



PUNJAB Education Foundation

**Expression of Interest (EOI)
for Hiring of firm for Third Party Validation (TPV) of
Student Information System (SIS) data
Of
Punjab Education Foundation**

Issued by:

**Managing Director
Punjab Education Foundation
52-L, Gulberg III,
Lahore.**

Deadline for Submission:

Not Later than 10:00 AM

March 05, 2021

1. PURPOSE

This Expression of Interest document intends to invite reputed Firms in accordance with clause 47 “Expression of Interest” of Punjab Procurement Rules 2014 for Third Party Validation (TPV) of Student Information Data (SIS) data of Punjab Education Foundation (PEF).

Afterwards, PEF will use Request for Proposal (RFP) for seeking proposals from the shortlisted Firms in light of clause 48 of Punjab Procurement Rules 2014.

2. BACKGROUND

The Punjab Education Foundation is an autonomous organization, established by Government of the Punjab for promotion of quality education through Public Private Partnership, to provide financial assistance for the establishment, expansion and improvement of educational institutions, to encourage and support the efforts of private sector through technical assistance and to innovate programmes to enable private educational institutions to expand educational opportunities at affordable cost to the poor. Punjab Education Foundation has been restructured under the Punjab Education Foundation Act, 2004.

PEF currently supports approx. 2.5 million students through more than 7350 Partner Schools across all urban and rural areas of the Punjab. The principal place of operations of PEF is situated at 52-L, Gulberg - III, Lahore – Pakistan with two regional offices at Rawalpindi and Multan.

Vision of the Foundation is to promote quality education through public private partnership at affordable cost to children from less privileged households. This objective is to be achieved by encouraging and supporting the efforts of the more efficient private sector, through financial and technical assistance, using sustainable interventions, innovative mechanisms and instruments.

After restructuring in 2004, following initiatives/ programs have been undertaken by the PEF:

- Foundation Assisted Schools (FAS)
- Education Voucher Scheme (EVS)
- New School Program (NSP)
- Continuous Professional Development Program (CPDP)
- Academic Development Unit (ADU)
- Monitoring & Evaluation (M & E)
- Information Technology

A lookup of PEF website will provide the detailed information about the programs and operational departments. (www.pef.edu.pk)

PEF started developing its Student Information System (SIS) in 2011 and it was first of its kind in public sector. Over the period, PEF IT department matured Student Information System to work efficiently for partners and provide better data for PEF programs. In 2018-19, PEF in collaboration with PITB upgraded its core applications i.e. Student Information System (SIS) and Management Information system (MIS). Upgradation process continued for 1 year. During current academic year, PEF has initiated a drive to submit B-Form copies of all students enrolled in PEF schools. As of up to **2.3 million B-Forms** have been submitted. Verification process of B-Forms from NADRA has been initiated.

3. OBJECTIVES OF THE CONSULTANCY

Punjab Education Foundation is seeking validation of SIS data submitted by PEF partners as per the guidelines provided in the scope of the document.

4. SCOPE OF WORK

Scope of the proposed consultancy will include but not limited to following;

- To evaluate that the database design and structure provides a design that serves the requirements presented at the time of system development. The purpose is to ensure sanctity of data and verify adequacy of controls and impact of weaknesses if any.
- To evaluate that integrity of data of students, Schools and teachers is not breached and is as per reported by school partners and there is no manipulation of data at any stage or level. Sample size for physical verification of students to a proportion of schools in each district, such as minimum 15% of student to be physically verified where number schools are more than 100 in a district or 30% of student to be physically verified where schools in a district is less than 100. Sample size selection should be performed through automated software.
- To evaluate that the data of students schools and teachers is collected as per time to time guidelines of Punjab Education Foundation and adhere to admission policies of each academic year.
- To evaluate the mechanism of ensuring and verifying that the schools are entering correct data into system.
- To evaluate that the database and the web server system is fully secure. Review of internal and external connections to the system, perimeter security, firewall review, router access control lists, port scanning and intrusion detection are some typical areas of coverage.
- Any other exposure to SIS data and its remedial measure.

