

Pre-Qualification Document

PRE-QUALIFICATION FOR INDUSTRY / BUSINESS / IT FIRMS LED – TRAINING & JOB PLACEMENT PROGRAM (Non-Consultancy Services)

National

Single Stage-One Envelope



June 02, 2026

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INVITATION FOR PRE-QUALIFICATION

PROCUREMENT OF NON-CONSULTING SERVICES

1. The **NAVTTTC (Procurement Cell)** has reserved Funds for the procurement planned for FY **2026-27**. The **NAVTTTC (Procurement Cell)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**PRE-QUALIFICATION FOR INDUSTRY / BUSINESS / IT FIRMS LED - TRAINING & JOB PLACEMENT PROGRAM**".

2. The **NAVTTTC (Procurement Cell)** intends to pre-qualify service providers for Invitation to Bid(s), and sign the contract agreement(s) with the selected bidder(s) subsequent to the bidding process.

3. The objective of the intended pre-qualification is the provision of "**PRE-QUALIFICATION FOR INDUSTRY / BUSINESS / IT FIRMS LED - TRAINING & JOB PLACEMENT PROGRAM**" through subsequent signing of contract with successful bidders, and the purpose of this Pre-qualification Notice is to provide the very basic information to enable potential applicants to decide whether or not to respond to this Pre-qualification Notice.

4. Only the pre-qualified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Pre-qualified Applicants in [insert month and year] and Contract Agreement(s) will be signed between the Procuring Agency and the successful bidder(s) in [insert month and year] for the period of [insert year(s) and month(s)].

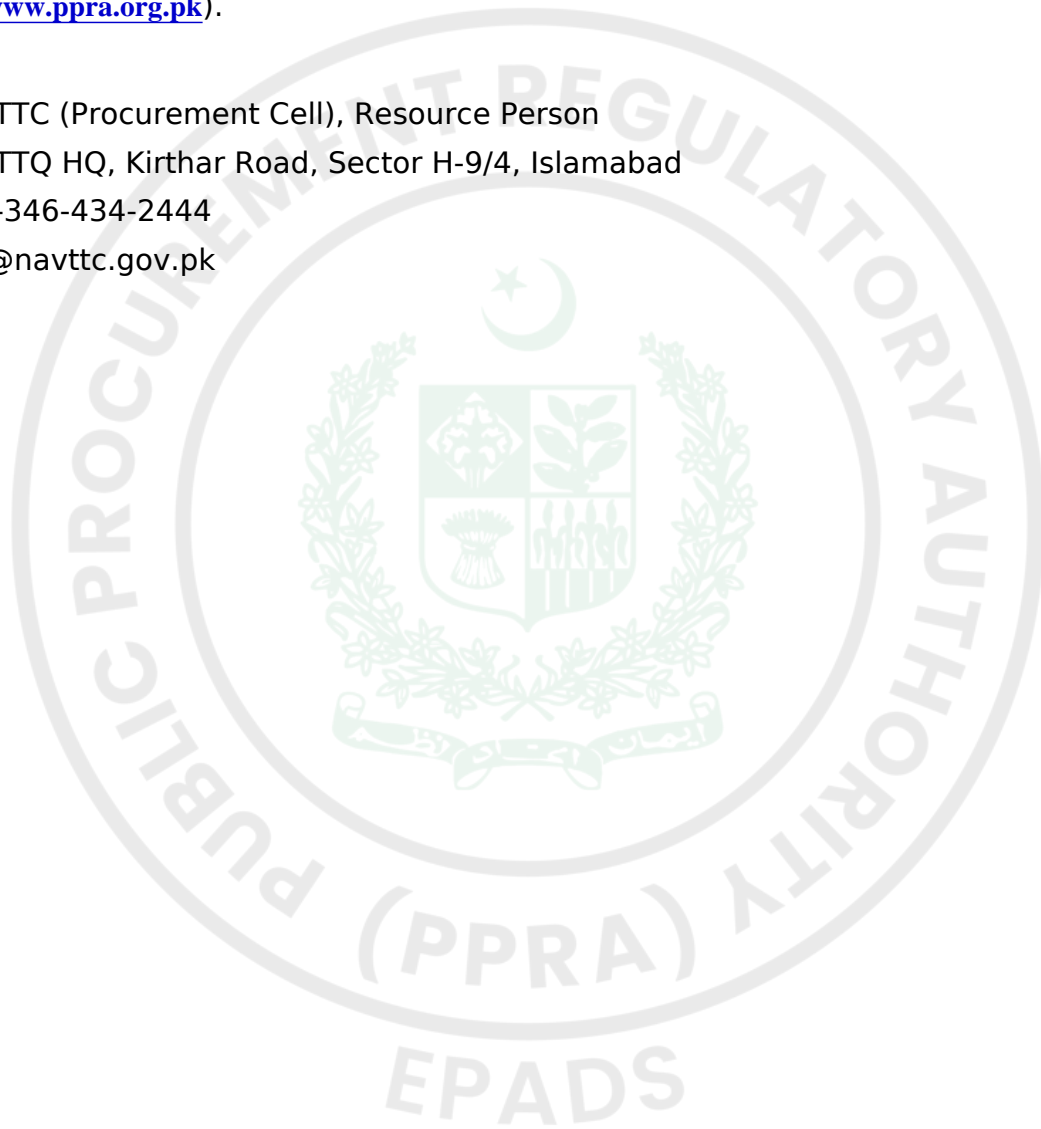
5. The pre-qualification process is open to all [insert national or international] Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the NAVTTTC (Procurement Cell) through **EPADS v2.0** during office hours. A complete set of Pre-qualification Documents may be accessed by interested Applicants through **EPADS v2.0**.

