

# Standard Bidding Document

Engaging Services of an Education Service Provider “For Recruiting,  
Provisioning, and Managing performance of One Hundred (100)  
“Foundational Literacy & Numeracy Fellows.”  
(Non-Consultancy Services)

National

Single Stage-Two Envelope



*May 13, 2026*

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## PROCUREMENT NOTICE

# PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **Federal Directorate of Education (MoFE&PT/FDE)** has reserved Funds for the procurement planned for FY **2025-26**. The **Federal Directorate of Education (MoFE&PT/FDE)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the “**Engaging Services of an Education Service Provider “For Recruiting, Provisioning, and Managing performance of One Hundred (100) “Foundational Literacy & Numeracy Fellows.”**”
2. The **Federal Directorate of Education (MoFE&PT/FDE)** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.
3. **Single Stage-Two Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Quality and Cost Based Selection (QCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).
4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Pay Order, Call at Deposit, Demand Draft** or Bid Securing Declaration on the prescribed format described.
5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at <https://vendors.epads.gov.pk/>.
6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Wednesday, June 3, 2026 10:00 AM**. E-bids will be opened on the same day at **Wednesday, June 3, 2026 10:30 AM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0**, may register themselves on <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>

7. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at ([www.ppra.org.pk](http://www.ppra.org.pk)).

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## Instructions to Bidders

## A. Introduction

### 1. Scope of Bids

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids through **EPADS v2.0** 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 is referred in Clause-1 of Invitation for Bids.

### 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 sub-clause (1).

4.6. In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the contract in accordance with the terms and conditions of the contract. The joint venture, consortium, or association shall nominate a lead member as nominated in the BDS,

4.7. who shall have the Authority to conduct all business for and on behalf of any and all the members of Joint venture, consortium, or association during the bidding process, and in case of award of contract, during the execution of the contract.

4.8. The appointment of the lead Member in the joint venture, consortium, or association shall be confirmed by submission of valid power of Attorney to the procuring agency.

4.9. Subject to the limits specified in the BDS, the procuring agency may allow bidders to participate in the form of a Joint Venture (JV). However, each party in the JV must individually meet the eligibility criteria specified in the BDS

4.10. No Bidder can be a sub-contractor while submitting a Bids individually or as a member of a joint venture in the same Bidding process.

## **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, including drawings and charts, as necessary.

## **B. Bidding Documents**

## 1. Contents of Standard Bidding Document

1.1. The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued in accordance with **ITB 6.1** include:

**Section I** - Invitation to Bid

**Section II** Instructions to Bidders (ITB)

**Section III** Bid Data Sheet (BDS)

**Section IV** Eligible Countries

**Section V** Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.

**Section VI** Bidding Forms

**Section VII** Fraud & Corruption

**Section VIII - Material & Non-material deviation**

**Section IX** General Conditions of Contract (GCC)

**Section X** Special Conditions of Contract (SCC)

**Section XI** Contract Forms

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 EPADS v2.0 by any bidder up to three days 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, through EPADS v2.0.

2.2. Procuring Agency's response will be uploaded on the EPADS v2.0, including a description of the inquiry.

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. If indicated **in the BDS**, the bidder's designated representative is invited at the bidder's cost to attend a pre-bid meeting at the place, date and time mentioned **in the BDS**. During this pre-bid meeting, prospective bidder(s) may request clarification(s) regarding the schedule of requirements, the Evaluation Criteria or any other aspects of the bidding document.

2.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS v2.0. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to **ITB 8** .

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 including breakdown of prices, through EPADS v2.0. 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 or pre-bid meeting 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 EPADS v2.0 as well as Authority'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.

### 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 as defined in Section-IV titled as "Eligible Countries".

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, and supply/production 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. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services upto maximum 15% on annual basis.

**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 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 or Bid Securing Declaration**

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 or Bid Securing Declaration on the format provided in Section VI (Bid Forms) The scanned copy of the Bids Security shall be uploaded in the EPADS v2.0 while submitting bid, whereas 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 or Bid Securing Declaration 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 through EPADS v2.0.

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 through EPADS v2.0 before Dead deadline**

1.1. The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS v2.0, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

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 by the Procurement Cell**

1.1. As per Rule 10 of Public Procurement Rules, 2004  
(PA to establish a Procurement Cell which shall carryout procurements a per Rule 10 of Public Procurement Rules, 2004)

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

2.1. As per Rule 11 of Public Procurement Rules, 2004  
(PA to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements with an estimated value up

to two billion rupees)

### 3. **Third Party Validation**

3.1. **In compliance with Rule 12** of Public Procurement Rules, 2004, the third-party validation committee or firm shall validate all procurements above five hundred million and up to two 2 billion rupees. The third-party validation shall be conducted at specifications, bidding documents preparation, technical (if any) & final evaluation stages.

### 4. **External Bid Evaluation Committee**

4.1. **As per Rule 13 of Public Procurement Rules, 2004**, procurements with an estimated value above two billion rupees shall be opened and evaluated by the Procuring Agency's notified External Bid Evaluation Committee.

### 5. **Opening of Bids**

5.1. The Procuring Agency will open all bids through EPADS, in the presence of bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, 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 9,10 and 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

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

## 11. Evaluation of Bids

11.1. 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**.

11.2. 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.

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

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

11.4.1. 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;

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

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

11.6. 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.

11.7. 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**.

## 12. Determination of Most Advantageous Bids

12.1. 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.

### **13. Abnormally Low Financial Bids**

13.1. 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 sub-clause (1) above unless the procuring agency -

13.1.1. requested in writing through EPADS 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

13.1.2. 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.

### **14. Rejection of Bids**

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

### **15. Cancellation of procurement**

15.1. As per Rule 46 of Public Procurement Rules, 2004

## **16. Single Responsive Bid**

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

## **17. Alternate Dispute Resolution (ADR)**

17.1. As per Rule 66 of Public Procurement Rules, 2004

## **18. Arbitration Clause**

18.1. (Appointing Authority for the Arbitrator shall be Chief justice of Honorable Islamabad High Court OR Managing Director (PPRA) OR Secretary (Ministry of Law & Justice),

## **19. Fee of the Arbitrator**

19.1. The fee shall be specified in PKR as determined by the Appointing Authority and shall be shared equally by each party.

## **20. Socio-economic development**

20.1. As per Rule 63 of Public Procurement Rules, 2004, PA to encourage the inclusiveness of small and medium enterprises, and marginalized groups by according preferences in line with the notified policies of the Federal Government

## **21. Environmental objectives**

21.1. As per Rule 64 of the Public Procurement Rules, 2004, The procuring agency may seek to procure services with a reduced environmental impact throughout their life cycle when compared to services with the same primary function that may otherwise be procured.

## **F. Award of Contract**

## 1. Appointment of Contract Manager

1.1. The procuring agency shall designate a Contract Manager for each procurement or class of procurement who shall manage the contract as per Rule 58 & 59 of the Public Procurement Rules, 2004.

## 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**

### 1. **Constitution of Grievance Redressal**

1.1. 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.

### 2. **GRC Procedure**

2.1. 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**

### 1. **Procedure for Blacklisting/Debarment**

1.1. 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 Goods 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**

##### **ITB Number 1.1**

Name of Procuring Agency: **Federal Directorate of Education (MoFE&PT/FDE)**

The subject of procurement is: **Engaging Services of an Education Service Provider “For Recruiting, Provisioning, and Managing performance of One Hundred (100) “Foundational Literacy & Numeracy Fellows.”**

Expected commencement date: **Friday, June 12, 2026**

#### **BDS Clause Number 2**

##### **ITB Number 2.1**

Financial year for the operations of the Procuring Agency: **2025-26**

Name and identification number of the Contract: **P26135**

#### **BDS Clause Number 3**

##### **ITB Number 4.6**

JV/Consortium or Association Allowed: **No**

Number of JV/Consortium Members: **Nil**

### **B. Bidding Documents**

#### **BDS Clause Number 4**

##### **ITB Number 7.1**

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date:  
Thursday, May 28, 2026  
Pre-Bid Meeting: Wednesday, May 20, 2026 10:00 AM  
Venue: Rohtas Road, G-9/4, Islamabad

**BDS Clause Number 5**  
**ITB Number 8.1**

Any addendum, in case issued, shall be published on **Federal Directorate of Education (MoFE&PT/FDE)** website and on **EPADS v2.0**.

**BDS Clause Number 6**  
**ITB Number 9.1**

List of documents required along with the bid:

1. Please consult attached pdf RFP annexure. All required scanned documents must be attached as a single pdf.

**BDS Clause Number 7**  
**ITB Number 11.1**

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

*see Eligibility Criteria*

**BDS Clause Number 8**  
**ITB Number 7.6**

**Services and Their related documents:**

*See section Required Services and Scope of Work*

**BDS Clause Number 9**  
**ITB Number 13.1 & 13.2**

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

**BDS Clause Number 10**  
**ITB Number 7.6.2**

**Specifications:**

*see section of specifications.*

## C. Preparation of Bids

### **BDS Clause Number 11**

#### **ITB Number 13.5**

The price shall be **Fixed**.

### **BDS Clause Number 12**

#### **ITB Number 15.1**

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

### **BDS Clause Number 13**

#### **ITB Number 16.1**

The Bids/Bid Validity period shall be: **90 Days**

### **BDS Clause Number 14**

#### **ITB Number 17.1**

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, Call at Deposit, Demand Draft**

### **BDS Clause Number 15**

#### **ITB Number 17.3**

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 180 days so the bid security shall be valid for  $180+28 = 208$  days.

### **BDS Clause Number 16**

#### **ITB Number 18.1**

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

## D. Submission of Bids

### **BDS Clause Number 17**

#### **ITB Number 21.1**

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

**Rohtas Road, G-9/4, Islamabad**

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Wednesday, June 3, 2026 10:00 AM**

## E. Opening and Evaluation of Bids

**BDS Clause Number 18**

**ITB Number 26.1**

The Bids opening shall take place on **EPADS v2.0**.

Day : **Wednesday**

Date: **Wednesday, June 3, 2026**

Time : **10:30 AM**

**BDS Clause Number 19**

**ITB Number 32.1**

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

*see Evaluation Criteria*

## F. Award of Contract

**BDS Clause Number 20**

**ITB Number 49.1**

The Performance guarantee shall: **10.00%**.

The Performance Guarantee shall be acceptable in the form of: **Bank Guarantee**

**21.**

**51.1**

Arbitrator shall be appointed by mutual consent of the both parties.

## G. Review of Procurement Decisions

**BDS Clause Number 22**

**ITB Number 53.1**

Grievance against this procurement shall be submitted online on EPADS v2.0.

## Eligibility Criteria

Bidder's Type	Required Registration
Any	NADRA CITIZENSHIP (CNIC/NICOP) FBR (NTN) FBR (GSTN) SECP

Eligibility Criteria	Document
Proof of recent ATL with FBR - ATL status evidence or latest tax filing acknowledgment	Yes

## Evaluation Criteria

### Quality and Cost Based Selection (QCBS)

<b>Technical Marks</b>	<b>70</b>
<b>Passing Marks</b>	<b>49</b>
Proven Public Sector / Government School Delivery in running training on the required subjects and skills	

<p>Total (Qualitative)(Doc Required)</p> <p>More than 6 Years <b>(10)</b></p> <p>Three to Six Years <b>(7)</b></p> <p>Less than Three Years <b>(5)</b></p>	<p>10</p>
<p>Third-Party Evaluation &amp; Verified Learning Results</p>	
<p>Maximum Marks (Qualitative)(Doc Required)</p> <p>Presence of credible international third-party evaluation/verification or demonstrable learning outcomes relevant to FLN; clarity on how evidence informs the proposed approach <b>(5)</b></p> <p>Presence of credible national third-party evaluation/verification or demonstrable learning outcomes relevant to FLN; clarity on how evidence informs the proposed approach <b>(3)</b></p>	<p>5</p>
<p>Mobilization Readiness &amp; Pre-Selected Candidate Pipeline through a clear and well explained presentation (accompanied by proposal in hard-copy form) having complete outline of the capabilities of the organization</p>	
<p>Well-defined multi-stage process with tools/rubrics and evidence of prior use at scale (Qualitative)(Doc Required)</p>	<p>3</p>
<p>Training Content Quality, Standardization &amp; Proof of Pre-Deployment Training Completion/Capability High-quality FLN-relevant modules and strong evidence of substantial pre-deployment training capability High-quality FLN-relevant modules and strong evidence of substantial pre-deployment training capability (Qualitative)(Doc Required)</p>	<p>3</p>
<p>Detailed readiness work plan with realistic timelines, dependencies, and clear accountability (Qualitative)(Doc Required)</p>	<p>3</p>

Candidate Quality Assurance and Compliance Checks Strong QA and compliance checks with templates and SOPs (Qualitative)(Doc Required)	3
Continuity Plan: Reserve Pool, Attrition/Replacement SLA, and Retention Strategy Comprehensive continuity plan with reserve pool sizing, replacement timelines, and retention controls (Qualitative)(Doc Required)	3
Number of resources trained in last 3 years	
Maximum Marks (Qualitative)(Doc Required)	6
More than 200 resources trained <b>(6)</b>	
150-199 resources trained <b>(4)</b>	
less than 150 resources trained <b>(2)</b>	
Total Available pipeline of candidates (cv)	
Maximum Marks (Qualitative)(Doc Required)	6
100 or more <b>(6)</b>	
75 to 99 <b>(4)</b>	
50 to 74 <b>(3)</b>	
less than 50 <b>(2)</b>	
Number of Master Trainers available to Train FLN Fellows	

<p>Maximum Marks (Qualitative)(Doc Required)</p> <p>10 or more <b>(5)</b></p> <p>less than 10 <b>(3)</b></p>	5
Experience of TL / Project Manager	
<p>Maximum Marks (Qualitative)(Doc Required)</p> <p>More than 5 years <b>(5)</b></p> <p>upto 5 years <b>(3)</b></p>	5
Qualification of TL / PD / Project Manager (Degrees in relevant subject)	
<p>Maximum Marks (Qualitative)(Doc Required)</p> <p>18 years of education from an International reputable university <b>(5)</b></p> <p>18 years of education (Education Leadership/ policy, project management, public and policy <b>(3)</b></p>	5
Experience of Master Trainers	
<p>Experience of Master Trainers Score = <math>(\%BS \times 3 + \%MS \times 5) / 100</math> Minimum 3 years' experience in relevant field required (Minimum 07 Master Trainers) (Qualitative)(Doc Required)</p>	5
Working affiliation with networks with strong focus on FLN	

Maximum Marks (Qualitative)(Doc Required)	3
International Affiliation <b>(3)</b>	
National <b>(2)</b>	
None <b>(0)</b>	
Feedback from Clients	
Positive feedback from previous clients regarding successful project completion (maximum 5 marks) (Qualitative)(Doc Required)	5

## Required Services

### Positions Without Lots :

Position	Delivery Schedule	Quantity	Bid Security
Foundational Literacy and Numeracy Fellows	<b>Address:</b> Rohtas Road, G-9/4, Islamabad <b>Schedule:</b> 27 Days <b>Quantity:</b> 100	100	1800000

### Related Services :

No

## Services Specifications

## Positions Without Lots :

**Position:** Foundational Literacy and Numeracy Fellows

### Specifications / Requirements:

Title	Description
FLN fellows' qualification and eligibility criteria	Minimum 16 years of education (Mathematics, Economics, Physics, Chemistry, English, Biotechnology, Education, or equivalent)

## Scope of Work

The Education Service Provider (“ESP”) shall be responsible for the end-to-end design, mobilization, deployment, management, and performance monitoring of **100 Foundational Literacy & Numeracy (FLN) Fellows** in designated Federal Directorate of Education schools in Islamabad Capital Territory, under oversight of Ministry of Federal Education and Professional Training, for a **one-year term (April-March with a possible one-year extension** subject to performance and approval.

