

Request for Proposal (RFP)

for

**Universal Examination/Assessment of Grade 5 Students
in
Khyber Pakhtunkhwa**

2015-16



Last Date for Submission: 21/12/2015 at 12:00 hours

**Directorate of Curriculum and Teachers Education
(DCTE), College Road, Mandian, Abbottabad.**

Email: dcte-kpk@hotmail.com

0992-382634

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Request for Proposal (RFP) for Universal Examination of Grade 5 Students in Khyber Pakhtunkhwa

Data Sheet

1	Bid Inviting Authority, Designation and Address	Director, Directorate of Curriculum and Teachers Education (DCTE), College Road Mandian, Abbottabad.
2	a. Name of the Work b. Tender Reference c. Place of execution	Universal Examination of Grade 5 Students in all Government Primary Schools of Khyber Pakhtunkhwa Advertisement In High and Higher Secondary Schools (both male and female)/ or schools as deem fit throughout the province of Khyber Pakhtunkhwa. List shall be provided to the successful bidder by the District Education Officer (Male/Female) of district concerned
3	Earnest Money (EM)	2% of the Bid Price as CDR
4	Pre Bid meeting with interested Firms	08/12/2015 at 10.00 AM at DCTE,KPK, Abbottabad
5	Due Date, Time and Place of submission of Bid Documents.	Bid Documents shall be submitted till 21/12/2015 up to 1200 hours to Directorate of Curriculum and Teachers Education (DCTE), College Road Mandian, Abbottabad.
6	Date , Time and Place of opening of Technical Proposal	21/12/2015 at 1400 PM in the Office of Director, Directorate of Curriculum and Teachers Education (DCTE), College Road Mandian, Abbottabad.
7	Date, Time and Place of opening of the Financial Proposals.	Shall be intimated subsequently to Technically Qualified firms
8	Validity of Bid	90 Days From the Date of Opening of Technical Proposal
9	Contact Person	Mr. Mohammad Farooq, Deputy Director (Training), Directorate of Curriculum and Teacher Education at dcte-kpk@hotmail.com Cell: 0333-5710357, Office:0992-384278
10	Evaluation of Financial Proposals	Within a Week after the opening Technical Proposal
11	Award of contract	Within a Week after the Evaluation of Financial Proposal agreement will be signed between both the parties i.e. DCTE and Successful Bidder
12	Performance Guarantee/ Security	The successful bidder, within 03 working days of signing of this contract, shall provide to the Purchaser a Performance Guarantee / Security equivalent to 10% of the total Contract amount in the form of Bank Guarantee.
13	Payment schedule	Payment schedule will be made as per government rules

Request for Proposals

The Elementary and Secondary Education Department is requesting proposals from experienced and qualified Firms to design and implement Universal Examination of Grade 5 students in Khyber Pakhtunkhwa Province for the academic year 2015-16 in the month of March, 2016.

Proposals are being requested for Universal Examination/Assessment of Grade 5 students in six (6) subjects; English, Mathematics, Urdu , Science, Social Studies and Islamiyat from the organizations who have experienced in conducting examinations/ assessments. Bid documents are available on E&SE Department website (www.kpese.gov.pk) and Government of Khyber Pakhtunkhwa website (www.khyberpakhtunkhwa.gov.pk).

Note:-

1. Last date for submission of proposals is 21-12-2015 upto 1200 hours at Directorate of Curriculum and Teachers Education (DCTE), College Road, Mandian, Abbottabad.

Director,
Curriculum and Teachers Education (DCTE),
College Road, Mandian, Abbottabad.
Email: dcte-kpk@hotmail.com
0992-382634

Section-I

1. Introduction

The Government of Khyber Pakhtunkhwa manages over 28,000 schools with more than 4 million students enrolled in all grades from *Katchi to 12*. This includes around 23000 primary schools with estimated enrollment of 0.325 million of grade 5.

The Government of Khyber Pakhtunkhwa is introducing a number of reforms in the education sector. One of these reforms is the introduction of universal primary examination at grade 5 in the province.

The Government of Khyber Pakhtunkhwa is seeking proposals for Universal Examination/Assessment Grade 5 students in six (6) subjects; English, Mathematics, Urdu, Science, Social Studies and Islamiyat from the organizations who have experienced in conducting examinations/ assessments.

2. Scope of Work and Output

The Firm will be responsible for achieving the outputs and outcomes described in the table below:

	Results expected
Impact	To promote quality and equity in education by providing fair and valid information about students learning level that can be used to improve students' knowledge, skills and learning, and to support education and professional development in the Province of Khyber Pakhtunkhwa" Increased numbers of children enrolled in primary schools in Khyber Pakhtunkhwa achieve learning outcomes appropriate to their grade
Outcomes	Approximately 0.325 million grade 5 students in Government Primary Schools in Khyber Pakhtunkhwa will be assessed in 6 subjects; English, Urdu, Mathematics, Science, Social Studies and Islamiyat
Outputs	<ol style="list-style-type: none">1. An assessment plan is developed and implemented for grade 5 assessment.2. A plan is prepared and implemented to monitor and evaluate the outcomes assessment of grade 5 students.3. Approximately 0.325 million grade 5 students of Government Primary Schools of Khyber Pakhtunkhwa in 25 districts assessed on 6 subjects of grade 5.

