GOVERNMENT OF PAKISTAN

NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION

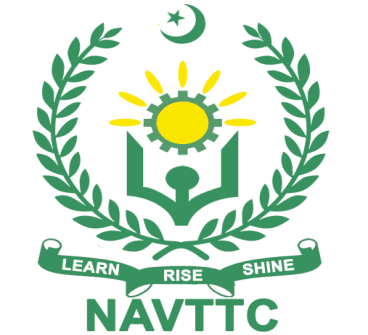
NAVTTC Headquarters, Plot 38, Kirthar Road, Sector H-9/4, Islamabad

051-9044300, 051-9206638, <http://navttc.gov.pk>

**Government of Pakistan**

**National Vocational and Technical Training Commission**

**Ministry of Federal Education and Professional Training**



**INTERNATIONAL ACCREDITATION OF**

**PAKISTANI TVET INSTITUTES**

Last date & time for submission of

Pre-Qualification documents upto: **28-04-2022 at 1400 hours (PST)**

Date & time for opening of

Pre-Qualification Applications: **28.04.2022 at 14:30 hours (PST)**

Venue: NAVTTC, HQ Office Plot 38, Kirthar Road, Sector H-9

Islamabad-Pakistan

GOVERNMENT OF PAKISTAN

NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION

Ministry of Federal Education and Professional Training

NAVTTC Headquarters, Plot 38, Kirthar Road, Sector H-9/4, Islamabad

051-9044300, 051-9206638, <http://navttc.gov.pk>

**Prime Minister’s Special Package to Implement**

**“Skills for All” Strategy for TVET Sector Development in Pakistan**

**under Kamyab Jawan Initiative**

**INVITATION FOR PRE-QUALIFICATION OF INTERNATIONAL ACCREDITATIONBODIES**

**­**

National Vocational & Technical Training Commission (NAVTTC), Ministry of Federal Education & Professional Training, Government of Pakistan, invites Expression of Interest (EOI) for pre-qualification from technically qualified and financially sound public/private accreditation awarding bodies of international repute to implement the component-2 “International Accreditation of selected Pakistani TVET Institutes” under NAVTTC’s “Prime Minister’s Special Package to Implement Skills for All Strategy for TVET Sector Development in Pakistan” under Kamyab Jawan Initiative.

2. The interested international accreditation awarding bodies are requested to submit their complete organizational profile, encompassing their respective criteria for accreditation, and accreditation experience of TVET Institutes, etc., within 30 days of publication of the advertisement.

3. The Pre-Qualification documents are available on official websites of NAVTTC website: <http://navttc.gov.pk>, and PPRA website [http://ppra.org.pk](http://ppra.org.pk…), and can be obtained from the office of NAVTTC, free of cost.

4. The cover of the envelope should contain the name of Organization/entity and heading International Accreditation of Bodies. The documents should be duly signed and stamped. The queries may be addressed to email address: dgnavttc21@gmail.com,Dr. Khalid Mahmood, Director General (AC&IC), NAVTTC, Islamabad Phone No. +92-51-9206324 .

5. The documents in a sealed envelope should reach the office of Director General (AC&IC), NAVTTC Headquarters, Plot No.38, Kirthar Road, Sector H-9/4, Islamabad. Pakistan, by 28-04-2022, at 1400 hours (PST). They will be opened on the same day at 1430 hours (PST).

