

# **REQUEST FOR PROPOSAL**

**PROVISION OF RECRUITMENT SERVICES (HEADHUNTING AS WELL AS TESTING SERVICES) FOR RECRUITMENT IN CPPA-G**

**JANUARY 2025**

**CENTRAL POWER PURCHASING AGENCY (CPPA-G)**



**POWER DIVISION, MINISTRY OF ENERGY  
GOVERNMENT OF PAKISTAN**

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# Section 01

## Terms of Reference (ToRs)

### Introduction:

Central Power Purchasing Agency Guarantee Limited is a Government-Owned company operating as the Market Operator. The company is seeking a specialized Services Provider to assist in hiring various professional positions, including C-Level, Middle Management, and Entry-Level, through careful behavioral and technical evaluation.

### Objective:

Central Power Purchasing Agency Guarantee Limited aims to engage a Service Provider with a proven track record in sourcing and hiring professionals for both the public and / or private sectors in Pakistan. The objective is to recruit talented and competent individuals through a comprehensive assessment and evaluation process in a very transparent manner. To achieve this, the services of a reputable and experienced organization are required.

### Scope of Work:

1. The Services Provider will be responsible for:

Sr #	Required Service	Positions
1	Headhunting	C-Level positions, Middle Management Positions (Chief, Functional Head, Senior/middle Management, consultant, advisor) or equivalent cadre position where written test is not required.
2	Testing	Entry Level Positions (Assistant Manager, Junior Executives, Assistants and support staff) where written tests are compulsory.

The work relates to recruitment process encompassing advertisement design for the vacancies, receiving applications in response thereof, reaching out to potential candidates, handling, processing, and preparing database of the applicants.

Headhunting Service	Testing Services
After receiving applications, Service Provider will conduct initial shortlisting based on the advertised criteria and further conduct interviews of eligible candidates.  Service Provider will provide a list of up to ten (10) shortlisted candidates for each position, ensuring strict adherence to the merit and eligibility criteria set by CPPA-G as per advertisement, along with attested documents of shortlisted candidates e.g., educational documents, experience certificates, equivalence certificates (if required), initial interview score and profiling.	The Service Provider will receive applications, shortlist candidates for the written test based on the criteria advertised, and conduct the test as per the content provided by CPPA-G.  The Service Provider will share the list of candidates who pass the written test, based on the merit criteria set by CPPA-G.  The Service Provider will also provide the complete set of attested documents, including education and experience certificates, as well as equivalent certificates (if required), for the qualified candidates.

<u>Specifics of requirements mentioned above:</u>	<u>Specifics of requirements mentioned above:</u>
<ol style="list-style-type: none"> <li>1. Assist CPPA-G in Designing advertisements.</li> <li>2. The Services Provider will manage the receipt of applications, including acknowledgment and tracking.</li> <li>3. Screening candidates based on set eligibility criteria, including age, qualification, and experience.</li> <li>4. Conducting initial interviews and sharing the result with CPPA-G.</li> <li>5. Providing a database of shortlisted candidates including lists of eligible and ineligible candidates, along with all relevant documents.</li> <li>6. Provide Attested documents of shortlisted candidates, detailed reports and verification of educational and work history.</li> <li>7. Notify candidates via SMS, email, or postal service(s) regarding interviews/Queries.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist CPPA-G in Designing advertisements.</li> <li>2. The Services Provider will manage the receipt of applications, including acknowledgment and tracking.</li> <li>3. Screening candidates based on set eligibility criteria, including age, qualification, and experience.</li> <li>4. Arranging and conducting written tests and sharing results with CPPA-G.</li> <li>5. Providing a database of shortlisted candidates including lists of eligible and ineligible candidates, along with all relevant documents.</li> <li>6. Provide Attested documents of shortlisted candidates, detailed reports and verification of educational and work history</li> <li>7. Notify candidates via SMS, email, or postal service(s) regarding Test / Results / Queries.</li> </ol>

**2. Deliverables / Services with Timelines:**

- i) Longlisting and Rejection Reasons: Longlist of all applicants will be provided, along with clear reasons for their shortlisting or rejection. A final status of success or failure will be reported for each applicant.
- ii) Unsuccessful Applicants' Communication: The Service Provider will declare that all unsuccessful applicants have been informed about their application status by giving them 03 to 05 days' time to claim eligibility. A list will be provided, including the names of the applicants, the date of communication, and the mode of communication (e.g., SMS, email, letter).
- iii) Timeline: The recruitment process must be completed within 45 days, or a mutually agreed-upon timeframe, from the application closing date. This includes submitting the merit list to CPPA-G and fulfilling all related requirements.

**3. Responsibility and Compliance:**

Any damage or loss caused to CPPA-G due to irregularities or non-compliance with contract or instructions by the Services Provider will be the sole responsibility of the Service Provider. CPPA-G reserves the right to recover any such loss or damage incurred.

**4. Salary Slabs at CPPA-G (Headhunting):**

Below are the indicative salary ranges for the various job categories at CPPA-G:

- i) **C-Level Cadre:** PKR up to 500,000
- ii) **Middle Management Cadre:** PKR up to 300,000

**5. Evaluation of Bids:**

- i) Technical Evaluation: 70% weightage.
- ii) Financial Evaluation: 30% weightage.
- iii) Minimum Qualifying Technical Score: 60/100 required to open financial bids.

**6. Payment Terms:**

1. Full payment on quoted price will be made after successful completion of the recruitment process for each position, subject to applicable tax(s) deductions.
2. Whereas, if a recruitment process ends without a candidate being selected, payment is made based on the criteria below:

<b>For Headhunting Services: Total quoted fee will be paid procuring agency</b>	
<b>Last Step of Recruitment</b>	<b>Amount Payable to the Successful Bidder</b>
Position cancelled by CPPA-G after advertisement but prior to applications submission deadline.	CPPA-G will pay 20% of the total fee per advertised position.
Applications screening & initial applications shortlisting performed	CPPA-G will pay 40% of the total fee per advertised position.
Interviews conducted by CPPA-G selection committee, and no suitable candidate is found among the recommended candidates by the Service Provider.  The Services Provider will provide another list of up to 10 candidates from the same shortlisted pool, at the request of CPPA-G.	CPPA-G will pay full charges upon selection of the candidates for the advertised positions.
In Case of re-advertisement of the said post	It will be treated as a new assignment and payments will be made according to the payment terms upon completion of project/process on quoted rate.

<b>For Testing Services</b>	
Per Applicant Fees	50% of the fee will be borne by Procuring Agency and 50% by the candidate.
In case the written test is cancelled on part of Service Provider.	Fee deposited by candidates shall be reimbursed to the candidates by the Service Provider and CPPA-G will not pay any amount to the Service Provider.
In case the process of the written test is cancelled on part of CPPA-G.	<ul style="list-style-type: none"> <li>• Fee deposited by candidate shall be reimbursed in full to the candidates by the Service Provider.</li> <li>• CPPA-G will pay 50% of the total amount paid by candidates to Service Provider as service / administrative charges.</li> </ul>

In case of rescheduling the written test on mutual consent of Procuring Agency and Service Provider	No additional amount will be paid to Service Provider
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**7. Core Team – Requirement of Experts:**

At least 02 Senior Consultants having experience of at least Eight (08) Years of recruitment, screening, evaluation, shortlisting etc. (with the well-reputed public/private organizations) and their associate consultants should be deputed for the accomplishment of the Assignment.

