



**Federal Directorate of Education,
Ministry of Federal Education and Professional Training**

REQUEST FOR PROPOSALS (RFP)

FOR

**Engagement of a Private Service Provider for Media &
Information Literacy Integration in 20 Schools / Colleges under
Federal Directorate of Education (FDE) Islamabad Capital
Territory**

(Adopting Single Stage-Two Envelopes Bidding Procedure)

No. F. 1-166/2025/RND/TENDER/FDE(i)
Government of Pakistan
Ministry of Federal Education and Professional Training
Federal Directorate of Education

INVITATION TO BID

Tender / Request for Proposals for Engagement of a Private Service Provider for Media & Information Literacy Integration in 20 Schools / Colleges under Federal Directorate of Education (FDE) Islamabad Capital Territory

The Federal Directorate of Education (FDE), Ministry of Federal Education & Professional Training (M/o FE&PT), Islamabad, invites bids from service providers, registered with the Securities and Exchange Commission of Pakistan (SECP), Income Tax, Sales Tax Departments, PPRA-EPADS and who are on Active Taxpayers List of the Federal Board of Revenue for provision of services for Media & Information Literacy Integration in 20 Schools / Colleges under Federal Directorate of Education (FDE) Islamabad Capital Territory.

2. Bidding documents, containing detailed terms and conditions, etc. are available with Admin Wing (FDE) and can be collected from the office of Director (Admin), Federal Directorate of Education (FDE). Bidding documents can also be downloaded from (www.mofept.gov.pk, www.fde.gov.pk or www.eprocure.gov.pk, www.ppra.org.pk) free of cost.

3. The bids, prepared in accordance with the instructions in the bidding documents, are required to be submitted online through PPRA e-Procurement portal- EPADS at www.eprocure.gov.pk on or before 10:00 a.m. on **14th April, 2025**. Only electronic submissions through EPADS will be evaluated. Original Bid security must be submitted before the closing date and time. Bids will be opened the same day at 10:30 a.m. Pre-bid meeting in this regard will be held on 07th April, 2025 at 10:00 a.m., at FDE. Federal Directorate of Education / M/o FE&PT shall not be responsible for any cost or expense incurred by the bidders in connection with preparation or submission of bids.

Deputy Director (R&D / Exam)
Federal Directorate of Education, Rohtas Road, Sector G-9/4,
Islamabad.
Tel: 051-9260977

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General Definitions

In this Request for Proposal / document, unless the context provides otherwise:

- “Agreement” means the Agreement signed by the Parties and all the attached documents.
- “Client” means the organization with which the selected **Education Service Providers** signs the Agreement for the Services.
- “Data Sheet” means such part of the Instructions to **Education Service Providers** used to reflect specific conditions.
- “Day” means calendar day.
- “FDE” means the Federal Directorate of Education an attached department of Ministry of Federal Education and Professional Training, Government of Pakistan.
- “Firm/Organization” means any **Education Service Providers** entity or person that may provide or provides the Services to the FDE/MOFEPT under the Agreement.
- “Instructions to **Education Service Providers**” means the document which provides information to **Education Service Providers** with all information needed to prepare their Proposals.
- “LOI” means the Letter of Intention or Letter of Intent is the letter sent by the Procuring Agency to the bidder whose bidder has been selected.
- “MoFEPT” means Ministry of Federal Education & Professional Training, Govt of Pakistan.
- “PD” means Project Director
- “Proposal” means the Technical and the Financial Proposal.
- “RFP” means the Request for Proposals prepared by the FDE, MoFEPT for the selection of **Education Service Providers**, based on the Standard RFP.
- “Services” means the work to be performed by the Education **Service Providers** pursuant to the Agreement.
- “Terms of Reference” (TOR) means the document included in the RFP as Section 3 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities, and deliverables of the Project.
- **Education Service Provider (ESP)** is synonymous with **Service Provider (SP)** for this document.
- “Procuring Agency” means organization, which is procuring goods, services, or works, which in this case is the Federal Directorate of Education an attached department of Ministry of Federal Education and Professional Training, Government of Pakistan.
- “MIL” means Media and Information Literacy.

1 **Instructions for Preparation & Submission of Proposal**

1.1 Bidding Process

For said assignment, Federal Directorate of Education, Ministry of Federal Education and Professional Training being a public sector organization will follow PPRA's Procedure of Open Competitive Bidding Rule — "Single Stage — Two Envelopes Bidding Process". Bidders are required to submit their proposal on EPADs <https://eprocure.gov.pk>. Bids that are not submitted through EPADS will not be accepted & evaluated.

1.2 Mandatory Eligibility Criteria Checklist

Before the bidders submit their proposals within the stipulated time mentioned in this Request for Proposal document, bidders are required to make sure that following mandatory requirements of this RFP document are fulfilled. These requirements must be furnished at the time of submission of Proposal. Non-submission of any one of the following applicable requirements shall result in disqualification:

Sr. No.	Mandatory Eligibility Criteria Checklist	Mark ✓ or X
(i)	Proof of development of a dynamic Media and Information Literacy Curriculum in English and Urdu, designed to empower students with skills to critically analyze, evaluate, create, and ethically engage with diverse media formats (digital, print, visual, and social).	
(ii)	Proof of approval of the curriculum by the National Curriculum Council (NCC) Pakistan.	
(iii)	Proof of company account maintenance certificate from the bank.	
(iv)	Proof of successful completion of similar projects, focusing on curriculum development and educational program implementation in media literacy.	
(v)	Proof of NTN Certificate (If Applicable)	
(vi)	Proof of GST/ST Certificate (If Applicable)	
(vii)	Proof of Tax exemption certificate (If applicable)	
(viii)	Evidence of stable funding resources, supported by bank statement showing closing bank balance of at least Rs. 20 million.	
(ix)	Original affidavit (not older than one month) on Stamp Paper(s) of worth PKR100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Government, Semi-Government, Private, Autonomous body or any other international organization.	
(x)	Original affidavit (not older than one month) on Stamp Paper(s) of worth PKR100 or more that the bidder is an active tax payer (if applicable) and has submitted its tax return for the preceding fiscal year. Tax payer list serial number (downloadable from FBR's website) is also to be mentioned (if applicable).	
(xi)	<u>Technical Proposal</u> Technical Proposal must be submitted through E-PADS . Bidders are to make sure that Financial Proposal is not part of the Technical Proposal in any form.	
(xii)	<u>Financial Proposal</u> Financial Proposal must be submitted through E-PADS. (The financial proposal should not be part of technical proposal in any form).	

(xv)	Bid Security of amounting to 2% of the bid amount, in the shape of Pay Order / Demand Draft / CDR in favour of DDO, Federal Directorate of Education to be provided in original to the Project Coordinator on or before the date of bid opening. The bid security is to be enclosed with financial proposal and certificate to the effect is to be attached with the technical proposal.	
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1.3 Technical Proposal

- a. While preparing Technical Proposal, bidding firm(s) are expected to examine the Tender Documents comprising this invitation in detail, as material deficiencies in providing the information requested may result in rejection of the proposal.
- b. The technical proposal should provide the information using the detailed specifications guide or special instructions provided with each component of the scope of work section.
- c. Technical Proposal must be submitted through **E-PADS**, as already stated above.