**Sajid Baloch**

**Executive Director,**

**National Vocational & Technical Training Commission**

**Pakistan.**

GOVERNMENT OF PAKISTAN

NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION

Ministry of Federal Education and Professional Training

NAVTTC Headquarters, Plot 38, Kirthar Road, Sector H-9/4, Islamabad

051-9044300, 051-9206638, <http://navttc.gov.pk>

**Prime Minister’s Special Package to Implement**

**“Skills for All” Strategy for TVET Sector Development in Pakistan**

**under Kamyab Jawan Initiative**

**INVITATION FOR PRE-QUALIFICATION OF INTERNATIONAL ACCREDITATION BODIES**

**­**

1. National Vocational and Technical Training Commission (NAVTTC), under Ministry of Federal Education and Professional Training, is the apex body for technical education and vocational training (TVET) in the country. It is mandated to promote, facilitate, regulate, strategize, revamp, approve curricula, train and provide policy direction for country’s entire Technical & Vocational Education and Training (TVET) and skill development system in the country.
2. NAVTTC has made major contribution to national human resource development, and has generated large number of employment for the skilled youth in national and overseas markets resulting in benefitting individuals as well as the national economy. Some key achievements of NAVTTC are; 379,350 youth trained as certified skilled professionals; 170,000 trained in last year, with 71% employed, in 720 institutes; 36,000 trained in High-Tech, Artificial Intelligence & IT; Developed National Skills Information System (NSIS) and established NEXT Skilled Youth & Job Portal with Databank of 280,000 Skilled Youth available in real time; National Vocational Qualifications Framework (NVQF) developed ; 92 Qualifications developed; Matric-Tech Programme launched to mainstream TVET in Formal Education; 18,627 personnel mainstreamed through RPL (Recognition of Prior Learning); 50 Smart Labs and 500 Class Rooms set up under the Chinese CPEC Equipment arrangements; International Accreditation etc.
3. National Vocational & Technical Training Commission (NAVTTC) invites Expression of Interest (EOI) for pre-qualification from technically qualified and financially sound public/private accreditation awarding bodies of international repute to implement the component “International Accreditation of Selected Pakistani TVET Institutes” under NAVTTC’s “***Prime Minister’s Special Package to Implement Skills for All Strategy for TVET Sector Development in Pakistan” under Kamyab Jawan Initiative***. National Vocational and Technical Training Commission (NAVTTC) aims to have international accreditation for selected institutes throughout Pakistan. International accreditation as an instrument would create public trust as well as national and international credibility, in the quality of technical and vocational education of the country,especially for overseas employment. The purpose is to bring the selected national TVET technical institutes at par with the international standards and job market.
4. The interested international accreditation awarding bodies are requested to submit their complete organizational profile, encompassing their respective criteria for accreditation, and previous accreditation experience of TVET Institutes, etc. to the office of Director General, AC&IC, NAVTTC.
5. Following terms and conditions are to be adhered:
6. Applicant,international accreditation awarding body is required to submit the hard copy of the Pre-Qualification documents EOI to the NAVTTC HQ’s at the address given below within 30 days of publication of the advertisement.
7. The applicant must clearly mention name of awarding body, complete address, and countries of its presence, and area of specialty in accreditation.
8. The accreditation awarding body must be recognized/chartered by the government of the country, in which its Head Office is based, or any other country.
9. The applicant should provide organizational profile, encompassing their criteria for accreditation.
10. The accreditation awarding body must be internationally reputed in awarding accreditation for TVET technical training institutions and provide previous accreditation experience of TVET Institutes
11. The accreditation awarding body must have experience of at least 3 years.
12. The applicant bodies will be assessed on the following criteria:
    1. Reputation (competence / reliability, general organizational capability)
    2. Relevance (specialized knowledge, professional background and experience in conducting international accreditation, accredited institutes in continent/ world)
    3. General Qualification (experience in conducting international accreditation, professional background in the field of international accreditation, implementing personnel, experts and facilitators)
    4. Geographical Experience, (knowledge of the region, and qualification/experience of their key experts specific to the region)
13. The applicant international awarding bodies will be assessed against the Qualification Criteria & Requirements, attached as Annex-III of Pre-Qualification documents for the given TORs/Scope of Work.
14. The Pre-Qualification documents are available on official websites of NAVTTC website: <http://navttc.gov.pk>, and PPRA website [http://ppra.org.pk](http://ppra.org.pk…), and can be obtained from the office of NAVTTC, free of cost.
15. The cover of the envelope should contain the name of Organization/entity and heading International Accreditation of Bodies. The documents should be duly signed and stamped. The queries may be addressed to email address: dgnavttc21@gmail.com , Dr. Khalid Mahmood, Director General (AC&IC), NAVTTC, Islamabad Phone No. +92-51-9206324 .
16. The documents in a sealed envelope should reach the office of Director General (AC&IC), NAVTTC Headquarters, Plot No.38, Kirthar Road, Sector H-9/4, Islamabad. Pakistan, by 28-04- 2022, at 1400 hours (PST). They will be opened on the same day at 1430 hours (PST).
17. **TERMS & CONDITIONS FOR SUBMISSION OF EOI**
18. Each page of the Pre-Qualification EOI must be signed and stamped. Incomplete papers will not be accepted.
19. Pre-qualificationprocess pursuant to PPRA Rules 2004 of Pakistan shall be followed for receiving and processing applications.
20. Pre-Qualification EOI validity period is 120 days, which may be extended for further a period by NAVTTC management in writing.
21. The applicantaccreditation awarding bodyshall be registered with relevant Tax Authorities.
22. Any lapse in fulfilling requirements or any other stipulated condition(s) in the Pre-QualificationEOI may render the application liable to rejection.
23. The accreditation awarding body must be recognized/chartered by the government of the country, in which its Head Office is based, or any other country.
24. The applications shall be evaluated by the Pre-Qualification EOI Committee, whose recommendations will be treated as final.
25. The applicants must give full address of their office, with Telephone/Fax Numbers and contact people’s cell numbers etc.
26. NAVTTC will not be responsible for any costs or expenses incurred by applicantsin connection with the preparation or submission ofapplication.
27. The applicantswill have to submit an undertaking that they have not been blacklisted in the past by public/private authorities of any country(s) where services were provided by them.
28. The QualificationCriteria and Requirement for selection of international accreditation awarding body is given as Annex-III. All the relevant information and the related documents must be provided.
29. At least 60% marks in the Pre-Qualification Evaluation Criteria (Annex-III) are to be attained for successful prequalification.
30. The successfulapplicant shall be responsible to fulfill all the conditions mentioned in Pre-Qualification EOI document.
31. Only successful pre-qualified accreditation awarding bodies will be issued RFPs for submission of Technical & Financial Proposals.
32. Applicants

Name & Designation.

1. Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAVTTC reserves the right to reject any application, in its sole discretion, without assigning a reason, application at any time prior to the acceptance. Some of the reasons may be; unimpressive application, accreditation has limited employment/placement prospects or lacking complete requisite documents etc. The information should also include full particulars of international accreditation awarding body on theenvelope i.e. name of international accreditation awarding body with complete address by mentioning the country, city along with postal codes. The process shall be governed under the applicable laws of Pakistan especially NAVTTC Act and Rules/SOPs.

|  |
| --- |
| **Dr. Khalid Mehmood**  Director General(AC&IC),  NAVTTC Headquarters Office  National Vocational and Technical Training Commission.  Plot-38, Kirthar Road, Sector H-9,  Islamabad.  Pakistan.  Phone Number: +92-51-9206324  Email: dgnavttc21@gmail.com  Website:http://navttc.gov.pk/ |

**Annex I**

**Instructions to Applicants**

**Background**

National Vocational and Technical Training Commission (NAVTTC), under Ministry of Federal Education and Professional Training, is the apex body for technical education and vocational training (TVET) in the country. It is mandated to promote, facilitate, regulate, strategize, revamp, approve curricula, train and provide policy direction for country’s entire Technical & Vocational Education and Training (TVET) and skill development system in the country.

NAVTTC has made major contribution to national human resource development, and has generated large number of employment for the skilled youth in national and overseas markets resulting in benefitting individuals as well as the national economy. Some key achievements of NAVTTC are; 379,350 youth trained as certified skilled professionals; 170,000 trained in last year, with 71% employed, in 720 institutes; 36,000 trained in High-Tech, Artificial Intelligence & IT; Developed National Skills Information System (NSIS) and established NEXT Skilled Youth & Job Portal with Databank of 280,000 Skilled Youth available in real time; National Vocational Qualifications Framework (NVQF) developed ; 92 Qualifications developed; Matric-Tech Programme launched to mainstream TVET in Formal Education; 18,627 personnel mainstreamed through RPL (Recognition of Prior Learning); 50 Smart Labs and 500 Class rooms set up under the Chinese CPEC Equipment arrangements; International Accreditation etc.

**2. Scope of Application**

National Vocational & Technical Training Commission (NAVTTC), Ministry of Federal Education & Professional Training, Government of Pakistan, invites Expression of Interest (EOI) for prequalificationfrom technically qualified and financially sound public/private accreditation awarding bodies of international repute to implement the component “International Accreditation of selected Pakistani TVET Institutes” under NAVTTC’s “Prime Minister’s Special Package to Implement Skills for All Strategy for TVET Sector Development in Pakistan” under Kamyab Jawan Initiative. The application should state general organizational capability, specialized knowledge, professional background and experience in conducting international accreditation institutes, implementing personnel, experts and facilitators, knowledge of the region and qualification/experience of their key experts specific to the region.

**3. Source of Funds**

The component of International accreditation of Pakistani TVET Institutes will be funded byNational Vocational & Technical Training Commission (NAVTTC), through its “Prime Minister’s Special Package to Implement Skills for All Strategy for TVET Sector Development in Pakistan” under Kamyab Jawan Initiative.

**4. Fraud and Corruption**

NAVTTC requires applicants’to observe the highest standard of ethics during the prequalification process. Any communications between the applicant and the NAVTTC 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.

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 NAVTTC 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 NAVTTC.

NAVTTC will reject an application, if it is established that the applicant was engaged in corrupt and fraudulent practices in competing for prequalification process. NAVTTC may also declare the applicant as blacklisted, if proven, in accordance with Public Procurement Rule 19 and predefined standard mechanism.

**5. Eligible Applicants**

An applicant may be a state-owned enterprise,private entity, institution, organization, 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 NAVTTC 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 NAVTTC 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 this Pre-Qualification Data Sheet (PDS), there is no limit on the number of members in a JV.

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.

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 applications submitted in violation of this provision will be rejected.

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 NAVTTC 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 NAVTTC (or a recipient of a part of the funds) who:

1. are directly or indirectly involved in the preparation of the Prequalification Documents and/or the prequalification evaluation process of such Contract; or
2. 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 processduring the execution of the Framework Agreement and/or Call-off Contract.

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.

An applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of NAVTTC.

**6. Eligibility (in terms of Nationality)**

Applicants may be ineligible if they are nationals of countries that are not recognized by the Government of Pakistan.

**7. Sections of Pre-Qualification Documents :**

The Pre-Qualification Documents comprise of the following:

1. Instruction to the Applicants (Annex-I)
2. Pre-Qualification Data Sheet (PDS) (Annex-II)
3. Qualification Criteria & Requirements (Annex-III)
4. Terms of Reference(TORs) for Hiring of International Accreditation AwardingBodies (Annex-IV)
5. Pre-Qualification Submission Letter (Annex-V)

**7.1 Contents of Pre-Qualification Documents**

Applicationmust offer services for complete requirement. Application offering only part of the requirement will be rejected. The applicant is expected to examine all corresponding instructions, forms, terms and specifications contained in the Pre-Qualification Documents. Failure to comply with these documents will be at the applicant’s risk and may affect the evaluation of the application.Unless obtained directly from NAVTTC or downloaded directly from the website link referred in the Invitation for Prequalification, NAVTTC accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification,the minutes of the pre-application meeting, or Addenda to the Prequalification documents In case of any discrepancies, documents issued directly by the NAVTTC or downloaded from the website link shall prevail. 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.

