



Securities and Exchange Commission of Pakistan
63-NIC Building, Blue Area, Islamabad
(Support Services Division)
(Administration Department)

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 30 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 is required to submit all the evidence/supporting document on the basis of which quote shall be evaluated.

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

SECP, 4th floor, 63-NIC Building, Jinnah Avenue, Blue Area, Islamabad.

With best regards,

M. Ubaidullah Khalid
Deputy Director (Admin)

TRAINING ON LEADERSHIP**SCOPE OF WORK**

- SECP intends to organize two programs on Leadership for its officers i.e. one in Islamabad and one in Karachi. The duration of each program will be two days. The total no. of officers at Islamabad will be 26 and at Karachi, it will be 19; the audience will comprise of middle and senior level managers. The contents of the program must include the following:
 - Building High Performance Teams
 - People Management Skills
 - Employee Engagement Skills
 - Influencing Without Authority
- The trainer/training firm will be responsible for the following:
 - Designing the program and proposing contents
 - Boarding & lodging (if any) of the trainer/support team
 - Provision of teaching material i.e. handouts, presentations, etc. and training certificates
 - SECP will only be responsible for providing training facility i.e. class room, multimedia, sound system, lunch and refreshments (for trainers and trainees)
- The technical evaluation criteria for trainer is given below:

S. No	Criteria	Evaluation marks
1	Master's degree	10
2	Training firm's is operating for more than 10 years (Max Marks 10)	10
	If training firm is operating for less than 10 and more than 5 years	6
	If training firm is operating for less than 5 years	2
3	Trainer's professional working experience in public sector institutions is more than 10 years (Detailed CV required) (Max Marks 20)	20
	Trainer's professional working experience in public sector institutions is less than 10 years	10
4	Trainer has training experience for more than 5 large public sector organizations (Max Marks 20)	20
	Trainer has training experience in less than 5 large public sector organizations	10
5	List of clients is more than 15 other than public sector organizations (Max Marks 10)	10
	List of clients is less than 15 other than public sector organizations	5
Total Marks		70

Quotation(s) securing minimum 70% marks i.e. 49 or above, in technical evaluation shall ONLY be considered qualified for financial evaluation and formula for determining the Technical Score is as under:

Technical Score (T) = Marks Obtained in Technical Evaluation out of 70

Financial Evaluation:

- *Formula for determining the Financial Score is as under:*

Financial Score (F) = (Lowest quoted Grand Total price / Firm's price i.e. Grand Total, under evaluation) x 30

Final Scoring

The Formula for determining the Final Score is as under:

Total Score = Technical Score (T) + Financial Score (F)

Firm securing maximum total score will be selected to provide subject services.

Format for Quote Submission

The cost per trainee for 45 students may be clearly mentioned. **The cost per student must be inclusive of all the expenses/Taxes.**

FORMAT FOR FINANCIAL BID ONLY

S#	Quoted Price Per Trainee (Rs.) (Inclusive of all applicable taxes)	No. of Trainees	Total Price (Rs.) (Inclusive of all applicable taxes) *
1.	Training Services at Islamabad	26	
2.	Training Services at Karachi	19	
Grand Total Price for 45 Students (Rs.)			

Payment shall be made On completion of each program.