INFORMATION TECHNOLOGY DEPARTMENT

GOVERNMENT OF GILGIT-BALTISTAN

THE HIRING OF SERVICE PROVIDER FOR THE EMPOWERING WOMEN THROUGH DIGITAL SKILL DEVELOPMENT

Note: The bidder is expected to examine the bidding documents, including all instructions, TORs, forms, terms, and specifications. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect would result in the rejection of the bid.

DISCLAIMER

The information contained in this document, as well as any information subsequently provided to bidders or applicants by or on behalf of the Information Technology Department, Government of Gilgit-Baltistan, whether communicated verbally or in written form, is intended to outline the terms and conditions for this proposal. This document, along with any additional information provided, is subject to the terms and conditions herein.

This document is not an agreement and should not be construed as such. It serves as an invitation for qualified applicants to submit their proposals to the Information Technology Department, Government of Gilgit-Baltistan. The purpose of this document is to provide bidders with information to assist in the preparation of their proposals.

This document does not claim to contain all the information that each bidder may require. Bidders are responsible for conducting their own investigations and analysis to verify the accuracy, reliability, and completeness of the information provided. Bidders should seek independent advice where necessary.

Information Technology Department, Government of Gilgit-Baltistan, reserves the right, at its sole discretion and without obligation, to update, amend, or supplement the information contained in this Request for Proposal (RFP) document. Information Technology Department, Government of Gilgit-Baltistan, accepts no liability for any loss or damage suffered by any party relying on this document

RFP for the Hiring of Service Provider for Empowering Women Through Digital Skill Development

1. INTRODUCTION

The Information Technology Department, Gilgit-Baltistan (GB) (hereinafter referred to as "the Department") invites sealed proposals from eligible, registered, and experienced IT firms, training institutes, and companies for conducting professional digital skills training programs under the ADP Scheme titled "Capacity Building of Women of Gilgit-Baltistan in Digital Skills."
This Request for Proposal (RFP) is issued in accordance with Section (Methods of Procurement) read with Rule 24 (Open Competitive Bidding) of the GB Public Procurement Rules, 2022, and this procurement shall be conducted through Open Competitive Bidding under the Single Stage – Two Envelope Procedure, strictly in accordance with Rule 36 read with Rule 39(b) of the GB Public Procurement Rules, 2022.

2. OBJECTIVES OF THE PROJECT

The primary objectives of this initiative are to:

- Equip Women of GB with market-driven digital skills.
- Enhance employability, freelancing, and entrepreneurship opportunities.
- Develop a skilled workforce aligned with national and international IT industry standards.
- Strengthen the local IT ecosystem in GB.

3. SCOPE OF WORK

The selected bidder(s) shall be responsible to provide:

1. Qualified trainers, in relevant domains, having minimum training experience of 2 years, shall be on boarded by the training institute / Tech Company for any of the listed domains.
2. Training space shall be provided by the successful service provider/IT company/Firm
3. The training hall/space shall be fully furnished and capable of seating 30 to 40 students at a time.
4. Uninterrupted 24/7 electricity shall be available in the training hall or at least during the training session.
5. A high-speed internet connection with a minimum speed of 25 Mbps shall be available in the training hall.
6. Adequate charging sockets shall be provided in the training hall for laptops and other devices of students.
7. The training hall shall be equipped with a minimum 65" LED display for conducting training sessions.
8. Separate washrooms shall be available for male and female participants.

4. TRAINING DOMAINS

S. No	Course Name
1.	Building Your Tech Business from Scratch
2.	Python Programming for All
3.	Mobile App Development with Flutter
4.	Chabot Development with AI
5.	Cybersecurity Essentials
6.	Cloud Computing with Amazon Web Services(AWS)

7.	Video Editing with Adobe Premier Pro
8.	Book Keeping For Beginners

5. DISTRICTS & PHASES

Trainings shall be conducted in ten (10) districts of Gilgit-Baltistan (GB). Bidders may apply for one or more districts, and awards shall be made on a district-wise basis. The firm shall mandatorily possess adequate training infrastructure and facilities in each district for which it applies. Non-availability of such infrastructure, or inability of the procuring entity to verify its existence, shall result in disqualification.

6. ELIGIBILITY CRITERIA

The bidder shall:

- Be registered with SECP / relevant authority
- Have at least 2 years of relevant experience in IT training
- Have successfully completed similar projects (government or private sector)
- Possess qualified trainers for each domain (Certified Trainers will be preferred)
- The firm shall mandatorily possess adequate training infrastructure and facilities in the district(s) applied for. Non-availability or inability to verify such facilities shall result in disqualification.

