

# **SPPRA PREQUALIFICATION DOCUMENT**



**GOVERNMENT OF SINDH**

**Sindh Education Foundation**

**PRE-QUALIFICATION**

**For**

**National Competitive Bidding**

**Pakistan**

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**Hiring of firm for HR Recruitment.**

**Tender Ref No. SEF/NP/2016-17/19**

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## PREQUALIFICATION DOCUMENT

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### **1.0 Introduction**

The basic aim of the pre-qualification is intended to eliminate, early in procurement proceedings, bidders that are not suitably qualified to perform the contract. This pre-qualification specifically means selection of competent bidders prior to issuance of the invitations to bid. SEF is opting for pre-qualification for the turnkey contract of outsourcing the Recruitment and Selection of employees by a *third-party* in order to facilitate the Recruitment and Selection process of the employees at the Sindh Education Foundation with the utmost priorities of transparency and merit. This will ensure that only the firms with appropriate experience, a proven track record, and the necessary financial and resource capacity required in a timely manner will be invited to submit bids in the bidding process.

### **2.0 Sindh Public Procurement Rules 2010**

When and how to engage in the pre-qualification process, is clearly explained in the Rules 27, 28 and 74, SPP Rules, 2010 and same may be referred for further guidance.

### **3.0 The Prequalification Process**

#### **3.1 Advertisement and Notification**

The Invitation for Prequalification (IFP)/Pre-qualification notice shall be advertised in the manner explained in the SPP Rules 15, 17 & 18 of 2010.

#### **3.2 Preparing and Issuing of Prequalification Document**

The Procuring Agency is responsible for preparing and issuing the Prequalification Document to all interested bidders. All information and data particular to each individual prequalification process must be provided by the agency in the following sections of the Prequalification Document:

#### **4.0 Section I. Instructions to Bidders (ITB);**

#### **5.0 Section II. Eligibility & Evaluation/Qualification Criteria;**

#### **6.0 Section III. Application Forms;**

#### **7.0 Section IV. Scope of Contract**

**NOTICE INVITING TENDER FOR PRE-QUALIFICATION OF SERVICES**

**(Hiring of firm for Recruitment and Selection of Employees)**

- **Sindh Education Foundation** regularly receives funds from **Government of Sindh** for its operations including recruitment and selection of new employees for which a firm is being outsourced as cited below with Scope, Estimated Cost and other details given as under:-

(i) **Scope:** (*Hiring of firm for Recruitment and Selection of Employees*).

The potential firm / service provider shall carry out the following tasks in consultation with SEF-Management to recruit / select the merit based competent individuals:

- To publish advertisement for inviting applications for the posts.
- To review applications received and prepare list of short listed candidates as per criteria given for each post.
- **Prepare and notify** the list of shortlisted candidates for further screening (test and interview)
- Prepare test papers of each post
- **Administer test:** 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.
- Checking test papers and developing, finalizing and announcement of the results.
- Screening of the top scoring applicants for interviews through established criteria.
- Conduct interviews of successful candidates of the test at suitable venues across Sindh.
- Submit list of successful candidates for each post in order of merit along with waiting list of the successful candidates for each post in order of merit.

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(ii) **Estimated Cost: Rs.1,000,000/=** (approx.) for each year

(iii) **Project Period:** (2016-17, 2017-18 and 2018-19).

- Eligibility:** Valid Registration with relevant tax authorities (FBR & SRB) in relevant category and discipline is mandatory (procuring agency must mention relevant category and discipline);
- Pre-qualification documents:** The interested firms can either obtain the Prequalification document(s) on production of a pay order of Rs.1000/-(non-refundable) in favor of ‘SINDH EDUCATION FOUNDATION’ from the **Procurement Department, SEF (Karachi) during office hours OR** download it from SPPRA and SEF Websites, [www.pprasindh.govt.pk](http://www.pprasindh.govt.pk) and [www.sef.org.pk](http://www.sef.org.pk) respectively and submit the document along with the pay order of Rs.1000/-(non-refundable) in favor of ‘SINDH EDUCATION FOUNDATION’.
- Dead line of Issuance of Documents:** Documents will be issued to interested firms up to **26<sup>th</sup> December, 2016**.
- Dead line of Submissions:** Documents duly filled and attached with relevant certificates must reach on the address mentioned herein below on or before **3:00 pm**.

