REQUEST FOR PROPOSAL (RFP)

"CODISKILLS"

Empowering Youth with Highly Demanded Skills in Coding

No.: IGNITE/Codi/2024-25/0031/Proc

Date of issue: 14 June, 2024

IGNITE – National Technology Fund

Ministry of Information Technology & Telecom

Government of Pakistan

3rd Floor, Telecom Foundation (TF) Complex

7 Mauve Area, G-9/4, Islamabad

www.ignite.org.pk

TABLE OF CONTENTS

PART A

DEFINITIONS, INSTRUCTIONS & INFORMATION FOR BIDDERS

In this Request for Proposal (RFP), unless the context provides otherwise:

a) **"Asst. Trainer" or "Assistant Trainer"** is the trainer proposed by the Bidder who will acts as the Lead Trainer's right hand, supervising trainees and their hands-on training requirements, discipline & environment in the /class room and following all instructions/guidelines of the Lead Trainer.

b) **"Bidder"** means a firm, agency, party or consortium/JV which will submit proposal in response to this RFP.

c) **"Bidding Document"** means set of documents prepared by Ignite, to solicit proposal, which consists of definition, instructions for bidders, ToR, evaluation criteria, forms for providing information and draft contract.

d) **"Board"** means the Board of Directors of the Ignite – National Technology Fund.

e) **"Company"** Ignite – National Technology Fund, registered under Section 42 of the Companies Act 2017, (Former Company Ordinance, 1984) with its office at 3rd Floor, Telecom Foundation (TF) Complex, 7 Mauve Area, G-9/4, Islamabad, Pakistan.

f) **"Consortium"** means an association of more than one legal entity, which have come together to jointly respond to this RFP.

g) **"Date of Issue"** means "the date on which the **CodiSkills** RFP is issued by the Company to solicit bids from potential bidders to implement the **CodiSkills** Program.

h) "Day" means calendar day.

i) "Funding/service Agreement" means "an agreement concluded between the Company and the Successful Bidder". (see Annexure C).

j) **"Joint Venture (JV)"** means an enterprise formed by two or more individuals or companies for the purpose of submitting the bid. All members of a consortium/joint venture (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.

k) **"Lead Bidder/Partner"** is the lead entity, in case of consortium, joint venture (JV) or partnership who is principally participating in submission of the proposal and should submit a letter of intent for purpose of identification.

l) **"Lead Trainer"** is the trainer proposed by the Bidder who will be leading the collaborative efforts of the training team and empowers the team to integrate their unique set of experiences, stories, and skills throughout the training in order to engage the trainees in the learning process.

m) "Codiskills Program" or "Codiskills" means to implement the program as per terms of references and all formalities as described in this RFP document.

n) **"Partnership"** means a general partnership is a form of business entity in which two or more co-owners engage in business for profit.

o) **"Proposal"** means the entire set of documents consisting of bidder's Profile, Technical and Financial Proposals submitted by bidder.

p) **"Proposed Team"** means the team proposed by the bidder including Lead Trainer and Asst. Trainer to implement the Program

q) **"Regular Staff"** means "permanent/full time staff employed by the successful bidder to perform the services or any part thereof".

r) **"Request for Proposal (RFP)"** means set of documents prepared by Ignite, to solicit proposal, which consists of definition, instructions for bidders, ToR, evaluation criteria, forms for providing information and draft contract.

s) **"Successful Bidder"** means "a bidder who has been awarded the contract pursuant to the Codiskills RFP.

t) **"Terms of Reference (ToR)"** means that part of Bidding Document which explains the scope of work, activities, tasks to be performed, evaluation criteria, respective responsibilities of the bidder as well as expected results and deliverables of the assignment.

u) **"Trainee or Trainees"** means the participants selected and enrolled for training in any language/course of the CodiSkills Program

2   MANDATORY ELIGIBLITY CRITERIA

Before the Bidders submit their Proposals, within the stipulated time mentioned in this Bidding Document, bidders are required to make sure that following mandatory requirements of this RFP document are fulfilled. In case of bids being submitted as Consortium/Joint Venture (JV), only Lead Bidder's documents will be evaluated against Mandatory Eligibility Criteria. **These requirements must be furnished in the order mentioned in the below checklist at the time of submission of Proposal. Non-submission of any one of the following applicable requirements shall result in disqualification.**

#	Mandatory Eligibility Criteria Checklist	Mark ☑ / ☒
1.	Proof of Certificate of Incorporation or Registration or equivalent	
2.	Proof of NTN Certificate (If Applicable, please check ☑ , otherwise put a Cross ☒ in the Mark Column)	
3.	Proof of GST Certificate (If Applicable, please check ☑ , otherwise put a Cross ☒ in the Mark Column)	

4.	Proof of FTN certificate /Tax exemption certificate *(for public sector entity)*, (If applicable, please check ☑ , otherwise put a Cross ☒ in the Mark Column).	
5.	In case of proposal being submitted as consortium/Joint Venture (JV), attach consent letter of **each** partner organization clearly specifying its roles and responsibilities in the Project. Letter should be issued by the Chief Executive Officer / Managing Director on the letterhead of the partner organization. The letter should be duly signed & stamped.	
6.	Original affidavit (not older than one month at the time of proposal submission) on Stamp Paper(s) of worth PKR 100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by Public Procurement Regulatory Authority (PPRA), Government, Semi-Government, Private, Autonomous body or any other international organization.	
7.	Original affidavit (not older than one month at the time of proposal submission) on Stamp Paper(s) of worth PKR 100 or more that the Bidder is an active tax payer and has submitted its tax return for the preceding fiscal year. **Tax payer list serial number (downloadable from FBR's website) is also to be mentioned.**	
8.	<u>**Two separately sealed envelopes:**</u> <u>**Envelope #1 shall clearly bear the name "TECHNICAL PROPOSAL CodiSkills"**</u> Two hard copies of Technical Proposal, one marked as Original and one marked as Copy * must be submitted with one soft copy of the original Technical proposal in USB. Bidders are to make sure that Financial Proposal is **not** part of the Technical Proposal in any form. *Additional hard copy of the technical proposal is not mandatory requirement.*	
9.	<u>**Envelope #2 shall clearly bear the name "FINANCAL PROPOSAL – "CodiSkills"**</u>	

	Two hard copies of Financial Proposal, one marked as Original and one marked as Copy must be submitted with one soft copy of the original Financial proposal in USB. Soft copy must be in MS Excel format. (The hard copy and soft copy of Financial Proposal must be sealed in Envelope # 2 and should not be part of Technical Proposal in any form). Bid Security in a separate sealed envelope, shall be enclosed in Envelope for Financial proposal.	
10.	Affidavit on **letterhead of the bidder** that bid security in the required form and manner is enclosed with the **financial proposal.**	
11.	CONFLICT OF INTEREST - DISCLOSURE FORM (attached as Annexure-B)	
12.	Bidders should submit their proposal on EPADs https://eprocure.gov.pk In case a bid is not submitted on EPADs, it will not be accepted by the Company in hard form.	

Note: Bidders are required to submit duly filled, signed & stamped copy of the above checklist along with the Technical Proposal. All of the supporting documents of the mandatory eligibility criteria shall be attached with checklist in same section of the Technical proposal. Requirement No. 6 & 7 above, are required to be submitted on separate stamp papers, and requirement # 10 on a separate letterhead.

Integrity Pact attached as Annexure D is for reference and will be signed with the successful bidder at the time of award of contract.

3   ABOUT IGNITE – NATIONAL TECHNOLOGY FUND

Ignite National Technology Fund has been incorporated with the Securities and Exchange Commission of Pakistan (SECP) under Section 42 of the Companies Act, 2017 (Former Companies Ordinance 1984) by the Ministry of IT & Telecom, Government of Pakistan. Ignite is mandated to fund research and development in Information and Communication Technology (ICT), and its commercialization, with the mission to transform Pakistan's economy into knowledge-based economy. Further information about Ignite is available at www.ignite.org.pk.

4   INSTRUCTIONS FOR BIDDERS

This document contains all of the information pertinent to this solicitation, and governs the preparation and submission of proposals. The technical & financial forms to be filled by Bidder for this assignment are annexed with this RFP document. Proposals must be submitted by the deadline stipulated in this RFP, completed on the formats provided by the Company, with supporting documents, according to the guidelines given in the section titled "Definitions,

Instructions & Information for Bidders". Proposals will be evaluated by bid evaluation committees constituted by the Company. Selection of Bidders will be on Quality and Cost Based Selection methodology as provided in the Bidding Document.

5 BIDDING DOCUMENTS

The Bidder is expected to examine all instructions, general conditions, forms, terms and specifications contained in the RFP document and its annexures. Failure to comply with instructions will be at the Bidder's risk and may affect the evaluation of the Proposal. Proposals that do not comprehensively address the ToRs and other requirements may be rejected. Inability to comply with applicable instructions, general conditions of Agreement, terms and specifications may lead to rejection of Proposal.

Submission of Technical and Financial Proposals against RFP document means in principle acceptance of attached Draft Agreement by the Bidder. During negotiations with Successful Bidder, only minor changes, can be made in the attached agreement. Company reserves the right to accept or reject any proposed changes by the successful bidder. Company reserves the right to make changes to the draft agreement in order to ensure better & smooth implementation of the project.

After issuance of letter of acceptance, the successful Bidder is expected to sign the agreement as soon as possible. If successful Bidder is not responsive and does not sign the agreement within a reasonable time, maximum one (1) month after issuance of the letter of acceptance, the Company reserves the right to terminate and nullify the bid award and bid security will be forfeited.

In the event of non-compliance with the ToRs of the RFP document and obligations contained in the agreement, the Company may terminate the agreement by providing one (1) month written notice to the successful bidder without any further obligation or compensation on the part of the Company.

6 PREPARATION OF PROPOSAL

6.1 LANGUAGE OF THE PROPOSAL

Proposals prepared by the Bidders and all correspondence and documents relating to the Proposal exchanged between the Bidders and the Company shall be in writing and in English Language, except where otherwise specified.

6.2 PROPOSAL CURRENCY

All prices shall be quoted in Pakistani Rupees (PKR) and all payments will be made in Pakistani Rupees (PKR.)

6.3 PERIOD OF VALIDITY

Proposals shall remain valid for 180 days from the date of advertisement as provided in the RFP document. In exceptional circumstances, Company may solicit the Bidder's consent to an extension of the period of validity without any material changes in the Bidding Document.

6.4 SUPPORTING DOCUMENTS

While preparing the Technical Proposal, the Bidder shall ensure that it provides the Company with documentary evidence. Bid evaluation committees will evaluate proposals solely on the basis of documentary evidence submitted in accordance with evaluation criteria described in this RFP.

