

**HIRING OF SERVICES OF TRAINING SERVICE  
PROVIDER (TSP) FIRM / INSTITUTION FOR  
PROVIDING TRAININGS UNDER PSDP PROJECT  
“CERTIFICATION INCENTIVE PROGRAMME FOR  
SMEs UNDER PQI INITIATIVE 2025”**

**Phase-II**

**TENDER ENQUIRY No. -----**

**Project Manager,  
Certification Incentive Programme (CIP)  
Ministry of Science & Technology (MoST),  
1-Constitution Avenue,  
Sector, G-5/2, Islamabad.  
Tel: 051 9216930**

**GENERAL INSTRUCTIONS & TERMS & CONDITIONS FOR SERVICES AGAINST REQUEST  
FOR QUOTATION**

**1. Introduction**

Ministry of Science and Technology (MoST), Government of Pakistan, has initiated a Public Sector Development Project (PSDP) namely, Certification Incentive Programme for SMEs in order to improve the compliance portfolio of SMEs across the country. In the said project, it is envisaged that provision of trainings on a number of certification standards to the concerned personnel of SMEs and the project will enhance the HR capacities at enterprise level. This will fulfill essential pre-requisite to embark on the journey of certification for system development eventually, leading to improved competitiveness of Pakistani products in the domestic and international markets.

**2. Project Objectives**

Following are the key objectives to be achieved by the project:

- To guide and support SMEs for exploring and adopting new trends and requirements of intentional competitiveness, improved industrial productivity and quality according to the requirements of internationally recognized standards and guidelines.
- To provide incentives upto 2050 SMEs for developing a certification framework for meaningful participation in global supply chains, enhancing export trade and to improve business practices.
- To improve international competitiveness of Pakistani entrepreneurs/ SMEs giving them an edge to enhance exports.
- To create awareness among the SMEs for adopting certification systems and entering into Certification regime to improve their performance and productivity..
- Handholding of SMEs of Baluchistan, least developed areas of KPK, Sindh, AJK and Punjab to support and facilitate them in getting relevant certifications at project cost and thereafter be given incentive.
- To establish / promote linkages between MoST, R&D organizations and Academia with SMEs for the identification of their Certification and technical issues and offering their possible solutions.
- To organize training and awareness programs on international, need based and buyer's demanded certification standards/guides for the stakeholders for the establishment & sustainability of the certification system amongst SMEs.
- Create awareness in Pakistani manufacturers, exporters and traders regarding the importance of certification through workshops & training sessions. Minimum of 1600 persons will benefit through these programs.
- Educate Pakistani manufacturers, exporters and traders through Compliance Training sessions, as per international standards to fetch higher export price.

**3. Scope of Work.**

Provision of two days, non-examination based (Awareness etc.) and five days, examination-based (Lead Auditor) training courses / services against the certification standards (given in Table 1 and Table 2 of the ToR) for SMEs and PMU staff respectively in various cities of Pakistan. (Detailed scope of work is given in TORs at **Annexures-A & B**).

**4. Prospective Training Service Provider (TSP) Firm / Institution should particularly note that:**

- Validity of each bid should be for minimum period of 90 days from the date of opening of the bid. Each Bid must be accompanied by a Pay Order / Bank Draft in favour of Project Manager, CIP, issued by any of the scheduled Bank of Pakistan or a branch of foreign bank operating in Pakistan for an amount equal to 2% of the Bid price.
- TSP Firm / Institution / will arrange for the venue, working lunch, Tea / Refreshments, training material to be provided to the participants, logistics arrangement including

boarding and lodging of the trainers and certificates of participation to be delivered on last day of respective training. In the Financial proposal, the costs on account of Venue should be quoted separately in the unit and total quoted cost against each certification course. Training Venue (City and Premises) for the training course will be arranged in consultation with the Project Management Unit (PMU) of the CIP project. PMU may, at its discretion, arrange for the venue with prior notice to the TSP Firm / Institution. In that case costs on these accounts will not be chargeable to the project.