- **PROFESSIONAL LIABILITY OF CONSULTANT**

- Consultant selected and awarded the contract shall be liable for consequence of errors or omissions on the part of the consultant.
- The extent of liability of the consultant shall form part of the contract and such liability shall not be less than remunerations nor shall it be more than twice the remunerations.
- The procuring agency may demand insurance on part of the consultant to cover the liability of the consultant and necessary costs shall be borne by the consultant.
- The consultant shall be held liable for all losses or damages suffered by the procuring agency on account of any misconduct by the consultant in performing the consulting services.

RESPONSIBILITIES OF PROCURING AGENCY

- Provision of Data of the students, teachers and partner schools demanded by the consultant for assignment purposes.
- Ensure that partner schools will facilitate the consultant during school visit for physical verification of students and school records.

- Read only access will be provided of SIS data and physical access to server room
- Access to the relevant PEF personnel.

5. INSTRUCTIONS FOR APPLICANTS

This Section specifies the procedures to be followed by Applicants in the preparation and submission of their Applications for Prequalification (AFP). Information is also provided on opening and evaluation of AFPs.

- 5.1 The Procuring Agency will follow Punjab Procurement Regulatory Authority Law / Rules i.e. PPRA Rules, 2014 (Amended), as applicable, while conducting this procurement.
- 5.2 Interested applicants should provide information with all supporting documents indicating that they are qualified to perform the services on the prescribed forms given in the EOI documents.
- 5.3 Applications shall be submitted using Application Forms annexed with this document.
- 5.4 The name and mailing address of the applicant shall be clearly marked on the envelope.
- 5.5 The Application, as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the English or Urdu or both languages. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages into the English language, in which case, for purposes of interpretation of the Application, the translation shall govern. Information in any other language shall be accompanied by its certified translation in English. Non-compliance of the above requirement could result in disqualification of relevant Applicants.
- 5.6 Applicants must respond to all questions and provide complete information as advised in this document. Failure or omission to provide the aforementioned essential information may result in disqualification of the applicant.
- 5.7 Prequalification is open to all entities duly incorporated under the laws of Pakistan.
- 5.8 Prequalified Applicants may participate only in one application against EOI. If a Prequalified Applicant submits more than one application, all applications that include that applicant shall be rejected.
- 5.9 Applicants must meet the Mandatory Criteria listed below in Section 6 to be considered for further evaluation based on Evaluation Criteria as listed in EOI document. Applicants that meet the minimum Evaluation Criteria set out in this document and attain minimum passing marks shall stand prequalified. Request for Proposal (RFP) shall be issued only to Prequalified Applicants.
- 5.10 To assist in the evaluation of Applications, the Procuring Agency may, at any stage during the course of the prequalification process, ask any Applicant for clarification in respect of any matter associated with the documentation submitted by the Applicant in its Application. If an Applicant does not provide clarifications of the information requested by the date and time set for clarification, its Application shall be evaluated

based on the information and documents available at the time of evaluation of the Application.

- 5.11 Applicants may be required to update the information submitted for prequalification at the time of submission of their applications to confirm continued compliance with the Prequalification Criteria. Applicants shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as and when required by the employer. An application shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.
- 5.12 The applicant must declare and undertake that the application and statements made along with the information provided are duly complete, true and correct in every detail. The Procuring Agency may verify information provided in prequalification documents through any means necessary and reserves the right to disqualify an application at any stage of the bidding process if the Applicant is found to have willfully misrepresented information.
6. The applicant must declare that and undertake that all the information, warranties, statements and representations provided within this application are true and correct; and applicant also understand that in case any of the aforesaid are found to be false/incorrect then applicant is liable to be disqualified, without prejudice to its other rights and actions the Procuring Agency may exercise under the applicable laws.