1.4 Financial Proposal

- a. While preparing the financial proposal, bidder(s) is/are expected to take into account the requirements and conditions of the invitation documents. The Data Sheet shows for how many days after the submission date the proposal must remain valid. During this period the bidder is expected to keep available the professional staff working on the proposal. The Federal Directorate of Education, Ministry of Federal Education and Professional Training will make its best effort to complete technical clarification (if needed) within this period. Proposal validity period may be extended with mutual consent.
- b. Financial Proposal must be submitted through **E-PADS**, as already stated above.

1.5 Cost of Bidding / preparing proposal:

The bidder shall bear all costs associated with the preparation and submission of his bid and Federal Directorate of Education, Ministry of Federal Education and Professional Training will in no case be responsible or liable for those costs, regardless of the outcome of the bidding process.

1.6 Language of Bidding:

The bid must be prepared and submitted in English language. Supporting documents and printed literature furnished by the bidder with the bid may be in another language as long as they are accompanied by an English translation of the pertinent passages. For the purpose of interpretation of the Bid, English language shall prevail.

1.7 Currency of Bidding:

All prices shall be quoted in Pakistani Rupees (PKR) (may also be written as Rs.) and all payments will be made in PKR.

1.8 Bid Validity

- a. Bid shall remain valid and open for acceptance for a period of **90 days** from the specified date of tender opening extendable up to further 90 days.
- b. In exceptional circumstances prior to expiry of the original bid validity period, the bidder may be requested in writing for an extension of the period of validity. A bidder agreeing to such

request will not be permitted to modify his bid. A bidder not agreeing to such request may be withdrawn at the discretion of Federal Directorate of Education, Ministry of Federal Education and Professional Training

1.9 General Instructions

- (i) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (ii) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (iii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (iv) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned to the respective bidders; and
- (v) The bid found to be the most advantageous bid shall be accepted.

1.10 Amendment of Bidding Documents

- a. At any time prior to the deadline for submission of Bids, Federal Directorate of Education, Ministry of Federal Education and Professional Training may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by amendment.
- b. The amendment shall be part of the Bidding Documents, and will be notified in writing through fax or letter by courier or shall be made available on the Federal Directorate of Education and / or Ministry of Federal Education and Professional Training's website to all prospective bidders who have received the Bidding Documents, and will be binding on them.

1.11 Confidentiality

- a. Information relating to the evaluation of proposals and recommendations concerning award shall not be disclosed to the bidder(s) who submitted the proposals or to other persons not officially concerned with the process, until the award of contract is notified to the successful firm.
- b. Information relating to the examination, evaluation, comparison and post qualification of Proposals, and recommendation of contract award, shall not be disclosed to Bidders or any other person.
- c. Any attempt by a Bidder to influence Federal Directorate of Education, Ministry of Federal Education and Professional Training in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions will result in the rejection of its Proposals.

Use of Contract Documents & Information; Inspection and Audit by Federal Directorate of Education, Ministry of Federal Education and Professional Training: The bidder shall not, without Federal Directorate of Education, Ministry of Federal Education and Professional Training 's prior written consent, disclose the Contract, or any provision thereof or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of FEDERAL DIRECTORATE OF

EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING in connection therewith, to any person other than a person employed by the Bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance. The bidder shall not, without FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING's prior written consent, make use of any document or information related to FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING functions and procedures except for purposes of performing the Contract.

All documents shall remain the property of FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING and shall be returned (all copies) to FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING on completion of the Bidder's performance under the Contract if so required by FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING.

The Bidder shall permit FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING to inspect their accounts and records relating to the performance of the services and to have them audited by auditors appointed by FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING, if so required by FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING. FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING can directly contact the references given in the technical requirements part of TENDER DOCUMENT to verify Bidder's technical reasons supporting compliance.

1.12 Clarification(S) / Queries of Tender

- a. The bidders are expected to carefully examine all instructions, forms and specifications in the Bidding Documents. Any Bidder in doubt as to the exact meaning or interpretation of any part of the Bidding Documents should immediately seek clarification in writing from:

Federal Directorate of Education, Ministry of Federal Education and Professional Training
Contact person: Ms. Gul e Zehra, Deputy Director (R&D / Exam) / Coordinator for the Project.

- b. Requests for all clarifications with regard to the given specifications or other information contained in Tender Documents should come either through E-Mail/Fax or Courier on the address mentioned above. Telephone enquiries may not be entertained. All inquiries about the tender made to Federal Directorate of Education, Ministry of Federal Education and Professional Training's response will be made known to other bidders without disclosing identity of the bidder who made the enquiry. Bidders who have purchased bidding documents, may send their questions seeking clarifications. Such enquiries must reach the above-mentioned officers not later than 7 days prior to bid closing date.

1.13 Suggestions & Omissions

The Bidder should likewise notify to the above of any suggestions or omissions in the RFP.

1.14 Deadline for Submission of Bids

- a. Bids must be submitted by submitted online through PPRA e-Procurement portal-EPADS at www.eprocure.gov.pk on or before 10:00 a.m. on **14th April, 2025**. Only electronic submissions through EPADS will be evaluated. Original Bid security must be submitted before the closing date and time. Bids will be opened the same day at 10:30 am. Pre-bid meeting in this regard will be held on **07th April, 2025** at 10:00 am, at FDE.
- b. Any bids received after the bid submission deadline shall not be entertained.
- c. Federal Directorate of Education, Ministry of Federal Education and Professional Training may, at its own discretion, extend the deadline for the submission of Bids by advertisement / amending the Bidding Documents, in which case all rights and obligations of Federal Directorate of Education, Ministry of Federal Education and Professional Training and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

1.15 Bid Opening

The Technical Bids will be opened publicly by the Procurement / Tender Opening Committee in the presence of Bidder's representatives who wish to attend the bid opening at the specified time and date already mentioned.

1.16 Modifications and Withdrawal of Bids

- a. Bidder may modify or withdraw their bid after submission, provided that written notice of the modification or withdrawal is received by Federal Directorate of Education, Ministry of Federal Education and Professional Training prior to the prescribed deadline for submission of bids.
- b. The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched as for the bid.
- c. No bid shall be modified subsequent to the deadline for submission of bids.
- d. No bid shall be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity.

1.17 Bid Security

- a. The bidder shall furnish with the "FINANCIAL" bid, as part of their bid, bid security for **2% of the bid value** as per specimen at [Section 5.1](#).
- b. The bid security shall be in the form of a Bank draft / Pay order / CDR must be issued by a Pakistani Scheduled Bank, in favor of DDO, Federal Directorate of Education, Islamabad. The bid security shall be valid for **90 days** counting from the day of the bid opening *extendable* up to **90 days**.
- c. Any bid not accompanied by the requisite Bid Security shall be rejected as non-responsive. The bid security of unsuccessful bidders will be returned. The bid security of the successful bidder shall be discharged after requisite amount of the total contract amount Performance Security / Bank Guarantee / Bank Draft / Pay Order from qualified to issue this guarantee as per rules has been furnished and the contract has been signed.
- d. The bid security will be forfeited in case:

- i. A bidder withdraws its bid during the period of bid validity.
- ii. Failure of the successful bidder to sign the contract and provide the Performance Guarantee.

