

EXPRESSION OF INTEREST



Workers' Welfare Fund

**Ministry of Overseas Pakistanis and Human Resource
Development
Government of Pakistan**

**Establishment of a Skill Development Institution
At
WWF Labour Colony, Zone-V Islamabad**

December 2021

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Expression of Interest (EOI)

for

“Establishment of a Skill Development Institute in Labour Colony at Zone-V, Islamabad”

Workers Welfare Fund (WWF), which is established under the Workers Welfare Fund Ordinance, 1971 is responsible for provision of welfare facilities to Industrial workers. WWF invites EOI for “Establishment of a Skill Development Institute” in its Labour Colony at Zone-V, Islamabad under Rule 15 “Pre-qualification of suppliers and contractors” of Public Procurement Rules, 2004.

The project includes but is not limited to establishment of Skill Development Institute (SDI) in a building allocated by Workers’ Welfare Fund in Labour Colony at Zone-V, Islamabad, development of market-driven Skill Development Programme(s), planning, execution, accreditation, operationalization and running of the Institute, development of trainees database, linkages with the market for providing sustainable livelihoods to passed out trainees.

Interested Parties (IPs) registered under relevant laws of Pakistan, with a history of operations under the same name and legal status, with the requisite demonstrable experience of operating and managing a similar project in the skill development sector for at least three years are invited to apply. It is mandatory for the IP to associate reputable and experienced personnel for the assignment.

The IPs are required to submit following requisite information/documents:

1. Detailed profile of the IP including core areas of expertise, duly registered with relevant authorities, filer status with FBR, complete address, contact information, email and management structure etc.
2. Proof of operating and managing a similar project in education sector for at least 03 years.
3. Proof of affiliation/registration with National Skills University.

The documentation accompanying and comprising EOI, as provided by any IP, shall not be reclaimable or returnable.

Detail scope of work/TORs will be shared with the shortlisted Bidders only as integral part of the Request for Proposal (RFP) package. However, EOI document containing scope of assignment, shortlisting criteria and general description can be obtained from the office or downloaded from WWF website.

IPs are advised to submit, on or before 27-12-2021 at 1300 hrs, legible EOIs (1 original and 3 copies) each page duly signed and stamped alongwith non-refundable processing fee of Rs 5,000/- in the form of Bank draft/ Pay order drawn in favor of WWF. EOIs shall be opened on the same day at 1400 hrs in the presence of representative of IPs, who may opt to be present. As per PPRA Rules 33(1), 2004, WWF reserves the right to reject any or all Proposal(s) at any time prior to the acceptance of a bid/ proposal.

EOI can also be downloaded from WWF website www.wwf.gov.pk and/or PPRA website www.ppra.org.pk. (Pay order of Rs.5,000/- may be attached with EOI in case downloaded from website).

For further information, queries and/or submission of EOI please contact:

Muhammad Masood Raza,
Deputy Director (Edu-I),
Workers’ Welfare Fund (WWF)
Building # 2, St. 39, Mauve Area
G-10/4, Islamabad.
Tele: 051-9106322, Fax 051-9106321
Web: www.wwf.gov.pk
Email: masood.raza@wwf.gov.pk

SECTION-I

Introduction & Background

1. Introduction

Workers' Welfare Fund, an autonomous organization under the Ministry of Overseas Pakistanis and Human Resource Development (OP & HRD) is mandated to finance the projects connected with the establishment of housing estates or construction of houses for the workers and other welfare measures including education training, re-skilling and apprenticeship for the welfare of the workers.

2. Scope and Objective

With the above function in mind, the Workers' Welfare Fund (hereinafter referred to as the "Fund") has planned an initiative for establishment of a Skill Development Institution with the **vision** to bring about qualitative improvement in skill sets of industrial workers and their children. The high-level objectives of the project are:

- i. Develop skilled human resource by establishing a Skill Development Institute (SDI) in a building constructed by Workers' Welfare Fund in Labour Colony at Zone-V, Islamabad. The SDI will provide opportunities for quality short-term skill development courses like beautician and hair stylist, food preparation, restaurant management, hospitality, computer operator, plumber, retail sales operation and management, office automation, web designing, digital graphic designing, laptop repairing, smartphone repairing, computerized accounting, taxation management etc. entailing gainful employment and ensuring skills development that meets the aspirations of trainees.
- ii. Align emergent needs of job market with trainees' aspirations for sustainable livelihoods, by creating a framework for outcome focused quality training.
- iii. Provide pathways for re-skilling and up-skilling of workers and their families in the identified trades, to enable them to transition into formal sector employment.
- iv. Developing effective collaborative arrangements and linkages with relevant market.
- v. Encourage families of workers to enrol for demand driven skill development activities.
- vi. Propagate aspirational value of skilling among community, by creating social awareness on value of skill development through print, electronic and social media.