7. FINANCIAL DETAILS

- Financial proposal shall be quoted within the approved cost limit of 0.5 million for each domain.
- Rates shall be inclusive of all applicable government taxes
- Bidders are required to quote rates in typed form. Handwritten or overwritten bids shall not be accepted

8. BIDDING PROCEDURE

Procurement shall be conducted through Single Stage Two Envelopes procedure in accordance with Rules 20, 39(b), 42 and 36 of the GB Public Procurement Rules, 2022, and selection shall be made on Most Advantageous Bid" under Rule 39(b)(viii) as per GB PPRA Rules, 2022

9. BID SECURITY

- Each bidder shall submit a Bid Security equal to two percent (2%) of the quoted bid amount.
- Bid security shall be in the form of Call Deposit Receipt (CDR) / Pay Order / Demand Draft in favor of Drawing & Disbursing Officer, Information Technology Department, GB, valid for at least twenty-eight (28) days beyond the bid validity period, in accordance with Rule 28 and 29 of the PPRA Rules, 2022.
- Any bid not accompanied by the required bid security shall be declared non-responsive.

10. TENDER FEE

The tender document fee shall be charged in accordance with Section-11(1) of the GB Finance Act, 2026 read with the Schedule –I(12), under the prescribed rates for sale of tender documents. Accordingly, a non-refundable tender fee of PKR 10,000/- shall be payable for tenders costing up to PKR 50 Million.

The tender fee shall be deposited in the Government Treasury under Major Head C-035 – Other Receipts, Minor Head C-03518 – Sale of Tender Form Charges, through Treasury Receipt (TR-6), in accordance with Rule 32 of the GB Financial Rules read with Rules 4 and 7 of the GB Treasury Rules. The original treasury receipt shall be attached with the technical proposal, failing which the proposal shall be declared non-responsive.

11. KNOCKOUT CLAUSES (MANDATORY REQUIREMENTS)

A proposal shall be declared non-responsive and rejected at the preliminary evaluation stage if any of the following conditions are not met:

1. Any bid not accompanied by the required bid security, in the prescribed form, amount, and validity period, shall be declared non-responsive and rejected at the preliminary examination stage.
2. Failure to submit bids under the Single Stage – Two Envelope Procedure, including improper sealing, marking, or inclusion of financial information in the technical proposal, shall result in outright rejection.
3. Non-submission of mandatory legal documents, including firm registration, NTN, Active Taxpayer Status (ATL), and affidavit of non-blacklisting, shall render the bid non-responsive.
4. Bidders failing to secure the minimum qualifying technical score of 70% shall not be considered for financial evaluation, and their financial proposals shall be returned unopened.
5. Any bidder found to have submitted false, forged, or misleading information, or declared blacklisted by any Federal or Provincial Government entity, shall be disqualified in accordance with rule 21 and 22 of GB PPRA, 2022 and shall be subject to action under PPRA Rules.
6. If the proposed training venue is not available, not functional, or found non-compliant during physical verification by the Technical Evaluation Committee nominated by the Department, the bid shall be rejected, irrespective of the technical score obtained.

12. PROPOSAL SUBMISSION PROCEDURE

12.1 Single Stage – Two Envelope Method

The bid shall comprise a single package containing two separate sealed envelopes, clearly marked as:

- Envelope "A" – Technical Proposal
- Envelope "B" – Financial Proposal

Initially, only Envelope "A" (Technical Proposal) shall be opened and evaluated.
Envelope "B" (Financial Proposal) of bidders found technically non-responsive or failing to meet the minimum qualifying technical score shall be returned unopened.
Financial proposals of technically qualified bidders only shall be opened publicly at a date, time, and venue to be notified separately, in accordance with Rule 39(b) of the PPRA Rules, 2022. Bidders shall submit:

Envelope A – Technical Proposal

1. Company profile

A brief profile of the firm, including legal status, year of establishment, core areas of expertise, organizational structure, and relevant experience in IT training, digital skills development, or Womencapacity-building programs.