7. PREQUALIFICATION CRITERIA

7.1 Mandatory Criteria;

The eligibility criteria should include the following:

ELIGIBILITY / MANADATORY CRITERIA

i	Legal Status of Firm (Registered with either of the following) <ul style="list-style-type: none"> • SECP • Registrar of Firms • Recognized by Govt. of Pakistan • Relevant registration forum (In case of international firms)
ii	Firm should be registered from Relevant Professional Body like PEC, ICAP etc. alongwith latest renewal letter / Relevant Professional Body like PSEB, PASHA
iii	Registration Certificate (NTN) from FBR and on the active list of Tax Payer.
iv	Registration Certificate from Punjab Revenue Authority (PRA)
v	Having at least 5 years of applicant's overall experience (in case of JV/ Consortium, all non-lead partners should have minimum experience of 3 Years (supported by Evidence))
Vi	Power of Attorney for Representative
vii	The Applicant/Partner of the JV shall attach original affidavit on non-judicial stamp paper (with a value of Rs. 100) and declaring on oath that the Applicant: <ul style="list-style-type: none"> i. is not in <i>bankruptcy</i> or liquidation proceedings; ii. has <i>never</i> been declared <i>ineligible/blacklisted</i> by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons iii. is not making any <i>misrepresentations</i> or concealing any material fact and detail; iv. has not been convicted of, fraud, <i>corruption</i>, collusion or money laundering;

	v. is not aware of any conflict of interest or potential <i>conflict of interest</i> arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and vi. does not fall within any of the circumstances for <i>ineligibility</i> or disqualifications
viii	A certificate/ affidavit/ undertaking for Correctness of Information on minimum PKR 100 Stamp Paper that all information provided in the application is correct.
Ix	Litigation History

Passing Criteria: 65 Marks

Sr. No.	Evaluation Criteria	Marks
---------	---------------------	-------

	<u>Financial Position:</u>	Total – 10
1	1.1 Average annual turnover of at least 15 Million in <i>last 3 financial years</i> (Supported by FYs 2016-2017,2017-2018,2018-19 annual audited financial statements) – Annex C	10 marks
	• Turnover from 15 Million to 25 Million	04
	• Turnover from 26 Million to 40 Million	06
	• Turnover from 41 Million to 60 Million	08
	• More than 60 Million	10

	<u>Managerial:</u>	Total – 65
2	2.1 Certification	20 Marks
	• PMP Certification	10
	• Certified DBA in MS SQL Server	05
	• Quality Certificates	05
	2.2 Core Team/ Personnel Capabilities:	45 Marks
	2.2.1 Project Manager	15 Marks
	(i) Qualification: At least 16 year of Education from HEC recognized institute in Computer Science / IT / Software Engineering.	05
	(ii) Experience:	05
	• Minimum 8 years of relevant project management experience.	05
	• At least 2 Assignments of similar nature in Public Sector	05
	2.2.2 Field Manager	10 Marks
	(i) Qualification: At least 16 year of Education from HEC recognized institute in Education / Social Science / MBA.	03
	(ii) Experience:	04
	• Minimum 8 years of relevant project management experience preferably in education sector.	04
	• At least 2 Assignments of similar nature in Public Sector	03
	2.2.3 Technical Expert / Data Base Administrator	10 Marks

	(i) Qualification: At least 16 year of Education from HEC recognized institute in computer science / IT / Software Engineering.	03
	(ii) Experience: <ul style="list-style-type: none"> Minimum 8 years of relevant experience. Must be Microsoft certified in SQL Server Administration 	03
	<ul style="list-style-type: none"> Hands on experience in Database Management, IT Control Framework etc. At least 02 Assignments of IT/IS based Audit 	04
	2.2.4 Field Supervisor/Statistical Officer	05 Marks
	(i) Qualification: At least 14 year of Education from HEC recognized institute in Education / Social Science / MBA	03
	(ii) Experience: <ul style="list-style-type: none"> Minimum 8 years of relevant experience preferably in social sector. Hands on experience in android based application monitoring. At least 02 Assignments of same nature in Public Sector in filed monitoring. 	02
	2.2.5 Field Staff	05 Marks
	(i) Qualification: At least 14 year of Education from HEC recognized institute in Education / Social Science / MBA	03
	(ii) Minimum one year relevant experience	02
	Projects	25 Marks
3	3.1 Experience of Govt. / Semi Govt. or Autonomous/ Semi-Autonomous Organization's as Auditor in last 5 years	5 marks
	<ul style="list-style-type: none"> 1 to 10 Assignments(0.5 marks for each assignment) 	
	3.2 Experience of 04 similar assignments (Verification/Validation of Management Information System of Public Sector Entity)	20 marks
	<ul style="list-style-type: none"> 1-4 assignments(5 marks for each Assignment) 	
	Note: Experiences should be supported by Completion Certificates	