The key components of the Project are:

- Establishment of Skill Development Institute (SDI)
- Development of market driven Skill Development Programme(s)
- Planning, execution, accreditation, operationalization and running of the Institute
- Examination and implementation of legal aspects of the project
- Linkages with the market for providing sustainable livelihoods.

Workers Welfare Fund (WWF), issues this EOI Document to applicants interested in bidding to develop skill development facilities primarily for workers and their children on lease-basis. Lease term proposed for this project is initially 15 years, with the option of review and extension upto maximum of another similar period, subject to performance of the lessee in the first phase and subject to terms agreed in the Lease Agreements. WWF is looking for well-established partner that meet the minimum requirement set out here forth and will issue RFP to the short-listed applicants that meet the eligibility criteria provided in this document.

3. Mode of Establishment

The Fund intends to establish a Skill Development Institute in its Labour Colony at Zone-V, Islamabad as a Joint Venture project with private entity under Lease Renovate Operate and Transfer (LROT) arrangement whereby the existing infrastructure is handed over to a private facility for a particular time period at rate agreed upon by the Board/Management. This is given to undergo renovation and its operation for a specific time period. The operation is performed on the condition that the private facility will recover the cost that is agreed in return as per the contractual agreement along with handing over of the entity back to the Fund.

The project proponent shall assume the overall programmatic and financial accountability for the project implementation, working in partnership with the Fund. The management Board is to be established which would be responsible for making strategic and policy level decisions for the Institute. The Board would approve annual work plans, supervise the overall implementation progress and authorize any major deviation therefrom. It shall provide strategic guidance, as well as give final approval to selected strategic and operational issues. The Board, headed by representative of the Fund, shall have equal representation of the Fund and the Partner.

The suggested role and responsibilities of parties, are as follows:

Workers Welfare Fund

- Provision of an already constructed single storey building at WWF Labour Colony, Zone-V, Islamabad building for establishment of SDI.
- Sponsorship of education of workers' families by payment of fee per student at subsidized rates as mutually agreed by both parties.
- Strategic guidance.
- Deployment of a system of monitoring and evaluation of the overall operations of SDI and rectification thereof.

Private Partner

- Setting up of the institution in the building provided by the Fund, along with provision of support and educational services.
- Build additional infrastructure, if required, and properly furnish/equip the institute for administrative staff, trainers, and students.
- Obtain approvals/NOC from all relevant agencies such as CDA, NAVTTC, NTB etc.
- Properly furnish/equip the Institute for administrative staff, trainers, and students/trainees.
- Full control of management including recruitment of teachers and staff.
- Introduction of skills assessment and certification system keeping in view market demand.
- Affiliation with the National Skills University/ NTB at national level.
- Accreditation with national organisations like NAVTTC etc and reputable International Organizations.
- Networking with national, international skill development institutes and expert organizations.
- Ensuring linkages with the market for providing sustainable livelihoods and maintaining complete database.
- Examination and implementation of all legal aspects of implementation of the project.

4. Property Details

4.1. Structure:

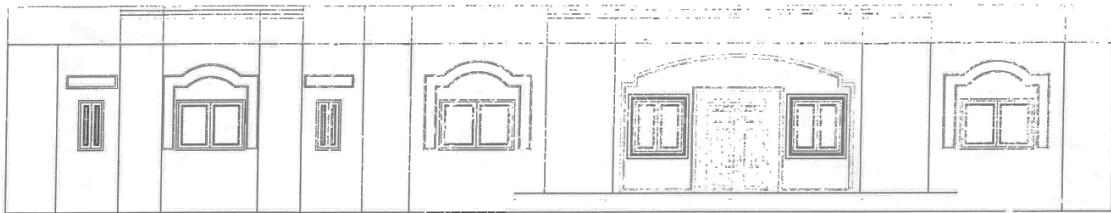
Single storey building having total plot size of 10,000 sq. ft. with covered area of 5,600 sq.ft. (2 Halls, 3 Rooms, 3 Offices, 3 Washrooms and 1 Kitchen) at WWF Labour Colony, Zone-V, Islamabad.