Interested firms should submit their inquires/applications/documents to the following:-

Address	Head Office: House# 21-A, Block 7/8 Overseas Cooperative Housing Society, Ameer Khusro Road, Karachi
Telephone No	Ph.# 021-34305753-4, 34305754
Fax No.	Fax: 021-34169182
E-mail Address & Website	E-mail:procurement@sef.org.pk; Website:www.sef.org.pk
Focal Person	

- Sindh Education Foundation** may reject any or all applications subject to the relevant provisions of Sindh Public Procurement Rules 2010.
- Applicants will be informed, in due course, of the result of the evaluation of applications. Only the firms or contractors prequalified under this process will be invited to bid.

**Commented [MM1]:** The dates and time should be finalized by the Proc Dept. after the completion of this document and OK from the CSC.

**Commented [MM2]:** Mention finalized documents

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### 4.0 Section I. Instructions to Bidders/Applicants (ITB).

**Clause 1** The firm/contractor shall enclose the (one original and one copy) of the documents in a sealed envelope which shall:-

- (a) bear the name and address of the Applicant;
- (b) be delivered by hand or through courier/registered mail to address mentioned in advertisement for pre-qualification or in document; and
- (c) be clearly marked “Application for Pre-qualification for **“Hiring of Firm for Recruitment and Selection of Employees”**”.

**Clause 2** If the envelope is not sealed and marked as required, the procuring agency will assume no responsibility for the misplacement or pre-mature opening of the document.

**Clause 3** Document shall be prepared in the English language. In case of ICB, the information provided in any other language shall be accompanied by English translation also.

**Clause 4** Firm/Contractor must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in dis-qualification of the firm/contractor.

#### **Clause 5 Clarification and Modification of Documents (SPP Rule 23).**

Firm/Contractor, who has obtained documents, may request for clarification of contents of the bidding document in writing, and respond to such queries shall be made in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.

**Clause 6 Addendum:** At any time prior to the deadline for submission of documents, the agency may amend the Prequalification Document by issuing addenda. Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the prequalification document.

**Clause 7 Deadline for submission of Documents (SPP Rule 22 & 24):** Documents shall be received by the agency at the address (**Head Office: House# 21-A, Block 7/8 Overseas Cooperative Housing Society, Ameer Khusro Road, Karachi, Ph.# 021-34305753-4, 34305754 & Fax: 021-34169182**), not later than the (**12<sup>th</sup> January, 2017 at 3:00 pm and shall be opened on the same date at 3:30 p.m.**). The procuring agency may, at its discretion, extend the deadline for the submission of documents by amending the Prequalification Document, and in which case all rights and obligations of the Agency and the firms/contractors subject to the previous deadline shall thereafter be subject to the deadline as extended.

**Commented [MM3]:** To be finalized by Proc. Dept. as manner prescribed

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**Clause 8 Evaluation (Rule 27 (2)):** Firm's/Contractor's general and particular experience, personnel and equipment capabilities, and financial position, as demonstrated by the Applicant's responses in the prescribed forms will be evaluated as per evaluation criteria given in the document. The Procuring Agency reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract. Sub-contractor's experience and resources shall not be taken into account in determining the firm/contractor compliance with the qualifying criteria. However, Joint Venture experience & resources shall be considered. Consortium or Association of firms will be considered for similar treatment as in case of Joint Venture.

**Clause 9 Clarification of Prequalification Information (Rule 43):** To assist in the evaluation of information, the agency may, at its discretion, ask any firm/contractor for a clarification of any information which shall be submitted within a stated reasonable period of time. Any request for clarification shall be in writing. If any firm/contractor does not provide clarifications of the information requested by the date and time set in the agency's request for clarification, then application of the firm/contractor may be rejected.

**Clause 10 Verification of Prequalification Information (Rule 28 (1d)):** Verification of the information provided by the pre-qualified/shortlisted firms/contractors in the submissions for prequalification may be made. In case the information is found to be wrong or incorrect in any material way or firm/contractor is found to be lacking in the capability or resources to successfully perform the contract, then it shall not be pre-qualified.

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### 5.0 Section II: Evaluation/Qualification Criteria.

