

**SINDH BOARD OF INVESTMENT (SBI)
GOVERNMENT OF SINDH**



**HIRING OF INSTITUTIONS FOR CONDUCT OF TRAINING
PROGRAMME FOR DEVELOPMENT OF AGRI-ENTREPRENEURS
UNDER "ENTREPRENEURSHIP DEVELOPMENT PROGRAMME"**

REQUEST FOR STATEMENT OF QUALIFICATIONS

Pre-Qualification of Teaching/Training Institutions REQUEST FOR STATEMENT OF QUALIFICATIONS (RSQ)

For Hiring Institutions for Conduct of Training Programme for
Development of Agri-Entrepreneurs (GoS ADP Scheme "Entrepreneurship
Development Programme")

1. GENERAL

- (a) Sindh Board of Investment/Investment Department, Government of Sindh (GoS) is desirous of procuring services of Training Institution(s) in Pakistan for:
- (i) Designing and conduct of a multi-disciplinary hands-on training to prepare graduate candidates for agri-entrepreneurship. The basic purpose of the training is to induce change of mindset in the educated youth and to impart the basic technical knowledge and skills that will enable them to make use of modern and innovative agricultural and business management practices for a range of on-farm and off-farm value addition, innovation, and growth in the agriculture sector of Sindh (See annexure A).
 - (ii) Conduct a simple entry test for determining suitability and seriousness of candidates prior to the commencement of the training programme.
- (b) Interested firms/institutions are required to submit a Statement of Qualifications (SoQ) in the form and manner set out herein to the SBI, GoS by April 15, 2012 (the Due Date).
- (c) Information provided in the SoQs will be used by SBI, GoS exclusively to evaluate the suitability of the teaching/training institution(s). Only such institutions, as are pre-qualified by the GoS after such evaluation may be issued Request for Proposal (RFP) (defined in Section 6 below) for the purposes of participating in the subsequent bidding for providing the training services.
- (d) Notwithstanding anything contained in this Request for Statement of Qualifications (RSQ), receipt of the SoQ from the institution is not and should not be considered a commitment by the GoS to engage any institution/firm.

2. PRE-QUALIFICATION

2.1 Eligibility Requirements

In order to be pre-qualified by the GoS, the institution must fulfill the following eligibility requirements:

- A. Must be degree-awarding teaching/training institution with recognition from HEC
- B. Must have at least 10 years' experience in the field of education and training
- C. Must have strong linkages with the academic and business communities
- D. Must have prior experience and repute as regards entrepreneurship education and a technical understanding of Agribusinesses and techniques required for their development and sustainability.
- E. Must have the required capacity to be able to provide on-field trainings/ and facilitating development of real life small agribusinesses projects by the trainees for providing them a hands-on practical training and skill development about business processes relating to agribusinesses including ability to procure credit.

2.1(a) Selection Criteria

Sr. No	Description	Marks
1	Experience	25
	Marks will be based on HEC ranking & currently offered Entrepreneurial Courses	
2	Qualification	25
3	Facility/Boarding/Lodging/Hoster Arrangements (Facility to accommodate Number of Students)	30
4	On field training linkages	10
5	Linkages with business & academic communities	10
	Total	100
	Minimum Qualifying Marks	60

2.2 Basis for Disqualification

The following may be reasons for disqualification of a institution/firm by the SBI, GoS at any time/stage:

- (a) If the institution/firm fails to submit the required support documentation along with the SoQ by the Due Date.
- (b) Misrepresentation, withholding, or concealment of information in the SoQ by the institution/firm.
- (c) If the institution/firm fails to disclose or provide any additional information as may be required by the SBI, GoS.
- (d) If the SBI, GoS determines that the institution/firm is prohibited from doing business with the SBI, GoS on grounds which may include but not limited to past track record, public policy or national interest.
- (e) If the SBI, GoS determines during evaluation that the institution/firm (in its sole discretion) will be unable to satisfactorily provide the services for any reason (including as a consequence of any conflict of interest).

2.3 Discretion of the SBI, GoS

Notwithstanding anything contained herein, the SBI, GoS may at its discretion reject any or all SoQs, temporarily halt the process or annul the same at any time/stage without assigning any reason or incurring any liability whatsoever for doing so.

3. MANDATORY CONTENTS OF SOQ

3.1 *Methodology*

Methodology of the training programme shall be developed by the interested institutions after pre-qualification.

3.2 *Capability and Experience*

The Institution/firm must supply information as under:

- (a) Documents confirming the institution's degree-awarding status and recognition as such by HEC
- (b) Name of faculty member(s) and other key persons to be associated with this programme with his/her academic qualifications and years of work experience demonstrating their capability to provide the services.
- (c) Details about campus facilities including campus size, classrooms, seating capacity, libraries, computer labs, dining halls, and hostels with reference to this particular programme. Information relating to on-field training facilities may also be provided
- (d) Details about experience in entrepreneurship education including any previous or ongoing programme(s), if any, in this field by the institution together with brief result summaries thereof.
- (e) Identity of the partner who will be responsible for the training and field training services (Responsible Partner).

