

Prime Minister's Initiative

Selection of Training Firm to Deliver Soft Skill Training

P A K I S T A N

Request for Proposal

A (01)/PSEB/2025-49

December, 2025

S O F T W A R E
E X P O R T B O A R D

Government of Pakistan

PAKISTAN SOFTWARE EXPORT BOARD

MINISTRY OF INFORMATION TECHNOLOGY GOVERNMENT OF PAKISTAN

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S O F T W A R E
E X P O R T B O A R D

1. INTRODUCTION TO PSEB

Since its establishment in 1995, the Pakistan Software Export Board (PSEB), an entity under the Ministry of IT and Telecommunication, has been actively facilitating the overall development and sustainable growth of Pakistan's IT and IT-enabled Services (ITeS) industry. Acting as a one-stop shop on behalf of the Government of Pakistan, PSEB is mandated to promote software exports, strengthen the domestic IT ecosystem, and enhance the global competitiveness of Pakistan's IT industry.

PSEB formulates and implements policy frameworks and incentive packages, serves as a vital interface between the Government and the IT industry, and collaborates with relevant regulatory bodies to develop the enabling infrastructure for sectoral growth. It conceptualizes and executes strategic projects aimed at industry development, resolves industry concerns through engagement with government authorities, and promotes Pakistan as a viable IT destination in the global market.

A key objective of PSEB is to ensure the availability of skilled human resources equipped with the latest technologies. To bridge the industry-academia gap and enhance employability, PSEB—under the guidance of the Ministry of IT and in consultation with the IT industry—has launched several human resource development initiatives. These programs are designed to equip IT professionals and graduates with cutting-edge technical and soft skills delivered by industry experts. Through these efforts, PSEB aims to significantly enhance both the quantity and quality of the skilled workforce available to Pakistan's IT and ITeS industry.

Through its continued initiatives, PSEB strives to foster an environment that promotes innovation, collaboration, and export growth, ultimately strengthening Pakistan's position in the global technology landscape.

2. INTRODUCTION TO THE PROGRAM

The objective of this training is to upskill IT professionals with critical soft skills that complement their technical knowledge. In today's competitive global IT landscape, strong communication, leadership, teamwork, and problem-solving abilities are essential for career growth and effective collaboration in agile and client-facing environments. By developing these skills, professionals are better equipped to navigate challenges, work efficiently in diverse teams, and communicate ideas with clarity. Soft skills help them transition smoothly into professional roles, enhancing productivity and confidence. Overall, soft skills contribute significantly to building a resilient, adaptable, and future-ready workforce in Pakistan's IT sector.

Single company or Joint Ventures/consortium comprising of multiple companies, having experience of undertaking soft skills trainings/corporate trainings as mentioned under deliverables within the mentioned timeline, are invited to submit their proposals to PSEB in response to this tender.

3. CONSORTIUM / JOINT VENTURE (JV) DEFINITION (IN CASE OF JV)

- Participation is permitted through a consortium/Joint Venture (JV), provided that roles, responsibilities, and contributions of all members are clearly defined in a formal agreement and a lead partner is designated to represent the consortium in all official matters; once a company participates in a JV for this bidding process, it shall be ineligible to join or participate in any other JV for the same process
- A Consortium/Joint Venture (JV) refers to a collaborative association of two or more independent entities formed specifically to participate in this RFP.
- Participation is through a consortium/JV, with roles, responsibilities, and contributions clearly defined in a formal agreement, and a lead partner designated to represent the consortium in all official

matters. (Once a company is part of a JV participating in the bidding, it shall be ineligible to join or participate in any other JV for the same bidding process)

4. DELIVERABLES

4.1 Trainers & Trainings

Under this program, approximately 2700 IT professionals having IT Degree will be trained on soft skill. The training venues must be but not limited to Gilgit, Rawalpindi, Islamabad, Lahore, Multan, Faisalabad, Karachi, Sukkur, Hyderabad, Quetta, Peshawar or any other location as approved by PSEB.

Provide qualified soft skills and leadership trainers to train the candidates on a comprehensive program including at least the following soft skills training modules:

Module 1 – Self-Grooming, Executive Presence & Professional Ethics (10 hrs)

Module 2 – Communication & Business Writing (10 hrs)

Module 3 – Leadership, Team Building & Emotional Intelligence (10 hrs)

Module 4 – Problem Solving, Critical Thinking & Key Account Management (10 hrs)

Module 5 – Client Negotiation, Presentation & Career Readiness (10 hrs)

The trainers must possess the required professional experience as mentioned in Evaluation Criteria table section 4.

