



PEDO

PAKHTUNKHWA ENERGY DEVELOPMENT

ORGANIZATION

Government of Khyber Pakhtunkhwa, PAKISTAN

Request for Proposal

Hiring the Services of Testing/Recruitment Agency

RFP Submission Date: March 17, 2020 (10:00am)

DEFINITIONS

- a) “**PEDO**” Pakhtunkhwa Energy Development Organization, Government of Khyber Pakhtunkhwa, Peshawar.
- b) “**Contract**” means an agreement concluded between the Pakhtunkhwa Energy Development Organization Government of Khyber Pakhtunkhwa, 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 Pakhtunkhwa Energy Development Organization, Government of Khyber Pakhtunkhwa, 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

S.No.	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:		
8.a	Specific Experience (<i>Conducting Recruitment Tests for Public Sector organization in same or relevant subjects of technical nature</i>)		
8.b	General Experience (<i>Conducting Recruitment Tests</i>)		
8.c	Technical & Competent Team (<i>CV's, Resumes, Signed by Head of HR</i>).		
8.d	Online Capabilities (<i>Conducting Tests, Applications Receiving etc.</i>)		
8.e	Established offices and its addresses including the Head Office and Contact Person Details.		
9	<p>Single Stage Two Envelopes: 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 envelope which will be opened in the presence of the bidders or their representatives.</p>		
10	Hardcopy of Presentation regarding Methodology and Work plan adopted for Completing Project.		
11	An affidavit on stamp paper of Rs. 100/- submitting following clauses: that		
11.a	The firm/bidder/company has never been blacklisted on any grounds whatsoever by any autonomous, Government and Private Sector Organization.		
11.b	The service provider will not use the applicants and PEDO data		

	for any other purpose.		
<i>11.c</i>	The Service Provider will use every caution to follow the Rules and Laws set by the Government of Khyber Pakhtunkhwa for conducting recruitment tests.		
<i>11.d</i>	The Bidder is not insolvent, bankrupt or has hidden any information that is relevant or has been specified as required under this RFP.		
<i>11.e</i>	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 Pakhtunkhwa Energy Development Organization (PEDO), Government of Khyber Pakhtunkhwa, Peshawar, invites the submission of proposals from Testing/Recruitment Agencies with expertise and experience to assist the Pakhtunkhwa Energy Development Organization (PEDO), Peshawar in receiving applications, handling, processing, conducting test, preparing pre-interview merit list and database of the applicants as per the PEDO requirement. 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 PEDO HR/Admin, 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 HR/Admin individuals working for the Procuring Agency.

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 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 task (including updated CVs of individuals involved in management and project implementation) in accordance with relevant *Forms*. CVs should provide details of such like technical/professional tests 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 PROPOSAL

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 PEDO. In case if two or more parties offer the same lowest bid then the party having more score in technical evaluation will be offered for entering into contract with PEDO.
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 at least the 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 task 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 such like tasks.

TERMS OF REFERENCES (TORs)

