

**Pre-Qualification**

**of**

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**Individual Trainers / Consultants for Delivery of Training, Advice & Guidance to SMEs  
on Business Management & Operations**

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**National Business Development Program for SMEs (NBDP)**

National Business Development Program for SMEs (NBDP)  
3<sup>rd</sup> Floor, Building # 03, Aiwan-e-Iqbal Complex, Egerton Road, Lahore.  
Tel: 042-111-111-456, Fax: 0423634926

## TERMS OF REFERENCE

“National Business Development Program for SMEs” is a public-sector development project of Ministry of Industries and Production, Government of Pakistan, with a mandate to provide handholding, advice and business development support to new and existing SMEs of the country.

### I. INTRODUCTION / OBJECTIVE

Small and medium businesses often lack expertise in basic business management skills, and generally do not have resources to engage external experts i.e. Trainers / Consultants. Even in the instances where possibility of hiring service providers is available, the small business entrepreneur does not have enough domain knowledge to determine the scope of service to be delivered by the Trainers / Consultants. This lack of comprehension acts as a major barrier in determining the value for money that has to be paid as service fees, and limits SMEs desire to seek professional services.

This assignment is intended to provide quality assured training, advice and guidance to the small and medium business for resolving their issues relating to business management and operations.

It is intended to provide trainings and facilitate one-on-one interaction in the form of theme specific helpdesks, by the qualified individual Trainers / Consultants (hereinafter referred to as “Applicant”) to provide training and hands-on advice & guidance that can be used / implemented by the small & medium entrepreneurs in their businesses.

### II. CATEGORIES FOR DELIVERY OF TRAINING, ADVICE & GUIDANCE

The indicative categories to be covered under Training, Advice & Guidance include the following:

Category Number	Name of the Category
Category - 1	Entrepreneurship and Small Business Start-up
Category - 2	Market Research, Marketing, Branding and Advertising
Category - 3	Sales, Sales Force & Customer Management
Category - 4	Human Resource Management
Category - 5	Business Regulations, Registration and Commercial Contracts
Category - 6	Banking, Finance, Accounting & Recordkeeping

Pre-Qualification of Individual Trainers / Consultants for Delivery of Training Advice & Guidance

<b>Category Number</b>	<b>Name of the Category</b>
Category- 7	Risk Management & Insurance
Category - 8	Sector Technology, Quality, Productivity and Energy Efficiency
Category - 9	Change & Growth Management
Category - 10	General Business Management
Category - 11	E-enablement of Small & Medium Businesses
Category -12	Import / Export Documentation and Procedures
Category -13	Supply Chain & Distribution Management
Category -14	Agri. Food Processing, Off-Farm farming, Agri. Technology, Agri. Business Management
Category -15	Business Taxation, Labour Laws, Corporate Regulatory Affairs
Category -16	Digital & Social Media Marketing
Category -17	Livestock & Dairy Development
Category -18	Sea Food processing, Marketing Sales & Value Change Management for Fisheries sector
Category -19	Tourism & Hotel Management
Category-20	Business Research & Development

<b>Province</b>	<b>Applications requested for Category</b>
Punjab	All categories especially 02, 05, 07, 08, 11,13,14,16,17,18,19,20
Sindh	All Categories
KPK	All Categories
Balochistan	All Categories
AJK	All Categories
GB	All Categories
ICT	All Categories

### III. INVITATION FOR PRE-QUALIFICATION

#### **PRE-QUALIFICATION OF INDIVIDUAL TRAINERS / CONSULTANTS FOR DELIVERY OF TRAINING, ADVICE & GUIDANCE TO SMEs ON BUSINESS MANAGEMENT & OPERATIONS**

1. National Business Development Program for SMEs (NBDP) intends to pre-qualify and engage services of individual Trainers / Consultants against delivery of information, advice & guidance to SMEs on business management & operations.
2. Individual Trainers / Consultants shall be selected / pre-qualified as per Evaluation Criteria specified in the pre-qualification document.
3. Pre-qualification is open to the individual Trainers / Consultants who have not been blacklisted or debarred by any Government / Semi-Government / Autonomous organizations in Pakistan.
4. Applications for pre-qualification must be submitted on prescribed format as provided in these documents. Any Application not prepared according to the prescribed format shall be rejected.
5. The Applicants should submit details of their most relevant assignments of similar projects for technical evaluation using the prescribed format.
6. The Application for pre-qualification must be delivered, in sealed envelope, through registered mail / courier service at below mentioned address not later than October 01, 2020 before 1400 hours, clearly marked "Pre-Qualification Application for Selection of Trainers / Consultants for Delivery of Training, Advice and Guidance under NBDP." The received Applications will be opened on same day at 1500 hrs.
7. **Already pre-qualified trainers / consultants do not require to submit new applications.**