4.2. Picture:

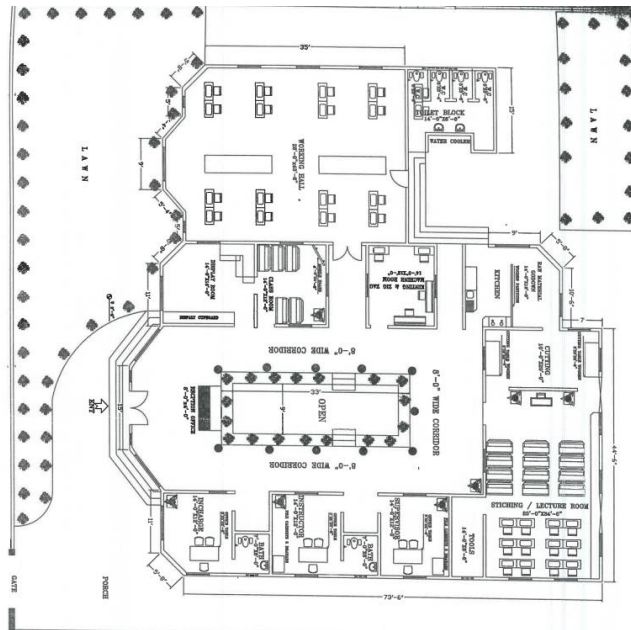


4.3. Drawings

4.3.1. Front Elevation



4.3.2. Ground Floor



5. Mandate of the Project

The suggestive mandate of this project is as follows:

Technical level

- Conceptual framework design
- Conduct detailed technical, financial, operational, and project planning of the proposed Project
- Develop Operational Framework, Guidelines and SOPs for Operations and Management of SDI.
- Development of teaching materials
- Establishment of labs for all trades
- Construction of additional classrooms, labs and other infrastructure, if required
- Procurement of machinery, equipment, tools, furniture and fixtures
- Capacity building and training of trainers
- Networking with expert organisations
- Quality training, sensitive with the emergent needs of job market
- Assessment and evaluation of students
- Follow-up and impact analysis

System level

- Organizational and management development plans, including the institutional development plans
- Establishment of effective and efficient governance structures
- Sustainability orientation and roadmap
- Provision of support for the adoption of regional and international best practices
- Skills assessment and certification system
- Career counselling and guidance methodology

Outcome

- Certified skilled human resource
- Introduction of skills assessment and certification system
- Networking with national and international skill development institutes
- Networking with expert organisations
- Strong linkages within communities
- Market linkages and relationships with micro-finance organizations
- Establishment of placement assistance systems
- Facilitating partnerships with organizations for providing sustainable livelihood
- Monitoring and evaluation

SECTION-II

Information / Instructions for the Applicants

1. Signing of Application & Number of Copies

The Applicant shall prepare documents comprising information required in the EOI document and clearly mark it “**ORIGINAL**”. The original of the application shall be typed or written in indelible ink and each page shall be signed by a person duly authorized to sign on behalf of the Applicant. **The Applicant shall submit 4 hard copies (1 original and 3 copies) and 1 soft copy of the signed application clearly marked as “ORIGINAL” and “COPY”**. In the event of any discrepancy between the original and the copy, the original shall prevail.

2. Cost of Application

The Applicant shall bear all costs associated with the preparation and submission of its application. The WWF will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the whole process by the WWF.

3. Method of Procurement

The EOI is solicited in strict compliance with Public Procurement Rules, 2004 and bids would be accepted under Rule 15 “**Pre-qualification of suppliers and contractors**” of the said Rules.

4. Language of Application

The application as well as all correspondence and documents relating to the EOI exchanged by the Applicant and the WWF, shall be written in English language. Supporting documents and printed literature that are part of the application shall also be in the same language.

