly monitored by NAVTTTC and TSP through the LMS.
5. **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).
6. All Bids must be accompanied by a Bid Security worth **1,000,000 Rs** in the form of **Pay Order in Favor of "NAVTTTC Fund"**.
7. Bidding documents, containing detailed terms & conditions, and requirements etc. are available on www.navttc.gov.pk.
8. 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 **Thursday, October 08, 2026 11:00 AM**. Bids will be opened on the same day **Thursday, October 08, 2026 at 11:30 AM**.
9. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified.

Director General SS&C

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

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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 **28 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 than 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 33 of 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: **NAVTTTC**

The subject of procurement is: "**NATIONAL UPSKILLING PROGRAM FOR UNIVERSITY UNDERGRADUATES**"

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- 19092026**

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 28, 2026**

BDS Clause Number 5

Any addendum, in case issued, shall be published on **NAVTTTC** 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

C. Preparation of Bids

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

see section price schedule.

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 General SS&C

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

Bids without bid security shall be disqualified.

The deadline for Bids submission is: **Thursday, October 08, 2026 11:00 AM**

E. *Opening and Evaluation of Bids*

BDS Clause Number 18

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

Date: **Thursday, October 08, 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

BDS Clause Number 20

The Performance guarantee shall be: 10%.

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

INTRODUCTION

1. The **National Vocational and Technical Training Commission (NAVTTTC)** invites Bids from eligible Bidders for “**NATIONAL UPSKILLING PROGRAM FOR UNIVERSITY UNDERGRADUATES**”.
2. All eligible and capable training service providers, NAVTTTC-registered/accredited technical and vocational training institutes, universities or other legally constituted training bodies meeting the requirements of this bidding document may apply, for national delivery of a short-duration AI and Precision Prompt Engineering upskilling programme for university undergraduate students.
3. The programme is designed to provide practical, responsible and immediately usable AI literacy and prompt-engineering capabilities, delivered strictly as per the NAVTTTC-approved curriculum. The training shall focus on structured problem definition, prompt design, context engineering, workflow design, AI-assisted research and productivity, verification, critical evaluation and responsible use of generative AI.
4. The programme shall be delivered nationally through smart classrooms and/or approved delivery locations supported by an LMS. The implementing provider shall be responsible for trainee enrolment, instructional delivery, attendance, learning records, assessments, completion evidence and issuance/processing of certificates of participation in accordance with NAVTTTC requirements. Training delivery shall be jointly monitored by NAVTTTC and TSP through the LMS.

Selection of Training Service Providers / NAVTTC-Registered Training Bodies

NATIONAL UPSKILLING PROGRAMME FOR UNIVERSITY UNDERGRADUATES

Artificial Intelligence & Precision Prompt Engineering

Two Months | Three Days per Week | Smart-Classroom / Blended Delivery

Key Parameter	Proposed Requirement
Target group	University undergraduate students
Geographical scope	National – all provinces/regions of Pakistan
Training duration	Two months; three training days per week; 24 instructional days
Proposed delivery mode	Smart classroom, supported by LMS/digital learning
Trainees per batch	To be decided by NAVTTC
Financial Bid	cost per trainee, (all inclusive; applicable taxes etc)
Indicative batch value	Number of Trainees X Unit Cost per Trainee
Minimum qualifying technical score	70 / 100
Selection basis	QCBS (80 % Technical, 20 % Financial)
Monitoring	LMS-based enrollment, attendance, progress, assessment and certification records

1. Background and Rationale

Artificial intelligence is rapidly changing the way graduates conduct research, prepare reports, analyze information, write software, communicate, solve problems and support professional decisions. University students therefore require not only awareness of AI tools but also the ability to specify tasks clearly, provide appropriate context, evaluate outputs and verify information.

The attached reference manual, Precision Prompt Engineering for Economists, presents prompt engineering as a structured analytical discipline rather than merely a method of writing better questions. It emphasizes objective, context, inputs, instructions, constraints, method, examples, evaluation, output structure, verification and revision. These principles can be adapted for a broad undergraduate audience.

The manual also stresses that AI output can be fluent while still being wrong and that human judgement and verification remain essential. These principles shall be embedded in the programme rather than treating AI as an unquestioned authority.

The proposed national intervention is intended to bridge the gap between general AI awareness and practical AI capability among university students, with a strong focus on employability, academic productivity, research support, entrepreneurship and responsible digital practice.

2. Program Goal, Objectives and Outcomes

Goal: To equip university undergraduate students across Pakistan with practical, responsible and transferable skills in generative AI, prompt engineering and AI-assisted professional workflows.