6.5 COST OF PREPARING PROPOSAL

All costs of preparing Proposal, negotiations with Company, including visits for discussion, are not reimbursable.

7 PROPOSAL DOCUMENTS

The Proposal, in binder form, with serial number of each page should comprise the following:

7.1 TECHNICAL PROPOSAL

The Technical Proposal is to consist of the following:

a) Checklist (Mandatory Documents required with the Proposal) – Page 4-5
b) Form B1: Technical Proposal Submission Form
c) Form B2: Profile of the Lead Bidder
d) Form B3: Physical Infrastructure
e) Form B4: Experience of Lead Bidder or JV / Consortium Partners
f) Form B5: Proposed Team
g) Form B6: Proposed Methodology
h) Form B7: Proposed Curriculum
i) Form B8: Provision of Registration Portal and LMS

Technical Proposal should detail the capability and experience of delivering the services specified in the ToR. Bidder should submit similar nature assignments for technical evaluation using the prescribed format.

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

Technical Proposal should not contain any financial proposal information. Cost and financial estimates need to be provided in a separate sealed envelope clearly indicating Financial Proposal. The Technical Proposal must not contain any pricing information whatsoever on the services being offered. Non-compliance may lead to rejection of the Proposal.

7.2 FINANCIAL PROPOSAL

The Financial Proposal is to consist of the following:

a) Form C1: Financial Proposal Submission Form
b) Form C2: Summary of Costs
c) Form C3: Break down of expenditures in each city and training session per trainee

The Financial Proposal should provide detailed costing related to the CodiSkills Program.

8 BID SECURITY

The Financial Bids must be accompanied with the bid security @ 0.5% of the total bid in the form of Call Deposit/Bank Draft (refundable) drawn in favour of IGNITE- National Technology Fund (FTN/NTN: 2939308-6). Any reference/inclusion of the bid security in the Technical Bid will lead to disqualification. However, as mentioned earlier in Section 2, all bidders are required to submit an affidavit on letter head along with Technical Bid that Bid security in the required form and manner is enclosed with the financial proposal.

Electronic form of Technical Proposal will also be provided in a separate USB, that will be included in the sealed envelope containing the written hard copy of Technical Proposal.

Electronic form of Financial Proposal in MS Excel will be provided in a separate USB that will be included in the sealed envelope containing the written hard copy of Financial Proposal.

9 TAXES

Quoted costs should be inclusive of all applicable (direct & indirect) taxes. Financial Proposal will be scored based upon the bid amount inclusive of all taxes. All prices must be quoted in PKR. Amount allocated for taxes in the financial bid shall not be allocated towards any other expense/budget head during currency of the funding agreement.

10 FORMAT AND SIGNING PROPOSAL

The Proposal shall contain no interlineations, erasures, or overwriting, except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by Bidder's authorized person. The Proposals shall be clear and elaborate. Different parts of Proposals shall be separated using color separators, flags or tags.

Note: The Technical Proposal must not contain any pricing information whatsoever on the services being offered. Non-compliance may lead to rejection of the Proposal.

11   SUBMISSION, RECEIPT & OPENING OF PROPOSAL

Proposals will be accepted and evaluated using Single Stage, Two Envelope Procedure. (Separate sealed envelopes for Technical and Financial Proposals). The process is further defined at Annexure **A.**

11.1. Proposals will be accepted and evaluated using Single Stage, Two Envelope Procedure. (Separate sealed envelopes for Technical and Financial Proposals). The process is further defined at Annexure A.

11.2. The original Proposal shall contain no interlineations or overwriting. All pages of the Proposals (Technical & Financial) must be numbered. Submission letters for both Technical and Financial Proposals, must be in the attached format on letterhead (Form B1 & C1) in separate envelopes.

11.3. The Bidder's Organization Head or an authorized representative on his/her behalf should initial and stamp all pages of the original Technical and Financial Proposals. In case of authorized representative, an authorization shall be provided which 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.

11.4. Hard copies of Technical Proposal shall be sent to the address listed in this Bidding Document. All required copies of the Technical Proposal are to be exact replicas of the original. If there are discrepancies between the original and copies of the Technical Proposal, the original governs.

11.5. Bidder is required to submit one original and one copy of Technical Proposal along with all supporting documents.

11.6. One USB containing an electronic copy (labelled 'Electronic Copy') of all Proposal documents in PDF format (excluding the Financial Proposal), must be provided with the Technical Proposal. In the event of any discrepancy between the Original Proposal and the Electronic Copy, the former shall be deemed as the accurate Proposal. If Financial Proposal is copied to the USB containing Technical Proposal, the entire Proposal shall stand rejected.

11.7. The Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" followed by the name of the assignment "CodiSkills" and the name of Bidder. Similarly, the Financial Proposal shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment

"CodiSKills" and the name of Bidder, with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL". The envelopes containing Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the assignment mentioned in this document, and the name of the Bidder, and clearly marked "DO NOT OPEN BEFORE SUBMISSION DEADLINE". Company shall not be responsible for misplacement, losing or premature opening of the outer envelope if not properly sealed and marked as stipulated. Such negligence may result in rejection of the Proposal. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for rejection of the Proposal.

11.8. The Proposal must be sent to the following address and received by the Company not later than the time and the date specified elsewhere in this Bidding Document:

Position:	Manager Procurement
Telephone:	+92-51-910 7441-46 Ext. 135
Mobile:	0306-199 1234
Fax:	92-51-910 7447
Email Address:	procurement@ignite.org.pk
Postal Address:	**Ignite, 3rd Floor, Telecom Foundation (TF) Complex, 7 Mauve Area, G-9/4, Islamabad**

11.9. Bidders must submit their Proposal to the Company by registered post/ courier or by hand to the official postal address of the Company before or on the submission deadline specified elsewhere in this Bidding Document.

11.10. Any Proposal received by the Company after the deadline for submission shall be returned unopened.

11.11. Company reserves the right to accept or reject any or all of the Proposals submitted at any time in accordance with applicable PPRA rules and the stipulations contained in this document.

11.12. Company shall open Technical Proposal thirty minutes after the submission deadline. The envelopes with the Financial Proposal shall remain sealed and securely stored in the custody of Company and will be opened as per the tentative timeline specified elsewhere in this document.

12 KEY ACTIVITIES & TIMELINES

#	ACTIVITY/MILESTONE	TENTATIVE TIMELINES
1	RFP Issuance	June 14th, 2024
2	Deadline for receiving queries / questions	July 1st, 2024 - 05:00 pm
3	Response to queries/questions related to RFP	July 5th, 2024
4	Pre-Bid Conference Islamabad 9th July, Lahore 10th July & Karachi 12th July (Venue to be decided later.)	July 9th to 12th 2024
4	Proposal Submission Deadline	July 30th, 2024 03:00 pm
5	Opening of Technical Proposals (in front of Bidders present at Ignite, 3rd floor, TF Complex, 7 Mauve Area G-9/4 Islamabad)	July 30th, 2024 03:30 pm
6	Opening of Financial Proposals (in front of Bidders present at 3rd floor, TF Complex, 7 Mauve Area G-9/4, Islamabad)	TBD
7	Award/Signing of Agreement	TBD

13 PROPOSAL EVALUATION

13.1. From the time the Proposals are opened to the time the evaluation report is announced, Bidders should not contact the Company on any matter related to its Technical and/or Financial Proposal. Any effort by the Bidder to influence the Company in the examination, evaluation, ranking of Proposals, and recommendation for award of Agreement may result in the rejection of the Bidder's Proposal. However, the Company may contact the Bidder for seeking clarification of any aspect of Technical Proposal or demand any missing information.

13.2. Evaluators of Technical Proposals shall have no access to Financial Proposals until the technical evaluation is concluded.

13.3. Overall evaluation shall be carried out based on weighted average methodology wherein technical evaluation will carry 70% and financial evaluation will carry 30% weightage respectively.

14 EVALUATION OF TECHNICAL PROPOSAL

14.1. During the technical evaluation no amendments in the Proposals shall be permitted. Each responsive Proposal will be given a technical score. If Proposal fails to achieve the minimum qualifying technical score indicated in the RFP document, it will not qualify for financial evaluation stage Bidders who obtain at least 385 out of 550 marks in technical evaluation criteria will qualify and Financial Proposals would be opened only for technically qualified Bidders.

14.2. Financial Proposals of those Bidders obtaining less than 385 marks out of 550 (70%) in Technical Evaluation shall remain un-opened and will be returned to the Bidders. An evaluation committee appointed by the Company will evaluate Technical Proposals on the basis of their compliance with the RFP and by applying the evaluation criteria and the point system, specified below:

1	**Profile of the Lead Bidder (Form B-2)**		**50**
	a. Registered age of the Lead Bidder (Years)		

	Registered age of the lead bidder on the date of submission of this proposal:
	
	   i. Experience of less than 5 years will carry no points.
	   ii. 6 Years = 2 Point
	   iii. 7 Years = 4
	   iv. 8 Years = 6
	   v. 9 Years = 8
	   vi. 10 or more than 10 Years = 10
		10	

	b. Financial Position -Annual Turnover of the Lead Bidder (in Million PKR) (on the basis of last 3 years of audited financial accounts)		
	i. Each 10 Million PKR carries 1 point. Turnover of less than 150 Million PKR carries no points. Maximum Points = 30	30	
	c. Relevant ISO Certifications	10	
2	**Physical Infrastructure & Allied Facilities (of each center) (Form B-3)**		**70**
	a. Location of the training centers in all major cities	20	
	b. Availability of classrooms to accommodate at least 25 trainees per class.	10	
	c. Availability of internet Bandwidth and Speed	10	

	d. Availability of multimedia/Large Screens, Audio/Visual Aides	10	
	e. Physical Layout (Seating Capacity, Furniture, Whiteboards etc)	10	
	f. Allied Facilities (Heating/Coolling, Backup Power etc)	10	
3	**Experience of the Lead Bidder or JV / Consortium Partners (Forms B-4)**		**100**
	a. Experience in conducting ICT based trainings/Programming Languages / Training sessions/bootcamps	10	
	Each year of experience carries 1 Mark. Maximum Points = 10		
	b. Number of trainees graduated from the IT/Digital training program in the last Five years	20	
	Each 200 trainees graduated carries 1 Mark. Maximum Points = 20		
	c. Experience of conducting soft skills training Programs	10	
	Each Contract carries 2 points. Maximum Points = 10		
	d. Number of trainees graduated from the training program in programming languages	20	
	Each 50 trainees graduated carries 1 Mark. Maximum Points = 20		
	e. Past post training outcomes (Job Placements or Entrepreneurial career)	20	
	Each 10 job placements or Freelancing/Entrepreneurial setups of the trainee carries 1 point. Maximum Points = 20		
	f. Well Reputed International Partner in Technology/ICT Trainings		
	Internal Affiliation/Experience of Localizing International level Curriculum in Collaboration with International Partner(s)	20	
4	**Proposed Team (Forms B-5)**		**100**
	i. Team Members, Organogram, Roles & Responsibilities of Each Team Member	10	
	ii. Lead Trainers' Profiles, Qualifications, Experiences and Achievements	50	
	iii. Asst. Trainers' Profiles, Qualifications, Experiences and Achievements	30	
	iv. Soft Skills Trainers' Profiles, Qualifications, Experience and Achievements	10	