5. Clarification of EOI Document

An Applicant requiring any clarification of the EOI document may contact on email id masood.raza@wwf.gov.pk WWF will respond by email to any request for clarification provided that such request is received no later than five (5) days prior to the deadline for submission of applications. The WWF shall upload its response to all queries on the official website of WWF, www.wwf.gov.pk including a description of the inquiry but without identifying its source. **WWF reserves the right to amend the EOI Document as a result of a clarification if deemed appropriate and communicate the same to all applicants by email.**

6. Amendment of EOI Document

At any time prior to the deadline for submission of applications, WWF may amend the EOI document by Issuing addendum / corrigendum. Any addendum / corrigendum issued shall be part of the EOI document and shall be communicated in writing or by Email to all who have obtained the EOI document. The addendum/corrigendum shall also be uploaded on the website of WWF and PPRA for information of all concerned.

7. Letter of Application

The applicant shall submit application form along with the documentary evidences / information required as per **Appendix-A**. This form shall be completed without any alteration to its format and shall be duly signed by the authorized representative of the bidder.

8. Submission of EOI Application

Application for EOI (**One original and three copies** (04 hard & 01 soft)) must be received in **sealed envelopes** to be delivered by hand or through registered mail/Courier on or before the closing date at 1300 hrs sharp as mentioned in the advertisement in the name and address as stated below:

Deputy Director (Edu-I), WWF Head Office, Building # 2, 39 street, Mauve Area, G-10/4, Islamabad.

Envelope should be clearly marked as **“EOI for Establishment of SDI”**

9. EOI Schedule

The schedule for this project is as follows:

Procurement Milestone	Date
Release of Eoi Document to Interested Bidders	7 th December 2021 (During Office Hours)
Last Date to Purchase Eoi Document	On or before the Eoi Submission Deadline
Eoi Submission Deadline	27 th December 2021 at 1300 hrs
Opening of Eoi	27 th December 2021 at 1400 hrs

Note: The Fund reserves the right to adjust this schedule, if required.

10. Late Submission of EOI Applications:

The EOI application which is received after the closing date and time shall not be entertained.

11. EOI Opening and Evaluation

a) Opening of Bids by Fund

- The Fund will open all EOI in the presence of Bidder’s representatives who chose to attend, at time, date and place provided in EOI. Bidder’s representatives shall mark their attendance.
- EOI that are received late shall not be accepted and opened, irrespective of the circumstances and will be returned unopened to the applicant.

b) Short-Listing of EOI by Fund

- The evaluation would be based on the criteria laid out in this document.
- Bidder meeting all the criteria would be short-listed and invited to collect the RFP and submit their bid.

12. Lack of Information

Failure of an applicant to provide comprehensive and accurate information that is essential for evaluation of the applicant’s bid or to provide timely clarification or substantiation of the information supplied may result in disqualification of the applicant and same shall be communicated to the respective bidder.

13. Only one Application

An Applicant shall submit only one application in the same EOI process. An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified.

14. Fraud & Corruption:

The WWF requires that Applicants under this EOI process, observe the highest standards of ethics during this EOI and further processing.

In pursuit of this policy, the WWF defines for the purposes of this provision, the terms set forth below:

- i. "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the WWF process or in contract execution;
- ii. "fraudulent practice" means a misrepresentation or omission of facts in order to influence the WWF;
- iii. "collusive practice" means a scheme or arrangement between two or more Applicants, with or without the knowledge of the WWF, designed to establish artificial data/information; and
- iv. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the WWF process;

The WWF will reject an application if it determined that the Applicant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices;

15. No Conflict

Applicant and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if,

- i. Such applicant and any other applicant have common controlling shareholders or other ownership interest; provided that this qualification shall not apply in cases where the direct or indirect shareholding in an applicant or a constituent thereof in the other applicant(s) is less than 1% of its paid up and subscribed capital; or
- ii. A constituent of such applicant is also a constituent of another applicant; or
- iii. Such applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the EOI of either or each of the other applicant; or
- iv. Such applicant has participated as a consultant to the Client in the preparation of any documents, design or technical specifications of the Project: or
- v. Such applicant or the subscribers of the applicant firm has any member who is in active employment of the WWF or who is a member of the Governing Body of WWF.
- vi. Confirmation to the above clauses shall be provided by the bidder in the form of an Affidavit for No Conflict, stated as Form provided in the Annexure.

16. Confidentiality

Information relating to the examination, clarification, evaluation and recommendation for the applicant shall not be disclosed to any person who is not officially concerned with the process or is not an Advisor in relation to, or matters arising out of, or concerning the EOI Process. The WWF will treat all information, submitted as part of the EOI application, in confidence and will require all those who have access to such material to treat the same as confidential.

