

By Special Messenger

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

No./FBISE/P & S/2022-23/ 317

Date: 03/04/2024

Rizwan Mehmood  
Deputy Director (PPRA)  
Public Procurement Regularity Authority  
(Cabinet Division)  
F.B.C. Building G-5/2,  
**ISLAMABAD**

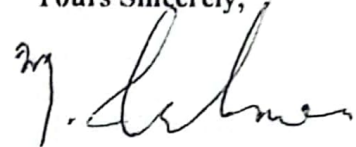
**SUBJECT: PUBLICATION OF TENDER NOTICE ON PPRA'S WEBSITE**

Dear Sir

A Tender Notice regarding "hiring of services for conducting capacity building training, certification as professional qualification of examiners, assessors and paper setters" for the advertisement.

2. You are, requested to advertise the Tender Notice, on PPRA's Website as required vide Rule 12 of the Public Procurement Rules 2004.
3. Subsequent to advertisement of the tender notice, bill may please be forwarded to this office for payment.

Yours Sincerely,



(MUHAMMAD SULMAN)  
ASSISTANT SECRETARY  
Ph: 051-9269535

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

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

Dated: 03-04-2024

**TENDER NOTICE**  
**2023-24**

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

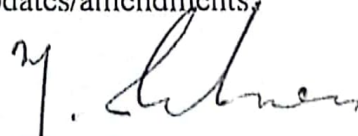
2. Interested firms/dealers registered with Income Tax and Sales Departments and on Active Tax payers List of FBR may quote the rates of the items **EPAD (Mandatory)** and in sealed cover envelope duly inscribed as under:-

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

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

4. The sealed tender(s) along with earnest money which is fixed Rs. 300,000/- should be submitted on **EPAD (Mandatory)** and hardcopy in the FBISE before 22-04-2024 at 10:00 am. Tender will be opened on same day at 10:30 am. in presence of tenderer/representatives.

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

  
(MUHAMMAD SULMAN)  
ASSISTANT SECRETARY  
Ph: 051-9269535

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

Federal Board of Intermediate and Secondary Education (FBISE), is seeking services of a competent organization to conduct training, module development, and oversee the licensing program for paper setters and examiners, ensuring quality and standardized assessments. With the rising need of standardized testing and evaluation methods, there is an increasing demand for qualified paper setters and assessors. We are looking for a seasoned organization/ institution to collaborate with, focusing on conducting training, developing modules, and overseeing our licensing program for paper setters and examiners. The licensing program seeks to standardize the qualifications required for educators to engage in paper setting and assessment duties for board examinations, ensuring quality, fairness, and academic rigor. Proposed project is for class 9<sup>th</sup> to 12<sup>th</sup>, covering all compulsory and science subjects according to the national curriculum issued by the government of Pakistan.

**Duration of Service: 06 Months**

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

**TECHNICAL EVALUATION CRITERIA**

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

**Technical Evaluation Criteria (Specifications)**

**Total Marks = (100)**

**Weightage = 70**

No.	Criteria	Marks
1	Financial Soundness	10 Marks
2	Experience of the Firm	25 Marks
3	Methodology	30 Marks
4	Key Professional Staff	25 Marks
5	Model Test Paper	10 Marks
	<b>TOTAL</b>	<b>100 Marks</b>

S.No.	Evaluation Parameters / Indicators	Marking Trend	Maximum Marks
1a.	Annual Turnover of last 05years	01 mark will be given for each year, over the last five (05) years, where the average annual turnover is equal to or above PKR 50 million. Proper Documentary evidence/bank statement must be submitted as evidence.	5



1b.	<b>Audited Financial Statement of last 05 years</b>	01 mark will be added for each financial year, over the last five (05) years. Proper Audited Statement Reports must be submitted as evidence.	5
2a.	<b>Experience of the firm/ consortium in teacher education</b>	3 marks will be added for each year working Experience in the field of teacher education for the last five years.	15
2b.	<b>Experience of the firm/ consortium in test administration</b>	02 marks will be added for each year working experience in large scale test administration for the last five (05) years.	10
		Each component of the methodology as mentioned in the scope of work will be assessed for its appropriateness. The allocated marks for each of the sub-component will be as follows:	
03.	<b>Methodology</b>	A. Test Development - 05 marks B. Test Administration - 05 marks	30
		C. Scoring and Analysis - 03 marks D. Reporting - 05 marks E. Quality Assurance & Security - 05 marks F. Grievances Resolution - 03 marks G. Work Plan / Timeline - 04 marks	
		Marks for each of the component will be assigned based on the quality of that component in addressing the criteria as described in the scope of work.	
04.	<b>Key Professional Staff</b>	05 marks will be given for each of the following experts: 1. Project Director, with relevant project management experience of at least 5 years (7 marks) 2. 2 Teacher Education Experts, with relevant teaching/ training experience of at least 5 years (12 marks) 3. Assessment Expert, with relevant assessment development experience of at least 5 years (6 marks)	25
05.	<b>Model Test Paper</b>	Each component of the Model Teaching License Test will have following allocated marks for each of its component: I) Content Knowledge - 03 marks II) Psychometric Assessment - 02 marks III) Pedagogical content knowledge - 5 marks	10
		<b>TOTAL MARKS</b>	<b>100</b>

**Note:**

1. Acquiring sixty 60% marks (on the information given by the bidder) will make a bidder qualify for the agreement. The list based on the acquired marks will be prepared by the evaluation committee in the order from the highest to the lowest.
2. Attachment of relevant evidence in each of the above requisite is mandatory. In case of non-provision of evidence to any of the demand, no marks will be awarded.
3. The committee can ask for any missing evidence to assist in the final decision.

**Financial Evaluation Criteria**

Total Marks = 30

Formula to calculate the marks as under:

Financial Evaluation Marks Obtained = (Lowest Price \ Price Under Consideration) \* 30

Lowest Evaluated Responsive Firm = Basic technical specifications points (40) + Additional Specification Points + Financial marks obtained from financial evaluation criteria.

**Lowest Evaluated Responsive Bid:**


The bidder achieving a minimum of 60 marks in the Technical Evaluation will be declared technically qualified. Financial bids of only technically qualified bidders will be opened publicly at the time to be announced by the Procuring Agency. The Financial Bids of technically disqualified bidders will be returned un-opened to the respective Bidders. After getting the financial score from the remaining 30 marks, the two scores will be combined to identify the highest ranking firm and Contract will be awarded to the lowest evaluated responsive firm which gets the maximum marks and becomes the highest ranking in the Combined Evaluation.

**IMPORTANT INSTRUCTIONS:-**

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

**Note:**

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

  
Assistant Secretary  
(Procurement & Store)

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

NAME \_\_\_\_\_

Telephone No \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE & SEAL OF THE FIRM**