**8. Professional Liability of Services Provider:**

All documents, reports, lists of shortlisted candidates and all deliverables prepared by the Services Providers shall become and remain property of CPPA-G. The Services Provider shall not be liable to use / disclose any information or documents to any individual, forum, or organization without the prior approval of CPPA-G.

**9. Queries:**

For any queries or additional information, please contact HR & Admin department, CPPA-G. Contact (051) 111922772 Ext 116. [adnan.khattak@cpga.gov.pk](mailto:adnan.khattak@cpga.gov.pk) & [bilal.khattak@cpga.gov.pk](mailto:bilal.khattak@cpga.gov.pk)

## SECTION – 02:

### Tender Schedule:

Sr #	Action	Details
1.	<b>Tender Publication</b>	Tender notice will publish on EPADs, 02 National Dailies and CPPA-G Official website.
2.	<b>Pre-Bid Meeting.</b>	<b>21 January 2025 at 11:30 AM</b> CPPA-G Office, Islamabad. All bidders are requested to send their queries/questions/issue to the Point of contact (HR & Admin Department CPPA-G) in writing or via email <a href="mailto:adnan.khattak@cpga.gov.pk">adnan.khattak@cpga.gov.pk</a> by <b>19<sup>th</sup> January 2025</b> .
3.	<b>Last date for submission of tenders</b>	04:00 PM on <b>29<sup>th</sup> January 2025</b>
4.	<b>CPPA-G Registered Address:</b>	Shaheen Plaza, Plot No. 73-West, Fazl-ul-Haq Road, Blue Area, Islamabad, Pakistan.
5.	<b>Opening of Tenders / Technical bid at CPPA-G Office (Islamabad)</b>	04:30 PM on <b>29<sup>th</sup> January 2025</b>
6.	<b>Financial Proposal Opening</b>	Only technically qualified bidders will be called for financial bid opening.

## Section – 03:

### Instructions to Bidders (ITB)

#### General Provisions

##### 3.1. Definitions:

- “*Agreed Rates*” means price quoted by Services Provider in the financial proposal.
- “*Applicable Rules*” means the applicable Public Procurement Rules (as amended from time to time) governing the selection and Contract award process as set forth in this RFP.
- “*Applicable Law*” means the laws of Islamic Republic of Pakistan, as they may be issued and in force from time to time.
- “*Procuring Agency*” means the Central Power Purchasing Agency (Guarantee) Limited (“CPPA-G”).
- “*Services Provider*” means a legally established Firm/Institute/Company providing Headhunting as well as Testing Services.
- “*Services*” means Headhunting as well as Testing Service.
- “*Contract*” means a legally binding written agreement including TORs of RFP signed between the Procuring Agency and the Services Provider.
- “*Day*” means a calendar day.
- “*Experts*” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Services Provider.
- “*ITB*” means the Instructions to bidders that provide with all information needed to prepare their Proposals.
- “*Proposal*” means the Technical Proposal and the Financial Proposal
- “*RFP*” means the Request for Proposals to be prepared by the Procuring Agency for the selection of Services Providers.
- “*TORs*” means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Procuring Agency and the Services Provider, and expected results and deliverables of the assignment.
- “*Clients*” means the firms / company / organization to whom the services were/are provided by the Service Provider.
- “*Successful Bidder*” means a Service Provider to whom the contract will be awarded.
- “*Bidder*” means service provider.

##### 3.2. Introduction

The Central Power Purchasing Agency intends to select a Services Provider in accordance with the method of selection specified.

The Services Providers are invited to submit a Technical Proposal and a Financial Proposal for Headhunting and Testing Services required for the assignment.

CPPA-G will timely provide, at no cost to the Services Providers, the inputs, relevant data, and relevant documents required for the preparation of the Services Provider’s Proposal as specified above.

##### 3.3. Conflict of Interest:

Services Provider has an obligation to disclose to the Procuring Agency any situation of actual or potential conflict that impacts on its capacity to serve the best interest of Procuring Agency. Failure to disclose such situations may lead to the disqualification of the Services Provider or the termination of its Contract and/or sanctions by CPPA-G.



### **3.4. Corruption and Fraud:**

- I. The Government of Pakistan defines Corrupt and Fraudulent Practices as “corrupt and fraudulent practices” which includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty”.
- II. Indulgence in corrupt and fraudulent practices is liable to result in rejection of bids, cancellation of contracts, debarring and blacklisting of the bidder, for a stated or indefinite period of time.

### *Preparation of Proposals*

#### **3.5. General Considerations:**

While preparing the Proposal, the Services Providers are required to examine the RFP in detail. Any material deficiencies in providing the required information as per the RFP may result in rejection of the Proposal.

#### **3.6. Cost of Preparation of Proposal:**

The Services Providers shall bear all costs associated with the preparation and submission of its Proposal, and the CPPA-G shall not be responsible or liable for any such cost(s), regardless of the conduct or outcome of the selection process. CPPA-G is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without any financial/non-financial liability to the Services Provider.

#### **3.7. Language:**

The Proposal, as well as all correspondence and documents relating to the Proposal submitted by the Services Provider shall be written in English language.

#### **3.8. Documents Comprising the Proposal:**

- The Proposal shall comprise of documents and forms listed in FORM-1.
- Services Provider shall submit the proposal including a statement of an undertaking.

#### **3.9. Only One Proposal:**

- Bidding firm shall have required skills, expertise and team by which it can solely and exclusively supply all services/deliverables as specified in the bidding document without assigning it to any other individual/firm and hence shall not propose any “Joint Venture” in its bid. A bid offering services through joint venture with any other individual /firm shall be rejected.

#### **3.10. Proposal Validity:**

- RFP indicates the period i.e. One Hundred and Twenty Days (120) days during which the Services Provider’s Proposal must remain valid after the Proposal submission deadline.
- During this period, the Services Provider shall maintain its original Proposal, including the proposed rates, and the total price exclusive of all applicable taxes along with complete tax break-up.
- If it is determined that any Key Expert listed in the Recruitment Firm’s Proposal is unavailable at the time of submission or was included without their prior confirmation, the Proposal will be disqualified and excluded from further evaluation. Additionally, it may be subject to sanctions as outlined in **Clause 4 of the ITB**.

- CPPA-G may request in writing all Services Providers who submitted Proposals prior to the submission deadline to extend the Proposals' validity, if necessary.
- If the Services Provider agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with confirmation of the availability of the Key Experts.