1.

1.1.

1.1.1. **Inception and Mobilization**

The ESP shall:

1. Conduct an inception phase immediately upon award to confirm school deployment approach, coordination protocols, and operational readiness.
2. Submit an **Inception Report** that includes (at minimum):
  - 2.1. detailed mobilization timeline and critical path (recruitment → onboarding → deployment),
  - 2.2. staffing plan and organogram,
  - 2.3. risk register with mitigations,
  - 2.4. school coordination plan and reporting lines,
  - 2.5. finalized training plan and calendar,
  - 2.6. finalized MEL plan and reporting cadence,
  - 2.7. safeguarding and code-of-conduct implementation plan.
3. Establish a functional project office/coordination mechanism in Islamabad/ICT for day-to-day implementation, supervision, and liaison with FDE/schools.
4. Ensure all implementation tools/templates (attendance, classroom observation, coaching notes, assessment records, dashboards) are finalized before deployment.
  - 4.1.

#### 4.1.1. Recruitment, Selection, and Onboarding of FLN Fellows

The ESP shall recruit and select **100 FLN Fellows** through a transparent, merit-based process. The scope includes:

1. Defining competency profile and minimum eligibility requirements for FLN Fellows (academic background, communication, teaching aptitude, ethics).
2. Running a structured selection cycle including:
  - 2.1. sourcing strategy (including targeted recruitment from reputable universities and talent networks),
  - 2.2. standardized screening rubrics and interview guides,
  - 2.3. verification checks (academic verification, references as required),
  - 2.4. documented selection decisions and records.
3. Managing onboarding processes including:
  - 3.1. contracts/engagement letters (as appropriate),
  - 3.2. orientation on school conduct, safeguarding, and professional standards,
  - 3.3. assignment to schools according to approved placement plan.
4. Managing workforce continuity through:

- 4.1. a reserve pool / replacement plan,
  - 4.2. joining timelines for replacements,
  - 4.3. clear process for attrition, removal, and re-deployment to avoid service disruption.
5. Ensuring the gender distribution targets (if required by the FDE & Mo/FEPT) are met in selection and deployment.
6. The ESP shall ensure that each deployed FLN Specialist is paid a **minimum monthly salary/stipend of PKR 75,000** for the full period of active deployment under this project. This minimum compensation shall be treated as a mandatory compliance requirement and must be reflected in the ESP's financial proposal and internal payroll plan. The ESP shall maintain payroll records and proof of payment (e.g., payroll registers/bank transfer confirmations) and shall provide such evidence to the Purchaser upon request for verification.

6.1.

**6.1.1. Training and Capacity Building**

The ESP shall design and deliver a comprehensive training and ongoing professional development program to ensure consistent FLN delivery quality. This includes:

**1. Pre-deployment training / bridging (as needed):**

1.1. alignment to the project's FLN model and SLO focus,

- 1.2. classroom routines and remediation strategies,
- 1.3. assessment administration and data protocols,
- 1.4. safeguarding, code of conduct, and school professional standards.

## **2. In-service training cycles (throughout the year):**

- 2.1. scheduled refreshers and targeted sessions driven by observed classroom needs and MEL findings,
- 2.2. structured support for lesson planning, differentiation, and improving instructional practice.

## **3. Trainer/Master Trainer deployment:**

- 3.1. ensuring sufficient qualified master trainers for key domains (literacy, numeracy, pedagogy, assessment/MEL),
- 3.2. ensuring standardization of training content across all cohorts and locations.

## **4. Quality assurance for training:**

- 4.1. training completion checks, proficiency checks, and documentation,
- 4.2. corrective actions and additional support for lower-performing Fellows.

### **4.2.1. School Placement, Deployment Management, and Coordination**

The ESP shall manage the placement and daily operational deployment of FLN Fellows in assigned schools, including:

1. Finalizing and implementing a placement plan across the designated schools with FDE coordination.
2. Establishing school-level coordination protocols:
  - 2.1. designating focal persons at school level,
  - 2.2. defining attendance, timetabling, and classroom access procedures,
  - 2.3. ensuring alignment with school calendars, exam periods, and activity schedules.
3. Ensuring effective integration with school leadership and teachers, including defining collaboration mechanisms (weekly check-ins, shared planning, feedback loop).
4. Maintaining discipline and professional compliance:
  - 4.1. attendance tracking, punctuality, code of conduct enforcement,
  - 4.2. incident reporting and escalation pathways.
    - 4.2.1. **FLN Instruction Delivery and Classroom Support Model**

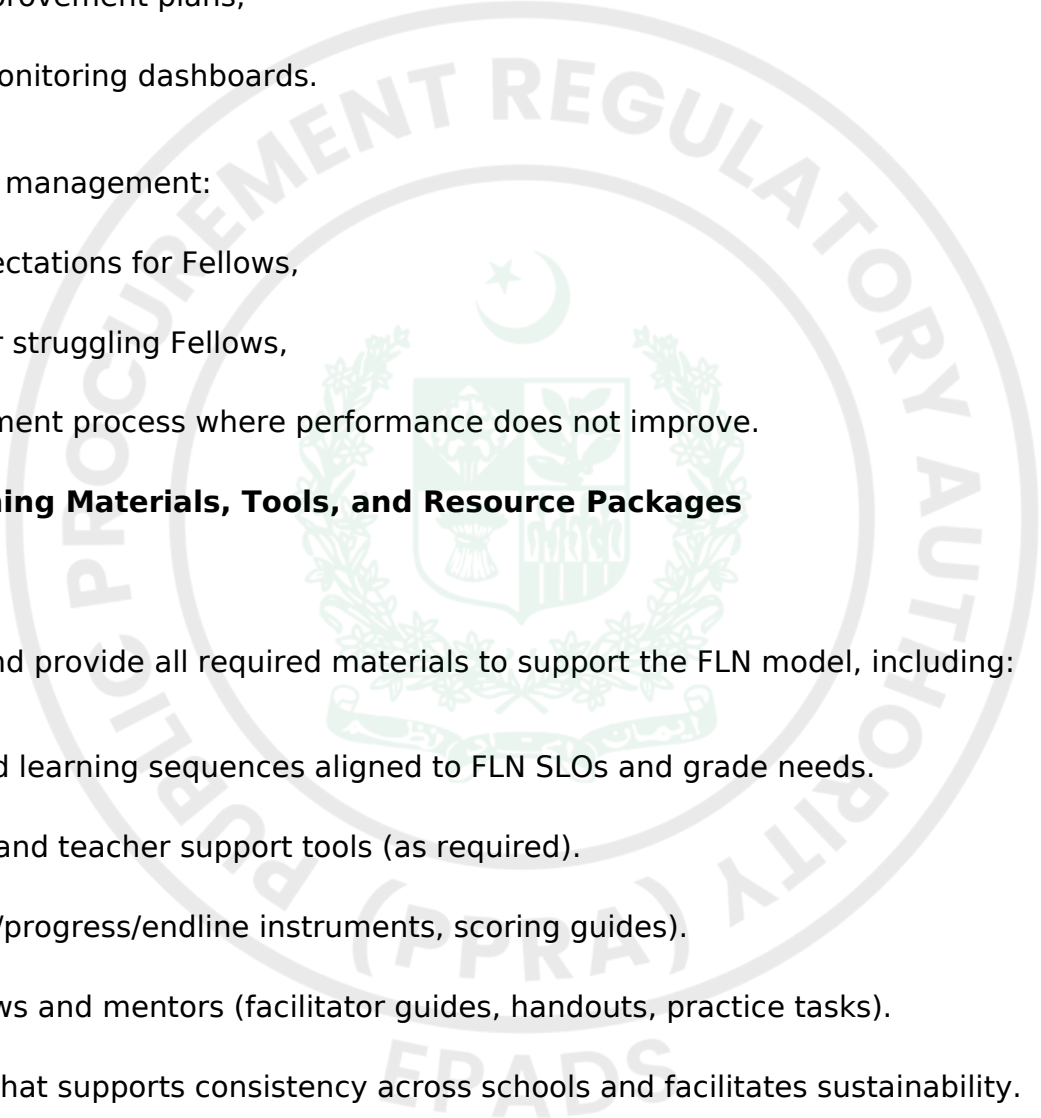
The ESP shall ensure FLN Fellows deliver high-quality foundational support that is practical and measurable. The instructional scope includes:

1. Diagnosing foundational learning levels using agreed tools (screeners/assessments).
2. Delivering targeted instruction, which may include:

- 2.1. small-group or leveled instruction for learners with gaps,
  - 2.2. classroom-based support to teachers and learners (modeling techniques, assisting during lessons),
  - 2.3. foundational practice routines (reading fluency, comprehension building blocks, number sense, basic operations).
3. Ensuring instruction is aligned to FLN priorities and Student Learning Outcomes (SLOs), and adapted to context and learning level.
  4. Utilizing formative assessment to monitor student progress
    - 4.1.
      - 4.1.1. **Mentoring, Coaching, and Field Supervision**

The ESP shall provide a structured and adequately resourced mentoring system to sustain quality across the year. This includes:

1. Establishing a mentor/supervisor structure with:
  - 1.1. defined ratios (1 mentor to 16 Fellows),
  - 1.2. clear visit cadence (classroom observations and coaching sessions),
  - 1.3. documented coaching cycle (observe → feedback → action plan → follow-up).
2. Using standardized tools:

- 
- 2.1. classroom observation rubrics,
  - 2.2. coaching notes and improvement plans,
  - 2.3. performance scoring/monitoring dashboards.
3. Implementing performance management:
    - 3.1. clear performance expectations for Fellows,
    - 3.2. remediation support for struggling Fellows,
    - 3.3. escalation and replacement process where performance does not improve.
      - 3.3.1. **Teaching & Learning Materials, Tools, and Resource Packages**

The ESP shall develop/adapt and provide all required materials to support the FLN model, including:

1. Lesson plans and structured learning sequences aligned to FLN SLOs and grade needs.
2. Student practice materials and teacher support tools (as required).
3. Assessment tools (baseline/progress/endline instruments, scoring guides).
4. Training materials for Fellows and mentors (facilitator guides, handouts, practice tasks).
5. A documentation package that supports consistency across schools and facilitates sustainability.

5.1.

**5.1.1. Monitoring, Evaluation, and Learning (MEL) and Data Systems**

The ESP shall design and implement a credible MEL framework and reporting system, including:

1. **Assessment cycle:** baseline, periodic progress checks (as defined), and endline measurement.
2. **Data governance and quality controls:**
  - 2.1. enumerator/specialist guidance on data collection,
  - 2.2. verification/spot checks, data cleaning rules, audit trail,
  - 2.3. secure handling of student information and confidentiality.
3. **Operational and outcome monitoring:**
  - 3.1. specialist attendance and deployment coverage,
  - 3.2. mentoring visits and coaching cycles completed,
  - 3.3. classroom practice quality indicators,
  - 3.4. learning outcome indicators and trends.
4. **Reporting pack and cadence:**

- 4.1. weekly/monthly operational updates (as agreed),
- 4.2. formal quarterly progress reports,
- 4.3. dashboards/templates showing school-level and project-level progress,
- 4.4. explicit “decision triggers” (what corrective action occurs when indicators fall below agreed thresholds).

#### 4.4.1. **Governance, Coordination, and Stakeholder Management**

The ESP shall operate under a clear governance mechanism agreed with FDE/MoFEPT, including:

1. scheduled review meetings (quarterly) and structured agenda (delivery progress, MEL, risks, corrective actions),
2. single points of contact and escalation pathways for urgent issues (school access, safeguarding, performance, logistics),
3. coordination support to school leadership for timetabling, teacher engagement, and program compliance.

3.1.

#### 3.1.1. **Safeguarding, Ethics, and Compliance Requirements**

The ESP shall:

1. comply with child safeguarding standards and maintain an enforced code of conduct for all deployed staff,

2. implement incident reporting, response, and escalation mechanisms (including documentation),
3. ensure background/verification checks as per the agreed safeguarding protocol,
4. maintain confidentiality of student/school information and ensure responsible data handling,
5. maintain a grievance/complaints mechanism accessible to schools and stakeholders.

5.1.

**5.1.1. Sustainability, Knowledge Transfer, and Exit / Extension Readiness**

To ensure the intervention strengthens the system beyond the contract period, the ESP shall:

1. incorporate school and teacher capacity-building elements (teacher-facing tools, routines, coaching support).
2. develop a sustainability and transition plan including:
  - 2.1. documentation of the model, tools, and learnings,
  - 2.2. recommendations for scale-up and continuous improvement,
  - 2.3. handover package for FDE/schools.
3. maintain readiness for the optional extension year by:
  - 3.1. keeping updated staffing pipelines and training calendars,

3.2. maintaining updated MEL baselines and trend analyses,

3.3. proposing improvements for Year 2 based on Year 1 evidence.

## Price Schedule

### For Individual Positions

#	Position Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

### For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		





## General Conditions of Contract

# A. General

## 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.

# B. **Commencement, Completion, Modification, and Termination of Contract**

## 1. **Effectiveness of Contract**

1.1. 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.

## 2. Commencement of Services

2.1. 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.

## 3. Program schedule

3.1. 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.

## 4. Starting Date/Expiration Date

4.1. 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.

4.2. 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.

## 5. Entire Agreement

5.1. 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.

## 6. Modification

6.1. 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.

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

## 7. Force Majeure

### 7.1. 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.

### 7.2. 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.

### 7.3. 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.

### 7.4. 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.

## 8. Termination

### 8.1. 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);

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

8.1.2. 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;

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

8.1.4. 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;

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

### 8.2. 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.

8.2.1. 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;

8.2.2. 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;

8.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

8.2.4. 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.

## C. Obligations of the Contractor

### 1. General

#### 1.1. Standard of Performance

1.1.1. 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;

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

#### 1.2. 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.

### 2. Conflict of Interests

#### 2.1. 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.

#### 2.2. 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.

#### 2.3. 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:

2.3.1. 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;

2.3.2. 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;

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

### **3. Insurance to be Taken Out by the Contractor**

3.1. 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.

### **4. Contractor's Actions Requiring Procuring Agency's Prior Approval**

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

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

4.1.2. changing the Program of activities; and

4.1.3. any other action that may be specified in the SCC.

### **5. Reporting Obligations**

5.1. 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.

### **6. Liquidated Damages**

#### **6.1. 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.

#### **6.2. 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.

### 6.3. 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

## 7. Performance Guarantee

7.1. 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**.

7.2. 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.

7.3. 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**.

7.4. 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**.

## 8. Sustainable Procurement

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

## D. Contractor's Personnel

### 1. Description of Personnel

1.1. 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.

### 2. Removal and / or Replacement of Personnel

2.1. 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.

2.2. 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.

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

## E. Obligations of the Procuring Agency

### 1. Change in the Applicable Law

1.1. 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.

### 2. Services and Facilities

2.1. 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.

2.2. 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.

## F. Payments to the Contractor

### 1. Contract Price

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

### 2. Terms and Conditions of Payment

2.1. 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.

2.2. 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.

### 3. Quality Control Identifying Defects

3.1. 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.

### 4. Correction of Defects, and Lack of Performance Penalty

4.1. 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.

4.2. 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.

4.3. 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.