**8. Clarification on Pre-Qualification Documents**

A prospective applicant requiring any clarification of the Pre-Qualification Documents may notify NAVTTC in writing at the organization’s mailing or email addresses indicated in the Pre-Qualification Data Sheet (PDS). NAVTTC will respond in writing to any request for clarification of the Pre-Qualification Documents provided that such request is received no later than three (03) days prior to the deadline for submission of the applications. NAVTTC shall forward a copy of its response to all prospective applicants who have obtained the Prequalification Documents directly from NAVTTC (or through its website link), including a description of the inquiry but without identifying its source. will be posted on NAVTTC’s website in the relevant dossier and will also be sent to all prospective applicants that have received the Pre-Qualification Documents and confirmed in writing their interest to submit an application. If so indicated in the PDS, NAVTTC shall also promptly publish its response at the web page identified in the PDS. Should NAVTTC deem it necessary to amend the Prequalification Documents as a result of a clarification it should do so.

**9. Amendments of Pre-Qualification Documents**

At any time prior to the deadline for submission of application, NAVTTC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the Pre-Qualification Documents, by Addendum.

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 NAVTTC. NAVTTC shall promptly publish the Addendum at the NAVTTC’s web-site: <http://navttc.gov.pk>, 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.

To give applicants reasonable time to take an Addendum into account in preparing their applications, NAVTTC may at its discretion, extend the deadline for the submission of applications Provided that NAVTTC may extend the deadline for submission of applications, if such an addendum is issued within last three (03) days of the application submission deadline.

**10. Cost of Application**

The applicantshall bear all costs associated with the preparation and submission of the application, NAVTTC will in no case be responsible or liable for costs involved in preparation and submission of application, regardless of the conduct or outcome of the prequalification process.

**11. Language of Application**

The applicationprepared by the applicant and all correspondence and documents relating to the applicationexchanged by the applicant and NAVTTC shall be written in the English language. Any printed literature furnished by the applicant may be written in another language as long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the application, the English translation shall govern.

**12. Documents Comprising Application**

The application shall comprise the following:

(a) Pre-Qualification SubmissionLetter, (Annex-V)

(b) Eligibility:documentary evidence establishing the applicant’s eligibility, in accordance with clause (5)

(c) Qualifications:documentary evidence establishing the applicant’s qualifications, as per the Qualification Criteria & Requirements (Annex-III)

(d) Any other document required in PDS (Annex-II)

**13. Application Submission Letter**

The applicant shall complete Pre-Qualification Submission Letter as provided as Annex-V. This Letter must be completed without any alteration to its format.

**14. Documents Establishing the Eligibility of the Applicant**

To establish its eligibility, the applicant shall complete the eligibility declarations by attaching incorporation certificate with the Pre-Qualification Submission Letter.

**15. Documents Establishing the Qualifications of the Applicant**

To establish its qualifications to perform the contract(s) in accordance with Annex-III (Qualification Criteria and Requirements), the applicant shall provide the information requested in PDS (Annex-II) and Pre-Qualification Submission Letter (Annex-V)

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:

1. 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).
2. value of single contract - Exchange rate prevailing on the date of the contract.

Exchange rates shall be taken from the publicly available sources identified in the PDS. Any error in determining the exchange rates in the application may be corrected by NAVTTC.

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 NAVTTC’s satisfaction:

* + 1. 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;
    2. 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

**16. Pre-Qualification Documents comprising the Application:**

The Pre-Qualification Documents should comprise of following:

1. Applicant/ international accreditation awarding body, is required to submit the hard copy of the Pre-Qualification documents EOI to the NAVTTC HQ’s at the address given below within 30 days of publication of the advertisement.
2. The applicant must clearly mention name of awarding body, complete address, and countries of its presence, and area of specialty in accreditation.
3. The accreditation awarding body must be recognized/chartered by the government of the country, in which its Head Office is based, or any other country.
4. The applicant should provide organizational profile, encompassing their criteria for accreditation.
5. The accreditation awarding body must be internationally reputed in awarding accreditation for TVET technical training institutions and provide previous accreditation experience of TVET Institutes
6. The accreditation awarding body must have experience of at least 3 years.