- **Venue:** The trainings are to be provided in major cities across the country including the major industrial cities / estates / clusters, Karachi, Hyderabad, Sukher, Larkana, Nawab Shah, Quetta, Hub, Gawader, Chaman, Turbat, Peshawar, old FATA area, Kohat, Bannu, D.I.Khan, Gadoon Amazai, Hattar, Swat, Gilgit, Chitral, Skardu, Lahore, Gujranwala / Wazirabad, Sialkot, Gujrat, Multan, Rahim Yar Khan, D.G.Khan, Faisalabad, Sargodha, Mianwali etc. However, special focus areas will be least / under developed areas and these trainings are most likely to be provided at the Offices of the local Chambers of Commerce & Industry, Trade Associations or other suitable places. The schedule and places for the training will be decided by the Project Management Unit.
- The PMU / MoST do not take any responsibility for collecting the bids from any Agency. Your authorized representative may attend the Tender opening meeting, if desired. The request for extension of closing date and time shall not be entertained and tender received after closing time or date shall be returned to TSP unopened.
- The PMU / MoST reserve the right to increase or decrease the quantities / Scope of Work and accept or reject any or all of the bids or cancel any or all items prior to the acceptance of bids. However, the grounds / reasons for rejection shall be communicated to any bidder upon request.
- It must be clearly indicated in the offer that the quotation fully conforms to Technical Specifications / aspects and Terms & Conditions of the Tender Enquiry.

**5. The bidding documents comprise of the following: -**

- Instructions to TSP Firm / Institution.
- Terms of Reference for Technical proposal (Annexure-A)
- Terms of Reference for Financial proposal (Annexure-B)

**6. Time and Place for Submission of Bids.**

Bids must be delivered / submitted at the following address before **10:00 a.m. on Wednesday, the 15<sup>th</sup> December, 2021.**

**Project Manager,  
Certification Incentive Programme (CIP),  
Ministry of Science & Technology (MoST),  
1-Constitution Avenue,  
Sector G-5/2, Islamabad.**

**7. Opening of Bids**

Bids will be opened on **Wednesday, the 15<sup>th</sup> December, 2021 at 10:30 a.m.**, at the place noted above.

**8. Single Stage Two Envelope biddings**

- Bids against this tender are invited on **Single Stage Two Envelops Bidding Procedure**; therefore, the TSP Firm / Institution shall submit original copies of their Technical and Financial bids in a single sealed envelope (Single Stage Two Envelope Bidding System) along with the bid money.
- TSP Firms / Institutions are advised to carefully review and examine the enclosed Bidding Document for assessment of work involved.
- Tender Annexure to be added in both the bids; un-priced with Technical Bids & Priced with Financial Bids.

- TSP Firms / Institutions are required to submit most competitive and comprehensive bid proposal along with one set of signed and stamped Bidding Documents strictly as per Terms of Reference (TOR).

### **9. Preparation of Proposal / Bid**

TSPs Firms / Institutions will prepare their bids in two parts i.e. Technical Proposal as per ANNEXURE - A and Financial Proposal as per ANNEXURE-B. Both parts sealed separately, should be further sealed in one envelope.

**Technical Proposal / Bid:** will carry 100 marks and the technical competence of the TSP Firm / Institution will be gauged on the basis of technical criteria. The TSP Firm / Institution should, therefore, demonstrate its capability to provide the required Services and its understanding of the requisite tasks set forth in the Bidding Document. Availability of the following information / documents in the technical proposal must be ensured for proper evaluation of the bid.

**(i).** Requested information / sheets, in full with reference to the instructions given in **Terms of Reference** at Annexure-A.

**(ii).** Background, organization and experience of TSP / Institution / Firm for the purpose of providing the services for this project/contract. A list of past 5 years and present major work(s) / assignments of similar nature / type carried out, or are being carried out with documentary evidence i.e. work completion certificate or duly signed contract.

**(iii).** General approach or plan and methodology proposed for carrying out job including all detailed information, as may deemed relevant.

**(iv).** Complete Names, CVs, copies of highest degrees / qualifications, professional training experience and other relevant documents of the Tutors / Trainers.