## 5. Settlement of Disputes Amicable Settlement

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

## 6. Dispute Settlement

### 6.1. 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:** Federal Directorate of Education (MoFE&PT/FDE), DD (Academics) Rohtas Road, G-9/4, Islamabad

### **The Supplier is:**

**The title of the subject procurement is:** Engaging Services of an Education Service Provider “For Recruiting, Provisioning, and Managing performance of One Hundred (100) “Foundational Literacy & Numeracy Fellows.”

### **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:

Federal Directorate of Education (MoFE&PT/FDE), DD (Academics)  
Rohtas Road, G-9/4, Islamabad  
+92-519-262743  
zahra.gul@mofept.edu.pk

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:**

Federal Directorate of Education (MoFE&PT/FDE),DD (Academics)  
Rohtas Road, G-9/4, Islamabad  
+92-519-262743  
zahra.gul@mofept.edu.pk

**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 Goods 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 goods or services due to a conflict of a nature described in Clause GCC 17.

**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 **0.50%** to **5.00%** 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 10.00% of the contract price in acceptable form of Bank Guarantee

#### **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 28**

#### **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 29**

#### **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.

#### **Number of GC Clause 31**

#### **Following is the guidance for Dispute Resolution**

1. 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.
2. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.
3. 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.

4. 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.

5. 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.



## Bid Securing Declaration

## Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.: **P26135**

To: **Federal Directorate of Education (MoFE&PT/FDE),DD (Academics)Rohtas Road, G-9/4, Islamabad**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. Disagreement to arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.



Contract Form

## SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between **Federal Directorate of Education (MoFE&PT/FDE),DD (Academics)Rohtas Road, G-9/4, Islamabad**

(hereinafter called “the Procuring Agency”) of the one part and [name of Bidder] of [city and country of Bidder] (hereinafter called “the Bidder”) of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **Engaging Services of an Education Service Provider “For Recruiting, Provisioning, and Managing performance of One Hundred (100) “Foundational Literacy & Numeracy Fellows.” (P26135)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

### NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency’s Letter of Acceptance; and

8. [add here: any other documents]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

.....

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring Agency)

Witness to the signatures of the Bidder: .....





Integrity Pact

## Integrity Pact

### **DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE**

**Contract** Number: Contract Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.



## Performance Guarantee Form

# Performance Guarantee Form

To: **Federal Directorate of Education (MoFE&PT/FDE),DD (Academics)Rohtas Road, G-9/4, Islamabad**

WHEREAS *[name of Bidder]* (hereinafter called “the Bidder”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods(hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

---

*[name of bank or financial institution]*

---

*[address]*

---

*[date]*



Annexure

## Additional Requirements including TORs Scope etc

Additional Requirements including TORs, scope, forms etc must be provided as defined in this annexure.

Technical Submission (Vendor)

See Form Under Additional Forms and Documents: **Additional Requirements including TORs Scope etc** (page number: 78)





## Procurement Forms

## Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 125)

## Historical Contract Non-Performance, and Pending Litigation and Litigation History

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 126)

## Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 128)

## Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 129)

## Average Annual Turnover

Minimum average annual turnover PKR 150 million (last 3 years) -Audited financial statements (3 years)

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 131)





## Additional Forms and Documents



**Federal Directorate of Education,  
Ministry of Federal Education and Professional Training**

**REQUEST FOR PROPOSALS (RFP)**

**FOR**

**Engaging Services of an Education Service Provider  
“For Recruiting, Provisioning, and Managing performance of One  
Hundred (100) “Foundational Literacy & Numeracy Fellows.”  
(1 year, 1 year extendable)**

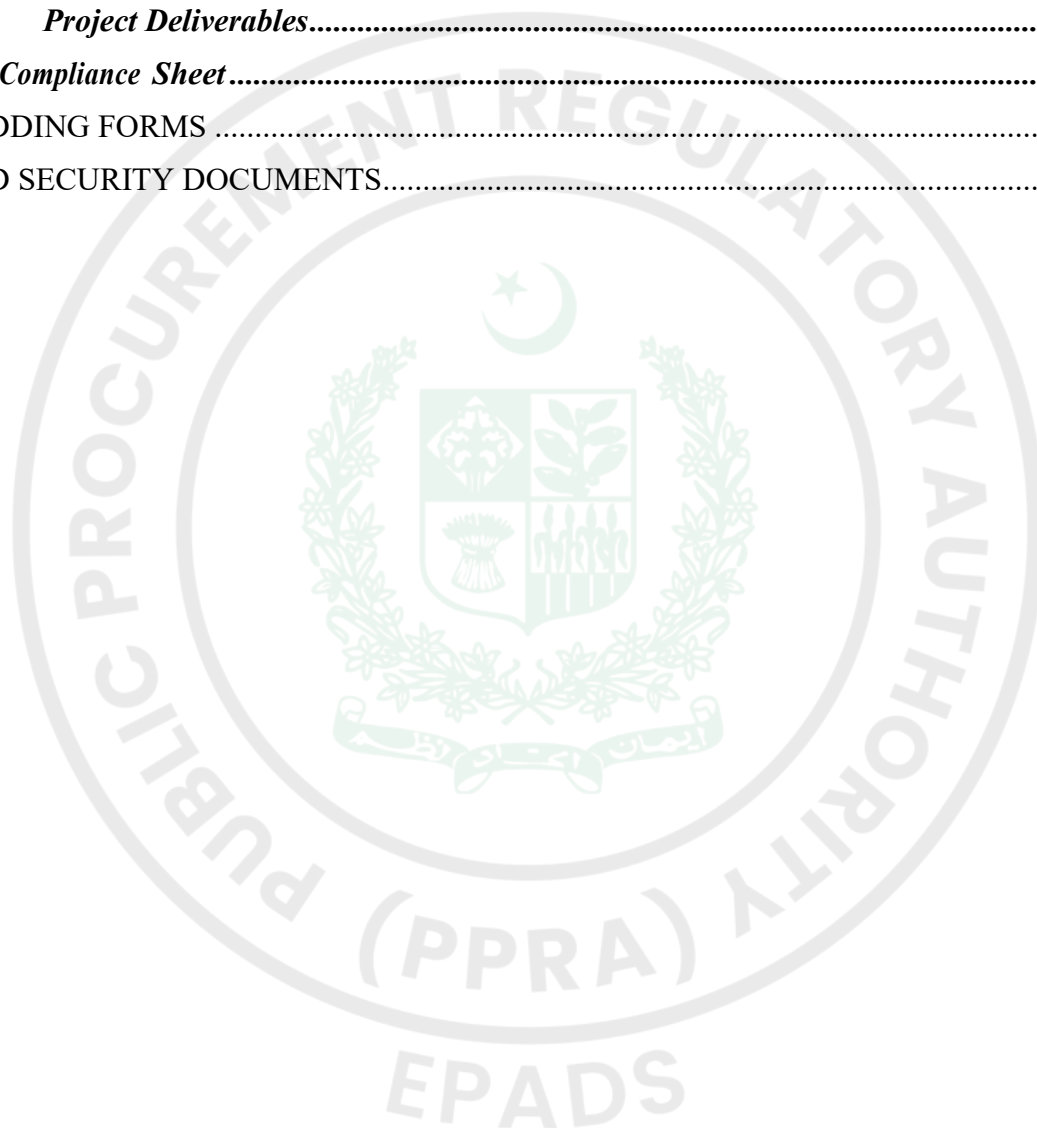
**PPRA  
EPADS**

## (Adopting Single Stage-Two Envelopes Bidding Procedure)

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## General Definitions

In this Request for Proposal / document, unless the context provides otherwise:

- “Agreement” means the Agreement signed by the Parties and all the attached documents.
- “Client” means the organization with which the selected **Education Service Providers** signs the Agreement for the Services.
- “Data Sheet” means such part of the Instructions to **Education Service Providers** used to reflect specific conditions.
- “Day” means calendar day.
- “FDE” means the Federal Directorate of Education an attached department of Ministry of Federal Education and Professional Training, Government of Pakistan.
- “Firm/Organization” means any **Education Service Providers** entity or person that may provide or provides the Services to the FDE/MOFEPT under the Agreement.
- “Instructions to **Education Service Providers**” means the document which provides information to **Education Service Providers** with all information needed to prepare their Proposals.
- “LOI” means the Letter of Intention or Letter of Intent is the letter sent by the Procuring Agency to the bidder whose bidder has been selected.
- “MoFEPT” means Ministry of Federal Education & Professional Training, Govt of Pakistan.
- “PD” means Project Director
- “Proposal” means the Technical and the Financial Proposal.
- “RFP” means the Request for Proposals prepared by the FDE, MoFEPT for the selection of **Education Service Providers**, based on the Standard RFP.
- “Services” means the work to be performed by the Education **Service Providers** pursuant to the Agreement.
- “Terms of Reference” (TOR) means the document included in the RFP as Section 3 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities, and deliverables of the Project.
- **Education Service Provider (ESP)** is synonymous with **Service Provider (SP)** for this document.
- “Procuring Agency” means organization, which is procuring goods, services, or works, which in this case is the Federal Directorate of Education an attached department of Ministry of Federal Education and Professional Training, Government of Pakistan.
- “FLN” means Foundational Literacy & Numeracy.

# **1 Instructions for Preparation & Submission of Proposal**

## **1.1 Bidding Process**

For said assignment, Federal Directorate of Education, Ministry of Federal Education and Professional Training being a public sector organization will follow PPRA's Procedure of Open Competitive Bidding Rule — "Single Stage — Two Envelopes Bidding Process". Bidders are required to submit their proposal on EPADS <https://eprocure.gov.pk>. Bids that are not submitted through EPADS will not be accepted & evaluated.

## **1.2 Mandatory Eligibility Criteria Checklist**

Before the bidders submit their proposals within the stipulated time mentioned in this Request for Proposal document, bidders are required to make sure that following mandatory requirements of this RFP document are fulfilled. These requirements must be furnished at the time of submission of Proposal. Non-submission of any one of the following applicable requirements shall result in disqualification:

<b>Sr. No.</b>	<b>Eligibility Requirement</b>	<b>Documentary Evidence Required</b>	<b>Mark (✓) or X</b>
1.	Bid submitted by one legal entity as sole prime contractor	Cover letter confirming sole bidder status	
2.	Valid legal registration evidence	Registration certificate	
3.	SECP registration (where applicable)	SECP registration certificate	
4.	Valid NTN	NTN certificate	
5.	Valid STN (where applicable)	STN certificate	
6.	Active tax compliance with FBR	ATL status evidence or latest tax filing acknowledgement	
7.	If STN not applicable, signed declaration explaining non-applicability	Signed declaration	
8.	Minimum average annual turnover PKR 150 million (last 3 years)	Audited financial statements (3 years)	
9.	Affidavit confirming not blacklisted/debarred	Notarized affidavit	
10.	Confirmation that clarifications will not alter price/substance	Signed undertaking	

## **1.3 Technical Proposal**

- a. While preparing Technical Proposal, bidding firm(s) are expected to examine the Tender Documents comprising this invitation in detail, as material deficiencies in providing the information requested may result in rejection of the proposal.
- b. The technical proposal should provide the information using the detailed specifications guide or special instructions provided with each component of the scope of work section.
- c. Technical Proposal must be submitted through **E-PADS**, as already stated above.

## 1.4 Financial Proposal

- a. While preparing the financial proposal, bidder(s) is/are expected to take into account the requirements and conditions of the invitation documents. The Data Sheet shows for how many days after the submission date the proposal must remain valid. During this period the bidder is expected to keep available the professional staff working on the proposal. The Federal Directorate of Education, Ministry of Federal Education and Professional Training will make its best effort to complete technical clarification (if needed) within this period. Proposal validity period may be extended with mutual consent.
- b. Financial Proposal must be submitted through **E-PADS**, as already stated above.

## 1.5 Cost of Bidding / preparing proposal:

The bidder shall bear all costs associated with the preparation and submission of his bid and Federal Directorate of Education, Ministry of Federal Education and Professional Training will in no case be responsible or liable for those costs, regardless of the outcome of the bidding process.

## 1.6 Language of Bidding:

The bid must be prepared and submitted in English language. Supporting documents and printed literature furnished by the bidder with the bid may be in another language as long as they are accompanied by an English translation of the pertinent passages. For the purpose of interpretation of the Bid, English language shall prevail.

## 1.7 Currency of Bidding:

All prices shall be quoted in Pakistani Rupees (PKR) (may also be written as Rs.) and all payments will be made in PKR.

## 1.8 Bid Validity

- a. Bid shall remain valid and open for acceptance for a period of **90 days** from the specified date of tender opening extendable up to further 90 days.
- b. In exceptional circumstances prior to expiry of the original bid validity period, the bidder may be requested in writing for an extension of the period of validity. A bidder agreeing to such request will not be permitted to modify his bid. A bidder not agreeing to such request may be withdrawn at the discretion of Federal Directorate of Education, Ministry of Federal Education and Professional Training

## 1.9 General Instructions

- (i) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (ii) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (iii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (iv) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned to the respective bidders; and

- (v) The bid found to be the most advantageous bid shall be accepted.

### **1.10 Amendment of Bidding Documents**

- a. At any time prior to the deadline for submission of Bids, Federal Directorate of Education, Ministry of Federal Education and Professional Training may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by amendment.
- b. The amendment shall be part of the Bidding Documents, and will be notified in writing through fax or letter by courier or shall be made available on the Federal Directorate of Education and / or Ministry of Federal Education and Professional Training's website to all prospective bidders who have received the Bidding Documents, and will be binding on them.

### **1.11 Confidentiality**

- a. Information relating to the evaluation of proposals and recommendations concerning award shall not be disclosed to the bidder(s) who submitted the proposals or to other persons not officially concerned with the process, until the award of contract is notified to the successful firm.
- b. Information relating to the examination, evaluation, comparison and post qualification of Proposals, and recommendation of contract award, shall not be disclosed to Bidders or any other person.
- c. Any attempt by a Bidder to influence Federal Directorate of Education, Ministry of Federal Education and Professional Training in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions will result in the rejection of its Proposals.

Use of Contract Documents & Information; Inspection and Audit by Federal Directorate of Education, Ministry of Federal Education and Professional Training: The bidder shall not, without Federal Directorate of Education, Ministry of Federal Education and Professional Training's prior written consent, disclose the Contract, or any provision thereof or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING in connection therewith, to any person other than a person employed by the Bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance. The bidder shall not, without FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING's prior written consent, make use of any document or information related to FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING functions and procedures except for purposes of performing the Contract.

All documents shall remain the property of FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING and shall be returned (all copies) to FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING on completion of the Bidder's performance under the Contract if so required by FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING.

The Bidder shall permit FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING to inspect their accounts and records relating to the performance of the services and to have them audited by auditors appointed by FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING, if so required by FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING. FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING can directly contact the references given in the technical requirements part of TENDER DOCUMENT to verify Bidder's technical reasons supporting compliance.

### 1.12 Clarification(S) / Queries of Tender

- a. The bidders are expected to carefully examine all instructions, forms and specifications in the Bidding Documents. Any Bidder in doubt as to the exact meaning or interpretation of any part of the Bidding Documents should immediately seek clarification in writing from:

Federal Directorate of Education, Ministry of Federal Education and Professional Training  
**Contact person: XYZ /** Coordinator for the Project.

- b. Requests for all clarifications with regard to the given specifications or other information contained in Tender Documents should come either through E-Mail/Fax or Courier on the address mentioned above. Telephone enquiries may not be entertained. All inquiries about the tender made to Federal Directorate of Education, Ministry of Federal Education and Professional Training's response will be made known to other bidders without disclosing identity of the bidder who made the enquiry. Bidders who have purchased bidding documents, may send their questions seeking clarifications. Such enquiries must reach the above-mentioned officers not later than 7 days prior to bid closing date.