**Raja Hassanien Javed**

**Project Director**

**National Business Development Program for SMEs (NBDP)**

**3<sup>rd</sup> Floor, Building # 03, Aiwan-e-Iqbal Complex, Egerton Road,**

**Lahore Tel: 042-111-111-456**

**Fax: 042-3634926**

#### IV. INSTRUCTIONS TO APPLICANTS

##### 1. Definitions:

- 1.1. "Agreement" means the Contract Agreement signed by the Client and the Applicant and all the attached documents.
- 1.2. "Applicant" means Trainers / Consultants applying for the pre-qualification.
- 1.3. "Client" means National Business Development Program for SMEs (NBDP), 3rd Floor, Building # 03, Aiwan-e-Iqbal Complex, Egerton Road, Lahore, with whom the selected Applicant signs the Agreement for the Services.
- 1.4. "Government of Pakistan" means the Government of Pakistan and all its associated departments, agencies, autonomous / semi-autonomous bodies, boards, universities and similar other organizations.
- 1.5. "Relevant Experience" means the experience of providing training / consultancy in respective field as an expert / consultant / trainer or practitioner.

##### 2. Preparation & Submission of Applications:

- 2.1. The Applicants may apply against maximum of **THREE** Categories as mentioned under Heading II of Pre-qualification document i.e. "CATEGORIES FOR DELIVERY OF TRAINING, ADVICE AND GUIDANCE".
  - 2.1.1. Province wise applications against given category(ies) are requested from the interested applicants (trainers / consultants).
  - 2.1.2. The applicants are advised to submit application against the province of their interest / choice where they are able to conduct helpdesk / training, as per allocated provincial categories.
  - 2.1.3. The received applications will be evaluated as per the evaluation criteria given at section V of the pre-qualification document.
  - 2.1.4. The qualification and past experience of the applicant must match with the category applied.
  - 2.1.5. The name of the province must be clearly marked on the top right side of the envelop and on pre-qualification application "Annexure-A".
- 2.2. Application for pre-qualification (one original and one copy) must be received in sealed envelopes by registered mail / courier to:

Project Director  
National Business Development Program for SMEs (NBDP)  
3<sup>rd</sup> Floor, Building # 03, Aiwan-e-Iqbal Complex, Egerton Road, Lahore, not later than October 01, 2020 on or before 1400 hrs.
- 2.3. Applications must be clearly marked "Pre-Qualification Application for Selection of Trainers / Consultants for Delivery of Training, Advice and Guidance under NBDP."
- 2.4. The name and mailing address of the Applicant shall be clearly marked at the left corner of the envelope.
- 2.5. The Applications shall be prepared in the English language and as per format described in pre-qualification documents.
- 2.6. The Applications must respond to all questions and provide complete information as indicated in pre-qualification document. Any lapse in provision of essential information on standard templates may result in rejection of the Application.

- 2.7.** The clarification meeting, if necessary to be held, shall be intimated accordingly well before last date of submission of Applications.
- 2.8.** Applicant shall bear all costs associated with the preparation and submission of his / her pre-qualification document. The Client is not bound to accept any Application and reserves the right to annul the selection process at any time prior to pre-qualification intimation, in accordance to the prescribed rules / regulations without thereby incurring any liability to the Applicants.

**3. Eligibility Criteria / Mandatory Requirements for pre-qualification:**

- 3.1. Pre-qualification is open to individual Trainers / Consultants who have not been blacklisted or debarred by any Government / Semi-Government / Autonomous organizations in Pakistan.
- 3.2. The Applicant must be registered with Income Tax Department, have valid Tax Number (NTN) and be on active taxpayer's list.

**4. Submission of Application:**

- 4.1. Each Applicant can submit only one Application under this pre-qualification notice. If an Applicant submits more than one Application, such Application shall be rejected.

**5. Evaluation of Applications:**

- 5.1. The Client will evaluate and pre-qualify the Applicants in accordance with the evaluation criteria specified in the Pre-qualification documents.
- 5.2. The Client will notify each Applicant submitting the Application for pre-qualification whether or not it has been pre-qualified.

