



RFP for Selection of Firms for Purchase of Certification Exam Vouchers



Request for Proposal

for

Selection of Firms for Purchase of Certification Exam Vouchers

August 2021

**PAKISTAN SOFTWARE EXPORT BOARD
(GUARANTEE) LIMITED**



Ministry of Information Technology
& Telecommunication

DIGITAL PAKISTAN

RFP for Selection of Firms for Purchase of Certification Exam Vouchers

PAKISTAN



SOFTWARE
EXPORT BOARD

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1 Pakistan Software Export Board (G) Limited - An Introduction

Pakistan Software Export Board (PSEB) was established by the Government of Pakistan for the facilitation and development/advancement of the local IT industry globally. It is a guaranteed limited company fully owned and funded by the Government of Pakistan working under the Federal Ministry of Information Technology & Telecommunication. The company has its own Board of Directors, which is chaired by the Federal Minister of IT and Telecommunications.

Since the date of its inception, being the apex body within the Government charged with the task of promoting Pakistan's IT industry locally and internationally to enhance Pakistan's IT export revenue and make Pakistan a leading IT outsourcing destination, PSEB has done a tremendous job by providing timely and relevant policy input and by supporting the IT industry through the introduction of several projects and programs in the areas of Infrastructure Development, Human / Intellectual Capital Development, Company Capability Certification and International Marketing etc.

2 Introduction to the Assignment

There is a lack of highly skilled professionals with expertise in specific IT tools & technologies. IT companies in Pakistan are reluctant to make big investments in trainings of their employees due to low volumes of local business and difficulties faced to reach out global market. However, it is a proven fact that the availability of skilled manpower at substantial cost savings is a major market force for attracting foreign investment.

With the aim to create highly skilled resource pool in Pakistan, PSEB in the recent past launched a training and certification program for the benefit of IT graduates, professionals working in the IT organizations/departments of public sector organizations and IT industry professionals to provide employability skillsets and accordingly trained more than 1,750 trainees on different technologies during the year 2020. However, certifications of a certain number of these trainees could not be completed and are remain pending for more than eleven months due to non-issuance of certification exam vouchers by the previously selected training firms. Now, PSEB desires to purchase certification exam vouchers for affected trainees with the aim to provide them opportunity to take exam for completion of their pending certifications. For this purpose, eligible firms conforming the selection criteria are encouraged to submit their proposals.

3 Purpose of this Document

The purpose of this document is to specify the approach that PSEB will use to evaluate and select the firms for provisioning of certification exam vouchers as listed under section# 4. This document also describes the requirements that the company has to fulfill in order to be selected.

4 Process of Evaluation

4.1 Evaluation Criteria

PSEB shall evaluate the technical proposals of the bidding firms based on their compliance with RFP and by applying the evaluation criteria and the marks system as specified below. A technical proposal shall be rejected if the bidder does not meet the specified mandatory requirements and/or if the bidder fails to achieve the minimum 70% qualification marks out of the total allocated marks. The financial proposals of only technical compliant bidder shall be opened:

4.1.1 Mandatory Requirements/Criteria

S. No.	Mandatory Requirements / Criteria	Required Documents
1	The bidder shall be registered with the Security & Exchange Commission of Pakistan.	Certificate of Incorporation issued by SECP.
2	The bidder shall have valid / active Income Tax & Sales Tax Registrations.	Copies of valid/active Income Tax & Sales Tax Registrations.
3	The bidding firm shall be engaged in IT & ITeS related training business.	Copy of Memorandum & Articles of Association of the company along-with relevant supporting documentary evidence

4.1.2. Technical Evaluation Criteria & Marks Allocation

Sr. No.	Evaluation Criteria	Maximum Marks	Marks Allocation Basis & Marks	
1	Company Profile	15	Number of years of establishment: 1 year = 2 marks, maximum 10 marks allocated for 5 years and above	10
			Number of certified testing centers in Lahore, Islamabad, Karachi, Peshawar & Quetta (1 or more certified testing center/city = 1 mark. The bidder is required to provide documentary evidence regarding certified testing	5



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			centers)	
2	<p>Number of global IT certifications contracted and delivered in the past</p> <p>Note: Documentary evidence must be attached with the bid otherwise no marks will be allocated against this section.</p>	20	1 mark = 10 certifications	20
3	<p>Maximum annual turnover during any of the last 5 years</p> <p>Note: Annual audited accounts certified by Chartered Accountants firms shall be attached otherwise no marks will be allocated against this section.</p>	10	Annual turnover less than Rs.5.0 million	0
			Annual turnover over Rs.5.0 million but less than Rs.10.0 million	2
			Annual turnover over Rs.10.0 million but less than Rs.15.0 million	5
			Annual turnover over Rs.15.0 million but less than Rs.20.0 million	7
			Annual turnover over Rs.20.0 million	10
4	<p>Timeline for provisioning of required certification exam vouchers from the date of signing service contract.</p>	10	<p>Maximum marks shall be allocated for the shortest delivery time frame</p>	10
5	<p>Facility to conduct MOCK test.</p> <p>Note: Detail of MOCK test facility shall be provided with the proposal)</p>	5		5
6	<p>Methodology with duration for successful distribution of certification exam vouchers to the trainees, scheduling & preparation of their certification exams, conducting of</p>	20	Methodology with duration for distribution of certification exam vouchers to trainees	5
			Methodology with duration for scheduling of certification exam of trainees	5
			Methodology with duration	10

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	MOCK test prior to certification exam, participation of trainees in exam and enhanced passing percentage of candidates.		for conduct of MOCK test of trainees prior to appear in exam	
			Total	20
7	Value addition offered by the bidding firm for maximizing passing percentage of trainees and successful completion of the assignment.	10		10
	Grand Total	90		90

4.2 Financial Evaluation

Financial proposal must cover the Certification Exam Voucher Cost Per Participant including all necessary arrangements regarding distribution of exam vouchers & scheduling of participants to appear in certification exams and conduct of MOCK test.

FINANCIAL ESTIMATION

Sr. #	Certification Name	Training Body	No. of Certification Exam Vouchers Required	Cost per Certification Exam Voucher (PKR)	Total Cost (PKR)
1	Certified Information System Security Professionals (CISSP)	ISC(2)	88		
2	Certified Scrum Product Owner	Scrum.Org	88		
3	Certified Scrum Master	Scrum.Org	50		
4	Agile Certified Scrum Master	Scrum.Org	19		
5	Project Management (PMI)	PMI	50		
6	Certified Information System Auditor (CISA)	ISACA	61		
	Total		356		

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All proposals will be verified in the light of requested information and documentary evidence. The financial proposals of only technically qualified bidder will be opened in the presence of their authorized representatives.

- a. Final award of contract will be done based on the combined technical and financial marks/score in the following manner:

Proposal	Weight
Technical Proposal	70%
Financial Proposal	30%

5 General Instructions

5.1 Proposal Submission

- a. Proposals will be accepted and evaluated using a single stage two envelopes process. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the technical proposal and the financial proposal. The envelopes shall be clearly marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” in bold and legible letters to avoid confusion. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened and evaluated by the Evaluation Committee. The envelope marked as “FINANCIAL PROPOSAL” shall be retained without being opened. FINANCIAL PROPOSALS of only those firms shall be opened whose “TECHNICAL PROPOSALS” are accepted by the Technical Evaluation Committee.
- b. Technical and financial proposals must be in binding form & sealed separately, including soft copies on USB drive. Proposals in loose form shall not be accepted and rejected.
- c. Each proposal shall be submitted as two printed copies (one marked as ORIGINAL, the other as COPY).
- d. Proposals shall be submitted in English language.
- e. Bidders may request in writing, for clarification of any of the provisions of the RFP up till 05 (five) days before the submission date. All queries may be sent to **kashraf@pseb.org.pk**. Responses to the queries will be emailed.
- f. The costs of preparing the proposal and of negotiating any subsequent funding, including visits for discussion with the PSEB are not reimbursable.
- g. **Each bidding firm must provide an undertaking that it has not been blacklisted by any federal or provincial government/department.**
- h. **Each bidding firm must also provide details of any commercial litigation that it is currently involved in with any government organization or has been involved in during the last five years.**
- i. All proposals must be accompanied by a bid security (refundable) @2% of the total bid value in the form of a Pay Order/Demand Draft in favor of “**PSEB (Guarantee) Ltd. CERT OF IT PROF**”. Cheques are not acceptable.
- j. **The bidding firms and/or their bidding partner(s) who were previously selected against PSEB’s RFP during March 2020 in delivering of**

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- training/certification of which certification vouchers are being purchased, will not be considered eligible to participate in this RFP/tender.**
- k. The price must be quoted in Pak Rupees.
- l. The price must be inclusive of all government applicable taxes and duties.
- m. The offered prices/rates must be valid for 90 days.
- n. **Instead of just issuing the certification exam vouchers to the trainees, the bidding firm shall be responsible to make all necessary arrangements required for successful distribution of certification exam vouchers to the trainees, scheduling their certification exams and conduct MOCK test to maximize passing percentage. The firm shall not be authorized to charge any fee/amount from the trainees whatsoever without written permission of PSEB.**
- o. The vouchers offered must be booked in the name of trainees as per instructions of the PSEB. The vouchers must be “Not For Sale (NFR) and “Non-Transferable” to avoid misuse of vouchers by the trainees. PSEB shall not make payment for non-utilized vouchers.
- p. PSEB shall make payment after provisioning of certification exam result of the trainees. Mobilization advances shall be made only against provisioning of Unconditional Bank Guarantee or Demand Draft/Pay Order, as per requirements of PSEB.
- q. **Joint venture between bidding firms is not authorized.**
- r. **Subcontracting is not allowed.**
- s. PSEB reserves the rights to reduce/change the number of required certification exam voucher and/or cancel any category of required vouchers during final award of contract.
- t. All bids must reach PSEB office addressed to the Manager Administration latest by **September 14, 2021** at 03:00 pm through courier or hand delivery which shall be opened on the same day at 03:30 pm in the presence of the authorized representatives of the bidder(s). PSEB will not entertain the proposals received through email.
- u. A pre-bid meeting will be held on **September 02, 2021** at 11:30 am through following zoom link
<https://us06web.zoom.us/j/86388885870?pwd=SDIwbEltenM1bThvcFcxM2c2ZVJPUT09>

6 Undertaking

(This must be provided on a Rs. 100 stamp paper as an affidavit)

We declare that the information provided in the “Request for Proposal” is accurate and can be proved whenever required. We further declare that if in case the information provided by us in this “Request for Proposal” proved to be incorrect or false at any point, PSEB reserves the right to take any action deemed appropriate by the PSEB authorities against us. We further declare that our firm (***** firm Name here *****) is not blacklisted by any division, department or organization of the Government of Pakistan.

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For & On Behalf of M/s
Signature & Seal

7 Submission of Proposals

Proposals must be delivered at the address given below:

Rao Muhammad Arif Khan

Manager Administration

Pakistan Software Export Board (Guarantee) Limited

2nd Floor, Evacuee Trust Complex Building

Agha Khan Road, Sector F-5/1

Islamabad, Pakistan

Tel: 051-9204074

Email: rarif@pseb.org.pk