**3.11. Clarification or Corrigendum of RFP:**

- The Services Providers may request clarification of any part of the RFP during the period before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the CPPA-G mailing address. CPPA-G will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all Services Providers. If the client deems it necessary to amend the RFP because of clarification, it shall do so following the procedure described below:
- At any time before the proposal submission deadline, the CPPA-G may clarify the RFP by issuing a corrigendum in writing or by standard electronic means. The corrigendum shall be uploaded to the PPRA and CPPA-G website and will be binding on all the bidders.
- If the clarification is substantial, the CPPA-G may extend the proposal submission deadline to give the Services Providers reasonable time to take an amendment into account in their Proposals.

**3.12. Technical Proposal Format and Content:**

The Services Providers are required to submit a Technical Proposal. The Technical Proposal containing financial information such as Quoted Prices will be declared non-responsive.

**3.13. Financial Proposal:**

The Financial Proposal shall be prepared using the Standard Forms provided in the RFP. All financial transactions relating to this RFP shall be made in the Pakistani Rupees (PKR) only.

Taxes:

The Services Provider will be responsible for meeting all tax liabilities arising out of the Contract.

*Submission, Opening and Evaluation:*

**3.14. Submission:**

All submissions shall be made via Public Procurement Regulatory Authority (PPRA) - e-Pak Acquisition & Disposal System (EPADS) on <https://eprocure.gov.pk>.

**3.15. Opening of Technical Proposals:**

CPPA-G shall conduct the opening of the Technical Proposals in the presence of the authorized representatives of the Bidders who choose to attend. The opening date, time and the address are stated in the Tender Schedule.

**3.16. Proposals Evaluation:**

Subject to the provision of RFP, CPPA-G shall evaluate Technical Proposals through EPADs only.

**3.17. Evaluation of Technical Proposals:**

CPPA-G shall evaluate the Technical Proposals based on their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria as mentioned in RFP. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score.

**3.18. Financial Proposals for QCBS:**

Financial Proposals will be opened at the scheduled date and time given by CPPA-G to the Technically qualified bidders only. The selection shall be based on the Quality and Cost Based Selection (QCBS) Method.

**3.19. Contract:**

Draft contract is included in the RFP, the Services Provider is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The quoted price shall be exclusive of all applicable taxes with a tax breakup, specified in the Financial Proposal shall be considered as the offered price.

The terms of the contract will be further enhanced as mutually agreed during the negotiation period with the winning firm without impacting scope of assignment & prices. However, methodology, timelines or any other related aspect could be negotiated and mutually agreed.

**3.20. Performance Guarantee:**

Within fifteen (15) days of receipt of the notification of contract award, the successful bidder shall furnish to CPPA-G, the Bank Guarantee / Performance Bond for an amount equivalent to 10% of contract value. The Bank Guarantee / Performance bond shall remain valid and in full force and effect during validity of the contract.

**3.21. Taxes:**

The Services Provider's Financial Proposal shall be excluding GST, all applicable taxes are subject to the jurisdiction of Islamabad Capital Territory (ICT).

**Bid Evaluation Quality- and Cost Based Selection (QCBS)**

The total score shall be calculated by weighing the technical and financial scores and adding them as per the formula and instructions as per RFP.

*Award of Contract*

**3.22. Award of Contract:**

After completing the evaluation process, CPPA-G will issue a Letter of Intent to the bidder with the highest combined technical and financial score. This will be followed by the award of the contract. The contract must be signed within 15 days of the issuance of the Letter of Intent, or within any extended time frame specified by the Procuring Agency.

## Section 04

### Mandatory / Eligibility Criteria

Sr.#	Description	Status
01	Undertaking that Service Provider is not blacklisted or banned from any Public Sector Organizations.	
02	Must have Form: B – Certificate of Conformance	
03	Must have Online Portal and Applicational tracking system	
04	Must have Incorporation Certificate or another relevant document including Active Taxpayer (ATL) and Active/Registered GST	
05	Minimum 05 years of relevant experience in Headhunting and Testing Service each.	
06	The Service Provider must have registered/incorporated status for at least 10 years.	
07	Must have at least up to 20 Qualified Professional on Service Provider's Payroll / Panel who are critically involved in recruitment process for designing written tests and initial interview (Headhunting as well as Testing Service)	

\* Bidder is bound to provide proof of verifiable documents of above descriptions

### Technical Proposal Checklist – Sequence of documents should remain same.

Sr.#	Description	Status
1	Bid Security PKR @ 300,000/- in form Demand Draft/Pay Order/Bank Guarantee issued in favor of Central Power Purchasing Agency (Guarantee) Limited.	
2	Details of Registered office: Complete Address, Official Landline number, point of contact Name for that office, Official Email of point of contact, Mobile Number, Details of all employees deputed in that specific office ( <u>Name, Designation, qualification, Date of Joining</u> ) (1.1)	
3	List of Public Sector Clients – Headhunting Services (Form 1.2) along with evidence	
4	List of Public Sector Clients – Testing Services (Form 1.2A) along with evidence	
5	List of Private Sector Clients _ Headhunting Services (Form 1.3) along with evidence	
6	List of Private Sector Clients _ Testing Services (Form 1.3A) along with evidence	
7	C-Level Management positions filled through Headhunting - Positions List (Form 1.4)	
8	Middle Management positions Filled through Headhunting - Positions List (Form 1.5)	
9	Entry Level Positions Filled through testing - Positions List (Form 1.6)	
10	Proposed Project Team and their profiles (Form 1.7) along with detailed CV's	
11	Organization / Company Turnover data for the last 03 years with documentary evidence i.e. Annual Tax Returns/Audited Reports (Form 1.8)	
12	Publicly Accessible Web Portal to Handle Online Submission of Application for Jobs & Recruitment Process (Form 1.9)	
13	Recruitment Methodology for different positions including Head hunting and testing service details (Form 1.10)	
14	(Less than 5 years on date of submission is not eligible to participate in tender)	

All pages of the original Technical Proposal and supporting documents shall be signed and stamped by the authorized representative of the Services Provider.