1.18 Responsiveness of the Bids

- a. The Technical Portion of the bid proposal must be accompanied with the certificate declaring that a bid security of appropriate amount is enclosed with the financial proposal.
- b. The Bid must be prepared in the English Language.
- c. The Bid must be unconditionally valid for 90 days from the date of Bid Opening further extendable to 90 days.
- d. The bid must be accompanied with the duly signed and stamped "Standard Forms" given at Section 3 and Section 4 of this document.
- e. The FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING will evaluate and compare only the substantially responsive bids.
- f. Bids determined to be substantially responsive will next be checked for any material error in computation.

1.19 Performance Guarantee

- a. Within fifteen (15) days of Contract signing, the successful bidder shall furnish to FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING, performance guarantee issued by a scheduled Bank in favor of DDO, FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING amounting to 10% of the Bid value
- b. The Bank Guarantee of the banks that are blacklisted by Government of Pakistan for issuing Bank Guarantees will not be acceptable.
- c. The performance guarantee shall be valid for ninety (90) days after the completion of project.
- d. The cost incurred for establishing the Bank Guarantee or any extension thereof shall be to the account of the bidding firm.
- e. The Performance Guarantee will be discharged after approximately three months after completion of the project. the Performance Guarantee must be as per format attached at Section-5.2 and must be either from a Pakistani scheduled bank
- f. The proceeds of the Performance Guarantee shall be payable to the FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING as compensation for any loss resulting from the contractor's failure to complete its performance obligations under the contract according to the satisfaction of FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING.

1.20 Eligibility and Qualification Requirements

- 1.20.1 To be eligible for award of contract, bidders will have to provide satisfactory evidence to FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING of their eligibility and meet the mandatory criteria detailed in [Section 1.2](#) of this document.
- 1.20.2 The bidder should be competent to provide services as mentioned in the “TERMS OF REFERENCE” at Section-3.
- 1.20.3 Bids by a Consortium or Joint venture of two or more parties as partners, are not permitted.

1.21 Clarification of Bids

- a. To assist in the examination, evaluation and comparison of Bids FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING may at its own discretion, ask the Bidder for clarification of its Bid. All responses to request for clarification shall be in writing, and no change in the price or substance of the Bid shall be sought, offered or permitted.
 - i. Bidders may be requested to provide sample for evaluation or demonstrate its features to FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING during evaluation stage, at no extra cost.
 - ii. FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING reserves the right to communicate with any of the references mentioned by the bidder, if required, without notifying bidder.

1.22 General Terms and Conditions

- a. After opening the bids, FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING will determine whether each bid is substantially responsive to the requirements of the Bidding Documents.
- b. FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information has been provided, CV's of staff, MoU(s) if any, whether the documents have been properly signed, and whether the bids are generally in order.
- c. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviation. A material deviation is one which being inconsistent with the Bidding Documents, affects in any substantial way the scope, instruction to Bidders, or prescribed completion schedule or which limits in any substantial way FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING's right or the bidders' obligation under the Contract.
- d. A bid determined to be non-responsive will be rejected by FEDERAL

DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING and shall not subsequently be made responsive by the Bidder by correction of the non-conformity.

- e. FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING may waive any minor deviation and or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided that the waiver does not prejudice or affect the relative standing order of any Bidder.
- f. To assist in determining a bid's responsiveness the Bidder may be asked for clarification of his bid. The Bidder is not permitted, however, to change bid price or substance of his bid.
- g. The evaluation of the bids will take into account, in addition to the bid price, the following factors:
 - i. Reliability and efficiency of the offered services/solution.
 - ii. Financial standing of the Bidder.

2. Opening & Evaluation of Proposals

Technical Proposals will be opened by the Procuring Agency's representatives on the same day after the deadline for the submission of Proposals i.e. **14th April, 2025 at 10:30 am**. Financial Proposals of bidders whose Technical Proposals qualify will be opened at date and time to be announced later. The overall evaluation criteria will be based on **70% Technical and 30% financial** of the shortlisted firms. The shortlisted firm scoring maximum marks in the overall scoring will be awarded the contract.

As per rules technical and financial evaluation will be held separately. Initially those firms will be considered in the technical evaluation that have the required capabilities to meet the criteria specified to deliver all services listed in "Scope of Work" that each category and also technically qualify as per criteria and the judgment based on their profile;

2.1 Minimum Evaluation Criteria / Mandatory Qualification Criteria

The criteria given in Mandatory Eligibility Criteria Checklist at Section 1.2 must be fulfilled.

Firms that do not fulfill the mandatory eligibility criteria will be declared as non-responsive and their proposals shall not be entertained. Before submitting the request, the bidding organizations must also ensure that they are meeting the following minimum eligibility criteria:

- Its core work must be in education technology, with demonstrated expertise in implementing technology-driven educational programs.
- It must have prior relevant experience in developing and implementing educational curricula in media literacy or related fields.
- It must not have any affiliations with government entities or related bodies to ensure neutrality.
- It must have at least one researcher having minimum of PhD in Communication / Digital Media with research in Digital Media and Social Media. The researcher should have a proven track record of academic publications, research projects, and practical involvement in media literacy.
- It must have a team comprising of curriculum development experts with a minimum of Master's degrees in related fields (Mass Communication / Media Sciences / Media Literacy / Journalism).
- It must have at least two professionals with demonstrated experience in teaching and/or teacher training programs.
- It must have a Project Manager with at least 3 years of experience in project management.
- The LMS must provide grade-specific access to the MIL course content, user management functionalities, and reporting capabilities.
- The curriculum should cover majority of themes related to media literacy, including but not limited to: digital safety, digital civility, health & wellness, online harassment, misinformation & disinformation, news literacy, visual media literacy, critical thinking, social media echo chambers, positive social media activism, ethical media consumption, and Emerging technologies & ethical concerns.

2.2 Evaluation of Technical Proposals

- i. The Technical Proposal will carry 70% weightage towards the total score, to determine the most advantageous bid. The criteria and point system for the evaluation of Technical Proposals shall be as under:

Sr. #	Evaluation Factor	Evaluation Aspects	Points	Max. Points
1	Multilingual content availability	Course content also available in Urdu in addition to English.	5	5
2	Approval from NCC	Curriculum approved from NCC	20	20
3	Availability and readiness of web-based and App-based LMS	Web-based LMS	5	10
		Android and iOS App-based LMS	5	
4	Learning Resources	Animation videos based on content of lesson and aligned with Pakistan's culture and local values, available with each lesson of the course.	5	10
		Lesson Plans, Lecture Slides in Power Point, Formative Assessment and Activities available with each lesson.	5	
5	Implementation Plan	Clear implementation plan aligned with the objectives and scope of project and mentioning complete details of timelines to achieve targets.	5	5
6	Experience of similar projects	Successful completion of similar projects or pilot programs in Media and Information Literacy	5	5
7	Monitoring & Evaluation (M&E) Framework	Clear outline of the M&E framework to monitor the progress and assess the effectiveness of the course implementation.	5	5
8	Presentation	Presentation containing overall plan, with complete details.	10	10
Total Maximum Points				70

- ii. The technical evaluation will be conducted according to the criteria specified, with a minimum qualifying threshold of 60% (42 out of 70). Only bids meeting or exceeding this threshold will proceed to financial evaluation.

$$\text{Technical Score} = \text{Points Obtained}$$

- iii. The FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING will notify in writing to the organization/ firm(s) that passed the minimum technical score, and indicate the date, time and address for opening the financial proposal. The opening date shall not be sooner than 5 calendar days after the notification date. The notification may be sent through telephone call or email at address given for official correspondence.

