

GOVERNMENT OF PAKISTAN
MINISTRY OF FEDERAL EDUCATION & PROFESSIONAL TRAINING
INTER BOARD COMMITTEE OF CHAIRMEN
Address: Plot # 25, Street # 38, I&T Center, G-10/4,
Islamabad



EOI DOCUMENTS
**[FOR HIRING OF INDIVIDUAL
NATIONAL/INTERNATIONAL ASSESSMENT
CONSULTANT]**

Assistant Secretary (Admin)
INTER BOARD COMMITTEE OF CHAIRMEN

Phone: +92-51-9106688
+92-51-9106634
Address: Plot # 25, Street # 38, I&T Center, G-10/4,
Islamabad

1. INTRODUCTION

The Inter Board Committee of Chairmen (IBCC) has been set up by the Government of Pakistan with a view to exchange information among member educational and Textbook Boards, coordinate activities of the Boards, achieve fair measure of uniformity of academic, evaluation and curricular standard, promote curricular and co-curricular activities on inter board basis.

Besides, IBCC equates foreign and local educational qualifications with corresponding Pakistani certificates at Secondary (SSC) and Higher Secondary School Certificate (HSSC) level. IBCC also authenticates (attest) certificates and diplomas, issued by Institutes, Boards of Intermediate and Secondary Education (BISEs) and Boards of Technical Education (BTEs) etc.; in Pakistan. Apart from this, IBCC also promotes curricular and co-curricular activities on Inter Board basis coordinate among Exam Boards, Text Book Boards, and Curriculum Bureaus etc., organizes National Summer Camp for talented HSSC students and capacity building of examiners, evaluators, paper setters and supervisors/teachers.

2. INVITATION TO BID

The IBCC invites sealed bids from qualified persons meeting the eligibility criteria for provision of consultancy services Individual National/International Assessment Expert who is also Assessment practitioner as Consultant for “Marking and Grading System at Grade-10/12 Level in the education system globally”.

Single stage two envelope procedure under the PPRA rules shall be used for submission of bids. The selection will be made on the basis of quality and cost based selection method under Regulation 3(B) of Procurement of Consultancy Services Regulations, 2010. The tender proposals complete in all respect should reach the office of the undersigned before the closing date as mentioned in tender notice. Tenders will be opened on the same day 30 minutes after closing time at IBCC Office Islamabad.

3. INSTRUCTIONS TO BIDDERS

The procurement shall be carried out using single stage two envelope procedure under the PPRA Rules, 2004 and Consultancy Regulations, 2010. The tender proposal shall be prepared and delivered in the following manner:

3.1. Financial Proposal

The financial proposal indicating the quoted price/fee in figures as well as in words on prescribed form (Annex-I) along with essential details must be enclosed in an envelope and the following information shall be clearly marked on the envelope:-

1. Financial Proposal
2. EOI for hiring of Individual National/International Assessment Consultant
3. Consultant Name

3.2. Technical Proposal

The technical details without mentioning the financial aspects along with requisite documents as per para-3.8 & 05 must be enclosed in an envelope. Following information will be clearly marked on the envelope:-

1. Technical Proposal
2. EOI for hiring of Individual National/International Assessment Consultant
3. Consultant Name

3.3. Both the envelopes i.e. Financial Proposal and Technical Proposal must be enclosed in another properly sealed envelope that must be marked as “tender proposal for consultancy services” and be addressed to this office only.

3.4. Technical Proposal i.e. without prices will be opened on the day of tender opening and will be evaluated. Financial Proposal of only those bidders will be opened, whose Technical Proposal is accepted by Technical Committee. Financial proposals of the bidders whose Technical Proposal is rejected, will be returned un-opened.

3.5. Date and Time for Receipt of proposals

The tender proposals must reach to the following office by the date as mentioned in the EOI notice:

Assistant Secretary (Admin)
 INTER BOARD COMMITTEE OF CHAIRMEN
 Phone No. +92-51-9106688
 Fax No. +92-51-9106361
 Address: Plot # 25, Street # 38, I&T Center, G-10/4,
 Islamabad

3.6. Prices and Taxes

The price/fee against the services must be quoted in Pakistani rupees including all taxes. Government taxes as per prescribed rates shall be applicable.

3.7. Language of Bidding Document

The tender proposal must be prepared in English language. If supporting documents and printed literature furnished by the bidder with the bid are not in English language, they must be accompanied by English translation of the relevant passages.

3.8. Mandatory Documents to be provided by the Bidder with Technical Bids:

Following documents (MANDATORY) must be provided / attached with Technical Proposal:-

- i. Copy of tax registration. Income Tax No. to be mentioned on the Proposal and proof of ATL.
- ii. An affidavit on judicial stamp paper to the effect that the bidder has never been blacklisted by any Government organization.
- iii. Qualification/ experience certificates in support of the technical qualification of the bidder.
- iv. Undertaking that the information provided are correct and nothing is concealed.

