

**REQUEST FOR PROPOSAL (RFP)
FOR HIRING OF SERVICES OF
TESTING/RECRUITMENT AGENCY**

**PAKISTAN FOREST INSTITUTE (PFI),
PESHAWAR**

JANUARY, 2020

DEFINITIONS

- a. “**Pakistan Forest Institute**” means Pakistan Forest Institute (PFI), Peshawar.
- b. “**Contract**” means an agreement concluded between the Pakistan Forest Institute (PFI), Peshawar and the Successful Bidder
- c. “**Bidder or Service Provider**” means any company/firm who has responded to this RFP by submitting a formal proposal/bid.
- d. “**Procuring Agency or Authority**” means Pakistan Forest Institute (PFI), Peshawar.
- e. “**Date of Issue**” means the date on which this RFP is advertised by Procuring Agency to solicit bids from potential bidders.
- f. “**Day**” means calendar day including holiday.
- g. “**Regular Staff**” means permanent/full time staff employed by the successful bidder to perform the services or any part thereof.
- h. “**Request for Proposal (RFP)**” means set of documents prepared by the Procuring Agency to solicit proposal, which consists of definition, instructions for bidders, ToRs, evaluation criteria, forms for providing information and draft contract.
- i. “**Scope of Work**” means the description of formal work activities/methodology under this RFP to be completed by the Successful Bidder in accordance with the Contract signed between Successful Bidder and the Procuring Agency.
- j. “**Successful Bidder or Testing Agency**” means a bidder who has been awarded the contract pursuant to this RFP and who shall be responsible to complete assignments as enlisted in the Scope of Work and further who ranks first on the basis of combined score of Technical and Financial Evaluation.
- k. “**Terms of Reference**” (ToR) means that part of Bidding Document which explains the scope of work, activities, tasks to be performed, evaluation criteria, respective responsibilities of the bidder as well as expected results and deliverables of the assignment.
- l. “**Work Plan**” means description of completion of formal work activities under this RFP on a timeline, a description of completion of activities individually and combined within the duration specified by the Procuring Agency.
- m. “**Project Team**” means Testing Agency staff that is experienced in fulfilling invigilator duties during the written test.
- n. “**Competence Team**” means Testing Agency regular staff who are responsible for overall planning and completion of the activities as specified in this RFP.

Submission-A

MANDATORY CHECKLIST

SNO	CHECKLIST	YES/NO	PAGE#
1.	Certificate of Company/ Firm registration / Incorporation under the laws of Pakistan.		
2.	Valid Sales Tax Registration certificate of Khyber Pakhtunkhwa Revenue Authority.		
3.	Valid FBR Income Tax certificate.		
4.	Proof of FTN certificate /Tax exemption certificate <i>(for public sector entity only)</i> .		
5.	Audited Balance Sheet / Financial Statements for minimum last 2 years and maximum 3 years.		
6.	Bank Statement for the Last minimum 2 years and maximum 3 years.		
7.	Acceptance of terms and conditions of RFP duly signed and stamped.		
8.	Company's profile including:		
a.	Specific Experience <i>(Conducting Recruitment Tests for Public Sector organization in same or relevant subjects)</i>		
b.	General Experience <i>(Conducting Recruitment Tests)</i>		
c.	Technical & Competence Team <i>(CV's, Resumes, Signed by Head of HR)</i> .		
d.	Online Capabilities <i>(Conducting Tests, Applications Receiving etc.)</i>		
e.	Established offices and its addresses including the Head Office and Contact Person Details.		
9.	<p>Single Stage Two Envelops: Technical and Financial Proposals shall be submitted in 02 (Two) separately sealed envelopes: Envelope #1 shall clearly bear the name "Technical Proposal and, Envelope #2 shall clearly bear the name "Financial Proposal" and both envelopes are required to be submitted in one sealed employees which will be opened in the presence of the bidders or their representatives.</p>		
10.	Hardcopy of Presentation regarding Methodology and Workplan adopted for Completing Project.		
11.	An affidavit on stamp paper of Rs. 100/- submitting following clauses: that		

SNO	CHECKLIST	YES/NO	PAGE#
	a. the firm/bidder/company has never been blacklisted on any grounds whatsoever by any autonomous, Government and Private Sector Organization.		
	b. the service provider will not use the applicants and Pakistan Forest Institute (PFI), Peshawar data for any other purpose.		
	c. the Service Provider will use every caution to follow the Rules and Laws set by the Government of Khyber Pakhtunkhwa for conducting recruitment tests.		
	d. the Bidder is not insolvent, bankrupt or has hidden any information that is relevant or has been specified as required under this RFP.		
	e. bidder has deposited bid security amounting to 2% of the total bid cost.		

PLEASE NOTE: Price should not be mentioned in the technical bid. Provision of the above checklist and documents is mandatory.