**6. Updating Pre-qualification Information:**

- 6.1. The Client at any stage of the selection proceedings, having credible reasons for or prime a facie evidence of any defect in Applicant's capacities, may require from Applicant to provide information concerning to his / her professional, technical, legal or managerial competence whether already pre-qualified or not.
- 6.2. Applicants shall be required to update the information concerning their professional, technical, financial, legal or managerial competence used for the pre-qualification at any subsequent stage as may be required by the Client to ensure their continued compliance with the qualification criteria and verification of the information provided at the time of pre-qualification.

**7. Client's Right:**

- 7.1. The Client can cancel the pre-qualification process and reject all Applications, in the event that the Client does not wish to proceed with the assignment. In such an eventuality, no expense and / or cost whatsoever incurred by any Applicant in the preparation of Application shall be payable by the Client.
- 7.2. The Client shall disqualify an Applicant if it finds, at any time, that the information submitted by him / her concerning his / her qualification was false and materially inaccurate or incomplete.

**8. Ownership of Pre-qualification Document:**

- 8.1. All documents submitted by an Applicant in response to this invitation to pre-qualification shall become the property of the Client. However, intellectual property in the information contained in the application submitted by the Applicant shall remain vested in the Applicant.

**9. Alteration, Erasures or illegibility:**

- 9.1. Except for amendments to the entries made by an Applicant which are initialed by the Applicant, Applications bearing any other alterations, erasures or illegibility are liable to rejection.

**10. Applicable Laws:**

- 10.1. All Applications submitted pursuant to this invitation and the formation of any resulting contract, shall be governed by the laws of Pakistan. Any amendment or a further legal requirement issued by Govt. of Pakistan even after issuance and receipt of Applications shall be applicable without any financial repercussion.

**11. Misconduct:**

- 11.1. If an Applicant or any person on his / her behalf makes any attempt to canvass, solicit or approach any official of the Client or any of its officials in any matter relating to or arising out of this Application, his / her Application will be liable to rejection and the Applicant shall be liable to debarment for a period to be fixed at the discretion of the Client.

**12. Full Compliance:**

- 12.1. The Applicants shall comply fully with the Instructions to Applicants, Forms, and Appendices etc. Non-compliance of any item may render an Applicant not eligible for Pre-Qualification.

**13. Amendment in Pre-qualification Documents:**

- 13.1. At any time prior to deadline for submission of Applications, the Client may amend the pre-qualification documents by issuing an addendum.
- 13.2. Any addendum issued shall be part of the Pre-Qualification Documents and shall be communicated in writing to all those who have obtained the pre-qualification documents.
- 13.3. To give prospective Applicants reasonable time to take an addendum into account in preparing their Applications, the Client may, at its discretion, extend the deadline for the submission of Applications.

**14. Pre-qualification Validity**

- 14.1. The Applicants declared pre-qualified as a result of the pre-qualification proceedings, their pre-qualified status will remain valid for Three (03) years from the date of announcement of pre-qualification results. However, if deemed necessary the Client may extend the validity of pre-qualification of all pre-qualified consultants by issuing an extension notice.
- 14.2. The Client, if considers necessary, may call fresh Applications for pre-qualification at any time during the currency of validity by cancelling the pre-qualification already done.



**15. Clarification of Pre-qualification Documents:**

- 15.1. Applicants may request a clarification of any provision of the pre-qualification documents at-least seven (07) days before the Application submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Pre-Qualification Documents.

## V. EVALUATION CRITERIA

### 16. General:

- 16.1. Pre-qualification will be based on the Applicant's Profile (Professional Qualification, General Experience and Relevant Experience), as demonstrated by the Applicant's responses in the forms attached to pre-qualification document.
- 16.2. If an Applicant fails to fulfil the Mandatory Requirements, such Application shall not be considered for further processing and shall be rejected.

### 17. Weightage: Distribution of Total Score 100 Points

Sr. #	Category / Component	Weightage / Points
1.	Applicant's Qualification	30
2.	Applicant's General Experience	30
3.	Applicant's Relevant Experience (Training / Consultancy)	40

### 18. Qualifying Marks:

Applicants scoring at-least 70% marks shall be pre-qualified.

