



National Disaster Risk Management Fund
A company set up under section 42 of the Companies Act, 2017
Making Pakistan Resilient

PREQUALIFICATION NOTICE

IFP No. 002/50/Proc-I

**Hiring of Training Firms/Institutes and Individual Trainers for
Conducting Trainings through Framework Agreements**

National Disaster Risk Management Fund (hereinafter referred as “NDRMF”, “Procuring Agency”) is a not-for-profit company incorporated with the Securities and Exchange Commission of Pakistan, under Section 42 of the Companies Act 2017. NDRMF is a federal government-owned non-banking financial intermediary with a corporate structure.

2. NDRMF invites e-prequalification applications with intent to prequalify training firms/institutes and individual experts/trainers (applicants) possessing the requisite technical competence and relevant experience to design, conduct, and deliver training(s) across a diverse range of learning, capacity-building, and specialized thematic areas. Prequalified firms/institutes and individual experts/trainers will be onboarded by NDRMF through open framework agreements for the period of two (02) years for on-demand design, conduct, and delivery of training(s) to NDRMF through subsequent Call-off Contracts.

3. A complete set of Prequalification document containing detailed information, eligibility criteria and qualification with terms and conditions for the aforesaid activity may be downloaded (free of cost) from PPRA’s website i.e. www.ppra.org.pk, NDRMF’s website i.e. www.ndrmf.pk and from PPRA’s EPAD system (www.eprocure.gov.pk). Interested applicants may prior register at footer stated email ID for Pre-Application Meeting to be held on **27-Oct-2025 at 1030** Hours at footer stated address.

4. Interested Firms/Institutes and Individual Experts-Trainers (applicants) are requested to get registered on Public Procurement Regulatory Authority (PPRA) EPAD System (www.eprocure.gov.pk) to participate in the aforesaid prequalification process. Applicants are required to submit their **e-PQ application(s)** against desired Category/Lot or sub-lot(s) based on their expertise and qualification through PPRA EPAD System (www.eprocure.gov.pk) as per following schedule: -

e-PQ Application Submission Date & Time	05th November, 2025 at 1000 Hours
e-PQ Application Opening Date & Time	05th November, 2025 at 1030 Hours

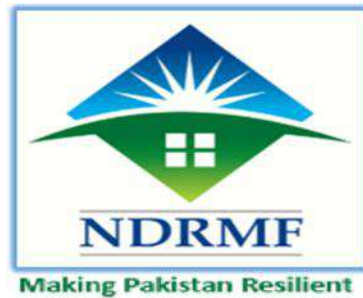
5. In case Government announces any public holiday Bids through EPAD system will be publicly opened/decrypted on next working day on same time in the presence of the participating companies/ their authorized representatives, who may choose to be present. This notice is also available on NDRMF’s Website i.e. www.ndrmf.pk and PPRA website at www.ppra.org.pk. Notification of the GRC constituted in terms of Rule 48 of PPR-2004 is provided on PPRA EPADS.

Manager (Procurement)
National Disaster Risk Management Fund (NDRMF)
EOBI Building, 5th Floor, G-10/4, Islamabad
Telephone No. 92(51) 9108300- 415, procurement@ndrmf.pk

PREQUALIFICATION DOCUMENT

Hiring of Training Firms/Institutes and Individual Trainers for Conducting Trainings through Open Framework Agreement(s)

002/50/Proc-I



National Disaster Risk Management Fund

October 15, 2025

Brief of the Document

Procurement Notice -

The attached template is the Invitation for Prequalification of Training Institutes/Firms and Individual Trainers willing to sign open framework agreements with the Procuring Agency for conducting Trainings, in accordance with the provisions of the agreement.

Prequalification Document

PART 1 – PREQUALIFICATION PROCESS

Section I - Instructions to Applicants (ITAs)

This Section contains detailed information for preparing and submitting the Applications for Prequalification, in addition to information on opening and evaluation of the Applications.

Section I contains provisions that are to be used by the Procuring Agencies without modification.

Section II - Prequalification Data Sheet (PDS)

This Section contains provisions that supplement the ITA (in Section-I) and are specific to respective Prequalification Proceedings.

Section III - Qualification Criteria and Requirements

This Section prescribes the methodology, criteria, and requirements to be used to determine the capacity and capability of the Firms and Applicants for conducting various trainings in accordance with the requirements of the Procuring Agency, with an objective to prequalify them for signing the open framework agreements with the prequalified Firms & Individual Experts and awarding them Call off Contracts after conducting secondary procurement process.

Section IV - Application Forms- Category Wise

This Section contains Application Submission Form and other allied forms required to be submitted with the Application.

Section V - Eligible Countries

This Section contains information regarding eligible countries in accordance with the Policy of the Federal Government.

Section VI – Scope of Work

Part-2 Section VII – Process after Prequalification

Section VIII – Open Framework Agreement

Procurement Notice

002/50/Proc-I

Invitation for Prequalification

[For Open Framework Agreements]

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procurement@ndrmf.pk

PART 1 – Prequalification

Section I - Instructions to Applicants

A. General	
1. Scope of Application	1.1 In connection with the “Invitation for Prequalification”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for conducting trainings incidental thereto as specified in Section VII (Scope of Work).
2. Source of Funds	2.1 Government of Pakistan
3. Fraud and Corruption	3.1 The Procuring Agency requires that the Applicants/Training Firms/Individual Trainers under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts. 3.2 The Applicants shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Procuring Agency. 3.3 Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication. 3.4 Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract. 3.5 Procuring Agency will also declare the Applicant as blacklisted in accordance with Public Procurement Rule 19 and predefined standard mechanism.
4. Eligible Applicants	4.1 An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV

	agreement or with the intent to enter into such an agreement supported by a letter of intent. In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the entity), the execution of any Call-off Contract(s) awarded (to the entity) under the Framework Agreement in accordance with the Call-off Contract conditions that apply. In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the JV), the execution of any Call-off Contract(s) awarded (to the JV) under the Framework Agreement in accordance with the Call-off Contract conditions that apply. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of framework agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.
	4.2 An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected. 4.3 An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract. All Bids submitted in violation of this provision will be rejected.
	4.4 Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Framework Agreement(s) or Call off Contract(s). In addition, Applicants may be considered to have a conflict of interest if they

	have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who: (a) are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Framework Agreement or Call-off Contract and/or the Prequalification or Bid evaluation process of such Contract; or (b) would be involved in the implementation or supervision of such Framework Agreement or Call-off Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process-during the execution of the Framework Agreement and/or Call-off Contract.
	4.5 An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework Agreement or Call-off Contract for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.
	4.6 An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.
	4.7 Government-owned enterprises or institutions (National) may participate only if they can establish that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not dependent agencies of the Procuring Agency . To be eligible, a government-owned enterprise or institution shall establish, through all relevant documents, including its Charter and other information the Procuring Agency may request, that it: (i) is a legal entity separate from the government (ii) does not currently receive substantial subsidies or budget support; (iii) operates like any commercial enterprise, and, inter alia, is not obliged to pass on its surplus to the government, can acquire rights and liabilities, borrow funds and be liable for repayment of its debts, and can be declared bankrupt; and (iv) is not bidding for a contract to be awarded by the department or agency of the government which under their applicable laws or regulations is the reporting or supervisory authority of the enterprise or has the ability to exercise influence or control over the enterprise or institution.
5. Eligibility	5.1 Applicants may be ineligible if they are nationals of ineligible

