



Government of Pakistan
Pakistan Telecommunication Authority
Headquarters, F-5/1, Islamabad
<http://www.pta.gov.pk>

REQUEST FOR EXPRESSION OF INTEREST (EOI) [PROVISION OF RECRUITMENT SERVICES]

Pakistan Telecommunication Authority (PTA), is a body corporate, established under Pakistan Telecommunication (Re-Organization) Act, 1996 to regulate the establishment, operation and maintenance of telecommunication systems and provision of telecommunication services in Pakistan. PTA invites Expression Of Interest (EOI) from the HR recruitment and advisory Firms / Consultants, who are on Active Taxpayers' List of the Federal Board of Revenue for recruitment services. Method of selection for procurement of services will be "Single stage - two envelope bidding procedure" as per PPRA rules.

2. Expression of Interest documents, (containing detailed terms and conditions, etc.) are available and can be obtained from the office of the Director General (Coordination), Pakistan Telecommunication Authority (PTA), Headquarters Islamabad during the working hours up to **19-05-2016** by **1030 AM**. Price of the EOI documents is RS 500/- (non-refundable). Same can also be downloaded from PPRA and PTA websites free of cost.
3. The expression of interest, prepared in accordance with the instructions in the EOI documents, must reach at Director General (Coordination), Pakistan Telecommunication Authority (PTA), Headquarters Islamabad on or before **19-05-2016** (closing date and time). The expression will be opened the same day at **11:00 AM**. This advertisement is also available on PPRA website at www.ppra.org.pk.

Director General (Coordination),
Pakistan Telecommunication Authority (PTA),
PTA Headquarters, F-5/1, Islamabad, Pakistan
Tel: (051) 2878154, Fax: (051) 2879978
Email: wasi@pta.gov.pk

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GOVERNMENT OF PAKISTAN
PAKISTAN TELECOMMUNICATION AUTHORITY
HEADQUARTERS, F-5/1, ISLAMABAD
Phone: 051-9225329- 31



REQUEST FOR PROPOSALS

FOR

PROVISION OF RECRUITMENT SERVICES
Selection of Consultancy Services

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REQUEST FOR PROPOSALS - PROVISION OF RECRUITMENT SERVICES

1. Assignment Background and Needs

Pakistan Telecommunication Authority is looking for a recruitment firm / company for the hiring of employees for PTA having relevant educational qualification, adequate and experience for the following positions:

POSITIONS	NO OF POSTS
Director General (Finance)	01
Director General (Audit)	01
Director General (Commercial Affairs)	01
Director General (Technical)	01
Director (Payroll & Cash)	01
Assistant Director (Technical)	08
Assistant Director (Finance)	04
Assistant Director (Commercial Affairs)	03

2. Scope of Work

Pakistan Telecommunication Authority (PTA) is looking for a recruitment firm / company for the hiring of employees for PTA. The recruitment must be strictly in accordance with the criteria provided in PTA Employees Service Regulations -2008. The selected recruitment firm / company shall be responsible for the following:

- i. To independently and objectively assess the qualifications and suitability of the applicants and carry out the essential filtering, short-listing on criteria given in the advertisement;
- ii. To evaluate the pool of applicants, submitting candidates to a multi-tiered interview for skills assessment and experiences and credentials verification process;
- iii. To present the pool of top 10 percent or a maximum of 10 most qualified and suitable candidates to PTA against each slot in order of merit and set up final interviews. Such final interviews will be undertaken either by PTA or jointly by the recruitment firm/company and the management of PTA;
- iv. To perform reference and security check of selected applicants;
- v. Provide PTA any other relevant information required related to the applicants i.e salary details, notice period etc;
- vi. Timely Correspondence with Candidates to save time for client staff in developing and responding to candidate queries if any;
- vii. Progress Reporting and final Reporting of the complete process;
- viii. Provide experienced and qualified panelists for multi-tiered interviews, where required /applicable, in consultation with PTA.
- ix. Maintain strict confidentiality at all levels and stages during the whole process;
- x. To ensure process for short-listing till final interview/selection to be undertaken by the recruitment entity/company hiring against any position does not take more than four (04) weeks' time of the assignment of the Consultancy.

