

Expression of Interest



Hiring of Firm/Testing Agency for Facilitating in Testing Services (Computer Based Examination) for Pakistan Medical Commission (PMC)

PMC has expressed an interest in Hiring the Services of Firm/Testing Agency Registered in Pakistan for Facilitating in Computer Based Examination Services at National and International Locations.

PMC provides Computer-based testing services for the applicants of examinations held by PMC throughout Pakistan and internationally. Typical applicants taking these competitive exams are aspiring to obtain admission to a Medical or Dental colleges for the purpose of MDCAT (Medical and Dental College Admission Test), foreign students seeking to transfer to a medical or dental college in Pakistan and required to take the National Equivalence Board Examinations (NEB), the medical and dental graduates who take National Licensing Exam (NLE), licensed doctors and dentists who are required to take a License Revalidation Exam

Interested Firms/Testing Agencies may obtain Terms of Reference (TORs) document from the Procurement Section of PMC Secretariat Office, Mauve Area G-10/4, Islamabad during working hours from Monday – Friday by giving an application on the letter head of Company / Firm or Download form **PPRA** website www.ppra.org.pk Free of Cost.

Firms/Testing Agency registered in Pakistan should have valid Income and Sales Tax Numbers and placed at Active Taxpayers List (ATL) of FBR. **Single Stage Two Envelope & Quality and Cost Method (QCBS)** method will be followed. Complete profiles of the Firms must reach to the office of undersigned at the time at date mentioned below, with clear marking on Envelope Name of EOI Notice.

EOI Documents Submission Date	Date : 27 th April 2022 till Time: 11:00 am
EOI Opening Date & Time	Date : 27 th April 2022 till Time: 11:30 am

Instructions:

- Incomplete, Late, or Conditional/Optional Bids will not be considered.
- PMC reserves the right to accept or reject any/All tenders without any prior notification.
- Separate RFP will be issued to prequalified Firms only as per criteria given on TORs for National & International Assignments as per discretion of PMC.

Procurement Department, Contact : 051 9190000 Ext - 705
Pakistan Medical Commission Mauve Area, G-10/4, Islamabad, Pakistan.
www.pmc.gov.pk

Terms of Reference (ToRs)
For
Hiring of Firms/Testing Agency for Facilitation on Computer Based Examination including Provision
(For National & International Locations)

1. Introduction

PMC has expressed an interest in hiring the services of a services Firm/Testing agency for the **“Facilitation on Computer Based Examination”**

PMC provides computer-based testing services for the applicants of examinations held by PMC throughout Pakistan and internationally. Typical applicants taking these competitive exams are aspiring to obtain admission to a medical or dental college who take Medical and Dental College Admission Test (MDCAT), foreign students seeking to transfer to a medical or dental college in Pakistan and required to take the National Equivalence Board Examinations (NEB), the medical and dental graduates who take National Licensing Exam (NLE), licensed doctors and dentists who are required to take a License Revalidation Exam.

2. Objectives and Scope

The objectives of Hiring of Firms are as follows:

- a) Setting up of custom designed and self-controlled testing centers at a minimum of **Eight (8)** centers across Pakistan including **Islamabad, Karachi, Hyderabad, Lahore, Multan, Faisalabad, Peshawar, Quetta** or more as determined by PMC with a minimum capacity of 300-500 to students per center for series of examination throughout the year.
- b) Capacity to conduct test at multiple locations **worldwide** – including Chicago, Doha, Dubai, London, Riyadh, Toronto.
- c) Ability to conduct and manage computer/tablet-based Exams throughout the year with a minimum daily capacity of 10,000 students
- d) Verification of the applicant’s credentials using online interfaces provided by PMC and other third parties involved
- e) Issuance of verification code for testing center

3. Eligibility Criteria

“Eligibility & Responsiveness” requirements are as follows:-

1. That it is a firm/company incorporated with the SECP/Societies Registration Act in Pakistan.
2. Bidder(s) shall provide National Tax No. and Sales Tax No. The bidder should be on Active Taxpayers List (ATL) of both Income Tax and General Sales Tax of FBR.
3. The Vendor must provide physical presence in Pakistan.

4. Provide Profile of Higher Management/Technical Expertise of Firm/Management and total number of Human Resource available to conduct Test nationally and internationally.
5. Affidavit on judicial paper of never being blacklisted by any Public/Autonomous/Private Organization.
6. To provide an undertaking and declaration that it is a firm/company with no direct or indirect relation with any medical or dental college/hospital/institute in Pakistan registered with PMC. Direct or indirect relationship includes common shareholders, directors or common management controls as part of a group of businesses.
7. To provide undertaking that the bidder has the ability and capacity to provide services and hold an exam at any national or international center as selected by PMC.
8. Bids shall remain valid for the period of 120 days
9. Performance security @ **5% of Total Contract cost** for the Successful Firms.