- A. The complete detail of students appearing for grade 5 Universal Examination/Assessment, and list examination centers will be provided by the District Education Officer (Male/Female) of district concerned.
- B. The Firm will design and implement a programme for Grade 5 Universal Examination/Assessment as follows:
 1. The successful bidder will develop MCQs based tests for all six subjects by following the assessment framework, test specification and guidelines provided by DCTE/PEAC for designing grade 5 assessments.
 2. The successful bidder will be responsible to make all arrangements for the successful conduct of examination/ assessment i.e.:
 - 2.1 Preparation and printing of question papers.
 - 2.2 Ensure secrecy and privacy of the question papers through proper sealing and packaging of question papers.

- 2.3 Distribution of question papers to all examination centres in the Province
- 2.4 Appoint invigilation staff at least 02 persons each centre up to 40 students; number of invigilation will be increased in case of more students with the ratio of 1 : 30.
- 2.5 Test administration for grade 5 assessment in each centre.
- 2.6 Collection of answer sheets.
- 2.7 Marking and scoring of answer sheets.
- 2.8 Result preparation.
- 2.9 Provision of students, school and centre and district wise result gazettes (2 + 2) to each district (M & F) in hard form.
- 2.10 The soft copy of the gazette may also be provided for uploading to the E&SE Department web site.
- 2.11 Provision of analysis and project completion reports to the DCTE.

- C. The Director E&SE Khyber Pakhtunkhwa will be responsible for providing final centre wise list of school wise Grade 5 students for the assessment / examination.
- D. The Directorate/ respective DEOs of E&SE will provide the list of examination centres and make all necessary arrangements as per the requirement of bidder for the successful conduction of Grade 5 student assessment/examination.
- E. Examination will be conducted in six subjects of Grade 5; English, Urdu, Mathematics, Science, Social Studies and Islamiyat.
- F. Duration of each test will be decided on the basis of Pilot Test.
- G. Test will be administered in 6 days; one subject per day
- H. The examination schedule (date and time) will be finalized in consultation with Directorate of E&SE and DCTE.
- I. Tentatively the examination will be held from March **07 to 12, 2016**.
- J. The centre and district wise result be made available before **March 31, 2016** (hard & soft copy).
- K. Bidder will provide result analysis report as per requirement of DCTE within one week after the announcement of final results.
- L. Bidder will provide project completion report to the DCTE within two weeks after announcement of final results.

3. Eligibility criteria for bidders

- A. The firm must be registered under the law of Pakistan or have an agreement to work in Pakistan. Documentary evidence must be provided.
- B. The bidder should have credible and strong indications of their capability to conduct fair, valid and reliable assessment/examination experiences.

- C. The bidder should have sufficient relevant experience to work as independent assessment/examination body for students of different fields/levels.
- D. The bidder should have sufficient relevant experience to work as independent assessment/examination body for different public institutions.
- E. The bidder must have their own established set up with latest equipment's to manage independent assessment/examination for more than 100,000 students at a time.
- F. The firm should be registered with Income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence be attached).
- G. Documentary evidence of income tax and sales tax paid during the last three financial years.
- H. The firm may not be black-listed by any of the Federal/Provincial Government in Pakistan.
- I. The firm may not be defaulter of the Government or any Scheduled Commercial Bank.

Section-II

4. Instructions for Proposal Preparation

Note that the proposal MUST adhere to instructions provided below. If proposals do not follow these instructions, they will be eliminated in the first round of evaluation. Note the maximum number of pages for each section.

The Firm should submit a **1)** technical proposal and **2)** a cost proposal in the sealed packets separately.

1. The Technical Proposal

The technical proposal should be divided into the following sections:

A. Cover page

This should include contact details for the organization and the name and title of the person to whom communications relating the bid should be addressed (telephone numbers, email address, physical address).

B. Approach and methodology

In this section, the Bidder should provide:

- A proposed outline of the conduction of assessment/ examination for approximately 0.325 million Grade 5 students in all Government Primary Schools

C. Information about the organization and past performance (maximum 4 pages)

This section should provide specific information about the firm/organization and summarize experience in designing and implementing the independent assessment/examination as per the eligibility criteria mentioned in section 3.

2. The Cost Proposal

The Bidder should provide Cost per Student.

Evaluation and Award Process

A procurement committee will evaluate **technical and financial proposals**.

70 marks are allocated for the technical proposal.

S.#	Criteria for rating	Rating Score
1	The bidder should have relevant sufficient experience to work as independent assessment/ examination body for students of different fields/levels.	25
2	The bidder should have relevant sufficient experience to work as independent assessment/ examination body for different public institutions.	25
3	Prior experience of conducting exam more than 100,000 students at a time.	20
	Total Technical Proposal	70
4	Lowest cost per student	30
	Total score	100

Note: If a Firm qualify technically and secures 60% i.e. 42 marks or more, then the cost proposals will be evaluated.

5. Proposal Submission

- 7.1 Proposals in hard copy must be bound in one document.
- 7.2 Two copies of proposal should be submitted with spiral binding to:

The Director,
Curriculum and Teacher Education
College Road,
Mandian, Abbotabad
Phone: 0992-382634, Fax: 0992-381527

Envelopes should be clearly marked as technical or financial proposal for the '**Bid for Universal Examination of Grade 5 Students in Khyber Pakhtunkhwa**'.