



**PUNJAB SAAF PANI**



**HR RECRUITMENT TESTING FIRM**



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# REQUEST FOR PROPOSALS

## Schedule For Proposal Process

Last date for receipt of queries	_____, 2017, ___PST <a href="mailto:procurement@saafpani.gop.pk">procurement@saafpani.gop.pk</a> Ph: (92)42-35844144-46
Last date for submission of Proposals in response to this RFP by post	_____, 2017, ___PST <b>Chief Procurement Officer</b> OFFICE NO. 5 Ahmed Block, Garden Town Lahore procurement@saafpani.gop.pk TEL: +92 42 35844144-46 www.saafpani.gop.pk

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## SECTION 1

Letter No: **PSPC-N/2017/HRTF/01**

Date: \_\_\_\_, 2017

**SUBJECT: LETTER OF INVITATION**

Dear Mr./Ms.:

1. The Punjab Saaf Company - North (PSPC-N) invites proposals to provide the services for HR Recruitment Testing Firm. Details on the services are provided in the Terms of Reference.
2. The Firm will be selected under procedures described in this RFP in accordance with the Punjab Procurements Rules 2014, Single Stage Two Envelops.
3. The RFP includes the following additional documents:
  - Section 2 –Term of References
  - Section 3 –Instructions to Firm
  - Section 4 –Evaluation Criteria
  - Section 5 –Proposal Submission Form
4. It is mandatory for proposals to be made using the Standard Forms of the RFP. Proposals that are not in the prescribed format may be discarded. If any information required in the forms is found missing, or written elsewhere, no credit will be given in the relevant section of the evaluation.
5. Firms should submit:
  - a. Copy of Registration with Securities & Exchange Commission or Registrar of Firms.
  - b. Copy of Registration with Income Tax Department and for GST
  - c. A certificate / Affidavit that the firm is not blacklisted by any Govt./Autonomous Body and involved in any arbitrary

Yours sincerely,

Chief Procurement Officer  
Punjab Saaf Pani Company  
Lahore

## SECTION 2 TERM OF REFERENCES

**Project:** HR Recruitment Testing Firm

**Assignment:** To find out recruitment services for outsourcing recruitment activity on the behalf of PSPC-N up to all levels in order to ensure more transparency in the system,

**Client:** CEO, Punjab Saaf Pani Company (PSPC-N)

### BACKGROUND

Safe drinking water is one of the basic requirements of healthy and hygienic living. According to official survey reports, 79% water samples collected from rural areas of 12 Districts and 88% water samples collected from rural areas of other 21 Districts of the Punjab province have been found unsafe for drinking. Non-availability of safe drinking water has lead to many waterborne diseases, in particular, those that affect the mother and child's health in Punjab's rural areas, resulting in high mortality rate.

According to a report of Consumer Rights Commission of Pakistan, supported by the Japan Fund for Global Environment (JFGE), every 5th Pakistani child under the age of five suffers from waterborne diseases; and roughly 50 percent of mortality and 40% of hospital admissions are also caused by waterborne diseases.

In order to address this situation, the Government of Punjab has endeavored to develop a program to improve water supply in terms of, both, access and quality of drinking water, especially in un-served and underserved areas i.e. rural and peri-urban areas of the province. PSPC-N, a public sector company, has been established as a Special Suggest Vehicle (SPV) to conceive, plan, design, execute and manage projects for provision of safe drinking water to the communities living in those areas.

PSCP intends to hire services of company to outsourcing recruitment activity on the behalf of PSC-N up to the level of CV/Application collection, initial shortlisting as per criteria and merit generation of all eligible candidates, through a 'Recruitment Test' in

order to ensure more transparency in the system and provide all data with reporting at all stages of the process until joining of incumbent at PSPC-N.