The project awardee shall ensure the replacement of any trainers who is unable to deliver the scheduled class.

4.2 Training Rooms/Auditoriums

Provide well-equipped training rooms/auditoriums. Maximum number of simultaneous trainees per classroom will be 30-50 trainees. The training rooms/auditoriums facilities for each training venue must be in conditions fit and suitable for the mentioned trainings. PSEB reserves the right to reject any of the training rooms/Auditoriums that it deems unfit for the purpose, in such a case the bidder must provide an acceptable alternate. The project awardee must take all steps to ensure safety and sanctity of female project staff and trainees.

4.3 Course Content and Stationery Material

Provide course contents for the courses mentioned under clause# 4.1. This shall also include the stationery required by the trainees/candidates and trainers in the training rooms/auditoriums.

The course contents, once procured by PSEB under this program, will be considered PSEB's property outright, without any limitations of licensing, intellectual property rights, number of re-uses, medium of delivery, location, or period of ownership. However, the project awardee would be entitled to use these contents for its future programs.

4.4 Session Recordings

The bidder must record all sessions of each module with acceptable quality. The trainees shall be able to access the recording of the trainings and shall be able to access these recording online up to 6 months after the end of the program.

4.5 Trainees

To train approximately 2700 IT professionals on soft skills as mentioned under clause# 4.1.

Trainees shall be IT professionals from PSEB-registered IT/ITeS companies, nominated by their CEOs, and finalized upon PSEB's approval

The Project Awardee shall be responsible for undertaking all necessary arrangements, advertisements, and awareness activities to identify and select prospective trainees based on the eligibility criteria specified by PSEB. The preliminary selection criteria for trainees are as follows:

a) Employed IT graduates nominated by their respective CEOs are eligible to participate,

provided that the nominating IT/ITeS company has been an active PSEB member for the past two (02) years and is engaged in IT/ITeS exports with a minimum annual export value of USD 20,000 for each of the last two (02) years.

- b) The nominated IT professional must have a minimum of three to five (03–05) years of experience in the IT industry

PSEB project committee will make the final selection of eligible companies qualified in the case where more than the required number of companies apply for seeking training of their staff. The count of 2700 trainings are station-wise distributed as follows:

Sr #	Name of Station	Tentative Number of trainees
1	Karachi	520
2	Lahore	480
3	Islamabad/Rawalpindi	480
4	Gilgit	80
5	Multan	320
6	Faisalabad	280
7	Sukkur	80
8	Hyderabad	120
9	Peshawar	240
10	Quetta	100
	Total	2700

Based on the availability of the funds, demand from the industry and/or availability of the trainees, PSEB reserves the right to change the number of the trainees.

5. PROJECT DURATION.

- The training aims to train IT professionals in Gilgit, Rawalpindi, Islamabad, Lahore, Multan, Faisalabad, Karachi, Sukkur, Hyderabad, Quetta, Peshawar and any other location approved by PSEB within three months.
- The deliverables include 50 hours of trainings for each of the trainee in the course, as mentioned in clause # 4.1.
- Delivery period may be extended in case of events beyond the control of project awardee and PSEB. The project awardee shall inform in writing to PSEB of any such request for extension in delivery period at least 2 weeks prior to the expiry of project delivery period with proper justification.

6. LIQUIDITY DAMAGES

The bidder must submit an undertaking on the company's official letterhead confirming that *all items, services, and deliverables* shall be provided strictly within the agreed timelines after the issuance of the Purchase Order (PO) and/or signing of the Contract. Failure to meet the agreed timelines will result in penalties as outlined below.

Deliverable	Parameter	Requirements	Penalty
Delivery of Trainings as per Purchase Order	Training delivery aligned with approved course curriculum, module structure, and agreed training schedule	Training must be completed within the mutually agreed timeframe (in weeks) as per PO/contract	<ul style="list-style-type: none"> Delay up to 8 weeks after scheduled date: 1.0% of PO value Delay beyond 8 weeks: 2% of PO value

			<ul style="list-style-type: none"> If delay exceeds 12 weeks, the Authority reserves the right to cancel the order and take further action as deemed appropriate <i>Week means a full 7-day week</i>
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7. TRAINING SCHEDULE

The training shall commence within ten (10) days of the issuance of the Purchase Order.