(in terms of Nationality)	countries as indicated in Section V.
B. Contents of the Prequalification Documents	
6. Sections of Prequalification Documents	6.1 This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.
	PART 1 Prequalification Procedures • Section I - Instructions to Applicants (ITA) • Section II - Prequalification Data Sheet (PDS) • Section III - Qualification Criteria and Requirements • Section IV - Application Forms • Section V - Eligible Countries • Section VI – Scope of Work • Part-2 Section VII- Process after Prequalification • Section IX- Open Framework Agreement
	6.2 Unless obtained directly from the Procuring Agency or downloaded directly from the website link referred in the Invitation for Prequalification, the Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Agency or downloaded from the website link shall prevail.
	6.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.
7. Clarification of Prequalification Documents and Pre-Application Meeting	7.1 An Applicant requiring any clarification of the Prequalification Documents shall contact the Procuring Agency in writing at the Procuring Agency's address indicated in the PDS . The Procuring Agency will respond in writing to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The

	Procuring Agency shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Documents directly from the Procuring Agency (or through its website link), including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response at the web page identified in the PDS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 17.2. 7.2 If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting at the place, date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Prequalification Documents. 7.3 Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Applicants who have obtained the Prequalification Documents. Any modification to the Prequalification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.
8.Amendment of Prequalification Documents	8.1 At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum.
	8.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page identified in the PDS: Provided that an Applicant who had either already submitted their Applications or handed over the applications to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed Application and submit the revised Application prior to the original or extended Application

	submission deadline.
	8.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2: Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.
C. Preparation of Applications	
9. Cost of Applications	9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.
10. Language of Application	10.1 The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS . Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS , in which case, for purposes of interpretation of the Application, the translation shall govern.
11. Documents Comprising the Application	11.1 The Application shall comprise the following: (a) Application Submission Letter, in accordance with ITA 12.1; (b) Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1; (c) Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and (d) any other document required as specified in the PDS.
12. Application Submission Letter	12.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.
13. Documents Establishing the Eligibility of the Applicant	13.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).
14. Documents Establishing the	14.1 To establish its qualifications to perform the contract(s) in accordance with Section III (Qualification Criteria and

Qualifications of the Applicant	Requirements), the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms). 14.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows: (a) for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted). (b) value of single contract - Exchange rate prevailing on the date of the contract. 14.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency. 14.4 The documentary evidence of the Applicant's qualifications to conclude a Framework Agreement, and/or to perform any Call-off Contract(s) if awarded, shall establish to the Procuring Agency's satisfaction: (a) that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country; (b) that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.
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15. Signing of the Application and Number of Copies	15.1 The Applicant shall prepare one set of the original documents comprising the Application as described in ITA 11 and clearly mark it “ORIGINAL”. The original set of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories. 15.2 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them “COPY”. In the event of any discrepancy between the original and the copies, the original shall prevail. 15.3 When the Applications are submitted electronically, if permitted pursuant to ITA 17.1, The Applicant shall submit ORIGINAL and COPIES in accordance with the procedures specified in the PDS.
D. Submission of Applications	
16. Sealing and Identification of Applications	16.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall: (a) bear the name and address of the Applicant; (b) be addressed to the Procuring Agency, in accordance with ITA 17.1; and (c) bear the specific identification of this Prequalification process indicated in the PDS reference ITA 1.1. 16.2 When the Applications are submitted electronically, if permitted pursuant to ITA 17.1, The Applicant shall seal the original and the copies in accordance with the procedures specified in the PDS. 16.3 The Procuring Agency will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.
17. Deadline for Submission of Applications	17.1 Applicants may either submit their Applications by mail, by courier or by hand. Applications shall be received by the Procuring Agency at the address and no later than the deadline indicated in the PDS. When so specified in the PDS, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified in the PDS.

	17.2 If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended. 17.3 The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement).
18. Late Applications	18.1 The Procuring Agency reserves the right to accept Applications received after the time for submission of Applications, however subject to the condition that the same is received within the date specified as last date for submission of applications but before the time for opening of the Applications.
19. Opening of Applications	19.1 The Procuring Agency shall open all Applications at the date, time and place specified in the PDS. Late Applications shall be treated in accordance with ITA 18.1. 19.2 Applications submitted electronically, if permitted pursuant to ITA 17.1, shall be opened in accordance with the procedures specified in the PDS. 19.3 The Procuring Agency shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.
E. Procedures for Evaluation of Applications	
20. Confidentiality	20.1 Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 28.
	20.2 From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 28, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing.
21. Clarification of Applications	21.1 To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing.

	21.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.
22. Responsive-ness of Applications	22.1 The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.
23. Margin of Preference	23.1 Unless otherwise specified in the PDS , a margin of preference shall not apply in the Bidding process resulting from this Prequalification.
24. Sub-contractors	24.1 Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

25. Evaluation of Applications	25.1 The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 27.
	25.2 Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.
	25.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.
	25.4 Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's

	subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.
26. Procuring Agency's Right to Accept or Reject Applications	26.1 The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants.
27. Prequalification of Applicants	27.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Agency. 27.2 An Applicant may be "conditionally prequalified," that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency. 27.3 Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.
28. Notification of Prequalification	28.1 The Procuring Agency shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately. 28.2 The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them.
29. Request for Bids	29.1 Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified.