Contact Details:

Primary Contact

Muhammad Shoaib

Director IT

Punjab Education Foundation

52-L, Gulberg III, Lahore

Contact No. 042 99232791-98, Ext No. 20

Secondary Contact

Mazhar Iqbal

Deputy Director Procurement

Punjab Education Foundation

52-L, Gulberg III, Lahore

Contact No. 042 99232791-98, Ext No. 54

Letter of Application

[Letterhead paper of the Applicant, including full postal address, telephone no., fax no. and e-mail address]

Date: _____

To: Director HR & Admin
Punjab Education Foundation

Dear Sir,

1. Being duly authorized to represent and act on behalf of (hereinafter “the Applicant”), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby applies to be prequalified as a applicant for the following contract(s) under the **Expression of Interest for Hiring of Third Party Validation of SIS data of PEF.**
2. PEF or its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
3. PEF or its authorized representatives may contact the following persons for further information, if needed.

General, Financial and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

4. This Application is made with the full understanding that:
 - (a) Applications by Prequalified Applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
 - (b) PEF reserves the right to cancel the prequalification process, and reject all applications; and
 - (c) PEF shall not be liable for any such actions or consequence of, and shall be under no obligation to inform us of the grounds for actions at 4(b) here above.
5. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for execution of the contract.

6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed
For and on behalf of (name of Applicant)

Annex-A

Affidavit for Non-Blacklisting of Firm

[PRINT ON STAMP PAPER]
Non-judicial stamp paper (with a value of Rs. 100)

Date: _____

AFFIDAVIT

It is hereby solemnly confirmed and declared that M/s _____, is declaring on oath that the Applicant:

- is not in bankruptcy or liquidation proceedings;
- has *never* been declared ineligible/blacklisted by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons
- is not making any misrepresentations or concealing any material fact and detail;
- has not been convicted of, fraud, corruption, collusion or money laundering;
- is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
- does not fall within any of the circumstances for ineligibility or disqualifications

(Stamp of Company)
(Signatures of Authorized Rep)

Company Name

Attestation by Oath Commissioner and/or Notary Public

Annex-B

Affidavit for Correctness of Information

[PRINT ON STAMP PAPER]

AFFIDAVIT of MR. _____ S/o Mr. _____, CNIC No. _____ Resident of _____, Pakistan and authorized representative of XYZ company name, _____(address)_(**Company**)

I, the above named deponent, do hereby solemnly affirm and declare that:

1. I am the [Designation...] of the Company.
2. I am the authorized representative of the Company by virtue of [Board Resolution No., Letter No. etc.....] _____ dated _____.
3. The contents of accompanying [document....] dated along with the supporting documents are true and correct to the best of my knowledge and belief and nothing material or relevant thereto has been concealed or withheld therefrom.
4. I also affirm that all further documentation and information to be provided by me in connection with the aforesaid [document....] shall be true and correct to the best of my knowledge and belief.

DEPONENT

VERIFICATION

It is hereby verified on solemn affirmation at _____, Pakistan on the [date...] that the contents of the above Affidavit are true and correct to the best of my knowledge and belief and that nothing, material or relevant thereto, has been concealed or withheld therefrom.

DEPONENT

Annex-C

Litigation History

Name of Applicant or Partner of a Joint Venture

*Applicants, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the **last five years** or currently under execution. A separate sheet should be used for each partner of joint venture.*

Year	Award for Or Against the Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value PAK Rs. or equivalent)

Annex-D

General Information

[Applicant applying for prequalification is required to complete the information in this form.]