A: PRE-TEST TORs

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 PEDO, 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 daily basis responsive e-mail facility. Also, there shall be a proper online 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 if required.
7. The data entry, QC, and screening of the applications shall be made by the Firm/Agency as per PEDO 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 PEDO HR/Administration, Peshawar clearly mentioning the grounds of being not eligible.
9. Uploading and informing the applicants regarding all the eligible and ineligible list of all candidates and shall have online grievance redressal mechanism for addressing and receiving queries of the candidates if there is any after uploading the eligible and ineligible lists. Updating the lists of eligible and ineligible lists accordingly.
10. The assignment broadly will include written /screening test for various positions advertised by PEDO, scrutiny of documents and credentials to ascertain "Eligibility & Ineligibility" of applications, developing pre-interview merit list as per the PEDO criteria and given format.
11. Arrangement of test centers throughout Pakistan (generally) and preferably in Khyber Pakhtunkhwa wherever required, generation, printing and issuance of Roll No. slips (admission cards) and sending mobile SMS to candidates, developing contents for preparation of question papers respectively.
12. Testing/Recruitment Agency must have a pool of experts from diverse disciplines particularly professional subjects and must have expertise for setting of question papers observing strict confidentiality.
13. Testing/Recruitment Agency will set and print of multiple series objective Type Test Booklet. Four different sets of Question Papers (i.e. A, B, C & D) should be prepared. Each set of Question Paper should consist same questions but with different serial numbers.
14. Designing of OMR answer sheets for each set of question paper and print OMR answer.
15. The questions in the test paper should have varying order to minimize chances of copying answers. The selection of test center, seating arrangement and quality/quantity of invigilators should be such that a conducive test environment is created. Furthermore, the selection of invigilators should be such that there is no conflict of interest.
16. Testing/Recruitment Agency will arrange test centers/examination halls through its own resources and will ensure all types of arrangements for the smooth conducting of tests viz security, arrangement of invigilators and staff, drinking water and other required facilities and logistic arrangements.
17. The testing agency shall develop the "Guidelines for Candidates" which would serve as a guiding tool for every phase and step of the project/assignment.
18. 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.
19. Testing agency will develop MCQ/Descriptive based test in light of the requirements of vacant positions announced by PEDO HR/Admin.
20. Testing agency will share and get approved sample tests and patterns for each vacant position from PEDO HR/Admin before the actual tests are conducted. Testing Agency must and will adhere to high level of confidentiality.
21. Testing agency will design the application Forms for applicants and will get them reviewed and approved from PEDO HR/Admin.

22. The selected Testing Agency shall be responsible to coordinate with the HR/Admin PEDO, 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 PEDO.
23. Sharing tests detail at least 7 days before the test which will including name and address of test centers, schedules and detail of the staff at each test center. The firm/agency shall also share the comprehensive of the testing mechanism with PEDO HR/Administration and will ensure the confidentiality and transparency of the whole process.
24. Testing/Recruitment Agency will seek assistance of local police authorities in case of emergency condition.
25. Testing/Recruitment 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 at any stage of the test.
26. Testing/Recruitment Agency shall make Pre-defined center seating arrangement.
27. Testing/Recruitment Agency will complete the whole process and submit final lists of the candidates to PEDO within 90 days from the date of advertisement.
28. Any other necessary requirements directed/instructed by PEDO.

B: CONDUCTING EXAMINATION

1. Generation and issuance of Roll No. slips (admission cards), sending mobile SMS and ensuring that all eligible candidates are informed regarding the test date, time and venue at least one week before the test date.
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 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.
5. The firm/agency must have a pool of experts from diverse disciplines for setting of question papers observing strict confidentiality.
6. The written test shall be based on the qualification as mentioned in the advertisement.
7. The firm/agency shall share the comprehensive of the testing mechanism with PEDO HR/Admin section and will ensure the confidentiality and transparency of the whole process.
8. Arrangement all Test Centers in Peshawar and in all those cities where more than 200 candidates apply or with the mutual consultation with PEDO.
9. Testing/Recruitment Agency will make the delivery as well as collection of Question papers and OMR Answer Sheets at and from the examination centers under fool proof security. The arrangement of such security shall be responsibility of the firm.
10. The bundles of answer sheets will be sealed as per criteria laid down by the firm.
11. The firm shall deliver answer sheet bundles to authorized representatives of the firm.