	Proposed Methodology (Form B-6)		
	a. Marketing Strategy (Segmentation, Targeting & Positioning, Promotional Activities and Tactics, Monitoring & Evaluation and Detailed Marketing Plan)	15	
	b. Outreach Strategy (Outreach Goals, Outreach Plan, Outreach channel (Electronic, Printed, Social Media), Lead Generation Reports, Follow-up strategy, Alignment of outreach strategy with Marketing Strategy etc.) and ability to create partnerships with other institutions to engage community at large	15	
	c. Job Placement Strategy (Goals, Plan, Implementation and expected outcomes)	15	
	d. Strategy for selecting the potential trainees	15	
5	e. Training Delivery Methodology		110
	i. Formation of classes/sections for each training	5	
	ii. Timings & duration of each trainings	5	
	iii. Availability of Lead Trainer throughout the trainings	5	
	iv. Availability of Asst. Trainer throughout the trainings	5	
	v. Availability of Soft skills trainer	5	
	vi. Monitoring, Progress & Evaluation of trainees (Attendance, Punctuality, Class Participation, Progress Reports etc.)	5	
	vii. KPIs for successful completion of Training and Training Duration of each language	10	
	viii. Certification awarding organization/body	10	
6	**Proposed Curriculum (Form B-7)**		80
	a. Proposed Curriculum	60	
	b. Existing utilization/adoption of proposed curriculum	20	
7	**Provision of Registration Portal and LMS (Form B-8)**		40

	i. Provision of Web Portal (Registration of trainees, Invitations, Sign up, Enrolments, Dashboard, Alumni portal features)	20	
	ii. Provision of LMS (creating, delivering, tracking, administrating, reporting, gap analysing the trainings courses and outcomes. Features like Content Management, Assessment & Testing, Monitoring and Evaluation, Mobile Optimization, Reporting, Communication etc.)	20	
	Total		550

15 FINANCIAL PROPOSAL

15.1 After the evaluation of Technical Proposals, the Company shall communicate to each Bidder their respective technical score. Company shall notify Bidders who have secured minimum qualifying technical score, about the date, time and location for opening of Financial Proposals, within the bid validity period. Bidder's attendance at the opening of Financial Proposals is optional. The opening date shall be set so as to allow interested Bidders sufficient time to make arrangements for attending the Financial Bid opening.

15.2 Bidders whose technical scores do not meet minimum qualifying criteria, will be informed accordingly and their Financial Proposal will be returned unopened to them, after signing of Agreement with Successful Bidder.

15.3 At the outset of the Financial Proposal Opening session, and before actual opening of Financial Proposal, technical score of qualified Bidders shall be read aloud.

15.4 A Financial Evaluation Committee shall evaluate the Financial Proposal. If any discrepancy arises between the **"total**" amount and the partial amount, the "total" amount shall prevail. If any discrepancy arises between **"word**" representation of amount and numerical representation of amount, then the word representation shall prevail. The prices of all activities and resources listed in the Technical Proposal shall be assumed to be included in the Financial Proposal, whether or not they are individually listed and priced in the Financial Proposal.

15.5 Quality and Cost Based Selection (QCBS) method will be used for evaluation of Proposal. The lowest evaluated Financial Proposal will be given the maximum financial score of 30 points.

16 COMBINE SCORE

16.1 Technical Score (St) shall be calculated as follows: (Technical score obtained by the Bidder/Total Technical score) x 70.

16.2 Financial Score (Sf) shall be calculated as follows: (Lowest Bidder's total cost/ Bidder's total cost) x 30.

16.3 Combined Score (Total Score) = St + Sf

16.4 All Bidders will be ranked based upon the combined technical and financial score.

17 AVAILABILITY OF PROPOSED TEAM

17.1 The Successful Bidder is bound to propose a relevant team structure to implement the CodiSkills Program in Technical Proposal. The successful bidder must also ensure the availability of proposed team members and in case of non-availability of any proposed team member at the time of submission of proposal during the Agreement term period, the successful bidder will provide valid reason and documentary justification. The Bidder is bound to provide the substitute professional staff with same technical strength with no delay after mutual agreement of both parties i.e., the Bidder and the Company. In such a case, it is at the discretion of the Company to accept or reject the request for change

17.2 The bidder must ensure that in its proposed team structure and resources (either full time and/or part time) team members/experts having expertise to cater for the key requirements of startups including management of incubator/accelerator, product development, business model and business plan development, financial modeling and plan development, refinement and development of startup pitches and expertise, etc. If a member of proposed team is available only part-time, then his/her hours per month should be mentioned and compensation calculated accordingly.

17.3 No member of the proposed team should be part of team in any other bid (currently invited or under review for selection purposes) submitted to the Company for another project.

17.4 No member of proposed team shall be a team member of any other project being funded by the Company which is currently under execution.

17.5 Full time team members shall 100% be dedicated to this program and will not be allowed to work on any other assignment till their employment on this program. In case of any such noncompliance, the Company may request the successful bidder to immediately terminate the employment of such team member.

18 AWARD OF AGREEMENT

After completing negotiations, the Company shall award Agreement to the selected Bidder (highest ranked). After agreement signing with successful bidder, the Company shall return the unopened Financial Proposals of the unsuccessful Bidders.

19 CONFIDENTIALITY

The Company shall keep all information regarding the bid evaluation confidential until the announcement of the evaluation report under PPRA Rule no. 41.

20 CONFLICT OF ADDRESS

Without limitation on the generality of the foregoing, Bidder shall be considered to have a conflict of interest and their Proposal shall not be entertained and shall be rejected under any of the circumstances set forth below:

a. **Conflicting assignments**
- The Bidder (including its Personnel) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment to be executed for the same or for another Client.

b. **Conflicting Relationships**
- The Bidder (including its Personnel) or any of its affiliates that has a business or family relationship with a member of the Company Board, Management, or staff who is directly or indirectly involved in the preparation of Terms of Reference, selection process of third party evaluation services and/or supervision of the Agreement may not be awarded an Agreement unless conflict stemming from this relationship has been resolved in a manner acceptable to the Company Board throughout the selection process and the execution of the Agreement.

- The Bidder has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest, or that may reasonably be perceived as having this effect by notifying the Company in writing. Failure to disclose said situations may lead to disqualification of the Bidder or the termination of its Agreement.

- Current employees of the Company shall not work as and for the successful Bidder till the time they are employee of the Company.

21 FRAUD AND CORRUPTION

21.1. The Company requires the Bidder/s participating in provision of Service/s to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. In pursuance of this policy, Company defines, for the purpose of this paragraph, the terms set forth below as follows:

   a. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any employee of the Company in the selection process or in agreement execution;

   b. "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement;

   c. "Collusive practices" means a scheme or arrangement between two or more Bidders with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels, etc.;

   d. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of an agreement.

21.2. The Company will reject a Proposal for award if it determines that the Bidder recommended for award has directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the agreement to be executed pursuant to RFP. The Company may also impose penalties on the Bidder, declaring it ineligible, either indefinitely or for a stated period of time, for Company funding, if at any time it determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Company funded project.

21.3. The Company will have the right to inspect the bidding firm's accounts and records and other documents relating to the submission of Proposals and agreement performance, and have them audited by auditors appointed by the Company.

22 CLARIFICATION REQUEST/AMENDMENT

22.1. The Bidder can request a clarification in the RFP document up to the date indicated in the RFP document. Any request for clarification must be sent in writing, or by standard electronic means to the Company's e-mail address indicated in the RFP document. The Company will respond in writing or by standard electronic means as mentioned in the table of activities and will place responses on the Company's website under FAQ's for understanding of all potential Bidders after July 5th, 2024.

22.2. At any time before the submission of Proposals, the Company may amend the RFP document by issuing an addendum in writing or by standard electronic means. The addendum shall be published in the local newspaper and uploaded at PPRA & Company web site, and revised RFP document will be uploaded on Company's and PPRA web site.

PART B

TERMS OF REFERENCES

23 PREAMBLE

Pakistan's population has crossed over 230 million, with almost two-third comprising of youth below 29 years. Almost 90 million of the population has an active access to internet. Pakistan produces almost 30,000+ IT professionals each year from 230+ universities/degree awarding institutions across the country. Out of these 30,000+ graduates, it is estimated that only 10% of the professionals get job in IT Sector. The IT industry contributes around seven percent (7%) of Pakistan's GDP and employs hundreds of thousands of professionals who work in different areas such as banking, telecommunications, healthcare, education, etc. According to the statistics published by the State Bank of Pakistan, the net exports of Pakistan's IT industry for the fiscal year 2020/21 increased by 47.4 percent, and crossed $2.1 billion milestone for the first time in the country's history; whereas, in fiscal year 2019/20, the exports were $1.44 billion.

Contribution of coding/programming in overall IT industry of Pakistan. In the Fiscal Year 2022(FY22) Pakistani IT industry made a record-breaking remittance in the IT sector of $2.616 billion, shattering the records of all the previous years. The Government of Pakistan has set a target of $5 billion for the next year, FY23. The Government holds massive plans for the upcoming years for the IT industry of Pakistan.

The number of software developers in the world is growing each day, and currently, there are approximately 26.9 million software developers in the world. Roughly 4.3 million developers in the US, while Europe has over 6 million developers. Rest of the developers of approximately 16 million are mostly from Asia and Pacific. The US Bureau of Labor Statistics has projected that by 2029, demand for developers will grow by 22%. The global software development market size was valued at 429.59 billion in 2021 and is expected to expand at a CAGR of 11.7% from 2022 to 2030. It is said that average age of programmer world-wide is between 25 to 34 years. Pakistan has great potential and talent to contribute in this immense size of software development market based on the number of IT graduates, youth population, increasing revenues from IT exports.

The Codiskills Program is a strategic initiative by Ignite aimed at significantly enhancing the pool of skilled programmers in Pakistan. Focused on highly in-demand programming languages, the program seeks to empower the country's youth through short-term, intensive, hands-on training, equipping them with practical and job-ready skills.