The recruitment firm /company shall undertake to provide Services with the highest standards of professional and ethical competence and integrity with production of verifiable and auditable record (both hard and soft) for the whole process;

3. Clarification and Amendment to RFP Documents

3.1 Prospective firms/company may request in writing for clarification of any of the provisions of the RFP documents not later than seven (07) days before the proposal submission date. Any subsequent queries will neither be entertained nor responded. Any request for clarification must be sent in writing by mail, facsimile, or electronic mail to PTA's address indicated below. PTA will respond by facsimile or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all participating prospective agencies /firms who intend to submit proposals.

The address for requesting clarifications is:

Director General (Coordination),
Pakistan Telecommunication Authority,
PTA Headquarters, F-5/1,
Islamabad, Pakistan
Tel: (051) 2878154,
Fax: (051) 2879978
Email: wasi@pta.gov.pk

3.2 At any time, before the submission of proposals, PTA may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective firm /company, amend the RFP and notify the parties. Any amendment shall be issued in writing through addenda and it shall be sent by mail, facsimile, or electronic mail to all interested prospective firms/companies and will be binding on them.

3.3 PTA may at its sole discretion extend the deadline for the submission of proposals.

4. Preparation of Proposal

4.1 Prospective firms/companies are requested to submit their proposals not later than 11:00 am on (dak will be fixed after approval of the proposal). Proposals must be in English language. All proposals must meet the mandatory eligibility criteria placed

at **Annexure-A**. The Proposals that do not meet mandatory eligibility criteria shall be rejected and shall not be evaluated further.

5. Technical Proposal

5.1 In preparing the Technical Proposal, prospective firms/companies are expected to examine the scope of work and all related documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of the proposal.

Core Team Members / Evaluation Panel:

5.2 The prospective firm /company will ensure availability of a dedicated professional team with relevant specialized qualifications preferably based at Islamabad. The member of the team should possess appropriate relevant experience and expertise. The detailed resumes /CVs of the professional team members should also be provided along with the proposals.

Team Leader:

5.3 The prospective firm /company will nominate team lead /focal person responsible for overall completion of the recruitment and evaluation process. The team lead /focal person will have good experience in lead position. The team leader should have considerable experience in carrying out tasks of similar nature and of similar or bigger scope.

5.4 Other requirements for the staff are enumerated as follows:

- i. It is preferred that majority of the key professional staff proposed should be permanent employees of the prospective firm /company or have an extended and stable contractual arrangement /working relationship with the firm.
- ii. Professional staff must have the experience indicated in the RFP preferably similar to the assignment at hand.
- iii. Reports to be issued by the prospective firm /company as part of this assignment must be in English. It is desirable that, if not all, some of the

prospective agency /firm's personnel possess working knowledge of PTA's functioning.

5.6 Additionally, technical proposal shall be submitted on the prescribed 'Technical Proposal Submission Form' at **Annexure-B** with provision of following detail as per Standard Forms. Filling up of all the forms is mandatory.

- i. Background information of the prospective firm / company including Registration Certificate, location and branches along with number of employees and financial position of the Company/firm (**Annexure - D**).
- ii. Specific / similar experience of the prospective firm /company relating to this assignment should be provided. (**Annexure - E**)
- iii. Detail experience shall be provided as per **Annexure - F**
- iv. A description of the methodology and adequacy of work plan for performing the assignment should be provided (**Annexure - G**)
- v. Details of the proposed core team members to each task that would be assigned and their total years of experience (**Annexure - H**).
- vi. Detailed CVs of proposed professional staff and the authorized representative submitting the proposal should be attached. Key information should be entered into the table in (**Annexure - I**) which will include total number of years of work, experience and qualifications.

5.7 The Technical Proposal shall not include any financial information.

5.8 The prospective firm /company shall provide all details of their respective Financial Bid in the form of fixed fee. The Financial Proposal shall be furnished in a separate sealed envelope under the prescribed Form at **Annexure-C** and enclosed in the duly sealed main envelope

6. Submission, Receipt, and Opening of Proposals

6.1 The original Proposals (Technical and Financial) shall be prepared without any interlineations or overwriting. An authorized representative of the applicant firm

/company will initial all pages of the proposal with official stamp affixed on the same.