8. PAYMENTS

Sr. No.	Work to complete	Payment Percentage
01	Completion of training 3 modules	40%
02	Completion of training 5 modules	50%
03	Submission and acceptance of project completion report	10%

- If requested by the contract awardee, a mobilization advance of up to twenty percent (20%) of the total approved contract amount may be issued upon the signing of the contract. The mobilization advance shall be subject to the prior approval of PSEB. The Project Awardee shall submit an unconditional Bank Guarantee equivalent to the mobilization advance amount, along with the Project Plan, enrollment details, and Training Resources, for PSEB's review and approval. The Mobilization Advance will be adjusted in the first payment.
- 10% of the total contract value of the project shall be submitted as a performance guarantee by the Project Awardee at the time of award of contract. The performance guarantee should be in the form of Bank Guarantee/Bank draft/pay order with validity at least for one calendar year from the date of its issuance or completion of the contract.
- The performance guarantee will be released as governed by the contract between PSEB and the project awardee, upon submission of a request from the project awardee and PSEB's completion certification/sign-off document.
- Trainees attending at least 80% of the total training hours against each of their respective course, as mentioned under clause 4.1, shall be considered as successfully delivered training.

9. DOCUMENTS REQUIRED

The bid/proposal must comprise the following documents duly numbered with proper annexures.

- A concise profile of the company. In case of Consortium/JV, profile of each member company will also be required.
- In case of Joint Venture/Consortium, agreement among the partners defining a clear role of each member and nomination of Lead Partner as defined in section # 3.
- Valid Certificate of Incorporation of Company/Firm under the relevant laws of Pakistan. In case of Joint Venture / consortium, valid Certificate of Incorporation of each of the member Company/Firm under the relevant laws of Pakistan.
- An active Income Tax Registration of each company participating in bidding process.
- An active sales tax registration with FBR, In case of Joint Venture/consortium, each of the member company should be registered from either provincial or federal revenue boards/authorities. (Exemption for HEC recognized universities).
- Submission of undertaking on legal valid and attested stamp paper of Rs. 100/- that the participating firm is not blacklisted by any of the provincial or federal government departments, agency, organization or autonomous body anywhere in Pakistan. In case of Joint

Venture/consortium, same shall be submitted by the Lead Partner on behalf of all member companies.

- g. Audited financial statement of each firm of the last 02 years, In case of Joint Venture/consortium, the same shall apply for each of the member to ascertain the annual revenues of the firm(s).
- h. Any other document which the applicant deems appropriate to support its proposal for qualification.
- i. Trainers' details as per Annex-I.

10. **CORRUPT OR FRAUDULENT PRACTICES BY BIDDER.**

Any type of corrupt or fraudulent practices or provision of any false information by the bidder will lead to disqualification of the bid and confiscation of the bid security regardless of the price and quality of the product.

11. **SUBMISSION OF BIDS:**

A single-stage two envelope bidding process will be followed. The technical and financial bids shall be in English language and must be submitted online through EPADS (which is mandatory otherwise bid will not be considered). Bid Security amounting to **Rs. 3.0 million** in the shape of Bank Draft / Pay Order shall be in the favor of "Pakistan Software Export Board" must be delivered through courier or dropped at the PSEB office on or before the closing date and time of the bid. Copy of the same must be uploaded on EPADS along with the Technical & Financial proposal.

- a. Proposals should be submitted electronically **ONLY** through EPADS. For registration and training on EPADS. In case of any technical difficulty in using EPADS, prospective bidders may contact PPRA Team, Director MIS Room No.109, 1st Floor, FBC building Sector G-5/2, Islamabad. Contact Number 051-111-137-237.
- b. Only those bids will be considered which applied through EPADS <https://eprocure.gov.pk>
- c. All supported documents must be submitted through EPADS
- d. The proposals must be prepared and submitted in accordance with the instructions provided in the detailed RFP, along with the bid security instrument and Proof of Eligibility documents, through EPADS no later than **January 07th, 2026, at 03:00 PM**. The proposals will be opened on the same day at **03:30 PM** at the address mentioned below, in the presence of vendors/bidders or their authorized representatives who wish to attend the bid opening session, either online or in person.
- e. Original Bid Security instrument **MUST** be submitted to the **undersigned** before closing hours of the bids submission time. Bids submission date and time will be strictly adhered, and it will be bidders' responsibility to ensure the submission of bid at given date and time.
- f. The financial bids will be opened only of those bidders who qualify in technical proposals evaluation. The opening of financial bids will be notified separately once technical evaluation has been completed. Please note that submission date and time will be strictly adhered, and it will be bidders' responsibility to ensure the submission of bid at given date and time.
- g. The quoted prices must remain valid for acceptance up to 180 days from the date of its opening. The quoted prices should be in Pak Rupees and inclusive of all applicable taxes.
- h. The prices quoted without any tax remarks will be treated as inclusive of all applicable taxes. Any change in Government duties or taxes shall be borne by the successful company/ Joint Venture/Consortium.
- i. The company/ Joint Venture/Consortium selected for the award the contract shall have to submit performance bond of 10% of total amount of the contract. The performance bond shall be in

the shape of Bank Guarantee/Bank Draft / Pay Order in the favor of “Pakistan Software Export Board”.