BACKGROUND OF REQUEST FOR PROPOSAL

The Pakistan Forest Institute (PFI), Peshawar, invites the submission of proposals from Testing/Recruitment Agencies with expertise and experience to assist the Pakistan Forest Institute (PFI), Peshawar in receiving applications, handling, processing, and preparing database of the applicants. It also includes, designing application form, segregating them into eligible and ineligible applications and by clearly mentioning the reasons of ineligibility and reporting lists to PFI, Peshawar.

The successful Testing Agency will manage test centers throughout Khyber Pakhtunkhwa wherever required, generate, print and issue of Roll No. slips (admission cards) to eligible candidates, respond to queries of applicants, prepare sample question papers, conduct written/screening test, process result and announcement by maintaining secrecy and accuracy fulfilling all formalities.

Testing/Recruitment Agencies registered and licensed under Laws of Pakistan and Khyber Pakhtunkhwa with demonstrated experience in this area, are invited to respond to this RFP. The selected Respondent shall perform all Services and functions in accordance with Section Terms of Reference (TOR's) / Scope of Services in this RFP.

The work contemplated is professional in nature and must be performed maintaining high standards. It is desired that the Bidder and its human resource is of professional status, experienced and will be governed by the professional ethics in its completion of all the activities specified under the TORs. It is also understood that all reports, information, or data prepared or assembled by the testing agency under a contract awarded pursuant to this RFP are confidential in nature and will not be made available to any individual or organization, except the individuals working for the Procuring Agency and only those nominated by the Competent Authority.

THE GOVERNING RULES

The Bidding procedure shall be governed by the Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services Rules, 2014

TECHNICAL PROPOSAL

The Technical Proposal is to consist of two parts as follows:

1. Checklist (Mandatory Documents required with the Proposal)

Submission-A

- a) Proposed Methodology
- b) Work Plan
- c) Competence of team and sample tests
- d) Members of the project Team (Summary)

Technical Proposal shall provide clear and detailed description of the proposed activities and Duration/Timeline of their completion.

All proposed activities shall be outlined in a chronological order and must adhere to timelines specified by the Authority.

The capability and experience of delivering the services shall only be the most relevant and recent.

Assignments submitted beyond the previous last three assignments will not be considered.

Team structure proposed by the Bidder for the project (including updated CVs of individuals involved in management and project implementation) in accordance with relevant *Forms*. CVs should provide details of projects undertaken and completed by the individual.

Technical proposal should not contain any financial information.

Cost and financial estimates need to be provided in a separate sealed envelope clearly indicating Financial Proposal.

Evaluation of Technical Proposals

During the technical evaluation no amendments in the proposals shall be permitted.

The evaluation committee will evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the RFP document. Each responsive Proposal will be given a technical score. A Proposal will be rejected at this stage if it does not respond to

important aspects of the RFP and particularly the eligibility criteria or if it fails to achieve. The financial proposals would be opened only **for technically qualified Bidders**.

Financial proposals of those Bidders who do not qualify as Mandatory criteria will be returned without opening as soon as award of contract is finalized. An evaluation committee appointed by the Procuring Agency will evaluate the technical proposals on the basis of their compliance with the RFP and by applying the evaluation criteria and the point system, specified below:

Note: The firm/bidder having secured 70 marks out of 100 would be declared technical qualified hence threshold for passing into technical proposal is 70 %. The firm having not been able to obtain 70 marks shall be technically dis-qualified.

It is the responsibility of the bidders to ensure provision of sufficient documents to the Procuring Agency, along with the proposal, to evaluate the bids solely on the basis of the documentation submitted.

Technical Evaluation criteria for hiring testing agency is attached as **Annex-A**.

Financial Proposals

1. Testing Agencies are required to develop a comprehensive and a competitive financial proposal based on the requirements specified here in these documents.
2. After the approval of technical proposal and preliminary evaluation, the Procuring Agency will open the financial bid in the presence of the bidders or their representatives.
3. The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the formers will prevail. In addition to the above corrections, all activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.
4. **Least Cost Selection (LCS) method will be used for evaluation of financial proposal.** The lowest evaluated Financial Proposal amongst those who have been technically qualified will be offered for entering into contract with the Authority.

5. Financial evaluation criteria for hiring testing agency is attached as **Annex-B**.

AVAILABILITY OF MANAGEMENT TEAM

The successful bidder is bound to provide the services of the professional staff proposed in technical proposal. In case of non-availability of any proposed professional staff during the contract period, the bidder will provide valid reason and documentary justification. The bidder is bound to provide the substitute professional staff with same technical strength with no delay after mutual agreement of both parties i.e. the bidder and the Procuring Agency.