12. The authorized representatives of Testing/Recruitment Agency will open sealed answer sheets and tallying with attendance sheets to ascertain absentee data. A report along with the center wise attendance sheet to be prepared.
13. Testing/Recruitment Agency will prepare & share sample model papers with PEDO HR and incorporate necessary changes, if any, advised by Testing agency. These would be sample papers only to check the criteria and syllabus have been properly accommodated. Testing/Recruitment Agency shall then prepare question papers independently.
14. Testing/Recruitment Agency shall carry out designing of question papers & answer sheets and printing thereof, and shall maintain fool-proof secrecy/confidentiality in all respects.
15. After completion of the lists of candidates and after deciding the test date, the test venues shall be confirmed within 3-5 days.
16. After confirmation of the venues, Testing/Recruitment Agency shall dispatch Roll Number Slip (RNS) to the provisionally Eligible Candidates by courier / mail or courier intimating them the date, time, venue and other related details and instruction for the Test.
17. Testing/Recruitment Agency shall print and display instructions for candidates at each test centers at prominent places.
18. Testing/Recruitment Agency shall deploy professional and experienced Centre superintendent, invigilators, security and other staff at each Centre.
19. Testing/Recruitment Agency shall be responsible for conducting of examination, result processing and announcement by maintaining high level secrecy, confidentiality and accuracy by fulfilling all codal formalities and to address the complaints of individuals in timely manner at the day of test and also post-test complaints if there is any.
20. Testing/Recruitment Agency will also ensure to take attendance from each candidate and collect attendance sheets from each test centers at the day of the test.
21. Testing/Recruitment Agency shall consider weather forecasting rapport prior scheduling the test so that to avoid any inconvenience on the same day.
22. No provision of any electronic devices, calculators, mobile phones, books, notes, pages, bags, and any other devices and materials which negatively influence the quality of the examination.
23. Any other necessary requirements directed/instructed by PEDO.

D: POST TEST REQUIREMENTS

1. Testing/Recruitment Agency shall share attendance sheets with PEDO on the day of the test.
2. Final results to be shared with PEDO HR section and uploaded on website at mutually agreed time frame.
3. Answer Database to be compared with correct answers to give the score for each applicant and must perform manual counter checking of results randomly.
4. Preparation of pre-interview merit list
5. Shall have proper grievance addressing mechanism for addressing queries of candidates after the test and uploading the pre-interview merit list.
6. The authorized representatives of the firm shall compare the answer sheets from the candidates at each center with the attendance sheet and to ensure that attendance sheet and number of answer sheets match each other.

7. Testing/Recruitment Agency shall provide following requirements/data/documents in the form of a detailed report to PEDO HR/Administration department in hard as well as in soft form after completion of each task and displaying the result of the test and pre-interview merit lists of the candidates for each advertised posts as per the formats shared by PEDO HR section.
- Dully signed and stamped list of all candidates applied for a post, Eligible list and Ineligible Lists. **Annexure-I**
 - Dully signed and stamped marks wise list (from top to bottom) of each post in hard form as well as in soft form showing date, time, name and father name of the candidates, roll number, CNIC, total marks and marks obtained. **Annexure-II**
 - Dully signed and stamped printed attendance sheet record of the candidates appeared for test against each position **Annexure-III**
 - Dully signed and stamped list of the absent candidates for the test of each post **Annexure-IV**
 - Pre-Interview Merit Lists of all the qualified candidates as per the criteria of the PEDO **Annexure-V**
 - Submission of Application forms along with the documents submitted by candidates of all the qualified/shortlisted candidates to PEDO Office managed, sealed in boxes having specific identification code with description on it. **Annexure-VI**
 - All the lists including total list of candidates, ineligible list, eligible list, summary of candidates appeared for test and absent candidates, marks wise (from top to bottom) list, pre-interview merit list of the qualified candidates shall have a single excel documents having different sheets to be submitted to PEDO HR section in soft form.
 - Any other deliverable as per the PEDO requirement.

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 three 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 & above		

Signature with stamp

**FINANCIAL EVALUATION FOR HIRING OF TESTING AGENCY
Recruitment in PEDO**

S.No.	Name of Testing Agency	For BPS 06 to BPS-10	For BPS 11 & above	Average Value of (3+4)/2
1	2	3	4	5
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				