## Section – 05

### Technical Evaluation Criteria

<b>A. General (Form – 1)</b>	
ITB ClauseReference	Description
5.1	<p><b>Name of the Procuring Agency: Central Power Purchasing Agency Guarantee Limited (CPPA-G)</b></p> <p><b>Method of Selection:</b> <i>Quality and Cost Based Selection Method</i></p> <p><b>Highest combined score:</b> (Technical + Financial)</p>
5.2	<p><b>Financial &amp; Technical Proposal</b> to be submitted via PPRA EPADS system.</p> <p><b>Name of the Assignment:</b> Provision of Recruitment Services (Headhunting as well as Testing services) for Recruitment in CPPA-G.</p>
5.3	The Procuring Agency will provide <b>TORs</b> to facilitate the preparation of the <b>Proposals</b> .
<b>B. Preparation of Proposals</b>	
5.4	This RFP has been issued in the <u>English</u> language. Proposals shall be submitted in <u>English</u> language. All correspondence exchange shall be in <u>English</u> language.
5.5	<p><b><u>TECHNICAL PROPOSAL: All documents must be enclosed in the sequence of evaluation criteria and technical proposal checklist only.</u></b> For details submission please note: Last 05 Year means: January 2020 till submission date.</p> <p>Technical proposal shall comprise of following Documents and Forms:</p> <ol style="list-style-type: none"> <li>i. Proposal submission Form.</li> <li>ii. Bid Security @ PKR 300,000/-</li> <li>iii. License / registration certificate incorporating Services Provider.</li> <li>iv. Affidavit / Undertaking that firm is not blacklisted as per the given format on stamp paper.</li> <li>v. Complete details of registered offices (Complete Address, Point of contact for each office, Employee's list).</li> <li>vi. Proposed project team and their detailed CV's.</li> <li>vii. List of Procuring Agency (Public Sector) along-with documentary evidence (workorder/completion certificate) during last 05 Years for undertaking end-to-end recruitment process through Headhunting as well as Testing Services</li> <li>viii. List of Procuring Agency (Private Sector) along-with documentary evidence (workorder/completion certificate) during last 05 Years for undertaking end to end recruitment process through Headhunting as well as Testing Services.</li> <li>ix. Details of recruitment on C-Level Positions through Headhunting for various organizations during the last 05 Years along-with documentary evidence (workorder/completion certificate).</li> <li>x. Details of recruitment on Middle Management Positions through Headhunting for various organizations during the last 05 Years along with documentary evidence (workorder/completion certificate).</li> <li>xi. Details of recruitment on Entry Level Positions through testing for various organizations during the last 05 Years along with documentary evidence (workorder/completion certificate).</li> <li>xii. Income tax returns of last 03 Years depicting Average Annual Turnover.</li> </ol>

	xiii. IT based tools/software/portal/Application Tracking System to manage recruitment projects and high volume of applications.
	xiv. Services Provider - Headhunting as well as Testing methodology details as well as the presentation will be given to the members of the committee as specified by CPPA-G.

5.6.	<p style="text-align: center;"><b>AND</b></p> <p><b><u>FINANCIAL PROPOSAL:</u></b>  Financial proposals shall comprise of following Forms:  a. Financial proposal submission Form  b. Financial Bid / Proposal on prescribed format</p>																																							
5.7	<p><b>Statement of Undertaking regarding accuracy of information provided</b> is required.</p>																																							
5.8	<p><b>Proposals</b> must remain valid for <b>120 days</b>.</p>																																							
5.9	<p>Submission of the <b>Technical Proposal</b> in a <b>wrong format</b> may lead to the Proposal being deemed <b>non-responsive</b> to the RFP requirements.</p>																																							
5.10	<p>The Services Provider will be paid in <b>Pakistani Rupee (PKR)</b>.</p>																																							
5.11	<p><b>Evaluation:</b>  Criteria for the evaluation of the Technical Proposals:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; vertical-align: top;"><b>I.</b></td> <td style="width: 75%;"><b><u>Service Provider's Profile:</u></b> (Incorporation/ Registered) - <b>(FORM 1.1)</b></td> <td style="width: 20%; text-align: right;"><b>[10 Points]</b></td> </tr> <tr> <td></td> <td style="padding-left: 20px;">≥ 16 years</td> <td style="text-align: right;">10 Points</td> </tr> <tr> <td></td> <td style="padding-left: 20px;">13 to 15 Years</td> <td style="text-align: right;">07 Points</td> </tr> <tr> <td></td> <td style="padding-left: 20px;">10 to 12 Years</td> <td style="text-align: right;">04 Points (Min)</td> </tr> <tr> <td style="vertical-align: top;"><b>II.</b></td> <td><b><u>Regional Office / branch office at Islamabad/Rawalpindi</u></b></td> <td style="text-align: right;"><b>[2.5 Points]</b></td> </tr> <tr> <td></td> <td colspan="2"><i>Presence in Islamabad / Rawalpindi</i></td> </tr> <tr> <td style="vertical-align: top;"><b>III.</b></td> <td><b><u>Regional Offices in all provincial capitals of Pakistan</u></b></td> <td style="text-align: right;"><b>[2.5 Points]</b></td> </tr> <tr> <td></td> <td colspan="2"><i>For each office 0.5 mark. (Having more than 1 office in any provincial capital will be counted as 1. Please provide all details of offices</i></td> </tr> <tr> <td colspan="3" style="text-align: center;">-----</td> </tr> <tr> <td style="vertical-align: top;"><b>IV.</b></td> <td><b>List of clients (Public Sector) along-with documentary evidence during last 05 Years for undertaking end to end recruitment process by receiving applications, initial evaluation of applications against criteria, Shortlisting, Interviews, evaluation, background checks etc. (Form 1.2)</b> (Please note: Only include the positions and clients where vacancies were filled by using <u>Headhunting</u> methodology only) enclose evidence (work order or Completion Certificates clearly depicting the nature of assignment and all details</td> <td style="text-align: right;"><b>[10 Points]</b></td> </tr> <tr> <td></td> <td style="padding-left: 40px;"><i>clientele ≥ 12 Organizations</i></td> <td style="text-align: right;"><i>10 Points</i></td> </tr> <tr> <td></td> <td style="padding-left: 40px;"><i>clientele of 09 to 11 Organizations</i></td> <td style="text-align: right;"><i>07 Points</i></td> </tr> <tr> <td></td> <td style="padding-left: 40px;"><i>clientele of 05 to 08 Organizations</i></td> <td style="text-align: right;"><i>05 Points (Min)</i></td> </tr> </table>	<b>I.</b>	<b><u>Service Provider's Profile:</u></b> (Incorporation/ Registered) - <b>(FORM 1.1)</b>	<b>[10 Points]</b>		≥ 16 years	10 Points		13 to 15 Years	07 Points		10 to 12 Years	04 Points (Min)	<b>II.</b>	<b><u>Regional Office / branch office at Islamabad/Rawalpindi</u></b>	<b>[2.5 Points]</b>		<i>Presence in Islamabad / Rawalpindi</i>		<b>III.</b>	<b><u>Regional Offices in all provincial capitals of Pakistan</u></b>	<b>[2.5 Points]</b>		<i>For each office 0.5 mark. (Having more than 1 office in any provincial capital will be counted as 1. Please provide all details of offices</i>		-----			<b>IV.</b>	<b>List of clients (Public Sector) along-with documentary evidence during last 05 Years for undertaking end to end recruitment process by receiving applications, initial evaluation of applications against criteria, Shortlisting, Interviews, evaluation, background checks etc. (Form 1.2)</b> (Please note: Only include the positions and clients where vacancies were filled by using <u>Headhunting</u> methodology only) enclose evidence (work order or Completion Certificates clearly depicting the nature of assignment and all details	<b>[10 Points]</b>		<i>clientele ≥ 12 Organizations</i>	<i>10 Points</i>		<i>clientele of 09 to 11 Organizations</i>	<i>07 Points</i>		<i>clientele of 05 to 08 Organizations</i>	<i>05 Points (Min)</i>
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**V. List of clients (Public Sector) along-with documentary evidence during last 05 Years for undertaking end to end recruitment process by receiving applications, initial evaluation of applications against criteria, Shortlisting, Interviews, evaluation, background checks etc. (Form 1.2A)** (Please note: Only include the positions and clients where vacancies were filled by using Testing methodology only) attach evidence (work order or Completion Certificates clearly depicting the nature of assignment and all details. **[10 Points]**