Specific objectives

- Build foundational understanding of AI, generative AI, large language models and prompt engineering.
- Teach students to convert vague requests into structured, high-quality AI instructions.
- Develop competence in role, context, task decomposition, constraints, structured output, critique, revision, verification and iterative prompting.
- Introduce context engineering, retrieval-supported workflows, AI-assisted coding/research and workflow thinking.
- Develop critical thinking so students can identify unsupported claims, fabricated citations, weak assumptions and misleading outputs.
- Enable students to apply AI to academic research, presentations, data handling, coding, business problems and professional communication.
- Provide hands-on practice through smart classrooms and LMS-supported assignments.
- Create a nationally scalable and auditable training model with digital learner records.

Expected outcomes

- At least 80 % undergraduate learners trained in each approved batch. At least 60 % of enrolled trainees qualifying with 60 % marks.
- A trainee with less than 60 % attendance and 60 % Marks to be ineligible for completion certificate and no payment to Training Service Provider for this category, whatsoever the case maybe.
- Less than 60 % attendance of a trainee, makes it ineligible for payment to training service provider.
- Learners able to construct structured prompts and multi-step AI workflows.
- Learners able to verify AI-generated factual, numerical and citation-based outputs.
- Learners able to produce at least one practical AI-assisted capstone/task relevant to their discipline.
- Digital attendance, assessment and completion records maintained through LMS.
- Certificate of completion issued to eligible learners subject to NAVTTC requirements.

3. Scope of Services

The selected provider(s) shall deliver the complete training cycle. The scope includes, but is not limited to:

1. National mobilization and trainee enrollment in coordination with NAVTTC.
2. Verification of trainee eligibility and maintenance of enrollment records.
3. Provision of suitable smart classrooms and digital learning infrastructure.
4. Deployment of qualified trainers/instructors and support staff.
5. Delivery of the approved curriculum over 24 instructional days across three weekly sessions.
6. Hands-on demonstrations, guided exercises and learner assignments.
7. LMS configuration, trainee accounts, attendance, learning progress and assessment records.
8. Pre-training orientation and post-training assessment.
9. Maintenance of attendance, assessment, completion and certificate data.
10. Submission of periodic progress and completion reports to NAVTTC.
11. Support for monitoring visits, inspections, audits and data verification.
12. Correction of deficiencies identified by NAVTTC within prescribed timelines.
13. Finalization of learner completion lists and certificate-of-participation records.
14. Secure retention and handover of program data in the format required by NAVTTC.

4. Target Beneficiaries and Eligibility of Trainees

The primary beneficiaries shall be undergraduate students enrolled in recognized higher education institutions in Pakistan. The program may accommodate students from disciplines including computing, engineering, sciences, social sciences, economics, business, management, humanities, education and other fields.

Indicative trainee eligibility

- Currently enrolled in an undergraduate degree program at a recognized university/degree-awarding institution.
- Basic computer and internet literacy.
- Access to a smartphone/laptop or institutional digital facility where required for practical work.
- Commitment to attend the required instructional sessions and complete LMS activities.
- Willingness to comply with responsible-AI, academic-integrity and data-protection requirements.

NAVTTC may define priority categories, geographical allocations, gender inclusion targets, institutional quotas or other beneficiary parameters in the implementation order without changing the fundamental scope.

5. Training Duration, Schedule and Delivery Model

Parameter	Requirement
Duration	Two months
Frequency	Three instructional days per week
Total instructional days	24 days
Recommended contact time	6 hours/day, subject to final NAVTTC-approved timetable
Indicative total contact hours	144 hours
Delivery	Smart classroom / blended digital delivery
Practice	Hands-on exercises in each session
LMS	Mandatory for monitoring and learner records
Assessment	Pre/post knowledge check + practical/capstone assessment
Certification	Certificate of completion for eligible completers

Providers may propose reasonable timetable variations within the two-month/three-days-per-week structure, provided the minimum learning outcomes, practical exposure and monitoring requirements are preserved subject to Prior Approval by NAVTTC.

NAVTTC to have Access to LMS / Dashboard for monitoring

6. Proposed Competency Framework

Competency Area	Learner capability
AI Foundations	Explain AI, ML, generative AI, LLMs and common AI use cases.
Prompt Engineering	Design clear, contextual, constrained and output-specific prompts.
Context Engineering	Supply relevant information and structure the AI working environment.
Workflow Engineering	Break complex tasks into sequential AI-assisted steps.
Output Control	Use schemas, formats, examples and constraints to improve outputs.
Critical Evaluation	Challenge assumptions, identify errors and compare alternatives.
Verification	Check numbers, citations, sources, claims and uncertainty.
Academic Productivity	Support literature review, drafting, presentation and research planning responsibly.
Data & Coding Support	Use AI to draft/explain code and assist data tasks while validating execution.
Professional Application	Apply AI to discipline-specific academic and workplace scenarios.
Responsible AI	Protect privacy, intellectual property, academic integrity and human accountability.