24 OBJECTIVES

By fostering a highly skilled programmer's workforce, Ignite aims to elevate the standard of IT services offered but also to make a significant positive impact on IT exports. The objectives of the program are:

❖ To increase Pakistan's IT & ITES exports by providing skilled resources to local & international companies.
❖ To upskill Pakistani youth in highly demanded programming languages.
❖ To empower youth to start entrepreneurship and freelancing as a full-stack developer.
❖ To increase the onsite and remote employment opportunities for programmers.
❖ To meet the near future needs of coding skills of Pakistan.

25 OVERVIEW OF THE PROJECT

The project is envisaged to empower the youth of Pakistan with highly demanded skills in coding by providing them short-term intensive hands on training sessions designed to prepare with practical and job ready skills. For this purpose, Ignite has intended to impart intensive trainings in major cities including Islamabad, Karachi, Lahore, Peshawar, Quetta, Hyderabad, Faisalabad, Sukkur, Multan and Abbottabad. Ignite has planned to train ten thousand (10,000) individuals in five (5) leading and highly demanded languages, spanned over a period of 2 years. Ignite looks forward to hire qualified local firms/companies preferably to come up in consortium with renowned international players having experience in highly demanded computer languages to impart these trainings. It is mandated by Ignite that the such an intensive hands-on training experience provides Pakistani youth with career path forward in coding to achieve overall objectives of the project.

26 CODING LANGUAGES:

In order to bridge the gap between industry demand and supply of skilled workforce of programmers, Ignite has identified five (5) highly demanded programming languages on the basis of market research and in consultation with Industry-Academia. These languages are deemed to be best fit in industry to meet the current & near future demands of programmers. Details about these languages is provided in following section for the purpose of reference only for potential bidders. It is proposed that bidders suggest changes in set of language identified in following sections according to the latest industry trends.

i.   These set of languages are grouped into full stack development track with focus on Back-end development. However, front-end and database developments are also an integral part of each set of languages. In most cases, the front-end development tools have been identified in each set of languages.
ii.   For database development, the bidder is required to propose best and most suitable database development tool with each set of languages e.g., MySQL/NoSQL/Postre SQL/MS SQL etc.

These set of languages are:

26.1 JAVASCRIPT FULLSTACK (MEAN OR MERN) (300 HRS)

JavaScript full-stack development refers to the practice of using JavaScript to build both the front-end and back-end of a web application. The front-end, also known as the client-side, is the part of the application that the user interacts with. The back-end, also known as the server-side, is responsible for handling the business logic, data storage and retrieval, and communication with other systems. By using JavaScript for both front-end and back-end development, developers can use the same language and concepts throughout the entire development process, which can make the development process more efficient and easier to understand.

MEAN and MERN are the two development stacks of Javascript. MEAN stands for MongoDB, Express.js, AngularJS, and Node.js. It is a full-stack JavaScript solution for building web applications. MongoDB is a NoSQL database, Express.js is a back-end web framework, AngularJS is a front-end framework, and Node.js is a JavaScript runtime that allows developers to run JavaScript on the server.

MERN stands for MongoDB, Express.js, React, and Node.js. it is also a full-stack JavaScript solution for building web applications. MongoDB is a NoSQL database, Express.js is a back-end web framework, React is a JavaScript library for building user interfaces, and Node.js is a JavaScript runtime that allows developers to run JavaScript on the server.

Both MEAN and MERN are open-source software stacks that provide developers with a complete JavaScript environment for building web applications. They both use MongoDB for the database, Express.js for the back-end, and Node.js for the server-side. The main difference between them is the front-end framework, AngularJS for MEAN and React for MERN.

Both MEAN and MERN are popular choices for building web applications, and the choice between them will depend on the specific requirements of your project, your team's experience and preferences, and the resources available to you.

Ideally, the training in MEAN (MongoDB, Express.js, AngularJS, Node.js) and MERN (MongoDB, Express.js, React, Node.js) should typically cover but not limited to the following topics:

- Introduction to JavaScript and web development concepts, including HTML, CSS, and the Document Object Model (DOM).
- Introduction to the MEAN or MERN stack and its components, including MongoDB, Express.js, AngularJS or React, and Node.js.
- Setting up a development environment and creating a simple web application using the MEAN or MERN stack.
- Building a more complex web application with CRUD (create, read, update, delete) functionality and integrating with APIs.

- Building complex web applications using the MEAN or MERN stack and integrating with various APIs and databases.
- Best practices for developing web applications with the MEAN or MERN stack, including design patterns, testing, and debugging.
- Advanced topics such as server-side rendering, authentication, and deployment.
- Advanced topics in JavaScript such as ES6 features, functional programming, and asynchronous programming.
- Advanced topics in MongoDB such as indexing, aggregation, and advanced querying.
- Advanced topics in Express.js such as middleware, routing, and error handling.
- Advanced topics in AngularJS or React such as server-side rendering, advanced state management, and performance optimization.
- Advanced topics such as real-time communication, WebSockets, and deploying applications to different environments.
- Understanding of the architecture of large-scale web applications and the technologies that make them possible.
- Hands-on experience building and deploying a complete web application with real-world scenarios.
- Tips, tricks, and techniques for troubleshooting and debugging web applications.
- Understanding of the different tools and frameworks that are commonly used in web development, and how they can be integrated with the MEAN or MERN stack.

26.2 PYTHON AND ANGULAR OR REACT (300 HRS)

Python is a general-purpose powerful programming language. It is one of the most widely used language around the world and is often used to build websites and software, automate tasks, and conduct data analysis. Several popular digital tools and platforms were developed with Python, including YouTube and Google Search. Django is a high-level Python web framework that enables rapid development of secure and maintainable websites. Built by experienced developers, Django takes care of much of the hassle of web development, so one can focus on writing applications without needing to reinvent the wheel.

Angular is a framework for building web applications. React, on the other hand, is a library for building user interfaces. Both Angular and React are popular choices for building web applications and have a large and active community of developers. The choice between the two will depend on the specific requirements of the project.

Ideally, the training in Python/Django with Angular or React should typically cover but not limited to the following topics:

- Introduction to the Python programming language, including data types, variables, control structures, functions, and object-oriented programming concepts.

- Introduction to the Django web framework, including the basics of models, views, and templates.
- Introduction to Angular or React, including the basics of components, directives, and services.
- Building a simple web application using Python, Django, and Angular or React.
- Advanced topics in Python such as decorators, generators, and context managers.
- Advanced topics in Django such as custom middleware, advanced querying, and using the Django Rest Framework.
- Advanced topics in Angular or React such as server-side rendering, advanced state management, and performance optimization.
- Best practices for developing web applications with Python, Django and Angular or React, including design patterns, testing, and debugging.
- Building complex web applications using Python, Django, Angular or React and integrating with various APIs and databases.
- Deployment and testing of the web application.
- Advanced topics such as real-time communication, WebSockets, and deploying applications to different environments.
- Understanding of the architecture of large scale web applications and the technologies that make them possible.
- Hands-on experience building and deploying a complete web application with real-world scenarios.
- Understanding of the architecture of large-scale web applications and the technologies that make them possible.
- Hands-on experience building and deploying a complete web application with real-world scenarios.
- Tips, tricks, and techniques for troubleshooting and debugging web applications.
- Understanding of the different tools and frameworks that are commonly used in web development, and how they can be integrated with Python, Django, and Angular or React.

26.3 JAVA WITH ANGULAR OR REACT (300 HRS)

Java is a general-purpose, class-based, object-oriented programming language designed for having lesser implementation dependencies. It is a computing platform for application development. Java is ranked the third-most sought-after programming language by many industries' led studies.

Angular is a framework for building web applications. React, on the other hand, is a library for building user interfaces. Both Angular and React are popular choices for building web

applications and have a large and active community of developers. The choice between the two will depend on the specific requirements of the project.

Ideally, the training in Java with Angular or React should typically cover but not limited to the following topics:

- Introduction to Java programming language, including data types, variables, control structures, functions, and object-oriented programming concepts.
- Introduction to Angular or React, including the basics of components, directives, and services.
- Building a simple web application using Java and Angular or React.
- Advanced topics in Java such as concurrency, collections, and functional programming.
- Advanced topics in Angular or React such as server-side rendering, advanced state management, and performance optimization.
- Best practices for developing web applications using Java, Angular or React and troubleshooting common issues including design patterns, testing, and debugging.
- Building complex web applications using Java, Angular or React and integrating with various APIs and databases.
- Deployment and testing of the web application.
- Understanding of the architecture of large-scale web applications and the technologies that make them possible.
- Hands-on experience building and deploying a complete web application with real-world scenarios.
- Understanding of the latest updates and features of Angular or React, and how they can be used to create better web applications.
- Tips, tricks, and techniques for troubleshooting and debugging web applications.
- Understanding of the different tools and frameworks that are commonly used in web development, and how they can be integrated with Java and Angular or React.

26.4 C# IN .NET FRAMEWORK AND FRONTEND FRAMEWORK (300 HRS)

C# is a programming language that can be used to create both front-end and back-end applications.

In terms of front-end development, C# can be used to create desktop applications using Windows Forms or WPF (Windows Presentation Foundation). These applications have a graphical user interface (GUI) and run on the user's device.

In terms of back-end development, C# can be used to create server-side applications using the .NET framework. This includes web applications, web services, and windows services. These

applications run on the server and handle tasks such as database access, processing requests, and providing an API for the front-end to interact with.

C# can also be used to develop mobile applications using Xamarin framework, which allows developers to write applications for iOS, Android and Windows in C#.

In summary, C# is a versatile language that can be used to create both front-end and back-end applications, it can be used to create desktop applications, web applications, web services, windows services, and mobile applications.

Ideally, the training in C# with .NET should typically cover but not limited to the following topics:

- Introduction to C#: This section would cover the basics of the C# programming language, including data types, variables, operators, and control flow statements.
- Object-Oriented Programming: This section would cover the principles of object-oriented programming, such as classes, objects, inheritance, and polymorphism.
- Advanced C# Features: This section would cover more advanced features of C# such as delegates, events, generics, and lambda expressions, asynchronous programming, dynamic programming, and reflection.
- Introduction to the .NET Framework: This section would provide an overview of the .NET framework, including its architecture, components, and the Common Language Runtime (CLR).
- Advanced .NET Framework: This section would cover more advanced features of the .NET framework, such as dependency injection, multithreading, and asynchronous programming, the Task Parallel Library (TPL), the Reactive Extension (Rx) and parallel programming.
- Building Desktop Applications: This section would cover the basics of building Windows Forms and WPF applications using C# and the .NET framework.
- Web Development: This section would cover the basics of building web applications using C# and the .NET framework, including ASP.NET Web Forms and ASP.NET Core.
- Data Access: This section would cover the basics of working with databases in C#, including ADO.NET and Entity Framework.
- Building Web Services: This section would cover the basics of building web services using C# and the .NET framework, including Windows Communication Foundation (WCF) and ASP.NET Web API.
- Building Mobile Applications: This section would cover the basics of building mobile applications using C# and the Xamarin framework.

