



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**T# 20/21-22**

### **Invitation to Bid**

The Securities & Exchange Commission of Pakistan invites sealed bids from the service providers based in Pakistan and registered with Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for:

### **Training on Value Based Leadership**

Bidding document containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids etc. against above requirement is available for the interested bidders from the undersigned free of cost and can also be downloaded from <https://www.secp.gov.pk/procurement/>

The bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before May 17, 2022 **by 1100Hrs** and will be opened on the same day at **1130Hrs**.

In case of any query, Admin Department may be contacted on Telephone No. 051-9195477 / 051-9195437 during office hours (excluding Public Holidays)

**Arshad Kamal, Additional Director (Admin)**  
NICL Building, 63 Jinnah Avenue, Blue Area Islamabad

### Terms and Conditions for Bids and Bidders

1. Tender Identification Number: **Tender # 20/21-22**
2. The Procurement Agency is:

**Securities and Exchange Commission of Pakistan**  
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,  
Islamabad.

3. The Securities and Exchange Commission of Pakistan invites sealed bids from the service providers based in Pakistan and registered with Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for

#### **“TRAINING ON VALUE BASED LEADERSHIP”**

through

#### **SINGLE STAGE TWO ENVELOP METHOD.**

4. Bids shall comprise a single package containing TWO separate envelopes. Each envelope shall contain separately the financial Bid and the technical Bid. The envelopes shall be clearly marked as **“FINANCIAL BID”** and **“TECHNICAL BID”** in bold and legible letters.
5. The Bid Security to be enclosed sealed and labelled as **“BID SECURITY”**, and should be with the Technical bid envelop, **failing which the bid shall be rejected.**
6. **BID Security should not be placed within the envelope of financial bid/proposal, failing which the bid shall be rejected.**
7. Initially, only the envelope marked **“TECHNICAL BID”** shall be opened publicly. The envelope marked as **“FINANCIAL BID”** and **Bid Security** shall be retained.
8. Bids not accompanied by bid security as required or with less amount of bid security will be rejected.
9. After the evaluation and approval of the technical bid, financial bids and their bid Securities of the technically accepted bids only will be opened at a time, date and venue announced and communicated to the bidders in advance. Financial bids and the bid securities of technically unsuccessful bidder will be returned.
10. The amount of the bid and bid security shall be in Pak rupees. The bids should be accompanied by bid security (refundable) for an amount equal to **2%** of the total quoted price (inclusive GST, if applicable) in shape of either pay order, demand draft in favor of Securities and Exchange Commission of Pakistan. **Cheque will not be acceptable.**
11. Only registered service providers who are on Active Taxpayers List (Income and Sales Tax) of FBR (The “ATL”) are eligible to provide services to the Commission. **Bids of all those bidders who are inactive on ATL on the date of bid opening shall be rejected.**
12. After selection if any service provider is not available on ATL at the time of payment then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
13. Tax shall be deducted/withheld as per applicable sales tax and income tax law.

14. Relevant details plus terms and conditions of the invitation may be obtained from the undersigned personally or by visiting the SECP website: <https://www.secp.gov.pk/procurement/>
15. Clarification if any on the requirements may be obtained by emailing at [ayesha.saddiqua@secp.gov.pk](mailto:ayesha.saddiqua@secp.gov.pk)
16. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
17. The bid validity period shall be 150 days.
18. If the bid is withdrawn after bid opening time and before the expiry of bid validity the bid security will be forfeited in favor of the SECP, Islamabad.
19. The language of the bid is English and alternative bids shall not be considered.
20. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
21. The prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the bids will not be entertained and may disqualify the original offer.
22. The rates must be quoted strictly in accordance with our documents and Annex(s).
23. Discounts (if any) offered by the bidder shall be part of the bid and for taxation purposes will be treated in accordance with the applicable laws.
24. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of the quoted price shall be clearly mentioned.
25. The bidder shall be responsible for payment of any duties/taxes etc. which are imposed by the Government of Pakistan (GOP). The bid price MUST be inclusive of all applicable taxes. The bidder is hereby informed that the Commission shall deduct tax at the rate prescribed under the tax laws of Pakistan from all payments for supply/services rendered by any responding organization who accepts the Purchase order or signs agreement with the Commission.
26. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes.
27. Price inclusive of quoted tax, quoted by the bidder shall be considered for evaluation irrespective of the tax rate. The most advantageous bidder shall be responsible of the quoted tax in its bid and any demand from tax authorities shall be payable by that bidder.
28. Selected service provider will have to provide the required services, if selected and declared as most advantageous bidder . In case selected bidder is not willing to supply on quoted amount then bid security submitted with the bid will be forfeited in favor of the Commission.
29. In case 1st most advantageous bidder is unable to supply ordered items/services then the Commission reserves the right to award the contract to 2nd most advantageous bidder . In case 2nd most advantageous bidder is unable to supply ordered items/services then the Commission reserves the right to award the contract to 3rd most advantageous bidder.

