Request for Proposal (RFP)

Release Date: August 22, 2026

Purpose(s): -

1. Transitioning women informal workers to formal sector through improved access to resources and law and policy implementation.
2. Increased Women Labor participation in Digital Sphere.

Submitted by: Baidarie

1.0 . Introduction

Baidarie Sialkot (Punjab) (http://Baidarie.org.pk) is a non - government and non - profit , civil society organization registered under Social Welfare Agencies (Registration & Control) Ordinance 1961 with the Social Welfare Department , Punjab in the year 2000.

Offer Deadline: Offers must be received no later than 5:00 PM PST on Tuesday, September 01, 2026 by post or by hand. All offers must be sent to following address

HR & Admin Department

Baidarie,
House # 13/7-B Model Town Ugoki,
Tehsil & District Sialkot

Specifications: Section 3 contains the technical specifications / requirements.

Quotations: Prices must be quoted on a lump - sum, all - inclusive basis (including: insurance, inspections, transportations, taxes etc.). Offers must remain valid for not less than **30 days** after the offer deadline.

Negotiations: Best-offer proposals are requested. It is anticipated that awards will be made solely on the basis of these original proposals; however, BAIDARIE reserves the right to conduct negotiations and / or request clarifications prior to awarding a contract.

Evaluation and Award: The award will be made to a responsible offeror whose offer follows the RFP instructions and is judged to be the most advantageous in terms of the required assignment. Only those offers will be considered who meet or exceeds the requested specification.

BAIDARIE may (a) reject any or all bids; (b) accept other than the lowest cost bid. (c) Accept more than one bid, (d) accept alternate bids , (e) accept part of the bid instead of whole and (f) waive informalities and minor irregularities in bids received

Terms and Conditions: Issuance of this RFP does not in any way obligate BAIDARIE to award a purchase order, nor does it commit BAIDARIE to pay for costs incurred in the preparation and submission of a proposal. This solicitation to subject to BAIDARIE standard

terms and conditions. Any resultant award or lease will be governed by these terms and conditions

Invoicing: Upon the acceptance of the contract deliverables described in Section 3, the Subcontractor shall submit. An original invoice to the office of Baidarie for payment. The invoice shall be sent to the following address:

HR & Admin Department
Baidarie
House 13 / 7 - B Model Town Ugoki
Tehsil & District Sialkot

To constitute a proper invoice, the invoice must include the following information and / or attached documentation; the information will assist in making timely payments to the Company

1. Company legal name, invoice date, and invoice number.
2. Deliverable (s) number, description of approved deliverable (s), and corresponding fixed price
3. Bank account information to which payment shall be sent and method of payment.

The BAIDARIE office will pay the company invoice within thirty (30) business days after both

a. BAIDARIE approval of the company deliverables
b. BAIDARIE receipt of the company invoice

Payment will be made in Pakistani Rupees (PKR), paid to the account specified in the invoice.

Delivery: The delivery terms are to deliver the services ordered within mentioned time frame in section 3.0. The delivery estimate presented in an offer in response to this RFP must be upheld in the performance of any resulting contract.

3.0 Technical Specifications:

Section 3 contains the technical specifications and requirements of the commodities. Line items are broken down into individual technical specifications.

Technical specification and requirement line item listed here under.

A. Scope and Duration of the assignment.
To provide training on Digital Literacy & Market Based E-Commerce to (20 Participants) and making them skillful on the following trades for the period of two months and tentative start date of the training would be 14 September, 2026;

B. Responsibilities of the Training institute

- To develop the training manual in line with the above mentioned areas of the assignment
- To provide separate classroom for training to batch / class

- To prepare and deliver training course to trainers
- To provide qualified trainers for the training
- To provide training material during trainings
- To provide separate machines exclusively for each of the trainees
- To conduct periodic evaluations of trainees during courses.
- To mark the attendance of trainees during courses
- To facilitate during the assessment visits of Baidarie management and / or industrialists.

C. <u>Responsibilities of Baidarie</u>

- Identification and enrollment of trainees
- To ensure the punctuality and attendance of trainees during course
- To give travelling allowance to trainees during course.

Best Regards,

Muhammad Hussain Siddiqui
HR & Admin Manager
Baidarie
0336-7081992