**Technical Criteria:** (100 Marks)

1. Presentation to be given by a representative of TSP / Institution / Firm on its plan and methodology. (20 Marks)
2. TSP / Institution / Firm should have nation-wide operations preferably with established offices at major industrial cities. (List of offices and cities be attached) (10 Marks)
3. For deployment against the proposed trainings, TSP / Institution / Firm, should have ample number of training courses and certified trainers / tutors with proven competence for Training in various Quality Standards / Certification schemes. (40 Marks)  
(No. of Courses Offered= 20, No. of Qualified Trainers= 10, Trainers' Qualification & Experience =10)
4. TSP / Institution / Firm should submit list of training / management services provided to the private / public sector originations / agencies for the last 5 years. (20 Marks)  
(2 marks / Organization)
5. TSP / Institution / Firm should submit certificates of Good Market Standing/ Reputation in the training / management profession, from at least 5 most recent end users. (10 Marks)  
(2 marks / Organization)
6. TSP / Institution / Firm should have a good / sound financial standing to meet the contract obligations. (Bank / Financial Statement, duly audited, for the last three (3) years to be provided).  
**(Mandatory)**
7. TSP / Institution / Firm should certify that the Firm has never been black listed by any of the public sector department / agency. **(Mandatory)**
8. TSP / Institution / Firm should hold applicable NTN / FTN, Professional Tax and GST registrations. **(Mandatory)**

## **Financial Proposal / Bid:**

Financial Proposal should contain:

Requested information / sheets, in full with reference to the instructions given in **Terms of Reference** at Annexure-B.

All pages of the financial bid proposal shall be signed and stamped by duly authorized representatives of the TSP / Institution / Firm / Bidder.

### **10. Bid Price:**

Bid price shall be inclusive of all taxes, duties, levies, and charges (specifically inclusive of professional and provincial Taxes on services). The prices should be quoted in the bid proposal in Pak Rupees.

### **11. Cost of Bidding:**

The TSP / Institution / Firm shall bear all costs associated with the preparation and submission of its bid and in no case, PMU / MoST will be responsible or liable for those costs, regardless of the outcome of the bidding process.

### **12. Additional Services**

Contract price will be subjected to adjustment as a result of addition/reduction in scope of work w.e.f the date of its coming into effect / force.

### **13. Language of Bidding**

The bid and supporting documents and printed literature must be prepared and submitted in the English language.

### **14. Bid Validity.**

- The Bid shall remain valid and open for acceptance for a period of 90 days from the specified date of tender opening.
- In exceptional circumstances prior to expiry of the original bid validity period, the TSP / Institution / Firm can be requested in writing for an extension of the period of validity. However, in such a case, the TSP / Institution / Firm agreeing to such request will not be permitted to modify its bid.

### **15. Bid Security.**

- Each Bid must be accompanied by a Pay Order / Bank Draft in favour of Project Manager, CIP, issued by any of the scheduled Bank of Pakistan or a branch of foreign bank operating in Pakistan, on account of Bid Security at the rate of 2% of the Bid price.

### **16. Amendment of Bidding Documents.**

- At any time prior to the deadline for submission of Bids, PMU may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective TSP / Institution / Firm modify the Bidding Documents by amendment.
- The amendment shall be part of the Bidding Documents, and will be notified in writing through fax, email or letter to all prospective TSPs / Institutions / Firms who have received the Bidding Documents, and will be binding upon them.

### **17. Clarification(s) / Queries of Tender**

The TSP / Institution / Firm is expected to carefully examine all instructions, forms and specifications in the Bidding Documents. Any TSP / Institution / Firm having doubt in connection with the exact meaning or interpretation of any part of the Bidding Documents should immediately seek clarification in writing from:

**Project Manager,  
Certification Incentive Programme (CIP),  
Ministry of Science & Technology (MoST),  
1-Constitution Avenue, Sector G-5/2, Islamabad.**

For requests of all clarifications with regard to the information contained in Bidding Documents made over the telephone shall not be entertained. All inquiries about the tender made to CPC/PM and PMU, response will be made known to other TSP / Institution / Firm without disclosing identity of the TSP / Institution / Firm / Bidder who made the enquiry.

### **18. Contradictions, Obscurities and Omissions**

The TSP / Institution / Firm should likewise notify the above of any contradictions, obscurities and omissions in the Bidding Documents if clarification of these is necessary for the clear understanding of the documents and for preparation of the bid. Such enquiries, clarifications, queries must reach the above named not later than one week before the bid submission date otherwise the same will not be responded by PMU.