The applicant bodies will be assessed on the following criteria:

* 1. Reputation (competence / reliability, general organizational capability)
  2. Relevance (specialized knowledge, professional background and experience in conducting international accreditation, accredited institutes in continent/ world)
  3. General Qualification (experience in conducting international accreditation, professional background in the field of international accreditation, implementing personnel, experts and facilitators)
  4. Geographical Experience, (knowledge of the region, and qualification/experience of their key experts specific to the region)

Terms & Conditions for submission of Pre-Qualification EOI are as following:

1. Each page of the Pre-Qualification EOI must be signed and stamped. Incomplete papers will not be accepted.
2. Pre-qualification process pursuant to PPRA Rules 2004 of Pakistan shall be followed for receiving and processing applications.
3. Pre-Qualification EOI validity period is 120 days, which may be extended for further a period by NAVTTC management in writing.
4. The applicant accreditation awarding body shall be registered with relevant Tax Authorities.
5. Any lapse in fulfilling requirements or any other stipulated condition(s) in the Pre-Qualification EOI may render the application liable to rejection.
6. The accreditation awarding body must be recognized/chartered by the government of the country, in which its Head Office is based, or any other country.
7. The applications shall be evaluated by the Pre-Qualification EOI Committee, whose recommendations will be treated as final.
8. The applicants must give full address of their office, with Telephone/Fax Numbers and contact people’s cell numbers etc.
9. NAVTTC will not be responsible for any costs or expenses incurred by applicantsin connection with the preparation or submission of application.
10. The applicants will have to submit an undertaking that they have not been blacklisted in the past by public/private authorities of any country(s) where services were provided by them.
11. The Qualification Criteria and Requirement for selection of international accreditation awarding body is given as Annex-III. All the relevant information and the related documents must be provided.
12. At least 60% marks in the Pre-Qualification Evaluation Criteria (Annex-III) are to be attained for successful prequalification.
13. The successful applicant shall be responsible to fulfill all the conditions mentioned in Pre-Qualification EOI document.
14. Only successful pre-qualified accreditation awarding bodies will be issued RFPs for submission of Technical & Financial Proposals.
15. Applicants

Name & Designation.

1. Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**16. Signing of the Application and Number of Copies**

The applicants shall prepare two copies of the application, clearly marking each “Original Application” and “Copy of Application” as appropriate. In the event of any discrepancy between them, the original shall govern.

The two copies of the applicationshall be typed or written in indelible ink and shall be signed by the applicants or a person or persons duly authorizedto 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.

The applicant shall submit copies of the signed original application, in the number specified in the PDS (2), and clearly mark them “COPY”. In the event of any discrepancy between the original and the copies, the original shall prevail.

When the applications are submitted electronically, the applicant shall submit ORIGINAL and COPIES in accordance with the procedures specified in the PDS.

An application shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the applicants, in which case such corrections shall be initialed by the person or persons signing the application.

**17. Sealing and Identification of Applications**

The applicant shall seal the application in an envelope, as detailed below.

The sealed envelope shall be addressed to :

**Dr. Khalid Mahmood,**

**Director General (AC&IC) /**

**NAVTTC Representative at Islamabad Pakistan**

**and,**

**marked with**

**– “2021/Pre-Qualification/NAVTTC/F.NO.1(126)2019/IC, “Services for “International Accreditation of TVET institutions in Pakistan”.**

**Do not open until 28-4-2022, 14.30 hours (PST).**

**and,**

**Date of Submission and the Name of the applicant.**

NAVTTC will accept no responsibility for not processing any envelope that was not identified as required above.

**18. Deadline for Submission of Application**

Applicants may either submit their applications by mail, by courier or by hand. Applications shall be received by NAVTTC at the address specified under clause 17 “Sealing and Marking of Application” 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, through the email address specified in the PDSin accordance with electronic Application submission procedures.

NAVTTC may, at its own discretion extend this deadline for the submission of application by amending the Pre-Qualification Documents in accordance with clause 8 “Amendments of Pre-Qualification Documents”, in which case all rights and obligations of NAVTTC and applicants previously subject to the deadline will thereafter be subject to the deadline if extended. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement).

**19. Late Applications**

Any application received by NAVTTC after the deadline for submission of application, pursuant to clause “Deadline for Submission of Application”, may be rejected.

**20. Opening of Application**

NAVTTC shall open all applications at the date, time and place specified in the PDSin the presence of a Committee formed by the Executive Director NAVTTC.Late Applications may be treated as rejected. Applications submitted electronically vide email, shall be opened in the same manner. NAVTTC 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.

**21. Period of Validity of Application**

Application shall remain valid for 120 days after the date of application submission prescribed by NAVTTC pursuant to the deadline clause. Anapplication valid for a shorter period may be rejected by NAVTTC on the grounds that it is non-responsive.

In exceptional circumstances, NAVTTC may solicit the applicantsconsent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Any applicants granting the request will not be required nor permitted to modify its application.

**22. Modification and withdrawal of Application**

The applicant may withdraw its application after the application submission, provided that written notice of the withdrawal is received by NAVTTC prior to the deadline prescribed for submission of application.

The applicant’s withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause 18“Deadline for Submission of Application”. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No application may be modified subsequent to the deadline for submission of application. No application may be withdrawn in the interval between the deadline for submission of application and the expiration of the period of application validity specified by the applicant on the Pre-Qualification Submission Letter.

**23. Confidentiality**

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 result is made to all applicants.