6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or before **Wednesday, June 17, 2026 11:00 AM**. E-applications will be opened using **EPADS v2.0** on the same day at **Wednesday, June 17, 2026 11:30**

AM. Manual submission of applications shall not be entertained. Those service providers who have not yet registered on the new version of **EPADS v2.0** may register themselves at <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>

In terms of Rule 48 of Public Procurement Rules, 2004, a Grievance Redressal Committee (GRC) is notified for the subject procurement and the notification copy is available on the procuring agency's website and on Authority's website at (www.ppra.org.pk).

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Instructions to Applicants

A. General

B. Contents of the Prequalification Documents

Sections of Prequalification Documents

1. **Scope of Application**

1.1. In connection with the “**Invitation for Prequalification**”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).

2. **Source of Funds**

2.1. Source of funds is same as referred in Invitation for Pre-qualification.

3. **Fraud and Corruption**

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Secondary Procurement process, and to have them audited by auditors appointed by the Procuring Agency.

3.3. Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of

communication.

3.4. Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with rules and predefined standard mechanism.

4. Eligible Applicants

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.

In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Contract Agreement.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Contract Agreement (if signed b/w the Procuring Agency and the JV), in accordance with the Contract conditions that apply.

The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of contract agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

4.2. An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.

4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract.

All Bids submitted in violation of this provision will be rejected.

4.4. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Contract Agreement. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Agreement t, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.

4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.

5. Eligibility (in terms of Nationality)

5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Prequalification Documents

1. Sections of Prequalification Documents

1.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 Prequalification Procedures PART 2 Supply Requirements

1.2. Section I - Instructions to Applicants (ITA)

1.3. Section II - Prequalification Data Sheet (PDS)

1.4. Section III - Qualification Criteria and Requirements

1.5. Section IV - Application Forms

1.6. Section V - Eligible Countries

1.7. Section VI - Fraud and Corruption

1.8. Section VII – Schedule of Requirements

1.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

1.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

2. Clarification of Pre-qualification Documents and Pre-Application Meeting

2.1. An Applicant requiring any clarification of the Pre-qualification Documents shall contact the Procuring Agency in writing through ePADS as. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective

Applicants through ePADS who have obtained the Prequalification Documents from ePADS, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

2.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / **EPADS v2.0** as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Pre-qualification Documents.

2.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Pre-qualification Documents. Any modification to the Pre-qualification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through **EPADS v2.0**. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

3. Amendment of Prequalification Documents

3.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through **EPADS v2.0**

3.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and **EPADS v2.0**.

Provided that an Applicant who had already submitted their Applications

prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through **EPADS v2.0**.