### **19. Modifications and Withdrawal of Bids.**

- TSP / Institution / Firm may modify or withdraw his bid after submission, provided that written notice of the modification or withdrawal is received by PMU prior to the prescribed deadline for submission of bids.
- The TSP's / Institution's / Firm's modification or withdrawal notice shall be prepared, sealed, marked and dispatched as for the bid.
- No bid shall be modified subsequent to the deadline for submission of bids and before the expiry of the period of bid validity / extended validity.
- No bid shall be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity / extended validity.

### **20. Sealing, Marking and Transmission of the Bid**

- Your detailed but separately sealed “**Technical Proposal as per Annexure-A**” and “**Financial Proposal as per Annexure-B**” should be submitted **in a single sealed Envelope**. The single envelope shall contain two sealed envelopes containing Technical and Financial Proposals, separately. The envelopes shall be properly sealed, stamped and marked as follows:

**Bid (Technical and Financial proposal) against TENDER ENQUIRY NO.-----**  
**Do not open before ..... of Bid opening date .....**

### **TECHNICAL AND FINANCIAL PROPOSALS**

**Project Manager,  
Certification Incentive Programme (CIP)  
Ministry of Science & Technology (MoST),  
1-Constitution Avenue,  
Sector G-5/2, Islamabad.**

- If the envelope is not marked as instructed above, PMU/ MoST will assume no responsibility for the misplacement or premature opening of the bid.
- In addition, you should intimate by Fax to PMU of the dispatch of your proposal.

### **21. Bid Opening**

The Bid shall be opened publicly in the office of PMU/ MoST by the Tender Opening Committee in the presence of TSP's / Institution's / Firm's representatives who choose to attend the bid opening at the prescribed time and date.

### **22. Evaluation of Proposals.**

Initial scrutiny of the bids shall be carried out to determine / check its responsiveness and conformity with the requirements of bid. The technical evaluation shall be carried out on the basis of criteria, presentation, information /data spelled out at Annexure “A” provided with this document.

**TSPs getting at least 80 or more marks out of 100 marks in the Technical Proposals / Bids will be considered Technically responsive / qualified / successful.** Financial proposals of only the technically responsive / qualified TSPs will be opened. The contract will be awarded to the Bidder offering the most advantageous bid.

**In case no Bidder / TSP is found technically responsive, MoST reserves the right to re-invite the Bids.**

### **23. Clarification of Bids.**

To assist in the examination, evaluation and comparison of Bids, PMU may at its discretion, ask the TSP for clarification of his Bid. All responses to request for clarification shall be in writing, and no change in the price or substance of the Bid shall be sought, offered or permitted.

### **24. General Terms and Conditions.**

- After opening the bids, PMU will determine whether each bid is substantially responsive to the requirements of the Bidding Documents.
- PMU will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required experience certificates/ evidence, sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- Computational errors will be rectified on the following basis:
  - If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
  - If there is a discrepancy between words and figure, the amount in words shall prevail.
- A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviation. A material deviation is one which being inconsistent with the Bidding Documents, affects in any substantial way the scope, instruction to TSPs, quality or prescribed completion schedule or which limits in any substantial way.
- A bid determined to be non-responsive will be rejected by PMU and shall not subsequently be made responsive by the TSP / Institution / Firm / Bidder by correction of the non-conformity.
- PMU may waive off any minor deviation, non-conformity or irregularity in a bid, which does not constitute a material deviation, provided that the waiver does not prejudice or affect the relative standing order of any TSP / Institution / Firm.
- To assist in determining bid's responsiveness the TSP / Institution / Firm may be asked for clarification of his bid. The TSP / Institution / Firm is not permitted, however, to change bid price or substance of his bid.
- The evaluation of the bids will take into account, in addition to the bid price, the following factors:
  - a) Reliability and efficiency of the offered Service.
  - b) Financial standing of the TSP / Institution / Firm.
  - c) Competence of the Tutor/ Training providers.
  - d) TSP's / Institution's / Firm's market standing.
- The award of the contract / PO shall be made to the TSP / Institution / Firm on the basis of evaluation criteria and weightage given to technical and financial proposal, after considering the requisites of Schedule of Requirement (Scope of Work/Bid Format).
- The successful TSP / Institution / Firm shall notify by fax / letter, of its intent to enter into a contract. The contract shall be executed only after all necessary management / Governmental approvals have been obtained.
- The TSP / Institution / Firm may lodge a written complaint to Project Manager for redressal of Grievances & Settlement of Dispute within fifteen (15) days of the placement of the Technical Evaluation Report.