30. Changes in Qualifications of Applicants	30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if: (a) a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members; (b) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or (c) in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition. 30.2 Any such change should be submitted to the Procuring Agency before the date of “Invitation to Bids”.
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31. Constitution of Grievance Redressal	31.1 Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement. 31.2 Any party or applicant can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the application/proposal submission deadline. 31.3 Any Bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than seven of the announcement of technical evaluation report and five days after issuance of final evaluation report. 31.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings. 31.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted. 31.6 The GRC shall investigate and decide upon the complaint within ten days of its receipt. 31.7. Any bidder or the procuring agency not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the fee as prescribed in “Redressal of Grievance Regulations, 2021”. 31.8 The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal. 31.9 The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time. 31.10 The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal. 31.11 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.
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32. Mechanism of Blacklisting	32.1 The Procuring Agency shall bar for the time prescribed under Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either: i. Involved in corrupt and fraudulent practices as defined under rule-2; ii. Fails to perform his contractual obligations; or iii. Fails to abide by bid securing declaration; 32.1 The Procuring Agency shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either: i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules; ii. Fails to perform his contractual obligations; and iii. Fails to abide by the id securing declaration; 32.2 The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring Agency proposes to debar the bidder or contractor from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the intention of the Procuring Agency to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies. 32.3 The procuring agency shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice 32.4 In case, the bidder or contractor fails to submit written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed. 32.5 In case the bidder or contractor submits written reply of the show cause notice, the Procuring Agency may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing. 32.6 The Procuring Agency shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of the Procuring Agency for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed
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32. Mechanism of Blacklisting	32.7 The procuring Agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.. 32.8 The Procuring Agency shall communicate to the bidder or contractor the order of debaring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority. 32.9 Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the procuring agency. 32.10 The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with “Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021”. The Committee shall evaluate the case and decide within ninety days of filing of review petition 32.11 The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the procuring agency. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit. 32.12 The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.
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Section II - Prequalification Data Sheet (PDS)	
A. General	
ITA 1.1	The identification number of the Invitation for Prequalification is: 002/50/Proc-I The Procuring Agency is: National Disaster Risk Management Fund, 5th Floor, EOBI Building, G-10/4, Islamabad. The contracts are: Hiring of Training Firms/Institutes and Individual Trainers for conducting Trainings
ITA 2.1	The name of the Procuring Agency is: National Disaster Risk Management Fund The name of the Project or Procurement is: Hiring of Training Firms/Institutes and Individual Trainers for conducting Trainings
ITA 4.2	Maximum number of members in the JV shall be: Not applicable
ITA 4.7	A list of debarred firms and individuals is available on the PPRA's website: http://www.ppra.org.pk
B. Contents of the Prequalification Document	
ITA 7.1	For clarification purposes, the Procuring Agency's address is: Procurement Department, National Disaster Risk Management Fund's Office located at 5th Floor, EOBI House, G-10/4, Mauve Area, Islamabad. Phone No: 051-9108300 Ext (415) Email:- procurement@ndrmf.pk
ITA 7.1 & 8.2	Web page: www.ndrmf.pk
ITA 7.2	Pre-Application Meeting will be held: Yes Date:- <u>27-Oct-2025 at 10:30 AM</u> Venue:- NDRMF's office, 5th Floor, EOBI Building, G-10/4, Islamabad.
C. Preparation of Applications	
ITA 10.1	This Prequalification document has been issued in the " English " language.
ITA 11.1 (d)	No additional documents are required
ITA 14.2	The source for determining exchange rates is As published by State Bank of Pakistan . (Not applicable to prequalification stage)

ITA 15.2	In addition to the original, the number of copies to be submitted with the Application is: [One Copy]
D. Submission of Applications	
ITA 17.1	The deadline for Application submission is: Date: 05-Nov-2025 Time: 1000 hours Prequalification applications will be submitted electronically through www.eprocure.gov.pk. Original application(s) duly signed and stamped, shall be properly scanned and uploaded at PPRA EPADS (www.eprocure.gov.pk). Original application may be kept by bidder and may not be submitted to PE unless called for clarification if required.
ITA 19.1	The decryption/opening of the Applications shall be at:- Date: 05-Nov-2025 Time: 1030 hours At NDRMF's Office, 5th Floor, EOBI Building, G-10/4, Islamabad.
ITA 19.2	The electronic Application opening – will be decrypted from PPRA EPADs portal (www.eprocure.gov.pk)
E. Procedures for Evaluation of Applications	
ITA 23.1	A margin of domestic preference “ <i>shall not</i> ” apply
ITA 31.1	If an Applicant wishes to make a Prequalification related Complaint, the Applicant should submit its complaint, in writing (by the quickest means available, that is either by email or fax), to: For the attention: <i>Mr. Bilal Anwar</i> Title/position: <i>Chief Executive Officer</i> Procuring Agency: <i>National Disaster Risk Management Fund</i> Email address: <i>info@ndrmf.pk</i> In summary, at this stage, a Prequalification related Complaint may challenge any of the following: the terms of the Prequalification Documents; and the Procuring Agency's decision not to prequalify an Applicant.

Section III - Qualification Criteria and Requirements

This Section contains the methods, criteria, and requirements that the Procuring Agency shall use to evaluate Applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

Categories	Packages	Key Areas
Category 1:- Training Firms/ Institutes	<u>Package-1</u> Technical Trainings	a) <i>Disaster Risk Reduction & Management (DRR)</i> ○ Risk-informed planning ○ Community-based disaster risk management ○ Forecast-based action, Post Disaster Need Assessment (PDNA) b) <i>Climate Change Adaptation</i> ○ Water & food security adaptation ○ Urban resilience, ecosystem-based adaptation ○ Climate-smart infrastructure and planning c) <i>Climate Finance & Disaster Risk Financing</i> ○ Adaptation finance business cases ○ Disaster risk financing tools (CAT Bonds, insurance, contingent funds) ○ Financial blending for DRR and adaptation d) <i>Technical Risk Analysis & Modelling</i> ○ Hazard, exposure, and vulnerability mapping ○ Fundamentals of risk modelling ○ Use of GIS, remote sensing, EWS systems
	<u>Package-2</u> IT & Digital Trainings	○ Data analytics and dashboarding tools (Power BI, Excel Advanced, Tableau) ○ ERP/Financial Management Systems (SAP modules) ○ MIS/GIS Systems relevant to DRM & climate programs ○ Microsoft Office 365 ecosystem (Teams, SharePoint OneDrive) ○ Cybersecurity awareness and data management
	<u>Package-3</u> Soft Skills and Leadership Development	○ Effective communication, report writing, and presentation skills ○ Emotional intelligence, stress management, and teamwork ○ Leadership development for technical and managerial staff ○ Professional ethics, workplace behaviour, and accountability ○ Team Building and Conflict Management
	<u>Package-4</u> Specialized Trainings	○ Gender mainstreaming and inclusive programming ○ Anti-sexual harassment laws and safe workplace practices ○ Diversity, equity, and inclusion (DEI) ○ Disability-inclusive and rights-based approaches ○ Code of conduct, integrity, and anti-corruption

Categories	Packages	Key Topics
Category-2:- Individual Experts	<u>Package 1</u> <i>a) Disaster Risk Reduction & Management (DRR) and b) Climate Change Adaptation</i>	○ Risk-informed planning ○ Community-based disaster risk management ○ Forecast-based action, PDNA ○ Water & food security adaptation ○ Urban resilience, ecosystem-based adaptation ○ Climate-smart infrastructure and planning ○ Any other related topic(s)
	<u>Package-2</u> <i>Climate Finance & Disaster Risk Financing</i>	○ Adaptation finance business cases ○ Disaster risk financing tools (CAT Bonds, insurance, contingent funds) ○ Financial blending for DRR and adaptation ○ Any other related topic(s)
	<u>Package 3</u> <i>Technical Risk Analysis & Modelling</i>	○ Hazard, exposure, and vulnerability mapping ○ Fundamentals of risk modelling ○ Use of GIS, remote sensing, EWS systems ○ Any other related topic(s)
	<u>Package-4</u> <i>Information Technology</i>	○ Data analytics and dashboarding tools (Power BI, Excel Advanced, Tableau etc.) ○ ERP and SAP modules ○ MIS/GIS Systems relevant to DRM & climate programs etc. ○ Microsoft Office 365 ecosystem (Teams, SharePoint OneDrive) ○ Cybersecurity awareness and data management ○ Any other related topic(s)
	<u>Package-5</u> <i>Soft skills & Leadership development</i>	○ Effective communication, report writing, and presentation skills ○ Emotional intelligence, stress management, and teamwork ○ Leadership development for technical and managerial staff ○ Professional ethics, workplace behaviour, and accountability ○ Team Building and Conflict Management ○ Any other related topic(s)
	<u>Package-6:</u> <i>Workplace Integrity</i>	○ Gender mainstreaming and inclusive programming ○ Anti-sexual harassment laws and safe workplace practices ○ Diversity, equity, and inclusion (DEI) ○ Disability-inclusive and rights ○ Any other related topics

Note for Categories1 &2:- Firms and individual applicants can apply for one or more packages as per their areas of Expertise

Category-1 – Training Firms/Institutes

Prequalification Evaluation Criteria

Eligibility and Qualification Criteria			Compliance Requirements	Documentation
No.	Subject	Requirement	Entity	Submission Requirements
1. Eligibility				
1.1	Nationality	Nationality in accordance with ITA 5.1	Must meet requirement	Must submit Form ELI – 1
1.2	Conflict of Interest	No conflicts of interest as per ITA 4.4	Must meet requirement	Must submit Application Submission Letter (Firms)
1.3	State-owned enterprise of	Meet conditions of ITA 4.7	Must meet requirement	Must submit Form ELI – 1
1.4	Registration as Legal Entity and with the Taxation Authorities	Firms Registration and Registration with Income & Sales Tax Authorities as per Taxation Laws of Pakistan and Active Taxpayer	Must meet the requirement	Must Submit Firm Registration Certificate Tax Registration Certificates with Income & Sales Tax and ATL status for Income & Sales Tax
1.5	Affidavit	An Affidavit that bidder is not Blacklisted by any Public Sector Organization	Must meet the requirement	Must submit Affidavit
2. Historical Contract Non-Performance				
2.1	History of Non-Performing Contracts	Not debarred due to any Non-performance of contract or deviation from Bid Securing Declaration in accordance with the provision of Rule-19 of PP Rules or the period of debarment has been over.	Must meet requirement	Must submit Form PER-1
2.2	Pending Litigation	Applicant's financial position and prospective long term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet requirement	Must submit Form PER-1

Eligibility and Qualification Criteria			Compliance Requirements	Documentation
No.	Subject	Requirement	Entity	Submission Requirements
3. Financial Situation and Performance				
3.1	Financial Capabilities	The Bidder's net worth for the last three years, calculated as the difference between total assets and total liabilities, should be positive.	Must meet requirement	Must submit the audited balance sheets/statements or bank statements, for the last <i>three (03)</i> years shall be submitted
4. Experience				
4.1	Relevant Experience	At-least Five (05) Years relevant Experience in delivering trainings under the proposed key areas.	Must meet requirement	Must submit Form EXP –1 (Package wise details shall be provided)
4.2	Panel of Experts	List of qualified trainers on panel/engaged by the Firm to execute tasks mentioned in the Scope of Work	Must meet the requirement	Must submit list of Experts along with their CVs (Package-wise details shall be provided)
4.3	Proven Track Record	Experience in conducting trainings for public/private sector or international development organizations.	Must meet the requirement	Must provide copies of Completion/performance certificates issued by the previous clients

Category-2 – Individual Trainers

Prequalification Evaluation Criteria

Eligibility and Qualification Criteria			Compliance Requirements	Documentation
No.	Subject	Requirement		Submission Requirements
1. Eligibility				
1.1	Nationality	Nationality in accordance with ITA 5.1	Must meet requirement	Must submit Form ELI – 2
1.2	Conflict of Interest	No conflicts of interest as per ITA 4.4	Must meet requirement	Must submit Form ELI-2
1.3	Registration with the Taxation Authorities	Registration with Tax Authorities as per Taxation Laws of Pakistan and Active Taxpayer	Must meet the requirement	Must provide Tax Registration Certificates and ATL status
1.4	Affidavit	An Affidavit that bidder is not Blacklisted by any Public Sector Organization	Must meet the requirement	Must provide Affidavit
2. Experience				
2.1	Qualification	Minimum 16 years of Education or higher in relevant fields; certifications in training delivery or subject-specific areas will be an added advantage	Must meet requirement	Must provide Form EXP –2 (CV) - along with copies of Qualification and experience certificates in support of the technical qualification of the applicant under the proposed key areas
2.2	Relevant Experience	At-least Five (05) Years general experience in conducting trainings including two (02) years relevant Experience in delivering trainings under the proposed key areas.	Must meet requirement	
2.3	Proven Track Record	Experience in conducting trainings for public/private sector or international development organizations.	Must meet the requirement	Must provide copies of Completion/performance certificates issued by the previous clients

Section IV - Application Forms

Category-1 – Training Firms/Institutes

- i- Application Submission Letter (Firms)
- ii- Form ELI-I
- iii- Form PER-1
- iv- Form EXP-1

Category-2 – Individual Trainers

- i- Application Submission Letter (Individual Trainers)
- ii- Form ELI-2
- iii- Form EXP-2 (CV)

Application Submission Letter (**Firms/Institutes**)

Date: *[insert day, month, and year]*

IFP-No.: 002/50/Proc-I

To: **Manager Procurement - NDRMF**

Package(s) applied for:- (tick mark relevant package from below)

☐	☐	☐	☐
<u>Package-1</u>	<u>Package-2</u>	<u>Package-3</u>	<u>Package-4</u>
Technical Trainings	IT & Digital Trainings	Soft Skills and Leadership Development	Specialized Trainings

We, the undersigned, apply to be prequalified for package(s) tick marked as above against the referenced Procurement notice and declare that:

- (a) **No reservations:** We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with Instructions to Applicants: *[insert the number and issuing date of each addendum]*.
- (b) **No conflict of interest:** We have no conflict of interest in accordance with ITA 4.4;
- (c) **Eligibility:** We (and our subcontractors) meet the eligibility requirements as stated ITA 4.1, we have not been suspended by the Procuring Agency based on execution of a Bid/Proposal Securing Declaration ;
- (d) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITA 4.7]*;
- (e) **Not bound to accept:** We understand that you may cancel the Prequalification process at any time without incurring any liability to the Applicants, in accordance with ITA 26.1. Only suppliers or contractors who have been pre-qualified shall be entitled to participate further in the procurement proceedings
- (f) **True and correct:** All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed: *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name: *[insert full name of person signing the Application]*

In the capacity of: *[insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of: *[insert full name of the Applicant or the name of the JV]*

Address: *[insert street number/town or city/country address]*

Dated: *[insert date the document is signed i.e. day number] day of [insert month], [insert year]*

[For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]

Form ELI-1

Applicant Information Form

Date: *[insert day, month, year]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

Applicant's name along with nationality <i>[insert full name]</i>
In case of Joint Venture (JV), name of each member along with nationality: <i>[insert full name of each member in JV] - Not Applicable</i>
Applicant's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Applicant's actual or intended year of incorporation: <i>[indicate year of Constitution]</i>
Applicant's legal address [in country of registration]: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above. ☐ In case of JV, letter of intent to form JV or JV agreement (Not applicable) ☐ 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Form- PER 1

Historical Contract Non-Performance, and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

☐ Not debarred due to deviation from commitment of Bid Securing Declaration- ☐ Not debarred due to non-performance			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and PKR equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, as indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), PKR Equivalent (exchange rate)

<i>[insert year]</i>	<i>[insert amount]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount]</i>
☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements. ☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), PKR Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Court/ arbitral award decision: <i>[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]</i>	<i>[insert amount]</i>

Form- EXP-1

Similar Contracts during the last five (05) years:					
Name of Procuring Agency (PA)	Project Description- Details of Services provided	Cost of Project	Duration of Project	No. of Experts Mobilized	PA's contact person for Reference
(a)					
(b)					

(Package wise details shall be provided)

Application Submission Letter (Individual Trainers)

Date: *[insert day, month, and year]*

IFP-No.: 002/50/Proc-I

To: **Manager Procurement - NDRMF**

Package(s) applied for:- (tick mark relevant package from below)

☐	☐	☐
<u>Package-1</u> a) Disaster Risk Reduction & Management (DRR) and b) Climate Change Adaptation	<u>Package-2</u> Climate Finance & Disaster Risk Financing	<u>Package-3</u> Technical Risk Analysis & Modelling
☐	☐	☐
<u>Package-4</u> Information Technology	<u>Package-5</u> Soft skills & Leadership development	<u>Package-6</u> Workplace Integrity

I, the undersigned, apply to be pre-qualified for the position as tick marked above against the referenced procurement notice No. and declare that:

- (a) **No reservations:** I have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with Instructions to Applicants (ITA) 8: *[insert the number and issuing date of each addendum]*.
- (b) **No conflict of interest:** I have no conflict of interest in accordance with ITA 4.4;
- (c) **Eligibility:** I meet the eligibility requirements as stated ITA 4,
- (d) **Not bound to accept:** I understand that you may cancel the Prequalification process at any time without incurring any liability to the Applicants, in accordance with ITA 26.1. Only the applicants who have been pre-qualified shall be entitled to participate further in the procurement proceedings
- (e) **True and correct:** All information, statements and descriptions contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed: *[insert signature(s) of the Applicant]*

Name: *[insert full name of the Applicant]*

Address: *[insert street number/town or city/country address]*

Dated: *[insert date the document is signed i.e. day number]* day of *[insert month]*, *[insert year]*

Form ELI -2

Applicant Information Form

Date: *[insert day, month, year]*

Applicant's name along with nationality <i>[insert full name]</i>
Applicant's actual country of residence <i>[indicate country]</i>
Applicant's legal address [in country of registration]: <i>[insert street/ number/ town or city/ country]</i>
Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
Field of Specialization / Areas of Expertise

Form- EXP-2

CURRICULUM VITAE (CV)

Position Title	{from areas of expertise required in the TORs/Scope of Work}
Name of the Trainer:	{Insert full name}
Date of Birth:	{day/month/year}

1- Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Area of Specialization: _____

2- Professional Experience relevant to the assignment:

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister]		

Details pertaining to the relevant Trainings /Workshops Conducted:

Certifications & Professional Membership:- _____

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Reference to Work/Assignments that Best Illustrates Capability to Handle the Tasks as defined against the intended area of expertise	
Past Performance:- Provide performance certificates issued by the previous clients/clients' references	

Section V - Eligible Countries

In reference to ITA 5.1, for the information of the Applicants, at the present time, firms and individuals, supply of goods and Related Services from the following countries are excluded from this Prequalification process:

1. India
2. Israel

Ministry of Interior, Government of Pakistan has notified List of Business Friendly Countries (BVL), information can be accessed through following link:

<http://www.dgip.gov.pk/Files/Visa%20Categories.aspx#L>

Section VI – Broader Scope of Work

SCOPE OF WORK

TRAINING FIRMS AND INDIVIDUAL TRAINERS FOR NDRMF TRAININGS (FY 2025-27)

The selected training firms, and individual trainers will be responsible for the design, development, and delivery of high-quality training programs for NDRMF staff and stakeholders throughout the year(s). The selected training firms, sole proprietors, and individual trainers will deliver need-based trainings, workshops, and coaching sessions across technical, digital, behavioral, and compliance domains, aligned with national and global best practices in disaster risk management, climate resilience, and institutional development.

OBJECTIVES OF ENGAGEMENT:

- a) Enhance the technical and institutional capacity of NDRMF personnel.
- b) Provide access to subject-matter experts in disaster risk reduction, climate change adaptation, digital tools, and leadership.
- c) Facilitate knowledge transfer and strengthen internal systems for continuous professional development.
- d) Promote adaptive learning to meet emerging organizational challenges and global shifts in resilience financing and governance.

SCOPE:

The scope includes, but is not limited to:

A. TRAINING CATEGORIES

1. *Technical Trainings*

- a) *Disaster Risk Reduction & Management (DRR)*
 - Risk-informed planning
 - Community-based disaster risk management
 - Forecast-based action, PDNA
- b) *Climate Change Adaptation*
 - Water & food security adaptation
 - Urban resilience, ecosystem-based adaptation
 - Climate-smart infrastructure and planning
- c) *Climate Finance & Disaster Risk Financing*
 - Adaptation finance business cases
 - Disaster risk financing tools (CAT Bonds, insurance, contingent funds)
 - Financial blending for DRR and adaptation
- d) *Technical Risk Analysis & Modelling*
 - Hazard, exposure, and vulnerability mapping
 - Fundamentals of risk modelling
 - Use of GIS, remote sensing, EWS systems

2. *IT & Digital Trainings*

- Data analytics and dashboarding tools (Power BI, Excel Advanced, Tableau)
- ERP/Financial Management Systems (SAP modules)
- MIS/GIS Systems relevant to DRM & climate programs
- Microsoft Office 365 ecosystem (Teams, SharePoint, OneDrive)
- Cybersecurity awareness and data management

3. *Soft Skills and Leadership Development*

- Effective communication, report writing, and presentation skills
- Emotional intelligence, stress management, and teamwork
- Leadership development for technical and managerial staff
- Professional ethics, workplace behaviour, and accountability
- Team Building and Conflict Management

4. *Specialized Trainings*

- Gender mainstreaming and inclusive programming
- Anti-sexual harassment laws and safe workplace practices
- Diversity, equity, and inclusion (DEI)
- Disability-inclusive and rights-based approaches
- Code of conduct, integrity, and anti-corruption

Note: Along with the training areas mentioned above, further trainings may also be conducted in the following areas as required:-

- i- Human Resource Management
- ii- Project Management
- iii- Financial Management
- iv- Procurement & Contract Management

B. BROAD DELIVERABLES

- Conduct Training Needs Assessment (if requested)
- Develop customized training content/modules as per NDRMF requirements
- Deliver in-person and/or virtual trainings using interactive methodologies (on case to case basis)
- Provide training material (manuals, workbooks, presentations)
- Submit post-training evaluation reports and recommendations
- Issue certificates of participation. Where applicable, deliver accredited or industry-recognized certification programs aligned with training objectives and standards

Note:- Specific deliverables and other training-related aspects will be included at the second stage of procurement (on a case-by-case basis).

C. TRAINING LOCATIONS

- Primarily in Islamabad at NDRMF premises or designated venues .
- Occasionally at field locations or training facilities arranged by NDRMF.
- Online sessions where applicable.

Part-2

Section VII –Process after Prequalification

The prequalification process for concluding Open Framework Agreements will be as follows:

- **Step 1:- Prequalification Process:-** Evaluation of the **firms** to assesses the firms' experience, capacity, and quality of key personnel and evaluation of the **individual trainers/experts** to assess their qualifications, experience, and skills (*as demonstrated in their CVs*). Criteria for firms and individuals shall be separate.
- **Step 2:-** Based on the pre-qualification results, issuance of notification of Intention to the pre-qualified firms & individual trainers.
- **Step 3:-** Signing & execution of Open Framework Agreements [agreements will be concluded with multiple service providers meeting the qualification requirements].
- **Step 4: Second Stage:-** Pre-qualified Service Providers (*Firms & Individual Experts*) shall be engaged, by using multiple procurement approaches/strategies on a case-by-case basis (*that best fits the specific needs of each individual assignment*), and applicable under PPRA Rules & Regulations, when awarding "call-off" contracts under open framework agreements, as per details provided hereunder:-
 - i. When a specific task will be required, specific and simplified Request for Proposals (RFP) to the firms/ individual trainers from the pre-qualified roster shall be issued (*minimum response submission time shall be at-least five days*). This request will include (*but not be limited to*) the specific Terms of Reference (TORs) for the assignment, covering the **exact tasks, deliverables, timeline, delivery & payment schedule**.
 - ii. The Procurement approaches/strategies will cover the following:-
 - a) Mini-Competition: Competitive quotations will be solicited through separate simplified RFP (on cases by case basis).
 - b) Selection method: Subject to the nature of assignment, any PPRA compliant selection like Quality (Q) based, Least Cost (C), QC based, Fixed budget method may be opted.
 - c) Any other appropriate procurement method under PPRA Rules & Regulations in accordance with the nature of the assignment
 - iii. Key evaluation criteria during second phase will be simplified since the firms & individual experts will already be vetted for overall quality. Key factors to be evaluated during secondary procurement will include (but not limited to) the following: -
 - a) Firms/ experts' clear and accurate understanding of the assignment's objectives, scope, and deliverables.
 - b) Quality of firms/ experts' proposed methodology, work plan, and timeline for completing the assignment.

- c) Ascertaining the **skills and innovation** for the specific assignment.
- d) Confirmation on Availability for performing and complete the tasks.
- o Negotiation and award: The highest-ranked firm or individual expert for the specific assignment will be selected to perform a particular task. The designated procurement evaluation committee will have the mandate to negotiate with the highest ranked firm/expert regarding methodology, work plan, and special conditions of the call off contract. Parameters for negotiations with the Firms and with the Individual experts shall be devised by the designated Procurement evaluation committee in accordance with the Public Procurement Rules and best Industry Practices. Call-off contract (*time based or Lump-sum, on case-by-case bases*) will be awarded to the highest ranked firm/expert.

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Section VIII

Open Framework Agreement For Training Firms & Individual Trainers

002/50/Proc-I

Between

National Disaster Risk Management Fund
[A company incorporated under Companies Act 2017]

And

Address,-----

--- Oct, 2025

Open Framework Agreement

This Framework Agreement No. **002/50/Proc-I**, is made on ---- **Oct, 2025**, for provision of on-demand Trainings to NDRMF, through subsequent Call-off contracts;

between

National Disaster Risk Management Fund (NDRMF), having its office located at 5th Floor, EOBI Building, Mauve Area Near NADRA Office, G 10/4, Islamabad (hereinafter called “the Fund, and/or Procuring Agency”) on the one part and ----- having its **residence/office**-----, (hereinafter called “the Consultant/Expert”) on the other part.

This Framework Agreement is subject to the provisions described in the Sections and Schedules listed below, and any amendments.

This Framework Agreement concludes an offer (technical) by the consultants/experts to provide the specified Services, as per Terms of References, to the Fund during the Term of the Framework Agreement i.e. **two (02) Years**, as and when the Fund wishes to acquire from them, through a **Call-off Contracts**

The following documents shall be deemed to form and be read and construed as part of this Framework Agreement and, where indicated, to any Call-off Contract awarded under this Framework Agreement.

Section A: Framework Agreement General Provisions

Section B: Framework Agreement Specific Provisions

Section C: Broad Terms of References

IN WITNESS whereof, the Parties to this Framework Agreement have caused this Framework Agreement to be executed in accordance with the laws of Islamic Republic of Pakistan on the day, month and year indicated above.

PARTIES

For and on behalf of ‘Fund/Procuring Agency’

For “Consultant”

Name:

Designation: Chief Executive Officer

CNIC:

Name:

Area of Expertise:

CNIC:

SECTION-A

Framework Agreement General Provisions (FAGP)

1. Definitions

- a) The following words and expressions shall have the meanings hereby assigned to them
- b) “Business Day” is any day that is an official working day of the Procuring Agency. It excludes the Procuring Agency’s official public holidays.
- c) “Call-off Contract” is a contract awarded under a Framework Agreement, through a Secondary Procurement process, for the provision of Services.
- d) “Commencement Date” is the date this Framework Agreement is signed by both parties, being the commencement of the Term.
- e) “Contract Price” is the price payable to the Consultants/Experts as specified in the Call-off Contract, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
- f) “Day” means calendar day.
- g) “Consultant” means eligible consultant who has concluded a Framework Agreement for provision of services to the Procuring Agency, from time to time, and as and when required, under a Call-off Contract.
- h) “In Writing” means communicated or recorded in written form. It includes, for example: mail, e-mail, fax or communication through an electronic procurement system (provided that the electronic system is accessible, secure, ensures integrity and confidentiality, and has sufficient audit trail features).
- i) “Procuring Agency’s Country” is the country specified in the FA Specific Provisions, if procurement is being made outside Pakistan.
- j) “Secondary Procurement” is the method used to select a consultant/expert and award a Call-off

Contract under this Framework Agreement.

- k) “Single-User Framework Agreement” means a Framework Agreement where there is only one Procuring Agency, as specified in the FA Specific Provisions.
- l) Services” means the work to be performed by the Consultant pursuant to the Contract.

2. Framework Agreement Documents

2.1 This Framework Agreement (FA) shall be read as a whole. Where a documents is incorporated by reference into this Framework Agreement, it shall be deemed to form, and be read and construed, as part of this Framework Agreement.

2.2 This Framework Agreement comprises the documents specified in the **FA Specific Provisions**.

3. Consultants’/Experts’ obligations

3.1 The Consultant/Expert shall offer to provide the Procuring Agency, the Services, broadly described in the Framework Agreement Section-C Terms of Reference. Besides, specific Terms of References (case to case basis) will be shared with the consultants during secondary stage. During the Term of the Framework Agreement, the Consultant/Expert shall continue to be eligible and qualified, as per the qualification and eligibility criteria stipulated in the Primary Procurement process and the provisions of sub-paragraphs 3a. to 3c. below The Consultant/Expert shall notify the Procuring Agency immediately, in writing, if it ceases to be qualified and/or ceases to be eligible.

3.2 The Consultant/Expert undertakes to provide the Services under a Call-off Contract. The Services provided shall be:

- a) of the standard, as specified in the specific Terms of References**
- b) at the Price specified in the respective Call-off Contract issued after secondary procurement and**
- c) at such times and to such locations as**

specified in the respective Call-off Contract.

4. Continued Qualification and Eligibility

- 4.1 The Consultant/Expert shall continue to have the nationality of an eligible country as specified in the **FA Specific Provisions**.
- 4.2 All Services to be provided under a Call-off Contract shall continue to have to be performed in eligible Countries as specified in the **FA Specific Provisions**.
- 4.3 To continue to be eligible the Consultant/Expert shall not have been sanctioned by pursuant to the Anti-Corruption Law, and in accordance with its prevailing sanctions policies and procedures as set forth by the Public Procurement Regulatory Framework as described in Section B, Framework Agreement General Provisions. Where the Consultant/Expert has been so sanctioned it will be ineligible for the duration of the period of time as determined by the Procuring Agency or Public Procurement Regulatory Authority.
- 4.4 The Procuring Agency may require, during the Term of the Framework Agreement, evidence of the consultant continued qualification and eligibility. Failure to provide such evidence, as requested, may result in the Consultant/Expert being disqualified from participating in a Secondary Procurement process, and/or being awarded a Call-off Contract, and/or the termination of the Framework Agreement.

5. Term

- 5.1 This Framework Agreement shall commence on the Commencement Date and, unless terminated earlier in accordance with the provisions of this Framework Agreement, or the general law, shall continue until the end of the Term specified in the **FA Specific Provisions**.
- 5.2 Where permitted in the **FA Specific Provisions**, the Term may be extended (subject to the condition that the total duration of the framework agreement shall not exceed three year), at the Procuring Agency's sole discretion, and where there has been satisfactory performance by the Consultant/Expert. To extend the Term, the Procuring Agency shall give the Consultant/Expert no less than three (3) months' notice, In Writing, prior to the date on which the Framework Agreement would otherwise

have expired.

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|--|---|
| 6. Representative | 6.1 The Consultant/expert and the representative(s) of the Procuring Agency shall be the primary point of contact in relation to matters arising from this Framework Agreement, are specified in the FA Specific Provisions . Should the representative be replaced, the procuring agency (replacing the representative) shall promptly inform the Consultant/Expert In Writing of the name and contact details of the new representative. |
| 7. Role of Procuring Agency | 7.1 The role of PA is to manage and administer the Framework Agreement(s). The Procuring Agency is responsible for all matters pertaining to the Framework Agreement including, for example, amendments, suspension and termination of the Framework Agreement. For matters relating to individual Call-off Contracts, all communications, including notices, must be made to the Procuring Agency named in the Call-off Contract. |
| 8. Contract Price & brief procedure for secondary procurement | <p>8.1 The Contract Price for each Call-off Contract, shall be determined as specified in the FA Specific Provisions.</p> <p>8.2 Brief procedure for secondary procurement as specified in the FA Specific Provisions.</p> |
| 9. Language | <p>9.1 This Framework Agreement, and any Call-off Contract, as well as all correspondence and documents relating to this Framework Agreement, and any Call-off Contract, exchanged by the Procuring Agency and Consultant/Expert, shall be written in the language specified in the FA Specific Provisions. Supporting documents and printed literature that are part of this Framework Agreement, and any Call-off Contract, may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of this Framework Agreement, and any Call-off Contract, this translation shall govern.</p> <p>9.2 The Consultant/Expert shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.</p> |
| 10. Notices | 10.1 Any notice given by one party to the other pursuant to this Framework Agreement shall be in Writing to the address specified in the FA Specific Provisions |

6.1. A notice shall be effective when delivered, or on the notice's effective date, whichever is later.

11. Fraud and Corruption

11.1 The Procuring Agency requires the Consultant/Expert to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the Primary or Secondary Procurement process or execution of a Call-off Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

12. Records, inspections and audit

12.1 The Consultant/Expert shall keep, and shall make all reasonable efforts to keep accurate and systematic accounts and records in respect of this Framework Agreement, the services, and any Call-off Contract, in such form and details as will clearly identify relevant time changes and costs.

13. Confidential Information

13.1 The Procuring Agency and the Consultant/Expert shall keep confidential and shall not, without the consent In Writing from the other, divulge to any third party any documents, data, or other information furnished directly or indirectly by either party in connection with the Framework Agreement.

13.2 The obligation of a party under **FAGP 14. 1.** Above, shall not apply to information that:

- a) now, or in future, enters the public domain through no fault of that party
- b) can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party
- c) otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.

14. Governing Law

14.1 This Framework Agreement, and any Call-off Contract, shall be governed by, and interpreted in

accordance with the applicable State Laws, unless otherwise specified in the **FA Specific Provisions**, or the Special Conditions of Contract as set out in any Call-off Contract.

15. Change to the Framework Agreement

15.1 Any change to this Framework Agreement, including an extension of the Term (subject to the condition that the total duration of the framework agreement shall not exceed **three year**), must be In Writing and signed by both Parties. A change can be made at any time after this Framework Agreement has been signed by both Parties, and before it expires.

16. Termination of the Framework Agreement

16.1 The Procuring Agency, without prejudice to any other remedy for breach of the Framework Agreement, may terminate this Framework Agreement immediately, by notice in writing to the Consultants/experts, if:

- a) in the judgement of the Procuring Agency, the Consultant/expert has engaged in Fraud and Corruption, or
- b) during the Term of the Framework Agreement, the consultant/expert ceases to be qualified or eligible as per FAGP 4. Or
- c) the consultant/expert purports to assign, or otherwise transfer or dispose of this Framework Agreement, in whole, or in part, without the prior written consent of the Procuring Agency, or
- d) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than fourteen (14) days.