The other terms and conditions, as laid down in PPRA Rules 36(b) are as follows:-

- 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" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion;
- iii. initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;
- iv. the envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;
- v. the procuring agency shall evaluate the technical proposal as per the technical evaluation criteria given in para 9.2, without reference to the price and reject any proposal which does 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 nonresponsive shall be returned unopened to the respective bidders; and
- ix. The bid found to be the lowest evaluated bid shall be accepted.

6.2 The outer envelope should bear the following: **"Proposal for Provision of Recruitment Services"**

6.3 The completed Proposal must be delivered at the submission address on or before 19-05-2016 at **10:30 A.M** Any proposal received after the closing time for submission shall be returned unopened.

6.4 After the deadline for submission of proposals, the Technical Proposals shall be opened by the Technical Evaluation Committee at **11:00 A.M** on the same date.

7. Earnest Money:

7.1 Earnest money in the shape of pay order / bank draft in favour of Pakistan Telecommunication Authority, Islamabad amounting to 2% of the total bid amount should only be attached with the Financial Proposal (Cheques will not be accepted).

7.2 Financial Bid not accompanied with earnest money will be rejected.

7.3 Earnest money of successful bidder will be retained till completion of project, whereas earnest money of unsuccessful bidders will be returned on issuance of engagement letter.

The proposals' submission address is:

Director General (Coordination),
Pakistan Telecommunication Authority,
PTA Headquarters, F-5/1,
Islamabad
Pakistan Tel: (051) 2878154,
Fax: (051) 2879978
Email: wasi@pta.gov.pk

8. General Terms of Proposed Evaluation

8.1 From the time the bids are opened to the time the contract is awarded, if any prospective firm /company wishes to contact PTA on any matter related to its proposal, it should do so in writing at the above mentioned address.

8.2 Any effort by the bidders to influence PTA, in the proposal evaluation, proposal comparison or contract award process shall result in automatic disqualification.

8.3 Offers are liable to be rejected if mandatory requirements as mentioned at Annexure - A are not fulfilled.

9. Evaluation Criteria

9.1 The Technical Proposal and the Financial Proposal shall respectively constitute 80% and 20% of the total score.

9.2 The technical evaluation committee, constituted by PTA as a whole and each of its members individually, evaluates the proposals on the basis of their responsiveness to the scope of work. Responsive proposal will be given a technical score (TS). A proposal shall be rejected at this stage if it does not respond to important aspects of the RFP.

Sr · No	Evaluation Criteria (Technical Proposal)	Maximum Points	Distribution of Marks
1	Corporate Profile	30	<ul style="list-style-type: none"> • Clientele testimonials (References / = 15 Marks / Recommendations) • No of Employees = 05 Marks • No. of Offices / Sub-Offices = 05 Marks • Compliance of Legal Standards = 05 Marks <p><u>CLARIFICATION:</u></p> <ul style="list-style-type: none"> • <u>No. of Employees</u> <ul style="list-style-type: none"> a. Firms having Employees 0-5 = 01 Marks b. Firms having Employees 5-15 = 02 Marks c. Firms having Employees 15-25 = 03 Marks d. Firms having Employees 25-35 = 04 Marks e. Firms having Employees 35-50 & above =05 Marks • <u>No. of Offices / Sub Offices / Branches</u> <ul style="list-style-type: none"> a. Offices at Provincial / National = 05 Marks Capital b. Offices at Prominent Cities = 03 Marks with at least one office at National or provincial level c. Offices other than those specified =01 Marks at 'a' and 'b'
2	Specific / Similar Projects Completed	30	<ul style="list-style-type: none"> • Specific / Similar Experience of International / National / Govt Organizations Projects of comparable size, complexity and technical specialty in Hiring of Employees