- Building High-Performance Applications: This section would cover optimization techniques and best practices for building high-performance applications using C# and the .NET framework.
- Design Patterns and Best Practices: This section would cover advanced design patterns and best practices for building robust and maintainable applications using C# and the .NET framework.
- Building Microservices: This section would cover building microservices using C# and the .NET framework, including the use of Docker and Kubernetes.
- Cloud Computing: This section would cover building cloud-based applications using C# and the .NET framework, including Azure and AWS.
- Security: This section would cover best practices for securing applications, including encryption, authentication and authorization, and network security.
- Test-Driven Development (TDD) and Continuous Integration/Continuous Deployment (CI/CD): This section would cover best practices for Test-Driven Development and Continuous Integration/Continuous Deployment using C# and the .NET framework.
- Debugging and troubleshooting: This section would cover advanced debugging and troubleshooting techniques using C# and the .NET framework.
- Advanced project management: This section would cover advanced project management techniques, such as Agile methodologies, Scrum, and Kanban.
- Best Practices and Design Patterns: This section would cover best practices and design patterns for building robust and maintainable applications using C# and the .NET framework.

26.5 MOBILE GAME DEVELOPMENT WITH IOS AND ANDROID NATIVES (300 HRS)

Programmers who specialize in game development for iOS and Android Natives platforms have a lot of opportunities. Because mobile gaming is booming worldwide, there is a big need for skilled programmers who know Swift for iOS and Kotlin for Android. These experts are crucial for creating, improving, and optimizing games for mobile devices, ensuring users have a smooth and enjoyable experience. Their work involves coming up with creative gameplay, using advanced graphics, and adding multiplayer features. As iOS and Android keep changing, programmers face interesting challenges and chances to stay updated with the latest technology. Since mobile gaming is getting more popular, there will be a high demand for talented iOS and Android game developers, making it a great field for programmers looking for dynamic and rewarding careers in the gaming industry.

27 TRAINING DURATION

Each set of languages requires 300 hours of training. This duration is divided into two parts: 100 hours for theory and 200 hours for practical or hands-on training. The theoretical part also

includes improving the trainees' soft skills. On the other hand, the practical training also involves working on the capstone project right from the start of the training.

Theoretical portion of the training including soft skills component = 100 Hours

Practical / hands on Training including capstone Project = 200 Hours

28 LOCATIONS AND NUMBER OF TRAINEES IN EACH LANGUAGE SET

i.   Ignite has identified following major cities and number of potential trainees in each language set.

City	No. of trainees in each City	JavaScript	Python	Java	C#	Game Development
Karachi	3,270	981	818	654	491	327
Lahore	2,926	878	731	585	439	293
ISB/RWP	1,601	480	400	320	240	160
Peshawar	546	164	136	109	82	55
Quetta	222	67	55	44	33	22
Hyderabad	323	97	81	65	48	32
Multan	402	121	100	80	60	40
Abbottabad	110	33	28	22	17	11
Faisalabad	496	149	124	99	74	50
Sukkur	105	32	26	21	16	11
Total	**10,000**	**3000**	**2500**	**2007**	**1518**	**1031**

ii.   Out of total 10,000 trainees, there should be 20% female trainees.
iii. The potential bidders are required to round the numbers of trainees up to maximum of 25 where there are number of trainees are less than 25.
iv.   The potential bidders are required to propose a strategy to host at least 10% more trainees in each set of languages, making it total to train 11,000 trainees. The Company will not bear the cost of these additional 10% trainees.

29 PROGRAM DURATION

Overall duration of the program to train ten thousand (10,000) individuals in all cities is 2 years. All the trainings are required to be conducted on or after 4 pm during week days only.

30 CLASS SIZE AND PROVISION OF FACILITIES

i.   The class size for each training session should not exceed more than 25 trainees. In case of more than 25 trainees, the bidder is required to divide the trainees in further sections. In no case, the number of trainees in one class should exceed more than 25.

ii.   Each class should have proper seating capacity with all allied facilities including provision of high-speed internet, and audio & visual aids, multimedia projector/large screens, white boards etc.

iii.   Provision of backup power in the training premises is required in case of electricity breakdown or failures.

iv.   The potential bidders are required to propose a strategy for provision of laptop or desktop if a trainee does not have personal laptop.

31 MODE OF TRAINING AND TRAINERS AVAILABILITY

The trainings are required to be conducted physically in presence of trainers and trainees. Each class or section should have separate Asst. Trainer, physically present in the class to assist trainees in both theoretical & practical portion of the training. However, Lead trainer may be taken online / virtual. Presence of the Asst. Trainers is required full time during the currency of trainings. However, presence of Lead Trainer (physically or virtually) should not be less than 50% of the training duration. The bidder is required to provide the complete methodology of engaging the Lead Trainers and Asst. Trainers for each set of languages in each location.

The Lead Trainer is required to spearhead each training session with the ability to effectively explain technical aspects and complexities of the training. In a broader role, Lead Trainer shall:

- Facilitate technical training and execute training plans according to each user group and overall training goals.
- Utilize a variety of instructional methods and media to achieve training objectives.
- Confirm the adoption of technical training from classroom to work practice.
- Collaborate and lead Asst. Trainer (physically present in each training session) to ensure training is synchronized with proposed curriculum and goals of trainings and overall objectives of the Project.
- Administers the overall training program, evaluate trainees' performance and Asst. Trainer's performance.
- Provide mentorship to trainees with respect to current & future needs of programmers in the industry.
- Monitor, evaluate, alter and manage the working of trainees through LMS.

The Asst. Trainer is required to provide hands on training assistance to trainees under the directions of the Lead Trainer.

The soft skill trainer is required to improve the communication, presentation, teamwork, time management and behavioral skills etc. of the trainees. The potential bidder is required to propose strategy of engaging soft skill trainers including number of hours and trainer's profiles. Required Qualification, Experience and Skill Set of Trainers

Following are the required qualification, experience and skill set of Trainers:

Lead Trainer	Asst. Trainer
Qualification: At minimum, the Lead Trainer is required to have: - BS and MS in Computer Sciences/Software Engineering/Computer Engineering (18 Years) of education, OR - BS in ICT related Engineering Discipline with MS in Computer Sciences (18 Years) - Certifications/Courses in Programming Languages **Experience:** At minimum, the Lead Trainer is required to have: - 7 Years of development experience in Programming Languages at local & international organizations. At least 5 Years of Training Experience in programming languages **Skill Set:** - Able to explain complex programming topics to trainees in an effective, easy-to-understand manner. - Patience and mild-tempered while helping trainees understand and comprehend the topics - Have complete understanding of an array of computer languages and applications with technical up to date knowledge of the	**Qualification:** At minimum, the Asst. Trainer is required to have: - BS in Computer Sciences/Software Engineering/Computer Engineering (16 Years) of education, OR - BS in ICT related Engineering Discipline with MS in Computer Sciences (18 Years) - Certifications/Courses in Programming Languages **Experience:** At minimum, the Asst. Trainer is required to have: - 3 Years of development experience in Programming Languages. Preferably 2 Years of Training Experience in programming languages **Skill Set:** - Assist Lead Trainer and provide hands on training instructions & guidance to trainees - Manage discipline within the class and ensure trainees are engaged in learning activities - Patience and mild-tempered while helping trainees understand and comprehend the topics

programming languages, tools & related software ■ Explain the topics in friendly way by engaging trainees in various activities and group discussions ■ Possess good presentation skills. Knowledge about trends of programming industry and liaison experience in software industry	■ Have complete understanding of the training topics as delivered by Lead Trainer and as provided in curriculum. ■ Assist Lead Trainer to ensure that training activities and group discussions are being imparted ■ Have good presentation skills

The **soft skills trainers** should have at least a bachelor degree and 3 years of post-qualification experience in conducting soft skills trainings. As mentioned above, soft skills component of the training is required to be covered within the theoretical portion of the training.

32 ELIGIBILITY OF TRAINEES

The successful bidder is required to submit a complete strategy document to select and enrol potential trainees. However, potential trainees must meet the following minimum eligibility criteria.

Graduates or final year students of undergrad degree program in computer sciences/software engineering, Information Technology, ICT engineering related disciplines, technology management and mathematics/statistics or any other discipline.

It is up to the potential bidder how to outreach and market the desired talent. The bidders are required to propose a complete strategy to hunt the required talent across the country and measure the technical ability & potential of the trainees. The potential trainees must possess strong mathematical, algorithm and logical skills.

32.1 PROJECT TEAM

The bidder is required to propose project team to rollout the project till completion. The Project Director will be responsible to rollout the project and submit all deliverable, reports and summaries along with any report relevant to the project when required by the Company. The project team should also have monitoring and evaluation staff to regularly monitor and evaluation trainings in all cities. The proposed team should be inclusive of Lead Trainers, Assistant Trainers and soft skills trainers.

33 COMPLETION OF TRAINING

It is required that minimum 80% of the trainees successfully complete the training in each language and respective city. Overall, more than 80% successful trainees should be produced within 2 years duration of the project.

The bidder is required to hold a demo after completion of training of each set of language in respective cities. The demo day is required to be held twice a year where successful trainees will present their capstone project in front of industry and academia experts including job placement companies.

34 TYPES OF CERTIFICATION

The successful bidder will award certificate of completion after a trainee has successfully completed the training based on the evaluation criteria developed by the successful bidder. The potential bidders are required to propose evaluation and grading/passing criteria for successful completion of the training.

It is proposed that bidders come up in consortium with local & international training organizations so that certificate of completion is awarded in collaboration and recognitions from renowned training organization.

35 JOB PLACEMENT

It is the responsibility of the successful bidder to come up with job placement strategy. The bidder is required to assist the trainees in finding suitable job (on site or remote) or starting a career as international freelancer or an entrepreneur. The Company will evaluate the progress of training periodically on the basis of job placement, as one of the key parameters of evaluation. It is proposed that minimum 70% of the trainees get job within 6 months after successful completion of the training or have embarked freelancing or entrepreneurship as a career.

36 MARKETING AND OUTREACH

The potential bidder is required to propose marketing strategy and plan to achieve the overall objectives of the project. The proposed marketing strategy should contain but not limited to following components:

- Segmentation
- Targeting and positioning
- Promotional activities & tactics
- Monitoring and Evaluation
- Detailed Marketing Plan

The potential bidder is also required to cover the marketing of the project over digital, social and printed media. The bidder has to make sure that focused information is provided, success stories are broadcasted over the media.

The potential bidders are also required to propose a detailed outreach strategy to uplift and upskill potential trainees. The bidders are required to create partnerships with other institutions to engage community at large.