### **SCOPE OF WORK**

Recruitment Company would be providing following services to the Client, through their expertise with approval of the client, which includes but not limited to:

- 1) **Recruitment Test:** Conducting 'Recruitment Test' for all eligible candidates. The test should include relevant technical / professional questions, analytical, factual, theoretical questions with respect to the position as mentioned in the Ad. The service provider shall invigilate the Recruitment Test and ensure proper security measures of examination hall as well as necessary facilities.
- 2) **Communications:** Must have ability of fast mode of communication calls by providing services like couriers, email, mobile and text messages, issuance of roll # slips and necessary intimations to the candidates called for test.
- 3) **Assessment Centre for Test Exempted Provisions:** Provision of assessment center (Preliminary interviews, Psychometrics test, Presentation Skills, Decision Making and Leadership Skills etc.) for senior positions which are otherwise exempted from the recruitment test.
- 4) **Compilation of Result from Test / Assessment center & Sharing:** Results must be compiled in a very secure/ confidential manner under the supervision of Examination/ Assessment center head/ in charge and to be shared with PSPC-N.
- 5) Provide data of top candidates with merit sheets and test results for the interview with PSPC-N.

### **DELIVERABLES:**

- 1) The services provider will submit report comprising particulars of all candidates including their personal, educational, experience and contact details.
- 2) List of 'Shortlisted candidates' as 'Eligible' and 'Non Eligible' according to criteria mentioned in the Ad and reasons there to.
- 3) Sample Test Paper and getting it approved from PSPC-N
- 4) Conducting Recruitment Test
- 5) 'Test Results/ Final Merit Sheet' and recommending 'top 5-10 (or as per our requirement) candidates' for each position to be interviewed by PSPC-N
- 6) List of CV scoring (as mentioned in point # 3 of scope of the work) and Interview Assessment center.
- 7) Any other report within the scope of work for information of PSPC-N.

### **REPORTING REQUIREMENTS:**

The service provider shall be submitting, a soft copy and 3 hard copies of all reports to the CEO and Head HR-PSPC-N as per 'Deliverables' mentioned above.

### **GENERAL CONDITIONS**

1. All work by the recruitment consultant company / service provider should be carried out collaboratively with the CEO PSPC-N and Head HR.
2. An agreement/ MOU shall be drawn between PSPC-N and the Consultant, before the commencement of the consultancy service.
3. All documents shall be prepared in English and submitted on electronic media along with required number of hard-copies.
4. All the data, documents and reports produced by the recruitment consultant company / service provider for the said services shall be the property of the Client .The Consultant / service provider shall not share and use any data, document and reports for any other purpose / job without the explicit written approval of the Client.

## SECTION 3

### Instruction to Firms

#### A. *Definition*

- (a) “Assignment” means the services for HR Recruitment Testing Firm.
- (b) “Client” means the CEO, Punjab Saaf Pani Company, with which the selected Consultant signs the Contract.
- (c) “Day” means calendar day.
- (d) “Firms” means any firms/consortiums/joint wish to submit proposal in response to this RFP.
- (e) “Government” means the Government of the Punjab and all its associated departments, agencies, autonomous/semi-autonomous bodies, local governments, boards, universities and similar other organizations.
- (f) “Instructions to Firms” means the document, which provides Firms with information needed to prepare their Proposals.
- (g) “LOI” means the Letter of Invitation included in the RFP.
- (h) “MOU” means Memorandum of Understanding included in this RFP, when signed by the Parties, and all attached documents.
- (i) “Personnel” means professionals and support staff provided by the Firms to perform the Services or any part thereof.
- (j) “Proposal” means the Technical Proposal and the Financial Proposal.
- (k) “Services” means the Assignment to be performed by the firm pursuant to the Contract.
- (l) “Rules” means the Punjab Procurement Rules-2014 (PPR-009) notified in Provision of Punjab Procurement Regulatory Authority Act 2009 (VIII of 2009).
- (m) “Terms of Reference” (TOR) means the document included in this RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Firm, and expected results and deliverables of the assignment.

#### B. *Eligibility of Firms*

- 1) The service provider/ recruitment consulting firm must have a good market reputation and clientele of minimum 20 firms preferably belonging to public sector and proven track record.