3.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:

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

C. Preparation of Applications

1. Cost of Applications

1.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Pre-qualification process.

2. Language of Application

2.1. The Application as well as all correspondence and documents relating to the Pre-qualification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

3. Documents Comprising the Application

3.1. The Application shall comprise the following:

3.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

3.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

3.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

3.1.4. any other document required as specified in the PDS.

3.2. **Application Submission Letter**

3.2.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

3.3. **Documents Establishing the Eligibility of the Applicant**

3.3.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

3.4. **Documents Establishing the Qualifications of the Applicant**

3.4.1. To establish its qualifications to perform the contract(s) in accordance with Section III (**Qualification Criteria and Requirements**), the Applicant shall provide the information requested in the corresponding Information Sheets included in **Section IV (Application Forms)**.

3.4.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

3.4.2.1. for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

3.4.2.2. value of single contract - Exchange rate prevailing on the date of the contract.

3.4.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

3.4.4. The documentary evidence of the Applicant's qualifications to conclude a contract Agreement, shall establish to the Procuring Agency's satisfaction:

3.4.4.1. that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country;

3.4.4.2. that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.

D. Submission of Applications

1. Submission of the Applications through EPADS v2.0

1.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

1.2. In case the Applicant is a JV, the Application shall submit an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally

authorized signatories.

2. **Deadline for Submission of Applications**

2.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

2.2. If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

2.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through **EPADS v2.0**.

3. **Opening of Applications**

3.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through **EPADS v2.0**. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

1. **Confidentiality**

1.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 26 through **EPADS v2.0**.

1.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through **EPADS v2.0**

2. **Clarification of Applications**

2.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through **EPADS v2.0**

2.2. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

3. Responsiveness of Applications

3.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

4. Margin of Preference

4.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Pre-qualification.

5. Sub-contractors

5.1. Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

1. Evaluation of Applications

1.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25.

1.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

1.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

2. Procuring Agency's Right to Accept or Reject Applications

2.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on **EPADS v2.0**, duly approved by the Principal Accounting Officer or Head of Organization.

3. Pre-qualification of Applicants

3.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring

Agency.

3.2. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

3.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

4. Notification of Prequalification

4.1. The Procuring Agency shall notify all Applicants in writing through **EPADS v2.0** indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through **EPADS v2.0**.

4.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through **EPADS v2.0**

5. Request for Bids

5.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through **EPADS v2.0**.

6. Changes in Qualifications of Applicants

6.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

6.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

6.1.2. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or

6.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

6.2. Any such change should be submitted to the Procuring Agency before the date of "Invitation to Bids".

7. Redressal of Grievances

7.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-48 of Public Procurement Rules, 2004.

7.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

8. Mechanism of Blacklisting

8.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-19 of Public Procurement Rules, 2004 read with "Mechanism for Blacklisting Regulations, 2024".



Pre-qualification Data Sheet

Prequalification Data Sheet (PDS)

The following specific data for the Prequalification of Applicants shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA). Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

PDS Clause No

ITA No

Amendments of, and Supplements to, Clauses in the Instructions to Applicants

A. General

PDS Clause No 1

ITA No 1.1

Identification Number of the Invitation for Prequalification: **P42455**

The Procuring Agency is: **NAV TTC (Procurement Cell)**

List of Service Contracts:

See section services and Lots

PDS Clause No 2

ITA No 2.1

The name of Procuring Agency is: **NAV TTC (Procurement Cell)**

The name of Project / Procurement is: **PRE-QUALIFICATION FOR INDUSTRY / BUSINESS / IT FIRMS LED - TRAINING & JOB PLACEMENT PROGRAM**

PDS Clause No 3

ITA No 4.2

Maximum number of members in a Joint Venture (JV): **Nil**

PDS Clause No 4

ITA No 4.5

A list of debarred firms and individuals is available on PPRA website: **<https://ppra.gov.pk>**

B. Contents of the Prequalification Document

PDS Clause No 5

ITA No 7.1

For clarification, the Applicant shall seek clarifications through: **EPADS v2.0**

PDS Clause No 6

ITA No 7.1 & 8.2

Information related to Prequalification shall be published on: **EPADS v2.0**

PDS Clause No 7

ITA No 7.2

Pre-Application Meeting: **Clarification Date: Tuesday, June 9, 2026**

C. Preparation of Applications

PDS Clause No 8

ITA No 10.1

This Prequalification Document has been issued in the language: **English**

PDS Clause No 9

ITA No 11.1(d)

Additional documents to be submitted through EPADS v2.0:

Hard copy of entire proposal along with bid security including all attachments and undertakings to be sent to “ DG (P&D), NAVTTC HQ, Kirthar Road, Sector H-9/4, Islamabad” before closing date and time.