2.3 Financial Proposal Evaluation

- i. The Financial proposal will carry 30% weightage towards the total score, to determine the total score to ascertain the most advantageous bid.

$$\text{Financial Score} = 30 \times \frac{\text{Amount quoted by the lowest bidder in financial bid}}{\text{Amount quoted by the bidder being rated}}$$

- ii. On opening the financial proposal i.e., in the presence of the bidding firm(s) representatives who wish to attend, the FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING will announce the names of the firm(s), their technical scores, and the amounts of their financial proposals.
- iii. For the purpose of evaluation / comparison of bids, total lump sum cost with all applicable taxes will be considered.

2.4 Total Score

Total score shall determine the most advantageous bid, in terms of the technical score and the financial score.

$$\text{Total Score} = \text{Technical Score} + \text{Financial Score}$$

2.5 Award of Purchase Order

- 2.5.1 The Procuring Agency shall award the Contract to the Bidder whose offer has been determined to be the most advantageous evaluated bid (scoring maximum overall marks, as a sum of the technical score and the financial score) and is substantially responsive to the Bidding Document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
- 2.5.2 The Procuring Agency shall invite by the quickest means the successful bidder for any discussion/clarification that may be needed to conclude the Purchase Order.
- 2.5.3 The Procuring Agency shall publish an evaluation report on its website with free access, before issuance of purchase order, and 07 days grievance period will be given. The information shall include the name of the successful Service Provider, summary of its scope and their quoted and evaluated prices. The Competent Authority reserves the right to cancel all the offers.

2.5.4 FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING's Right to Accept or Reject any or All Bids:

- i. FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the effected bidder in accordance with the provision in rules.
- ii. FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING may terminate the Contract at any time by giving written notice to the bidder, if the bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation, provided such termination will not prejudice or affect any right of action or remedy, which has, accrued or will accrue thereafter to FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING.
- iii. If the bidder is unable to fulfill its obligations as mentioned in the work plan and withdraws from the project, FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING shall terminate the contract by issuing a written notice and shall not be responsible to pay off any liability incurred towards the bidder and forfeit the security deposit amount.

2.6 Disclaimer to the Evaluation Process

At any point of time, FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING reserves the right to alter the evaluation and selection process without any intimation to the bidder and the decision of the Director (Admin) / Federal Directorate of Education / Ministry of Federal Education and Professional Training will be final in awarding of contract.

2.7 Payment Schedule

The Procuring Agency shall pay the Contract Price to the Service Provider in the manner specified below.

S. No.	Work to complete	Payment Percentage
1	Mobilization advance (against equivalent amount of bank guarantee)	10%
2	Registration of Students in LMS	10%
3	Completion of master Teacher Training cascade and follow-up reporting	10%
4	Satisfactory implementation of curriculum 3 quarters (Excluding Vacation: Summer & Winter – approx. 3 months)	15% x 3 = 45%
5	Mid year progress report	10%
6	End of year progress & evaluation report based on outcome.	15%
	Total	100%

For Services supplied, the Procuring Agency will pay the SERVICE PROVIDER in PKR. Any taxes payable in the Procuring Agency's Region at the time of bidding shall be included in the quoted price and shall be the responsibility of the firm.

2.8 Bid Prices

1. All items in the Project Scope must be listed and priced separately in the Price Schedules. The proposal must clearly state the methodology and cost of each item.
2. FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING reserves the right to increase / decrease quantity of items and right to accept or reject any or all bids of the tender by assigning the reason(s), thereof
3. Bid prices can be quoted in any convertible currency, however payment shall be made in PKR. At the exchange rate prevailing at the day of payment

2.9 Change of Scope

At any time prior to the deadline for submission of bids, FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING may, for any reason whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Tender. Amendments will be provided in the form of Addenda to the Tender and will be sent in writing by courier / cable / facsimile / or electronic mail to all prospective Bidders that have received the Tender Document, or uploaded on website of Federal Directorate of Education or Ministry of Federal Education & Professional Training and will be binding on them. Bidders are required to immediately acknowledge receipt of any such addenda, and it will be assumed that the amendments contained in such addenda will have been taken into account by the Bidder in its bid.

2.10 Liquidated Damages on Late Performance

- 2.10.1** If at any time during performance of the Contract, the bidder encounters conditions impeding timely delivery of required items/services, the Bidder shall promptly notify FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Firm's notice, FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING shall evaluate the situation and may at its own discretion, except for cases of Force Majeure, extend the Firm's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.
- 2.10.2** Liquidated damages will be deducted from contract price as per following schedule @ 0.5% per week of the total contract value, up to 5% of contract value.

Delay beyond 10 weeks will result in termination of the contract by FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING, Forfeiture of Performance Guarantee, and claim additional Risks & Costs to the extent of getting the work completed by alternate vendors.

2.11 Fraud & Corruption

The FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING requires that the procuring entities as well as bidders, suppliers, and contractors under the FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING's contracts, shall adhere to the highest standard of ethics during the procurement and execution of such contracts. In this context, the Procuring Agency; (a) defines, for the purposes of this provision, the terms set forth below as follows:

- a) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
- b) "Fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- c) "Coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- d) "Collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
- e) "Obstructive practice" means:
 - i. deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - ii. Acts intended to materially impede the exercise of the FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING's Inspection and audit rights provided for under sub clause (a) below.
 - iii. will reject bid(s) if it determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
 - iv. Will sanction a firm or individual, including declaring ineligible, for a stated period of time, to be awarded a FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING financed contract

if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for, or in executing, a FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING financed contract.

The Bidder shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement:

- a) give or propose improper inducement directly or indirectly,
- b) distortion or misrepresentation of facts,
- c) engaging in corrupt or fraudulent practice or involving in such act,
- d) interference in participation of other competing bidders,
- e) coercion or threatening directly or indirectly to cause harm to the person or the property of any person to be involved in the procurement proceedings,
- f) collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the Procuring Agency the benefit of open competitive bid price,
- g) Contacting the Procuring Agency with an intention to influence the Procuring Agency with regards to the bids or interference of any kind in examination and evaluation of the bids during the period from the time of opening of the bids until the notification of award of contract
- h) PPRA on the recommendation of the Procuring Agency may blacklist a Bidder for a period of one (1) to three (3) years for its conduct including the following grounds and seriousness of the act committed by the bidder:
 - i. if convicted by a court of law in a criminal offence which disqualifies the Bidder from participating in the contract,
 - ii. if it is established that the contract agreement signed by the Bidder was based on false or misrepresentation of Bidder's qualification information,
 - iii. A bidder declared blacklisted and ineligible by FEDERAL DIRECTORATE OF EDUCATION/ MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING. and PPRA, shall be ineligible to bid for a contract during the period determined by these stakeholders. The Service Provider shall permit SLC to inspect the Service Provider's accounts and records relating to the performance of the Service Provider and to have them audited by auditors appointed by FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING, if so required by the PPRA.

