



## **Expression of Interest (EOI) for Short-listing of Firms/Organizations for Training Services**

“Pakistan Kidney and liver Institute and Research Center (PKLI & RC) is working as a body corporate through Pakistan Kidney and Liver Institute and Research Center Act, 2019 (The Act) passed by the Provincial Assembly of the Punjab (Copy attached). The PKLI & RC is being overseen by an independent Board of Governors constituted through the said act.”

### **1. Eligible Applicants:**

- 1.1. This invitation for Expression of Interest is made to invite applications from interested and eligible national firms/organizations registered in Pakistan under GOP rules and regulations.
- 1.2. The firms/organizations should be registered with relevant Income Tax/ Sales Tax departments and should be an active Taxpayer to date.

### **2. Submission Of Expression of Interest (EOI):**

#### **2.1. Sealing and Marking:**

The Applicant shall seal the attached duly filled “EOI Application Form” (Annexure-A) along with the *supporting documents mentioned below* in an envelope, marked as "Expression of Interest" and should be submitted to the address: HR Department, Pakistan Kidney & Liver Institute and Research Centre, Street 1, PKLI Avenue Opposite DHA Phase 6, Lahore, Punjab clearly mentioning the name of the firm/organization before 1700 Hrs (PST-Pakistan Standard Time) – **Monday, May 20<sup>th</sup>, 2024:**

- 2.1.1 List of Training Programs conducted
- 2.1.2 Proof of Sales Tax Registration, NTN Certificate (Status = Active with FBR)
- 2.1.3 Firm/Organization Profile
- 2.1.4 List of Associated Trainers with specified training categories
- 2.1.5 List of Clientele
- 2.1.6 Letter of References/ Testimonials from client organization

- 2.2 After the deadline for submission of EOIs, the same shall be opened by the *Technical Evaluation Committee* and will grade the proposals as per requisite criteria.
- 2.3 Outsourcing of training to third party will not be allowed.
- 2.4 All proposals should bear the signature of authorized person on each page.
- 2.5 PKLI & RC will not be responsible for any cost or expense incurred by applicants in the preparation or delivery of EOI.



### 3. Technical Evaluation:

3.1. The following criteria for the evaluation of EOI documents shall be followed:

| Sr. | Description/Ranking Criteria   | Total Marks |
|-----|--|-------------|
| 1   | Relevant Experience (Min. 5 Years)                                   | 30          |
| 2   | Clientele Database: Healthcare Industry (3-5)                        | 20          |
| 3   | Clientele Database: No. of MNCs (Min. 2)                             | 10          |
| 4   | Relevant Trainings Conducted (Min. 10)                               | 20          |
| 5   | Letter of References/ Testimonials from client organization (Min. 3) | 10          |
| 6   | Pool of Trainers for Specified Training Category (Min. 2)            | 10          |

3.2. Minimum qualifying marks are 50%. After the successful evaluation and meeting the qualifying criteria, the applicant offering the lowest price quotation will be chosen to provide the required training services.

3.3. The Applicants are requested to submit their proposals in English language. Participating applicant shall submit documentary proof in support of meeting eligibility criteria.

### 4. Training Topics:

4.1. Training services are required for the following training areas:

- Leadership Development
- Advance Microsoft Excel & Data Analytics
- Stress & Time Management
- Communication & Negotiation Skills
- Food Hygiene Methods & Serving Etiquette
- Exemplary Housekeeping Practices
- Building High Performance Teams
- Strategic Human Resource
- Lean Six Sigma
- PPRA Rules & Regulation
- Management Trainings
- Soft Skills Trainings

4.2. The Topic/theme of the training will be finalized based on request / demand from HR Department, PKLI & RC as per the relevant department's request/ annual approved training plan.

### PKLI & RC reserves the right to:

1. To call for interview only the best qualified applicants when their services are required.
2. To assign one or more firms/organizations/trainers for specific programmes.
3. To contact clients for feedback to review the applicant's performance.

From:

Human Resources Department  
Pakistan Kidney & Liver Institute and Research Centre,  
Street 1, PKLI Avenue DHA Phase 6, Lahore, Punjab



**Expression of Interest (EOI) Application Form**

**Annexure - A**

Firm/Organization Registration

|                             |  |                                  |  |
|-----------------------------|--|----------------------------------|--|
| Firm/Organization Name:     |  | City:                            |  |
| Year of Establishment:      |  | Specific Area of Expertise:      |  |
| Official Address:           |  | No. of Staff:                    |  |
| National Tax Number:        |  | Contact #                        |  |
| No. of Trainings Conducted: |  | Email Id:                        |  |
| Website (if any):           |  | Focal Person Name & Designation: |  |

**Brief Description of previously conducted Training Programs.** (Provide evidence)

**What method of training do you provide: (Onsite / Virtual)?**

**What is the feedback from clients regarding training programs?** (Provide evidence)

**How flexible are your training programs? Can they be customized to meet our specific needs and goals?**

I acknowledge that I have fully understand the terms and conditions outlined in the Expression of Interest advertisement, and confirm the accuracy of the provided information.

\_\_\_\_\_  
**Signature of the Authorized Representative**

**Date:** \_\_\_\_\_