37 PROVISION OF CURRICULUM

The successful bidder must ensure that as per requirement of each language, the proposed curriculum against each identified language and specialized modules to cater the global market needs of the programmers. The curriculum should be provided to the trainees in soft copy or hard copy or can be placed online with access to download.

- Curriculum Objectives: The curriculum aims, goals and objectives
- Content or Subject Matter: This is the medium through which objectives of the curriculum are met. It should cover the detailed content and knowledge that student will take away. Description of each content and knowledge is required to be provided by the bidder in this portion.
- Learning Experiences (Methods of Delivering Knowledge): It should contain the detailed strategy how the content and knowledge will be given.
- Curriculum Evaluation: Curriculum evaluation is different from a student evaluation. It is a broader term being used to make judgment about the worth and effectiveness of curriculum. Curriculum evaluation is also important in a sense that one could assess whether the aims and objectives have been met or not.

The curriculum should be available online to trainees after 2 years of completion of the program.

The curriculum should be dynamic and should be reviewed and updated (if needed) after every 6 months.

38 PROVISION OF LMS

In order to cater the learning and development needs of the trainees, the successful bidder is required to develop or provide LMS (Learning Management System) for virtual, onsite, blended delivery of training and post training access to the system. The LMS should have capabilities of creating, delivering, tracking, administrating, reporting, gap analyzing the trainings courses and outcomes. It should have dashboard to measure the progress of participants. The LMS should at least have following features:

- Content Management
- Assessment and Testing
- Monitoring and Evaluation
- Mobile Optimization and responsive

- Reporting
- Communication

39 REGISTRATION AND ALUMNI PORTAL AND POST TRAINING STRATEGY

The successful bidder is required to develop a registration portal to register the potential applicants. The portal must have records of all registered applicants, shortlisted and selected trainees. It may be connected with LMS so that performance of trainees can be measured.

An alumni portal is also required to be created or linked with LMS/Registration Portal to track the current job status of successful trainees. The bidder is required to propose a strategy to develop and integrate registration and alumni portals and how to keep engage the successful trainees on the Alumni Portal for at least 5 years after completion of the program.

40 INTELLECTUAL PROPERTY RIGHTS

The Company will own IP rights created by successful bidder arising out of the CodiSkills Program. However, neither the Company nor the Successful bidder will have any rights to IP developed by trainees during the training sessions or even after the training.

41 RESPONSIBILITY FRAMEWORK

The Company will be responsible for the funding the CodiSkills Program as per the Funding Agreement with successful bidder. Funding will be provided on reimbursement model. Hence, successful bidder will have to ensure availability of funds equivalent to expected budget of at least 6 months of training expenses as proposed in its budget.

42 GOVERNANCE OF THE PROGRAM

Regular monitoring will also be within the ambit of Company as per its inherent mandate. The monitoring will be carried out by the Company through its representatives or resident monitors as appointed by the Company.

The Company may also hire a third party for regular monitoring of the program. In this case, the Company will inform the successful bidder about the third-party monitoring firm.

43 REQUIRED OUTCOMES

The successful bidder is required to:

i.   Impart trainings to 10,000 individuals as prescribed in Terms of Reference (ToRs) section of this document within 2 years of the program duration.

ii.   Out of 10,000 trainees, overall 20% should be female trainees.

iii. Submit required reports and deliverables on quarterly basis about progress of the Program and whenever required and/or as defined in Funding Agreement after mutual consent of the successful bidder and the Company.

iv.   Assist trainees in finding suitable jobs.

44 PAYMENT PLAN

All payments shall be made on quarterly reimbursable model. However, a onetime mobilization advance of up to 50% of first quarter may be paid to successful bidder on request, against a Bank Guarantee equivalent to the mobilization advance to be submitted by the bidder. The same will be released immediately after adjustment of mobilization advance.

Payment for the program will be made as per the Payment Plan agreed with the Successful Bidder. All payments related to the Program will be made through quarterly invoices duly verified by Company. The successful bidder shall submit invoices to Company as per agreed disbursement plan. The same may be verified by the Company within 30 calendar days. Payment will be made within 30 calendar days after acceptance of deliverables. In case of variance, the undisputed amount shall be recommended to finance for payment.

There shall be no expenditure incurred beyond the approved disbursement plan. However, in exceptional circumstances, for any expense beyond the approved payment plan, the Board will be the final authority to approve such payments or otherwise.

PART C

FORMS TO BE SUBMITTED WITH PROPOSAL

45 TECHNICAL PROPOSAL – STANDARD FORMS

Bidders are required to submit technical proposals by using following standard form templates. Bidders can attach more details when & where required within these forms.

Form B1: Technical Proposal Submission Form

Form B2: Profile of the Lead Bidder

Form B3: Physical Infrastructure

Form B4: Experience of Lead Bidder or JV / Consortium Partners

Form B5: Proposed Team

Form B6: Proposed Methodology

Form B7: Proposed Curriculum

Form B8: Provision of Registration Portal and LMS

FORM B1: Technical Proposal Submission Form (To be submitted on Bidder's Letter Head)

[Location, Date]

To:

Manager Procurement

Ignite – National Technology Fund

3rd Floor, TF Complex, 7 Mauve Area, G-9/4

Islamabad, Pakistan

Tel: +92-51- 910 7441 - 46

Cell:+92-306-199-1234

Fax: +92-51- 910 7447

Email: procurement@ignite.org.pk

Sir,

We, the undersigned, offer to provide the services for CodiSkills Program in accordance with your Request for Proposal dated 14th June 2024. We are hereby submitting our Proposal, which includes this Technical Proposal and Financial Proposal sealed under a separate envelope.

Our Technical Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, which is 180 calendar days from the date of advertisement.

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Form B2: Profile of the Lead Bidder

S #	Criteria	

1	**Profile of the Lead bidder:**
	
	  i. Registered age of the Company
	
	  ii. Names of Owners/founders/ CEO/ Directors/ Managers/ Partners	

2	i. Location of agency office/sub office
	
	  ii. Number of branches
	
	  iii. Number of relevant employees including their Names & Designations, Contact Numbers & Branch contact numbers	

3	**Financial Position**
	
	  i. Name of Banks
	
	  ii. Certificate of Financial position *(to be Issued by relevant Bank)*
	
	  iii. Year wise working capital of last 3 years
	
	  iv. Year wise revenue of last 3 years
	
	  v. Copy of audited Annual Accounts (of last 3 years)
	
	  vi. Tax Registration (NTN/STN/FTN)	

4.	List of ISO Certifications **i.** **ii.** **iii.** **….**	

Form B3: Physical Infrastructure

Please provide complete details of dedicated classes with allied facilities in each city including but not limited to followings:

- City

- Organization/Institution Name where classes/ are located

- Number of classes to accommodate desire number of students at one time

- Address

- Overall Internet Facility and Speed in proposed location

- Availability of Multimedia/Large display screen in each class

- Audio Visual Facility for Lead Trainer in each class

- Availability of Backup power in case of power failure

- Cooling / Heating / Fans / Lighting etc. facilities

- Availability of furniture (desks/chairs/tables etc.)

- All required software and facilities to learn programming languages as prescribed in Terms of References of this RFP document

Form B4: Experience of Lead Bidder or JV / Consortium Partners

a. **Experience in conducting ICT based trainings/Programming Languages / Training sessions/bootcamps:**

S. No.	Training Name *(e.g., CCNA, MCS, PMP, C++, OOP etc.)*	No. of times the training is conducted *(e.g., 1 or 2 or 5 etc.)*	Period of Training (Start Date, End Date, Duration) *(e.g., 2 months or 200 hrs or 1 year etc.)*	Total number of years or months the training is conducted for. *(e.g., 6 months or 2 years etc.)*

b. **Number of trainees who successfully graduated from the IT/Digital Training programs in the last five years.**

S. No.	Training Name *(e.g., CCNA, MCS, PMP, OOP etc.)*	No. of Trainees enrolled *(e.g. 32 or 48 or 200 etc.)*	No. of Trainees successfully graudated *(e.g., 25 or 37 or 139 etc.)*	Training Start Date *(e.g., 25 Aug 2022 etc.)*	Training End Date *(e.g., 29 Dec. 2022 etc.)*

c. Experience of conducting soft skills training program

S. No.	Training Name *(presentation skills, communication skills etc.)*	No. of times the training is conducted *(e.g., 1 or 2 or 5 etc.)*	Duration of Training (Start Date, End Date, Duration) *(e.g., 2 months or 200 hrs or 1 year etc.)*	Total number of years or months the training is conducted for. *(e.g., 6 months or 2 years etc.)*

d. Number of Trainees graduated from the training programs in Programming Languages (e.g., C++, Java, JavaScript, PHP, Python etc.)

S. No.	Training Name *(e.g. JAVA, PYTHON, REACT, FLUTTER, PHP, LARAVEL, C# etc.)*	No. of Trainees enrolled *(e.g. 32 or 48 or 200 etc.)*	No. of Trainees successfully graduated *(e.g., 25 or 37 or 139 etc.)*	Training Start Date *(e.g., 25 Aug 2022 etc.)*	Training End Date *(e.g., 29 Dec. 2022 etc.)*

e. Post Training Outcomes

S. No.	Training Name *(e.g. JAVA, PYTHON, REACT, FLUTTER, PHP, LARAVEL, C# etc.)*	No. of Trainees *(e.g.,30 or 200 or 35 etc.)*	No. of trainees successfully secured a job/internship or started as a freelancer career *(e.g., 45, 50)*	Attached List of trainees with their name, email and contact number who secured jobs/internships/ freelancing as a career

f. Well Reputed International Partner in Technology/ICT Trainings

S. No.	International Partner Name	Partnership Status (Active or Not)	URL and Address

Form B5: Proposed Team

i. **Proposed Team Members, Organogram, Roles & Responsibilities of each Team Member**

S. No.	Team Member Name	Designation in the CodiSkills Project	Qualifications	Brief Experience	Roles & Responsibilities in CodiSkills Project

    a. **Attach detailed CV of above-mentioned Proposed Team**
    b. **Attach organogram of the proposed team**

ii. Lead Trainers

S. No.	Number of Lead Trainers	Physical	Virtual

S. No.	Lead Trainer Name	Lead Trainer Email & Contact No.	Proposed for "Language Name"	Brief Profile	Qualifications	Experience	Achievements

Note: (Attach detailed CV of above-mentioned Lead Trainers)

iii.   Asst. Trainers

S. No.	Number of Asst. Trainers

S. No.	Asst. Trainer Name	Asst. Trainer Email & Contact No.	Proposed for "Language Name"	Brief Profile	Qualifications	Experience	Achievements