No member of Management Team including Project Leader should be a proposed team member in any other bid (currently invited or under review for selection purposes) submitted to the Procuring Agency for another project.

TERMS OF REFERENCES

PRE-TEST

1. The work relates to recruitment process encompassing advertisement of the vacancies, the result/merit list will be communicated to PFI, Peshawar within defined time line; both in hard and soft forms. The whole process must ensure that all eligible applicants have equal employment opportunities against different constitutional quotas as per Government policy applicable to PFI, Peshawar. The whole process from advertisement to preparation of merit list and its communication thereof to PFI, Peshawar should not take more than **8 weeks**.
2. The assignment broadly will include written /screening test for various positions advertised by PFI, Peshawar and scrutiny of documents and credentials to ascertain "Eligibility & Ineligibility" of applications.
3. The Firm/Agency will also be responsible to respond to and to bear any liability if the process is challenged by any one at any forum/court of law.
4. The selected Testing Agency shall be responsible to coordinate with the PFI, Peshawar to finalize the work plan and methodology for conducting the written and physical test/screening tests. The work plan can be altered as per needs of the PFI
5. The testing agency shall develop the "Guidelines for Candidates" which would serve as a guiding tool for filling application form and attempting written and physical tests. The Guidelines will include a sample/model paper, instructions for filling the application form, eligibility instructions and brief description of the PFI, Peshawar.
6. The portions of the test and their weightage shall be decided in consultation with the PFI, Peshawar.
7. Testing Agency will ensure that all the directives of The Government of Khyber Pakhtunkhwa are followed and the process of conducting written and physical tests are in no way in contradiction to such directives.
8. Services of testing agency will be acquired for the period during which the applications are received, written test is conducted, all necessary documents have been submitted and all necessary formalities are completed by the testing agency.
9. The Successful Bidder is expected to provide, *inter alia*, the following services: -

- a. Testing agency will develop **MCQ/Descriptive** based test in light of the requirements of vacant positions announced by PFI, Peshawar.
- b. Testing agency will share and get approved sample tests for each vacant position from PFI, Peshawar before the actual tests are conducted. Testing Agency must and will adhere to high level of confidentiality, Samples tests will only be shared with a person nominated by Competent Authority of procuring agency and will not be shared, discussed with any other individual of the Procuring Agency and Testing Agency.
- c. Testing agency will design the application Forms for applicants and will get them reviewed and approved from PFI, Peshawar.
- d. Testing agency will setup test centers in districts of KP including merged districts in which more than 200 candidates are eligible.
- e. Testing agency is to quote cost of conducting test per applicant across the Khyber Pakhtunkhwa.
- f. Testing Agency will further sort applications job and area-wise to conduct test at the respective testing centers.
- a) Testing agency will provide following requirements in the form of a detailed report and related documents to PFI, Peshawar

APPLICATIONS HANDLING

1. The Firm/Agency will receive the applications against the advertised positions by assigning an "Application No." and with record of "Date of receipt of application". This "Application No." and "Date of receipt of application" should be duly traceable, if required and will be provided to the applicants as acknowledgment of receipt of application. The Firm/Agency will ensure a mechanism that no application should be considered after the expiry of last date of submission of Applications. All applications received after due date will stand rejected.
2. The firm/Agency will develop a valid and reliable database for maintaining the record of all applicants against advertised posts. This database will be considered as "classified" information and subject to condition that it will not be used for any purpose other than for PFI, Peshawar
3. The firm/Agency must have the ability to process above 20,000 or more applications for recruitment of different categories at a single time (single assignment).

4. The Firm/Agency will be responsible for answering any query raised by the applicants and will resolve/guide the candidates in case of any difficulty/ambiguity faced by them during the application process by maintaining a valid telephone number and a responsive e-mail facility. Also, there shall be a proper mechanism for Complaints re-dressal in place.
5. The Firm/Agency will ensure a mechanism that only eligible candidates are able to submit applications against a particular position, however; information provided by the applicant will only be crossed checked with documents submitted by the candidate.
6. The Firm/Agency will ensure a mechanism that applicants may track their applications and may know the updated status.
7. The screening of the applications will be made by the Firm/Agency as per PFI, Peshawar advertised / provided guidelines and will generate the separate lists of “eligible” and “not eligible” candidates.
8. The Firm/Agency will send the lists of Eligible and Ineligible candidates’ immediately after closing dates to PFI, Peshawar clearly mentioning the grounds of being not eligible.