			<ul style="list-style-type: none"> • Formula for awarding marks to the Firm 'HAVING' specific / similar experience in Govt. organization besides International / National will be: <u>01 x Marks per Project</u> • Formula for awarding marks to the Firm 'NOT HAVING' specific / similar experience in Govt. organization beside International / National will be: <u>0.7 x Marks per Project</u>
3	Relevant Experience of the firm	10	01 mark per year subject to maximum of 10 marks
4	Methodology and Work Plan	10	Will be marked by the Technical Committee depending upon its evaluation of how good the Methodology and Work Plan of the Firm
5	Qualification and Competency of Staff / Professionals	10	<ul style="list-style-type: none"> • Firms having Professionals with foreign Educational Qualification with at least Master's Degree in HR Discipline = 02 Marks per person • Firms having Professionals with local Educational Qualification with at least Master's Degree in HR Discipline = 01 Marks per person
	Presentation	10	As per evaluation by the Technical Committee
	TOTAL:	100	

* All Supporting documents pertaining to fulfillment of criteria be attached

9.2 Financial Bids, will be opened only for those firms /companies who will secure at least 60% marks in Technical Evaluation. The lowest bid will obtain the highest score. Criteria for evaluation of financial Proposal is as under:-

Criteria	Points
Points will be awarded based on quoted fixed success fee. The lowest Bid will obtain the highest score.	Max. 20 Prospective firms / companies are requested to quote charges against every post (post wise). Formula for award of marks is as under: (20 marks x Lowest Bid)/Bid amount to be evaluated

10. Award of Contract

The contract will be awarded to the firm /company obtaining highest marks in technical and financial evaluation.

11. Completion of Assignment / Project:

The assignment shall be carried out as per scope mentioned at Sr No. 2 (Page 4). The assignment shall be completed within the time line mentioned at Para 2 of this RFP. In case, project is delayed by the Consultant 1% of the project/contract amount shall be deducted for every week of delay as penalty from the payment.

12. Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the prospective agencies/firms who submitted the proposals or to other persons not officially concerned with the process, until the successful agency/firm has been notified that it has been awarded the contract.

13. Payment:

Payment shall be made within on within 6 weeks of the submission of invoice, after issuance of completion certificate by the Pakistan Telecommunication Authority (PTA). Taxes shall be deducted as per GoP rules.

Mandatory Requirements

All proposals must meet the mandatory eligibility requirements. The Proposals that does not meet mandatory eligibility requirements will be rejected and will not be evaluated further.

Sr. #	Mandatory Requirements	Yes	No
1	Bid Security - Bid Security to be attached with Financial Proposal. (Certificate regarding attachment shall be submitted with Technical Proposal)	<input type="checkbox"/>	<input type="checkbox"/>
2	Proof of Certificate of Incorporation of Registration or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
3	Proof of NTN Certificate and GST Registration Certificate (<i>if applicable</i>)	<input type="checkbox"/>	<input type="checkbox"/>
4	Proof of Minimum Experience (10 years as Minimum)	<input type="checkbox"/>	<input type="checkbox"/>
5	Proof of Specific / Similar Job Completed	<input type="checkbox"/>	<input type="checkbox"/>
6	Clientele testimonials (References / Recommendations)	<input type="checkbox"/>	<input type="checkbox"/>
7	Profiles of all employees who will carry out this assignment, if awarded.	<input type="checkbox"/>	<input type="checkbox"/>
8	Affidavit that the Bidder is not insolvent or bankrupt.	<input type="checkbox"/>	<input type="checkbox"/>
9	Affidavit that the Bidder has not been blacklisted or debarred by Public Procurement, Government, Semi-Government, Private, Autonomous body or any International organization.	<input type="checkbox"/>	<input type="checkbox"/>
10	List of clients separately for private and public sector along with the positions for which recruitment was made for them	<input type="checkbox"/>	<input type="checkbox"/>

Technical Proposal Submission Form

[Location, Date]

Director General (Coord),
Pakistan Telecommunication Authority,
PTA Headquarters, F-5/1,
Islamabad
Pakistan Tel: (051) 2878154,
Fax: (051) 2879978
Email: wasi@pta.gov.pk
Sir,

We, the undersigned, offer to provide the HR recruitment and advisory consulting services for recruitment in accordance with your Request for Proposal dated **[Advertisement Date]**, We are hereby submitting our Technical Proposal in sealed envelope.

We understand and agree that reviews and deliberations can be held during the period of validity of the Proposal, i.e., before **[Date]**, Our Proposal is binding upon us and subject to the modifications resulting from such reviews.

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

We remain,

Yours sincerely,

Authorized Signature:
Name of Signatory:
Designation of Signatory:
Name of Firm:
Address:
Cell No:
Fax No:
Email address:

Financial Proposal Submission Form

[Location, Date]

Director General (Coord),
Pakistan Telecommunication Authority,
PTA Headquarters, F-5/1,
Islamabad
Pakistan Tel: (051) 2878154,
Fax: (051) 2879978
Email: wasi@pta.gov.pk

Sir,

We, the undersigned, offer to provide the HR recruitment and advisory consulting services for recruitment in accordance with your Request for Proposal dated **[Advertisement Date]**, We are hereby submitting our Financial Proposal, in sealed envelope.

We hereby quote Rs. _____ as our fee against HR recruitment and advisory services.

We understand that you are not bound to accept any proposal you receive

We remain,

Yours sincerely,

Authorized Signature:
Name of Signatory:
Designation of Signatory:
Name of Firm:
Address: / Cell No:/Fax No: /Email address:

COMPANY'S PROFILE

The company profile shall contain the following information. In addition the applicant may provide whatever information they feel is relevant and useful for the purpose.

- a. Name of Firm: _____
- b. Date of Establishment of Business: _____
- c. Address: _____
- d. Telephone No: _____ Fax No. _____

Sr.#	Description	
	Profile of the Firm/company: <ol style="list-style-type: none"> i. Registered date of Company ii. Names of CEO/ Directors/ Partners iii. Nature of registration (sole proprietor, partnership, (Pvt) Ltd.) Proof of registration shall be provided 	
	No of Offices and No. of Employees <ol style="list-style-type: none"> i. Location of agency office/sub office ii. Number of branches Local / Foreign iii. Number of total employees Pakistan / Abroad 	
	Financial Position <ol style="list-style-type: none"> i. Name of Banks ii. Certificate of Financial position from bank iii. Copy of Annual Accounts iv. Tax Registration (NTN/STN) 	

	No. of Litigation Cases	
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Annexure - E

SPECIFIC / SIMILAR EXPERIENCES

Relevant/similar services carried out in the last five years that best illustrate qualifications

Using the format below, provide information on each assignment for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within a legally formed association, was legally contracted. Supporting documentary evidence i.e Engagement Letter/ Certificate for successful completion issued by the Clients may be attached with Technical Proposal.

A separate form shall be filled for each assignment. In addition to the following the applicant, may provide any other information they feel is relevant and useful for the purpose.

Assignment Name:	Professional Staff provided by your Firm / Entity (profiles):
Name of Client: Client Address:	No. of Staff:
Address:	No. of Staff Months; Duration of Assignment:
Start Date (Month/Year): Completion Date (Month/Year):	Approx. value of Services (in PKR):

Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:
Narrative Description of the Project:
Description of Actual Services Provided by Your Firm/Staff:

GENERAL EXPERIENCE RELATING TO ASSIGNMENT

(Detailed experience taken to Annexure D shall be provided)

**Description of the Methodology and the Work Plan for Performing the
Assignment with Timelines (Dates or No. of Days)**

CORE TEAM (LEAD & MEMBERS)

Personnel Summary (Complete for Team Lead and each Core Team Member and attach CVs

Name of Employee:		
Position:		
General Information	Name:	Date of Birth:
	Telephone:	
	Fax:	
	Years with Present Employer:	
	Total years of experience:	

Employment Record:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project:

DD/MM/YY		Company/Project/Position/Specific Technical experience
From	To	

Education:

Highest Level of Degree	Relevance of Degree to the Assignment
PhD	
M.Phil	
Masters	
Chartered Accountant FCA/ ACA	
Management Accountant FCMA/ ACMA	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, the above data correctly describes me, my qualifications, and my experience.

Date: _____

[Signature of staff member and authorized representative of the firm]

Day/Month/Year

Full name of staff member:

Full name of authorized representative:

TEAM LEAD AND MEMBERS

Sr No.	Name	Qualification	Position / Organization	No. of years of Experience	Relevance to the Assignment