### 1.13 Suggestions & Omissions

The Bidder should likewise notify to the above of any suggestions or omissions in the RFP.

### 1.14 Deadline for Submission of Bids

- a. Bids must be submitted by submitted online through PPRA e-Procurement portal-EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk) on or before as per advertisement date / time. Only electronic submissions through EPADS will be evaluated. Original Bid security must be submitted before the closing date and time. Bids will be opened the same day at 10:30 am. Pre-bid meeting in this regard will be held as per advertisement date / time, at FDE.
- b. Any bids received after the bid submission deadline shall not be entertained.
- c. Federal Directorate of Education, Ministry of Federal Education and Professional Training may, at its own discretion, extend the deadline for the submission of Bids by advertisement / amending the Bidding Documents, in which case all rights and obligations of Federal Directorate of Education, Ministry of Federal Education and Professional Training and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

### 1.15 Bid Opening

The Technical Bids will be opened publicly by the Procurement / Tender Opening Committee in the presence of Bidder's representatives who wish to attend the bid opening at the specified time and date already mentioned.

### 1.16 Modifications and Withdrawal of Bids

- a. Bidder may modify or withdraw their bid after submission, provided that written notice of the modification or withdrawal is received by Federal Directorate of Education, Ministry of Federal Education and Professional Training prior to the prescribed deadline for submission of bids.
- b. The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched as for the bid.
- c. No bid shall be modified subsequent to the deadline for submission of bids.
- d. No bid shall be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity.

### 1.17 Bid Security

- a. The bidder shall furnish with the "FINANCIAL" bid, as part of their bid, bid security for 2% of the bid value as per specimen at Section 5.1.
- b. The bid security shall be in the form of a Bank draft / Pay order / CDR must be issued by a Pakistani Scheduled Bank, in favor of DDO, Federal Directorate of Education, Islamabad. The bid security shall be valid for 90 days counting from the day of the bid opening *extendable* up to 90 days.
- c. Any bid not accompanied by the requisite Bid Security shall be rejected as non-responsive. The bid security of unsuccessful bidders will be returned. The bid security of the successful bidder shall be discharged after requisite amount of the total contract amount Performance Security / Bank Guarantee / Bank Draft / Pay Order from qualified to issue this guarantee as per rules has been furnished and the contract has been signed.
- d. The bid security will be forfeited in case:
  - i. A bidder withdraws its bid during the period of bid validity.
  - ii. Failure of the successful bidder to sign the contract and provide the Performance Guarantee.

### 1.18 Responsiveness of the Bids

- a. The Technical Portion of the bid proposal must be accompanied with the certificate declaring that a bid security of appropriate amount is enclosed with the financial proposal.
- b. The Bid must be prepared in the English Language.
- c. The Bid must be unconditionally valid for 90 days from the date of Bid Opening further extendable to 90 days.
- d. The bid must be accompanied with the duly signed and stamped "Standard Forms" given at Section 3 and Section 4 of this document.
- e. The FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING will evaluate and compare only

the substantially responsive bids.

- f. Bids determined to be substantially responsive will next be checked for any material error in computation.

### **1.19 Performance Guarantee**

- a. Within fifteen (15) days of Contract signing, the successful bidder shall furnish to FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING, performance guarantee issued by a scheduled Bank in favor of DDO, FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING amounting to 10% of the Bid value.
- b. The Bank Guarantee of the banks that are blacklisted by Government of Pakistan for issuing Bank Guarantees will not be acceptable.
- c. The performance guarantee shall be valid for ninety (90) days after the completion of project.
- d. The cost incurred for establishing the Bank Guarantee or any extension thereof shall be to the account of the bidding firm.
- e. The Performance Guarantee will be discharged after approximately three months after completion of the project. the Performance Guarantee must be as per format attached at Section-5.2 and must be either from a Pakistani scheduled bank
- f. The proceeds of the Performance Guarantee shall be payable to the FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING as compensation for any loss resulting from the contractor's failure to complete its performance obligations under the contract according to the satisfaction of FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING.

### **1.20 Eligibility and Qualification Requirements**

- 1.20.1 To be eligible for award of contract, bidders will have to provide satisfactory evidence to FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING of their eligibility and meet the mandatory criteria detailed in Section 1.2 of this document.
- 1.20.2 The bidder should be competent to provide services as mentioned in the “TERMS OF REFERENCE” at Section-3.
- 1.20.3 Bids by a Consortium or Joint venture of two or more parties as partners, are not permitted.

### **1.21 Clarification of Bids**

- a. To assist in the examination, evaluation and comparison of Bids FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING may at its own discretion, ask the Bidder for clarification of its Bid. All responses to request for clarification shall be in writing, and no change in the price or substance of the Bid shall be sought, offered or permitted.

- i. Bidders may be requested to provide sample for evaluation or demonstrate its features to FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING during evaluation stage, at no extra cost.
- ii. FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING reserves the right to communicate with any of the references mentioned by the bidder, if required, without notifying bidder.

## 1.22 General Terms and Conditions

- a. After opening the bids, FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING will determine whether each bid is substantially responsive to the requirements of the Bidding Documents.
- b. FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information has been provided, CV's of staff, MoU(s) if any, whether the documents have been properly signed, and whether the bids are generally in order.
- c. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviation. A material deviation is one which being inconsistent with the Bidding Documents, affects in any substantial way the scope, instruction to Bidders, or prescribed completion schedule or which limits in any substantial way FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING's right or the bidders' obligation under the Contract.
- d. A bid determined to be non-responsive will be rejected by FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING and shall not subsequently be made responsive by the Bidder by correction of the non-conformity.
- e. FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING may waive any minor deviation and or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided that the waiver does not prejudice or affect the relative standing order of any Bidder.
- f. To assist in determining a bid's responsiveness the Bidder may be asked for clarification of his bid. The Bidder is not permitted, however, to change bid price or substance of his bid.
- g. The evaluation of the bids will take into account, in addition to the bid price, the following factors:
  - i. Reliability and efficiency of the offered services/solution.
  - ii. Financial standing of the Bidder.

## **2. Opening & Evaluation of Proposals**

Technical Proposals will be opened by the Procuring Agency's representatives on the same day after the deadline for the submission of Proposals i.e. **as per advertisement date / time**. Financial Proposals of bidders whose Technical Proposals qualify will be opened at date and time to be announced later. The overall evaluation criteria will be based on **70% Technical and 30% financial** of the shortlisted firms. The shortlisted firm scoring maximum marks in the overall scoring will be awarded the contract.

As per rules technical and financial evaluation will be held separately. Initially those firms will be considered in the technical evaluation that have the required capabilities to meet the criteria specified to deliver all services listed in "Scope of Work" that each category and also technically qualify as per criteria and the judgment based on their profile;

### **2.1 Minimum Evaluation Criteria / Mandatory Qualification Criteria**

**The criteria given in Mandatory Eligibility Criteria Checklist at Section 1.2 must be fulfilled.** Firms that do not fulfill the mandatory eligibility criteria will be declared as non-responsive and their proposals shall not be entertained. Before submitting the request, the bidding organizations must also ensure that they are meeting the following minimum eligibility criteria:

- a. The bid must be submitted by **one legal entity** (the "Bidder") as the **sole prime contractor** and submit an **undertaking** confirming it is the sole bidder and will remain fully responsible for performance, staffing, delivery, and compliance throughout the contract term.
- b. The Bidder **must not rely on third parties** to meet mandatory qualification requirements (e.g., experience, turnover, trainer capacity, certifications).
- c. The Bidder must be **incorporated/registered in Pakistan** and legally eligible to contract and operate in Pakistan.
- d. Valid registration evidence (e.g., not-for-profit company registration, trust/society registration, as applicable).
- e. Proof of registration with **Securities and Exchange Commission of Pakistan** (where applicable to the Bidder's legal form).
- f. Authorized signatory documentation (board resolution/authority letter/power of attorney) confirming the signatory is empowered to submit the bid and sign the contract.
- g. The Bidder must provide:
  1. Valid NTN; and
  2. Valid STN (where applicable); and
  3. Evidence of **active tax compliance** with **Federal Board of Revenue** (e.g., ATL status evidence or latest filing acknowledgement).
  4. Certification from the Pakistan Center for Philanthropy
- h. If sales tax is not applicable to the Bidder's legal structure, the Bidder must submit a signed declaration explaining non-applicability
- i. The Bidder must submit **documented proof** of having conducted **high-impact trainings** and successfully executed **placements/deployments** of education resources

- (teachers/coaches/mentors/Fellows) to improve learning outcomes in public schools or comparable education delivery settings.
- j. The Bidder must demonstrate a mature, merit-based recruitment capability; specifically, the ability to attract and select high-quality candidates (e.g., via targeted recruitment from reputable universities and structured screening).
  - k. Mandatory submission must include:
    - i. Recruitment strategy and sourcing channels.
    - ii. Selection framework and tools: description and sample evidence of screening criteria, scoring rubric, interview guides, reference check mechanism.
    - iii. Evidence of prior recruitment drives and outcomes (e.g., stage-wise pipeline summary, redacted lists, selection ratios).
    - iv. Generic statements without tools/evidence will be treated as non-compliance.
  - l. The Bidder must meet: **Minimum annual turnover of PKR 150 million**, calculated as the **average annual turnover across the last three (3) financial years**. The turnover requirement will be waived if the Bidder is:
    - i. a **non-profit entity** in operation for **more than three (3) years** with **more than fifty (50) employees**. Documentary proof required:  
Audited financial statements for the last 3 years (or equivalent acceptable statutory accounts for the Bidder's legal form). non-profit registration, proof of operational age, and HR/payroll evidence of 50+ employees.
  - m. The Bidder must have at-least **10 full-time, qualified, experienced Master Trainers** to deliver FLN training at scale.
    - a. The bid must include:
      - i. A "Master Trainer Capacity Table" listing each trainer with: domain, years of experience, education, certifications, and employment status.
      - ii. CVs of trainers and copies of degrees/certifications.
      - iii. Signed availability confirmations for the full contract period. "Full-time" means trainers committed primarily to this assignment during delivery, not ad-hoc/occasional consultants.
  - n. The Bidder must provide suitable CVs and proof of qualification for **key experts**, at minimum:
    - i. Project Manager / Team Lead,
    - ii. Training/Technical Lead,
    - iii. Monitoring & Evaluation / Data Capture & Visualization Lead,
    - iv. and any specialist roles proposed as essential to delivery.
    - b. The team must have degrees in relevant subjects and/or reputable certifications from recognized national/international institutions.
    - c. The FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING reserves the right to verify credentials; unverifiable qualifications may lead to disqualification.
  - o. The Bidder must demonstrate credible linkages that strengthen recruitment, training quality, mentoring, or delivery; such as with universities, teacher training institutions, research bodies, or education networks.
    - a. Evidence required: MoUs, letters of collaboration, partnership confirmations, or referenceable documented linkages (not merely logos or claims).

- p. The Bidder must submit an affidavit confirming it is not blacklisted/debarred by any federal/provincial government entity or public procurement authority.
- q. Signed undertakings confirming:
- i. the Bidder will deploy the full staffing structure proposed,
  - ii. the Bidder will comply with all applicable laws in Pakistan,
  - iii. the Bidder accepts the RFP evaluation rules and verification process,
  - iv. clarifications will not alter the price/substance of the proposal.

## 2.2 Evaluation of Technical Proposals

- i. The Technical Proposal will carry 70% weightage towards the total score, to determine the most advantageous bid. The criteria and point system for the evaluation of Technical Proposals shall be as under:

Sr. #	Evaluation Factor	Evaluation Aspects	Points	Max. Points	Requirement/Justification from TORs
1.	Proven Public Sector / Government School Delivery in running training on the required subjects and skills	Minimum three years	5	10	
		Three to six years	7		
		More than six years	10		
2.	Third-Party Evaluation & Verified Learning Results	Presence of credible international third-party evaluation/verification or demonstrable learning outcomes relevant to FLN; clarity on how evidence informs the proposed approach	5	5	
		Presence of credible national third-party evaluation/verification or demonstrable learning outcomes relevant to FLN; clarity on how evidence informs the proposed approach	3		
3.	Mobilization Readiness & Pre-Selected Candidate Pipeline through a clear and well explained presentation (accompanied by proposal in hard-copy form) having complete	Recruitment and Selection Process Robustness	3		Clear work-plan aligned with the project timelines.  All required supporting documentation included in the presentation must also be incorporated as
		Well-defined multi-stage process with tools/rubrics and evidence of prior use at scale			
		Training Content Quality, Standardization & Proof of Pre-Deployment Training Completion/Capability	3		
		High-quality FLN-relevant modules and strong evidence of substantial pre-deployment training capability			

	outline of the capabilities of the organization	Detailed readiness work plan with realistic timelines, dependencies, and clear accountability	3	15	an integral part of the Technical Proposal
		Candidate Quality Assurance and Compliance Checks Strong QA and compliance checks with templates and SOPs	3		
		Continuity Plan: Reserve Pool, Attrition/Replacement SLA, and Retention Strategy Comprehensive continuity plan with reserve pool sizing, replacement timelines, and retention controls	3		
4.	Volume of Experience and Scale	<b>Number of resources trained in last 3 years.</b> 200 or more resources trained =6, 150 to 200 = 4, less than 150 = 2	6	12	TORs mandate specific, high-level qualifications and experience for all key roles.
		Total available pipeline of candidates (CVs) 100 or more = 6, 75 to 100 = 4, 50 to 75 = 3, less than 50 = 2	6		
5.	Number of Master Trainers available to train the FLN Fellows	More than 7 - 9	3	5	
		10 or more	5		
6.	Qualification/Experience of Project Manager & Master Trainers	Experience of TL/Project Manager 5 Years' experience in relevant training domain=3, More than 5 = 5	5	15	
		Qualifications of TL/PD/Project Manager Degrees in relevant subjects 18 years of Education (Education Leadership/ policy, project management, public and policy) = 3, 18 years of education from an International reputable university = 5 (Education Leadership/ policy, project management, public and policy) = 3,	5		
		Experience of Master Trainers Score = (%BSx3+%MSx5)/100 Minimum 3 years' experience in relevant field required (Minimum 07 Master Trainers)	5		

7.	Working affiliation with networks with strong focus on FLN	International affiliation=3, national=2, none=0	3	3	
8.	Feedback from Previous Client	Positive feedback from previous clients regarding successful project completion (maximum 5 marks).	5	5	1 mark for positive feedback for each successfully completed project. (Max. 5)
		<b>TOTAL MARKS</b>		<b>70</b>	

- ii. The technical evaluation will be conducted according to the criteria specified, with a minimum qualifying threshold of 70% (49 out of 70). Only bids meeting or exceeding this threshold will proceed to financial evaluation.

**Technical Score = Points Obtained**

- iii. The FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING will notify in writing to the organization/ firm(s) that passed the minimum technical score, and indicate the date, time and address for opening the financial proposal. The opening date shall not be sooner than 5 calendar days after the notification date. The notification may be sent through telephone call or email at address given for official correspondence.

### 2.3 Financial Proposal Evaluation

- i. The Financial proposal will carry 30% weightage towards the total score, to determine the total score to ascertain the most advantageous bid.

$$\text{Financial Score} = 30 \times \frac{\text{Amount quoted by the lowest bidder in financial bid}}{\text{Amount quoted by the bidder being rated}}$$

- ii. On opening the financial proposal i.e., in the presence of the bidding firm(s) representatives who wish to attend, the FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING will announce the names of the firm(s), their technical scores, and the amounts of their financial proposals.
- iii. For the purpose of evaluation / comparison of bids, total lump sum cost with all applicable taxes will be considered.