## **25. Performance Bond / Bank Guarantee**

- Within fifteen (15) days of receipt of the notification of contract award, the successful TSP / Institution / Firm shall furnish to PMU, the Bank Guarantee / Performance Bond for an amount equivalent to 10% of contract value.
- The bank guarantee / performance bond shall remain valid and in full force and effect during validity / extended validity of the contract.
- The validity of Bank Guarantee / Performance Bond shall be extended by the TSP / Institution / Firm if the completion of contract is delayed, whether in whole or in part.
- The cost incurred for establishing the Bank Guarantee / Performance Bond or any extension thereof shall be to the account of the TSP / Institution / Firm.
- The Bank Guarantee / Performance Bond will be discharged after completion of the contract.
- The Bank Guarantee must be as per format to be provided by the PMU before the award of the contract.
- The proceeds of the Performance Bond shall be payable to the PMU as compensation for any loss resulting from the TSP's / Institution's / Firm's failure to complete its performance obligations under the contract.

## **26. Right to Withdraw the Request for Bids.**

PMU /MoST reserves the right to annul the bidding process at any time prior to the signing of the contract in accordance with Rule 33 of Public Procurement Rules, 2004, and shall incur no liability towards bidders / TSPs that have submitted the bids / proposals.

## **27. Signing of Contract**

Within 30 days after notification to the successful TSP / Institution / Firm regarding acceptance of its bid, the contract incorporating all agreements between the parties will be signed.

## **28. Source of Funds.**

The costs of the Contract will be financed out of funds allocated under the PSDP project "Certification Incentive Programme for SMEs under PQI Initiative 2025".



**Terms of Reference (TOR) for Technical Proposal / Bid**

**Bid / Tender Enquiry NO.-----**

**For hiring services of TSP / Institution / Firm for Training of personnel of SMEs Sector and the project on different certification schemes under PSDP project “CERTIFICATION INCENTIVE PROGRAMME FOR SMEs UNDER PQI INITIATIVE 2025”**

*Note: TSPs Bidders are requested to read this document carefully and provide complete information required in this TOR. All information required in the Technical Evaluation Criteria must be provided. PMU reserves the right to reject Proposals with in-complete or partial information.*

**1. General**

**Name and Address of TSP / Institution / Firm:**

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**Type of TSP / Institution / Firm:** (Public limited liability, private, limited, private practice, wholly owned subsidiary, sole proprietary, etc.)

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**Date Established:**

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**Name and Address of company bankers:**

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**Is your TSP / Institution / Firm: registered with Income Tax Department under Pakistani Law? (if so, provide):** Registration No. \_\_\_\_\_

**Number of Experts/ Consultant/ Human Resource Base / Competent Tutors:**

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**CEO / Managing Director:**

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**Contact Person:**

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**Telephone Numbers:**

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**Fax Number:**

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**Email Address:**

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**City wise Offices with names & qualifications of officers' In-charge:**

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## Terms of Reference (TOR)–Technical Proposal / Bid

### SCOPE OF WORK

Provision of two days, non-examination based (awareness + Development of Documents + internal auditing etc.) and five days, examination-based (Lead Auditor) training services against the certification standards (given in Table 1 and Table 2 of this ToR) for SMEs and PMU staff respectively in various cities of Pakistan.