2.12 Conflict of Interest

A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to be in a conflict of interest with one or more parties in this bidding process if, including but not limited to:

- a) have controlling shareholders in common; or
- b) receive or have received any direct or indirect subsidy from any of them; or
- c) have the same legal representative for purposes of this Bid; or
- d) have a relationship with each other, directly or through common third parties that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this bidding process; or
- e) Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which it is involved.
- f) any of its affiliates participated as a consultant in the preparation of the design or technical

specifications of the goods and services that are the subject of the bid.

2.13 Arbitration

Any disputes or differences arising out in connection with this assignment which cannot be amicably settled within 15 days between the FEDERAL DIRECTORATE OF EDUCATION and the Bidder shall at the request of any party be finally settled by arbitrators. The Secretary, Ministry of Federal Education & Professional Training will act as the Arbitrator and his decision shall be binding on all parties. The venue of any such arbitration shall be mutually determined, and located in Islamabad, Pakistan. The Laws / Rules of Federal Government of Islamic Republic of Pakistan will govern the contractual relationship between the bidder(s) and the FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING.

2.14 Force Majeure

If either party is temporarily rendered unable, wholly or in part by Force Majeure to perform its duties or accept performance by the other party under the Contract it is agreed that on such party, giving notice with full particulars in writing of such Force Majeure to the other party within 14 (fourteen) days after the occurrence of the cause relied on, then the duties, of such party as far as they are affected by such Force Majeure shall be suspended during the continuance of any inability so caused but for no longer period and such cause shall as far as possible be removed with all reasonable speed. Neither party shall be responsible for delay caused by Force Majeure.

The terms “Force Majeure” as used herein shall mean Acts of God, strikes, lockouts or other industrial disturbance, act of public enemy, war, blockages, insurrections, riots, epidemics, landslides, earthquakes, fires, storms, lightning, flood, washouts, civil disturbances, explosion, Governmental Export/Import Restrictions, Government actions/restrictions due to economic and financial hardships, change of priorities and any other causes similar to the kind herein enumerated or of equivalent effect, not within the control of either party and which by the exercise of due care and diligence either party is unable to overcome.

The terms of this Contract shall be extended for such period of time as may be necessary to complete the work which might have been accomplished but for such suspension. If either party is permanently prevented wholly or in part by Force Majeure for period exceeding 4 (four) months from performing or accepting performance, the party concerned shall have the right to terminate this Contract immediately giving notice with full particulars for such Force Majeure in writing to the other party, and in such event, the other party shall be entitled to compensation for an amount to be fixed by negotiations and mutual agreement.

If a Force Majeure situation arises, the Bidder shall promptly notify Director (Admin), FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING in writing of such conditions and the cause thereof. Unless otherwise directed by FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING in writing, the bidder shall continue to perform its obligations under the Contract as far as is reasonably practicable and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

2.15 Notification of Intention to Award

1. The Procuring Agency shall notify the concerned Bidder whose bid has been selected in

accordance with bidding guidelines, in writing that the Procuring Agency has intention to accept his/her bid and the information regarding name, address and bid amount of the selected bidder shall be given to all other bidders using the “Letter of Intention”.

2. If no bidder submits an application pursuant to bidding instructions within a period of seven days of providing the notice, the Procuring Agency shall accept the bid selected prior to the expiry of bid validity period, and notification of award shall be communicated to the bidder to furnish the performance security and sign the contract within fifteen days.

2.16 Signing of Contract

Within fifteen (15) working days after notification to the successful bidder regarding acceptance of his bid and submission of Bank Guarantee, the contract incorporating all agreements between the parties will be signed.

2.17 BID Data Sheet

Reference	
	Name of the Client: Director (Admin) /Federal Directorate of Education, Ministry of Federal Education and Professional Training, Govt. Of Pakistan
	The bid shall be submitted over E-PADS system of PPRA and shall separately contain Technical & Financial Proposal. Name of the contract is: <u>Media & Information Literacy Integration in 20 Schools / Colleges under Federal Directorate of Education (FDE) Islamabad Capital Territory</u>
	The Client's representative is: Ms. Gul-e-Zahra, Deputy Director (R&D/Exam), FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING
	The FDE/MOFEPT will provide the following inputs and facilities: All available data and information
	Proposals must remain valid for 120 days from the date of submission.
	Clarifications may be requested not later than 4 days before the submission date. The address for requesting clarification is: FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING Contact person: Ms. Gul-e-Zahra, Deputy Director (R&D / Exam), Federal Directorate of Education
	Proposals shall be submitted in the following language: English
	Amounts payable by the FDE/MOFEPT to the Bidder under the Agreement to be subject to local taxation: Yes
	10% Performance guarantee after acceptance within 10 days of signing of contract
	Educational Service Providers must submit the original and one <i>copy each</i> of the Technical Proposal, and the Financial Proposal, along with the soft version of the technical proposal in USB flash drive. (The USB flash drive shall be taped to the original technical proposal.)
	The hard-copies of the Proposal submitted through E-PADS should be submitted at following address: OFFICE OF THE DIRECTOR (ADMIN), FEDERAL DIRECTORATE OF EDUCATION, SECTOR G-9/4, ROHTAS ROAD, ISLAMABAD Proposals must be submitted no later than the following date mentioned into the advertisement which is 14 th April, 2025 by 10:00 am and opening at 10:30 Am
	The Evaluation Criteria given above as per RFP for 100 Marks

Note: Director (concerned) / Project Coordinator / FDE / MOFEPT has the right to cross check/verify all the documents submitted by the bidder in whatsoever manner. The Director concerned / Project Coordinator / FDE / MOFEPT further has the right to ask the bidder to submit the documents for verification purpose.

3. TERMS OF REFERENCES /TORS

3.1 Introduction

In an era defined by rapid digital transformation and the pervasive influence of social media, the Federal Directorate of Education (FDE) is spearheading a groundbreaking initiative to empower the youth with the skills to navigate and thrive in a complex information landscape. FDE is pioneering the integration of a Media Literacy Curriculum across all public educational institutions under its jurisdiction, equipping students with critical thinking, digital resilience, and the ability to discern truth in an age of misinformation.

This visionary effort aligns with Pakistan’s national mandate: on 22nd October 2024, the National Assembly unanimously adopted a resolution calling for urgent, nationwide integration of media literacy education. The resolution underscores:

“This House is of the considered view that the government should undertake immediate measures to develop and provide comprehensive media literacy training within schools and colleges to effectively counter the proliferation of misinformation and disinformation on social and electronic media nationwide.”

These Terms of Reference (TOR) delineate the scope, criteria, and procedural requirements for prospective applicants and bidders expressing interest in the execution of this critical educational project.

3.2 Project Objectives

The incorporation of the Media and Information Literacy course into the school curriculum aims to accomplish a wide range of objectives.

- 1. Strengthen Critical Thinking and Combat Misinformation**

The project aims to equip individuals with analytical skills to critically evaluate media messages, discern credible sources, and detect misinformation, propaganda, and bias. By fostering media literacy from an early age, individuals will develop the ability to navigate complex information landscapes, make informed decisions, and resist manipulative content that threatens democratic discourse and public trust.