PRE-TEST

1. The firm/Agency will issue Roll No./ID No. to the eligible candidates.
2. The authorized representatives of the firm/Agency will ensure that only authorized candidates appear in the examination.
3. The authorized security personnel of the firm/Agency will ensure that no mob gathers near the examination halls / centers.
4. The firm/agency will seek assistance of local police authorities in case of emergency condition (also in sub clause 3 above).
5. The firm/agency will arrange test centers/ spacious examination halls through its own resources and will ensure all types of arrangements for the smooth conducting of tests viz easily accessible, comfortable seating arrangements security, arrangement of invigilators, drinking water and other facilities.
6. The firm/agency must have a pool of experts from diverse disciplines for setting of question papers observing strict confidentiality.
7. The written test shall be based on the qualification as mentioned in the advertisement.

8. The firm/agency shall share the comprehensive of the testing mechanism with PFI, Peshawar and will ensure the confidentiality and transparency of the whole process.

CONDUCTING EXAMINATION

1. The firm/agency shall print Center-wise, Roll No. wise, Name wise list of eligible applicants.
2. The firm/agency will also take attendance sheets from each center.
3. The firm/agency shall deploy the requisite staff and make necessary arrangements for the test at each center.
4. The firm shall print and display instructions for candidates at each test centers at prominent places.

POST TEST REQUIREMENTS

1. Attendance sheet to be shared with PFI, Peshawar on the day of the test.
2. Final results to be shared with PFI, Peshawar and uploaded on website at mutually agreed time frame.
3. Final merit list (all inclusive) duly stamped and signed by authorized personal of the bidding firm to be submitted within prescribed time. No revised/amended merit list will be entertained/accepted later on.
4. Presentation to demonstrate the capacity to undertake paper based written test. However, computer-based tests will be an advantage.

Organization's Profile

The interested firms are required to furnish the following information:

1. Name of the organization with addresses, phone & fax numbers, details of head office location, main branch offices in the country, on their letter head.
2. Name(s) of contract person(s).
3. Legal status i.e. Partnership/Public or Private Limited Procuring Agency/Consortium with the name and addresses of the Proprietor / Partner(s)/Director(s).
4. Affiliation with international Agency/Institution (if any)
5. Audited financial statements for the last three years.
6. Information regarding previous/current corporate client. (A list of 5 to 10 clients) i.e. Past relevant experience of providing recruitment and selection testing services with verifiable client list (preferable dealing with bulk recruitment).
7. History of litigations (if any).
8. Additional information (if any).
9. Two performance/completion certificates from last two clients on their Letter heads.

Format for Financial Proposal

S. No.	Description BPS	Fee per unit candidate	
		Figure	Word
01	Fee for test from BPS-06 to BPS-10		
02	Fee for test from BPS-11 to BPS-16		

Signature with stamp



**GOVERNMENT OF KHYBER PAKHTUNKHWA
FORESTRY, ENVIRONMENT & WILDLIFE
DEPARTMENT
PAKISTAN FOREST INSTITUTE, PESHAWAR**
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FINANCIAL PROPOSAL

S.No.	Description BPS	Fee per unit candidate	
		Figure	Word
1.	Fee for test from BPS-11 to BPS-16		
2.	Fee for test from BPS-06 to BPS-10		

Note: For any doubts / clarification Pakistan Forest Institute, Peshawar shall be contacted

**PROCUREMENT OFFICER,
PAKISAN FOREST INSTITUTE**

AUTHORIZED DEALER / SUPPLIER
Sign with Stamp

**DIRECTOR GENERAL
PAKISAN FOREST INSTITUTE
PESHAWAR**

**TECHNICAL EVALUTATION FOR HIRING OF TESTING AGENCY FOR RECRUITMENT IN
PAKISTAN FOREST INSTITUTE (PFI), PESHAWAR (BPS-06 TO BPS-16)**

Name of Testing Agency: _____

Mandatory Requirements:

Valid NTN No. _____

Valid STRN No. _____

Total Marks = 100

Passing Marks = 70

Total Weightage of Technical Bid = 70%

Financial Statement Max Marks = 10 Last 03 Audit Report = 05 Marks Bank Statement 05Million & above = 05 Marks	No. of Recruitments Made Max Marks = 20 No. of Recruitment Completed: 10-15 = 05 marks 16-30 = 10 marks 31 and above = 20 marks	No. of Recruitment Made in relevant departments i.e. Forest, Wildlife, Environment, Agriculture, Fisheries, Education Max Marks = 20 No. of Recruitments Completed : Upto 10 = 05 marks 11-20 = 10 marks 21 and above = 20 marks	Regular Staff for Testing, Planning, compiling, analyzing of Data and issuance of merit list (along with C.Vs) Max Marks= 10 Directors, Managers = 03 marks IT Experts and supporting staff = 05 marks Software developer = 02 marks	Equipment, Software and infrastructure for Shortlisting / Compiling Result Max Marks = 10 Equipment & Infrastructure = 05 marks Software = 05 marks	Established Offices in Pakistan Max Marks = 10 No. of Established Office upto 05 = 05 marks 06 and above = 10 marks
1	2	3	4	5	6