Tentative start of the trainings	January, 2022.
Tentative completion of the trainings	December, 2022.
Scope	Please refer Table 1 and Table 2 of this ToR
Number of Personnel to be trained	Min. 1600.
Note for the TSP	<ul style="list-style-type: none"><li>• TSP / Institution / Firm will arrange for the venue, working lunch, tea / refreshments, training material to be provided to the participants, logistics arrangement including boarding and lodging of the trainers.</li><li>• Certificates of participation to be delivered on last day of respective training to the participants for the trainings mentioned in Table 1 &amp; Table 2 of this ToR.</li><li>• TSP to award Certificate of successful completion approved by relevant international accreditation body in the case of Assessor/Lead Auditor Course (Table 2 of this ToR) only.</li><li>• TSP / Institution / Firm will run the training courses / programmes as mentioned in Table-1 &amp; Table-2 at the venues agreed by PMU in various cities of Pakistan as per the provisions of and during the contract period.</li></ul>

**Table -1: Scope and Technical Evaluation Criteria – Two days’ Awareness (Non-examination based) trainings for SMEs’ personnel:**

S. No	Standard/ Certification	Scope	Number of participants per group	No. of Groups	Training Course Offered (Yes/No)	Particulars for Technical Evaluation			
						Each available Trainer’s Profile			
						Name	Qualification (Highest)	Total professional Experience (Years)	Number of Trainings delivered in the respective standard
1.	ISO 9001 -2015 / ISO 14001-2015	Awareness and Internal Auditing	35-40	4					
2.	ISO 45001 (OH&S)	Awareness and Internal Auditing	35-40	3					
3.	ISO 22000 / FSSC 22000	Awareness and Internal Auditing	35-40	2					
4.	ISO 50001	Awareness and Internal Auditing	35-40	2					

5.	HACCP	Awareness and Internal Auditing	35-40	3					
6.	HALAL Certification (PS 3733/ PS 4992)	Awareness and Internal Auditing	35-40	2					
7.	Global GAP	Global G.A.P Crops (Basics)	35-40	3					
8.	Good Manufacturing Practices	Awareness	35-40	2					
9.	ISO 17025/ ISO 15189		35-40	2					

S. No	Standard/ Certification	Scope	Number of participants per group	No. of Groups	Particulars for Technical Evaluation				
					Training Course Offered (Yes/No)	Each available Trainer's Profile			
						Name	Qualification (Highest)	Total professional Experience (Years)	Number of Trainings delivered in the respective standard
10.	SA 8000	Awareness and Internal Auditing	35-40	1					
11.	National, Regional & International Product Conformity Certification / Mark	Awareness and Internal Auditing	35-40	4					
12.	ISO/TS 16949	Awareness	35-40	4					
13.	Lean Manufacturing	Awareness and Internal Auditing	35-40	1					

S. No	Standard/ Certification	Scope	Number of participants per group	No. of Groups	Particulars for Technical Evaluation				
					Training Course Offered (Yes/No)	Each available Trainer's Profile			
						Name	Qualification (Highest)	Total professional Experience (Years)	Number of Trainings delivered in the respective standard
14.	Managing Compliance to Export Market / Buyer's requirements	Awareness	35-40	1					
15.	Safe Chemical Handling & Storage	Awareness and Internal Auditing	35-40	1					
16.	Productivity Improvement through Lean Manufacturing	Awareness	35-40	1					
17.	ISO-13485	Awareness and Internal Auditing	35-40	1					

S. No	Standard/ Certification	Scope	Number of participants per group	No. of Groups	Particulars for Technical Evaluation			
					Training Course Offered (Yes/No)	Each available Trainer's Profile		
						Name	Qualification (Highest)	Total professional Experience (Years)
18.	Any other Sector Specific Standard Approved by PSC	Awareness and Internal Auditing	35-40	2				
<b>Total</b>								



**Table -2: Scope and Technical Evaluation Criteria – 5-Days Lead (Examination-based) Auditor / Assessor Courses for the PMU Staff, organizations of MoST & Private sector SMEs /Firms / Institutions / Labs. /Entities:**

S. No.	Standard/ Certification	Scope	Number of participants per group	No. of Groups	Technical Evaluation Criteria				
					Training Course Offered (Yes/No)	Profile of each Certified Trainer			
						Name	Qualification	Total professional Experience (Years)	Number of Trainings delivered in the respective standard
1.	FSSC 22000	Auditor-Lead Auditor	4	4					
2.	AWS	Auditor-Lead Auditor	3	5					
3.	ISO 45001	Auditor-Lead Auditor	5	6					
4.	ISO 17025	Auditor-Lead Auditor	3	5					
5.	ISO 15189	Auditor-Lead Auditor	3	5					
<b>Total</b>									