7. Curriculum Structure – Eight Weekly Sessions (Three Days per Week)

Week	Core theme	Indicative content
Week 1–2	AI Foundations & Prompting Introduction to Quantum Computing	AI/GenAI/LLMs; capabilities and limits; prompt anatomy; objective/context/input/instruction/constraints; role and task prompting. Quantum Computing Fundamentals
Week 3–4	Precision Prompt Engineering	Few-shot, decomposition, structured output, schemas, delimiters, comparative, critique, revision, iterative and multi-turn prompting.
Week 5–6	Context, Research & Workflows	Context engineering; retrieval-supported workflows; prompt chaining; planning; verification; research, writing, data and coding applications.
Week 7–8	Professional Application & Capstone	Discipline-specific cases; responsible AI; hallucination/fabrication risks; verification; capstone task; post-test; reflection and completion.

Each two-week phase is delivered across six instructional days (three days per week). The detailed lesson plan shall be submitted by the provider and approved by NAVTTC before delivery. The provider may enrich examples by discipline but shall not remove mandatory competency areas.

8. Detailed Session Plan – Weeks 1–2 (AI Foundations & Prompting)

Session block	Indicative hours (per week)	Content / activity
Orientation	0.5	Program objectives, LMS access, baseline test and responsible-AI principles
AI foundations	2.0	AI, machine learning, generative AI, LLMs and common applications, Introduction to Quantum Computing
Capabilities & limitations	2.0	Fluent plausibility, knowledge limitations, hallucination/fabrication risk
Prompt foundations	4.0	Objective, context, inputs, instructions and constraints
Hands-on lab	8.5	Transform weak prompts into structured prompts, across three sessions/week
Reflection/quiz	1.0	Exit quiz and LMS activity after each session

*Delivered across six instructional days (three days/week for two weeks; 6 hours/day; 36 hours total for this phase).
The*

source manual explicitly distinguishes prompt engineering from broader context and workflow engineering and treats the prompt as a specification of the analytical task.

9. **Detailed Session Plan – Weeks 3–4 (Precision Prompt Engineering)**

Session block	Indicative hours (per week)	Content / activity
Recap	1.0	Review of Weeks 1–2 LMS performance
Advanced prompting	6.0	Few-shot, role, context, decomposition and constraint prompting
Output control	4.0	Structured-output, schema and delimiter prompting
Quality improvement	4.0	Critique, revision, verification and iterative prompting
Practical lab	6.0	Build, test and revise prompts for academic/workplace tasks
Assessment	2.0	Practical checkpoints across the two weeks

Delivered across six instructional days (three days/week for two weeks; 36 hours total for this phase). The reference manual documents thirty core prompt techniques, including zero-shot, few-shot, role, context, decomposition, constraint,

structured-output, critique, revision, verification, iterative and multi-turn prompting.

10. Detailed Session Plan – Weeks 5–6 (Context, Research & Workflows)

Session block	Indicative hours (per week)	Content / activity
Context engineering	4.0	Selecting and supplying relevant information
Retrieval-supported workflows	4.0	Use authoritative supplied material rather than unsupported recall
Workflow design	4.0	Planning, chaining and multi-step task execution
Research & writing	4.0	Literature support, summarization, drafting and evidence checking
Data & coding	4.0	AI-assisted code/data workflows; execution and validation
Hands-on lab	16.0	Design and refine an end-to-end workflow across three sessions/week

Delivered across six instructional days (three days/week for two weeks; 36 hours total for this phase). The manual states that retrieval-augmented workflows can make outputs more checkable by placing authoritative material into the model context, and that AI-assisted code must be executed and validated rather than accepted merely because it looks correct.

11. Detailed Session Plan – Weeks 7–8 (Professional Application & Capstone)

Session block	Indicative hours (per week)	Content / activity
Responsible AI	4.0	Privacy, academic integrity, intellectual property and human accountability
Verification	4.0	Evidence status, source/citation checks, number checks and uncertainty
Discipline applications	6.0	Engineering, business, economics, sciences, humanities and computing examples
Capstone lab	16.0	Learner develops and demonstrates a practical AI-assisted task
Post-test & feedback	2.0	Knowledge and learner feedback assessment
Completion	4.0	Completion verification and certificate processing

Delivered across six instructional days (three days/week for two weeks; 36 hours total for this phase). The reference manual requires verification as a documented step and emphasizes that AI-assisted outputs should not enter a final deliverable without passing a verification gate.

