



SINDH EDUCATION FOUNDATION
GOVT. OF SINDH
(HEAD OFFICE)

SEF (Plot. No. 21/A, Block No.7& 8 Overseas Cooperative Housing Society,
Ameer Khusro Road) Karachi. 021-34169182 & 184



Request for Proposal

RFP: Ref SEF/WEB/15-16/27

Sindh Education Foundation (SEF), Government of Sindh (GoS) invites the sealed bids from the eligible bidders to assist SEF recruit / select the qualified individuals against the vacant posts, which have recently been advertised and to be advertised by the SEF. The eligible bidders must have:

- a minimum of 3 years' experience of similar nature of assignments
- a minimum financial turnover of 4 million per annum
- tax registration with FBR and SRB authorities

The interested bidders can either obtain the bidding document(s) from the Procurement Department, SEF Karachi or download it from SPPRA & SEF websites: www.pprasindh.gov.pk and www.sef.org.pk respectively against the pay order of Rs.1000/- (non-refundable) in favor of "**SINDH EDUCATION FOUNDATION**".

The bidder will be selected in accordance with the provision of **Least Cost Selection Method {Rule 72 (1) (b) of SRR Rules 2010 (Amended 2013)}**.

Last date of bid (s) submission is February 4th, 2016 till 1:00 p.m. Technical proposal / bid(s) shall be opened on the same date at 2:00 p.m., at SEF HEAD OFFICE (The address on the envelop should be marked to the Procurement Department of SEF) in the presence of bidders/ their representatives whosoever may like to attend the bid opening meeting. Upon evaluation and approval of the Technical proposals / bid(s), the Financial proposal(s)/ bid(s) of the technically evaluated responsive /proposal (s) / bid(s) shall be publicly opened at the time and venue communicated to the technically evaluated responsive bidder(s) in advance.

The Procuring Agency may reject any bid subject to the relevant provisions of SPPRA Rules 2010 (Amended 2013) and may cancel bidding process at any time prior to acceptance of bid(s) as per Rule 25(i) of said SPP Rules.

S/d

Acting Deputy Director (Procurement)

Terms Of Reference (ToRs)

The firm / service provider will carry out the following tasks in consultation with SEF management to recruit / select the competent individuals:

- **Review 2,000 (approx.) CVs /Resumes/Applications** against the preset evaluation criteria for positions advertised by SEF
- **Prepare and notify** the list of shortlisted candidates for further screening (test and interview)
- **Design** test papers for all shortlisted positions
- **Administer tests:** i) identifying / arranging test center(s), ii) allotting Roll Nos. & Test Center(s) to the candidates, iii) notifying the schedule of test, test centers and instructions to the candidates
- **Transport** Test Material to the examination center(s) under strict security & confidentiality.
- **Submit result** in order of Merit within an agreed time period (shortest possible as per bid).

Note: The firm / service provider shall not charge/claim any fee from the applicants/candidates throughout the process.