- 2. Promote Responsible and Ethical Digital Citizenship**

Educating individuals on digital rights, online privacy, cybersecurity, and ethical media engagement is essential for fostering a safe and respectful digital environment. The curriculum will emphasize responsible social media use, ethical digital citizenship, and adherence to national and international media standards, ensuring that individuals become informed and conscientious participants in digital spaces.

- 3. Enhance Civic Engagement and Democratic Participation**

An informed society is crucial for a functioning democracy, and the MIL curriculum will empower individuals to engage in democratic processes by understanding the role of media in shaping public opinion and policy. Through media literacy education, citizens will learn to

critically assess political, economic, and social issues, enabling them to participate in public discourse, elections, and civic initiatives in a responsible and informed manner.

4. Foster Social Cohesion, Cultural Awareness, and National Security

By promoting inclusive and responsible media consumption, the curriculum will help counteract hate speech, radicalization, and divisive narratives while fostering interfaith and intercultural dialogue. Ensuring equitable access to MIL education, particularly for marginalized and underserved communities, will bridge the digital divide, strengthen social inclusion, and promote national harmony and security.

5. Drive Economic Growth, Innovation, and Media Competency

In an increasingly digital economy, the ability to navigate information-driven industries and emerging technologies is essential. The MIL curriculum will develop a workforce skilled in media innovation, digital content creation, and fact-checking, enhancing economic competitiveness and adaptability. Integration of MIL into school curriculum will support lifelong learning, media entrepreneurship, and sustainable development aligned with global best practices.

3.3 Scope of Work

This project aims to implement a comprehensive Media and Information Literacy (MIL) course across public schools within the jurisdiction of the Federal Directorate of Education for the period of one year. The scope encompasses the development, deployment, and maintenance of a web-based and app-based Learning Management System (LMS), the provision of engaging digital MIL course content, the delivery of comprehensive teacher training, ongoing support, and thorough monitoring and evaluation.

3.3.1 Intended Audience and Geographical Scope

- This project will focus on engaging students and teachers from 20 public schools / colleges under FDE across Islamabad Capital Territory.
- The MIL course will be provided for teachers / students of grades 6 to 12, in selected institutions.
- All teachers responsible for implementing the MIL course in the selected schools will participate in the training and support activities.
- Additionally, a designated focal person from each school will be included to facilitate coordination, ensure smooth implementation, and act as a key liaison between the schools and the project team.

3.3.2 Learning Management System (LMS) and Digital Content

- The selected Service Provider will be responsible for deploying and customizing a secure, reliable, and user-friendly web-based and app-based LMS.
- The LMS must provide grade-specific access to the MIL course content, user management functionalities, and reporting capabilities.
- The Service Provider will develop and deliver engaging and interactive digital MIL course content, including multimedia elements, aligned with the FDE's curriculum standards.
- The MIL course must contain formative assessment with each lesson.
- The MIL course must be available in both English and Urdu.
- The curriculum should cover majority of themes related to media literacy, including but not limited to: digital safety, digital civility, health & wellness, online harassment, misinformation & disinformation, news literacy, visual media literacy, critical thinking, social media echo chambers, positive social media activism, ethical media consumption, and Emerging technologies & ethical concerns.
- The course content, animations, videos, graphics, and other multimedia content must be aligned with Pakistan's cultural norms and values.
- Regular updates to the course content are expected.

- The course content must be readily available in printed book format as well.

3.3.3 Teacher Training and Support

- The Service Provider will develop and deliver a comprehensive teacher training program covering the MIL course content and LMS utilization.
- Training will be conducted through in-person sessions at designated locations and supplemented by online modules.
- High-quality training materials will be provided.
- Ongoing teacher support will be provided through a dedicated helpdesk.

3.3.4 Implementation, Monitoring, and Evaluation

- The Service Provider will implement a clear process for onboarding FDE schools onto the LMS.
- Quarterly progress report on student and teacher engagement, performance, and feedback will be shared with FDE.
- Comprehensive mid-year and end-of-year reports will be generated for each school and the FDE.
- Clear feedback mechanisms will be established.
- Quiz competitions will be held for students across all schools.

3.3.5 Certification

- The Service Provider will generate and provide secure digital completion certificates to students who successfully finish the course.
- The Service Provider will maintain a database of the issued certificates.

3.3.6 Technical Requirements

- To ensure the smooth deployment and sustainability of the project across schools, IT support team will be made available to manage technical aspects during and after the implementation phase.
- IT support team must be equipped with the necessary infrastructure, processes, and personnel.
- IT help desk will be established, and a self-service portal will also be implemented where teachers and students can submit complaints and access troubleshooting resources.

3.3.7 Project Management

- The Service Provider will develop a detailed project management plan with timelines, milestones, and deliverables.
- Regular progress reports will be submitted to the FDE.
- A final project report will be submitted.

3.3.8 Data Privacy

- The Service Provider will adhere to all relevant data privacy regulations and ensure the security of student and teacher data.

3.4 Project Deliverables

3.4.1 Core Deliverables Related to LMS & Content Access

- Provide a secure, reliable, and user-friendly web-based LMS platform accessible to students of Grades 6 to 12. The LMS must be compatible with standard web browsers and devices.
- Develop and deploy a mobile application (Android and/or iOS) for convenient access to the LMS both in class and at home.
- Include Teacher Dashboard in LMS which enables teachers to:
 - Create, update, and reset student credentials as needed.
 - Track individual student performance, review completed lessons, and analyze learning

- trends.
 - Access and view overall class performance and engagement levels.
 - Automatically compile reports on student progress, attendance, and assessment scores.
- Include Focal Person Dashboard in LMS which enables the focal person to:
 - Create, update, or disable user accounts of teachers and students as needed.
 - Monitor teacher performance, track lesson completion, student assessment outcomes, and teacher engagement with the LMS.
 - Produce detailed reports on individual students, class groups, teacher performance, and school-wide LMS utilization.
 - Act as a key liaison for addressing technical or instructional challenges through the LMS Help Desk.
- Implement a robust user account management system for efficient student and teacher registration, login, and password recovery.
- Ensure the LMS delivers grade-specific Media and Information Literacy (MIL) course content to each student and teacher based on their assigned grade level.
- Provide MIL course content that is fully aligned with the FDE's curriculum standards and national educational frameworks.
- Develop engaging and interactive subject related multimedia content, including videos, animations, infographics, games and activities, to enhance student learning.
- Ensure inclusion of formative assessment with each lesson of the course.
- Ensure availability of course content in both English and Urdu.
- Demonstrate coverage of themes of media and information literacy as mentioned in the scope of the work in section 3.3.
- Submit printed samples of the course books.
- Commit to regular updates and improvements to the course content based on feedback and evolving MIL trends.

3.4.2 Deliverables Related to Teacher Training and Support

- Develop and deliver a comprehensive teacher training program that covers both the MIL course content and the effective use of the LMS platform.
- Conduct in-person training sessions for teachers at designated FDE schools or training centers.
- Provide accessible online training modules and resources for teacher self-paced learning.
- Develop and provide high-quality training materials.
- Establish a dedicated helpdesk to provide timely technical and pedagogical support to teachers.

