|  |  |
| --- | --- |
|  | **SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN** |
| **T# 32/23-24**  **Invitation to Bid**  The Securities & Exchange Commission of Pakistan invites bids in accordance with the bidding document ONLY through PPRA’s **e-Pak Acquisition & Disposal System (EPADS)** i.e. <https://eprocure.gov.pk/> from the service providers based in Pakistan and registered with Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax respectively and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for:  **Hiring of Services for Train the Trainer Program**  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 requirements are available for the interested bidders from the undersigned free of cost and can also be downloaded from <https://www.secp.gov.pk/procurement/> OR <https://eprocure.gov.pk/>  The proposals prepared in accordance with the instructions in the bidding document, should be submitted ONLY through EPADS on or before **April 23, 2024 by 1100Hrs** and will be opened on the same day at **1130Hrs**.  *In case of any technical difficulty in using EPADS prospective bidders may contact PPRA at https://www.ppra.org.pk/*  In case of any query, Admin Department may be contacted on Telephone No.  051-9195551/051-9195437 during office hours (Monday to Friday 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 #32/23-24**
2. Bids are invited for “Hiring of Services for train the trainer program” ONLY through EPADS <https://eprocure.gov.pk>
3. The Procurement Agency is:

**Securities and Exchange Commission of Pakistan**

4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,

Islamabad.

1. The Securities and Exchange Commission of Pakistan invites bids electronically and ONLY through e-Pak Acquisition & Disposal System (EPADS) 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

“**HIRING OF SERVICES FOR TRAIN THE TRAINER PROGRAM”**

through

**SINGLE STAGE TWO ENVELOP METHOD.**

1. All bids must be submitted along with scanned Bid Security of the amount mentioned below, and in the form of Banker’s Cheque i.e. Pay Order. The hard copy of bid security must be submitted to the procuring agency any time before the closing time of bid submission.
2. Bid of the bidder(s) who submits the original bid bond/security late i.e. after the due date and time for submission of bid, or with less amount of bid bond/security will be rejected.
3. The amount of the bid and bid bond/security shall be in Pak rupees. The bids should be accompanied by bid bond/security (refundable) amounting to **Rs.60,000** in shape of Bankers Cheque i.e. pay order in favor of Securities and Exchange Commission of Pakistan. Cheque will not be acceptable.
4. After the evaluation and approval of the technical bid, financial bids of the technically compliant bids only will be opened at a time, date and venue to be announced and communicated to the bidders in advance. Bid bond/security of technically unsuccessful bidder(s) will be returned.
5. Only registered supplier/service providers who are on Active Taxpayers List (Income and Sales Tax) of FBR/respective revenue boards are eligible to supply goods/provide services to the Commission. Bids of all those who are not registered with the Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax shall be rejected.
6. In case bidder (if selected) is not on ATL at the time of payment then the payment shall be stopped till he files his mandatory returns and appears on ATL of FBR OR whole of the tax involved or as applicable to supplies on the basis of gross value of supplies shall be deducted.
7. Taxes shall be deducted/withheld as per applicable sales tax and income tax law.
8. Relevant details plus terms and conditions of the invitation may be obtained from the undersigned personally or by visiting the EPADS <https://eprocure.gov.pk/> OR SECP website: <https://www.secp.gov.pk/procurement/>
9. Clarification if any on the requirements may be obtained by emailing at [bushra.kiani@secp.gov.pk](mailto:bushra.kiani@secp.gov.pk)
10. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
11. The bid validity period shall be 90 days.
12. 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.
13. The language of the bid is English and alternative bids shall not be considered.
14. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
15. 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.
16. The rates must be quoted strictly in accordance with our documents and Annex(es).
17. 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.

1. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of the quoted price shall be clearly mentioned.
2. 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.
3. 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 at the time of payment from all payments for supply/services rendered by any responding organization who accepts the Purchase order or signs agreement with the Commission.
4. 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 for the quoted tax in its bid and any demand from tax authorities shall be payable by that bidder.
5. 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.
6. 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.
7. 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.
8. **Bidder must submit the undertaking as per format prescribed in the relevant Annexure, failing which the bid shall be rejected**.
9. 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.
10. Payment shall be made after deduction of taxes.
11. Payment shall be made through cross Cheque/online transfer in Pak Rupees. Taxes will be deducted at source as per Government Rules at the time of payment.
12. The bid security of successful bidder will be retained and returned after completion of services. However, bid security of unsuccessful bidder(s) will be returned after award of contract to successful bidder.
13. During the retention period the bid security, no interest / markup will be provided on this amount by the Commission to bidder at the time of refund/release of bid security.
14. 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.
15. The bidders do not have the option of submitting their bids electronically except EPADS.
16. Consortium/JVs not allowed.
17. **Sealed bid security for bid by each bidder may be dropped in the tender drop box placed at Ground Floor of the NICL Building, 63 Jinnah Avenue, Islamabad.**
18. The place of bid security destination is:

**Securities and Exchange Commission of Pakistan,**

NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.