12. Prompt Architecture to be Taught

For broad undergraduate use, the program shall introduce a simplified but rigorous prompt architecture derived from the reference manual's OCIICMEEOVR framework.

Component	Plain-language meaning	Example question
Objective	What outcome is required?	What exactly should AI help me produce?
Context	What backgrounds matters?	What course/project/work setting applies?
Inputs	What information is available?	What files/data/text can be supplied?
Instructions	What should the AI do?	Which steps should it follow?
Constraints	What limits apply?	Length, sources, format, exclusions?
Method	How should the task be approached?	Compare, classify, summarize, plan, critique?
Examples	What does good output look like?	Can a model answer be shown?
Evaluation	How will quality be judged?	Accuracy, relevance, completeness?
Output	What format is required?	Table, bullets, report, code?
Verification	What must be checked?	Facts, sources, calculations, privacy?
Revision	How should it improve?	Critique and regenerate?

The eleven components are explicitly set out in the reference manual.

13. Practical Prompt Techniques

Technique group	Examples	Practical exercise
Foundation	Zero-shot, few-shot, role, context	Convert vague requests into structured prompts
Structure	Constraints, schema, delimiter, structured output	Generate standardized tables/reports
Quality	Critique, revision, verification, iterative	Audit and improve AI responses
Reasoning/workflow	Chaining, planning, decision trees	Break a complex assignment into stages
Meta-level	Meta-prompting, prompt generation/debugging/optimization	Create a prompt that evaluates another prompt
Context	Context engineering, retrieval-supported work	Use supplied course material as evidence
Adversarial	Evidence-grounded, assumptions, counterfactual, scenario, sensitivity	Challenge an AI-generated recommendation

The source manual organizes thirty techniques across foundation, structure, quality, reasoning, meta-level and analytical/adversarial categories.

14. Responsible AI and Verification Standard

The program shall teach a simple rule: AI output is a working draft or analytical assistance unless independently verified. Learners shall be trained to distinguish supplied evidence from model-generated content and to document important checks.

Risk	Required learner response
Fabricated facts	Verify against authoritative sources.
Fabricated citations	Open/check the cited source before use.
Incorrect calculations	Recalculate using a reliable tool or independent method.
Unsupported conclusions	Identify evidence and assumptions.
Privacy leakage	Do not upload confidential/personal data without authorization.
Academic misconduct	Follow university policies and disclose AI use where required.
Over-reliance	Retain human judgement and responsibility.

The reference manual expressly prohibits fabrication of evidence and requires an 'INSUFFICIENT INFORMATION — VERIFICATION REQUIRED' response when evidence is unavailable.

15. Training Methodology

- Instructor-led micro-lectures supported by live demonstrations.
- Smart-classroom hands-on practice after each concept.
- Weak → improved → expert prompt comparison exercises.
- Discipline-specific case studies so students can transfer the skill to their own fields.
- Peer review and prompt critique.
- LMS quizzes and assignments between weekly sessions.
- Capstone demonstration in Weeks 7–8.
- Continuous formative assessment rather than relying only on a final test.

The source manual uses weak, improved and expert examples and emphasizes that the objective is to transfer method rather than merely provide a collection of phrases.

16. Smart Classroom Requirements

Facility	Minimum requirement
Classroom	Suitable, safe and accessible training room
Display	Large display/projector or interactive panel
Internet	Reliable broadband adequate for concurrent learner access
Computers	Adequate learner devices or approved BYOD arrangement
Power	Reliable electricity with backup where required
Audio	Trainer microphone/speaker where class size requires
Furniture	Suitable seating and writing/work surfaces
Digital access	LMS and required AI tools/accounts
Safety	Emergency arrangements and basic safety provisions
Accessibility	Reasonable accommodation for learners with disabilities

Providers shall submit evidence of available facilities, including photographs/location information where requested.

NAVTTTC's current registration portal itself requires evidence of facilities, staff credentials, labs and compliance declarations, supporting the use of documentary verification.

17.LMS and Digital Monitoring Requirements

A functional LMS shall be mandatory. The LMS may be the provider's existing platform or another NAVTTC-approved system, provided it can export verifiable records.

