

No.5 (132)/PWTI/2015/03



HIRING OF CONSULTANT

For

**Development of Training Module
On
The Art of Event Report Writing**



**POPULATION WELFARE TRAINING INSTITUTE
169- A, AHMED BLOCK, NEW GARDEN TOWN
LAHORE**

BID DATA SHEET

1	Procuring Agency	PWTI Lahore
2	Tender Number	No.5 (132)/PWTI/2015/03
3	Name of Tender	Hiring Of Consultant For Development of Training Module On The Art of Event Report Writing
4	Cost of Tender Document	Bidding documents can be obtained from <u>PWTI Lahore</u> on payment of Rs.500/-
5	Proposal Addressed to	Principal PWTI Lahore
6	Contact Number	Ph. 042-99230809
7	Due Date, Time and place of submission of Proposal.	12-01-2018 at 11.00 am PWTI, 169-A, Ahmed Block , New Garden Town, Lahore
8	Date, Time and Place of Proposal Opening	12-01-2018 at 11.30 am PWTI, 169-A, Ahmed Block , New Garden Town, Lahore

1. **INVITATION TO THE BID**

PWTI Lahore invites sealed proposals for Hiring of Consultancy Services from the consultants having valid NTN/PRA Registration.

2. **INSTRUCTIONS TO THE CONSULTANTS**

2.1. **Quality and Cost Based Selection** method will be adopted under Punjab Procurement Rules (PPRA) 2014.

2.2. It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.

2.3. Bids without supporting documents, valid documentary evidence, and bids not conforming to terms and conditions given in the bidding documents will be liable for rejection.

2.4. The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.

2.5. The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked "**TECHNICAL PROPOSAL**", "[Name of the Assignment]", reference number, name and address of the Consultant, and with a warning "**DO NOT OPEN UNTIL [INSERT THE DATE AND TIME]**"

2.6. Similarly, the original Financial Proposal shall be placed inside of a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**"

2.7. The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, Bid Document reference number, the name of the assignment, Consultant's name and the address, and shall be clearly marked "**DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]**".

2.8. If the envelopes and packages with the Proposal are not sealed and marked as required, the PWTI will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

Submission, Opening and Evaluation

The Consultants shall **NOT have** the option of **submitting their Proposals electronically**.

The Consultant must submit:

(a) **Technical Proposal:** one (1) original, and two (2) copies

(b) **Financial Proposal:** one (1) original

The evaluation committee shall conduct the opening of the Technical Proposals in the presence of the Consultants or their authorized representatives who choose to attend. The opening date, time and the address are stated in the **Data Sheet**. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored.

After the technical evaluation is completed, the Client shall notify those Consultants whose Proposals were considered non-responsive to the TOR or did not meet the minimum qualifying technical score that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing those

Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should allow the Consultants sufficient time to make arrangements for attending.

3. BID CURRENCY

Bidder should quote price in Pak Rupees only and payments shall also be made in Pakistan Rupees only.

4. VALIDITY PERIOD OF THE BID

4.1. Validity period of the bids shall be 90 days.

4.2. In exceptional circumstances, client may ask the Bidders for an extension of the period of validity. The request and the responses shall be made in writing. A bidder accepting the request will neither be required nor permitted to modify its proposal.

5. LATE BIDS

Bidder will be responsible for ensuring that his / her bid is submitted in accordance with the instructions stated herein. Any bid not submitted by the deadline prescribed for submission of bid will not be considered even if it became late as a result of circumstances beyond the bidder's control.

6. AMENDMENT OF BID SCHEDULE:

- At any time prior to the deadline for submission of bids, the client may for any reason whether at its own initiative or response to a clarification requested by a prospective bidder, modify the bid schedule / bidding documents by amendment.
- The amendment will be notified in writing or fax to all prospective bidders who have received the bid schedule / bidding documents and will be binding on them.

7. **Delivery Time or Completion Schedule:** as mentioned in TORs.

TERMS OF REFERENCE (TOR)

1. Background Information

Population Welfare Training Institute (PWTI), Lahore has been working as non-clinical training institute since inception of Population Welfare Program. Core objective of this institute is to provide fundamental support imperative for success of Population Welfare Department, Punjab by provision of Initial Service/ Promotional /Refresher training to the Departmental Personnel and orientation and sensitization trainings/workshops for other departments, NGOs and CBGs.

Population Welfare Department organize various activities at provincial, district and local levels to create awareness about departmental work and sensitize people about merits of small family norms. Impact of these field activities increase manifolds if projected properly through print, electronic and social media coverage. Event reporting is about connecting people and messages; to share, to teach, to motivate or generate awareness for masses.

2. Scope of Work and Time Management

- I. Training manual will be used by officers involved in organizing the events and prepare activity reports for official use and wide dissemination through media.
- II. Manual will be supported by documentation including reporting guides, checklists, and protocols to be observed for preparing reports for different audiences.
- III. Visual coverage guidelines for sharing with print and electronic media.
- IV. This assignment should be completed in a maximum period of 15 Days.

3. Qualification and Experience

The consultant should have the following qualification and work experience.

1. Master's degree or higher in social or administrative sciences from HEC's recognized university.
2. At least ten years of work experience in providing training, writing training manuals/literature particularly about field based communication activities for Public/well reputed Private sector organizations.
3. Consultancy service experience for public sector will be highly desirable.

4. Selection Criteria

The **weights** given to the **Technical (T)** and **Financial (P)** Proposals are:

T = 80% /weight, and

P = 20% / weight

Technical Proposal securing less than **65 percent marks** will not be considered for opening of Financial Proposal.

Technical Proposal of consultant will be selected against the following benchmarks:

Serial #	Criteria	Marks	Explanation
1.	Qualification	20	Consultants who possesses a Master degree in any field as mentioned in this TOR will be awarded 16 marks and each higher qualification will be awarded 02 marks subject to a maximum of 04 marks
2.	Training related experience	30	Consultants who possess at least ten years of training experience as mentioned in TORs will be awarded 25 marks. Those who possess additional work experience will be awarded 01 mark for each additional year subject to a maximum of 05 marks
3.	Quality of Methodology, Work plan	30	Consultants will be marked on quality of contents to present methodology/approach 20 marks, work plan 10 marks in accordance with the expected outputs and deliverables.

Requirements for Hiring Consultancy:

1. A comprehensive Curriculum Vitae
2. List of clients and letters of satisfaction from clients (Govt. and similar other institutions)
3. Detail of similar type of tasks completed in Govt. and other institutions.

Estimated Cost: Rs 2.5 Lacs inclusive of all taxes.