11.1 Withdrawal of Bid.

The bid security will be forfeited if a bidder withdraws the bid after the deadline of bid submission or during the period of bid validity or in the case of a successful bidder fails to sign/accept the Purchase Order/Contract.

11.2 Rejection of Bid.

- a. Bid security has not been submitted as per section 9.
- b. Incomplete, conditional, or optional bids will be rejected forthwith.
- c. Bids received after due date & time will not be accepted.
- d. Bids failing to meet the eligibility / evaluation criteria.
- e. Any noncompliance to the terms and conditions of bidding documents.
- f. Company shall be disqualified if financial figures are mentioned in the technical proposal.

11.3 Performance of Bidder

- PSEB performance monitoring team will be continuously monitoring the satisfactory delivery of the project.
- PSEB reserves the right to confiscate the performance guarantee of the awardee, if the number of trainees with un-successfully delivered trainings (trainees not completing at least 80% of the training hours) increase beyond 25% of the total enrolled trainees in the program.
- In case of poor performance of the individual trainer as evaluated by PSEB performance monitoring team, the project awardee shall provide the replacement of the same within five days, failing to do so will be considered as an Unattended Complaint.
- In case absences of the trainer from the scheduled training sessions, the awardee shall provide the replacement of the same before the next training session, failing to do so will be considered as an Unattended Complaint.
- PSEB will issue a Poor Performance Certificate to project awardee in case of three Unattended Complaints. PSEB reserves the right to confiscate the performance bond of the project awardee in case of issuance of five (05) Poor Performance Certificates.

12. EVALUATION CRITERIA

The evaluation shall be carried out keeping in view the following criteria:

- a. The weightage of Technical Proposal = 80%.
- b. The weightage of Financial Proposal = 20%

12.1 Technical Evaluation Criteria

The bidding Firm or Joint Venture/consortium securing 70% or more scores will be considered as technically responsive and subsequently selected for financial bid opening.

S. No.	Requirement	Status/ Marks	Documents/Evidence Required
Mandator Criteria			
1	Active Income Tax Registration of the participating firm and/or all firms in case of JV/consortium.	Mandatory	The firm(s) shall provide copy of active NTN certificate
2	Active sales tax registration of participating firm and/or all firms in	Mandatory	Valid and active sales tax registration with FBR, In case

	case of a Joint Venture.		of Joint Venture/consortium, each member company shall be registered with either provincial or federal revenue boards/ authorities. (only HEC recognized universities are exempted from GST Registration; universities to provide relevant exemption certificate).	
3	A certificate that the firm or firms (in case of JV/consortium), is/are not blacklisted by any Government Department, or public sector organization in Pakistan.	Mandatory	In case of Joint Venture/consortium, the lead bidder on behalf of member companies shall provide undertaking on Rs. 100 stamp paper by specifically mentioning the member company's name.	
4	Minimum number of technical professionals available to execute trainings = 30 trainers	Mandatory	Provide details in annexure-I	
5	The Firm or the Joint Venture must have presence across cities Gilgit, Rawalpindi, Islamabad, Lahore, Multan, Faisalabad, Karachi, Sukkur, Hyderabad, Quetta, Peshawar and any other city approved by PSEB	Mandatory	Undertaking by the Firm or Joint Venture members regarding presence in the mentioned city/cities.	
Evaluation Criteria				
1	Financial Position	50 Marks	Audited financial statements duly verified by CEO of the firm, for the last 02 years shall be part of the proposal. In case of Joint Venture/consortium, accumulated revenue of members will be evaluated.	
	Revenue Slabs			Marks
	Annual accumulated revenue of the Firm or Joint Venture/consortium more than PKR 100 million.			50
	Annual accumulated revenue of the Firm or Joint Venture more than PKR 70 million and up to 100 million			30
	Annual accumulated revenue of the Firm or Joint Venture/consortium is PKR 30 million and up to 70 million	20		
2	Bidder's Profile (years of establishment of Lead Bidder)	10 marks	01 year= 01 mark. Minimum year of establishment shall not be less than 05 years.	
3	Relevant experience of the firm(s) in similar project. Number of trainees trained: 2000 (accumulative)	20 marks	Successfully completed project(s) of similar nature (100 trainees = 1 Mark) Minimum 1000 trainees are	