NAVTTC may ask the potential Service Provider to demonstrate LMS Capablility

LMS function	Minimum requirement
Enrollment	Unique learner profile and batch mapping
Attendance	Session/date/time record; instructor and learner linkage
Learning content	Session materials and resources
Assessment	Quizzes, practical tasks and scores
Progress	Learner-level progress dashboard
Completion	Completion rule and status
Certificate data	Verified name/ID, batch, dates and completion status
Reporting	Batch, center, trainer and learner-level reports
Audit trail	Records capable of verification by NAVTTC
Data export	CSV/Excel/PDF or NAVTTC-specified format

18. Enrollment and Trainee Management

The provider shall establish a transparent enrollment mechanism approved by NAVTTC. Where NAVTTC's NSIS or another designated national platform is prescribed, the provider shall use it rather than creating a parallel uncontrolled enrollment process.

- Publish/communicate eligibility and selection criteria approved by NAVTTC.
- Avoid duplicate enrollment and maintain unique learner identification.
- Maintain consent and acceptable-use acknowledgements where required.
- Maintain waitlists and replacement procedures.
- Ensure equitable access across participating locations.
- Provide NAVTTC with enrollment, attendance and completion data prior to commencement of program.
- Prevent unauthorized substitution of trainees after enrollment.

NAVTTC currently describes NSIS as its online enrollment and trainee management/tracking system and its digital services as supporting enrollment, certification and verification.

19. Trainer / Faculty Requirements

Position	Minimum proposed standard
Lead Trainer	Master's degree in AI or related discipline with at least 10 years of experience post qualification and professional qualifications plus demonstrable AI/prompt-engineering experience is preferable
AI Trainer	Master's degree in AI or related discipline with at least 7 years of experience post qualification and professional qualifications plus demonstrable AI/prompt-engineering experience is preferable
Quantum Computing Trainer	Master's or above degree in Quantum Computing or related discipline with at least 7 years of experience post qualification and professional qualifications plus demonstrable AI/prompt-engineering experience is preferable
LMS/M&E Officer	Bachelor's degree in IT or related discipline with at least 5 years of experience post qualification and Experience in LMS administration, reporting and digital records
Lab/IT Support	Adequate technical support for classroom and connectivity
Program Coordinator	Bachelor's degree in IT or related discipline with at least 5 years of experience post qualification and Experience managing multi-site/national training programs

Providers shall submit CVs, qualifications, certifications, relevant assignments and evidence of actual delivery experience. NAVTTC may interview or validate nominated key personnel before final approval.

20. Organizational Eligibility

An applicant must demonstrate legal status, institutional capacity and authorization to provide the proposed training services.

- Legally constituted organization/institution in Pakistan. Proof of Registration with relevant Authority
- NAVTTC registration/accreditation/recognition where applicable to the applicant's category.
- Valid registration documents, NTN and other statutory records as applicable.
- No material misrepresentation in submitted documents.
- No conflict of interest affecting the procurement.
- Not blacklisted/debarred by the competent authority, subject to documentary declaration and verification.
- Capacity to comply with PPRA, NAVTTC, tax, labour, data and other applicable requirements.

NAVTTC publicly states that institutes register through its portal and that recognized training providers are subject to quality-assurance and monitoring requirements.

21. Relevant Experience Requirements

Applicants shall demonstrate experience in training, higher education upskilling, AI/digital skills, prompt engineering, ICT, blended learning, LMS-enabled delivery or comparable national/large-scale capacity-building.

Experience evidence	Suggested scoring relevance
Similar AI / generative AI / prompt-engineering project / Quantum Computing	High
University student / graduate training	High
National or multi-province outreach	High
Large-scale digital/LMS training	High
Government/Donor-funded training project	Medium/High
Smart classroom/blended delivery	Medium/High
Monitoring, assessment and certification systems	Medium

Each claimed project should include client, scope, number of trainees, duration, geography, contract/order evidence and contact/reference where permissible. Unsubstantiated claims may be disregarded.

22. National Outreach Capacity

National access is a central design requirement. A provider may demonstrate national outreach through its own centers, an approved network, arrangements or other legally permissible delivery structure, subject to NAVTTC approval and accountability.

Dimension	Evidence expected
Geographical reach	Cities/provinces/regions covered
Training centers	List and capacity by location
Smart classrooms	Number and photographs/evidence
Trainer network	Number and location of qualified trainers
Digital reach	LMS capacity and concurrent users
Mobilization	University/student outreach mechanism
Scale	Evidence of previous batch sizes
Quality control	Central monitoring and standardized delivery arrangements

NAVTTC's current public program information describes national-scale initiatives and integrated digital services for enrollment, qualifications and institute discovery, reinforcing the need for scalable delivery and digital traceability.

