

SUBJECT: HIRING OF CONSULTANCY FIRM FOR Organizational Behavior Training Course

Punjab Safe Cities Authority (PSCA), established under Punjab Safe Cities Act 2016, ensures establishment, development and maintenance of an Integrated Command, Control, and Communication system for Police in major cities of the province for public safety. The Safe City is a concept for returning security and quality of life to today's complex cities through the use of technology, infrastructure, personnel and processes.

2. PSCA intends to hire the services of Consultancy Firm to train the officials of PSCA on the subject/ course of "Organizational Behavior", on the basis of its qualification and experience in accordance with Rule 46-A (*Selection process of firm of consultants*) of the Punjab Procurement Rules, 2014.

3. Interested Consultancy Firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The detailed Terms of Reference are attached as **Annex-A**. The shortlisting criteria is attached as **Annexure-B**. The Financial Bid Performa is attached at **Annex-C**.

4. Technical & Financial Quotations along with all the supporting documents in sealed envelope must reach the office of Punjab Safe Cities Authority on or before 16-01-2023 till 1130 hours. Expression of Interests/Sealed Quotations (Technical proposal) will be opened on the same date at 1200 hours in the presence of bidders or their authorized representatives who may choose to attend with original CNIC.

5. Financial Quotations of Technically Qualified firms (only) shall be opened on the Pre-announced date and time afterwards.



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PUNJAB SAFE CITIES AUTHORITY

PSCA Headquarters, Qurban Lines Lahore, Pakistan.



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6. For obtaining any further information or clarifications, please feel free to contact during office hours 0900 to 1600 (Monday to Friday) at procurement@psc.gov.pk, Tel: (+92) (42) (99051605-7).

KASHIF MUSHTAQ WARRAICH,
Chief Law & Procurement Officer,
Punjab Safe Cities Authority,
Lahore.

CC:

1. The Managing Director/ Chief Operating Officer, PSCA Lahore

ANNEX-A

TERMS OF REFERENCE (TORs)

ORGANIZATIONAL BEHAVIOR TRAINING COURSE AT PSCA

1. INTRODUCTION

The Punjab Safe Cities Authority (PSCA), established under Punjab Safe Cities Act 2016, ensures establishment, development and maintenance of an Integrated Command, Control, and Communication system for Police in major cities of the province for public safety. The Safe City is a concept for returning security and quality of life to today's complex cities through the use of technology, infrastructure, personnel and processes.

The PSCA initiated a proposal for the Organizational Behavior Training Course that will be commenced for its managerial staff like Chiefs, Deputy Chiefs, Unit Heads and Team Leads accordingly. The training is to ensure that the management team of PSCA in a short time will gain knowledge about the basics relating to the Organizational Behavior, its technical aspects and some practical strategies which will in turn improve the productivity of the PSCA

2. OBJECTIVE OF THE ASSIGNMENT

The aim of the Organizational Behavior Training Course is to give exposure to the PSCA officials to the relevant information, prior to their manning the PPIC3 in order to enable them to be well equipped to take on their duties

3. SCOPE OF WORK:

The Training Consultancy Firm shall be required to provide the following consultancy services (the **Assignment**);

3.1. Proposed Training Contents

- Relationship between organizational behavior and the organization.
- Understand the evolution of management thought and how this relates to the current thinking on organizational behavior
- Appreciate models of organizational behavior.
- Identify and shape an excellent organization
- Conflict Management and Resolution
- Communication in Organizations

- Stress Management in Organizations

4. TIMELINE

The duration of the engagement of the Consultant for the Assignment shall be for two (02) days and six (06) hours per day.

5. NO. OF TRAINEES

The no. of participants who attend the said training may be 25-30

6. REPORTING ARRANGEMENTS

The consulting firm shall report to the Chief Information Security Officer, PSCA on behalf of Managing Director/ Chief Operating Officer, PSCA. The focal person for this assignment will be Training Coordinator.