			mandatory. Requirement to be fulfilled by either single or multiple projects. To be verified through relevant PO/contract with completion certificates.
4	<p>Number of Training professionals available to execute trainings under this project: Minimum = 30 professionals (One resource = 1 mark)</p> <p>The minimum qualification and experience criteria for the trainer shall be as follows: Minimum Qualification: 16 years of education (Bachelor/Master Degree) from HEC recognized university.</p> <p>Experience: Minimum of seven (07) years of experience, with minimum five (05) years in corporate trainings, ideally involving soft skills, leadership, people management, decision making, emotional intelligence, communication, and/or work ethics.</p>	50 Marks	The Consortium / Joint Venture shall provide details of the technical Human Resource of its members to be engaged in the project as per Annex - I.
5	<p>Presentation on training methodology and program execution plan</p> <ul style="list-style-type: none"> • <i>Understanding of Objectives (3)</i> • <i>Methodology & Pedagogy (5)</i> • <i>Module Execution Plan (4)</i> • <i>Enrollment & Outreach (2)</i> • <i>Tools & Resources (3)</i> • <i>Monitoring & Evaluation (3)</i> 	20 Marks	The bidder shall provide presentation on training methodology and program execution plan.
6	Any value addition specific to this project in terms of investment and long-term sustainability etc.	10 Marks	The bidder shall provide detail of value additions which can strengthen the delivery of these trainings beyond the scope of this program on sustainable basis.
Total Marks		160 Marks	

12.2 Financial Bid Evaluation Criteria

The financial bids of only technically qualified bidder companies will be opened. The pricing shall include all applicable taxes, rates, duties, tolls, fees etc.

The evaluation of financial bids will be calculated as follows:

- The weightage of financial proposal is 20% in total score.
- The financial weightage will be calculated by the formula as given below:
= (lowest bid/bid offered) *20

The score achieved by a bidder will be aggregated as follows:

Total score obtained by a bidder = Technical weightage + Financial weightage

The contract shall be awarded to the bidder who achieved the maximum points from Total Score and shall be considered a Most Advantageous Bidder.

PSEB will not make ANY payments not quoted in the bid.

Please use Annexure-II to develop Financial Proposal.

The refreshment shall include one meal per trainee per session, and its quality must be hygienic and of an acceptable standard

13. GENERAL TERMS AND CONDITIONS.

- a. There shall not be more than 50 trainees per batch.
- b. In case the selected bidders do not accept the Purchase Order/Contract, their bid security will be confiscated, and a poor performance certificate will be issued to vendor.
- c. In case there is a difference between the unit price and total price for any items quoted in the bid, the unit price of that/those items shall prevail and decision of PSEB in this regard shall be final.
- d. Total prices must confirm to the individual prices of all the items quoted and delivered.
- e. The quoted price will be considered inclusive of all overhead costs (seen or unforeseen), required for the successful delivery of the training.
- f. Participating companies are requested to avoid from all overt & covert activities that shall create any sort of doubt that leads towards ambiguity in the tendering process and tender opening session.
- g. The successful bidder will sign Integrity Pact with PSEB (draft attached as Annex-III).
- h. PSEB reserves the right to accept or reject all bids or proposals at any time prior to the acceptance of a bid or proposal, without thereby incurring any liability to the effected bidder or bidders.
- i. PSEB may terminate the Contract at any time by giving written notice to the bidder, if the bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation, provided such termination will not prejudice or affect any right of action or remedy, which has, accrued or will accrue thereafter to PSEB.
- a. If the bidder is unable to fulfill its obligations as mentioned in the work plan and withdraws from the training, PSEB shall terminate the contract by issuing a written notice and shall not be responsible to pay off any liability incurred towards the bidder and forfeit the security deposit (bid bond amount).

14. CHANGES/AMENDMENT PRIOR TO SUBMISSION OF PROPOSAL

At any time prior to the deadline for submission of bids, PSEB may, for any reason whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Tender. Amendments will be provided in the form of Addenda to the Tender and will be sent in writing by courier, cable, facsimile, or electronic mail to all prospective Bidders that have received the Tender Document and will be binding on them. Bidders are required to immediately acknowledge receipt of any such addenda, and it will be assumed that the amendments contained in such addenda are taken into account by the Bidder in its bid.

15. FORCE MAJEURE

If either party is temporarily rendered unable, wholly or in part by Force Majeure to perform its duties or accept performance by the other party under the Contract it is agreed that on such party, giving notice with full particulars in writing of such Force Majeure to the other party within 14 (fourteen) days after the occurrence of the cause relied on, then the duties, of such party as far as they are affected by such Force Majeure shall be suspended during the continuance of any inability so caused but for no longer period and such cause shall as far as possible be removed with all reasonable speed. Neither party shall be responsible for delay caused by Force Majeure.