- 2) Service provider must have IT Developed online application form system for the ease of the applicants so they easily get registration forms on the website as well as back up of the same.
- 3) The service provider shall have the arrangements to issue roll number slips to all candidate with the information of examination center, name, address, candidate photograph, time and duration of test through e-mail, SMS and courier services. Also have assessment center for senior staff recruitment.
- 4) The recruitment firm must provide detailed list of testing centers on their panel that have ability to accommodate physical test of more than 50,000 thousand candidates at a time.
- 5) The service provider shall have a team of professionals / faculty members for preparing technical tests.
- 6) The service provider/ recruitment consultant shall have a professional legal team to face any legal complication at its own, if any such condition arises during the recruitment process.

**C. *Number of Proposals***

Each Firm shall submit only one (1) Proposal in response to this RFP. Any Firm, which submits or participates in more than one Proposal will be disqualified.

**D. *Preparation Cost***

The Firm shall be responsible for all of the costs associated with the preparation of its Proposals and its participation in the Evaluation process. PSPC-N will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the evaluation process.

**E. *Due Diligence***

1. It is desirable that each Firm submits Proposals after due diligence. It would be deemed that by submitting the Proposals, Firm has made a complete and careful examination of the RFP; and
2. The PSPC-N shall not be liable for any mistake or error on the part of the Firm in respect of the above.

**F. *Right to Accept or Reject any or all Proposals***

1. Notwithstanding anything contained in this RFP, PSPC-N reserves the right to accept or reject any proposal and reject all proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment.
2. The PSPC-N reserves the right to reject any Proposal if:
  - a. At any time, a material misrepresentation is made or uncovered, or
  - b. The Firm does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the proposals.

Such misrepresentation / improper response would lead to the disqualification of the Firm.

**G. Clarifications**

Interested Firms may address their queries relating to the RFP to the Offices of the Chief Procurement Officer, PSPC-N as given in Schedule for Proposals. The PSPC-N would endeavor to respond to the queries. The responses will be sent by fax/ email.

**H. Amendment of RFP**

1. At any time prior to the deadline for submission of Proposals, PSPC-N may, for any reason, whether at its own initiative or in response to clarifications requested by any Firm, modify the RFP Document by the issuance of an Addendum.
2. Any Addendum thus issued will be sent in writing to all those who have sent queries to the RFP Document.

**I. Language**

The RFP and all related correspondence and documents should be written in the English language.

**J. Currency**

The currency for the purpose of the Proposal shall be the Pak Rupee (PKR).

**K. Validity of Proposals**

Proposals shall remain valid for a period not less than 90 days from the Proposals submission Due Date. PSPC-N reserves the right to reject any Proposals, which does not meet this requirement.

**L. Format and Signing of Proposals**

1. The original Proposal; shall contain no interlineations or overwriting, except as necessary to correct errors made by the Firms themselves. The person who signed the Proposal must initial such corrections.
2. An authorized representative of the Firm shall initial all pages of the original Proposal. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Proposal shall be marked "Original"

**M. Sealing and Marking of Proposals**

1. The Firm shall seal the original and copy duly marking the envelopes as "ORIGINAL" and "COPY". The envelopes shall then be sealed i [insert name of Assignment]" and also the name(s) of Firm.
2. Proposal shall contain:

- a. Power of Attorney for the signing authority;
  - b. Firms details
  - c. Completed Format for Financial Capability along with supporting documents;
  - d. Proposals in the prescribed format along with supporting documents;
3. The envelope shall be addressed to:

**Chief Procurement Officer**

OFFICE NO. 5 Ahmed Block, Garden Town Lahore

procurement@saafpani.gop.pk

TEL: +92 42 35844144-46

www.saafpani.gop.pk

4. If the envelope is not sealed and marked as instructed above, PSPC-N assumes no responsibility for the misplacement or premature opening of the contents of the Proposals submitted.

**N. *Proposals Submission Date***

Proposals should be submitted before \_\_\_\_, 2017\_\_PST on the Due Date mentioned in the Schedule for Proposal Process, at the address provided above in the manner and form as detailed in this RFP. Proposals submitted by either facsimile transmission, telex or e-mail would not be considered for evaluation. However PSPC-N reserves the right to extend the Proposals submission Due Date and Time, at any time prior to opening of Proposals in response to this RFP.