<i>Clientele ≥ 20 Organizations</i>	<i>10 Points</i>
<i>Clientele of 11 to 19 Organizations</i>	<i>07 Points</i>
<i>Clientele of 05 to 10 Organizations</i>	<i>05 Points (Min)</i>

**VI. List of clients (Private Sector) along-with documentary evidence during the last 05 Years for undertaking end to end recruitment process by receiving applications, initial evaluation of applications against criteria, Shortlisting, Interviews, evaluation, background checks etc. (Form 1.3)** (Please note: Only include the positions and clients where vacancies were filled by using Headhunting methodology only) enclose evidence (work order/Contract/Completion Certificates clearly depicting the nature of assignment and all details: **[10 Points]**

<i>clientele ≥ 15 Organizations</i>	<i>10 Points</i>
<i>clientele of 10 to 14 Organizations</i>	<i>07 Points</i>
<i>clientele of 05 to 09 Organizations</i>	<i>05 Points (Min)</i>

**VII. List of clients (Private Sector) along-with documentary evidence during last 05 Years for undertaking end to end recruitment process by receiving applications, initial evaluation of applications against criteria, Shortlisting, Interviews, evaluation, background checks etc. (Form 1.3A)** (Please note: Only include the positions and clients where vacancies were filled by using Testing methodology only) enclose evidence (work order or Completion Certificates clearly depicting the nature of assignment and all details. **[10 Points]**

<i>clientele ≥ 20 Organizations</i>	<i>10 Points</i>
<i>clientele of 15 to 19 Organizations</i>	<i>07 Points</i>
<i>clientele of 10 to 14 Organizations</i>	<i>05 Points (Min)</i>

**VIII. Number of C-Level positions (DGM's, GM, Chiefs, Business Unit Heads or equivalent level Positions) (Form 1.4) filled through HEAD HUNTING during the last 05 years for various organizations (Public/Private organizations):**

	<b>[Total 05 Points]</b>
<i>≥ 20 positions</i>	<i>05 Points</i>
<i>11 -19 positions</i>	<i>04 Points</i>
<i>05 -10 Positions</i>	<i>02 Points (Min)</i>



	<p><b>IX. Number of Mid-Management Level Positions filled for any renowned multinational, public sector, private sector organizations filled through HEADHUNTING during the last 05 years (Positions require minimum 5 years of experience)- (Deputy Managers, Managers, Sr. Managers, Section Heads or equivalent level Positions (Form 1.5):</b> <span style="float: right;"><b>[Total 05 Points]</b></span></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">≥ 40 positions</td> <td style="text-align: right;">05 Points</td> </tr> <tr> <td style="text-align: center;">31-39 positions</td> <td style="text-align: right;">04 Points</td> </tr> <tr> <td style="text-align: center;">21-30 Positions</td> <td style="text-align: right;">02 Points (Min)</td> </tr> </table> <hr style="border-top: 1px dashed black;"/> <p><b>X. Number of Entry Level Positions filled for any renowned multinational, public sector, private sector organizations filled through TESTING during the last 5 years (Positions require minimum 5 years of experience)- (Assistant Managers and Junior Executives or equivalent level Positions (Form 1.6):</b> <span style="float: right;"><b>[Total 05 Points]</b></span></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">≥ 50 positions</td> <td style="text-align: right;">05 Points</td> </tr> <tr> <td style="text-align: center;">41-49 positions</td> <td style="text-align: right;">04 Points</td> </tr> <tr> <td style="text-align: center;">31-40 Positions</td> <td style="text-align: right;">02 Points (Min)</td> </tr> </table>	≥ 40 positions	05 Points	31-39 positions	04 Points	21-30 Positions	02 Points (Min)	≥ 50 positions	05 Points	41-49 positions	04 Points	31-40 Positions	02 Points (Min)
≥ 40 positions	05 Points												
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21-30 Positions	02 Points (Min)												
≥ 50 positions	05 Points												
41-49 positions	04 Points												
31-40 Positions	02 Points (Min)												
	<p><b>XI. <u>Project Staff:</u> Project Team comprised of Qualified employees with 8+ years of experience in relevant field (Form 1.7)</b> <span style="float: right;"><b>[Total 05 Points]</b></span></p> <ul style="list-style-type: none"> <li>• 02 Senior Project Members with Eight (08) Years of recruitment experience (Headhunting as well as Testing) <span style="float: right;"><b>(03 Points)</b></span></li> <li>• Proposed Team members up to 04 Years (Minimum 04 Years of recruitment experience (Headhunting as well as Testing) (1 member = 0.5 points) <span style="float: right;"><b>(02 Points)</b></span></li> <li>• Please note, Service Provider can add members to show professional strength for the project but that will not add any marks in this section)</li> </ul> <hr style="border-top: 1px dashed black;"/>												

	<p><b>XII. <u>Average Annual Turnover of the Service Provider during last 03 Years as per Income Tax Returns</u> (Form 1.8) [05 Points]</b></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">≥ 10 million</td> <td style="text-align: center;">05 Points</td> </tr> <tr> <td style="text-align: center;">05 to 09 million</td> <td style="text-align: center;">3.5 Points</td> </tr> <tr> <td style="text-align: center;">02 to 04 million</td> <td style="text-align: center;">2.5 Points (Min)</td> </tr> </table> <hr style="border-top: 1px dashed black;"/> <p><b>XIII. <u>IT Tools/Software/Application Tracking System to handle large volume recruitment projects</u> (Form 1.9) [05 points]</b></p> <ul style="list-style-type: none"> <li>• Online portal / ATS for handling application forms (Pictorial demonstration)</li> </ul> <p><b>XIV. <u>Recruitment Methodology for different positions including Head hunting and Testing service, proposed timelines, Associated risks identification and proposed mitigation strategies.</u> (Form 1.10) [15 Points]</b></p> <p><i>(The Service Provider will be required to present demonstration of their Application Tracking system as well as give presentation to the committee on the Headhunting &amp; Testing methodology)</i></p> <hr style="border-top: 1px dashed black;"/> <p><b>The minimum technical qualifying score:</b>  Total Score: 100  Qualifying Marks in Technical Evaluation: 60  Weightage: 70%</p>	≥ 10 million	05 Points	05 to 09 million	3.5 Points	02 to 04 million	2.5 Points (Min)
≥ 10 million	05 Points						
05 to 09 million	3.5 Points						
02 to 04 million	2.5 Points (Min)						
5.12.	Financial Proposal shall include all applicable taxes. (Form 1.11)						
5.13. QCBS only)	<p>The <b>lowest bid price (LB)</b> is given as the <b>maximum financial score (FS)</b> i.e. 30.</p> <p>The <b>formula</b> for determining the financial scores (FS) of all other Proposals is calculated as following:</p> <p style="padding-left: 20px;">FS = 30 x LB/ FS, in which “FS” is the financial score, “LB” is the lowest bid.</p> <p>The <b>weights</b> given to the <b>Technical (T)</b> and <b>Financial (F)</b> Proposals are:  <b>T = 70% / weight</b>, and  <b>F = 30% / weight</b></p> <p>Total Score: Technical + Financial Score (Highest Marks will be considered as most advantageous bid)</p>						

## Section 06

### Forms

#### Technical Proposal Submission Form

{Location, Date}

To:

Chief (HR&A) Officer,  
Central Power Purchasing Agency Guarantee Limited,  
Islamabad.