### 2.4 Total Score

Total score shall determine the most advantageous bid, in terms of the technical score and the financial score.

**Total Score = Technical Score + Financial Score**

## 2.5 Award of Purchase Order

- 2.5.1 The Procuring Agency shall award the Contract to the Bidder whose offer has been determined to be the most advantageous evaluated bid (scoring maximum overall marks, as a sum of the technical score and the financial score) and is substantially responsive to the Bidding Document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
- 2.5.2 The Procuring Agency shall invite by the quickest means the successful bidder for any discussion/clarification that may be needed to conclude the Purchase Order.
- 2.5.3 The Procuring Agency shall publish an evaluation report on its website with free access, before issuance of purchase order, and 07 days grievance period will be given. The information shall include the name of the successful Service Provider, summary of its scope and their quoted and evaluated prices. The Competent Authority reserves the right to cancel all the offers.
- 2.5.4 **FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING's Right to Accept or Reject any or All Bids:**
- i. FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the effected bidder in accordance with the provision in rules.
  - ii. FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING may terminate the Contract at any time by giving written notice to the bidder, if the bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation, provided such termination will not prejudice or affect any right of action or remedy, which has, accrued or will accrue thereafter to FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING.
  - iii. If the bidder is unable to fulfill its obligations as mentioned in the work plan and withdraws from the project, FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING shall terminate the contract by giving 30 days' written notice, and shall not be responsible to pay off any liability incurred towards the bidder and forfeit the security deposit amount.

## 2.6 Disclaimer to the Evaluation Process

At any point of time, FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING reserves the right to alter the evaluation and selection process without any intimation to the bidder and the decision of the Director (Admin) / Federal Directorate of Education / Ministry of Federal Education and Professional Training will be final in awarding of contract.

## 2.7 Payment Schedule

The Procuring Agency shall pay the Contract Price to the Service Provider in the manner specified below.

<b>S. No.</b>	<b>Work to complete</b>	<b>Payment Percentage</b>
1	Inception Report	10%
2	Mobilization advance (against equivalent amount of bank guarantee)	10%
<b>Salaries of FLN Specialists and Mentors</b>		
1	Salaries of FLN Specialists when they are placed in FDE Schools on 12 Equal Monthly Payments (80%/12)	80%

For Services supplied, the Procuring Agency will pay the SERVICE PROVIDER in PKR. Any taxes payable in the Procuring Agency's Region at the time of bidding shall be included in the quoted price and shall be the responsibility of the firm.

## **2.8 Bid Prices**

1. All items/services in the Project Scope must be listed and priced separately in the Price Schedules. The proposal must clearly state the methodology and cost of each item.
2. FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING reserve the right to increase / decrease quantity of items/services and right to accept or reject any or all bids of the tender by assigning the reason(s), thereof
3. Bid prices can be quoted in any convertible currency, however payment shall be made in PKR. At the exchange rate prevailing at the day of payment

## **2.9 Change of Scope**

At any time prior to the deadline for submission of bids, FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING may, for any reason whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Tender. Amendments will be provided in the form of Addenda to the Tender and will be sent in writing by courier / cable / facsimile / or electronic mail to all prospective Bidders that have received the Tender Document, or uploaded on website of Federal Directorate of Education or Ministry of Federal Education & Professional Training and will be binding on them. Bidders are required to immediately acknowledge receipt of any such addenda, and it will be assumed that the amendments contained in such addenda will have been taken into account by the Bidder in its bid.

## **2.10 Liquidated Damages on Late Performance**

**2.10.1** If at any time during performance of the Contract, the bidder encounters conditions impeding timely delivery of required items/services, the Bidder shall promptly notify FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Firm's notice, FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING shall evaluate the

situation and may at its own discretion, except for cases of Force Majeure, extend the Firm's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

**2.10.2** Liquidated damages will be deducted from contract price as per following schedule @ 0.5% per week of the total contract value, up to 5% of contract value.

Delay beyond 10 weeks will result in termination of the contract by FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING, Forfeiture of Performance Guarantee, and claim additional Risks & Costs to the extent of getting the work completed by alternate vendors.

**2.11 Fraud & Corruption**

The FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING requires that the procuring entities as well as bidders, suppliers, and contractors under the FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING's contracts, shall adhere to the highest standard of ethics during the procurement and execution of such contracts. In this context, the Procuring Agency; (a) defines, for the purposes of this provision, the terms set forth below as follows:

- a) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
- b) "Fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- c) "Coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- d) "Collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
- e) "Obstructive practice" means:
  - i. deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
  - ii. Acts intended to materially impede the exercise of the FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING's Inspection and audit rights provided for under sub clause (a) below.
  - iii. will reject bid(s) if it determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

- iv. Will sanction a firm or individual, including declaring ineligible, for a stated period of time, to be awarded a FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING financed contract if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for, or in executing, a FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING financed contract.

The Bidder shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement:

- a) give or propose improper inducement directly or indirectly,
- b) distortion or misrepresentation of facts,
- c) engaging in corrupt or fraudulent practice or involving in such act,
- d) interference in participation of other competing bidders,
- e) coercion or threatening directly or indirectly to cause harm to the person or the property of any person to be involved in the procurement proceedings,
- f) collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the Procuring Agency the benefit of open competitive bid price,
- g) Contacting the Procuring Agency with an intention to influence the Procuring Agency with regards to the bids or interference of any kind in examination and evaluation of the bids during the period from the time of opening of the bids until the notification of award of contract
- h) PPRA on the recommendation of the Procuring Agency may blacklist a Bidder for a period of one (1) to three (3) years for its conduct including the following grounds and seriousness of the act committed by the bidder:
  - i. if convicted by a court of law in a criminal offence which disqualifies the Bidder from participating in the contract,
  - ii. if it is established that the contract agreement signed by the Bidder was based on false or misrepresentation of Bidder's qualification information,
  - iii. A bidder declared blacklisted and ineligible by FEDERAL DIRECTORATE OF EDUCATION/ MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING. and PPRA, shall be ineligible to bid for a contract during the period determined by these stakeholders. The Service Provider shall permit SLC to inspect the Service Provider's accounts and records relating to the performance of the Service Provider and to have them audited by auditors appointed by FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING, if so required by the PPRA.

## **2.12 Conflict of Interest**

A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to be in a conflict of interest with one or more parties in this bidding process if, including but not limited to:

- a) have controlling shareholders in common; or
- b) receive or have received any direct or indirect subsidy from any of them; or
- c) have the same legal representative for purposes of this Bid; or
- d) have a relationship with each other, directly or through common third parties that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this bidding process; or

- e) Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which it is involved.
- f) any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods and services that are the subject of the bid.

### **2.13 Arbitration**

Any disputes or differences arising out in connection with this assignment which cannot be amicably settled within 15 days between the FEDERAL DIRECTORATE OF EDUCATION and the Bidder shall at the request of any party be finally settled by arbitrators. The Secretary, Ministry of Federal Education & Professional Training will act as the Arbitrator and his decision shall be binding on all parties. The venue of any such arbitration shall be mutually determined, and located in Islamabad, Pakistan. The Laws / Rules of Federal Government of Islamic Republic of Pakistan will govern the contractual relationship between the bidder(s) and the FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING.

### **2.14 Force Majeure**

If either party is temporarily rendered unable, wholly or in part by Force Majeure to perform its duties or accept performance by the other party under the Contract it is agreed that on such party, giving notice with full particulars in writing of such Force Majeure to the other party within 14 (fourteen) days after the occurrence of the cause relied on, then the duties, of such party as far as they are affected by such Force Majeure shall be suspended during the continuance of any inability so caused but for no longer period and such cause shall as far as possible be removed with all reasonable speed. Neither party shall be responsible for delay caused by Force Majeure.

The terms "Force Majeure" as used herein shall mean Acts of God, strikes, lockouts or other industrial disturbance, act of public enemy, war, blockages, insurrections, riots, epidemics, landslides, earthquakes, fires, storms, lightning, flood, washouts, civil disturbances, explosion, Governmental Export/Import Restrictions, Government actions/restrictions due to economic and financial hardships, change of priorities and any other causes similar to the kind herein enumerated or of equivalent effect, not within the control of either party and which by the exercise of due care and diligence either party is unable to overcome.

The terms of this Contract shall be extended for such period of time as may be necessary to complete the work which might have been accomplished but for such suspension. If either party is permanently prevented wholly or in part by Force Majeure for period exceeding 4 (four) months from performing or accepting performance, the party concerned shall have the right to terminate this Contract immediately giving notice with full particulars for such Force Majeure in writing to the other party, and in such event, the other party shall be entitled to compensation for an amount to be fixed by negotiations and mutual agreement.

If a Force Majeure situation arises, the Bidder shall promptly notify Director (Admin), FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING in writing of such conditions and the cause thereof. Unless otherwise directed by FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING in writing, the bidder shall continue to perform its obligations under the Contract as far as is reasonably practicable and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

## 2.15 Notification of Intention to Award

1. The Procuring Agency shall notify the concerned Bidder whose bid has been selected in accordance with bidding guidelines, in writing that the Procuring Agency has intention to accept his/her bid and the information regarding name, address and bid amount of the selected bidder shall be given to all other bidders using the “Letter of Intention”.
2. If no bidder submits an application pursuant to bidding instructions within a period of seven days of providing the notice, the Procuring Agency shall accept the bid selected prior to the expiry of bid validity period, and notification of award shall be communicated to the bidder to furnish the performance security and sign the contract within fifteen days.

## 2.16 Signing of Contract

Within fifteen (15) working days after notification to the successful bidder regarding acceptance of his bid and submission of Bank Guarantee,

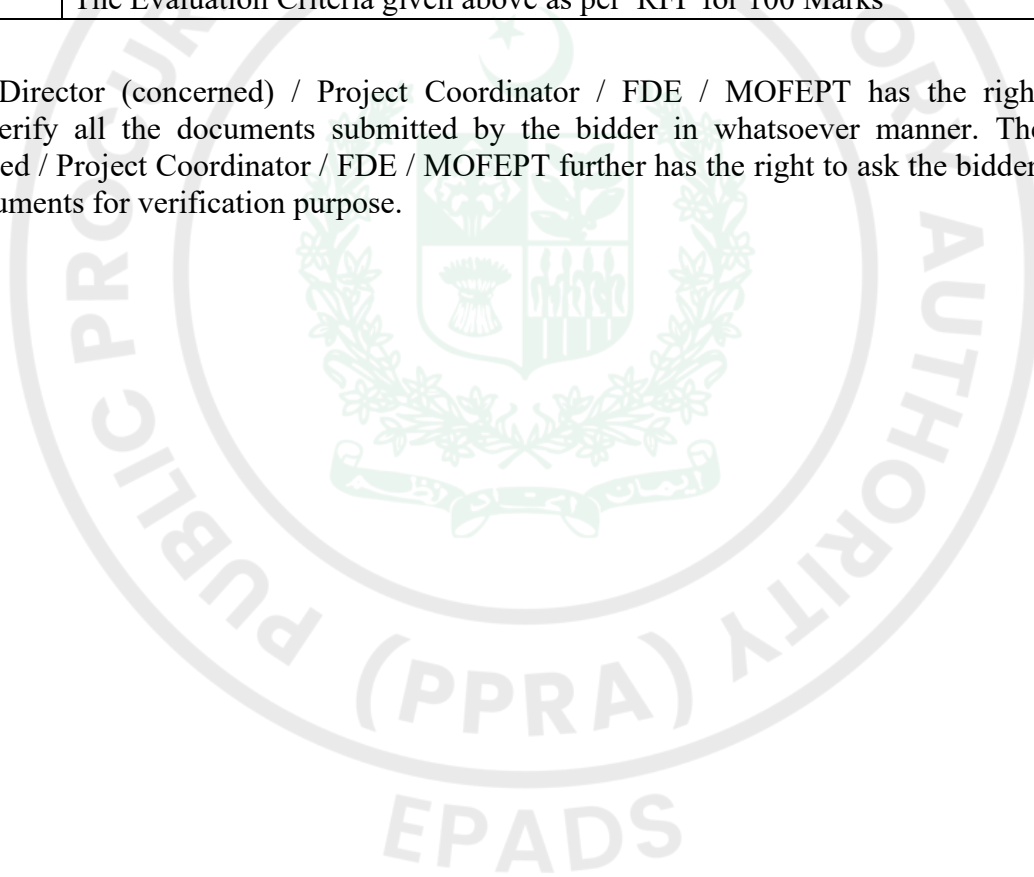
the contract incorporating all agreements between the parties will be signed.

## 2.17 BID Data Sheet

Reference	
	Name of the Client: Director (Admin) /Federal Directorate of Education, Ministry of Federal Education and Professional Training, Govt. Of Pakistan
	The bid shall be submitted over E-PADS system of PPRA and shall separately contain Technical & Financial Proposal. Name of the contract is: “Recruiting, Provisioning, and Managing performance of One Hundred (100) “Foundational Literacy & Numeracy Fellows Under Federal Directorate of Education”
	The Client’s representative is: MR . XYZ, FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING
	The FDE/MOFEPT will provide the following inputs and facilities: All available data and information
	Proposals must remain valid for 120 days from the date of submission.
	Clarifications may be requested not later than <b>4 days</b> before the submission date. The address for requesting clarification is: FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING Contact person: Mr. XYZ Federal Directorate of Education
	Proposals shall be submitted in the following language: <b>English</b>

	Amounts payable by the FDE/MOFEPT to the Bidder under the Agreement to be subject to local taxation: <b>Yes</b>
	10% Performance guarantee after acceptance within 10 days of signing of contract
	Educational Service Providers must submit the original and one <i>copy each</i> of the Technical Proposal, and the Financial Proposal, along with the soft version of the technical proposal in USB flash drive. (The USB flash drive shall be taped to the original technical proposal.)
	The hard-copies of the Proposal submitted through E-PADS should be submitted at following address: <b>OFFICE OF THE DIRECTOR (ADMIN), FEDERAL DIRECTORATE OF EDUCATION, SECTOR G-9/4, ROHTAS ROAD, ISLAMABAD</b> Proposals must be submitted no later than the following date mentioned into the advertisement
	The Evaluation Criteria given above as per RFP for 100 Marks

**Note:** Director (concerned) / Project Coordinator / FDE / MOFEPT has the right to cross check/verify all the documents submitted by the bidder in whatsoever manner. The Director concerned / Project Coordinator / FDE / MOFEPT further has the right to ask the bidder to submit the documents for verification purpose.



### **3. TERMS OF REFERENCES /TORS**

#### **3.1 Introduction**

As part of its strategic planning, M/o FE&PT's vision is to strengthen the Government initiative for 'Equitable Education'. This vision and associated mission are aligned with the overall objective of benefiting Pakistan from its youth dividend and of providing a human resource educated and trained to meet the needs of the knowledge economy. However, to achieve these objectives, there is a need to invest in Foundational Literacy and Numeracy, especially at the primary- and middle-school levels, to ensure a strong base to all learners and avoid learning gaps that continue to erode learning outcomes throughout academic journeys, resulting in impeded careers and a weak national human resource pipeline. The proposed pilot can usher in a new era of equitable education for segments of society, creating a leadership pipeline capable of and committed to taking Pakistan forward.