2. Legal documents

The bidder shall submit attested copies of the following valid legal documents to establish eligibility and legal standing:

- Certificate of Incorporation / Registration:
  - SECP Certificate (for Private Limited Company), or
  - Registered Partnership Deed (for Partnership Firm), or
  - Form-C / NTN Registration (for Sole Proprietorship)
- National Tax Number (NTN) Certificate
- Active Taxpayer Status (ATL) printout from FBR portal

- Valid Sales Tax Registration (if applicable)
- Affidavit on Stamp Paper declaring:
    - The firm is **not blacklisted** by any Federal or Provincial Government entity
    - No conflict of interest with the procuring agency

3. Experience details
4. Proposed training methodology
5. Trainer's profiles
6. Infrastructure details
7. Original tender fee challan

Envelope B – Financial Proposal

1. Duly filled Form (separate for each district)
2. Financial quotation for all domains - Bid security (CDR)

Both envelopes shall be sealed and placed in one outer sealed envelope clearly marked: **"RFP – the Hiring of Service Provider for Empowering Women Through Digital Skill Development"**

13. EVALUATION CRITERIA

S No	Qualification and Relevant Experience	Max Points
1	Firm Profile: Private limited (SECP/ Certified) (5 marks) Partnership firm (3 marks) Sole Proprietorship/Form-C (2 marks)	05
2	Profile of Trainers (5 Marks for each qualified and certified Trainer)	40
3	Experience of conducting relevant Project in specified Domains.(4 marks per Project)	08
	Experience in freelancing mentorship with verifiable evidence of trainees earning income on recognized freelance platforms (2.5 marks per program).	10
4	Financial Strength Average Annual Turnover (Last 3 Years) PKR 4-10 Million (03 marks) Bank Statement / Liquidity Minimum PKR 2–5 Million (02 marks)	05
5	Demonstration/presentation & efficacy of the proposed solution: i. Excellent: (07 Marks) ii. Satisfactory: (05 Marks) iii. Below Average: (03 Marks)	07
	Availability and Physical Verification of Training Venue Availability of a fully functional training venue with required facilities for conducting training and mentorship during the agreement period. Award of marks shall be subject to satisfactory physical verification of the proposed venue by the Technical Evaluation Committee nominated by the Department.	05
A	**Total Technical Proposal Points**	**80**
	Technical proposal passing marks/points	60
B	**Total Financial Proposal Points**	**20**
	Financial Proposal Points: **Total worth of one domain** — **Quoted rates in million** — **Marks** 0.5 Million — 0.499 to 0.490 — 05 marks 0.489 to 0.485 — 10 marks 0.486 to 0.482 — 15 marks 0.481 to 0.477 — 20 Marks	
	Total Marks **(A+B)**	**100**

Evaluation shall be carried out with the following weightage:

- Technical Proposal: 80%
- Financial Proposal: 20%

Only firms scoring 70% or above in technical evaluation shall qualify for financial opening.

14. TRAINING VENUE REQUIREMENT & VERIFICATION

The bidder shall have access to a fully functional training venue for the entire duration of the agreement, equipped with all facilities required for effective training and mentorship, including but not limited to adequate classroom space, computers or workstations, reliable internet connectivity, power backup, and a conducive learning environment.

Award of the contract shall be subject to physical verification of the proposed training venue by the Technical Evaluation Committee nominated by the Information Technology Department. In case the venue is found non-compliant with the stated requirements at any stage, the Department reserves the right to reject the bid or terminate the contract, as applicable

15. CONTRACT DURATION

The bid shall remain valid for three (03) years or until completion of the development project, whichever is later.

16. TERMS & CONDITIONS

- Incomplete, conditional, or late bids shall not be entertained
- The Department reserves the right to accept or reject any or all bids without assigning any reason
- The decision of the competent authority shall be final
- In case of discrepancy, the English version shall prevail over the Urdu version

17. DELIVERABLES

The selected firm shall be required to deliver the following outputs in a timely and satisfactory manner, subject to approval by the Information Technology Department:

- **Inception Report and Implementation Plan**
  A comprehensive inception report outlining the project methodology, detailed implementation plan, training schedule, district-wise coverage, monitoring framework, and risk mitigation strategy, duly submitted and approved by the IT Department.
- **Approved Training Curriculum and Learning Materials**
  Development and delivery of market-relevant training curricula and learning materials covering IT and freelancing skills, including structured mentorship on building professional profiles and portfolios on leading freelance platforms such as Fiverr, Upwork, People Per Hour, and LinkedIn.
- **Trainee Profiles and Digital Presence Documentation**
  Submission of a verified list of trained youth, including links to their active online professional profiles (e.g., LinkedIn profiles and freelancing platform accounts) developed during the training and mentorship phase.
- **Completion of Training for Targeted Youth**
  Successful completion of training programs for the approved number of youth, supported by attendance records, assessment results, and issuance of completion certificates.
- **Periodic Progress, Monitoring, and Evaluation Reports**

Submission of periodic progress and monitoring reports (monthly or as agreed), detailing training delivery status, participation, learning outcomes, challenges, and corrective actions, culminating in a final completion and impact assessment report.

