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| **TECHNICAL BID DOCUMENTS** |

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| **ANNEXURE 3: APPLICATION FORM****[ON THE LETTERHEAD OF THE BIDDER]** |
| To, The Institute of Chartered Accountants of Pakistan The Chartered Accountants Avenue, Clifton, Karachi - 75600**Re: Content development and execution of the Certificate Course on External Shariah Audit and Governance**[DATE]Dear Sir,We, the undersigned, offer to render our services for the content development and execution of the Certificate Course on External Shariah Audit and Governance in accordance with your Request for Proposal dated [Insert Date] and our Bid submitted herewith. We are hereby submitting our Bid, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelopes.We hereby declare that all the information and statements made in this Bid are true and accept that any misrepresentation contained herein may lead to our disqualification.It is hereby confirmed that our bid is valid for 90 days from the date of bid submission deadline.We understand you are not bound to accept any Proposal you receive. [*Signature*]In the capacity of [*Position*]Authorized to sign this Application Form of *[Name of Bidder]* |

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| **ANNEXURE 4: BASIC INFORMATION FORM****[ON THE LETTERHEAD OF THE BIDDER]** |
| **PROSPECTIVE BIDDER INFORMATION:**Name:Type: (Corporation, Partnership, Sole proprietorship etc.) Company/Entity incorporation/registration no: Date of establishment:Address of principal / registered office: Telephone number:Fax number:E-mail address:Primary areas of business: |

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| **ANNEXURE 5: BIDDER’S EXPERIENCE FORM****[ON THE LETTERHEAD OF THE BIDDER]** |
| The Prospective Bidder is required to provide sufficient detail pertaining to its prior experience in the format given below.

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| --- | --- |
| **Assignment name:** |  |
| **Duration of assignment (months):** |  |
| **Name of the procuring agency** |  |
| **Address of the procuring agency:** |  |
| **Narrative description of Project:** |

*Note: Please use as many copies of the above format as required to cover the details pertaining to prior work experience.*  |

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| **ANNEXURE 6: TEAM COMPOSITION AND TASK ASSIGNMENTS** |
| **Proposed Professional Staff for the Assignment:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Name of Staff** | **Area of Expertise** | **Position assigned / to be assigned** | **Tasks to be assigned under the Assignment** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
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| **ANNEXURE 7: CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF****Key professional staff qualifications and competence for the Assignment:*** The Bidders are required to provide comprehensive job descriptions for the proposed professional staff on the format given underneath.
* Proposed staff having experience of local culture and environment is desirable.

**Curriculum Vitae (CV), strengths and expertise of key staff members** |
| 1. **Name of Bidder [Insert name of Bidder proposing the staff]:**
 |
| 1. **Name of Staff [Insert full name]:**
 |
| 1. **Date of Birth: Nationality:**
 |
| 1. **Education [Indicate complete details of college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of degree completion]:**
 |
| 1. **Membership of Professional Associations:**
 |
| 1. **Training Received:**
 |
| 1. **Countries of Work Experience: [List countries where staff has worked in the last 3 years]:**
 |
| 1. **Employment Record [Starting with present position, list in reverse order every employment held by staff member (see format here below), dates of employment, name of employing organization, positions held.]**

**From [Year]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To [Year]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Positions held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
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| 1. **List of all tasks assigned to this proposed staff member under the Assignment for which the Bid is being submitted**
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*Note: Please use as many copies of the above CV format as required to cover all the proposed staff members. It is reiterated that the CVs of the proposed staff must be submitted on the above format.*

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| **FINANCIAL BID DOCUMENTS** |
| **ANNEXURE 8: BID PRICE*****(To be included in the Financial Envelope)*****[ON THE LETTERHEAD OF THE BIDDER]****Scenario 1 (when classes are conducted in-person):**

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| Bidder’s AddressM/s ………………………………… | **Name of Assignment:** Content Development and execution of the Certificate Course on External Shariah Audit and Governance**Date of RFP issue:** December 4, 2022**Bid Submission Deadline:** December 19, 2022, 2:00 PM |
| **No.** | **Activity Description**  | **Expected Cost in PKR** |
| 1. | Development of learning materials, Slide Deck and teaching aids with appropriate examples, exercises, quizzes, case studies.  |  |
| 2. | Development of reliable and valid assessments processes, milestones and completion requirements including question Data Bank (min of 300 Multiple Choice Questions (MCQs)). |  |
| 3. | Faculty remuneration for the implementation of the Course. |  |

Note: Bidders are required to provide the break-up of Bid Price on the format given above. **Scenario 2 (when classes are conducted online):**

|  |  |
| --- | --- |
| Bidder’s AddressM/s ………………………………… | **Name of Assignment:** Content Development and execution of the Certificate Course on External Shariah Audit and Governance**Date of RFP issue:** December 4, 2022**Bid Submission Deadline:** December 19, 2022, 2:00 PM |
| **No.** | **Activity Description**  | **Expected Cost in PKR** |
| 1. | Development of learning materials, Slide Deck and teaching aids with appropriate examples, exercises, quizzes, case studies.  |  |
| 2. | Development of reliable and valid assessments processes, milestones and completion requirements including question Data Bank (min of 300 Multiple Choice Questions (MCQs)). |  |
| 3. | Faculty remuneration for the implementation of the Course. |  |

Note: Bidders are required to provide the break-up of Bid Price on the format given above. |