Public schools in underserved rural areas do not access FLN Fellows which this exacerbates the learning poverty and the resultant social divide. Many students—particularly in the early and middle grades—enter classrooms with significant foundational gaps in reading and numeracy that standard classroom instruction is not designed to remediate. Teachers in these schools face structural constraints that limit their ability to close these gaps effectively, including: large class sizes and wide variation in student learning levels; pressure to complete the prescribed syllabus rather than reteach foundational skills; limited time, tools, and specialized training for diagnosing and addressing early literacy and numeracy deficits. The economic hardship prevalent in rural, underserved communities restricts parental capacity to supplant classroom learning. As a result, students who fall behind in foundational skills often continue to progress through grades without mastering the basics, causing learning gaps to accumulate and compound over time.

We aim to pilot the "Foundational Literacy and Numeracy Fellows" project in 50 FDE schools. This project introduces Foundational Literacy and Numeracy (FLN) Fellows as a targeted, short-term intervention to address this challenge. FLN Fellows will provide specialized, high-intensity instructional support focused specifically on diagnosing and closing foundational gaps, work that requires dedicated time, technical expertise, and instructional precision beyond what is typically feasible within regular classroom structures.

By working alongside other teachers and school heads, FLN Fellows enable: a) Rapid identification of foundational learning gaps; b) Focused, evidence-based instruction for students who are behind; and c) Practical, in-class support that strengthens overall instructional quality. This approach allows schools to meet immediate learning recovery needs while reinforcing the role of existing teachers. The schools targeted for this project will emerge as proof points for the expansion and scaling of the program throughout ICT.

The pilot project will not only benefit from innovative learning methods but will also provide access to a wide range of resources beyond traditional textbooks, including practical activities, group projects, remedial sessions, and community outreach. The pilot and its associated activities will also promote collaborative and independent learning, teamwork, and communication skills, preparing students for future work environments.

The Foundational Literacy and Numeracy Fellows will work with students in the primary and middle grades (Classes 3-8) to accelerate the learning processes among students, enhance conceptual clarity, improve cognition, increase problem-solving abilities, and enhance critical thinking. It will also foster cross-learning among school faculty and broaden students' and the community's horizons regarding future opportunities, higher education, and career paths.

The project activities will not be budgeted on individual basis. ESPs will be given a lump sum payment. The ESP will be responsible for all costs including (i) Fellows' selection (ii) training cost, (iii) management (iv) teaching materials and monitoring costs and exhibitions etc.

The 100 Foundational Literacy and Numeracy Fellows will be placed in 50 schools serving rural populations in Islamabad in the pilot phase. These spaces will not only serve as physical locations for work but also as hubs for knowledge exchange, and community awareness building.

FLN fellows' qualification and eligibility criteria	Minimum 16 years of education (Mathematics, Economics, Physics, Chemistry, English, Biotechnology, Education, or equivalent)
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## 3.2 Project Objectives

To engage the services of FLN Fellows FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING aims to accomplish a wide range of objectives.

To implement a one-year (April–March) FLN intervention in selected FDE schools that delivers **measurable improvements in foundational literacy and numeracy outcomes**, through the deployment and effective management of FLN Fellows, supported by robust training, mentoring/coaching, and MEL systems, with readiness for a potential one-year extension subject to performance and approval.

- i. Place FLN Fellows in the assigned schools and ensure they:
  - a. support classroom instruction and/or targeted small-group instruction for learners with foundational gaps;
  - b. coordinate effectively with school leadership and teachers to embed FLN routines into school practice; and
  - c. operate within agreed school schedules, conduct expectations, and safeguarding standards.

## 3.3 Scope of Work

The Education Service Provider (“ESP”) shall be responsible for the end-to-end design, mobilization, deployment, management, and performance monitoring of **100 Foundational Literacy & Numeracy (FLN) Fellows** in designated Federal Directorate of Education schools in Islamabad Capital Territory, under oversight of Ministry of Federal Education and Professional Training, for a **one-year term (April–March)** with a **possible one-year extension** subject to performance and approval.

### 3.3.1 Inception and Mobilization

The ESP shall:

- i. Conduct an inception phase immediately upon award to confirm school deployment approach, coordination protocols, and operational readiness.
- ii. Submit an **Inception Report** that includes (at minimum):
  - a. detailed mobilization timeline and critical path (recruitment → onboarding → deployment),
  - b. staffing plan and organogram,
  - c. risk register with mitigations,
  - d. school coordination plan and reporting lines,
  - e. finalized training plan and calendar,
  - f. finalized MEL plan and reporting cadence,
  - g. safeguarding and code-of-conduct implementation plan.
- iii. Establish a functional project office/coordination mechanism in Islamabad/ICT for day-to-day implementation, supervision, and liaison with FDE/schools.
- iv. Ensure all implementation tools/templates (attendance, classroom observation, coaching notes, assessment records, dashboards) are finalized before deployment.

### 3.3.2 Recruitment, Selection, and Onboarding of FLN Fellows

The ESP shall recruit and select **100 FLN Fellows** through a transparent, merit-based process. The scope

includes:

- i. Defining competency profile and minimum eligibility requirements for FLN Fellows (academic background, communication, teaching aptitude, ethics).
- ii. Running a structured selection cycle including:
  - a. sourcing strategy (including targeted recruitment from reputable universities and talent networks),
  - b. standardized screening rubrics and interview guides,
  - c. verification checks (academic verification, references as required),
  - d. documented selection decisions and records.
- iii. Managing onboarding processes including:
  - a. contracts/engagement letters (as appropriate),
  - b. orientation on school conduct, safeguarding, and professional standards,
  - c. assignment to schools according to approved placement plan.
- iv. Managing workforce continuity through:
  - a. a reserve pool / replacement plan,
  - b. joining timelines for replacements,
  - c. clear process for attrition, removal, and re-deployment to avoid service disruption.
- v. Ensuring the gender distribution targets (if required by the FDE & Mo/FEPT) are met in selection and deployment.
- vi. The ESP shall ensure that each deployed FLN Specialist is paid a **minimum monthly salary/stipend of PKR 75,000** for the full period of active deployment under this project. This minimum compensation shall be treated as a mandatory compliance requirement and must be reflected in the ESP's financial proposal and internal payroll plan. The ESP shall maintain payroll records and proof of payment (e.g., payroll registers/bank transfer confirmations) and shall provide such evidence to the Purchaser upon request for verification.

### 3.3.3 Training and Capacity Building

The ESP shall design and deliver a comprehensive training and ongoing professional development program to ensure consistent FLN delivery quality. This includes:

1. **Pre-deployment training / bridging (as needed):**
  - a. alignment to the project's FLN model and SLO focus,
  - b. classroom routines and remediation strategies,
  - c. assessment administration and data protocols,
  - d. safeguarding, code of conduct, and school professional standards.
2. **In-service training cycles (throughout the year):**
  - a. scheduled refreshers and targeted sessions driven by observed classroom needs and MEL findings,
  - b. structured support for lesson planning, differentiation, and improving instructional practice.
3. **Trainer/Master Trainer deployment:**
  - a. ensuring sufficient qualified master trainers for key domains (literacy, numeracy, pedagogy, assessment/MEL),
  - b. ensuring standardization of training content across all cohorts and locations.
4. **Quality assurance for training:**
  - a. training completion checks, proficiency checks, and documentation,
  - b. corrective actions and additional support for lower-performing Fellows.

### 3.3.4 School Placement, Deployment Management, and Coordination

The ESP shall manage the placement and daily operational deployment of FLN Fellows in assigned schools, including:

- i. Finalizing and implementing a placement plan across the designated schools with FDE coordination.
- ii. Establishing school-level coordination protocols:
  - a. designating focal persons at school level,
  - b. defining attendance, timetabling, and classroom access procedures,
  - c. ensuring alignment with school calendars, exam periods, and activity schedules.
- iii. Ensuring effective integration with school leadership and teachers, including defining collaboration mechanisms (weekly check-ins, shared planning, feedback loop).
- iv. Maintaining discipline and professional compliance:
  - a. attendance tracking, punctuality, code of conduct enforcement,
  - b. incident reporting and escalation pathways.

### **3.3.5 FLN Instruction Delivery and Classroom Support Model**

The ESP shall ensure FLN Fellows deliver high-quality foundational support that is practical and measurable. The instructional scope includes:

- i. Diagnosing foundational learning levels using agreed tools (screeners/assessments).
- ii. Delivering targeted instruction, which may include:
  - A. small-group or leveled instruction for learners with gaps,
  - B. classroom-based support to teachers and learners (modeling techniques, assisting during lessons),
  - C. foundational practice routines (reading fluency, comprehension building blocks, number sense, basic operations).
- iii. Ensuring instruction is aligned to FLN priorities and Student Learning Outcomes (SLOs), and adapted to context and learning level.
- iv. Utilizing formative assessment to monitor student progress

### **3.3.6 Mentoring, Coaching, and Field Supervision**

The ESP shall provide a structured and adequately resourced mentoring system to sustain quality across the year. This includes:

- i. Establishing a mentor/supervisor structure with:
  - a. defined ratios (1 mentor to 16 Fellows),
  - b. clear visit cadence (classroom observations and coaching sessions),
  - c. documented coaching cycle (observe → feedback → action plan → follow-up).
- ii. Using standardized tools:
  - a. classroom observation rubrics,
  - b. coaching notes and improvement plans,
  - c. performance scoring/monitoring dashboards.
- iii. Implementing performance management:
  - a. clear performance expectations for Fellows,
  - b. remediation support for struggling Fellows,
  - c. escalation and replacement process where performance does not improve.

### **3.3.7 Teaching & Learning Materials, Tools, and Resource Packages**

The ESP shall develop/adapt and provide all required materials to support the FLN model, including:

- i. Lesson plans and structured learning sequences aligned to FLN SLOs and grade needs.
- ii. Student practice materials and teacher support tools (as required).
- iii. Assessment tools (baseline/progress/endline instruments, scoring guides).
- iv. Training materials for Fellows and mentors (facilitator guides, handouts, practice tasks).

- v. A documentation package that supports consistency across schools and facilitates sustainability.

### **3.3.8 Monitoring, Evaluation, and Learning (MEL) and Data Systems**

The ESP shall design and implement a credible MEL framework and reporting system, including:

1. **Assessment cycle:** baseline, periodic progress checks (as defined), and endline measurement.
2. **Data governance and quality controls:**
  - a. enumerator/specialist guidance on data collection,
  - b. verification/spot checks, data cleaning rules, audit trail,
  - c. secure handling of student information and confidentiality.
3. **Operational and outcome monitoring:**
  - a. specialist attendance and deployment coverage,
  - b. mentoring visits and coaching cycles completed,
  - c. classroom practice quality indicators,
  - d. learning outcome indicators and trends.
4. **Reporting pack and cadence:**
  - a. weekly/monthly operational updates (as agreed),
  - b. formal quarterly progress reports,
  - c. dashboards/templates showing school-level and project-level progress,
  - d. explicit “decision triggers” (what corrective action occurs when indicators fall below agreed thresholds).

### **3.3.9 Governance, Coordination, and Stakeholder Management**

The ESP shall operate under a clear governance mechanism agreed with FDE/MoFEPT, including:

- i. scheduled review meetings (quarterly) and structured agenda (delivery progress, MEL, risks, corrective actions),
- ii. single points of contact and escalation pathways for urgent issues (school access, safeguarding, performance, logistics),
- iii. coordination support to school leadership for timetabling, teacher engagement, and program compliance.

### **3.3.10 Safeguarding, Ethics, and Compliance Requirements**

The ESP shall:

- i. comply with child safeguarding standards and maintain an enforced code of conduct for all deployed staff,
- ii. implement incident reporting, response, and escalation mechanisms (including documentation),
- iii. ensure background/verification checks as per the agreed safeguarding protocol,
- iv. maintain confidentiality of student/school information and ensure responsible data handling,
- v. maintain a grievance/complaints mechanism accessible to schools and stakeholders.

### **3.3.11 Sustainability, Knowledge Transfer, and Exit / Extension Readiness**

To ensure the intervention strengthens the system beyond the contract period, the ESP shall:

- i. incorporate school and teacher capacity-building elements (teacher-facing tools, routines, coaching support).
- ii. develop a sustainability and transition plan including:
  - a. documentation of the model, tools, and learnings,

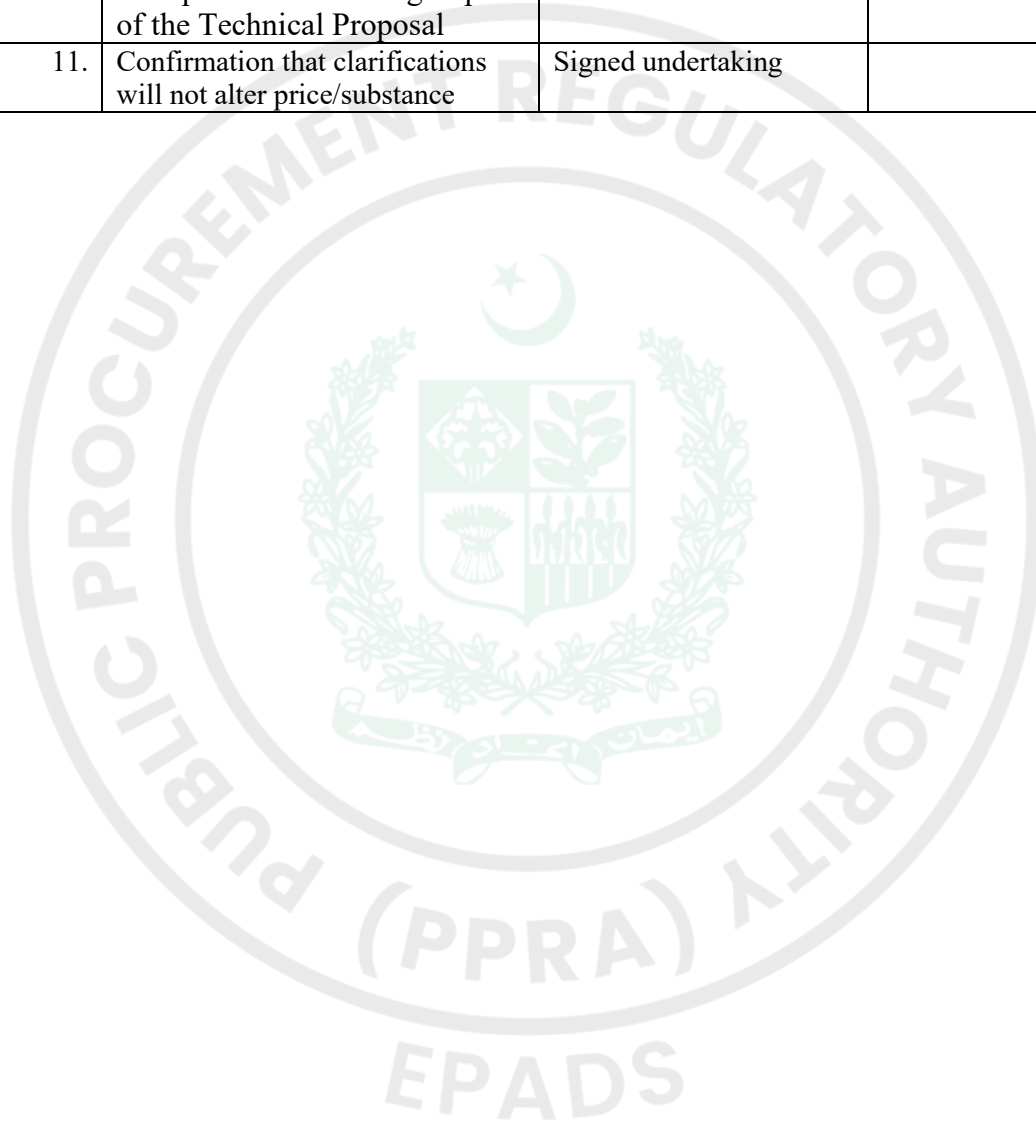
- b. recommendations for scale-up and continuous improvement,
  - c. handover package for FDE/schools.
- iii. maintain readiness for the optional extension year by:
- a. keeping updated staffing pipelines and training calendars,
  - b. maintaining updated MEL baselines and trend analyses,
  - c. proposing improvements for Year 2 based on Year 1 evidence.