**O. *Late Proposals***

Proposals received after the Due Date shall not be considered,

**p. *Modifications/ Substitution/ Withdrawal of Proposals***

Firm may modify, substitute or withdraw its Proposals after submission, provided that written notice of the modification; substitution or withdrawal is received by PSPC-N before the Proposals submission Due Date and time. No Proposal shall be modified or substituted by the Firm after the submission.

**Q. *Evaluation of Application - Due Date***

The PSPC-N would open the Proposals on the opening Date mentioned in the Schedule of Proposal Process, for the purpose of evaluation.

**R. *Evaluation Criteria***

The PSPC-N would subsequently examine and evaluate Proposals in accordance with the criteria set out in this RFP.

**S. *Evaluation of Proposals - Supporting Documents***

The PSPC-N reserves the right to call for supporting documentation to verify the data provided by Firm at any time during the evaluation process. The Firm in such cases would need to provide the requested clarification / documents promptly and within the stipulated time failing which the Firm is liable to be disqualified at any stage of the evaluation.

**T. *Evaluation of Proposals - Right to Reject***

The PSPC-N reserves the right to reject any Proposal if:

1. At any time, a material misrepresentation is made or uncovered; or
2. The Firm does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the Proposal.

**U. *Confidentiality***

Information relating to the examination, clarification, evaluation, and recommendation for the Firm's shall not be disclosed to any person not officially concerned. The PSPC-N will treat all information submitted as part of Proposal in confidence and would require all those who have access to such material to treat the same in confidence. The PSPC-N will not divulge any such information unless it is ordered to do so by any authority that has the power under law to require its disclosure.

**V. *Tests of responsiveness***

Prior to evaluation of Proposals, PSPC-N will determine whether each Proposal is responsive to the requirements of the RFP. The PSPC-N reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by PSPC-N in respect of such Proposal.

**W. *Qualification and Notification***

After the evaluation of Proposal, PSPC-N would announce a selected Firm who meet the Qualification Criteria. At the same time, PSPC-N would notify the other Firms that their Proposals have been unsuccessful. The selected firm shall then be requested by the PSPC-N to sign the Contract.

**X.** PSPC-N reserves the right to reject proposals submitted in response to this RFP Invitation at any stage according Punjab Procurement Rules (PPR) 2014. PSPC-N also reserves the right to hold or withdraw from or cancel the process at any stage.



## SECTION 4

### Criteria for Evaluation

The Firms shall be selected using criteria given below on the basis of their:

1. Technical Experience; and
2. Financial capability and Financial Proposal

### *Evaluation Criteria*

Once all Firm would be evaluated according to the following criteria:

### CRITERIA FOR EVALUATION

1	<p><b>Company Profile must be a registered body for last 10 years</b></p> <p>If 1 to 2.5 years' experience If 2.5 to 5 years' experience If 5 to 7.5 years' experience If 7.5 to 10 years' experience</p>	<p><b>10 points (break up)</b></p> <p>2.5 points 2.5 points 2.5 points 2.5 points</p>
2	<p><b>Details of Similar Work/ Assignments already completer (at least 10)</b></p> <p>One to Five assignments of Rs.10Million Six to ten assignments of Rs.10Million</p>	<p><b>10 points (break up)</b></p> <p>05 points 05 points</p>
3	<p><b>Organizational Structure / Quality Management System</b></p>	<p><b>10 points</b></p>
4	<p><b>Management/Team</b> Each PhD personnel = 2 marks At least 05 PhD.</p>	<p><b>10 points</b></p>
5	<p><b>Corporate Capacity have capacity to conduct tests at every district headquarters in Punjab and all over Pakistan</b></p>	<p><b>10 points</b></p>
6	<p><b>Financial Stability certificate</b></p> <p>01 to 05 years of Average Annual Turnover 100 Million 06 to 10 years of Average Annual Turnover 100 Million</p>	<p><b>30 points (break up)</b></p> <p>15 points 15 points</p>
7	<p><b>Content Experts / Consultants</b></p> <p>Subjects are: Agriculture &amp; Food Sciences, Human Nutrition, Bio technology, Bio chemistry, Botany, Physics, Biology, Chemistry, Math, IT/Computer,</p>	<p><b>10 points (break up)</b></p> <p><b>i) 05 points for at least 03 Phd</b></p> <p><b>ii) 05 points for</b></p>

**Section 4**

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	Education/Pedagogy, Islamic Studies, Current Affairs, General Knowledge, Arabic, Physical Education.	<b>at least 03 M.Phil</b>
8	<b>Registration/ Certification</b>  i) <b>SECP certificate</b> ii) <b>ISO certificate</b> iii) <b>NTN/GST Registration</b> iv) <b>PRA Registration</b> v) <b>Never Black Listed firm/Arbitration</b>	<b>10 points (break up)</b> <b>2 points</b> <b>2 points</b> <b>2 points</b> <b>2 points</b> <b>2 points</b>

**Note: Any Applicant that scores less than 70points will bedis-qualified. Financial proposal of qualified applicants will be opened.**

**SECTION 5**  
**PROPOSAL SUBMISSION FORM (1A)**

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[Location, Date]

To: [Name and address of Client]

Dear Sir,

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held we undertake to negotiate and our Proposal is binding upon us and subject to the modifications resulting from negotiations.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than the date agreed between parties.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_



## FORM TECH-1 FIRM'S ORGANIZATION AND EXPERIENCE

### A - FIRM'S ORGANIZATION

*[Provide here a brief (two pages) description of the background and organization of your firm/entity (including organogram) and each associate for this assignment.]*

Firm Background:

1. Details of Firm
  - (a) Name
  - (b) Country of Incorporation
  - (c) Address of the corporate headquarters and its branch office (s), Pakistan
  - (d) Date of incorporation and / or commencement of business
2. Brief description of the Firm including details of its main lines of business and proposed roles and responsibilities in this Assignment.
3. Name, Designation, Address and Phone Nos. of Authorized Signatory of the Applicant:
  - (a) Name:
  - (b) Designation:
  - (c) Applicant's Company:
  - (d) Address:
  - (e) Telephone No:
  - (f) E-mail Address:
  - (g) Fax No:

## B - Firm's Experience

[Using the format below, provide information on each assignment for which your firm was legally contracted as a corporate entity for carrying out services similar to the ones requested under this Assignment. Use maximum 5 pages. Please provide Client's certification and/or evidence of the contract.]

Assignment name:	Value of the contract (in current PKR )
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. staff-months (by your firm) on the assignment:
Start date (month/year): Completion date (month/year):	fee of charges from applicants (in current PKR)
Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	
Narrative description of Service:	

**FORM TECH-2 COMMENTS AND SUGGESTIONS ON THE TERMS OF  
REFERENCE**

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A - ON THE TERMS OF REFERENCE

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

## FORM TECH-4 TEAM COMPOSITION AND TASK ASSIGNMENTS

PROFESSIONAL STAFF					
Name of Staff	CNIC No./Passport No.	Firm	Area of Expertise	Position Assigned	Task Assigned

## FORMTECH-5WORK SCHEDULE

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Schedule of Activities		
Sr.No	Activity	Duration
	Advertisement	
	Shortlisting	
	Test Conducting	
	Result	
	Interview assistance	
	others	

**Form FIN-1 Summary of Fee**

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**Summary Financial Proposal**

(Million)

Sr. #	Particulars	Per test
1	<i>Fee to be charge for each applicant:</i>	

**FORMAT FOR ESTABLISHING FINANCIAL CAPABILITY**

<b>Average Annual Turnover (PKR. Millions)</b>	
<b>Year</b>	<b>Amount</b>
Last 1 to 5 Years	
Last 6 to 10 Years	

(Signature of Authorized Signatory)

**Firm seal & stamp**

Signature, Name, Address and Membership No. of Chartered Accountant