



**Securities and Exchange Commission of Pakistan**

63-NIC Building, Blue Area, Islamabad

(Support Services Division)

(Administration Department)

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**Subject: Request for Quotation for Training on Leadership**

The Commission requires services to Conduct Training Session on Leadership.

Detailed “**Scope of Work**” for the said requirement is attached as Annex “A”.

**Terms & Conditions**

- **Prices** must be inclusive of all taxes applicable by the Govt. of Pakistan, Boarding & lodging (if any), lump sum cost of the whole service or per head training charges.
- **Quotation Validity** Minimum 60 days from the quoted date.
- **Quotation Submission Time: As per SECP website.**
- **Purchase Order:** Services will be acquired by issuing a Purchase Order to the lowest evaluated trainer/training firm.
- **Invoice Processing:** Invoices against subject services will be processed for payment after verification by user department.
- **Service Satisfaction:** In case, services of the selected trainer/training firm are not as per the requirement then the Commission may terminate the Purchase Order. The Commission reserves the right to make or not make any payment to the selected trainer/training firm in such a case.

**Interested trainer/training firm may submit quotation for the above services to the undersigned within the specified period at the following address:**

**SECP, 4<sup>th</sup> floor, 63-NIC Building, Jinnah Avenue, Blue Area, Islamabad.**

With best regards,

M. Ubaidullah Khalid  
Deputy Director (Admin)

## **TRAINING ON LEADERSHIP**

### **SCOPE OF WORK**

1. SECP intends to organize a two days training program for minimum 35 middle and senior level managers in Islamabad. The contents of the program must include the following:
  - Building high performance teams
  - People management skills
  - Employee engagement skills
  - Influencing without authority
2. The trainer/training firm will be responsible for the following:
  - Designing the program and proposing contents
  - Boarding & lodging (if any) of the trainer
  - Provision of teaching material i.e. handouts, presentations, etc.
  - SECP will only be responsible for providing training facility i.e. class room, multimedia, sound system, lunch and refreshments (for trainers and trainees)
3. The evaluation criteria for trainer is given below:
  - 20+ years of experience in conducting similar programs
  - List of clients must include at least 10 multinationals, 10 public sector, 10 large private sectors, etc.