30. Bid security of the bidder who is unable to provide services shall be forfeited in favor of the Commission.
31. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business. A brief profile of the bidder, along with list of major customers (corporate/public sector) and their contact details is required.
32. **Bidder must submit the undertaking as per format prescribed in relevant Annexure, failing which the bid shall be rejected.**
33. Bids from any bidder who is found or purported to be engaged or under investigation for offences related to fraud, terror financing, money laundering etc. shall be rejected without assigning any reason.
34. Payment shall be made after deduction of taxes.
35. Payment shall be made through cross Cheque in Pak Rupees. Taxes will be deducted at source as per Government Rules at the time of payment.
36. The bid security of successful bidder will be retained and returned after completion of services. However, bid security of unsuccessful bidders will be returned after award of contract to successful bidder.
37. During the retention period the bid security, no interest / markup will be provided on this amount by Commission to bidder at the time of refund/release of bid security.
38. The bids received after the due date and time shall be rejected.
39. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be rejected.
40. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted.
41. Unsealed bids shall be rejected. Consortium/JVs not allowed.
42. **Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NICL Building, 63 Jinnah Avenue, Islamabad.**
43. The place of bid destination is:

**Securities and Exchange Commission of Pakistan,**  
NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.

44. The envelopes shall bear the following additional identification marks:

**Bid for:** : **Training on Value Based Leadership**  
**Bidder Name:** : XYZ  
**Attention** : Arshad Kamal  
Additional Director, Admin,  
4<sup>th</sup> Floor, NICL Building, 63 Jinnah Avenue Blue Area,  
Islamabad

45. The deadline for the submission of bids is:

**Date: May 17, 2022**  
**Time: 1100Hrs**

46. The bid opening shall take place at

**Securities and Exchange Commission of Pakistan NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad**

**Date: May 17, 2022**  
**Time: 1130Hrs**

**A statement “Not to be opened before 1130Hrs on May 17, 2022 shall be clearly mentioned on the top of the sealed bid.**

Note: Attachment Details are as under:

1.	Scope of Work/TOR's and Technical Evaluation Criteria	Annex “A”
2.	Financial Evaluation	Annex “B”
3.	Format for Undertaking	Annex “C”
4.	Documentary Evidence	Annex “D”

**If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.**

## TRAINING ON VALUE BASED LEADERSHIP

Value Based Leadership (VBL) is a modern-day philosophy which asserts that people are mostly motivated by organizational values and they should live these values at workplace. This philosophy advocates that it is critical for employees to understand the values of their organization, create a culture aligned with organizational purpose, values, and use these values as the motivation to “lead forward” toward desired vision or future state.

SECP being the apex regulator of Pakistan operates by developing a passionate, dynamic and career-oriented workforce that makes it possible for the organization to promote and regulate progressive financial markets in the country. SECP arranges training and development sessions for its employees every year in order to assist its workforce to continuously evolve and take up the responsibility of a regulator that develops modern and efficient capital markets, NBFC, Insurance and Corporate Sector of Pakistan. Therefore, this year SECP has resolved to arrange a training program on Value Based Leadership (VBL) so the four basic values of the organization i.e. Focus on Outcomes, Accountability, Inclusiveness and Diversity, Regulatory Facilitation are inculcated in the behavior of employees and the work practices are aligned with these values at each level of management.

### SCOPE OF WORK

As a part of its employee development journey, SECP intends to organize a leadership training program that covers the basics of Value Based Leadership (VBL). The training program will let SECP use VBL to embed a common set of values in all employees irrespective of the level of hierarchy they fall in. A leader possessing a similar value-based belief system as of the employees will encourage them to follow the instructions of their leaders wholeheartedly and increases the chances of organizational goal achievement.

This training program will comprise of <sup>1</sup>12 sessions for its management cadre officers i.e. 10 in Islamabad, 1 in Lahore and 1 in Karachi. The duration of each session will be 2 days and audience of each session will comprise of heterogenous groups of junior, middle and senior level officers.