23. Quality Assurance and Standardization

- One NAVTTC-approved curriculum and trainer guide shall apply across all locations.
- Standard lesson plans, learner materials and practical exercises shall be used.
- Trainer orientation/calibration shall be completed before delivery.
- Attendance shall be recorded digitally and is auditable.
- NAVTTC may conduct announced or surprise monitoring visits.
- Center-level deviations shall be documented and corrected.
- Provider shall maintain complaints/feedback mechanism.
- Provider shall submit corrective action reports where deficiencies are identified.

NAVTTC's institute registration portal requires compliance with quality standards, inspection protocols and maintenance of declared equipment/facilities, and permits authorized monitoring visits.

24. Assessment Framework

Assessment	Weight / purpose
Baseline test	Diagnostic; not necessarily part of pass/fail
Weekly quizzes	Formative learning check
Practical exercises	Prompt design and AI workflow competence
Capstone task	Application of AI/prompt engineering to a real academic/professional problem
Post-test	Measure knowledge gain
Attendance/completion	Mandatory completion condition
Learner feedback	Quality and improvement data

A provider shall not issue completion evidence merely because a learner enrolled. NAVTTC may prescribe a minimum attendance and assessment threshold for certificate eligibility in the implementation phase.

25. Certification and Completion

Subject to NAVTTC's final policy and approval, learners who ensure at least 60% attendance and at least 60 % marks in assessment requirements shall receive a Certificate of Completion for the program.

- Certificate data must originate from verified learner records.
- Certificate should contain program title, trainee name/identifier, batch, dates and authorized signatory/verification mechanism.
- Digital certificate records shall be retained in the LMS/system.
- Any physical certificate shall be issued only against verified completion data.
- Provider shall not use NAVTTC logos, marks or certificate formats except as authorized.

NAVTTC's public information describes digital systems supporting enrollment, certification and verification, and states that recognized qualifications/certificates are subject to approved institutional arrangements.

26. Monitoring, Reporting and MIS

Report	Frequency	Minimum contents
Mobilization report	Before launch	Centers, trainers, timetable, enrollment plan
Enrollment report	Weekly / as prescribed	Registered learners by center/location
Attendance report	Weekly	Session attendance and absences
Progress report	Weekly	LMS completion, quiz performance, issues
Mid-course report	After Week 4	Cumulative progress and corrective actions
Completion report	End of batch	Completed learners, assessment results, certificates
Final report	After closure	Outcomes, lessons, statistics, data reconciliation

NAVTTC may require additional dashboards, data extracts or verification evidence. Providers shall ensure that reported figures reconcile with underlying learner-level records.

27. Data Protection, Privacy and Academic Integrity

- Collect only data necessary for enrollment, delivery, monitoring and certification.
- Protect CNIC/contact and educational information from unauthorized disclosure.
- Do not upload confidential university, employer or personal information into public AI tools without authorization.
- Use secure passwords, role-based access and appropriate account management.
- Train learners on academic integrity and responsible attribution.
- Do not present AI-generated content as verified evidence without checking.
- Report suspected data breaches or material misuse promptly to NAVTTC.
- Return/transfer program data to NAVTTC in the prescribed format at contract close.

The reference manual's central position is that AI should augment human capability while the professional/user remains responsible for judgement and verification.

28. Applicant Submission – Structure

Applicants shall organize their submission using the following sequence:

1. Cover letter and submission form.
2. Legal/institutional profile.
3. NAVTTC registration/accreditation/recognition evidence, where applicable.
4. NTN and Active Tax STATUS.
5. Relevant project experience.
6. National outreach and delivery network.
7. Proposed implementation methodology.
8. Curriculum delivery plan.
9. Smart classroom/facility plan.
10. Trainer profiles and CVs.
11. LMS and MIS plan.
12. Enrollment and mobilization plan.
13. Quality assurance and monitoring plan.
14. Assessment and certification plan.
15. Risk management plan.
16. Safeguarding/data/privacy plan.
17. Fixed-price financial compliance statement and cost breakdown.
18. Declarations, undertakings and supporting evidence.