4. Evaluation Criteria

The parameters for evaluating the EOI responses are given against each requisite as under, whereas minimum of **70% marks** shall be required for qualification of a Firm for issuance of Request of Proposal Document for inviting Technical & Financial Proposals. RFP for National & International will be issued separately as per discretion of PMC:

- a) Complete historical profile of the organization/firm/VJ with the information i.e. incorporation certificate, experience, corporate profile indicating years of operations, core competencies, management structure & systems etc. Information related to the provincial/regional/field offices, permanent/intermittent staff, panel of experts etc. shall be a pre-requisite. **[Max. Score = 20]**
- b) Documentary Evidence of successfully implementing and conducting computer based competitive examinations National and internationally. Details of completed projects of similar nature, size and scale at International, & National Level with requisite information i.e. project description, cost of the project, client, duration, number of field staff hired/mobilized & managed, type& scale of field mobilization if any. **[Max. Score = 40]**
- c) Geographical experience/presence/Owned/Rented Locations of the firm at International & National level, on similar assignments. **[Max. Score = 15]**
- d) Demonstrated Capacity/HR of conducting Computer Based Examination Public/Private Sector Projects. **[Max. Score = 15]**
- e) Financial Soundness. For the said information, requirements & prescribed format have been given in the Instructions whose compliance is necessary. **[Max. Score = 10]**

An Firm / Testing Agency to cover entire project update, will be selected through **“Quality & Cost Based Selection (QCBS) Method”**.

Note:

- Firm registered in Pakistan are only eligible to apply for both National and International Assignment.
- After Prequalification of Firms through EOI, RFP of National and International Assignment will be issued separately, based on Eligibility and Scoring criteria given in TORs.

- Experience of National and International Assignments are scored separately i.e. in case if a Firm having no or Less Experience in International Assignments and qualify on national level that he may consider for issuance of National RFP based on Criteria Given.

3. Scope of Work

a) Exam Center Management

- a. Bidder will be responsible for setting up exclusively self-controlled minimum 8 to 10 cities approved by PMC with minimum capacity of 300 to 500 students at one time and holding of minimum of two exams per day and each exam center being as per specifications provided by the PMC.
- b. The exam center must be equipped with cooling and heating system depending upon the season and should provide comfortable & secure environment for the applicants.
- c. The exam center should also have provision of a proper server room for IT Setup with Proper Air-conditioning (24/7).
- d. The exam center must be equipped with proper electricity back up and generators.
- e. Equipped with comfortable chair and the table for every applicant – the seating arrangement must be reasonable for the applicant.
- f. Biometric verification or facial recognition solution of candidates is required at the time of registration and examination will be the responsibility of bidder.
- g. Scanning against Covid-19 symptoms and/or other contagious diseases will be the responsibility of bidder.
- h. PMC will provide setup a mechanism to reschedule applicants with denied entry in the center.
- i. Bidder will have to ensure that requisite security is provided within and outside the testing center.
- j. Invigilation ratio in the center should at least be 1:30 at all points of time with 1 chief invigilator.

4. Timelines

Initially the contract period is of 1 Years, which will be extended based on Performance

5. Method of Selection

A Firm/Testing agency will be selected through “Quality & Cost Based Selection (QCBS) Method” giving weightage of 80% to Quality & 20% to Cost.

6. Annexure

Annexure-A

Required Documents:

Kindly provide all details required in below table also provide page number where the evidence of the documents are available.

Sr	Description	Attached (Yes/No)	Page Number
1	Detailed Profile of Firms		
2	Details of Offices available Nationally and Internationally		
3	Registration Certificates i.e. SECP /Societies Registration Act etc.		
4	FBR Registration Documents		
5	Experience Details of similar nature projects of Last 3 Years (National and International) as per provided Annexures		
6	Service Offered & Capabilities related to registration, conduct Result Examination		
7	Types of Operational Examination (State Bespoke, Hybrid, Package)		
8	Maximum Number of centers in Pakistan where simultaneously an exam was managed		
9	Maximum number of computers/tablets used in exam across all centers		
10	Maximum number of self-owned servers used in the conduct and management of an examination		
11	Profiles of Technical Experts/Top Management		
12	Financial Soundness Audited Statements of last 2 Years		

13	Total Number of Employees National & International		
14	Affidavit on judicial paper of never being blacklisted by any Public/Autonomous/Private Organization.		
15	Undertaking and declaration that it is a firm/company with no direct or indirect relation with any medical or dental college/hospital/institute in Pakistan registered with PMC.		

Project Details

Annexure-B

Details of the Similar Nature Projects During last 3 Years

Project # 1		
Sr #	Description	Details
1	Project Title	
2	Client Details	
3	Date of Commencement (MM/YYYY)	
4	Date of Completion (MM/YYYY)	
5	Project Status (Completed/Not Completed/Cancelled)	
6	Value of the Project (PKR)	
7	Details of the Project	

Project # 2		
Sr #	Description	Details
1	Project Title	
2	Client Details	
3	Date of Commencement (MM/YYYY)	
4	Date of Completion (MM/YYYY)	
5	Project Status (Completed/Not Completed/Cancelled)	
6	Value of the Project (PKR)	
7	Details of the Project	

Project # 3		
Sr #	Description	Details
1	Project Title	
2	Client Details	
3	Date of Commencement (MM/YYYY)	
4	Date of Completion (MM/YYYY)	
5	Project Status (Completed/Not Completed/Cancelled)	
6	Value of the Project (PKR)	
7	Details of the Project	