3.9. Disqualification

Proposals are liable to be rejected if:-

- a. Proposals are found conditional or incomplete in any respect.
- b. Received after the closing date and time.
- c. There is any deviation from the Instructions to Bidders.
- d. Multiple rates are quoted.
- e. Proposals (Financial / Technical) containing unauthenticated amendments / corrections / overwriting.
- f. Proposal made through Fax / E-mail / Cable / Telex.
- g. If the Proposal is found to be based on cartel action in connivance with other bidders.
- h. If the bidder was found to have any conflict of interest as per PPRA rules.

3.10. Rights Reserved

IBCC reserves full rights to accept or reject any or all Proposals as per PPRA Rules.

4. SCOPE OF WORK FOR ASSESSMENT CONSULTANT:

Assessment consultant shall be responsible to do research and study the assessment system for marking or grading at Secondary and Higher Secondary School Level in the

education systems globally and will share the best practices with IBCC including their advantages and disadvantages and long-term and short term impacts on education system of Pakistan. The duration of consultancy will be six months. The Assessment consultant will closely coordinate with IBCC to finalize recommendations on grading or marking systems at Secondary and Higher Secondary education.

5. EXPERTISE REQUIRED/ ELIGIBILITY OF CONSULTANT

In order to qualify for financial bid, the consultant should fulfill the following criteria and the conditions mentioned at para-3.8:

Experience: Minimum 8-10 years working experience in the field of assessment at national or international level. Must be active assessment practitioner. Have the experience in working for multiple assessment organizations at national or international level. Must have through understating and research on different examination and assessment system prevalent in the world including the understanding of impacts of formative and summative assessment system on the overall education system of the country. (Attested copies of experience certificates and related projects completed by the bidder must be attached)

6. HIRING AND ASSIGNMENT SCHEDULE

The consultant after award of contract shall provide services immediately till completion of the project which will last for six months.

7. EVALUATION OF TECHNICAL BIDS

The technical bids shall be evaluated as per criteria mentioned as para-04 under heading of expertise required/ eligibility of consultant. The mandatory documents as per Para-3.8 must be attached with technical bid. The financial proposal of only technically qualified bidders shall be opened.

8. LETTER OF AWARD AND CONTRACT

The lowest evaluated qualified bid will be accepted on least cost basis and letter of award will be issued to the successful bidder. The successful bidder shall be required to sign

a contract with the procuring agency within 03 days of issuance of letter of award and shall commence services immediately.

9. PENALTIES

The IBCC with the approval of competent authority shall award the following penalties to defaulting bidders as follows:

- i. If any bidder found to have submitted false documents in support of his qualification, his bid will be treated as cancelled, legal action against the bidder shall be initiated under the PPRA and IBCC Rules.
- ii. If the approved bidder/ consultant fails to deliver the output as per requirement of IBCC, the procuring agency may stop payment and take legal action as per PP and IBCC rules.

10. PAYMENTS FOR SERVICES

Payment to the appointed Consultant will be made after completion of the scope of work subject to verification of corresponding progress made toward accomplishment of the deliverables by the Research department of IBCC and competent authority of IBCC.

11. CLARIFICATION OF THE TENDER DOCUMENT

The prospective bidders may solicit clarification of the EOI Documents or other queries related to the project at given numbers within 10 days of issuance of EOI in writing. The clarification and its replies will be shared with all prospective bidders through their official correspondence address and emails. Late and irrelevant queries will not be entertained.

12. NOTES

APPLICABILITY OF PUBLIC PROCUREMENT RULES, 2004 (REV.)

This Bid Process will be governed under Public Procurement Rules, 2004 (Rev.), and Consultancy Regulations 2010 as amended from time to time and instructions of the Government of Pakistan received during the completion of the project.

IMPORTANT NOTE:

Bidders must ensure that they submit all the required documents indicated in the EOI Document without fail. Bids received without undertakings, valid documentary evidence and supporting documents and the manner for the various requirements mentioned in the EOI Document will be rejected at the initial stage. The valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny. The Bidders are required to read the EOI Document and applicable laws and submit any objection thereof in writing failing which no objection shall be entertained regarding the terms and conditions of the EOI Document and the Bid Process at the later stage.

GOVERNMENT OF PAKISTAN
INTER BOARD COMMITTEE OF CHAIRMAN
ISLAMABAD

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FINANCIAL PROPOSAL

Name of Bidder: _____

<p>Total Fee/Price Quoted (Including all Taxes)</p>	<p>Rs. _____</p> <p>(In Words: _____</p> <p>_____)</p>
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Signature of Bidder with date: _____

CNIC No. _____