

REQUEST FOR PROPOSAL (RFP)

SHORT CONSULTANCY

STANDARDIZATION/ FORMULATION OF TRAINING MANUALS AND CONDUCTING TRAINING OF TRAINERS (ToT)

Directorate of Training, Research and Production, Population Welfare Department Punjab under ADP Scheme "Human Resource Development 2019-21" intends to hire the services of Consultant Firm for Standardization/ Formulation of Training Manuals and Conducting Training of Trainers (ToT).

Technical and financial proposals on prescribed format in two separate sealed envelopes under Quality and Cost Based Selection (**QCBS**) and procedures described in Request for Proposal (**RFP**) are invited as per scope of work mentioned in the RFP documents i.e. Formats for Technical & Financial Proposal, TORs including professional & technical requirements of Consultant(s) and Evaluation Criteria. The RFP document can be obtained from the office of undersigned at the address given below during office hours against a deposit of Rs.1000/-.

Following documents must be provided alongwith the proposal.

- Certificate of registration as per applicable law along with renewal letter.
- Copy of Registration with relevant Tax Department(s).
- CV of the Consultant(s) / Experts nominated for the assignment.
- List of permanent professional staff alongwith CVs or relevant core staff showing project-wise experience with exact time duration for each project.
- List of similar works completed in last 5-years.
- List of similar projects in hands.
- Audited statements of accounts for the last three (3) years.
- A certificate / affidavit that the consultant firm is not blacklisted by any Government / Autonomous Body.

Bid notice is also available on departmental website (www.pwd.punjab.gov.pk).

The RFP document may be procured on or before 29th March, 2020 from the office of undersigned. The Technical & Financial proposal in separate sealed envelopes must reach the undersigned at the address given below on 30th March, 2020 but not later than 1200 hours (Pakistan Standard Time). The technical proposals would be opened on the same date at 1230 hours by the designated committee in the presence of bidders or their representative who may choose to be present.

PROJECT DIRECTOR
ADP SCHEME HUMAN RESOURCE DEVELOPMENT 2019-21,
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