The contents of the training program must include the following:

#### Content Outline:

- What is leadership?
- <sup>2</sup>Types of Leadership, such as:
  - Autocratic
  - Democratic
  - Bureaucratic
  - Laissez-faire
  - Transformational
  - Transactional
  - Charismatic
- What is Value Based Leadership

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<sup>1</sup>A total of Management Cadre Employees= 354

Employees in each session= 30

No. of sessions= 12

Days per Session= 2

Total Days of Training= 24

<sup>2</sup> For Reference; types of Leadership to be chosen by the Trainer

- <sup>3</sup>Types of Value Based Leadership
  - Transformational Leadership
    - Dimensions of Transformational Leadership
      - Charismatic Leadership
      - Inspirational Motivation
      - Intellectual stimulation
      - Individual consideration
  - Authentic Leadership
    - Components of Authentic leadership
      - Self- Awareness
      - Balanced Information processing
      - Authentic Behavior
      - Relational Transparency
  - Ethical Leadership
    - Behavioral Qualities and personality characteristics of an ethical leader
- SECP Values -FAIR
  - Focus on Outcomes
  - Accountability
  - Inclusiveness & Diversity
  - Regulatory Facilitation
- How can we develop VBL based on SECP Values?
- Incorporating VBL in the
  - Strategic Vision
  - Mission statement
  - Policies
  - Processes
  - Feedback
  - Meetings
- 3 <sup>4</sup>Practices/Competencies for each value to integrate VBL at work
- Identifying personal stories based on values
- Case studies, creative exercises and group activities to apply the discussed items

### **Break down of a 2-day session:**

#### **Day 1:**

Participants will spend the first day learning about leadership, its types, basic idea of VBL and its types. Furthermore, participants will join the discussion on 6 SECP values, developing VBL based on SECP Values and brainstorming ways to incorporate VBL in organizational vision, mission and policies.

#### **Day 2:**

Trainer will relate 3 Practices / Behavioral competencies to each value, participants will be organized into teams and assigned tasks to demonstrate the learnt practices while solving problems and overcoming challenges in different situations. Session will conclude with discussions on personal stories and case studies.

#### **Outcome:**

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<sup>3</sup> For Reference; types of VBL to be chosen by the Trainer, can add into Transformational, Authentic Leadership and Ethical Leadership

<sup>4</sup> Practices or Behavioral Competencies to be designed by SECP

This Leadership Journey will embark on a discussion-based approach to SECP values, shaping individual competencies in alignment to these values, and improving individual and team effectiveness.

**Organizational Outcomes:**

A positive-culture based work environment

Building and developing internal talent

Drive internal talent towards high performance based on the values

Defining expectations from the Team

**Individual Outcomes:**

Enhanced personal effectiveness and ability to lead oneself and others with shared values

Mentor the next line to take value-based decisions

Align values with actions and decisions

Enhanced interpersonal relationships and people management skills

Awareness of the competencies required for promotion and appraisals

Enhanced levels of productivity and accountability

**2.** The trainer/training firm will be responsible for the following:

- Designing program to fill the identified gaps along with program rollout and evaluation.
- Developing mechanism for evaluating behavioral change post training.
- Provision of teaching material i.e. handouts, presentations, etc. and training certificates.
- Boarding & lodging (if any) of the trainer/support team
- Provision of teaching material i.e. handouts, presentations, etc. and training certificates

**3.** SECP will only be responsible for providing training facility i.e. class room, multimedia, sound system, lunch and refreshments (for trainers and trainees)

**4.** SECP requires only one trainer to conduct this program at all the locations. Organizations that submit more than one trainer profile will be disqualified.

**5.** Proposals shall be considered eligible for evaluation only for those training organizations/trainees who exclusively specialize in soft skills trainings.

**6.** The technical evaluation criteria for trainer and proposed program is given below. Relevant details against each evaluation criteria must be provided.



### **Technical Evaluation**

<b>S.no.</b>	<b>Criteria</b>	<b>Evaluation Marks</b>
1.	Trainer's basic qualification is a master's degree	10
	Trainer's basic qualification is a bachelor's degree	5
2.	Training consultancy experience is 20 years or more	10
	Trainer/training firm's training consultancy experience is more than 10 and less than 20 years	5
	Trainer/training firm's consultancy experience is less than 10 years	2
3.	Trainer's professional working experience in the corporate sector in a domain similar to SECP's core work is more than 10 years	10
	Trainer's professional working experience in the corporate sector in a domain similar to SECP's core work is more than 5 years and less than 10 years	5
	Trainer's professional working experience in the corporate sector in a domain similar to SECP's core work is less than 5 years	2
4.	Trainer's experience in training for more than 5 large public sector/financial institutions	20
	Trainer's experience in training for less than 5 large public sector/financial institutions	10
5.	List of clients is more than 15 other than public sector/financial institutions	10
	List of clients is less than 15 other than public sector/financial institutions	5
6.	Contents of the program	10
7.	No. of training assignments/sessions handled in the last two years is 50	10
	No. of training assignments handled in last two years more than 25 and less than 50	5
	No. of training assignments handled in last two years is less than 25	2
8.	International training experience of more than 5 years	10
	International training experience of more than one and less than 5	5
	Local experience only	2
9.	Accolades/Recognition relevant to the field with evidence	5
10.	Presentation on the proposed program/trainer profile, experience, etc. (to be scheduled by the SECP for technical evaluation)	20
<b>Total Marks</b>		<b>115</b>