**ANNEXURE –B**

**Terms of Reference (TOR) for Financial Proposal**

**Bid / Tender Enquiry No. -----**

**For hiring services for TSP / Institution / Firm for Training of personnel from SMEs Sector& the project on different certification schemes under “CERTIFICATION INCENTIVE PROGRAMME FOR SMEs UNDER PQI INITIATIVE 2025”**

*Note: TSPs are requested to read this document carefully and provide complete information required in this TOR. All information required in the Technical Evaluation Criteria must be provided. PMU reserves the right to reject Proposals with in-complete or partial information.*

## TERMS OF REFERENCE (TOR) -Financial

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### SCOPE OF WORK

Provision of two days (awareness + internal auditing) and five days (Lead Auditor) training services against the certification standards (given in table 1 and table 2 of this ToR) for SMEs in various cities of Pakistan.

Tentative start of the trainings	January, 2022.
Tentative completion of the trainings	December, 2022.
Scope	Please refer table 1 and table 2 of this ToR
Number of Personnel to be trained	Minimum 1600.
Note for the TSP / Bidder	<ul style="list-style-type: none"><li>The trainings mentioned in Table 1 and Table 2 of this ToR will be held across various cities of Pakistan, therefore, the TSP Firm / Institution is required to calculate an average cost and should include the same in the unit and total training cost.</li></ul>

**Table -1: Financial Proposal – Two days Awareness ( Non-examination based ) trainings for SMEs’ personnel:**

S. No.	Standard/ Certification	Scope	A	B	C	D = A x 1+C	E=B x D	F= E +Tax
			Number of participants per group	No. of Groups	Cost on Venue / Group	Unit price per Group	Total Price	Total price of all groups inclusive of all taxes
1.	ISO 9001 -2015 / ISO 14001-2015	Awareness and Internal Auditing	35-40	4				
2.	ISO 45001 (OH&S)	Awareness and Internal Auditing	35-40	3				
3.	ISO 22000 / FSSC 22000	Awareness and Internal Auditing	35-40	2				
4.	ISO 50001	Awareness and Internal Auditing	35-40	2				
5.	HACCP	Awareness and Internal Auditing	35-40	3				
6.	HALAL Certification (PS 3733/ PS 4992)	Awareness and Internal Auditing	35-40	2				
7.	Global GAP	Global G.A.P Crops (Basics)	35-40	3				
8.	Good Manufacturing Practices	Awareness	35-40	2				
9.	ISO 17025/ ISO 15189	Awareness	35-40	2				
10.	SA 8000	Awareness and Internal Auditing	35-40	1				
11.	National, Regional & International Product Conformity Certification / Mark	Awareness and Internal Auditing	35-40	4				
12.	ISO/TS 16949	Awareness	35-40	4				
13.	Lean Manufacturing	Awareness and Internal Auditing	35-40	1				
14.	Managing Compliance to Export Market / Buyer’s requirements	Awareness	35-40	1				
15.	Safe Chemical Handling & Storage	Awareness and Internal Auditing	35-40	1				
16.	Productivity Improvement through Lean Manufacturing	Awareness	35-40	1				
17.	ISO-13485	Awareness and Internal Auditing	35-40	1				
18.	Any other Sector Specific Standard Approved by PSC	Awareness and Internal Auditing	35-40	2				
<b>Total</b>								

**Table -2: Financial proposal – 5-Days (Examination-based) Lead Auditor/ Assessor Courses for the PMU Staff, organizations of MoST & Private sector SMEs / Private sector SMEs /Firms / Institutions / Labs. /Entities:**

S. No.	Standard/ Certification	Scope	Number of participants per group	No. of Groups	Unit price per Group	Total price of all groups inclusive of all taxes
1.	FSSC 22000	Lead Auditor	4	4		
2.	AWS	Lead Auditor	3	5		
3.	ISO 45001	Lead Auditor	5	6		
4.	ISO 17025	Lead Auditor	3	5		
5.	ISO 15189	Lead Auditor	3	5		
<b>Total</b>						