17. WWF's Right

The WWF reserves the right to take the following actions, and shall not be liable for any such actions:

- i. Amend the scope of work, if required while adhering to the Principles of Procurement as per Rule 4 of the Public Procurement Rules, 2004 during the WWF bidding process.
- ii. Cancel the pre-qualification/EOI process and reject all applications as per provisions of Rule 33 of Public Procurement Rules, 2004.

18. WWF Representative/ Address of WWF

Muhammad Masood Raza
Deputy Director (Education-I),
WWF Head Office,
Building # 2, 39 street, Mauve Area, G-10/4, Islamabad.
Phone: 051-9106322
Email: masood.raza@wwf.gov.pk.

SECTION-III

Eligibility & Evaluation Criteria

1. Eligibility Criteria

The applicants fulfilling the following basic eligibility criteria shall only be considered for further evaluation (**relevant documents to be attached**):

- i. Applicant should be a legal entity registered under relevant laws of Pakistan, with a history of operations of at least 3 years under the same name and legal status.
- ii. The applicants should be tax payers of Pakistan, available on active tax payers list (ATL), and should submit copies of income tax returns for past 3 financial years in respect of the entity.
- iii. Applicant should provide undertakings in the form of Affidavit on a stamp paper regarding the following:
 - a. Not being blacklisted by any entity or government department in Pakistan.
 - b. Not a defaulter of any bank or financial institution in Pakistan.
- iv. The applicant (individual, firm, partnership or company) should have operated and managed a similar project in education sector preferably skill development and Skill Development Institute affiliated/registered with any other skills development authority for at least 03 years.
- v. Have knowledge of education sector and experience of operating/managing skill development institute having 100 or more students at a time.
- vi. Preference will be given to applicants registered or have association with foreign skills providing bodies along with national experience.
- vii. Audited financial statements of the applicant operating the technical education institute, for at least 3 years prior to the date of submission of this EOI
- viii. Having an annual turnover of at least PKR 5 mn from the existing education institutes.
- ix. Interested parties should demonstrate source of funds, if investment in WWF properties is being made directly by the sponsors/owners.
- x. The applicant must provide sound and feasible implementation plan.

All documentary evidence must be submitted along with the bids; no document will be acceptable after bid submission.

2. Qualification Criteria

Pre-Qualification will be based on applicant's meeting the following qualification criteria regarding their financial soundness, firm's experience and quality of its personnel, implementation approach/methodology and other relevant information as demonstrated by the applicant's response in the annexed forms and necessary documentary evidences for validating and confirming the information required in the EOI document.

Sub-Category	Category	Weightage/ Marks
A	Financial Soundness	25
B	Relevant Experience Record	30
C	Brief Understanding and Project Implementation plan (Approach & methodology)	30
D	Personnel Capabilities/Team Structure	15
	Total	100

Marks shall only be given if the EOI Forms are filled by the applicant as per instructions given in this Document. EOI status shall be decided on the basis of Pass/Fail Criteria.

No compromise shall be made on minimum requirements of 50% marks in each category and an overall minimum of 70% marks as a total shall be required to pre-qualify.

Any application submitted without fulfilling entirely the legal requirements mentioned above shall be considered invalid for evaluation and scoring.

Criteria, sub-criteria and marking system for the evaluation of applicants shall be as under:

SUB CATEGORY A: FINANCIAL SOUNDNESS

For financial soundness, audited financial statements for *last three financial years shall be submitted. No marks shall be given if audited financial statements or Bank statements of last three financial years are not attached.*

Marks shall be awarded on the basis of the following criteria:

S#	Category	Marks Assigned	Criteria for Marks
a)	Audited financial statements of the applicant operating the business, for at least 3 years prior to the date of submission of this EOI	10	<ul style="list-style-type: none"> • Full Marks will be given if 3 years financial statements audited by category “A” Chartered accountancy firm are provided. • 5 Marks will be given if 3 years financial statements audited by category “B or below rating” Chartered accountancy firm are provided. • No marks will be given if audited financial statements of 3 years are not provided.
b)	Having an annual turnover of at least PKR 5 mn from the existing education business in the last 3 years	10	<ul style="list-style-type: none"> • Full Marks will be given if annual turnover in the last 3 years is more than PKR 10 MN. • 5 marks will be given if annual turnover in the last 3 years is between PKR 5 Mn to PKR 10 MN. • No Marks will be given if annual turnover of last 3 years is less than PKR 5 MN.
c)	Interested parties should demonstrate source of funds	5	<ul style="list-style-type: none"> • Full marks will be given to applicants providing complete and accurate source of funds for investment in the WWF project. • No marks will be given to applicants not providing complete and accurate source of funds for investment in the WWF project.
Sub-Category ‘A’ Total		25	