18. BID SUBMISSION DEADLINE

Bids shall reach the office of the undersigned, 1st Floor, New Secretariat Building, Jutial, Gilgit, on 19th November, 2026 at or before 11:00 Am which shall be opened on the same date at 11:30 am.

ANNEX-A

Technical Proposal Submission Form

[Location, Date]

To,

The Deputy Secretary,

Information Technology Department

Government of Gilgit-Baltistan

Gilgit

We are pleased to submit our Technical Proposal, along with a separately sealed Financial Proposal, for the project "Capacity Building of Womenof Gilgit-Baltistan in Digital Skills" in response to your RFP dated _____, under the Single Stage – Two Envelope procedure.

If selected, we undertake to deliver the required services in accordance with the scope, terms, and conditions specified in the RFP.

We confirm that our firm and its partners are not blacklisted by the Government of Pakistan or the Government of Gilgit-Baltistan and have not engaged in any corrupt or fraudulent practices.

We also acknowledge that the Information Technology Department, Government of Gilgit-Baltistan, reserves the right to accept or reject any proposal without assigning any reason.

Yours sincerely,

Authorized Signature

Name and Designation of Signatory

Name of Firm

Address

Contact Details

ANNEX-B

Financial Proposal Submission Form

(Part of Financial Bid Envelope)

[Location, Date]

To,

The Deputy Secretary,

Information Technology Department

Government of Gilgit-Baltistan

Gilgit

Subject: Financial Proposal for the Project "Capacity Building of Womenof Gilgit-Baltistan in

Digital Skills"

Dear Sir,

We hereby submit our Financial Proposal for the assignment

"Capacity Building of Womenof Gilgit-Baltistan in Digital Skills" in response to your RFP dated _____ and our submitted Technical Proposal.

Our proposed cost for the assignment is PKR [amount in figures] (Rupees [amount in words]), inclusive of all applicable taxes and duties. This proposal shall remain valid until the expiry of the proposal validity period specified in the RFP.

We confirm that our firm and its partners are not blacklisted by the Government of Pakistan or the Government of Gilgit-Baltistan and have not engaged in any corrupt or fraudulent practices.

We also acknowledge that the Information Technology Department, Government of Gilgit-Baltistan reserves the right to accept or reject any proposal.

Yours sincerely,

Authorized Signature

Name and Designation of Signatory

Name of Firm

Address

Contact Details

ANNEX-C

Bid Covering Letter

[Location, Date]

To,

The Deputy Secretary,

Information Technology Department

Government of Gilgit-Baltistan

Gilgit

Subject: Submission of Proposal for the Project "Capacity Building of Womenof Gilgit-Baltistan in Digital Skills"

Dear Sir,

We hereby submit our proposal for the project "Capacity Building of Womenof Gilgit-Baltistan in Digital Skills" in response to the Request for Proposal (RFP).

If our proposal is accepted, we undertake to deliver the required services within the timeframe specified in the RFP, starting from the issuance of the Notification of Award.

Our proposal will remain valid for _____ days from the date of bid opening. Upon acceptance, a formal contract will be executed with the Information Technology Department, Government of Gilgit-Baltistan.

We understand that the Department reserves the right to accept or reject any proposal and that bidders bear their own proposal preparation costs. We also confirm that our firm meets all eligibility requirements outlined in the RFP.

Yours sincerely,

Authorized Signature

Name and Designation of Signatory

Name of Firm

Address

Official Seal

FINANCIAL QUOTATION AGAINST SERVICES

S #	Name of Domain	DISTRICTS									
		GILGIT	GHIZER	NAGAR	HUNZA	SKARDU	SHIGAR	KHARMANG	GHAUNCH	DIAMER	ASTORE
1	Building Your Tech Business from Scratch										
2	Python Programming for All										
3	Mobile App Development with Flutter										
4	Chabot Development with AI										
5	Cybersecurity Essentials										
6	Cloud Computing with Amazon Web Services(AWS)										
7	Video Editing with Adobe Premier Pro										
8	Book Keeping For Beginners										

Total Amount in Words_____

(Authorized signature in full with official seal)

Name and Designation of Signatory

Name of Firm
Address