

## **EXPRESSION OF INTEREST**

### **HIRING OF CONSULTING FIRM FOR SHORT TERM TRAINING ASSIGNMENT**

Punjab Safe Cities Authority (PSCA) invites applications from experienced consultancy firms for the following area on short-term consultancy basis:

<b>Sr.#</b>	<b>Description</b>	<b>Firm Selection Criteria</b>
01	Consulting and Training Services for ISO Standards	<ul style="list-style-type: none"> <li>- Firm must have overall experience of 5 years or higher in ISO consulting services</li> <li>- Firm must have experience of ISO standard Training and Consulting in Government or/and Private Sector</li> <li>- Preference will be given to experience with Government Sector organizations</li> </ul>

Interested Firms may submit their application along with the combined Technical and Financial Proposals latest by **October 06, 2025 till 1200 HRS** through email, courier or by hand. Only shortlisted firms will be contacted for further evaluation. The said Firm will be selected under **least cost selection** method in accordance with the provisions of Punjab Procurement Rules 2014 for short term consultancy. The detailed ToRs are attached as Annexure.

For submission of applications or obtaining any information, please feel free to contact at [procurement@pscagov.pk](mailto:procurement@pscagov.pk), Contact: (+92) (42) (99051605-7) Website: [www.pscagov.pk](http://www.pscagov.pk)

Mention the Name of the Consultancy in subject line/on outer Envelope.

**CHIEF PROCUREMENT OFFICER,  
 PUNJAB SAFE CITIES AUTHORITY,  
 PPIC3 Center, Qurban Police Lines,  
 Lahore**

**Annex-A**

**TERMS OF REFERENCE  
“SHORT TERM TRAINING ASSIGNMENT (ISO Certification)”**

**1. BACKGROUND**

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 (PPIC3) 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. In order to realize the vision of developing safe cities in the province, PPIC3 Centre has been developed for Punjab Police in the city of Lahore and other centers are being established in other larger cities of the province.

**2. OBJECTIVE/PURPOSE OF THE ASSIGNMENT**

The PSCA is an ISO 27001 certified organization and diligently working on adopting new standards and best practices to raise team competence.

The selected Firm will provide training services for the following core elements of best practices and standards adopted at PSCA:

- Training on awareness of key staff members on latest best practices and standards as per selection by Head of IT Functions
- Training on Documentation related to latest best practices and standards as per selection by Head of IT Functions
- Training in preparation for external audits as per selection by Head of IT Functions
- Supporting in external audits

The consulting firm will be working with IT Infrastructure team, Application team, and especially the AI team of PSCA.

### **3. SCOPE OF SERVICE**

- Training on Best Practices and ISO Standards for AI and Application teams
- Training on Assessment tools to review existing policies and processes against latest ISO standards for IT companies
- Training on Documentation related to best practices and standards adopted by AI Team, Application Team, and Teams responsible for IT Infrastructure
- Training on Internal Auditing practices based on ISO standards
- Support consulting services in reviewing and finalizing gap analysis report
- Support consulting services in documentation of risk assessment updates
- Support consulting services in finalizing New Policies and updates in existing documents
- Support consulting services in finalizing internal auditing reports
- Support consulting services during external audits

### **4. PROFILE OF CONSULTING FIRM**

#### **FIRM SELECTION CRITERIA:**

- Firm must have overall experience of 5 years or higher in ISO consulting services.
- Firm must have experience of ISO standard Training and Consulting in Government or/and Private Sector.
- Preference will be given to experience with Government Sector organizations.

### **5. EXPECTED DELIVERABLES**

- Trainings on:
  - Awareness on Adopted International Standards (Selected by AI and Application teams)
  - Training on Risk Management and System Documentation
- Gap Analysis Report
- Updated and new Policies based on Gap Analysis Results
- Updated Risk Management based on Gap Analysis Results

## **6. TIME PERIOD**

The Firm will be engaged for a period of **3 months** or as decided by Competent Authority.

## **7. PAYMENT TO THE CONSULTANT**

The proposed payment schedule is as follows:

<b>SN</b>	<b>DELIVERABLES</b>	<b>PERCENTAGE</b>
1.	<ul style="list-style-type: none"> <li>• Awareness Training</li> <li>• Gap Analysis Report</li> <li>• Updated Policies and Procedures</li> <li>• Updated Statement of Applicability (SOA)</li> </ul>	50%
2.	<ul style="list-style-type: none"> <li>• Updated Risk Management document</li> <li>• Internal Audit Report and Corrective Action Plan</li> <li>• External Audit Clearance</li> </ul>	50%

## **8. FINANCIAL BID FORM**

<b>Sr.#</b>	<b>Description</b>	<b>Duration</b>	<b>Price in PKR</b> (Inclusive of all applicable Taxes)	
			<b>Estimated Price</b>	<b>Quoted Price</b>
1.	Training Consultancy Services	03 Months	<b>01 Million</b>	

Total Quoted Price PKR (Inclusive of all applicable Taxes) in words:

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## **9. SUBMISSION METHOD**

Interested firms are expected to submit the following:

- Proposal Document covering both Technical and Financial requirements
- Proof of experiences for provision of training services to Government or/and Private Sectors