From the deadline for submission of applications to the time of notification of the results of the prequalification, any applicant that wishes to contact NAVTTC on any matter related to the prequalification process may only do so in writing.

**24. Clarification of Application**

To assist in the examination, evaluation and comparison of application, NAVTTC may at its discretion, ask the applicant for clarification of its application. The request for clarification and the response shall be in writing, and no change in substance of theapplicationshall be sought, offered or permitted.

If an applicant does not provide clarifications and/or documents requested by the date and time set in NAVTTC’s request for clarification, its application may be evaluated based on the information and documents available at the time of evaluation of the application.

**25. Responsiveness of Applications**

NAVTTC 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 and the applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the application.

**26. Marginof Preference**

Unless otherwise specified in the PDS**,** a margin of preference may not apply in the Bidding processresulting from this Prequalification.

**27 Sub-contractors**

Subcontractors’ qualification and experience may 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.

**28. Evaluation of the Application**

NAVTTC 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 may be used. NAVTTC 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.

Subcontractors proposed by the applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

In case of multiple contracts, applicants should indicate in their applications the individual contract or combination of contracts in which they are interested. NAVTTC 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 Annex-III.   
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.

**29. NAVTTC’s Right to Accept or Reject Applications**

NAVTTC 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 applicant.

**30. Prequalification of Applicants**

All applicants whose applications substantially meet or exceed the specified qualification requirements will be prequalified by NAVTTC. 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 NAVTTC.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 NAVTTC before or at the time of submitting bids.

**31. Notification of Prequalification**

NAVTTC 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.

NAVTTC shall communicate to those applicants (suppliers or contractors) who have not been pre-qualified the reasons for not pre-qualifying them.

**32. Request for Bids**

After the notification of the results of the prequalification, NAVTTC will invite the Bids from all the applicants that have been prequalified.

**33. Changes in Qualifications of Applicants**

Any change in the structure or formation of an applicant after being prequalified 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 NAVTTC prior to the deadline for submission of Bids. Such approval shall be denied if:

1. a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members;
2. 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--
3. in the opinion of NAVTTC, the change may result in a substantial reduction in competition.

Any such change should be submitted to NAVTTC before the date of “Invitation to Bids”.

**34. Constitution of Grievance Redressal**

NAVTTC shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaints. 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.

Any applicant/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.

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.

In case, the complaint is filed against the technical evaluation report, the GRC may suspend the procurement proceedings.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.

The GRC shall investigate and decide upon the complaint within ten days of its receipt.

Any bidder not satisfied with the decision of the GRC may file appeal before the Appellate Committee of the Authority of NAVTTC. The NAVTTC authority 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.

They 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. The appellate committee after examination of the relevant record and hearing the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the appeal.

The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee.

**35. Mechanism of Blacklisting**

NAVTTC 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:

1. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules;
2. Fails to perform his contractual obligations; and
3. Fails to abide by the bid securing declaration;

The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which NAVTTC proposes to debar the bidder or contractor from participating in any public procurement of NAVTTC; and (c) the statement, if needed, about the intention of NAVTTC to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies.

NAVTTC shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice

In case, the bidder or contractor fails to submit written reply within the requisite time NAVTTC may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and NAVTTC shall decide the matter on the basis of available record and personal hearing, if availed.

In case the bidder or contractor submits written reply of the show cause notice, NAVTTC may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing.

NAVTTC shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of NAVTTC 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.