Dear Sir,

We, the undersigned, offer to provide the Recruitment Services for recruitment in CPPA-G in accordance with your Request for Proposal No..... Provision of Recruitment Services (Headhunting as well as Testing services) for Recruitment in CPPA-G dated .....

We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the required services not later than the date indicated in RFP.

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

Yours Sincerely,

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

Name & Title of Signatory: \_\_\_\_\_

(Note: This pro-forma should be prepared on the letterhead of the Services Provider).

# Technical Proposal

## *Certificate of Conformance*

{Location, Date}

I/We hereby confirm to have read carefully all the terms & conditions of your Request for Proposal, due for opening on \_\_\_\_\_ for Provision of Recruitment Services (Headhunting as well as Testing services) for Recruitment in CPPA-G. In addition to the conditions, we also agree to abide by all the areas and special instructions mentioned in RFP document.

We also hereby categorically confirm that we are fully capable of providing recruitment services for recruitment in CPPAG as laid down in terms of reference. We possess a publicly accessible web portal for online submission of applications for a job by interested candidates.

Our Bid shall be valid for a period of 120 Days from the date fixed as deadline for submission of bids in accordance with the bidding document, and it shall remain binding upon us and may be accepted at any time before the expiry of that period. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

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

**Name & Address** \_\_\_\_\_

**Designation & ID Card No.** \_\_\_\_\_

**NTN** \_\_\_\_\_ **GST No.** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Official Seal:** \_\_\_\_\_

**WITNESS**

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

Designation: \_\_\_\_\_

CNIC No. \_\_\_\_\_

**WITNESS**

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

Designation: \_\_\_\_\_

CNIC No. \_\_\_\_\_

## Undertaking

**Affidavit on non- judicial stamp paper confirming that the bidding firm has never been blacklisted and there is no conflict of interest.**

**Bid No:** \_\_\_\_\_

**Bid Title: Provision of Services of Services Provider (Headhunting as well as Testing services) for Recruitment in CPPA-G**

In the context of above stated tender, We M/s \_\_\_\_\_, hereinafter referred as "bidding firm", hereby solemnly state and confirm:

- That as of today, we have never been blacklisted by any organization.
- That there is no possibility of conflict of interest of the bidding firm with any deliverable if the above Services including headhunting and Testing Service assignment if the contract is awarded to it.
- That hiring of M/s \_\_\_\_\_ for the above-mentioned Services, by its nature, is not in conflict with another assignment of the Service Provider.

Signed : \_\_\_\_\_

Name : \_\_\_\_\_

In the capacity of : \_\_\_\_\_

Authorized to sign for and on behalf of M/s \_\_\_\_\_

Date : \_\_\_\_\_

## Form 1.1

## Company Profile

Legal Name of the Bidding Firm	
Registered/ Incorporated in Pakistan	Registration Authority: <input type="radio"/> FBR <input type="radio"/> SECP <input type="radio"/> Registrar Registered as: <input type="radio"/> Pvt Ltd <input type="radio"/> Partnership Firm <input type="radio"/> _____ Registration Date: _____ Age of Firm: _____ ( Yrs) Registration No: _____ (Certificate of Registration/incorporation with registration authority be attached)
National Tax Number	NTN No. _____ NTN Issued on _____ Title on NTN Certificate: _____ (Attach copy of NTN Certificate of the firm)
Sales Tax Registration	STR No. _____ Registered for Sales Tax with <input type="radio"/> KPK, <input type="radio"/> Punjab, <input type="radio"/> Sindh , <input type="radio"/> Baluchistan, <input type="radio"/> ICT
Active Tax Payers	Status on Active Payers List of FBR <input type="radio"/> Active <input type="radio"/> In- Active
Registered RTO Officer	_____
Registered Address of the Company	
Phone, Fax and Website	
Details of Registered Branch Offices (Address with Phone, Fax)	1- Address, Landline Number, Point of contact, Official Email, Fax 2- ..... 3- .....
Number of Directors/ Partners	(Please fill and attach list of Directors/ Partners )
Number of Total full-time employees (permanent employees on the payroll of the company)	Attach list (Name/designation/date of joining /department/qualification/Experience
Number of Qualified and relevant Experienced staff	
Any other relevant information of the company	

Form 1.2

**List of Renowned Public Sector Clients – Recruitment Services who have been provided with Headhunting Services during Last 05 Year.**

**Bid No:**

**Bid Title: Provision of Recruitment Services (Headhunting as well as Testing services) for Recruitment in CPPA-G**

Sr. No	Name of Organization	Head Hunting Services Provided				Workorders / completion certificate
		Position Name	Salary Per Month	No of Years of experience required for said position	Project Year	

Notes:

- The organization shall be renowned Public Sector Organization
- The completion date refers to the date when position was filled which shall be 01 January 2020 or onwards.
- In case of filling more than 1 position for any client, make entries in the sequence, and once completed then enter placement details of the any other organization.
- Evidence should be properly referenced and must be enclosed in the same sequence as mentioned in the above table.
- Any entry without evidence will not be marked.
- Please note in case of having less no of filled positions or number of clients than the minimum criteria, marks will be zero in that section.

Form 1.2(A)

**List of Renowned Public Sector Clients – Recruitment Services who have been provided with Testing Services during Last 05 Year.**

**Bid No:**

**Bid Title: Provision of Recruitment Services (Headhunting as well as Testing services) for Recruitment in CPPA-G**

Sr. No	Name of Organization	Testing Services Provided				Workorders completion certificate /
		Position Name	Salary Per Month	No of Years of experience required for said position	Project Year	

Notes:

- The organization shall be renowned Public Sector Organization
- The completion date refers to the date when position was filled which shall be 01 January 2020 or onwards.
- In case of filling more than 1 position for any client, make entries in the sequence, and once completed then enter placement details of the any other organization.
- Evidence should be properly referenced and must be enclosed in the same sequence as mentioned in the above table.
- Any entry without evidence will not be marked.
- Please note in case of having less no of filled positions or number of clients than the minimum criteria, marks will be zero in that section.