*In this section two evaluation criteria are being given for the benefit of the procuring agency. One is based on marks/score and the other is based on pass/fail criteria. Procuring agency may adopt any one of these selection methods while prequalifying the contractors/firms.*

#### 1. Criteria based on Marks/Score.

**Mandatory Provisions/Eligibility:** Firms/Contractors must possess (i) valid registration certificate ; (ii) valid registration certificate from income tax authority (NTN) and (SRB); and (iii) is not black listed. **Detailed eligibility criteria are given below:**

<b>Eligibility Criteria</b>
At least 05 years of experience in providing consulting services for recruitment and selection of employees with at least 03 similar assignments completed in the past 03 consecutive years. Documentary evidence in form of final reports and certificates may be furnished for the last 03 assignments along with a mention of their financial worth.
A minimum financial turnover of Rs. 05 (five) million per annum – Evidence required in the form of Last 12 months' Bank Statement / Bank Certificate indicating Rs. 05 million turnover or above duly stamped from concerned Bank.
Declaration on affidavit of Rs. 100/- stamp paper that the firm has never been blacklisted (duly signed & stamped).
Have registration with relevant Tax & Sale Tax Departments of the Govt. of Pakistan or Govt. of Sindh. Following evidence documents are a MUST requirement; <ul style="list-style-type: none"><li>• Copy of Sales Tax return required for last three months duly acknowledge by SRB/FBR</li><li>• Copy of withholding Tax return required for last financial year duly acknowledge by FBR</li><li>• Copy of sales tax Registration Certificate required</li><li>• Copy of National Tax Registration Certificate required</li><li>• Copy of the Tax Exemption Certificate (if any)</li></ul>

Commented [MM4]:

Firms who fail to qualify in any of the above sections shall be disqualified from the prequalification process.

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Detailed criteria for shortlisting firm;

<b>S#</b>	<b>Criterion</b>	<b>Points</b>
1	Adequacy of the proposed technical approach, methodology and workplan in responding to the Terms of Reference (TORs).	60
2	Key professional staff qualification and competence for the assignment:	
	a. Team leader (One Manager)	30
	b. Senior Officers (Two)	10

The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights;

		TL(M)	SO	
1	General qualifications	Masters	Bachelors	
2	Adequacy for the assignment (Experience)	07 years	03 years	
3	Experience in region and language	03 years	1 year	
			Total weight	100%
			Total points	100



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**6.0 Section III. Application Forms;**

**A-I Application Submission Form** *(The covering letter is to be submitted by the interested firm/contract or partner responsible for a joint venture, on appropriate company letterhead)*

Date: \_\_\_\_\_

To .....

*[Name and address of the Procuring Agency]*

Dear Sir,

**Subject: Pre-qualification of-----**

I ..... the undersigned, being duly authorized to represent and act on behalf of..... applies to be prequalified for the project cited above and enclose one (1) original *(together with -----copies)* of pre-qualification documents and declare the following:

- (a) I have examined and have no reservations to the Prequalification Document, including Addenda No(s)....., issued in accordance with ITB Clause 6.
- (b) I understand that Procuring Agency may cancel the prequalification process at any time and that Procuring Agency is not bound either to accept any application that it may receive or to invite the prequalified applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants.
- (c) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
- (d ) Agency reserves the right to amend the scope and value of any contract under this project; in such event bids will only be called from prequalified bidders who meet the revised requirements;

**2.** The Procuring Agency and its authorized representative(s) may contact the following person(s) for further information, if needed;

Person to be contacted: Telephone:

**3.** The undersigned declares that the statements and the information provided are complete, true, and correct in every detail.

Signed: Name:

PREQUALIFICATION DOCUMENT

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**A-II**

**1. Company Profile**

Date: -----

Contract: -----

All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form.

1.	Name of firm (legal): <i>(In case of Joint Venture (JV), legal name of each partner:</i>
2.	Nature of Business: <i>(Whether the firm is a Corporation, Partnership, Trust etc.) (In case of Consortium; whether the Lead Consortium Member is a Corporation, Partnership, Trust etc.)</i>
3.	Head Office Address:
4.	Telephone Fax numbers: E-mail address:
5.	Place of Incorporation/Registration: Year of incorporation/registration:
6.	Applicant's authorized representative: Telephone Fax numbers: E-mail address:
7.	<u>NATIONALITY OF OWNERS.</u>
	Name: _____ Country: _____

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**A-III**

**2. General Experience Record**

**(i) Details of Contracts of Similar Nature and Complexity completed over the last 05 years**

<b>Sr. No.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Name of Contract:</b>					
<b>Country:</b>					
<b>Name of Procuring Agency With Address, Tele, Fax.</b>					
<b>Nature of works and special features relevant to the contract for which applied:</b>					
<b>Contract Role (Mention: Sole, Sub Contractor or Partner in a Joint Venture).</b>					
<b>Value of the total contract in Pak/Rs:</b>					
<b>Date of Award:</b>					
<b>Date of Completion</b>					

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**(ii) Projects of similar nature and complexity in hand.**

Firms/ Contractors and each partner of the joint venture should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, for which Completion Certificate has yet to be issued.