**Annex-II**

|  |  |  |
| --- | --- | --- |
| Prequalification Data Sheet (PDS) | | |
| A. General | | |
| 1. | The identification number of the Invitation for Prequalification is:  [*insert number*]***(to be filled by NAVTTC)***  The Procuring Agency is: **National Vocational & Technical Training Commission (NAVTTC)**  The list of contracts is:  **(insert number)*(to be filled by NAVTTC)***International Accreditation of Pakistani TVET Institutes | |
| 2. | The name of the Procuring Agency is: **National Vocational & Technical Training Commission (NAVTTC)**  The name of the Project is:  Prime Minister's Special Package to implement “Skills for All” Strategy as Catalyst for TVET Sector Development in Pakistan.  *Activity:* International Accreditation Of Pakistani TVET Institutes | |
| 3 | There is no limit to Maximum number of members in the JV | |
| B. Contents of the Prequalification Document | | |
| 4 | **For clarification purposes,** the Procuring Agency’s address is:  *same as in 1 above*  Attention: **Dr. Khalid Mehmood Director General (AC&IC), NAVTTC HQ’s Islamabad, Pakistan.**  Address: ***DG office, NAVTTC Headquarters, Plot 38, Kirthar Road, Sector H-9/4, Islamabad.***  [***http://navttc.gov.pk***](http://navttc.gov.pk)  City: ***Islamabad***  ZIP Code: ***44000***  Country: *Pakistan*  Telephone: *051-9206324*  Electronic mail address: *dgnavttc21@gmail.com* | |
| 5 | Web page: *http://navttc.gov.pk* | |
| 6 | Pre-Application Meeting will be held: *[Yes/No]*  YES (NAVTTC will intimate if it is planned) | |
| C. Preparation of Applications | | |
| 7 | This Prequalification document has been issued in the *“English”* language*.* | |
|  | The Applicant shall submit with its Application, the following additional documents:  1) Pre-Qualification Submission Letter  2) Incorporation Certificate  3) Copies of Annual Audited Accounts for last two years  5)Detailed Experience (years of experience, country(s) of experience and specific field of experience]  6) Methodology or proposed Plan for conducting Accreditation of Pakistani TVET Institutions  7) List of countries where accreditation of the applicant is acceptable  8) Organizational Profile  9)Undertaking of not being blacklisted on company letterhead | |
| 8 | In addition to the original, the number of copies to be submitted with the Application is: 1 | |
| D. Submission of Applications | | |
| 9 | | **The deadline for application submission is:**  Date: 30-04-2022  Time: 14:00 PM PST  For **application submission purposes only,** NAVTTC’s below given address is to be used:  Attention: Director General (AC&IC), NAVTTC,*Dr. Khalid Mahmood*  Address: NAVTTC Headquarters, Plot No 38, Kirthar Road, Sector H-9/4.  City: *Islamabad*  ZIP Code: *44000*  Country: *Pakistan*  Telephone: *051-9206324*  Electronic mail address: *dgnavttc21@gmail.com*  Applicants *have* the option of submitting their Applications electronically on the given email address. |
| 10 | | The opening of the applications shall be at 14:30 PM 28 ­-04-2022 |
| E. Procedures for Evaluation of Applications | | |
| 11 | 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**: GRC  **Title/position**: *Director General (SS&C)*  **Procuring Agency:** National Vocational & Technical Training Commission (NAVTTC)  **Email address***:shafiq.khokhar65@gmail.com* | |

**Annex-III**

**QUALIFICATION CRITERIA & REQUIREMENTS**

The applicant bodies will be assessed on the following qualification criteria:

1. Reputation (competence / reliability, general organizational capability)
2. Relevance (specialized knowledge, professional background and experience in conducting international accreditation, accredited institutes in continent/ world)
3. General Qualification (experience in conducting international accreditation, professional background in the field of international accreditation, implementing personnel, experts and facilitators)
4. Geographical Experience, (knowledge of the region, and qualification/experience of their key experts specific to the region)
5. The applicant will be required to submit the hard copy of the EOI for pre-qualification to the NAVTTC HQ’s within 30 days of publication of the advertisement.
6. The applicant must clearly mention name of awarding body, complete address, and countries of its presence, and area of specialty in accreditation.
7. The Pre-Qualification EOI will be assessed against the Terms of Reference (TORs) available at website http://navttc.gov.pk
8. The accreditation awarding body must be recognized/chartered by the government of the country in which its Head Office is based or any other country.
9. The applicant should provide organizational profile, encompassing their criteria for accreditation.
10. The accreditation awarding body must be internationally reputed in awarding accreditation for TVET technical training institutions.
11. The accreditation awarding body must have experience of at least 3 years.

### 

### Specific Experience Requirements

The applicant should furnish documentary evidence of its experience as international accreditation awarding body.

The applicant is required to provide the following:

(a) Incorporation certificate

(b) Detailed experience (number of years, country(s) of experience, field of experience etc.)

(c) Copies of Annual Audited Accounts of last two years

(d) Methodology or proposed plan for conducting accreditation of Pakistani TVET Institutes

(e) Organizational Profile

(f) Undertaking regarding blacklisting to be furnished on company letterhead

(g) List of countries where accreditation certificate of applicant is accepted

d) Clearance certificate from the relevant regulatory authority of country (s) of experience

**PRE-QUALIFICATION EVALUATION CRITERIA**

|  |  |  |
| --- | --- | --- |
| Summary of Technical Proposal Evaluation Forms | | Score Weight |
| 1 | Expertise and Reputation of Firm/ Organization submitting proposal/application | 40% |
| 2 | Proposed Methodology, Workplan and Approach | 40% |
| 3 | Personnel  & Financial health | 20% |
|  |  | 100 |

Evaluation forms for technical proposals follow on the next two pages.

The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process.

The Technical Proposal Evaluation Forms are:

Form 1: Reputation &Expertise of accreditation awarding body submitting application

Form 2: Proposed Methodology, Work Plan and Approach

Form 3: HR Capacity &Financial Health of the Firm

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Technical Proposal Evaluation (Form 1) | | Points Obtainable | International Accreditation agencies / bodies / representatives / Other Entity | | | | | Suggested Marks |
| 40 | A | B | C | D | E |  |
|  | | | | | | | |  |
| 1 | Reputation of Organization/body   * World Wide region wide acceptance of certification * Type of Legal Entity(incorporation certificate | **10**  (07)  (03) |  | | | | |  |
| 2 | Expertise:   * Specialized Knowledge in TVET Accreditation   YES NO (0)  If Yes please state programs/levels   * 5 Program/level * 6-10Program/level * 11-15 Program/level * More than 15 Program/level * Experience in conducting International Accreditation * Less than 3 Years * 3 Years * More than 3 Years * No of accredited institutes world wide * 1 country * 2 countries * 3 or more countries | **30**  10  (03)  (05)  (07)  (10)  (10)  (0)  (05)  (10)  10  (03)  (05)  (10) |  | | | | |  |
| **Total** | | |  | | | | | 40 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Technical Proposal Evaluation  Form 2 | | Points Obtainable | International Accreditation agencies / bodies / representatives / Other Entity | | | | | Suggested Marks |
| 40 | A | B | C | D | E |  |
| **Proposed Methodology, Work Plan and Approach**  Presentation/Plan; includes solution, work plan, and any other information | | | | | | | |  |
| 1 | To what degree does the applicant understand the task and applied in the proposal? | 10 |  | | | | |  |
| 2 | Is the function of accreditation adequately weighted relative to other services provided by the applicant | 10 |  | | | | |
| 3 | Is the conceptual framework adopted appropriate for the task? | 10 |  | | | | |
| 4 | Are the scope and workplan well defined and correspond to the TOR? | 10 |  | | | | |
| **Total** | | |  | | | | | 40 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Technical Proposal Evaluation**  **Form 3** | | Points Obtainable  **20** | International Accreditation agencies body | | | Suggested Marks |
| HR Capacity | | |  |  |  |  |
|  | |  | A | B | C |  |
| 1 | No of Accreditation Experts   * Less than 3 * 3 or 4 * More than 5 | 05  (01)  (03)  (05) |  |  |  |  |
| 2 | Qualification of Accreditation Experts & Knowledge of English Language | 05 |  |  |  |  |
| 3 | Experience of Accreditation Experts   * Less than 3 years * 3 Years   More than 3 Years | 05  (00)  (03)  (05) |  |  |  |  |
| Financial Health | | | | | | |
| 4 | Total volume of Business:   * $10M-$15M * Over $15M   Audit report for last 2 years | 03  (02)  (03)  (02) |  |  |  |  |
|  | Total |  | | | | 20 |

GOVERNMENT OF PAKISTAN

NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION

NAVTTC Headquarters, Plot No. 38, Kirthar Road, Sector H-9/4, Islamabad

051-9044300, 051-9206638, <http://navttc.gov.pk>

**Annex IV**

**Terms of Reference (TOR) for Hiring of International Accreditation Awarding Bodies**

1. **Technical elements of the TOR**

National Vocational & Technical Training Commission (NAVTTC), Government of Pakistan is looking for an internationally recognized, reputable, accreditation awarding body in the vocational & technical education sector, preferably registered by an International Accreditation Council to provide international accreditation for selected training institutes and qualifications in order to gain industry acceptance within Pakistan and internationally with a focus on Middle Eastern countries for greater employability of Pakistani Skilled Workers. The services must augment rather than replace the existing Technical & Vocational Education and Training (TVET) reform programme.

The following components will be included in the scope of the work:

1. **Review of Selected NAVTTC Training and Programmes**
   1. Benchmark selected NAVTTC institutes and qualifications against international standards.
2. **Accreditation of Selected Training Institutions against International Standards**
   1. Capacity building of selected institutes for accreditation on international standards that is training of institutes staff and assistance for documentation prior to the review process.
   2. Centre assessment leading to review process against international accreditation standards by suitably qualified and experienced experts.
   3. Provision of successfully accredited institutes with an accreditation certificate, and for weaker institutes a provisional accreditation certificate and an action plan and a mutually decided further review date for a full accreditation.
3. **Capacity Building** 
   1. Training of key institute personnel responsible for managing the internally benchmarked quality assurance process within training centers.
   2. Training for managers/ Head of institutes (HOIs)/ Institute personnel in centers and training agencies to ensure effective implementation of the action plan.
4. **Project timescales**

The proposal should include a project plan broken down by the key deliverables and their supporting tasks. Key considerations:

1. Time is of the essence.
2. The accreditation process should be clearly phased.
3. Project phases should be prioritized while taking into account that the review process should be completed within few months of the commencement of activity.

**3. Project Outputs and benefits:**

1. Improved learner outcomes in terms of employment
2. Improved foreign direct investment due to improved availability of Skills
3. Improved remittances due to higher value jobs for people from Pakistan in overseas.

**Annex V**

**PRE-QUALIFICATION SUBMISSION LETTER**

We, the undersigned, apply to be prequalified for the referenced Invitation for Prequalification (IFP) and declare that:

1. **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 (Annex-I) *: [insert the number and issuing date of each addendum].*
2. **No conflict of interest**: We have no conflict of interest in accordance with Clause 5;
3. **Eligibility**: We (and our subcontractors) meet the eligibility requirements as stated Clause 5, we have not been suspended by the Procuring Agency based on execution of a Bid/Proposal Securing Declaration in accordance with ITA 4.9;
4. **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*];
5. **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 Clause 29. Only suppliers or contractors who have been pre-qualified shall be entitled to participate further in the procurement proceedings
6. **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]*

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*