Name of Firm	
Head Office Address	
Firm registration number:	
Year of incorporation:	
National Tax Number (NTN) and Punjab Revenue Authority Number (PRA):	
Telephone	Contact Person: Name: Title:
Fax	Telex

Annex-E

Financial Information

Name of Applicant

Year	Annual Turnover * (PKR)	Reference
FY 2017-18		
FY 2018-19		
FY 2019-20		

*Supported by Annual Audited Financial Statements

Annex-F

(List of Key Personnel)

S. No	Name	Qualification	Total Experience in Years	Position Held	Current Responsibilities

Annex-G

(CVs of Key Personnel)

CURRICULUM VITAE (CV)

1. **Name of Personnel:**
2. **Current Position in the Firm:**
3. **Date of Birth:**
4. **Nationality**
5. **CNIC No (if Pakistani): _____ or Passport No: _____**
6. **Education:**

Degree	Major/Minor	Institution	Date (MM/YYYY)

7. **Membership of Professional Associations:** ____
8. **Other Training** [*Indicate significant training since degrees were obtained*]:
9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:
10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below):*

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

11. Detail of Work Undertaken

Name of assignment or project: _____

Cost of Project _____ Location: _____

Date of Start: _____ Date of Completion: _____

Client: _____ Main project features: _____

Positions held: _____ Activities performed: _____

Actual time spent on the project: _____ in months.

12. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experiences. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

[Signature of the proposed staff
Day/Month/
Year _____ Date: ____

[COUNTER SIGNATURE OF AUTHORIZED SIGNATORY] DAY/MONTH/YEAR

Annex-H

Firm Experience (Relevant)

S. No	Name of Project	Location (Country/ Province/ Division)	Client	Project Description	Implementation		Total Cost of Project	Cost of Consultancy Services Provided by the Firm	Actual Services Provided by the Consultant
					Start	Completion			
1									
2									
3									
4									

Annex-I

Template for Power of Attorney (For signatory of Application) **[To be printed on a PKR 100 stamp paper]**

KNOW ALL MEN BY THESE PRESENTS THAT by this Power of Attorney(**"Power of Attorney"**), _____ [Insert name firm/Consortium] having its registered office at [-----], does hereby nominate, appoint and authorize Mr. _____, having CNIC No. _____ hereinafter referred to as the **"Signatory of Application"**, to do in our name and on our behalf the following:

- i. Sign and submit to Director Administration or its authorized nominee, the EOI/Tender of Firm for "-----", in response to the EOI advertisement dated [---] issued by The Procuring Agency and all other documents and instruments required to submit the EOI/Tender.
- ii. execute all such contracts, deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
- iii. do and carry out all other actions as may be required by the Procuring Agency in connection with the EOI/Tender/Bidding process/negotiations as a whole;
- iv. To immediately notify The Procuring Agency in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.
- v. To do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our EOI in response to the above referred tenders including signing and submission of all documents ,instruments and deeds (including correcting any deficiencies or mistakes therein), attending any meetings organized by the Procuring Agency (including pre-application conference meetings and application opening meetings)and providing information/responses to the Procuring Agency in all matters in connection with our application.

We, [Insert name of Firm/Consortium], do hereby ratify and confirm whatsoever the Signatory of Application shall do by virtue of these presents and further agree that whatever the Signatory of Application shall do or cause to be done pursuant to this Power of Attorney shall be binding on us.

Furthermore, each provision of this Power of Attorney is severable and distinct from the others. The invalidity, illegality or unenforceability of any one or more provisions of this Power of Attorney at any time shall not in any way affect or impair the validity, legality and enforceability of the remaining provisions hereof.

IN WITNESS WHEREOF, we have executed this **POWER OF ATTORNEY** as of [Date].

FOR: [INSERT NAME OF APPLICANT FIRM/ CONSORTIUM]

Signature: _____

Name: _____

Title: _____

CNIC/Passport No. : _____

Documentary Evidence		
<i>1</i>	Letter of Application	
<i>2</i>	Affidavit for non-blacklisting – Annex A	
<i>3</i>	Affidavit for Correctness of Information- Annex B	
<i>4</i>	Litigation History – Annex C	
<i>5</i>	General information - Annex D	
<i>6</i>	Financial information - Annex E	
<i>7</i>	List of Key Personnel - Annex F	
<i>8</i>	CVs of Key Personnel - Annex G	
<i>9</i>	Firm Experience - Annex H	
<i>10</i>	Power of attorney for authorized representative - Annex I	
<i>11</i>	NTN and PRA registration Certificate	
<i>12</i>	Names of Govt. / Semi Govt. Organization's Auditor with reference letters, annual report extract, engagement letter etc.	