SUB CATEGORY B: EXPERIENCE RECORD

S#	Category	Marks Assigned	Criteria for Marks
a)	Having demonstratable experience of operating and managing a similar project in the education sector for at least three years prior to the date of submission of EOI. (Preference will be given for experience in skill development)	15	<ul style="list-style-type: none"> • Full Marks will be given if applicant has demonstratable experience of more than 5 years prior to submission of this application. • 10 Marks will be given if applicant has demonstratable experience of 3-5 years or more prior to submission of this application. • No Marks will be given if applicant has no demonstratable experience of at least 3 years prior to submission of this application.
b)	Experience of management and operations of other education projects with at least 100 students or more in one project or collectively in multiple locations.	15	<ul style="list-style-type: none"> • Full Marks will be given if applicant has demonstratable experience of operating an institute having 300 students or more for at least three years prior to the date of submission of EOI. • 10 Marks will be given if applicant has demonstratable experience of operating and managing 200-350 students or more for at least three years prior to the date of submission of EOI. • 5 Marks will be given if applicant has demonstratable experience of operating and managing 100-200 students or more for at least three years prior to the date of submission of EOI. • No Marks will be given if applicant does not provide demonstratable experience of operating and managing 100 students or more for at least three years prior to the date of submission of EOI.
	Sub-Category 'B' Total	30	

SUB-CATEGORY C: BRIEF UNDERSTANDING AND PROJECT IMPLEMENTATION PLAN

Applicant has to provide a brief understanding of the project along with a detail project implementation plan.

Marks shall be awarded on the basis of detail and thoughtfulness of the project development and implementation plan by the applicant. **Maximum of 30 marks can be obtained in this category.**

It shall include, but not limited to the following

- Understanding of Client's Needs
- Overall methodology adopted to make the project successful, and identification of its key elements
- Detailed implementation plan, phasing structure and final deliverables, with timeframes for the overall project
- Identification of the potential risks and their mitigation strategies that will be undertaken to make the project successful.

SUB-CATEGORY D: CAPABILITIES OF PERSONNEL PROPOSED BY THE APPLICANT

S#	Category	Marks Assigned	Criteria for Marks
a)	Number of existing permanent staff with relevant qualification and experience in education sector	5	<ul style="list-style-type: none"> • 1 to 5 Marks will be given if detailed CVs with experience of key management professionals of the applicant organization are provided.
b)	Credential and experience of project team related to scope of work defined in the EOI	10	<ul style="list-style-type: none"> • 1 to 5 Marks will be given if a detailed and thought-out organization chart is provided, showcasing a comprehensive management approach of the institute. • 1 to 5 Marks will be given if detailed CVs with experience of key management professionals proposed for the project are provided.
	Sub-Category 'D' Total	15	

SECTION-IV
APPENDICES & PREQUALIFICATION FORMS

Letter of Application

(Organisation letterhead)

Date:-----

To
 Deputy Director (Education-I)
 Workers' Welfare Fund (WWF)
 Islamabad.

Re: EOI in respect of establishment of -----

Sir,

1. Being duly authorized to represent and act on behalf of..... (hereinafter "the Applicant"), and having reviewed and fully understood all the WWF information provided, the undersigned hereby apply for the project titled ----- in Labor Complex, Zone V, Islamabad.
2. Attached to this letter are copies of original documents defining:
 - a) The Applicant's legal status;
 - b) The principal place of business; and
 - c) The place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. The WWF and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. The WWF and its authorized representatives may contact the following persons for further information, if needed.

Contact 1	Designation	Telephone, Mobile & email
Contact 2	Designation	Telephone, Mobile & email

5. This application is made with the full understanding that:
 - (a) Bids by prequalified applicants will be subject to verification of all information submitted for EOI at the time of bidding;
 - (b) The WWF reserves the right to:
 - (i) Amend the scope of work if required during the EOI process; and
 - (ii) Reject or accept all application, cancel the EOI process.