29. ELIGIBILITY

- a. Legally Registered Entity with relevant Authority in Pakistan
- b. NTN and ATL Status
- c. Non-blacklisting declaration on Rs. 200 Stamp Paper (Specimen Attached in the End)
- d. Authentic Information Declaration on Rs. 200 Stamp Paper (Specimen Attached in the End)
- e. Verifiable Evidence of delivering AI related training program to at least 2000 or above University Students in past one Year. (Duration 01.07.2025 till 31.08.2026)

***** Vendors / Firms / Potential Service Providers not meeting the eligibility criteria would be declared ineligible and their proposal won't be considered for Technical Evaluation*****

30. Technical Evaluation – 100 Marks

Evaluation criterion	Marks
Organizational capacity and NAVTTC compliance a. Able to manage and deliver AI related training to at least 2000 potential University Undergraduates (NAVTTC may verify with or without notice) b. Infrastructure details, picture, evidence be attached	15
Verifiable Evidence of delivering AI related training program to at least 2000 or above University Students in past one Year. (Duration 01.07.2025 till 31.08.2026)	20
National outreach and delivery network a. (NAVTTC may verify with or without notice)	15
Proposed technical methodology & curriculum delivery	15
Trainer/faculty strength and expertise Lead Trainer: Master's degree in AI or related discipline with at least 10 years of experience post qualification and professional qualifications plus demonstrable AI/prompt-engineering experience is preferable (5 Marks) AI Trainer: Master's degree in AI or related discipline with at least 7 years of experience post qualification and professional qualifications plus demonstrable AI/prompt-engineering experience is preferable (5 Marks) Quantum Computing Trainer: Master's or above degree in Quantum Computing or related discipline with at least 7 years of experience post qualification and professional qualifications plus demonstrable AI/prompt-engineering experience is preferable (5 Marks)	15
LMS, enrollment, monitoring & MIS capacity (NAVTTC may verify with or without notice)	10
Quality assurance, assessment & certification system	5
Risk management, data protection & learner safeguarding	5
TOTAL	100

Minimum qualifying technical score: 70/100. Only technically qualified applicants shall proceed to the next stage prescribed by NAVTTC/PPRA.

31. Technical Evaluation Process

19. Administrative scrutiny for completeness and eligibility.
20. Verification of mandatory documentary evidence.
21. Technical evaluation against the 100-mark rubric.
22. Clarification may be sought where permitted; clarification shall not materially change the substance of a proposal.
23. Applicants scoring below 70 shall be treated as technically non-qualified.
24. NAVTTC may verify project references, facilities, trainers and submitted claims.
25. Shortlisted/qualified applicants may be required to present a demonstration or sample training session if stated in the subsequent RFP.
26. Final selection shall follow the procurement method approved by NAVTTC and applicable PPRA rules/regulations.

PPRA rules define the 'most advantageous bid' as one evaluated according to cost, quality, qualification or a combination as specified in the bidding/request documents.

32. Financial Bid / Cost Structure

Item	Description
Unit cost	PKR, per trainee (All inclusive; applicable taxes etc)
Trainees per batch	NAVTTC's Decision
Indicative batch ceiling	NAVTTC's Decision
Technical ranking	80% technical
Financial score	20 % Financial
Cost breakdown	Required for transparency and contract management

33.PPRA and Procurement Compliance

This RFP is intended as a procurement planning/solicitation document and shall be read with the applicable Public Procurement Regulatory Authority framework, NAVTTC procurement rules/manuals, delegated financial powers and any subsequent RFP/contract.

- a. The procurement shall be conducted transparently, fairly and competitively.
- b. The final procurement document shall identify the legally applicable selection method.
- c. Eligibility and qualification criteria shall be stated in advance.
- d. Evaluation criteria and marks shall be disclosed before submission.
- e. Records of evaluation, approvals and procurement decisions shall be maintained.
- f. Conflict-of-interest, integrity and anti-corruption provisions shall apply.
- g. Blacklisting/debarment status shall be checked in accordance with applicable rules.
- h. Any amendment/corrigendum shall be communicated through the prescribed procurement channel.
- i. No applicant shall receive preferential treatment outside the published criteria.

PPRA's rules include definitions of competitive bidding, most advantageous bid, value for money and corrupt/fraudulent practices.

34. Contract Management and Payment Principles

The final contract shall establish measurable deliverables, verification requirements and payment conditions. Payments should be linked to verified contractual outputs rather than unsupported claims.

Milestone	Indicative evidence
Mobilization	Approved centers, trainers, LMS and implementation plan
Enrollment	Verified trainee list and enrollment records
Delivery	Attendance and session evidence on daily basis to NAVTTC through LMS / Dashboard access
Progress	LMS records and assessments
Completion	Verified completion list and assessment evidence
Certification	Approved certificate data
Final payment/closure	Reconciled records and final report

NAVTTC may withhold, adjust or recover payments where trainees, attendance, delivery or other contractual outputs cannot be verified, subject to the final contract and applicable law/rules.