The terms "Force Majeure" as used herein shall mean Acts of God, strikes, lockouts or other industrial disturbance, act of public enemy, war, blockages, insurrections, riots, epidemics (including operational disruptions due to government imposed COVID-19 restrictions), landslides, earthquakes, fires, storms, lightning, flood, washouts, government imposed restrictions due to environmental hazards, civil disturbances, explosion, Governmental Export/Import Restrictions, Government actions/restrictions due to economic and financial hardships, change of priorities and any other causes similar to the kind herein enumerated or of equivalent effect, not within the control of either party and which by the exercise of due care and diligence either party is unable to overcome.

The terms of this Contract shall be extended for such period as may be necessary to complete the work which might have been accomplished but for such suspension. If either party is permanently prevented wholly or in part by Force Majeure for period exceeding 4 (four) months from performing or accepting performance, the party concerned shall have the right to terminate this Contract immediately giving notice with full particulars for such Force Majeure in writing to the other party, and in such event, the other party shall be entitled to compensation for an amount to be fixed by negotiations and mutual agreement.

If a Force Majeure situation arises, the Bidder shall promptly notify PSEB in writing of such conditions and the cause thereof. Unless otherwise directed by PSEB in writing, the bidder shall continue to perform its obligations under the Contract as far as is reasonably practicable and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

16. BIDDER'S QUERIES.

Any queries by the Bidders must reach to Manager Administration & HR PSEB, either through email or postal at the already mentioned address, at least five (5) working days before the deadline of the bid submission, otherwise PSEB will not be liable to respond.

PRE-BID MEETING

A pre-bid meeting will be held on **01st January, 2026** at 03:00 pm to address the queries of intended bidders. Please use following link to join pre-bid meeting.

<https://us06web.zoom.us/j/82628933447?pwd=sghmFR00FDv5lXWg7OldMNGwydXVlO.1>

POINT OF CONTACT. (e-mails)

To: mushoaib@pseb.org.pk

Copy to: rsukhera@pseb.org.pk

BID OPENING ADDRESS.

Pakistan Software Export Board
6th Floor, New State Life Building,
Blue Area Islamabad

Annexure-I

Trainer Profile Proforma

(To be submitted by the Project Awardee filled by each trainer)

1. Trainer Information

Full Name: _____

Father's Name: _____

CNIC Number: _____

Date of Birth: _____

Gender: _____

Current Designation: _____

Organization/Company: _____

Employment Status: Full-time Part-time Consultant

Official Email: _____

Personal Email: _____

Contact Number: _____

2. Educational Qualifications

(Minimum: 16 years of education from an HEC-recognized university)

Degree Title	Institution (HEC Recognized)	Year Completed	Major/Field
Bachelor's / Master's			
Other Qualifications / Certifications (if any)			

HEC Equivalence (if applicable): Yes No

(Attach copies of degree/transcript)

3. Professional Experience

(Minimum: 7 years total experience, including 5 years in corporate training)

a. Total Professional Experience

Total Years of Experience: _____ Years
Years in Corporate Training: _____ Years

b. Relevant Training Expertise

(Select all that apply and provide brief explanation)

- Soft Skills
- Leadership Development
- People Management
- Decision Making
- Emotional Intelligence
- Communication Skills
- Workplace Ethics
- Other (Specify): _____

Brief Summary of Expertise:

4. Training Delivery Record

(List key trainings conducted in the last 5 years)

Training Title	Organization/Client	Duration	Year	Role

(Attach additional sheet if required)

5. Professional Certifications (Optional but preferred)

(e.g., Train-the-Trainer, Leadership Coaching, HR Certifications)

Certification	Issuing Body	Year

6. Attachments Checklist

- CNIC Copy
- Updated CV
- Degrees/Transcripts (16 years of education)
- Training Portfolio / Evidence (if available)
- Certificates (if any)
- Professional Photograph

7. Declaration by Trainer

I hereby confirm that the information provided above is accurate and that I meet the minimum qualification and experience requirements for the Soft Skills & Leadership Training Program.

Signature: _____

Name: _____

Date: _____

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Annexure-II

FORMAT OF FINANCIAL BID

Cost offered below will be considered as inclusive of all type of charges and taxes. The cost of training shall be quoted on per trainee basis, and must include the all seen and unforeseen expenditures as per following format:

Sr. No	Training Title	No. of Trainees	Cost of Training / Trainee PKR.			Total Cost PKR.
			Cost/ Trainee	GST	Unit Cost including GST	
1.		2700				
TOTAL						

Note: Based on the availability of the funds, demand from the industry and/or availability of the trainees, PSEB reserves the right to change the number of the trainees, and other listed items for any of the above listed courses and stations.