PDS Clause No 10

ITA No 14.2

Source for determining exchange rates: **Not Applicable**

D. Submission of Applications

PDS Clause No 11

ITA No 16.1

Deadline for Application Submission:

Day: **Wednesday**

Date: **Wednesday, June 17, 2026**

Time: **11:00 AM**

PDS Clause No 12

ITA No 17.1

Opening of Applications shall be conducted through: **EPADS v2.0**

Day: **Wednesday**

Date: **Wednesday, June 17, 2026**

Time: **11:30 AM**

Virtual participation link: **<https://vendors.epads.gov.pk/>**

E. Procedures for Evaluation of Applications

PDS Clause No 13

ITA No 21.1

Margin of Domestic Preference: **Not Applicable**

(Applicable only if authorized in Procurement Plan)

PDS Clause No 14

ITA No 29.1

Prequalification-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**

A complaint may challenge:

- The terms of the Prequalification Documents
- The Procuring Agency's decision not to prequalify an Applicant

Eligibility & Qualification Criteria

Bidder's Type	Required Registration
Partnership Firm	NADRA CITIZENSHIP (CNIC/NICOP)
Company (Private Limited)	FBR (NTN)
Company (Public Limited)	FBR (GSTN)
Company (Holding Company)	SECP
State Owned Enterprise (Private Limited)	
State Owned Enterprise (Public Limited)	

Eligibility Criteria	Document
Credibility Confirmation that the company/institute is neither blacklisted nor involved in litigation with any Government Department, Agency, or Organization (local or international). Undertaking on stamp paper of Rs. 200/- declaring that the firm(s)/ company(s) is not blacklisted by any firm and/or government department.	Yes
{Financial Strength} Audited Financial Statements – Last 3 years, clearly showing average annual turnover meeting the applicable threshold: (a) IT / Technology Firms \geq PKR 50 million; (b) All other Business entities: \geq PKR 150 million. Supported by Bank Statement. (Mandatory) Work Orders / Agreements / Contracts – Documentary evidence demonstrating 3+ years’ relevant experience in their respective industry / domain. For IT & Technology Firms, (Mandatory)	Yes

Minimum Job Placement Commitment: Bidder must commit to a minimum 60% job placement rate for program graduates (domestic or international employment). This commitment must be supported by: (a) a signed undertaking on Rs. 200/- stamp paper; and (b) evidence of employer linkages / hiring commitments (MOUs, Letters of Intent, or Employer Agreements). Performance against this KPI will be monitored by NAVTTC and non-achievement shall be treated as a contract default.	Yes
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Evaluation Criteria

Quality Based Selection (QBS)

Technical Marks	100
Passing Marks	70
Program Design (Intervention Model) (Stage-I: Document Evaluation)	
{Work Methodology & Approach should include but not limited to}: (a) Mobilization strategy & beneficiary selection (b) Curriculum & certification details as per NAVTTC (c) Training framework (infrastructure, theory: practical, soft skills etc) (d) Employability & Salary-Linked Strategy (e) Training Plan (f) Infrastructure/ Equipment availability as per the Training Plan (g) Sustainability/Retention of Trainees Model (h) Confirmation of the tools and Equipment as per NAVTTC Criteria * NAVTTC Evaluation Committee May ask the company / firm to present on given date and time and the information provided may be verified (Qualitative)(Doc Required)	35
Industry & Employment Linkages	

<p>Number of active MOUs / Agreements with Employers / Industry Associations Note: Only sector-relevant, current (2 years) MOUs count. (Qualitative)(Doc Required)</p> <p>7 & Above (7)</p> <p>4-6 (5)</p> <p>2-3 (3)</p>	7
<p>Employer Commitments for Placement (Qualitative)(Doc Required)</p> <p>Letters of intent for hiring OR guaranteed interviews Domestic / International Employer Agreements Hiring Commitments • One Mark for each document provided (in any of the categories listed above) 3 marks maximum (3)</p>	3
<p>Track Record, Industry Partnerships & Accreditations</p>	
<p>- Evidence of talent placement or employment generation in the last 2 years. Accepted evidence includes: fresh graduate / junior hire records; internship-to-employment conversion data; freelancer onboarding records (Upwork, Fiverr, or equivalent); export of skilled manpower (visa / work permit evidence); bulk recruitment or HR outsourcing track record. Note: Prior NAVTTC or government training batch records are NOT accepted as evidence for this criterion. (Qualitative)(Doc Required)</p> <p>200 & Above (10)</p> <p>100 & Above (7)</p> <p>50 & Above (4)</p>	10
<p>(a) Authorized Training Partner of a global technology company (Microsoft, Cisco, AWS, Google, Oracle, SAP, Adobe, or equivalent) (Qualitative)(Doc Required)</p>	3

(b) Active membership of a recognized industry body (P@SHA, OICCI, FPCCI, sector-specific chamber, or equivalent) – Note: NAVTTC approval, NVQ/TVET certifications, and government training body affiliations do NOT qualify for marks under this criterion. (Qualitative)(Doc Required)	2
Human Resource, Performance Management & Internal Organization	
{TRAINERS} • Industry experience (min 3 years) Preferably, 2 Trainers (1 Main & 1 as Backup) for each trade Submit the Plan for training to make sure that you have enough trainers to provide the needed training as per NAVTTC Curriculum (Qualitative)(Doc Required)	8
{PROJECT MANAGER} Documentary Evidence of Completed Qualification(s)/ Training(s) / Certification(s) / with minimum 5 Years of Experience as Project Manager on Similar Role mentioned in CV be attached and may be verified, if deemed Necessary (Qualitative)(Doc Required)	7
{PLACEMENT OFFICER} Documentary Evidence of Completed Qualification(s)/ with Minimum 3 Years Experience as placement officer mentioned in CV be attached and may be verified, if deemed necessary (Qualitative)(Doc Required)	5
Organizational Experience in Achieving Results	
{OJT / Apprenticeship} For Industry / Businesses (including IT & Technology Companies), who are providing OJT / Apprenticeship for upskilling of their employees OR training external youth / fresh graduates in their domain of expertise (Qualitative)(Doc Required)	10
51 & Above (10)	
11-50 (6)	
5-10 (2)	

{GEOGRAPHIC REACH & MULTI-CITY DELIVERY CAPACITY} - Demonstrated operational presence or delivery capacity in multiple cities across Pakistan. Evidence: registered offices, operational facilities, or verifiable delivery track record in cited cities. Single-city operations do not qualify. (Qualitative)(Doc Required)

10

7 & Above **(10)**

4-6 **(7)**

2-3 **(4)**







Annexure

Undertaking Format for Non-Blacklisting Status

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Undertaking Format for Non-Blacklisting Status**
(page number: 33)





Procurement Forms

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 34)

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: 35)

Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 37)

Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 38)

Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 40)





Additional Forms and Documents

DECLARATION

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

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

- We comply with all mandatory requirements of the RFP.
- All documents submitted are genuine and verifiable.
- I/We declare that the information provided in the proposal is accurate and can be proved whenever required. I/We further declare that if in case the information provided by me/us in this request for proposal proved to be incorrect at any point, NAVTTC reserves the right to take any action deemed feasible by the NAVTTC authorities against me/us.
- I/We further declare that our Business (***** Company Name here *****) is not blacklisted by any division, department or organization of Government of Pakistan.

Authorized Signatory: _____

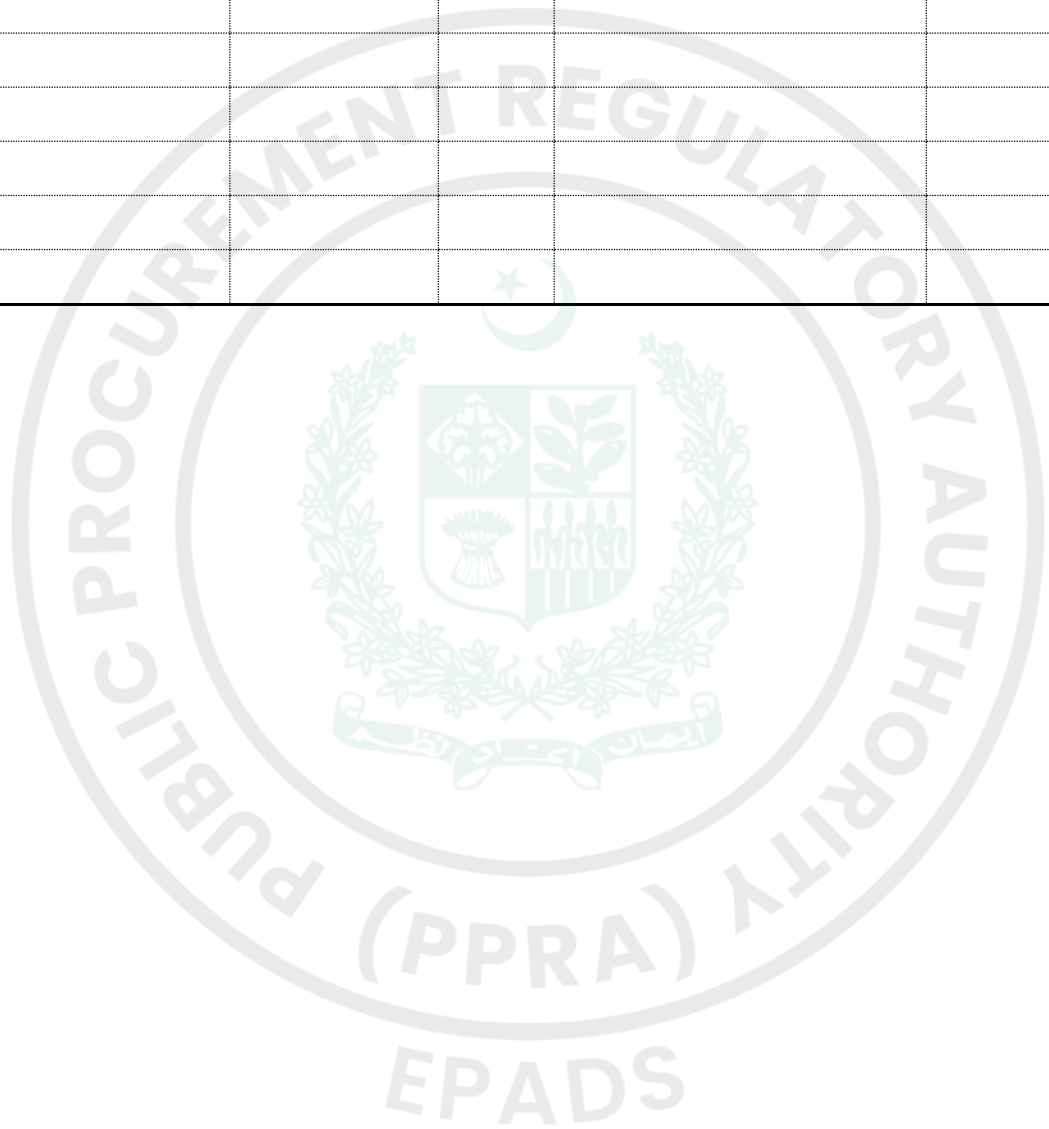
Name: _____

Designation: _____

Stamp & Signature: _____

Past Experience / Contracts

Contracts over <i>[insert amount]</i> 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]*

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

<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>	<p>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></p>	<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.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), PKR Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	<p>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></p>	<i>[insert amount]</i>

Current Contract Commitments / Contracts in Progress Form

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

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 statements¹ for the *[number]* years required above; and complying with the requirements.

¹ 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

Annual Turnover Data			
Year	Amount Currency	Exchange rate* (If applicable)	PKR equivalent
<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.