### 3.5 Compliance Sheet

1. In the offer, the Bidder shall include clause by clause statement and sufficient documentation such that FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING can validate the compliance statements against the requirements and deliverables. In the statement of compliance, the bidder shall state:
  - a. Fully Compliant (FC): If the offer of Bidder fully meets the Bidding document requirement
  - b. Partially Compliant (PC): If the offer of Bidder meets the requirement partially, the bidder shall state the reason why the offer is partially compliant. However, if the bidder is able to fulfill the specified requirement later, the time schedule for this shall be stated. In such cases, the bidder shall clearly mention the extent to which other requirements or specifications are affected;
  - c. Non-Compliant (NC): If the offer of Bidder cannot meet the requirements, the bidder shall also state reasons for it;
  - d. Compliance statements such as ‘Agreed’, ‘Noted’, ‘OK’, Tick mark, Do (") and ‘Understood’ etc. shall not be acceptable and shall be considered "Non- Compliant" Bidders shall mention, along with the compliance statement, the relevant Clause No., Page No., Chapter/ Section/ Volume of the offered bid document and/ or the brochure and catalogue, wherever applicable, for the purpose of verification of their technical compliance statement.
2. In case of fully complied clause, any further comments will not be entertained and considered.
3. If the bidder has stated ‘Fully compliant’ against technical clauses with comments resulting in material deviation, such statement shall be considered as "non-Compliant".
4. If the bidder has stated partially or non-compliant to some of the clauses, the successful bidder shall provision for all such requirements and make the bid fully compliant to all FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING requirements at the time of signing of Contract.

Sr. No.	Eligibility Requirement	Documentary Evidence Required	Compliance
1.	Bid submitted by one legal entity as sole prime contractor	Cover letter confirming sole bidder status	
2.	Valid legal registration evidence (company/trust/society)	Registration certificate	
3.	SECP registration (where applicable)	SECP registration certificate	
4.	Valid NTN	NTN certificate	
5.	Valid STN (where applicable)	STN certificate	
6.	Active tax compliance with FBR	ATL status evidence or latest tax filing acknowledgement	

7.	If STN not applicable, signed declaration explaining non-applicability	Signed declaration	
8.	Minimum average annual turnover PKR 150 million (last 3 years)	Audited financial statements (3 years)	
9.	Affidavit confirming not blacklisted/debarred	Notarized affidavit	
10.	All required supporting documentation included in the presentation must also be incorporated as an integral part of the Technical Proposal	Present in technical proposal	
11.	Confirmation that clarifications will not alter price/substance	Signed undertaking	



## 4 **BIDDING FORMS**

### 4.1 **Technical proposal - Submission Acknowledgement**

(Location, Date)

(Name and address of Client).

We, [M/S. Title of Firm/company] offer to provide required services in accordance with your Request for Proposal titled [title of RFP] dated [Date]. We are hereby submitting our Proposal, which includes this technical proposal, and financial proposal sealed under separate envelopes.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of our proposal. Our technical proposal is binding upon us subject to the modifications resulting from contracts negotiations.

We understand that you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

(Authorized Signature)

Name and Title of Signatory:

Name of Firm:

Address

4.2 **Financial Proposal Standard Forms**  
**Financial proposal - Submission Acknowledgement**  
**FORM-FIN-1**

**FORM FIN-1**  
**Financial Proposal Submission Form**

---

{Location, Date}

To: [Name and address of Procuring Agency]

---

Dear Sirs,

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency (ies)} {Insert amount(s) in words and figures}, [Insert "including" or "excluding"] of all indirect local taxes in accordance with Clause 25.1 in the Data Sheet. The estimated amount of local indirect taxes is (Insert currency) [Insert amount in words and figures which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations until [insert day, month and year in accordance with ITC 12.1].

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Percentage of Commission or Gratuity
_____	_____	_____
_____	_____	_____

{If no payments are made or promised, add the following statement: "No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution."}

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely.

Section 4- Financial Proposal Standard Forms

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

{For a joint venture, either all members shall sign or only the lead member/consultant in which case the power of attorney to sign on behalf of all members shall be attached}



### Form FIN-2 Summary of Costs

Item	Cost			
	{Consultant must state the proposed Costs in accordance with Clause 16.4 of the Data Sheet; delete columns which are not used}			
	{Insert Foreign Currency #1}	{Insert Foreign Currency # 2. if used}	{Insert Foreign Currency # 3. if used}	{Insert Local Currency, if used and/or required {16.4 Data Sheet}}
Cost of the Financial Proposal				
Including:				
(1) Remuneration				
(2) Reimbursable				
Total Cost of the Financial Proposal: (Should match the amount in Form FIN-1)				
Indirect Local Tax Estimates to be discussed and finalized at the negotiations if the Contract is awarded				
(i) (insert type of tax e.g., VAT or sales tax)				
(ii) (e.g., income tax on non-resident experts)				
(iii) (insert type of tax)				
Total Estimate for Indirect Local Tax:				

### Form FIN-2 Summary of Costs

Item	Cost			
	{Consultant must state the proposed Costs in accordance with Clause 16.4 of the Data Sheet; delete columns which are not used}			
	{Insert Foreign Currency #1}	{Insert Foreign Currency # 2. if used}	{Insert Foreign Currency # 3. if used}	{Insert Local Currency, if used and/or required {16.4 Data Sheet}}
Cost of the Financial Proposal				
Including:				
(1) Remuneration				
(2) Reimbursable				
Total Cost of the Financial Proposal: (Should match the amount in Form FIN-1)				
Indirect Local Tax Estimates to be discussed and finalized at the negotiations if the Contract is awarded				
(i) (insert type of tax e.g., VAT or sales tax)				
(ii) (e.g., income tax on non-resident experts)				
(iii) (insert type of tax)				
Total Estimate for Indirect Local Tax:				

Footnote: Payments will be made in the currency (ies) expressed above (Reference to ITC 16.4).

### 4.3 Technical Proposal form

The service provider must provide a technical write-up of minimum 20 pages and a presentation that covers all these aspects which will be scored as per the evaluation criteria provided.

#### Technical Proposal Guidelines:

Bidders are required to submit a comprehensive Technical Proposal that provides a clear and structured response to this RFP. The proposal should demonstrate the bidder's capability, approach, methodology, and experience relevant to the implementation of the FLN. The Technical Proposal should be clear, concise, and organized as per the following structure:

#### Section 1: Organizational Profile and Experience

- Company Overview
  - Name of the firm, legal status, registration details, and location. Years of experience in recruiting and selecting teachers. Core areas of expertise relevant to education, teacher training, and Foundational Learning.
- Relevant Past Experience
  - Provide description of past projects of similar nature with details on:
  - Supporting documents such as client endorsements, testimonials, and references should be included.

#### Section 2: Approach and Methodology

This section should describe the strategic approach to delivering the project, ensuring alignment with FDE's objectives.

- Curriculum Development and Implementation Approach
- Teacher Training and Capacity Building
- Monitoring, Evaluation, and Reporting

#### Section 3: Work Plan and Implementation Timeline

- A detailed work plan and timeline for project implementation, specifying key activities and deliverables.
- The timeline should clearly outline the phases of development, deployment, training, and reporting.

#### Section 4: Project Team and Staffing Plan

- List of key personnel involved in the project, along with their roles and responsibilities.
- Detailed CVs of Project Manager, Master Trainers, Mentors etc.

#### Section 5: Risk Management and Mitigation Strategies

- Identification of potential risks and challenges during project implementation.
- Proposed mitigation strategies to ensure smooth execution.
- Contingency plans in case of unforeseen issues.

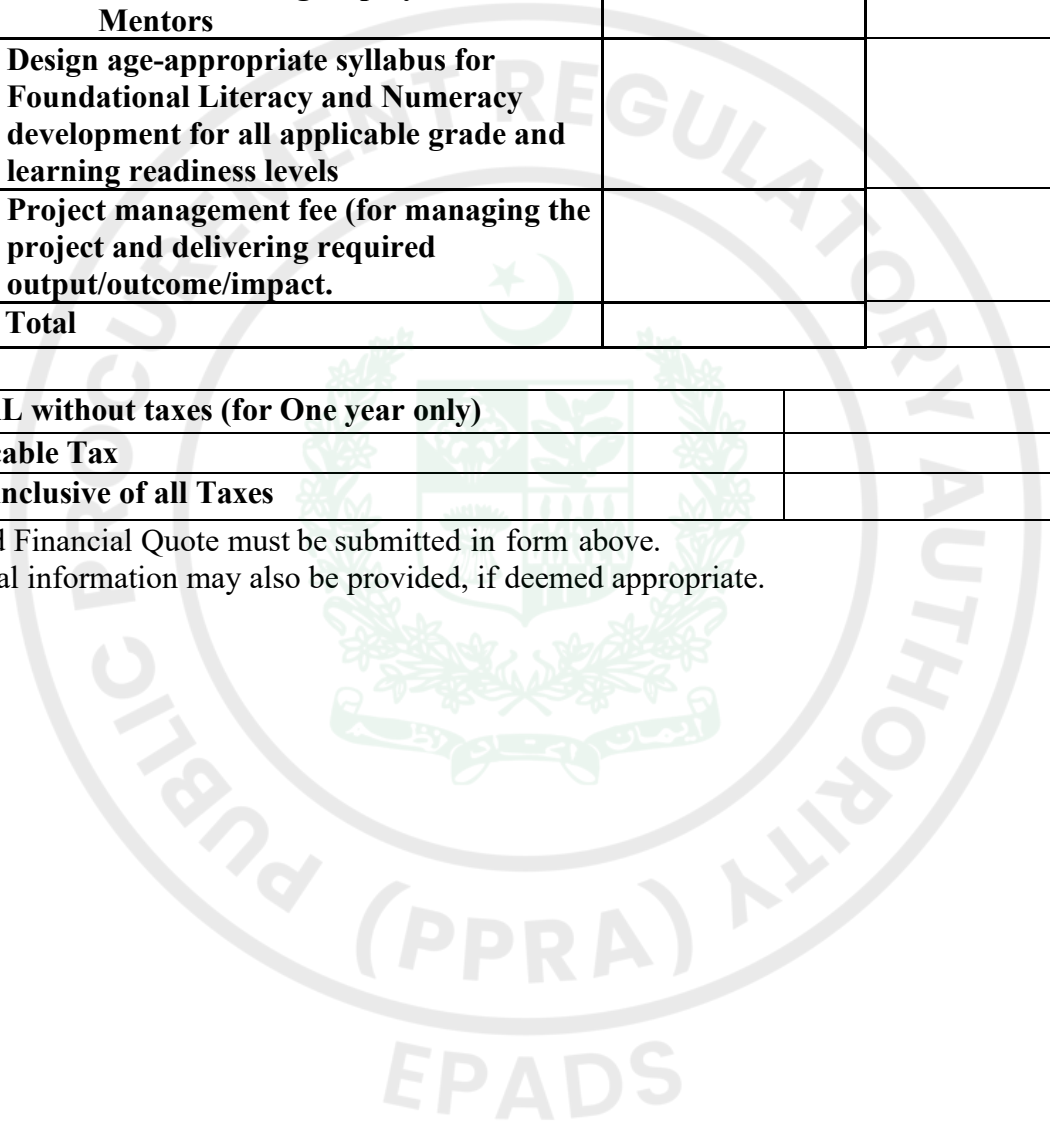
4.4 Financial Proposal Form

Form -Fin-2

<b>SUMMARY TABLE (FINANCIAL PROPOSAL FOR ALL COSTS)</b>			
		<b>Amount without taxes</b>	<b>Amount with taxes</b>
<b>1</b>	<b>Recruitment, Training, deployment of FLN Fellows</b>		
<b>2</b>	<b>Recruitment, Training, deployment of Mentors</b>		
<b>3</b>	<b>Design age-appropriate syllabus for Foundational Literacy and Numeracy development for all applicable grade and learning readiness levels</b>		
<b>4</b>	<b>Project management fee (for managing the project and delivering required output/outcome/impact.</b>		
	<b>Total</b>		

<b>TOTAL without taxes (for One year only)</b>	
<b>Applicable Tax</b>	
<b>Total inclusive of all Taxes</b>	

Itemized Financial Quote must be submitted in form above.  
Additional information may also be provided, if deemed appropriate.



#### 4.5 General Information Form

All individual firms that are bidding must complete the information in this form **stamp paper**. Nationality information should be provided for all owners or Bidders that are partnerships or individually owned firms.

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	Telex
5.	Place of incorporation / registration	Year of incorporation / registration

Nationality of owners'		
	Name	Nationality
1.		
2.		
3.		
To be completed by all owners of partnerships or individually owned firms.		

#### 4.6 Bidding Firm's Project References

[Relevant services carried out in the past that best illustrate qualifications]

Assignment Name		Country	
Name of Client:		Total No. of delivery Locations (List may be attached)	
Industry			
Address:			
Start Date (Month/Year)		Approx. Value of Contract (in currency):	
Completion Date (Month/Year)			
Items/Services Supplied		Quantity	
Narrative Description of Project:			

#### 4.7 Details of Contracts of Similar Nature and Complexity

Name of Bidder:
-----------------

Use a separate sheet for each contract.

1.	Number of contract	
	Name of contract	
	Country	
2.	Name of Procuring Agency	
3.	Procuring Agency address	
4.	Nature of Information Systems and special features relevant to the contract for which the Bidding Documents are issued	
5.	Contract role (check one)  <input type="checkbox"/> Prime Service <input type="checkbox"/> Provider <input type="checkbox"/> Management <input type="checkbox"/> Contractor	
6.	Amount of the total contract/partner share (in specified currencies at completion, or at date of award for current contracts)  _____ Currency                      Currency                      Currency	
7.	Equivalent amount PKR  Total contract: PKR_ _____ Partner share: PKR_____;	
8.	Date of award/completion	
9.	Contract was completed _____ months ahead/behind original schedule (if behind, provide Explanation).	
10.	Contract was completed _____ equivalent under/over original contract (if provide explanation).                      amount                      over,	
11.	Special contractual/technical requirements.	
12.	Indicate the approximate percent of total contract value (and PKR amount) of Information System undertaken by, if any, and the nature of such Information System.	

#### 4.8 Personnel Capabilities

For specific positions essential to contract management and implementation (and/or those specified in the Bidding Documents, if any), Bidders should provide the names of candidates qualified to meet the specified requirements stated for each position.