3.4.3 Deliverables Related to Implementation, Monitoring, and Evaluation

- Develop and implement a clear and efficient process for registering schools, students, teachers and focal persons on the LMS.
- Implement a system for analyzing student performance, engagement, feedback and reporting.
- Generate comprehensive quarterly, mid-year and end-of-year reports for each school and the FDE, summarizing student performance, teacher feedback, and overall program effectiveness.
- Establish clear feedback mechanisms for students, teachers, and school administrators to provide input on the course and the LMS.
- Generate and issue secure digital completion certificates to students who successfully complete the MIL course.
- Maintain a secure database of issued certificates for verification purposes.

- Develop a detailed project plan with clear timelines, milestones, and deliverables.
- Submit regular progress reports to the FDE, outlining project status and any challenges encountered.
- Prepare a comprehensive final project report summarizing the implementation of the MIL course.
-

3.5 Compliance Sheet

1. In the offer, the Bidder shall include clause by clause statement and sufficient documentation such that FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING can validate the compliance statements against the requirements and deliverables. In the statement of compliance, the bidder shall state:
 - a. Fully Compliant (FC): If the offer of Bidder fully meets the Bidding document requirement
 - b. Partially Compliant (PC): If the offer of Bidder meets the requirement partially, the bidder shall state the reason why the offer is partially compliant. However, if the bidder is able to fulfill the specified requirement later, the time schedule for this shall be stated. In such cases, the bidder shall clearly mention the extent to which other requirements or specifications are affected;
 - c. Non-Compliant (NC): If the offer of Bidder cannot meet the requirements, the bidder shall also state reasons for it;
 - d. Compliance statements such as 'Agreed', 'Noted', 'OK', Tick mark, Do (") and 'Understood' etc. shall not be acceptable and shall be considered "Non-Compliant" Bidders shall mention, along with the compliance statement, the relevant Clause No., Page No., Chapter/ Section/ Volume of the offered bid document and/ or the brochure and catalogue, wherever applicable, for the purpose of verification of their technical compliance statement.
2. In case of fully complied clause, any further comments will not be entertained and considered.
3. If the bidder has stated 'Fully compliant' against technical clauses with comments resulting in material deviation, such statement shall be considered as "non-Compliant".
4. If the bidder has stated partially or non-compliant to some of the clauses, the successful bidder shall provision for all such requirements and make the bid fully compliant to all FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING requirements at the time of signing of Contract.

S. No.	Requirements and Deliverables	Compliance
1	LMS (Web & App based) & Content Access	
2	Teacher Training and Support	
3	Implementation, Monitoring, and Evaluation	

4 BIDDING FORMS

4.1 Technical proposal - Submission Acknowledgement

(Location, Date)

(Name and address of Client).

We, [M/S. Title of Firm/company] offer to provide required services in accordance with your Request for Proposal titled [title of RFP] dated [Date]. We are hereby submitting our Proposal, which includes this technical proposal, and financial proposal sealed under separate envelopes.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of our proposal. Our technical proposal is binding upon us subject to the modifications resulting from contracts negotiations.

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

Yours sincerely,

(Authorized Signature)

Name and Title of Signatory:

Name of Firm:

Address

4.2 Financial proposal - Submission Acknowledgement

(Location, Date)

(Name and address of Client).

Dear Sir / Madam,

We, the undersigned, offer to provide [title of RFP] in accordance with your Request for Proposal dated [Date], and our Proposal (technical and financial proposals) of dated:

Our attached financial proposal is attached on the provided format.

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. [date].

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

We remain,

Yours sincerely,

(Authorized Signature)

Name and Title of Signatory:

Name of Firm:

Address:

4.3 Technical Proposal form

The service provider must provide a technical write-up of minimum 20 pages and a presentation that covers all these aspects which will be scored as per the evaluation criteria provided.

Technical Proposal Guidelines:

Bidders are required to submit a comprehensive Technical Proposal that provides a clear and structured response to this RFP. The proposal should demonstrate the bidder's capability, approach, methodology, and experience relevant to the implementation of the Media and Information Literacy (MIL) Curriculum. The Technical Proposal should be clear, concise, and organized as per the following structure:

Section 1: Organizational Profile and Experience

- Company Overview
 - Name of the firm, legal status, registration details, and location. Years of experience in developing and implementing educational programs. Core areas of expertise relevant to Media and Information Literacy, digital education, teacher training, and content development.
- Relevant Past Experience
 - Provide description of past projects of similar nature with details on:
 - Supporting documents such as client endorsements, testimonials, and references should be included.

Section 2: Approach and Methodology

This section should describe the strategic approach to delivering the project, ensuring alignment with FDE's objectives.

- Curriculum Development and Implementation Approach
- Digital Learning Platform (LMS and App Integration)
 - Proposed features and functionality of the web-based and app-based Learning Management System (LMS). Plan for student registration, login access, and content delivery. Mechanism for tracking progress, assessment completion, and certification issuance.
- Teacher Training and Capacity Building
- Course Monitoring, Evaluation, and Reporting

Section 3: Work Plan and Implementation Timeline

- A detailed work plan and timeline for project implementation, specifying key activities and deliverables.
- The timeline should clearly outline the phases of development, deployment, training, and reporting.

Section 4: Project Team and Staffing Plan

- List of key personnel involved in the project, along with their roles and responsibilities.
- Detailed CVs of Project Manager, Curriculum Developers, LMS Experts, Teacher Trainers etc.

Section 5: Risk Management and Mitigation Strategies

- Identification of potential risks and challenges during project implementation.
- Proposed mitigation strategies to ensure smooth execution.
- Contingency plans in case of unforeseen issues.
-

4.4 Financial Proposal Form

SUMMARY TABLE (FINANCIAL PROPOSAL FOR ALL COSTS)			
		Amount without taxes	Amount with taxes
1	LMS & Content Access		
2	Teacher Training and Support		
3	Implementation, Monitoring and Evaluation		
	Total		

TOTAL without taxes (for One year only)	
Applicable Tax	
Total inclusive of all Taxes	

Itemized Financial Quote must be submitted in form above.
Additional information may also be provided, if deemed appropriate.

4.5 General Information Form

All individual firms that are bidding must complete the information in this form **stamp paper**. Nationality information should be provided for all owners or Bidders that are partnerships or individually owned firms.

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	Telex
S.	Place of incorporation / registration	Year of incorporation / registration

Nationality of owners'		
	Name	Nationality
2.		
3.		
To be completed by all owners of partnerships or individually owned firms.		

4.6 Bidding Firm's Project References

[Relevant services carried out in the past that best illustrate qualifications]

Assignment Name		Country	
Name of Client:		Total No. of delivery Locations (List may be attached)	
Industry			
Address:			
Start Date (Month/Year)		Approx. Value of Contract (in currency):	
Completion Date (Month/Year)			
Items/Services Supplied		Quantity	
Narrative Description of Project:			

4.7 Details of Contracts of Similar Nature and Complexity

Name of Bidder:

Use a separate sheet for each contract.