35. Risk Management Framework

Risk	Mitigation
Low enrollment	Early university outreach; centralized campaign; waitlist
Dropout	Reminder system, engaging practical work, attendance tracking
Poor trainer quality	Trainer screening, demo, orientation and monitoring
Uneven national quality	Standard curriculum, LMS, trainer calibration and audits
Internet disruption	Offline materials, backup connectivity and recorded resources
AI tool access changes	Use multiple approved tools and tool-agnostic principles
Data/privacy breach	Access controls, user guidance and incident reporting
False completion claims	Learner-level LMS and attendance verification
Certificate misuse	Unique records and controlled issuance
Scope drift	NAVTTTC-approved curriculum and change control

36. Forms and Mandatory Declarations

Document	Submitted (Yes/No)
Cover letter	
Legal registration documents	
NAVTTC registration/accreditation evidence	
Tax/statutory documents	
Relevant project evidence	
National outreach evidence	
Smart classroom evidence	
Trainer CVs	
LMS/MIS plan	
Training methodology/curriculum plan	
QA/assessment plan	
Risk/data/privacy plan	
Financial Bid (to be prepared separately)	
Non-blacklisting declaration (Specimen Attached in the End)	
Authentic Information Declaration (Specimen Attached in the End)	

37. Proposed Submission Form

Field	Applicant response
Legal name of organization	
Legal status / registration number	
NAVTTC registration/accreditation number (if applicable)	
Head office address	
Authorized representative	
Telephone / email	
Years in operation	
Relevant AI/digital training experience	
University training experience	
National outreach / locations	
Number of smart classrooms	
LMS capacity / platform	
Proposed lead trainer	
Previous maximum batch size	
Authorized signature and stamp	

Applicants shall attach evidence for each material response. A blank response shall not be treated as evidence.

38. Terms, Conditions and Final Notes

27. NAVTTC reserves the right to accept or reject any or all submissions in accordance with applicable rules and without creating an obligation to award.
28. Submission of proposal does not constitute a contract or guarantee of shortlisting.
29. NAVTTC may amend the only thing, issue corrigenda, seek clarification or cancel/reissue the process where legally permissible.
30. Applicants shall bear all costs associated with preparation and submission.
31. All information submitted may be subject to verification and audit.
32. The selected provider(s) shall comply with all applicable laws, PPRA requirements, NAVTTC instructions and contractual conditions.
33. The final RFP/contract shall prevail where there is any inconsistency.
34. No provider shall commence training, use NAVTTC branding or represent itself as an approved program partner until formal authorization/contracting.
35. The program may be implemented in multiple batches subject to budget, performance and NAVTTC approval.
36. NAVTTC may allocate trainees/locations according to national priorities and program requirements.
37. Quality, learner experience, verified delivery and national outreach shall be central to selection and performance management.

Reference basis: the attached Precision Prompt Engineering manual provides the conceptual and methodological foundation for the AI/prompt-engineering curriculum. It presents prompt engineering as structured analytical specification, and its training objectives include converting informal questions into fully specified instructions, applying prompt techniques, designing workflows and applying verification.

Procurement basis: applicable PPRA rules/regulations and NAVTTC procurement procedures shall govern the final selection method. PPRA materials recognize fixed-budget selection as a method under specified conditions and provide for technical ranking of qualified proposals within the stated budget.

NAVTTC public information confirms national institute registration, digital enrollment/monitoring infrastructure and current national-scale AI/digital skills initiatives.

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.

NON-BLACKLISTING DECLARATION

(On Rs 200 Stamp Paper)

I/We hereby declare that

We have not been blacklisted by any Government / semi- government organization.

- We comply with all mandatory requirements of the RFP.
- All documents submitted are genuine and verifiable.
- I/We further declare that our Business (***** Company Name here *****) is not blacklisted by any Federal/Provincial Government Department, Autonomous Body, Regulatory Authority, International Organization, or Public Sector Entity. We also confirm that no litigation, bankruptcy, insolvency, or disciplinary proceedings are pending against the firm which may affect its ability to perform the assignment.

Authorized Signatory: _____

Name: _____

Designation: _____

Stamp & Signature: _____

AUTHENTIC INFORMATION DECLARATION

(On Rs 200 Stamp Paper)

I/We hereby declare that all information provided in the proposal is true and correct. We further confirm that:

- We comply with all mandatory requirements of the RFP.
- All documents submitted are genuine and verifiable.
- I/We declare that the information provided in the proposal is accurate and can be proved whenever required. I/We further declare that if in case the information provided by me/us in this request for proposal proved to be incorrect at any point, NAVTTC reserves the right to take any action deemed feasible by the NAVTTC authorities against me/us.

Authorized Signatory: _____

Name: _____

Designation: _____

Stamp & Signature: _____