3.3 *Conflict of Interest*

The training institution shall be liable for disqualification if conflict of interest arises between the institution/firm and the SBI, GoS in any forms as under:

- (a) Any member of SBI, GoS is related to the institution/firm in any way so as to render the contract transaction biased.
- (b) Any member of SBI, GoS has any direct or indirect financial interest in the institution/firm.

4. SUBMISSIONS OF SoQs

4.1 *Timing, Number of Copies and Filing Requirements*

The interested institution/firm must submit original three copies of its SoQs not later than 1600 hrs Pakistan Standard Time on or prior to the April 15, 2012 to the GoS at the following address:

Director Administration,
Sindh Board of Investment,
Block B, First Floor, FTC Building,
Shahrah-e-Faisal, Karachi.
Tel:-----
Fax:-----

Each SoQ shall be in English. Faxed SoQs will not be accepted. SoQs bearing a postmark or courier dispatch receipt up to 1600 hrs Pakistan Standard Time on the Due Date will be accepted upon the arrival of the package.

4.2 *Sealing and Marking of SoQs*

In order to avoid the possibility of loss of the contents of an SoQ due to a rupture of the outer envelope containing an SoQ, each SoQ should be enclosed in a sealed envelope which itself should be encased in another envelope. Both the inner and outer envelope must be marked with the full address as shown above.

4.3 *Material Change*

Each firm must report any material change in the information provided by it in its SoQ up to the Due Date. Any such material change that may be grounds for disqualification under Section 2.2 could lead to a disqualification of the firm.

4.4 *Certification*

The Responsible Partner must sign the SoQ, on behalf of the firm, to indicate consent evidencing their agreement to provide the consulting services.

The Responsible Partner submitting the SoQ on behalf of the firm shall certify the SoQ in the following form:

“I, the undersigned certify on behalf of [name of the firm] that to the best of my knowledge and belief, and upon diligent inquiry, all the information submitted in this Statement of Qualifications is true and accurate. I further confirm and understand that amongst other reasons any misrepresentation or concealment of facts will render [name of firm] disqualified for pre-qualification.

In certification of the statements above, I hereby sign this document on the ____ day of ____ 2012.

[Typewritten name, signature and position of the Responsible Partner.]”

5. REVIEW AND EVALUATION OF SOQS

5.1 *Review and Evaluation*

The experience, expertise and other capabilities of the firm to provide the Consulting Services shall be reviewed and evaluated by the SBI, GoS, which in view of the aforementioned criteria shall determine whether the firm has the expertise and the capability to provide the consultancy services.

5.2 *Supplementary Information*

Where the SBI, GoS deems it convenient or necessary, it may request supplementary information or documentation from a firm for determining eligibility for pre-qualification of such firm.

5.3 *Intimation of Pre-qualification*

Intimation of pre-qualification will be given in writing and delivered to pre-qualified firm by facsimile, mail and/or courier at their specified address.

5.4 *Return of SOQ*

The SBI, GoS shall be under no obligation whatsoever to return any SoQ submitted by a firm or to reimburse a firm for the cost of preparing an SoQ or any other costs incidental thereto.

6. BIDDING

All pre-qualified firms/institutions shall be sent Request for Proposal (RFP). If a pre-qualified firm bids for providing the consultancy services, it shall be deemed to have no objection to the terms of the RFP.

7. SPECIAL PROVISIONS

7.1 *Discharge and Exemption*

Each firm that submits an SoQ exempts and discharges the SBI, GoS and its consultants, advisors, and personnel completely and unconditionally from any responsibility or liability for the decisions that may be made with respect to its pre-qualification to participate in the bidding process for providing the consultancy services.

7.2 *Confidentiality During Pre-Qualification Process*

By submitting its SoQ, each firm agrees to maintain the confidentiality of all information supplied to it in connection with the pre-qualification process and agrees to keep its own application confidential, whether or not it is among those pre-qualified by the SBI, GoS.

Annexure A

Scope of Work

The assignment involves preparation of a well-thought-out 6-months intensive capacity development programme that provides training in Business and Entrepreneurship in Agriculture including a robust field attachment/project implementation assignment for facilitating a technical and hands-on understanding of business development knowledge and techniques. The broad Terms of Reference include:

- SBI will shortlist two reputed Business Schools (one in Karachi, one in north Sindh) that will lead a consortium of institutions to design and conduct the training course.
- The selected teaching institutions shall jointly develop the capacity development program which would be cross-disciplinary comprising fundamentals of business management, agriculture, and technical know-how along with innovative international practices in both fields.
- Course duration will be 06 months, having 3 to 4 months classroom instruction/project development and 3 to 2 months of hands-on field trainings in the form of visits and attachments towards project implementation assignment.