Form 1.3

**List of Renowned Private Sector Clients – Recruitment Services who have been provided with Headhunting Services during Last 05 Year.**

**Bid No:**

**Bid Title: Provision of Recruitment Services (Headhunting as well as Testing services) for Recruitment in CPPA-G**

Sr. No	Name of Organization	Head Hunting Services Provided				Workorders completion certificate /
		Position Name	Salary Per Month	No of Years of experience required for said position	Project Year	

Notes:

- The organization shall be renowned Public Sector Organization
- The completion date refers to the date when position was filled which shall be 01 January 2020 or onwards.
- In case of filling more than 1 position for any client, make entries in the sequence, and once completed then enter placement details of the any other organization.
- Evidence should be properly referenced and must be enclosed in the same sequence as mentioned in the above table.
- Any entry without evidence will not be marked.
- Please note in case of having less no of filled positions or number of clients than the minimum criteria, marks will be zero in that section.

Form 1.3(A)

**List of Renowned Private Sector Clients – Recruitment Services who have been provided with Testing Services during Last 05 Year.**

**Bid No:**

**Bid Title: Provision of Recruitment Services (Headhunting as well as Testing services) for Recruitment in CPPA-G**

Sr. No	Name of Organization	Testing Services Provided				Workorders / completion certificate
		Position Name	Salary Per Month	No of Years of experience required for said position	Project Year	

**Notes:**

- The organization shall be renowned Public Sector Organization
- The completion date refers to the date when position was filled which shall be 01 January 2020 or onwards.
- In case of filling more than 1 position for any client, make entries in the sequence, and once completed then enter placement details of the any other organization.
- Evidence should be properly referenced and must be enclosed in the same sequence as mentioned in the above table.
- Any entry without evidence will not be marked.
- Please note in case of having less no of filled positions or number of clients than the minimum criteria, marks will be zero in that section.

Form 1.4

List of C-Level Management Positions filled through Headhunting services during Last 05 Year.

**Bid No:**

**Bid Title: Provision of Recruitment Services (Headhunting as well as Testing services) for Recruitment in CPPA-G**

Sr. No	Name of Organization	Head Hunting Services Provided					Reference to Attached Evidence
		Position Name	Salary Per Month	No of Years of experience required for said position	Completion Date	(C-Level Cadre)	

Notes:

- The organization shall be renowned Public Sector Organization
- The completion date refers to the date when position was filled which shall be 01 January 2020 or onwards.
- In case of filling more than 1 position for any client, make entries in the sequence, and once completed then enter placement details of the any other organization.
- Evidence should be properly referenced and must be enclosed in the same sequence as mentioned in the above table.
- Any entry without evidence will not be marked.
- Please note in case of having less no of filled positions or number of clients than the minimum criteria, marks will be zero in that section.

Form 1.5

**Middle Management positions Filled through Headhunting services during Last 05 Year.**

**Bid No:**

**Bid Title: Provision of Recruitment Services (Headhunting as well as Testing services) for Recruitment in CPPA-G**

Sr. No	Name of Organization	Head Hunting Services Provided					Reference to Attached Evidence
		Position Name	Salary Per Month	No of Years of experience required for said position	Completion Date	Management Cadre	

Notes:

- The organization shall be renowned Public Sector Organization
- The completion date refers to the date when position was filled which shall be 01 January 2020 or onwards.
- In case of filling more than 1 position for any client, make entries in the sequence, and once completed then enter placement details of the any other organization.
- Evidence should be properly referenced and must be enclosed in the same sequence as mentioned in the above table.
- Any entry without evidence will not be marked.
- Please note in case of having less no of filled positions or number of clients than the minimum criteria, marks will be zero in that section.

Form 1.6

**Entry Level positions Filled through Testing Services during Last 05 Year.**

**Bid No:**

**Bid Title: Provision of Recruitment Services (Headhunting as well as Testing services) for Recruitment in CPPA-G**

Sr. No	Name of Organization	Testing Services Provided				Reference to Attached Evidence
		Position Name	Salary Per Month	No of Years of experience required for said position	Completion Date	

Notes:

- The organization shall be renowned Public Sector Organization
- The completion date refers to the date when position was filled which shall be 01 January 2020 or onwards.
- In case of filling more than 1 position for any client, make entries in the sequence, and once completed then enter placement details of the any other organization.
- Evidence should be properly referenced and must be enclosed in the same sequence as mentioned in the above table.
- Any entry without evidence will not be marked.
- Please note in case of having less no of filled positions or number of clients than the minimum criteria, marks will be zero in that section.



Form 1.8

**Bid Title: Provision of Recruitment Services (Headhunting as well as Testing services) for Recruitment in CPPA-G**

**Average Annual Turnover of the Service Provider during last 03 Years**

(Please Enclose a copy of Income tax returns of last 03 Years depicting Average Annual Turnover)

Year	Annual Turnover (PKR)	Evidence Document Reference No	Annual Tax Returns Report (Yes/No)	Audited Reports
2022-2023			Attached - (Yes/No)	Attached - (Yes/No)
2023-2024			Attached (Yes/No)	Attached - (Yes/No)
2024-2025			Attached (Yes/No)	Attached – (Yes/No)

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

In Capacity Of: \_\_\_\_\_

Form 1.9

**INFORMATION ON PUBLICALLY ACCESSIBLE WEB PORTAL TO HANDLE ONLINE SUBMISSION OF APPLICATION FOR JOBS & RECRUITMENT PROCESS**

**Bid Title: Provision of Recruitment Services (Headhunting as well as Testing services) for Recruitment in CPPA-G**

We M/s \_\_\_\_\_ hereby confirm that we possess our own publicly accessible web portal for online receiving of job applications, the web address of which is as follows:

[http://\\_\\_\\_\\_\\_](http://_____)

Our Web portal for online receiving of job application provides following features/ services:

- 1-
  - 2-
  - 3-
  - 4-
  - 5-
  - 6-
- ADD ROWS, AS REQUIRED

We shall make changes to our existing web portal for online application in accordance with CPPAG's requirements.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

In capacity of: \_\_\_\_\_

(Please note: Give brief overview of portal, ATS or any relevant system, as required. To submit information in a detailed manner, kindly attach the additional document with this form separately as a continuation of this form.)



Form 1.10

**Recruitment Methodology for different positions including Head hunting as well as Testing service details Form 1.9 (marks will be out of 10 in this section) (Firms will be called for presentations, if required)**

Include Proposed methodology with reference to TOR's, processes, associated risks and their mitigation strategies, methodology & experience of dealing with any legal and regulatory issue pertaining to recruitment, regulatory compliance and specific considerations besides any other information relevant to recruitment services that you deem necessary for selection. Any other additional information.