**19. Evaluation Procedure:**

**19.1. Applicant Qualification:**

**(Max 30 Points)**

**19.1.1. Highest Degree in related subject:**

**(Max 15 Points)**

*(Use Annexure-B for provision of relevant information)*

Sr. #	Components	Score	Total Score
	<b>Highest Degree in related subject</b>		<b>15</b>
1.	PhD / MS / MPhil	15	
2.	Masters / Bachelor (Hons)	12	
3.	Graduation 14 Years	10	
	<b>Total</b>		<b>15</b>

**19.1.2. Certifications / Trainings Obtained:**

**(Max 15 Points)**

*(Use Annexure-B-1 for provision of relevant information)*

Sr. #	Components	Total Score
	<b>Certifications / Trainings obtained</b>	
1.	Maximum marks for 15 certifications / trainings or above, relative marking for others	<b>15</b>
	<b>Total</b>	<b>15</b>

**19.2. Applicant General Experience:**

**(Max 30 Points)**

**19.2.1. Career Span:**

**(Max 30 Points)**

*(Use Annexure-B for provision of relevant information)*

Sr. #	Components	Total Score
	<b>Total Professional Experience</b>	
1.	Maximum marks for 10 years or more, relative marking for others	<b>30</b>
	<b>Total</b>	<b>30</b>

**19.3. Applicant Relevant Experience: (Max 40 Points)**

**19.3.1. Consultancy Assignments (in last 05 Years): (Max 20 Points)**

*(Use Annexure-C for provision of relevant information)*

Sr. #	Components	Total Score
	<b>Consultancy Assignments Executed</b>	
1.	Maximum marks for 10 consultancy assignments or more, relative marking for others	<b>20</b>
	<b>Total</b>	<b>20</b>

**19.3.2. Training Assignments (in last 05 Years): (Max 20 Points)**

*(Use Annexure-D for provision of relevant information)*

Sr. #	Components	Score	Total Score
	<b>Trainings Conducted</b>		<b>20</b>
1.	Maximum marks for 10 training assignments or more, relative marking for others	20	
	<b>Total</b>		<b>20</b>

## VI. STANDARD ANNEXURES

### Annexure – A Application for Pre-qualification

The Project Director  
National Business Development Program for SMEs  
(NBDP),  
3<sup>rd</sup> Floor, Building # 03, Aiwan-e-Iqbal Complex,  
Egerton Road,  
Lahore. Tel: 042-111-  
111-456

**Subject: PRE-QUALIFICATION APPLICATION FOR SELECTION OF TRAINERS  
/ CONSULTANTS FOR TRAINING, ADVICE & GUIDANCE UNDER  
NBDP**

Dear Sir,

I, the undersigned, offer to provide the required information / documents for the above-mentioned subject in accordance with pre-qualification documents, and for the following categories mentioned in Heading II of Pre-Qualification Document:

Sr. #	Selected Category	Selected topic within category	Preferred Type of Service (Please tick appropriate option)
1	e.g. [Category 02]	e.g. [Branding]	<ul style="list-style-type: none"> <li>• Training</li> <li>• Consultancy</li> </ul>
2			<ul style="list-style-type: none"> <li>• Training</li> <li>• Consultancy</li> </ul>
3			<ul style="list-style-type: none"> <li>• Training</li> <li>• Consultancy</li> </ul>

<b>Preferred NBDP / SMEDA Provincial Office for Liaison and Service Delivery</b> [Please tick One only]	<ul style="list-style-type: none"> <li>• Punjab - (Lahore)</li> <li>• Sindh- (Karachi)</li> <li>• Khyber Pakhtunkhwa – (Peshawar)</li> <li>• Baluchistan- (Quetta)</li> <li>• AJK</li> <li>• GB</li> <li>• ICT</li> </ul>
Indicative cities for delivery of services as per Province selected above (Indicate name of the cities)	

I, hereby declare that all the information and statements made in this document are true and accept that any misinterpretation contained in it may lead to rejection of proposal.

Yours sincerely,  
[Name, Signature, Address]

## Annexure – B

**“Curriculum Vitae”**

<b>Personal Information</b>	Complete Name	[In Capital Letters]		
	CNIC			
	NTN			
	D.O.B (DD / MM / YYYY)			
	Postal Address			
	Province & City			
	Phone #			
	Email:			
<b>Qualification</b> <i>Start from Highest</i>	<b>Degree</b>	<b>Institute</b>	<b>Year Completed</b>	<b>Percentage / CGPA</b>
<b>Career Summary</b> ( <i>Brief of professional experience max 200 words, must reflect the professional expertise</i> )				
<b>Total Experience</b> (Mention No. of Years)				
<b>Professional Experience</b> ( <i>Start with most recent job</i> )				
<b>Recent Job</b>	<b>Designation</b>			
	<b>Organization Name</b>			
	<b>Job Duration</b>	<b>No. of Years / Months</b>		
		<b>Start Date</b>	<b>End Date</b>	
<b>Job Scope / Duties Performed</b> ( <i>Brief of responsibilities max 100 words</i> )				