Bidders may propose alternative management and implementation arrangements requiring different key personnel, whose experience records should be provided:

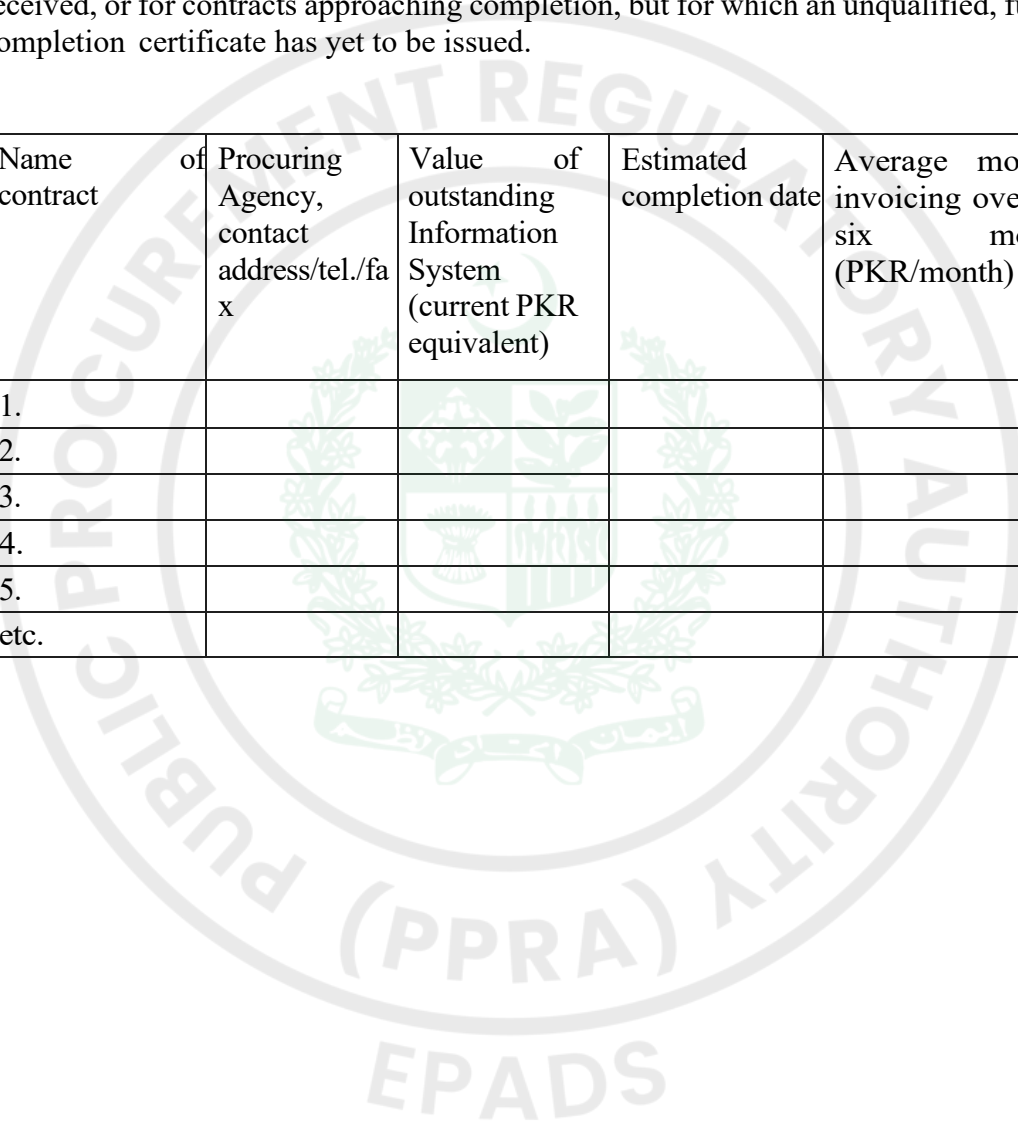
Professional Staff					
Name of Staff	CNIC No	Firm	Area of Expertise	Position Assigned	Task Assign

#### 4.9 Summary Sheet: Current Contract Commitments / Work in Progress

Name of Bidder
----------------

Bidders should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Name of contract	Procuring Agency, contact address/tel./fax	Value of outstanding Information System (current PKR equivalent)	Estimated completion date	Average monthly invoicing over last six months (PKR/month)
1.				
2.				
3.				
4.				
5.				
etc.				



#### 4.10 Financial Capabilities

Name of Bidder:
-----------------

Bidders shall provide financial information to demonstrate that they meet the requirements stated in the Evaluation Criteria. Each Bidder shall complete this form. If necessary, separate sheets shall be used to provide complete banker information. A copy of the audited balance sheets shall be attached.

Autonomous subdivisions of parent conglomerate businesses shall submit financial information related only to the particular activities of the subdivision.

Banker	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	Telex

Summarize actual assets and liabilities in Pakistani Rupee equivalent (at the rates of exchange current at the end of each year) for the previous five calendar years. Based upon known commitments, summarize projected assets and liabilities in Pakistani Rupee equivalent for the next two calendar years, unless the withholding of such information by stock market listed public companies can be substantiated by the Bidder.

Financial information in PKR	Actual: Previous five years			Projected: Next two years	
	3	2	1	1	2
1. Total assets					
2. Current assets					
3. Total liabilities					
4. Current liabilities					
Revenue					
5. Profits before taxes					
6. Profits after taxes					

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments,

available to meet the total construction cash flow demands of the subject contract or contracts.

Source of financing	Amount
1.	
2.	
3.	
4.	

Attach audited financial statements — including, as a minimum, profit and loss account, balance sheet, and explanatory notes.

If audits are not required by the laws of Bidders' countries of origin, partnerships and firms owned by individuals may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns.

#### 4.11 Technical Capabilities

Name of Bidder:

The Bidder shall provide adequate information to demonstrate clearly that it has the technical capability to meet the requirements for the Information System. With this form, the Bidder should summarize important certifications, proprietary methodologies, and/or specialized technologies which the Bidder proposes to utilize in the execution of the Contract or Contracts.

#### 4.12 Litigation History

Name of Bidder:

Bidders shall provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award FOR or AGAINST Bidder	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value, PKR equivalent)

#### 4.13 DECLARATION on OATH

*[Name of the Seller/Service Provider]* hereby solemnly declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practices.

Without limiting the generality of the foregoing, *[the Seller/Service Provider]* represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, Vendor, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

*[the Seller/Service Provider]* certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

*[the Seller/Service Provider]* accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, *[the Seller/Service Provider]* agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by *[the Seller/Service Providers]* as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP.

#### 4.14 GENERAL DECLARATION

(To be filled/signed/stamped by the prospective bidder i.e. Principal and by the Local Agent on their Letter Head)

The Prospective Bidder will have to certify that;

- Their Firm / Company / Local Agent with current or any other title & style has not been involved or Mitigating in any manner or kind of litigation with FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING
- Wrong declaration to above fact will be liable to legal proceeding s including but not limited to confiscation of Bid Security / Performance Guarantee & Blacklisting of Firm (the Principal) and also Local Agent

Sign / Name: \_\_\_\_\_

Principal's Name / Address: \_\_\_\_\_  
\_\_\_\_\_

Designation: \_\_\_\_\_ Date: \_

Stamp: \_\_\_\_\_

Sign / Name: \_\_\_\_\_ Local

agents Name / Address: \_\_\_\_\_

#### 4.15 Integrity Pact

(To be filled/signed/stamped by the prospective bidder i.e. Principal and by the Local Agent on their Letter Head)

### Integrity Pact

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.  
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN  
CONTRACTS WORTH RS.10.00 MILLION OR MORE**

Contract Number: \_\_\_\_\_ Dated: \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

\_\_\_\_\_ [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

\_\_\_\_\_ [name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

\_\_\_\_\_ [name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, \_\_\_\_\_ [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by \_\_\_\_\_ [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

\_\_\_\_\_  
[Buyer]

\_\_\_\_\_  
[Seller/Supplier]

## **5 BID SECURITY DOCUMENTS**

### **5.1 BID SECURITY**

---

[insert: Bank's Name, and Address of Issuing Branch or Office]

**Beneficiary:** [insert: Name and Address of Procuring Agency]

Date: [insert: date]

**BID GUARANTEE No.:** [insert: Bid Guarantee Number]

We have been informed that [insert: name of the Bidder] (hereinafter called "the Bidder") has submitted to you its bid dated [insert: bid date] (hereinafter called "the Bid") for the execution of [insert: name of contract] under Invitation for Bids No. [insert: IFB number].

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee, and that the bid guarantee automatically covers any alternative bids included in the Bid, if the Bidder is permitted to offer alternatives and does so.

At the request of the Bidder, we [insert: name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [insert: amount in figures] ([insert: amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- i. has withdrawn the Bid (or any parts of it) during the period of bid validity specified by the Bidder in the Bid Submission Form or any extension of the period of bid validity which the Bidder subsequently agreed to; or
- ii. having been notified of the acceptance of the Bid by you during the period of bid validity, (i) failed or refused to execute the Contract Agreement, or (ii) failed or refused to furnish the performance guarantee, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance guarantee issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bid's validity.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

---

[Signature(s)]

## 5.2 Performance Guarantee

Issuing Authority:

Date of Issuance:

Date of Expiry:

Claim Lodgment Date:

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Services and render the Services against Tender Name (hereinafter called "the Contract") for the Contract Value of PKR (in figures) (and in words)

AND WHEREAS it has been stipulated in the Tender Document that the successful Contractor shall furnish Performance Guarantee, within ten (10) working days of the receipt of the Acceptance Letter from the Client, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document to the Client, for a sum equivalent to Rs. \_\_\_\_\_ (to 10% of the one (01) year contract value, on a yearly basis, with an undertaking to renew the Bank Guarantee before the end of each year, one month before the expiry period of the submitted bank guarantee) valid from the date of issue until all obligations have been fulfilled in accordance with the Contract; AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE, the Guarantor hereby affirms to bind himself, his successors and his assigns to the Client, for the sum of PKR (in figures) (and in words) and undertakes to pay to the Client, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Client having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Client shall specify the occurred condition(s) owing to which the said sum is due to him. Provided further that any demand(s) / claim(s) from the Client shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to \_\_\_\_\_ or all obligations have been fulfilled in accordance with the Contract, whichever is earlier. Date this \_day of 20

GUARANTOR

Signature \_\_\_\_\_ CNIC # \_\_\_\_\_

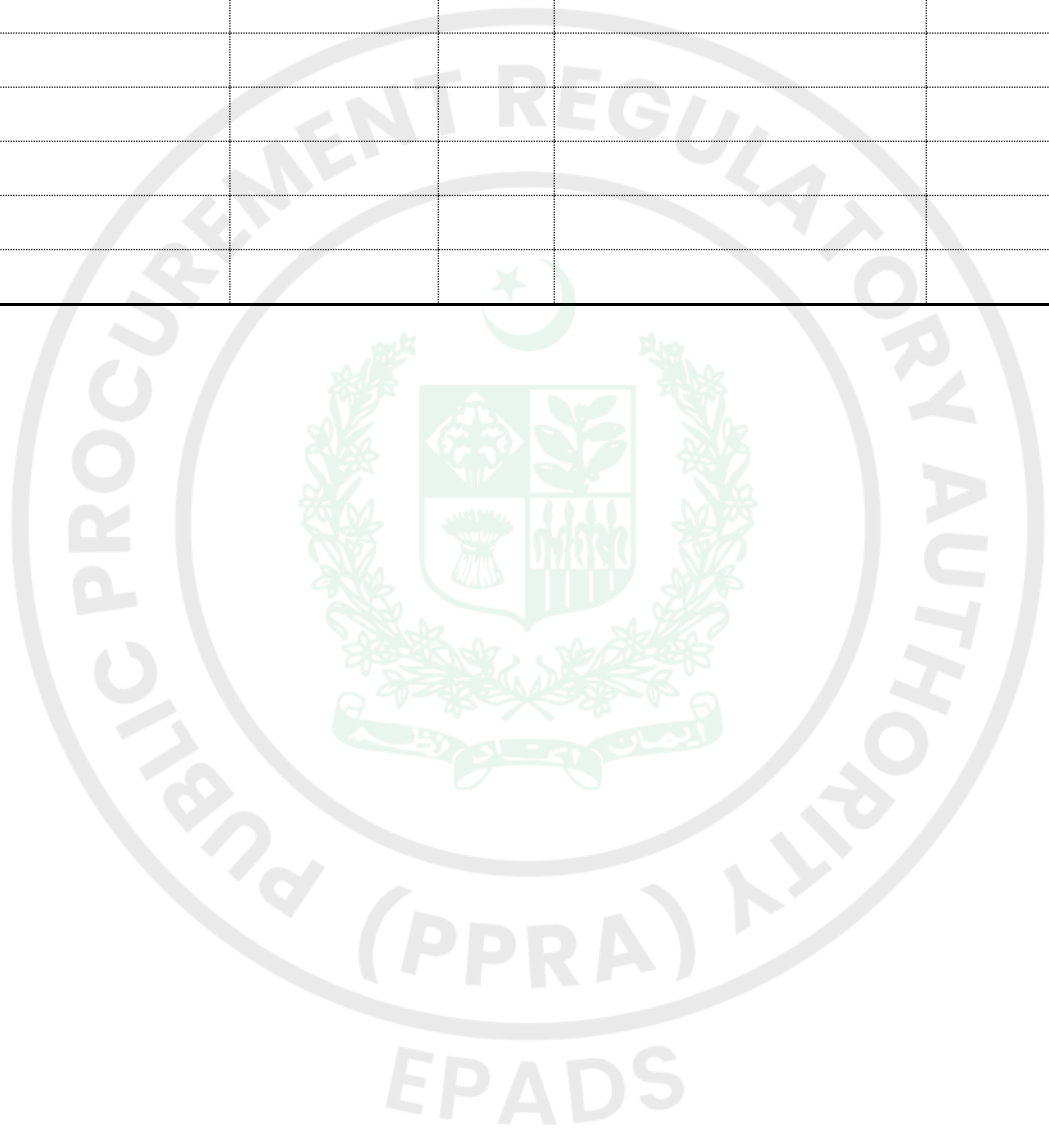
Name \_\_\_\_\_

Designation \_\_\_\_\_ Address \_\_\_\_\_

## Past Experience / Contracts

Contracts over *[insert amount]* during the last three years:

Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination



## Historical Contract Non-Performance, and Pending Litigation and Litigation History

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

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<input type="checkbox"/> Not debarred due to deviation from commitment of Bid Securing Declaration- <input type="checkbox"/> Not debarred due to non-performance			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and PKR equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), US\$ PKR Equivalent (exchange rate)

<i>[insert year]</i>	<i>[insert amount]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount]</i>
<input type="checkbox"/> No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. <input type="checkbox"/> Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
<b>Year of award</b>	<b>Outcome as percentage of Net Worth</b>	<b>Contract Identification</b>	<b>Total Contract Amount (currency), PKR Equivalent (exchange rate)</b>
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Court/ arbitral award decision: <i>[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]</i>	<i>[insert amount]</i>

## Current Contract Commitments / Contracts in Progress Form

<b>1. Name of Contract(s)</b>
<b>2. Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]</b>
<b>3. Value of outstanding contracts [current PKR equivalent]</b>
<b>4. Estimated Delivery Date</b>
<b>5. Average monthly invoices over the last six months (PKR/mon.)</b>

## Financial Situation and Performance

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

### 1. Financial data

Type of Financial information in (currency)	Historic information for previous <i>[insert number]</i> years, <i>[insert in words]</i> (amount in currency, currency, exchange rate*, PKR equivalent)				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

\* Refer ITA 14 for the exchange rate

### 3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
  - (b) be independently audited or certified in accordance with local legislation.
  - (c) be complete, including all notes to the financial statements.
  - (d) correspond to accounting periods already completed and audited.
- Attached are copies of financial statements<sup>1</sup> for the *[number]* years required above; and complying with the requirements.

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<sup>1</sup> If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

## Average Annual Turnover (Annual Sales Value)

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

<b>Annual Turnover Data</b>			
<b>Year</b>	<b>Amount Currency</b>	<b>Exchange rate* (If applicable)</b>	<b>PKR equivalent</b>
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Turnover **	

\* Refer ITA for date and source of exchange rate.

\*\* Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA.