

FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION
H-8/4 ISLAMABAD

No./FBISE/P&S./2023-24/317

Dated: 04-04-2024

TENDER NOTICE
2023-24

Scaled tenders (One Stage Two Envelope) are invited for hiring of services for conducting capacity building training, certification as professional qualification of examiners, assessors and paper setters as per tender documents.

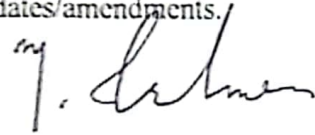
2. Interested firms/dealers registered with Income Tax and Sales Departments and on Active Tax payers List of FBR may quote the rates of the items EPAD (Mandatory) and in sealed cover envelope duly inscribed as under:-

**“TENDER FOR HIRING OF SERVICES FOR CONDUCTING CAPACITY
BUILDING TRAINING, CERTIFICATION AS PROFESSIONAL
QUALIFICATION OF EXAMINERS, ASSESSORS AND PAPER SETTERS”**

3. Tender documents containing terms and conditions for purchase of above said items can be collected from the Assistant Secretary (Procurement & Store), FBISE on any working day during office hours. Cost of each tender document is Rs.5000/- (non-refundable). Challan form can be printed from www.fbise.edu.pk and submitted in any branch of HBL, MCB, 1Bill and Easy Paisa.

4. The sealed tender(s) along with earnest money which is fixed Rs. 300,000/- should be submitted on EPAD (Mandatory) and hardcopy in the FBISE before 29-04-2024 at 10:00 am. Tender will be opened on same day at 10:30 am. in presence of tenderer/representatives.

5. This advertisement is also available on PPRA and FBISE's websites. The bidders are requested to frequently visit the websites for any updates/amendments.



(MUHAMMAD SULMAN)
ASSISTANT SECRETARY
Ph: 051-9269535

FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION II-8/4,
ISLAMABAD

Federal Board of Intermediate and Secondary Education (FBISE), is seeking services of a competent organization to conduct capacity building training, certification as professional qualification of examiners, assessors and paper setters. With the rising need of standardized testing and evaluation methods, there is an increasing demand for qualified paper setters and assessors. The professional qualification program seeks to standardize the qualifications required for educators to engage in marking and paper setting duties for board examinations, ensuring quality, fairness, and academic rigor for classes 9th to 12th, covering all compulsory and science subjects according to the national curriculum issued by the government of Pakistan.

TECHNICAL DOCUMENTS FOR HIRING OF SERVICES FOR CONDUCTING CAPACITY
BUILDING TRAINING, CERTIFICATION AS PROFESSIONAL QUALIFICATION OF
EXAMINERS, ASSESSORS AND PAPER SETTERS

TECHNICAL EVALUATION CRITERIA

The Firm Selection Committee shall evaluate the bids/proposals using the following criteria:

Technical Evaluation Criteria (Specifications)

Total Marks = (100)

Weightage = 70

No.	Criteria	Marks
1	Financial Soundness	10 Marks
2	Experience of the Firm	20 Marks
3	Methodology	15 Marks
4	Key Professional Staff	20 Marks
5	Robustness of proposed system/ technology	20 Marks
6	Lead time	15 Marks
	TOTAL	100 Marks

S.No	Evaluation Parameters / Indicators	Marking Trend	Maximum Marks
1a.	Annual Turnover of last 05years	01 mark will be given for each year, over the last five (05) years, where the average annual turnover is equal to or above PKR 100 million. Proper Documentary evidence/bank statement must be submitted as evidence.	5

1b.	Audited Financial Statement of last 05 years	01 mark will be added for each financial year, over the last five (05) years. Proper Audited Statement Reports must be submitted as evidence.	5
2a.	Experience of the firm/ consortium in teacher education	2 marks will be added for each year working Experience in the field of teacher education for the last ten years.	20
		Each component of the methodology as mentioned in the scope of work will be assessed for its appropriateness. The allocated marks for each of the sub-component will be as follows:	
03.	Methodology	A. Quality of item bank – 5 marks B. System to test marking skills – 5 marks C. Quality Assurance & Security – 03 marks D. Grievances Resolution – 02 marks	15
		Marks for each of the component will be assigned based on the quality of that component in addressing the criteria as described in the scope of work.	
04.	Key Professional Staff	Following marks will be given for each of the following experts: 1. Project Director, with relevant technical and project management experience of at least 10 years (10 marks) 2. 2 Teacher Education Experts, with relevant teaching/ training experience of at least 5 years (5 marks) 3. Assessment Expert, with relevant assessment development experience of at least 5 years (5 marks)	20
05.	Robustness of proposed system/ technology	Each component of the Robustness of proposed system/ technology will have following allocated marks: I) Suitability of technology 05 marks II) Analytics and Reporting – 05 marks III) Reliability of assessments – 05 marks IV) Scalability 05 marks	20
06	LEA time Lead time	I. Within one month 15 marks II. Within two months 10 marks III. With in three months 05 marks	15
		TOTAL MARKS	100

Notes

1. Assigning 70% marks to the examination given by the bidder will ensure a bidder qualify for the agreement. The test based on the assigned marks will be prepared by the evaluation committee on the order from the highest to the lowest.
2. Achievement of relevant experience in each of the above categories is mandatory. In case of non-achievement of experience in any of the categories, the marks will be awarded.
3. The contractor can ask for any security resolution to submit to the final documents.

Financial Proposal:

Considering the usage of organization's LMS, materials and learning resources etc., potential bidder is required to provide cost per assessor/marker assuming three scenarios

- a. Up to 500 Examiners/assessor /paper setter
- b. Up to 1000 Examiners/assessor /paper setter
- c. More than 1000 Examiners/assessor /paper setter

Financial Evaluation Criteria

Total Marks = 30

Formula to calculate the marks as under:

Financial Evaluation Marks Obtained = (Lowest proposed Cost /Your proposed Cost X Maximum Score achievable (30))

Lowest Evaluated Responsive Bid:

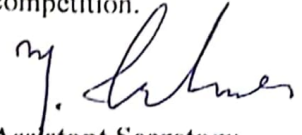
The bidder achieving a minimum of 70 marks in the Technical Evaluation will be declared technically qualified. Financial bids of only technically qualified bidders will be opened publicly at the time to be announced by the Procuring Agency. The Financial Bids of technically disqualified bidders will be returned un-opened to the respective Bidders. After getting the financial score from the remaining 30 marks, the two scores will be combined to identify the highest ranking firm and Contract will be awarded to the lowest evaluated responsive firm which gets the maximum marks and becomes the highest ranking in the Combined Evaluation.

IMPORTANT INSTRUCTIONS:-

1. General Sales Tax should be indicated separately.
2. Enclose copy of GST Registration/Sales Tax and Active Tax Payer Certificate.
3. Earnest money fixed Rs. 300,000/- Pay Order/Bank Draft No. _____ Dated _____

Note:

1. Incomplete tender documents shall not be entertained/ included in the competition.
2. Tampered or overwritten rates are not acceptable.


Assistant Secretary
(Procurement & Store)

I shall abide by the terms & conditions of the tender documents.

NAME _____

Telephone No _____

Address

SIGNATURE & SEAL OF THE FIRM