Note: (Attach detailed CV of above-mentioned Lead Trainers)

iv. Soft Skills Trainer

S. No.	Number of Soft Skills Trainer

S. No.	Name	Email & Contact No.	City Name	Brief Profile	Qualifications	Experience	Achievements

Note: (Attach detailed CV of above-mentioned Lead Trainers)

Form B6: Proposed Methodology

The proposed methodology should include following but not limited to:

a. Marketing Strategy (Segmentation, Targeting & Positioning, Promotional Activities and Tactics, Monitoring & Evaluation and Detailed Marketing Plan)

b. Outreach Strategy (Outreach Goals, Outreach Plan, Outreach channel (Electronic, Printed, Social Media), Lead Generation Reports, Follow-up strategy, Alignment of outreach strategy with Marketing Strategy etc.) and ability to create partnerships with other institutions to engage community at large

c. Job Placement Strategy (Goals, Plan, Implementation and expected outcomes)

d. Strategy for selecting the potential trainees

e. Training Delivery Methodology

    i. Formation of classes/sections for each training

    ii. Timings & duration of each trainings

    iii. Availability of Lead Trainer throughout the trainings

    iv. Availability of Asst. Trainer throughout the trainings

    v. Discipline maintenance

    vi. Attendance Policy

    vii. Monitoring, Progress & Evaluation of trainees

    viii. Project Methodology (if any), KPIs & Evaluation of the Project (if any)

    ix. KPIs for successful completion of Training and Training Duration of each language

    x. Award of Certificate Criteria

Form B7: Proposed Curriculum

(a).Curriculum

The bidders are required to furnish topics of the proposed curriculum that should include but not limited to a comprehensive set of learning objectives, content, timelines, delivery mode, delivery style and methods for evaluating participant attainment of the training goals.

Bidders are required to furnish curriculum for each language separately. The curriculum should cover both theoretical part and hands on training part of each set of the training.

The topics of the curriculum should be based on five (5) set of programming languages as defined in relevant section.

This form should be furnished in following format.

CURRICULUM SUBMSSION FORM

(a)

#	Set of Programming Languages *(e.g., JAVA with Angular/React)*	Learning Objectives	Content (Topics)	Timelines	Delivery Mode (Online/Physical)	Delivery Style (Theoretical/Practical)	Evaluation Method measure trainees' performance

(b)

Existing utilization/adoption of proposed curriculum	Curriculum Name	Institution/organization where curriculum is being used/taught	Contact email of the Institution/organization to know about status of the curriculum

Form B8: Provision of Registration Portal and LMS

i. **Registration Portal**

    Provide details of registration portal including technical capacity to register the potential trainers and features. The portal should also serve as an Alumni Portal.

ii. **Provision of LMS**

    Provide details of LMS including technical capacity to deliver the desired results and features.

46 FINANCIAL PROPOSAL – STANDARD FORMS

Bidders are required to submit financial proposals by using following standard form templates. Bidders can attach more details when & where required within these forms.

Form C1: Financial Proposal Submission Form

Form C2: Summary of Costs

Form C3: Break down of expenditures in each city and training session per trainee

Form C1: Financial Proposal Submission Form

To:

Manager Procurement

IGNITE – National Technology Fund

3rd Floor, TF Complex, 7 Mauve Area, G-9/4,

 Islamabad, Pakistan

Tel: +92-51- 910 7441 - 46

Cell:+92-306-199-1234

Fax: +92-51- 910 7447

Email: procurement@ignite.org.pk

Sir,

We, the undersigned, offer to provide services for implementation of CodiSkills Program in accordance with your Request for Proposal dated 14th June 2024 and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of all the local taxes, duties, fees, levies and other charges applicable on our company, our sub-contractors and collaborations under the Pakistani law.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, which is 180 calendar days from the date of advertisement.

Though included in the above-mentioned fee, Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Form C2: Summary of Costs

Particulars	Pak Rupees
Training Expenditures	
All applicable Taxes	
Grand Total of Financial Proposal	

Form C3: Break down of Training Expenditures in each city by each Year (inclusive of all taxes)

Year	City Name	No. of Trainees	Training Cost per trainee	Total Cost
Year 1	Karachi			
	Lahore			
	Islamabad			
	Peshawar			
	Quetta			
	Hyderabad			
	Multan			
	Abbottabad			
	Faisalabad			
	Sukkur			
Year 2	Karachi			
	Lahore			
	Islamabad			
	Peshawar			
	Quetta			
	Hyderabad			

	Multan			
	Abbottabad			
	Faisalabad			
	Sukkur			
	Total			

Note: This total should be equivalent to the to the "Grand Total of Financial Proposal" of Form C2.

1   ANNEXURE A

One Stage Two Envelope Procedure for Bidding

Public Procurement Rules 2004

Single stage - Two envelope procedure:

(i)   The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;

(ii)   The envelopes shall be marked as "FINANCIAL PROPOSAL SIALKOT" and "TECHNICAL PROPOSAL SIALKOT" in bold and legible letters to avoid confusion;

(iii)   Initially, only the envelope marked "TECHNICAL PROPOSAL SIALKOT" shall be opened;

(iv)   The envelope marked as "FINANCIAL PROPOSAL SIALKOT" shall be retained in the custody of the procuring agency without being opened;

(v)   The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which do not conform to the specified requirements;

(vi)   During the technical evaluation no amendments in the technical proposal shall be permitted;

(vii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;

(viii) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the **financial proposals of the technically accepted bids only.** The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and

(ix)   The bid found to be the lowest evaluated bid shall be accepted.

2 ANNEXURE B

CONFLICT OF INTEREST - DISCLOSURE FORM

(To be printed on company's letterhead)

In compliance of the mandatory requirement mentioned in the RFP for 'Provision of Services to Establish & Manage National Incubation Center-Multan' published by Ignite National Technology Fund (*hereinafter 'Ignite' and/or 'Company'*), I hereby confirm:

☐   I have no Conflict of Interest to disclose

☐   I have a potential Conflict of Interest to disclose and the details are mentioned hereunder:

Summary Information			
Date Raised:		Reference No.:	

Personal Information			
Name:		Title/Designation:	
Contact No.:		Company:	

Nature of Conflict	
Description:	

I hereby affirm that the above details/disclosure are true to the best of my knowledge, and no additional information/disclosure exists.

In case of any change to the above given information/disclosure, I will promptly notify the Company and complete a new conflict of interest disclosure form which describes the changes.

Signature: _____

Date:

3   ANNEXURE C

DRAFT AGREEMENT

DRAFT – AGREEMENT FOR DEVELOPMENT OF CODISKILLS PROGRAM

This Agreement for "***Development of Codiskills Program***" (the **"Agreement"**) is made at Islamabad on this ***[Insert the date]*** day of ***[Insert Month]*** 2024.

Between

Ignite- National Technology Fund, a company incorporated under section 42 of the repealed Companies Ordinance, 1984 (*now The Companies Act, 2017)*, having its registered office at 3rd Floor, Telecom Foundation Complex, Mauve Area, G-9/4, Islamabad, Pakistan (hereinafter referred to as the **"Company"**, which expression shall where the context permits, mean and include its administrators, successors-in-interest and permitted assigns) of the First Part;

And

[Insert name of successful bidder], a company incorporated and existing under the laws of Pakistan, having its registered office at ***[insert address]*** (hereinafter referred to as the **"Service Provider"** which expression shall where the context permits, mean and include its administrators, successors-in-interest and permitted assigns) through its duly authorized representative namely ***[insert Name & designation]*** of the Service Provider, of the Second Part;

The Company and the Service Provider may hereinafter collectively be referred to as the **"Parties"** and individually as a **"Party"**.

RECITALS

WHEREAS

A. The Company requires Services in relation to Codiskills Program across Pakistan in the planned cities as mentioned in TOR's of RFP.

B. The Service Provider agrees to provide Services in relation to Codiskills Program as per the terms described in the RFP which is attached herewith as **Annexure A.**

C. All Services and duties, incidental or necessary thereto, shall be conducted and performed diligently and completely and in accordance with professional standards of conduct.

D. Against the provision of satisfactory and acceptable Services, the Service Provider shall receive agreed compensation as provided in the **"Payment Schedule"** attached herewith as **Annexure-B**.

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth and for other good and valuable consideration the adequacy of which is hereby acknowledged by the Parties and the mutual benefits to be derived therefrom, the representations and warranties, covenants, conditions and promises contained herein below and intending to be legally bound, the Parties agree as follows:

1 **DEFINITIONS AND INTERPRETATIONS**

The Following words and expressions shall have the meaning defined hereunder:

1.1 **"AGREEMENT DOCUMENTS"** means the documents listed in Article 5 of this Agreement.

1.2 **"APPROVED"** or **"APPROVAL"** means approved in writing by the Company and/or the Service Provider.

1.3 **"DAY"** means calendar day of the Gregorian calendar.

1.4 **"DELIVERABLES"** means the deliverables specified whether in draft or final form to be provided by the Service Provider as provided in the RFP under the heading **"Scope of Work"** therein attached herewith as **Annexure-A.**

1.5 **"INTELLECTUAL PROPERTY RIGHTS"** means rights in intellectual property arising from the Scope of Work, deliverables, reports, or work related to the Project provided by the Service Provider.

1.6 **"Project"** means CodiSkills Program.

1.7 **"REQUEST FOR PROPOSAL"** or **"RFP"** means the request for proposal titled *[Insert Title Of RFP]* issued dated *[Insert Date]* by the Company for the purposes of this Agreement.

1.8 **"SERVICES"** means the services to be performed by the Service

Provider for the successful completion of the assigned tasks as specifically mentioned in the RFP in Part B (Terms of Reference) and attached herewith as **Annexure A**.

1.9 **"SINGULAR AND PLURAL"** Words importing singular include the plural and vice versa and words importing masculine gender include the feminine gender.

1.10 "**Trainee or Trainees**" means the participants selected and enrolled for training in any language/course of the CodiSkills Program

2 OBLIGATIONS OF THE COMPANY:

2.1 The Company agrees to provide the Service Provider reasonable venue and participants in relation to the Project. When requested and deemed necessary, the Company shall provide the Service Provider in writing along with any additional information required to complete the task(s) related to the Project.

2.2 The Company shall provide such information for the Term of this Agreement as may be required by the Service Provider as far as reasonably practicable and without liability on the part of the Company.

3 OBLIGATIONS OF THE SERVICE PROVIDER

3.1 The Service Provider shall conform with and abide by the provisions of all federal, provincial and local laws, rules and regulations and any other laws for the time being in force in Pakistan including all regulations or by-laws of any local or other duly constituted authority within Pakistan which may be applicable to the performance of the Agreement and the rules and regulations of public bodies and companies whose property or rights are affected or may be affected in any way by the works (hereinafter referred to as "state laws") and shall give all notices and pay all fines required to be given or paid thereby and shall keep the Company indemnified against all penalties of every kind for breach of any of the same.

3.2 The Service Provider shall submit invoice as per the Payment Schedule, mentioned in the RFP. The Company after verification shall pay to the Service Provider the amount stated in the invoice within fifteen (15)

working days of the receipt of the invoice. In the event of any discrepancy in the invoice submitted by the Service Provider, the Company shall be authorized to reject the invoice submitted by the Service Provider. The Company as of right shall then instruct the Service Provider to rectify the same and the Service Provider shall within 14 days correct the invoice and submit the same to the Company. All payments to be made to the Service Provider shall be subject to applicable tax and other deductions in accordance with laws of Pakistan.

3.3   The Service Provider shall remain responsible for execution of the work as mentioned in Annexure A.

3.4   The Service Provider shall maintain detailed records of all acts, content etc. done in relation to the performance of this Agreement and, at the Company's request, shall either make all such records available for inspection or shall provide the Company with true and accurate copies thereof.

3.5   The Service Provider shall appoint a dedicated professional team along with a focal person, having relevant experience and specialized qualification for the performance of this Agreement;

3.6   The Service Provider shall perform and deliver the Deliverables listed within Annexure A with care, skill, diligence, honesty and integrity and with generally accepted standards of good practice and prudence.

3.7   The Service Provider shall complete and deliver all Deliverables and perform all its obligations under this Agreement within the time stipulated in this Agreement.

3.8   The Service Provider shall fully comply with any representations, warranties and undertakings provided in the Agreement Documents relating to the quality and contents of the Deliverables.

3.9   The Service Provider shall use its reasonable endeavors for the successful and timely completion of the activities, tasks or deliverables which are not quantified or for which no measurable indices are given in the Agreement Documents.

3.10   The Service Provider shall comply with all applicable laws, as they exist in Pakistan from time to time, including safety and security standards applicable to the activities and tasks covered under this Agreement.

3.11   The Service Provider shall apply for, obtain and maintain at all times all

permissions, consents, licenses, leases, approvals, authorizations and the like required from any private or public sector entity for performance of its obligations under this Agreement.

4 PRIMARY CONTACTS

The Parties shall appoint one (1) individual within their organizations to serve as the primary contact between each other in order to receive or provide any requisite assistance or support.

[Please insert details including name contact No. email etc. of the Primary Contact of Ignite]

[Please insert details including name contact No. email etc. of the Primary Contact of Service Provider].

5 AGREEMENT DOCUMENTS

The Recitals to the Agreement and the following documents, form an integral part of this Agreement. In case of any conflict between the terms of these documents and provisions of this Agreement, such conflict shall be resolved with reference to the provisions of this Agreement:
i) The Agreement;
ii) **Annexure-A** i.e., the RFP;
iii) **Annexure-B** i.e., the Payment Schedule;
iv) **Annexure-C** i.e., the Deliverables; and
v) Subsequent Amendments, if any.

6 EFFECTIVE DATE OF AGREEMENT

This Agreement shall become effective from [xxxx] and shall remain valid until [xxxx] ("**Term**") unless terminated earlier in accordance with the terms of this Agreement. The Agreement can be extended for another Term after the expiry date on the terms and conditions mutually agreed upon between the Parties subject to the Company giving ten (10) days advance notice to the Service Provider to that effect.

Regardless of any provision in this Agreement, if the Project is not completed within the stipulated Term, the Agreement shall automatically extend beyond the Term's expiry date. The Service Provider will be obligated to continue providing Services under the same terms and conditions outlined in Annexure-A. This extension shall be formally approved in writing by both Parties, specifying the duration, referred to as the **"Extended Term**.

7 CONFIDENTIALITY

7.1 The Parties shall not disclose the Agreement, or any provision thereof, or any specification, plan, drawing, sample or information furnished by or on behalf of either Party in connection therewith, to any person

other than a person employed by either Party in performance of the Agreement. Disclosure to any such employed person shall be made in confidence and shall only extend as far as may be necessary for purposes of such performance.

7.2 Either party shall not, without mutual consent, make use of any documents or information except for purposes of performing the Agreement. Upon becoming aware of any loss, unauthorized use or disclosure of the Company's information, the Service Provider shall immediately notify the Company of such loss, unauthorized use or disclosure and indemnify the Company for the same.

7.3 Both Parties agree that, regardless of the expiration or termination of the Agreement for any reason, the provisions concerning Confidentiality shall remain in effect for five (5) years after the Agreement's expiry or termination or unless the Parties agree otherwise to discontinue its effect.

8   INTELLECTUAL PROPERTY

The Service Provider hereby acknowledges and agrees that any and all intellectual property rights generated as a result of the performance of Services under this Agreement, Including the Scope of Work provided in this RFP, shall be the absolute property of the Company.

9   TAXES AND DUTIES

The Service Provider shall fully comply with all applicable tax laws in Pakistan, including rules, regulations and other requirements. The Company is authorized to deduct, at the source, any withholding tax obligations as required by the prevailing tax laws of Pakistan.

10   ASSIGNMENT AND SUB-CONTRACT

The Service Provider shall not alter, assign, or subcontract any part of this Agreement without obtaining prior written consent from the Company. If such consent is granted, it shall not absolve the Service Provider of its obligations and liabilities under this Agreement. Furthermore, the Service Provider remains fully accountable for the actions, omissions, and performance of any subcontractors or assignees, as well as those of its own agents, employees, and personnel.

11   PRICES AND PAYMENTS

11.1 The total price of the Agreement including taxes shall not be in excess of PKR [xxx] *(Insert the amount in Words)*, **inclusive of all applicable taxes.**

11.2 The price of the Agreement set forth in Clause 11.1 above in this Agreement is firm and final till execution of this Agreement and receipt of entire Services by the Company in acceptable condition.

11.3 No variation is acceptable to the Company with the exception of any price adjustment authorized by the conditions of this Agreement.

11.4 Applicable taxes will be deducted when processing payments and deposited with Federal Board Revenue (FBR).

12   <u>TERMINATION</u>

Termination for Default

12.1 The Company may, without prejudice to any other remedy for breach of Agreement, by written notice of default ("**Default Notice**") sent to the Service Provider, terminate this Agreement in whole or in part, if:

    12.1.1   the Service Provider fails to deliver any or all of the services within the time period(s) specified in the Agreement or any extension thereof granted by the Company;

    12.1.2   the Service Provider fails to perform any other obligation(s) under the Agreement;

    12.1.3   the Service Provider, in either of the above circumstances does not cure its failure within a period of fifteen (15) days (or such longer period as the Company may authorize in writing) after receipt of the Default Notice from the Company.

13   <u>TERMINATION FOR CONVENIENCE</u>

The Company reserves the right to terminate the Agreement, in whole or in part, at any time for its convenience, provided that it provides thirty (30) days' prior written notice to the Service Provider or after payment of a proportionate fee, subject to the Service Provider's satisfactory performance as determined by the Company.

14   <u>AMENDMENT</u>

No alteration, waiver or change in any of the terms of this Agreement will be effective unless made in writing and duly executed by an authorized officer or representative of each of the Parties.

15 ENTIRE AGREEMENT

This Agreement together with the attached Annexes contains the entire terms and conditions andconstitutes the entire Agreement between the Parties and cancels and supersedes any previous oral or written agreements, representations or arrangements, express or implied, by the Parties with respect to the subject matter of this Agreement.

16 INDEPENDENT CONTRACTORS

16.1 The Service Provider is and shall remain at all times an independent Contractor or and shall be fully responsible for its own acts or defaults (including those of its employees or agents).

16.2 The Service Provider, along with its employees, agents, or representatives, shall refrain from engaging in any activities that could reasonably lead any individual to believe that they are acting as employees, agents, or representatives of the Company.

16.3 Nothing in this Agreement shall be deemed to constitute a partnership or other profit-sharing agreement between the Parties.

17 SURVIVAL

Certain clauses of this Agreement, including but not limited to Indemnification, Confidentiality, and Dispute Resolution, as well as any other clauses inherently intended to extend beyond the termination or expiry of this Agreement, shall remain in effect for a period of Ten (10) years following such termination or expiry.

18 INDEMNIFICATION

The Service Provider agrees to indemnify, defend, and hold harmless the Company and its officers,agents, and employees, from any claim, real or imaginary, brought against the Company or its officers, agents, or employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that the damageor injury results from proximate fault of the Company or its officers, agents, or employees.

19 DISPUTE RESOLUTION AND GOVERNING LAW

Any dispute, controversy or claim arising out of or in connection with this Agreement shall be   initially resolved through negotiation by Parties. If dispute(s) remain unresolved for a period of 30 days, it shall then be settled by the sole arbitrator appointed by both the Parties as mutually agreed in accordance with the Arbitration Act 1940 and the rules made thereunder. The venue of the arbitration shall be Islamabad, Pakistan. The award made by the arbitration process shall be final and binding on the Parties and may be enforced

in any court of competent jurisdiction. Each Party shall bear the arbitration cost own its own.

The validity of interpretation and construction of this Agreement and of each part hereof shall be governed by the Laws of Pakistan. Both Parties shall comply with all applicable laws of Pakistan.

20 FORCE MAJEURE

For the purposes of this Agreement "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under this Agreement impossible or so impractical as to be considered impossible under the circumstances.

The failure of either Party to fulfil any of its obligations under this Agreement shall not be considered to be breach of or default under this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Agreement and has informed the other Party as soon as possible about occurrence of such an event.

IN WITNESS WHEREOF, the Parties to this Agreement through their duly authorized representatives have executed this Agreement in two (2) counterparts and on the days and dates set forth above, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement as set forth herein.

Signed for & on behalf of the Company

By: _____

Title: Chief Executive Officer

CNIC: _____

Date: _____/_____/2024

Signed for & on behalf of the Service Provider

By: _____

Title: _____

CNIC: _____

Date: _____/_____/2024

Witness - 1

Signature: _____

Name: _____

Designation: _____

CNIC: _____

Witness - 2

Signature: _____

Name: _____

Designation: _____

CNIC: _____

Witness - 1

Signature: _____

Name: _____

Designation: _____

CNIC: _____

Witness - 2

Signature: _____

Name: _____

Designation: _____

CNIC: _____

Note: This Agreement is a Draft Agreement subject to change in terms and conditions upon negotiation with the successful bidder during the award of the agreement. The bidders should only follow the terms of reference and instructions given in this RFP document for submission of their bids.

INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY

THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH

RS.10.00 MILLION OR MORE

Contract Number: Dated:

Contract Value:

Contract Title:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely

to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

[Buyer]   [Seller/Supplier]