Authorized Signature/Stamp

Date _____

S O F T W A R E
E X P O R T B O A R D

INTEGRITY PACT

(To be submitted on Legal Stamp Paper for successful bidder only)

Affidavit

Tender Number: _____ Date: _

_____ Tender
Value: _____ Tender Title: _

[name of Firm] 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 Purchaser through any corrupt business practice.

Without limiting the generality of the foregoing, [name of firm] represents and warrants that it has fully declared the brokerage, commission, fees 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 its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of contact, right, interest, privilege or other obligation or benefit in whatsoever form from Purchaser, except that which has been expressly declared pursuant hereto.

[The Firm/Contractor] 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 the Purchaser and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty / support. [The Firm/Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty / support. 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 the Purchaser under any law, contract or other instrument, be voidable at the option of the Purchaser.

Notwithstanding any rights and remedies exercised by the Purchaser in this regard, [the Firm/Contractor] agrees to indemnify the Purchaser for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the Purchaser in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Firm/Contractor] 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 the Purchaser

Authorized Signature & Stamp

Subscribed and sworn to me this _____ . Day of _____ 20_____
Verified by the Notary Public

Undertaking for Bidders
(To be Provided on Judicial Stamp Paper)

It is hereby solemnly confirmed that the undertaking is submitted in respect of PSEB's tender titled _____".

a. Declaration

It is to certify that I have read, clearly understood, and agreed upon to all the terms and conditions mentioned in the tender documents. Further, I certify that all of the information provided e.g. (certificates, etc.) in our bid is true and accurate and genuine. If at any stage the information provided is found to be false than I/We and my firm shall be held accountable, and our bid shall be rejected.

b. Statement for Non-Blacklisting

I, _____ s/o Mr. _____, Designation of M/s _____ holding CNIC # _____ hereby confirms that our firm/company is not blacklisted by any Ministry / Division / Department of the Government / Semi government / Autonomous body of Federal or Provincial Government in Pakistan.

S O F T W A R E
E X P O R T B O A R D

Annexure-V

Format for Performance Security Bond

PERFORMANCE BOND GUARANTEE

Date : _____

To: Pakistan Software Export Board (PSEB) 6th
Floor, New Statelife Building, Blue Area
Islamabad.

SIR,

1. Bank Guarantee Number: _____
2. Contract/Purchase Order No: _____
3. Name of Guarantor: _____
4. Address of Guarantor: _____
5. Amount of Guarantee in relevant currency: _____
6. Amount in words: _____
7. Date of Expiry of Guarantee: _____

Whereas your good self have entered into Contract/Purchase Order No. with (vendor name with address) of hereinafter referred to as our customer and that one of the conditions of the Contract/Purchase Order is the submission of unconditional Bank Guarantee by our customer to your good self for a sum of (Amount in figure and words). In compliance with this stipulation of contract/Purchase Order, we hereby agree and undertake as under: -

- a. To pay you unconditionally on demand and/or without any reference to our customer an amount not exceeding the sum of Rs/or relevant currency (amount in figure) as would be mentioned in your written Demand Notice.
- b. To keep this Guarantee in force till (expiry date).
- c. That we shall inform your office regarding termination of the validity of this Bank Guaranty one clear month before the actual expiry date of Guarantee.
- d. That with the consent of our customer you may amend/alter any term/clause of contract/Purchase Order or add/delete any term/clause to/from this contract/Purchase Order without making any reference to us. We do not reserve any right to receive any such amendment/alteration or addition/deletion provided such like actions do not increase our monetary liability under this Bank Guaranty which shall be limited only to Rs/or relevant currency (Amount in figure and words).
- e. That the Bank Guarantee herein before given shall not be affected by any change in the constitution of the Bank or Customer/Seller or Vendor. That this is unconditional Bank Guarantee, which shall be en-cashed on sight on presentation without any reference to our customer/seller or vendor. Bank Guarantee will not be released unless No Objection Certificate (NOC) is provided by Headquarter PSEB Procurement Department.