- (c) The WWF shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above.
 - (d) The WWF shall not be liable for consequence of, and shall be under no obligation to inform the applicant of the grounds for, actions taken under para 5(b) here above.
6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed for and on behalf of [Bidder/Applicant]

Signature

Name:

Designation:

Date:

Seal:

Form 1A - Organization Information

Applicant applying for EOI is required to complete the information in this form.

Form 1A: Profile		
S #	Required Information	Response
1	Legal name of the organization	
2	Head Office Address	
3	Year of Registration / Establishment of the Organization	
4	Place of Incorporation/Registration	
5	National Tax Number	
6	Core business area/s of the organization	
7	What is the legal status of your organization? Attach Copy/Copies of Registration Certificate/s)	Partnership Firm
		Private Ltd. Company
		Others (Please specify)
8	Name and designation of 'Head of Organization'	
	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Website address:	
9	Name and designation of 'Contact Person':	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	

Form 1B – Eligibility Requirements

S#	Necessary Eligibility Information	Response/Elaboration	
1.	Mention the name of Registration Authority and provide a copy of proof of registration to prove legal identity of the organization.		
2.	Mention National Tax Number (NTN) in the name of Organization and provide a copy of registration.	National Tax Number (NTN)	
3.	Is your organization active tax payer as per Federal Board of Revenue (FBR)'s database i.e. Active Tax Payers List (ATL).		Yes Kindly attach the evidence
			No
4.	Litigation history for last 5 years		Please provide list of cases and their outcome.
5.	Has your organization ever blacklisted (i.e. declared ineligible to participate in procurements) by any government authority or any bi-lateral/multi-lateral financial institution? (MUST attach an undertaking by your organization's authorized person with this document)		We solemnly declare that our organization has never been suspended/debarred or blacklisted.
			Our organization has been blacklisted once or more than once.
6.	Please state 'Yes' or 'No' to each question: Has your organization		
	i. Been convicted of a criminal offence relating to the conduct of your business or profession;		
	ii. Committed an act of grave misconduct in the course of your business or profession;		
	iii. Failed to fulfil obligations relating to the payment of taxes under the law of country; or		
	iv. Been guilty of the offence of bribery.		
7.	Is your organization registered/ affiliated with any local skills development authority?		Yes Kindly attach the relevant document showing registration/affiliation.
			No
8.	Is your organization registered/affiliated with Foreign Skills Providing Bodies?		Yes Kindly attach the registration/affiliation certificate.
			No

9.	Does your organization have demonstrable experience of operating and managing similar project?	Yes Kindly attach the relevant document showing experience.
		No
10.	Availability of certified professional training personnel.	Yes Kindly attach the list of personnel.
		No
11.	Multiple Centres	Yes Kindly attach the list and complete address of all centres.
		No
12.	Attach copies of audited financial statements for the last three financial years of the organization; issued by a Chartered Accountant licensed with Institute of Chartered Accountants of Pakistan (ICAP) (Financial Statements must include Audit Report, Balance Sheet, Income & Expenditure Statement of Account, Cash Flow Statement and Notes to the Accounts). Cross the relevant box.	Copies Attached
		Copies Not Attached
13.	Source of funding	
14.	No conflict of interest	We solemnly declare that our organization has no conflict of interest for the project.
		There is conflict of interest in undertaking this venture.

Signature of Authorized Representative

Stamp

Form 2A - Team Structure

The Fund expects that the applicant has adequately qualified and competent personnel available to carry out the tasks required for effective implementation of this project.

4.1) Please provide following information regarding the team structure of your organization.
Total number of partners of your organization.
Total number of employees employed by your organization
Total number of permanent and part-time employees
Employees to be engaged in Fund's project
Number of permanent and part-time employees to be engaged in Fund's project
4.2) Describe how you will organize and structure the team working on this project. Provide detailed resource plan linked with the implementation plan/strategy/approach/methodology.
4.3) Indicate relevant qualifications and experience of the project team related to the requirements defined in the EOI. Use this table for both the Management staff and the Project Implementation staff. Make sure the CVs are also attached (refer form 2B CV format).