<b>Name of Contract</b>	<b>Value of Contract</b>	<b>Name of Procuring Agency</b>	<b>Value of Outstanding work (Equivalent Pak Rs. Millions)</b>	<b>Estimated Completion Date</b>
1.				
2.				
3.				

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(iii) Projects executed in similar geographical conditions in last five (5) years.

Sr. No.	1	2	3	4	5
Name of Contract:					
Country & location					
Name of Procuring Agency With Address, Tele, Fax.					
Nature of works and special features relevant to the contract for which applied:					
Contract Role (Mention: Sole, Sub Contractor or Partner in a Joint Venture).					
Value of the total contract in Pak/Rs					
Date of Award:					
Date of Completion					

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**A-IV**

**4 (A) Personnel Capabilities**

Firm/Contractor should provide the names of suitably qualified personnel to meet the specified requirements stated in Section 3 (Evaluation and Qualification Criteria).

<b>Sr. No.</b>	<b>Title of Position</b>	<b>Name</b>
1		
2		
3		
4		
5		

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**A-V**

The data regarding experience of the personnel mentioned at A-IV should be supplied separately using the Form below.

**4(B) Curriculum Vitae (CV) for Proposed Experts**

1. **Proposed Position:** \_\_\_\_\_
2. **Name of Expert:** \_\_\_\_\_
3. **Name of Firm:** \_\_\_\_\_  
\_\_\_\_\_
4. **Current Residential Address:** \_\_\_\_\_  
**Telephone No:** \_\_\_\_\_ **Fax No:** \_\_\_\_\_  
**E-Mail Address:** \_\_\_\_\_
5. **Date of Birth:** \_\_\_\_\_ **Citizenship:** \_\_\_\_\_
6. **Qualification:** \_\_\_\_\_
7. **Work Experience:** Summarize professional experience in reverse chronological order.

Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

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5. Firm/Contractor shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment whether owned/ leased/ rented listed in Section 3 (Evaluation and Qualification Criteria).

A. Equipment Capabilities (owned by the contractor/firm) – **N/A**

Sr. No.	Name of Equipment	Name of manufacturer	Model and power rating	Capacity	Year of manufacture	Current location
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						



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**B. Equipment Capabilities (leased/ rented by the contractor/firm) – N/A**

<b>Sr. No.</b>	<b>Name of Equipment</b>	<b>Mention whether leased or rented</b>	<b>Name of owner</b>	<b>Address of owner</b>	<b>Contact name and title with Telephone Fax &amp; E Mail of the owner</b>	<b>Agreements Details of rental / lease / manufacture agreements specific to the project</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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6. Financial Resources. – N/A

A. Banker's Information:

Sr. NO.	Name & Address of Bank	Contact name and title	Telephone, Fax & E- Mail Address

B. Financial Status: Summarize actual assets and liabilities in Pak Rupees for the previous three years. – N/A

Information from Balance Sheet/ Income Statement	Year 1:	Year 2:	Year 3:
1.Total Assets (TA)			
2.Total Liabilities (TL)			
3. Current Assets (CA)			
4. Current Liabilities (CL)			
5.Total Revenues (TR)			
6.Profits Before Taxes (PBT)			
7. Profits After Taxes (PAT)			

C. Source of Financing: Contractor/ Firm shall provide documentary evidence for funding the project for which prequalification is being undertaken.

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### **Section IV. Scope of Contract:** *(Description of works and Period of completion)*

The potential firm / service provider shall carry out the following tasks in consultation with SEF-Management to recruit / select the merit based competent individuals:

- To publish advertisement for inviting applications for the posts.
- To review applications received and prepare list of short listed candidates as per criteria given for each post.
- **Prepare and notify** the list of shortlisted candidates for further screening (test and interview)
- Prepare test papers of each post
- **Administer test:** 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.
- Checking test papers and developing, finalizing and announcement of the results.
- Screening of the top scoring applicants for interviews through established criteria.
- Conduct interviews of successful candidates of the test at suitable venues across Sindh.
- Submit list of successful candidates for each post in order of merit along with waiting list of the successful candidates for each post in order of merit.