Authorized Signature/Stamp Date_

Sample Presentation Format
Training Methodology & Program Execution Plan

(To be submitted with Bid)

Introduction

- Overview of the Training Firm / Consortium
- Relevant Experience in Soft Skills Training
- Summary of Proposed Approach

1. Understanding of Training Objectives

- 1.1 Understanding of target audience, program goals & expected outcomes
- Target audience profile
 - Industry soft-skill gaps identified
 - Expected learning outcomes
- 1.2 Alignment with project scope
- Alignment with TOR and module structure

2. Training Methodology & Pedagogical Approach

- 2.1 Adult-learning principles & interactive methods
- Experiential learning, role-plays, case studies
 - Engagement strategies
- 2.2 Practicality, structure & clarity
- Session structure and flow

- 2.3 Innovation / unique value

3 - Module-Wise Execution Plan

- 3.1 Structure & clarity of 5 modules
- Module-wise breakdown of 10 hours each
- 3.2 Timelines & delivery feasibility
- Training calendar and scheduling
- 3.3 Assessment integration
- Pre-, during-, and post-training evaluations

4- Enrollment & Outreach Marketing Activities

- 4.1 Outreach Strategy
- Campaign plan, digital marketing, institutional coordination

4.2 Enrollment & onboarding process

- Registration, communication and screening workflow

5 Training Tools, Resources & Learning Aids

5.1 Quality & relevance of learning aids

- Handouts, toolkits, templates, case studies

5.2 Digital/interactive tool integration

- LMS, dashboards, quizzes, breakout room tools

6 Monitoring, Evaluation & Reporting

6.1 Attendance, participation & performance tracking

- Attendance records, activity evaluation, trainer reviews

6.2 Reporting & feedback integration

- Weekly reports, dashboards, feedback loops

PSEB

SOFTWARE
EXPORT BOARD

Sample Company Profile

1. Company Information

Company Name: _____

Registered Address: _____

Website: _____

Year of Establishment: _____

Legal Status (Private Ltd / LLP / Partnership / Sole Proprietorship): _____

NTN: _____

GST Registration: _____

2. Company Overview

Brief overview of the company:

3. Vision & Mission

Vision: _____

Mission: _____

4. Core Competencies

- Soft Skills & Leadership Training
- Corporate Learning Programs
- Communication & Business Writing
- Organizational Development
- Emotional Intelligence & Workplace Ethics
- Curriculum Development
- Program & Training Management

5. Geographic Presence

- Gilgit Islamabad/Rawalpindi Lahore Multan Faisalabad
 Karachi Sukkur Hyderabad Quetta Peshawar Other: _____

6. Key Clients / Projects

Project | Client | Year | Trainees | Scope

7. Total Trainees Trained

Total Number of Trainees Trained: _____

8. Trainer Pool Summary

Senior Soft Skills Trainers: _____

Leadership Development Trainers: _____

Communication Trainers: _____

Emotional Intelligence Trainers: _____

Total Trainers: _____

9. Organizational Structure

Organizational structure description / attach chart:

10. Certifications & Accreditations

- ISO Certifications (if any)
- International Training Accreditations

11. Contact Person for the Bid

Name: _____

Designation: _____

Phone: _____

Email: _____



Bid Submission Checklist Form
(To be filled and signed by the Bidder)

Name of Bidder / Lead Partner (in case of JV): _____

JV Partners (if applicable): _____

A. Company / Consortium Documents

Document Description	Attached (✓)
Company Profile (for JV: profile of each member)	
JV/Consortium Agreement (if applicable)	
Certificate of Incorporation (each member in JV)	
Active NTN Certificate (each member)	
Active Sales Tax Registration	
GST Exemption (Where needed)	
Non-blacklisting Undertaking on Stamp Paper (Lead partner for JV)	
Undertaking as per Annexure-IV (on judicial stamp paper)	
Audited Financial Statements (last 2 years – each member)	
Undertaking confirming presence in required cities	
Any additional supporting documents	

B. Trainers / HR Documents

Document Description	Attached (✓)
Trainers' Details as per Annexure-I (minimum 30 trainers)	
Trainer Attachments: CNIC, CV, Degrees, Portfolio, Certificates, Photo	

C. Technical Proposal Documents

Document Description	Attached (✓)
Technical Proposal (complete)	
Presentation: Training Methodology & Execution Plan	
List of Completed Projects	
Training Calendar / Execution Schedule	

D. Bid Security

Document Description	Attached (✓)
Scanned Copy of Bid Security (Original to be submitted to PSEB office)	

E. EPADS Submission Requirements

Document Description	Attached (✓)
All supporting documents uploaded on EPADS	
Proof of successful EPADS submission (if applicable)	

BIDDER'S DECLARATION

I hereby confirm that all the documents marked above are correctly attached and the information provided is complete and accurate to the best of my knowledge.

Name of Authorized Representative: _____

Designation: _____

Organization: _____

Signature & Stamp: _____

Date: _____