S#	Name of Staff	Designation in Org.	Qualifications	Total Work Experience (in years)	Work experience relevant to the project (in years/months)	Empl Status (Full time or part time)	Position to be assigned in the project	Task/Role to be assigned in the project

Form 2b - Curriculum vitae (CV) for proposed staff members

[Replicate this form for each member, and have it signed by the respective person]

1. Proposed Position *[only one candidate shall be nominated for each position]:* _____

2. Name of Organization *[Insert name of org. proposing the staff]:* _____

3. Name of Staff *[Insert full name]:* _____

4. Date of Birth: Nationality: _____

5. CNIC No (if Pakistani): or Passport No: _____

6. Education:

<i>Degree</i>	<i>Major/Minor</i>	<i>Institution</i>	<i>Date (MM/YYYY)</i>	<i>Completion Date</i>

7. Membership of Professional Associations:

8. Other Training/Certification *[Indicate significant training since degrees under 6 - Education were obtained]:* _____

9. Languages *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* _____

10. Employment record *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

<i>Employer</i>	<i>Position</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>

10. Detailed tasks assigned

(List all tasks to be performed under this assignment)

13. Declaration:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications and experience and the content of the CV is truthful. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative: _____

Form 3A: Details Similar Nature Projects being Managed & Operated

Project Details:

- Project name and location,
- Year of commencement of commercial operations,
- Type of ownership of property (owned or leased),
- Lease term and lessor name (if applicable),
- If Franchise is obtained, the terms of franchise restricting use of name in any other property or any restriction on starting a new project outside the scope of franchise,
- Student Enrollment levels in the last 3 years,
- Details of Courses/degree/certification offered,
- Facilities inside the property/educational institute
- Facilities outdoor sports/activities such as sports (with type of sport)
- Any other detail worth mentioning about the project.

Form 4A: Financial Soundness

*Applicant applying for EOI is required to provide financial information to demonstrate that they meet the requirements of Evaluation Criteria. If necessary, use separate sheets to provide complete information. **A copy of the audited financial statements of the past three (3) financial years must be attached.***

Financial information in PKR	Year 1	Year 2	Year 3
Annual Turnover			
Total Assests			
Total Liabilities			
Net Worth			
Working Capital			
Current assets			
Current liabilities			
Profits before taxes			
Profits After taxes			
Total Debt			
Total Equity			
Total Revenue			

AFFIDAVIT FOR CORRECTNESS OF INFORMATION

(To be printed on PKR 100 Stamp Paper)

Name: _____
(Applicant)

I, the undersigned, do hereby certify that all the statements made in the Pre- Qualification Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by WWF if the WWF, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by the WWF deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the WWF.

WWF undertakes to treat all information provided as confidential.

*Signed by an authorized Officer of
the firm*

Title of Officer _____

Name of Firm _____

Date _____

**AFFIDAVIT FOR NON-BLACKLISTING BY ANY GOVERNMENT
ORGANISATION OR DEPARTMENT
(To be printed on PKR 100 Stamp Paper)**

Name: _____

We hereby confirm and declare that we, M/s----- ,
are not blacklisted/ De-registered/ debarred by any Government department/ Public Sector
Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken
Works/ Services during the last 5 years.

For

Authorized Signatory Date:

AFFIDAVIT FOR NO CONFLICT-OF-INTEREST WITH WWF
(To be printed on PKR 100 Stamp Paper)

Name : _____

We hereby confirm and declare that we, M/s----- ,
do not have any conflict of interest as per Clause 15, Section II of this EOI document.

For

Authorized Signatory Date:

Documents Checklist

Sr. No	Required Documents	Checkbox
1	Pay order of Rs. 5,000/-	<input type="checkbox"/>
2	Copy/Proof of Registration/ Legal status of the organization is enclosed	<input type="checkbox"/>
3	Last three years' audited financial statements OR Income Tax returns of last three years submitted to FBR	<input type="checkbox"/>
4	Copy of National Tax Certificate	<input type="checkbox"/>
5	Copies of tax returns of last 03 financial years	<input type="checkbox"/>
6	Proof of operating and managing a similar project in education sector for at least 03 years.	<input type="checkbox"/>
7	Proof of affiliation/registration with National Skills University.	<input type="checkbox"/>
8	Proof of affiliation/membership with Foreign Skills Providing Bodies.	<input type="checkbox"/>
9	Proof of registration with Federal/Provincial Sales tax Authorities	<input type="checkbox"/>
10	Any additional document attached, (e.g. summary of Projects), please specify	<input type="checkbox"/>

Undertaking: Information provided above is correct and I am willing to offer my services for the assignment mentioned above.

Name of person with signatures _____