7. GENERAL CONDITIONS

1. The assignment activities of the consulting firm will be supervised by the Chief Information Security Officer, PSCA.
2. All documentation, reports shall be submitted in the English Language.
3. All the data, documents and reports produced by the consulting firm for the said services shall be the property of PSCA. The consulting firm shall not share and use these data, document and reports for any other purpose / job without the explicit written approval of Chief Operating Officer, PSCA.
4. In case the consulting firm fails to fulfill the contractual obligations and violate the contract agreement, the contract agreement shall be terminated and consulting firm shall not be entitled to make any pending claims.

ANNEXURE-B-I

EVALUATION CRITERIA

Following Quality & Cost based criteria shall be followed to evaluate the most suitable firm for the assignment:

For Bid Evaluation, the total score is calculated by weighting the technical and financial scores and adding them as per the formula given below. The Consultant Firm that achieves the highest combined technical and financial scores, may be invited for negotiations in accordance with PPRA rules.

The weights given to the Technical (T) and Financial (F) Proposals are:

T = 70% and

F = 30%

Proposals shall be ranked according to their combined technical and financial scores using the weights given to the Technical Proposal and Financial Proposal as above according to following;

$$CS = Ts \times T\% + Fs \times F\%$$

Ts = Technical Score Fs = Financial Score T = Technical %age F = Financial %age

CS = Combined Technical Score

$$T + F = 1$$

| Sr. No | ELIGIBILITY CRITERIA (Mandatory Requirements) |
|--------|---|
| 1. | Existence as a Legal Entity (Registration under companies Law or Registrar of Firms)- Supporting Evidence |
| 2. | An Operational History of at least 03 Years - Supporting Evidence |
| 3. | Undertaking for Non-involvement in any litigation or black listed by any public/Pvt./national or international agency |
| 4. | Registration with Tax Authorities <ul style="list-style-type: none"> NTN STRN/PST/GST |

ANNEXURE-B-II

| EVALUATION CRITERIA (Merit Point System) | | | | |
|---|--|-------------------|---------------------------|--|
| Sr. No | Criteria | Max. Marks | Min. Passing Marks | Description |
| 1. | Experience of related Assignments/ Engagements with Federal / Provincial Government / Semi Government / Autonomous Bodies or Section 42 Companies (Proof of Experience (Assignments/ Engagements) must be attached) | 20 | 10 | 05 Marks will be awarded for each Complied Experience on pro-rata Basis. The maximum marks shall not exceed 20 Marks for this criteria. |
| 2. | Experience of related assignments for Private Sector Clients (Proof of Experience (Assignments/ Engagements) must be attached) | 10 | 3.334 | 3.334 Marks will be awarded for each Complied Experience on pro-rata Basis. The maximum marks shall not exceed 10 Marks for this criteria. |
| 3. | Trainer's Profile | 20 | 20 | <ul style="list-style-type: none"> Must be Public/Private sector organization official. Minimum 8-10 years of relevant training experience and having specified knowledge and strong grip over the topic of Organizational Behaviour with a special focus on Law Enforcement Agencies. Experience of delivering training programmes for similar organizations/projects will be given preference |



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| | | | | |
|--|--|--|--|---|
| | | | | <ul style="list-style-type: none">▪ Good Information Technology Skills▪ Proficient in use of MS Office Applications▪ English (spoken & written) |
|--|--|--|--|---|

| | | | |
|--|--------------------|-----------|---|
| | Total Score | 50 | 33.334 |
| | | | Minimum Passing Score required in order to Technically Qualify for the Assignment |

Financial Proposals of only Technically Qualified Firm will be evaluated.

ANNEXURE-C

FINANCIAL BID PERFORMA

| Sr. No. | Description of Services | Amount in PKR <i>Inclusive of all Taxes</i> |
|---------|-------------------------|--|
| 1. | Training Services | |

Financial Evaluation

For Financial Evaluation,

The lowest evaluated Financial Proposal (LFP) is given the maximum financial score (Fs) of 100.

The formula for determining the financial scores (Fs) of all other Proposals is calculated as following:

$$Fs = 100 \times LFP/PUC$$

LFP = Lowest Financial Proposal Fs = Financial Score PUC = Proposal Under Consideration