**Bid(s) securing minimum 70% marks i.e. 80.5 marks or above, in technical evaluation shall ONLY be considered for financial evaluation.**

### Financial Evaluation

The below fixed price includes all costs to complete the training including management, travel to the SECP’s offices, lodging, supplies/consumables, phone/fax, out of pocket expenses, and other miscellaneous expenses. The SECP shall not reimburse any other costs beyond this fixed price.

- Bidder shall submit the bid security against the **Grand Total**/Lump sum cost.

**Note: The financial proposal must be submitted in the following format; however, the total cost(only) will be considered for financial evaluation.**

Cities	Islamabad	Lahore	Karachi
No. of sessions	<b>10</b>	<b>1</b>	<b>1</b>
Price per session (Rs.) incl. applicable taxes			
Price of all sessions (Rs.) w.r.t each city			
Out of pocket expenses (if any) (Rs.) incl. applicable taxes			
Total Price (Rs.) = Price of all sessions (Rs.) + Out of pocket expenses (if any) (Rs.)			
<b>Grand Total Price for all the programs (Rs.) for Isb, Lhr &amp; Khi (incl. applicable taxes)</b>			

•Bid(s) securing less than minimum 70% marks i.e. less than 80.5 marks, in technical evaluation shall NOT be considered for financial evaluation.

Bid(s) securing minimum 70% marks i.e. 80.5 marks or above, in technical evaluation shall ONLY be considered for financial evaluation and formula for determining the Technical Score is as under:

**Technical Score (T) = 70% x Marks Obtained in Technical Evaluation**

*Bid(s) securing minimum 70% marks i.e. 80.5 marks or above, in technical evaluation shall ONLY be considered for financial evaluation and formula for determining the Financial Score is as under:*

**Financial Score (F) = ((Lowest quoted price / Bidder’s price under evaluation) x 100) x 30%**

### Final Scoring

The Formula for determining the Final Score is as under:

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

**Note: Bidder securing maximum total score i.e. highest Total Score, will be selected to provide subject services.**

**Format of Affidavit/Undertaking**

**Bidder must submit following undertaking (on stamp paper of Rs.100 ), failing which the bid shall be rejected**

- a) I, Mr. .... S/o..... holding CNIC # ..... from M/s ..... Having Its business office at ....., do hereby solemnly affirm and declare as under;
- b) That M/s ..... is not engaged, under investigation or offences or no proceedings are pending before FBR, Customs, NAB, any Judicial form, FIA or any other Govt. authority with respect to fraud, terror financing, money laundering etc.
- c) We also confirm that our firm has not been black listed by any National/International organization or forum and its entitled to carry out its business activities to the standard business ethics.
- d) That the Partner(s) / Officers of M/s..... have not been subject to financial crime. Nor they every compounded with their creditors in any capacity.
- e) We, hereby agree with all the requirements and terms & conditions of the bidding document and submit the bid.
- f) The above statement is true to the best of my knowledge and belief and nothing has been concealed or is false.

***Note: In case bidder is found in the list of “Blacklisted Firms-Pakistan” or related links at <https://www.ppra.org.pk/> then its bid shall be rejected***

***Name:*** \_\_\_\_\_

***Signature*** \_\_\_\_\_

***Stamp:*** \_\_\_\_\_

**DOCUMENTARY EVIDENCE**

Name of the Bidder: \_\_\_\_\_

Bid against Reference No: \_\_\_\_\_

Date of opening of Bid: \_\_\_\_\_

Documentary evidence for determining eligibility of the bidders & evaluation of bids. Bidders should only initial against those requirements that they are attaching with the form. **Bidders are required to mark page number on each page of the bid and mention the exact page number of relevant documents in the table below.** Bidders are advised to attach all supporting documents with this form in the order of the requirement.

S#	Required Documentation	Signature of Bidder	Supporting Document's Name	Page Number in the Bid.
1	NTN Certificate			
2	GST Certificate			
3	On Active Tax Payers List of FBR			
4	Undertaking (Blacklisting)			
5	Bid Security as required			
6	Bid Validity period of 150 days			
7	Authorized Contact Number and Email Address.			