<b>Past Experience</b>				
<b>1- Previous Job</b>  Use same pattern for other jobs completed.	<b>Designation</b>			
	<b>Organization Name</b>			
	<b>Job Duration</b>	<b>No. of Years / Months</b>		
		<b>Start Date</b>	<b>End Date</b>	
<b>Job Scope / Duties Performed</b> ( <i>Brief of responsibilities max 100 words</i> )				
<b>Languages</b>				
<b>Skills</b>				

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience, and I am available to undertake the assignment in case of work award. I understand that any misstatement or misrepresentation describes herein may lead to my disqualification or dismissal by the Client.

Name of the Applicant	
Date:	
Signature	



Annexure – B -1

**“Certifications / Trainings Obtained”**

#	Certification / Training Title	Type (Certification / Training)	Institute / Organization	From (D/M/Y)	To (D/M/Y)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

\*Add rows if necessary

## Annexure - C

**“Applicant Experience of Consultancy Assignments”**

[Please attach list of Assignments / Projects conducted during last 05 years]

(Provide Documentary Evidence: Award of Contract / Completion Certificates, Reference Letter, Recommendation Letter, Email etc.)

<b>Experience of Consultancy Assignment</b> (Project Sheet 1*)			
<b>Sr. #</b>	<b>Required Information</b>	<b>Response</b> (Please provide exact information with Project title, location/s and duration)	
1	Project Title and duration <i>[The Project Title means the actual name of the Project]</i>		
2	Please elaborate Applicant's role in relevant project	Attach separate Page and provide reference / page number here.	
3	Year of Completion / Execution		
4	Contact details of Client, Location(s) Province / District / City		
5	Please specify the magnitude of project	<b>Relevant Indicator / Milestones</b>	<b>Value (Rs)</b>

**Copy the above table for another response.**

[Use the same pattern for additional assignments / projects and mark them as Project Sheet 2 and sheet 3 ... etc.]

Annexure – D

**“Training Assignments Conducted”**

<b>Training Assignments conducted in last 05 Years</b>				
<b>Sr. #</b>	<b>Year</b> (Conducted / Completed)	<b>Training Assignment Title</b>	<b>Brief Scope of Training Assignment</b>	<b>Client Details</b> (In case of in-house trainings conducted mention in-house training in Client Details)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

\*Add rows if necessary

Annexure – E

**UNDERTAKING REGARDING NOT BEING BLACKLISTED**

*(Printed and signed on Rs 50 stamp paper)*

Date DD-MM-YYYY

**To,**

Project Director  
National Business Development Program for SMEs (NBDP), 3<sup>rd</sup>  
Floor, Building # 03, Aiwan-e-Iqbal Complex,  
Egerton Road, Lahore.

**Dear Sir,**

Subject: **UNDERTAKING REGARDING NOT BEING BLACKLISTED**

It is hereby declared that, I **[Complete Name]** S/DW/O **[Father / Husband Name]** holding **[CNIC -----]** is not blacklisted by any Government authority, department or any other relevant body in Pakistan. I will immediately inform to **“National Business Development Program for SMEs”** in case of any change in the situation / status at any point in time during the pre-qualification process and thereafter.

Name:

CNIC:

Signature: \_\_\_\_\_

**Annexure – F “Application  
Submission Checklist”**

<b>Sr. #</b>	<b>Required Documents</b>	<b>Check Box (Y/N)</b>	<b>Page No</b>
1.	Cover Letter - <b>(Annexure - A)</b>		
2.	Curriculum Vitae - <b>(Annexure - B)</b>		
3.	Certifications / Trainings Obtained - <b>(Annexure B-1)</b>		
4.	Consultancy Assignments - <b>(Annexure - C)</b>		
5.	Training Assignments - <b>(Annexure - D)</b>		
6.	Undertaking not being blacklisted - <b>(Annexure - E)</b>		
7.	Copies of Experience Certificates		
8.	Copies of Certificates for Certifications / Trainings Obtained		
9.	Copies of Award of Contract / Completion Certificates for Consultancy Assignments		
10.	Copies of Award of Contract / Completion Certificates for Training Assignments Conducted		
11.	Copy of National Tax Number (NTN)		
12.	Copy of CNIC		