1. The envelope of Bid security shall bear the following additional identification marks:

|  |  |  |
| --- | --- | --- |
| **Bid Security for:** | **:** | **Hiring of Services for Train the Trainer Program** |
| **Bidder Name:** | **:** | XYZ |
| **Attention** | **:** | Arshad Kamal  Additional Director, Admin,  NICL Building, 63 Jinnah Avenue Blue Area, Islamabad |

1. The due date and time for submission of bid security & bids on EPADS is:

# Date: April 23, 2024

**Time: 1100Hrs**

1. The bid opening shall take place at

# Securities and Exchange Commission of Pakistan

# NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad

# Date: April 23, 2024

**Time: 1130Hrs**

**A statement “Not to be opened before 1130Hrs on April 23, 2024 shall be clearly mentioned on the top of the sealed bid security only, to be delivered in hard form at the above-mentioned destination.**

Note: Details can be found in Annexures mentioned as under:

|  |  |  |
| --- | --- | --- |
|  | Scope of Work /TORs and Technical Evaluation Criteria | Annex “A” |
|  | Financial Evaluation | Annex “B” |
|  | Format for Undertaking | Annex “C” |
|  | Documentary Evidence | Annex “D” |

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

**Annex – “A”**

**HIRING OF SERVICES FOR TRAIN THE TRAINER PROGRAM**

1. **Brief of the Requirement**

The SECP has an Internal Trainer Pool (ITP). Whilst all of the members of the ITP have been selected based on their powerful presentation skills and subject matter expertise, all of them need to be put through a structured world class train the trainer (TTT) program to provide each member of the ITP with the requisite skills to become the best trainers who can then share their knowledge and skill with others within SECP and continuously develop SECP’s workforce’s capacity.

Accordingly, T&OD is proposing that a 3 days (TTT) program be arranged at on offsite location for the ITP by a credible service provider.

1. **Our Plan:**

It is proposed that members of the ITP be taken to an offsite location (preferably at a resort in the vicinity/close proximity to Islamabad, to be arranged by SECP) where they disengage from their daily official commitments and assignments and immerse themselves in a world class training program which develops them further into great trainers.

The 3 days training program will contain a good mix of reference videos, theory, role plays, exercises, video recorded presentations, tests etc.

All logistics will be handled by SECP such as official intercity and local travel, stay and meals for the selected trainer only.

At the end of the training, all participants will be given certificates and be communicated SECP’s ask of them to deliver a certain number of training sessions during the year to relevant audiences whilst meeting requisite training and development standards.

1. **No. of Participants**

Consisting of 30 to 35 internal trainers from the ITP-

1. **Payment Terms:** Full payment shall be made after completion of the training.

**Technical Evaluation**

|  |  |
| --- | --- |
| **Evaluation Criteria for the Proposed Trainer** | **Points** |
| The Trainer Must Possess A Master’s Degree from A University Ranked Amongst the Top 500 Universities Globally. Copy of degree must be submitted:   1. Foreign University 10 Marks 2. National University 5 Marks | 10 |
| Professional Work Experience: The Trainer must possess first hand professional cumulative work experience in any one or more of the following sectors: 1. Capital Markets 2.  Insurance 3.  NBFI 4.  Islamic Finance 5.  Financial Sector Supervision & Adjudication  Experience Letters from Employers or proof of proprietorship in any of the aforementioned sectors will suffice:   1. 20 plus years (25 Marks) 2. 10 to 20 years (15 Marks) 3. Less than 10 years (No Marks) | 25 |
| At least 2 certifications acquired from Institute of Financial Markets of Pakistan (IFMP) or other such relevant forum (2.5 Marks each). Evidence of certification must be submitted. | 5 |
| A 'Senior Trainer' of Pakistan Society for Training and Development or other such credible international forum (10 Marks) (Attach evidence)   1. Senior Trainer (10 Marks) 2. Corporate Trainer (7 Marks) 3. Trainer (5 Marks) 4. Not Registered with PSTD (No Marks) | 10 |
| Proven credentials of conducting structured trainings for people within public and private organizations to become senior trainers. Reference Letters from Client to be provided.   1. **One or more TTT program in Public Sector (10 Marks)** 2. No TTT program in Public Sector (0 Marks) 3. **One or more TTT program in Private Sector (10 Marks)** 4. No TTT program in Private Sector (0 Marks) | 20 |
| **Total Points** | 70 |

**Bid(s) securing minimum 70% marks i.e. 49 marks or above, in technical evaluation shall ONLY be considered for financial evaluation.**

**Annex – “B”**

**Financial Evaluation**

**The below fixed price includes the costs for the training services only. All logistics will be handled by SECP such as official intercity and local travel, stay and meals for the selected trainer Only.**

* 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 price(only) will be considered for financial evaluation.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training Title** | **No. of Participants** | **Lump Sum Price/Service Charges excluding Sales taxes (Rs.)** | **Total applicable Sales Tax (Rs.)** | **Lump Sum Price/Service Charges including all taxes (Rs.)** |
| **Hiring of Training Service for Train the Trainer Program** | 30-35 |  |  |  |

***The above fixed price includes costs for the training services only****.* ***All logistics will be handled by SECP such as official intercity and local travel, stay and meals for the selected trainer Only*.**

Payment shall be made after confirmation of concerned Dept.

**Bid(s) securing minimum 70% marks i.e. 70 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. 70 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.**

**Annex “C”**

**Format of Affidavit/Undertaking (DULY NOTARIZED)**

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

1. I, Mr. …………………. S/o……………….. holding CNIC # ……………………. from M/s …………………. Having Its business office at ………………………….., do hereby solemnly affirm and declare as under;
2. That M/s ……………….. is not engaged, under investigation for 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.
3. That M/s ….. is not subject to any material proceedings, in relation to any audit assignments, before SECP, ICAP, AOB, any law enforcement agency or court of law, (where applicable such proceedings have been disclosed).
4. 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.
5. 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.
6. 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/*](https://www.ppra.org.pk/) ***then its bid shall be rejected***

|  |  |
| --- | --- |
| ***Name:*** | ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
|  |  |
| ***Signature*** | ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
|  |  |
| ***Stamp:*** | ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |

**Annex “D”**

**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 90 days |  |  |  |
| **7** | Authorized Contact Number and Email Address. |  |  |  |