**Use Space, As required.**

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**In Capacity Of :** \_\_\_\_\_

## Section – 07

### Financial Proposal

#### Evaluation Criteria for Financial Proposals

1. Evaluation of financial proposals of those bidders who are found technically responsive.
2. Financial Proposals shall be submitted on the prescribed format regarding "Financial Proposal Submission Sheet" given RFP/Bidding Document.
3. Financial Proposals for technically responsive bidders will be opened, and scores will be assigned in accordance with the following criteria:

#### **Search for Headhunting as well as Testing Service positions**

Sr#	Management Cadres	Fee Details	Formula
A	For C-Level Positions	Total fee per advertised position irrespective of number of vacancies.  (Total Fee shall not include newspaper advertisement cost as CPPA-G will manage the advertisement process)	Lowest fee quoted among the bidders -----x 30 Fee Quoted by the Bidder
B	For Middle Management Positions		Lowest fee quoted among the bidders -----x 30 Fee Quoted by the Bidder
C	For Entry Level Positions	Fee as per each application (CPPA-G share i.e. 50% of the total fee)	Lowest fee quoted among the bidders -----x 40 Fee Quoted by the Bidder
<b>Total Financial Score = Sum of score (A+B+C)</b>			
<b>GST (ICT applicable)</b>			

#### Combined evaluation of Technical & Financial Proposals:

The combined evaluation of Technical and Financial proposals will be performed as follows:

$$\text{Total Score of the Bidder} = (\text{Total Technical score obtained} \times 70 / 100)$$

+

$$(\text{Total Financial score obtained} \times 30 / 100)$$

## Financial Proposal submission Form

Date

To:  
Chief (HR&A) Officer,  
Central Power Purchasing Agency Guarantee Limited,  
Islamabad.

Dear Sir,

We, the undersigned, offer to provide Recruitment services for recruitment in CPPA-G in accordance with your Request for Proposal No. \_\_\_\_\_ Provision of Recruitment Services (Headhunting as well as Testing services) for Recruitment in CPPA-G.

Quoted rates specified in Financial Proposal are exclusive of all applicable taxes as per prevailing laws. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in RFP.

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

We remain,

Yours sincerely,

Authorized Signature {In full and initials: \_\_\_\_\_}

Name and Title of Signatory \_\_\_\_\_

Form 1.11

**Financial Proposal Submission Sheet**

**Bid Title: Provision of Recruitment Services (Headhunting as well as Testing services) for Recruitment in CPPA-G**

In connection with the aforesaid bid, it is declared that the price is exclusive of all taxes:

<b>Task</b>	<b>Charge Rate per advertised position PKR (Exclusive of all Taxes)</b>
C-Level Positions (irrespective of number of vacancies)	
Middle Management Positions (irrespective of number of vacancies)	
Entry Level Positions (Per Application Fee)	
<b>Total Amount</b>	
<b>GST (ICT Applicable)</b>	

Please note, All the bidders are required to submit their bid as per given parameter. No other format of the quoted price will be accepted.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

In capacity of \_\_\_\_\_

Duly authorized to sign for and on behalf of M/s \_\_\_\_\_

Dated: \_\_\_\_\_

## Section – 08

### Sample Draft Contract

#### Agreement For Recruitment Services

**THIS AGREEMENT**, together with Annexures which constitute an integral part thereof (herein referred to as the Agreement), is entered into on this \_\_\_\_\_ day of \_\_\_\_\_(month), 2025.

Between ----- (herein referred to as the “Procuring Agency”) of the first part and (herein referred to as “Services Provider”), of the second part. The Parties hereto agree as below: -

#### 1. ARTICLE 1: THE ASSIGNMENT

The Services Provider will perform services related to screening, shortlisting, written tests, and initial interviews for the recruitment process at CPPA-G.

#### 2. ARTICLE 2: SCOPE OF SERVICES

The Services Provider shall provide recruitment services as outlined in the TORs of the RFP NO \_\_\_\_\_, titled " Provision of Recruitment Services (Headhunting as well as Testing services) for Recruitment in CPPA-G" dated January 2025.

#### 3. ARTICLE 3: COMMENCEMENT AND DURATION

- **Commencement Date:** The services will commence on [Date].
- **Term:** The contract term is three years from the start date.

#### 4. ARTICLE 4: MODE OF OPERATION

- **Obligations of the Services Provider:** The Services Provider will perform services independently, using senior consultants and adhering to industrial practices. The Services Provider must keep the Procuring Agency informed of progress and not disclose confidential information without prior approval.
- **Obligations of the Procuring Agency:** The Procuring Agency will appoint a representative for coordination and ensure timely payment to the Services Provider.
- **Joint Venture Restrictions:** The Services Provider shall not form any joint venture or collaborate with other Services Providers in performing the services under this Agreement.

#### 5. ARTICLE 5: REMUNERATION AND PAYMENT

- **Payment:** The Procuring Agency will pay the Services Provider upon completion of each recruitment project. Payment is due within 30 days of receiving the invoice, subject to applicable taxes, and will be made by cheque in PKR.

**6. ARTICLE 6: ADDITIONAL SERVICES:** Additional services may be requested by the Procuring Agency with prior approval. The Services Provider will provide a time and cost estimate for such services.

#### 7. ARTICLE 7: TERMINATION

- **By the Procuring Agency:** The Procuring Agency may terminate the Agreement with 30 days' notice, settling all accounts within 30 days.
- **By the Services Provider:** The Services Provider may suspend or terminate the Agreement if payment is not received within 30 days after notice of suspension.

**8. ARTICLE 8: FORCE MAJEURE**

Neither party will be liable for delays or failure to perform obligations due to events beyond their control (e.g., natural disasters, strikes). Force majeure does not include financial insufficiency.

**9. ARTICLE 9: BLACKLISTING**

CPPA-G may blacklist the Services Provider for delays, breaches, or fraudulent practices, either indefinitely or for a specified period.

**10. ARTICLE 10: DISPUTE RESOLUTION**

In case of disputes, the parties will first attempt mediation. If unresolved, arbitration will take place in Islamabad under the Arbitration Act, 1940.

**11. ARTICLE 11: APPLICABLE LAWS**

This Agreement shall be governed by the laws of Pakistan, with exclusive jurisdiction in Islamabad courts.

**12. ARTICLE 12: AMENDMENTS**

No amendments shall be made to the Agreement except in writing, signed by both parties.

**13. ARTICLE 13: NOTICES**

Any notices must be delivered in writing, either in person or via registered mail, to the respective addresses provided by both parties in person or through registered mail as follows:

To: The Procuring Agency -----  
-----  
-----

To: The Services Provider -----  
-----  
-----

or to such other addresses as either of these Parties shall designate by notice given as required herein. Notices shall be effective when delivered.

IN WITNESS WHEREOF, the Parties have executed this Agreement, in two (2) identical counterparts, each of which shall be deemed as original, as of the day, month and year first above written.

**FOR AND ON BEHALF OF  
PROCURING AGENCY**

**FOR AND ON BEHALF OF THE SERVICES  
PROVIDER**

**Signed by:** \_\_\_\_\_

**Signed by:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**(Seal)** \_\_\_\_\_

**(Seal)** \_\_\_\_\_

**Witness:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

**Sign:** \_\_\_\_\_

**Sign:** \_\_\_\_\_