16.2 The Procuring Agency may terminate this Framework Agreement, in whole or in part, by notice In Writing sent to the consultant/expert, at any time, for its convenience. The notice of termination shall specify that the termination is for the Procuring Agency's convenience, the extent to which the performance of the consultant/expert under the Framework Agreement is terminated, and the date upon which such termination becomes effective.

17. Consequence of expiry or termination

17.1 Upon expiry, or earlier termination of this Framework Agreement, all Call-off Contracts

entered into under this Framework Agreement shall continue in full force and effect unless otherwise terminated under the Call-off Contract General or Specific Conditions of Contract. However, no further Call off Contracts shall be awarded once the Framework Agreement is terminated.

18. Dispute resolution in relation to this Framework Agreement

18.1 In the case of a dispute arising out of, or in connection with this Framework Agreement, the Parties shall, in good faith, make every reasonable effort to communicate and cooperate with each other with a view to amicably resolving the dispute.

18.2 Where parties have exhausted the process described in **FAGP 18.1**, the parties may, by mutual agreement, nominate and refer the dispute to an adjudicator/mediator to assist in the resolution of the dispute. Parties will meet their own costs associated with such a referral, and split the costs of the adjudicator/mediator. In appointing the adjudicator/mediator parties should agree whether or not the adjudicator's/mediator's decision is to be final and binding.

19. Dispute resolution in relation to Call-off Contracts

19.1 The Procuring Agency and the consultant/expert for a Call-off Contract shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

19.2 If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Agency or the consultant/expert may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this provision shall be finally settled by arbitration. Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the **FA Specific Provisions**.

19.3 Notwithstanding any reference to arbitration herein,
a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
the Procuring Agency shall pay the consultant/expert any monies due the consultant/expert.

SECTION-B

Framework Agreement Specific Provisions

The following Framework Agreement Specific Provisions (FASP) shall supplement and/or amend the Framework Agreement General Provisions (FAGP). Whenever there is a conflict between the FAGP and FASP, the provisions of the FASP shall prevail.

Framework Agreement General Provision	Description
FAGP 1 (i) Procuring Agency' Country	The Procuring Agency's Country is: <i>Islamic Republic of Pakistan</i>
FAGP 1 (l)	This Framework Agreement relates to the acquire services from consultants/experts, under a separate Call-off Contracts. The Services are broadly described in the TORs/ Scope of Work, besides, specific requirements/TORs will be shared with the Firms/experts, during Secondary Procurement stage.
FAGP 2.2 Framework Agreement Documents	This Framework Agreement comprises the following documents: a. Notification of Intention to Conclude a Framework Agreements to be issued to pre-qualified Applicants b. Framework Agreement, including all Sections
FAGP 4. Eligibility	Eligible Countries: For the information of the Applicants, at the present time the individuals, acquiring Services from the following countries are excluded from this Prequalification process: 1. India 2. Israel Ministry of Interior, Government of Pakistan has notified List of Business Friendly Countries (BVL), information can be accessed through following link: http://www.dgip.gov.pk/Files/Visa%20Categories.aspx#L

FAGP 5.1 Term	The Term of this Framework Agreement is <i>two (02) years</i> from the Commencement Date.
FAGP 5.2 Term extension(s)	The term of this Framework Agreement is extendable to another one year upon satisfactory performance. However, the total duration of this framework agreement shall not exceed three (03) years.
FAGP 6.1 Representatives	<u>Procuring Agency's Representatives</u> The name and contact details of the Procuring Agency's Representative under this Framework Agreement, and the address for notices in relation to this Framework Agreement, are: Name: Title/position: Address: NDRMF's office 5th Floor EOBI Building, G-10/4, Islamabad Phone: 051-9108300 E-mail:
FAGP 6.1 Representatives	<u>Firm/Expert</u> The name and contact details of the Firm/Expert, for the purposes of this Framework Agreement, and the address for notices in relation to this Framework Agreement are: Name: Title/position: Address: . Phone: E-mail:-

FAGP 8.1 & 8.2 Contract Price & brief procedure for Secondary Procurement	• Pre-qualified Service Providers (<i>Firms & Individual Experts</i>) shall be engaged, by using multiple procurement approaches/strategies on a case-by-case basis (<i>that best fits the specific needs of each individual assignment</i>), and applicable under PPRA Rules & Regulations, when awarding "call-off" contracts under open framework agreements, as per details provided hereunder:- iv. When a specific task will be required, specific and simplified Request for Proposals (RFP) to the firms/ individual trainers from the pre-qualified roster shall be issued (<i>minimum response submission time shall be at least five days</i>). This request will include (<i>but not be limited to</i>) the specific Terms of Reference (TORs) for the assignment, covering the exact tasks, deliverables, timeline, delivery & payment schedule, and secondary procurement strategy (that will be defined by the NDRMF's designated procurement evaluation committee in accordance with the nature of the particular task/assignment). v. The Procurement approaches/strategies will cover the following:- d) Mini-Competition: Competitive quotations will be solicited through separate simplified RFP (on cases by case basis). e) Direct Selection: Based on balanced distribution of assignments (<i>for urgent cases and subject to approval of the competent authority</i>). f) Fixed Budget method: For prescribed tasks with a predetermined budget (depends on the nature of the assignment) g) Any other appropriate procurement method under PPRA Rules & Regulations in accordance with the nature of the assignment vi. Key evaluation criteria during second phase will be simplified since the firms & individual experts will already be vetted for overall quality. Key factors to be evaluated during secondary procurement will include (but not limited to) the following: - e) Firms/ experts' clear and accurate understanding of the assignment's objectives, scope, and deliverables. f) Quality of firms/ experts' proposed methodology, work plan, and timeline for completing the assignment.
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	g) Ascertaining the skills and innovation for the specific assignment. h) Confirmation on availability for performing and complete the tasks. o Negotiation and award: The highest-ranked firm or individual expert for the specific assignment will be selected to perform a particular task. The designated procurement evaluation committee will have the mandate to negotiate with the highest ranked firm/expert regarding methodology, work plan, and special conditions of the call off contract. Parameters for negotiations with the Firms and with the Individual experts shall be devised by the designated Procurement evaluation committee in accordance with the Public Procurement Rules and best Industry Practices. Call-off contract (<i>time based or Lump-sum, on case-by-case bases</i>) will be awarded to the highest ranked firm/expert.
FAGP 9.1 Language	The language of this Framework Agreement, and any Call-off Contract is English
FAGP 14.1	Government of Pakistan
FAGP 19 Dispute Resolution in relation to Call-off Contract.	The rules of procedure for arbitration proceedings shall be as follows: Dispute Resolution 1- If any dispute of any kind whatsoever shall arise between the Procuring Agency and the consultant/expert in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract– whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 7 (seven) days following a notice sent by one Party to the other Party in this regard. 2- At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties. 3- At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual

	consent of the both parties. The Arbitration shall take place in Islamabad and proceedings will be conducted in English language. 4- The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute. 5- Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after delivery of goods. Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Procuring Agency shall pay the consultant/expert any monies due to the consultant/expert.
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