1.	Number of contract	
	Name of contract	
	Country	
2.	Name of Procuring Agency	
3.	Procuring Agency address	
4.	Nature of Information Systems and special features relevant to the contract for which the Bidding Documents are issued	
5.	Contract role (check one) <div style="text-align: center;"> <input type="checkbox"/> Prime Service <input type="checkbox"/> Provider <input type="checkbox"/> Management <input type="checkbox"/> Contractor </div>	
6.	Amount of the total contract/partner share (in specified currencies at completion, or at date of award for current contracts) <div style="text-align: center;">_____</div> <div style="display: flex; justify-content: space-around;"> Currency Currency Currency </div>	
7.	Equivalent amount PKR <div style="display: flex; justify-content: space-between;"> Total contract: PKR_ _____ Partner share: PKR_____; </div>	
8.	Date of award/completion	
9.	Contract was completed _____ months ahead/behind original schedule (if behind, provide Explanation).	
10.	Contract was completed _____ equivalent under/over original contract (if provide explanation). amount over,	
11.	Special contractual/technical requirements.	
12.	Indicate the approximate percent of total contract value (and PKR amount) of Information System undertaken by, if any, and the nature of such Information System.	

4.8 Personnel Capabilities

For specific positions essential to contract management and implementation (and/or those specified in the Bidding Documents, if any), Bidders should provide the names of candidates qualified to meet the specified requirements stated for each position.

Bidders may propose alternative management and implementation arrangements requiring different key personnel, whose experience records should be provided:

Professional Staff					
Name of Staff	CNIC No	Firm	Area of Expertise	Position Assigned	Task Assign

4.9 Summary Sheet: Current Contract Commitments / Work in Progress

Name of Bidder

Bidders should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Name of contract	Procuring Agency, contact address/tel./fax	Value of outstanding Information System (current PKR equivalent)	Estimated completion date	Average monthly invoicing over last six months (PKR/month)
1.				
2.				
3.				
4.				
5.				
etc.				

4.10 Financial Capabilities

Name of Bidder:

Bidders shall provide financial information to demonstrate that they meet the requirements stated in the Evaluation Criteria. Each Bidder shall complete this form. If necessary, separate sheets shall be used to provide complete banker information. A copy of the audited balance sheets shall be attached.

Autonomous subdivisions of parent conglomerate businesses shall submit financial information related only to the particular activities of the subdivision.

Banker	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	Telex

Summarize actual assets and liabilities in Pakistani Rupee equivalent (at the rates of exchange current at the end of each year) for the previous five calendar years. Based upon known commitments, summarize projected assets and liabilities in Pakistani Rupee equivalent for the next two calendar years, unless the withholding of such information by stock market listed public companies can be substantiated by the Bidder.

Financial information in PKR	Actual:			Projected:	
	Previous five years			Next two years	
	3	2	1	1	2
1. Total assets					
2. Current assets					
3. Total liabilities					
4. Current liabilities					
Revenue					
5. Profits before taxes					
6. Profits after taxes					

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments,

available to meet the total construction cash flow demands of the subject contract or contracts.

Source of financing	Amount
1.	
2.	
3.	
4.	

Attach audited financial statements — including, as a minimum, profit and loss account, balance sheet, and explanatory notes.

If audits are not required by the laws of Bidders' countries of origin, partnerships and firms owned by individuals may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns.

4.11 Technical Capabilities

Name of Bidder:

The Bidder shall provide adequate information to demonstrate clearly that it has the technical capability to meet the requirements for the Information System. With this form, the Bidder should summarize important certifications, proprietary methodologies, and/or specialized technologies which the Bidder proposes to utilize in the execution of the Contract or Contracts.

4.12 Litigation History

Name of Bidder:

Bidders shall provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award FOR or AGAINST Bidder	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value, PKR equivalent)

4.13 DECLARATION on OATH

[Name of the Seller/Service Provider] hereby solemnly declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practices.

Without limiting the generality of the foregoing, *[the Seller/Service Provider]* represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, Vendor, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[the Seller/Service Provider] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[the Seller/Service Provider] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, *[the Seller/Service Provider]* agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by *[the Seller/Service Providers]* as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP.

4.14 GENERAL DECLARATION

(To be filled/signed/stamped by the prospective bidder i.e. Principal and by the Local Agent on their Letter Head)

The Prospective Bidder will have to certify that;

- Their Firm / Company / Local Agent with current or any other title & style has not been involved or Mitigating in any manner or kind of litigation with FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING
- Wrong declaration to above fact will be liable to legal proceeding s including but not limited to confiscation of Bid Security / Performance Guarantee & Blacklisting of Firm (the Principal) and also Local Agent

Sign / Name: _____

Principal's Name / Address: _____

Designation: _____ Date: _

Stamp: _____

Sign / Name: _____ Local

agents Name / Address: _____

4.15 Integrity Pact

(To be filled/signed/stamped by the prospective bidder i.e. Principal and by the Local Agent on their Letter Head)

Integrity Pact

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN
CONTRACTS WORTH RS.10.00 MILLION OR MORE**

Contract Number: _____ Dated: _____
Contract Value: _____
Contract Title: _____

_____ [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

_____ [name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

_____ [name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, _____ [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by _____ [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

[Buyer]

[Seller/Supplier]

5 BID SECURITY DOCUMENTS

5.1 BID SECURITY

[insert: **Bank's Name, and Address of Issuing Branch or Office**]

Beneficiary: [insert: **Name and Address of Procuring Agency**]

Date: [insert: date]

BID GUARANTEE No.: [insert: **Bid Guarantee Number**]

We have been informed that [insert: name of the Bidder] (hereinafter called "the Bidder") has submitted to you its bid dated [insert: bid date] (hereinafter called "the Bid") for the execution of [insert: name of contract] under Invitation for Bids No. [insert: IFB number].

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee, and that the bid guarantee automatically covers any alternative bids included in the Bid, if the Bidder is permitted to offer alternatives and does so.

At the request of the Bidder, we [insert: name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [insert: amount in figures] ([insert: amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- i. has withdrawn the Bid (or any parts of it) during the period of bid validity specified by the Bidder in the Bid Submission Form or any extension of the period of bid validity which the Bidder subsequently agreed to; or
- ii. having been notified of the acceptance of the Bid by you during the period of bid validity, (i) failed or refused to execute the Contract Agreement, or (ii) failed or refused to furnish the performance guarantee, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance guarantee issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bid's validity.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[Signature(s)]

5.2 Performance Guarantee

Issuing Authority:

Date of Issuance:

Date of Expiry:

Claim Lodgment Date:

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Services and render the Services against Tender Name (hereinafter called "the Contract") for the Contract Value of PKR (in figures) (and in words)

AND WHEREAS it has been stipulated in the Tender Document that the successful Contractor shall furnish Performance Guarantee, within ten (10) working days of the receipt of the Acceptance Letter from the Client, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document to the Client, for a sum equivalent to Rs. _____ (to 10% of the one (01) year contract value, on a yearly basis, with an undertaking to renew the Bank Guarantee before the end of each year, one month before the expiry period of the submitted bank guarantee) valid from the date of issue until all obligations have been fulfilled in accordance with the Contract; AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE, the Guarantor hereby affirms to bind himself, his successors and his assigns to the Client, for the sum of PKR (in figures) (and in words) and undertakes to pay to the Client, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Client having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Client shall specify the occurred condition(s) owing to which the said sum is due to him. Provided further that any demand(s) / claim(s) from the Client shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or all obligations have been fulfilled in accordance with the Contract, whichever is earlier. Date this _day of 20

GUARANTOR

Signature _____ CNIC # _____

Name _____

Designation _____ Address _____