

REQUEST FOR PROPOSAL (RFP)

Tehsil Sialkot

Release Date: 21 April 2026

Submitted by: Baidarie

1. Introduction

Baidarie is a non-governmental, non-profit organization registered under the Social Welfare Agencies (Registration & Control) Ordinance 1961. With the support of UN Women Pakistan, Baidarie is implementing the project “**Catalysing Growth for Women Economic Empowerment in District Sialkot (Punjab), Pakistan.**”

Under this project, Baidarie intends to hire a qualified training institute to conduct vocational skills training for women and girls in Tehsil Sialkot.

2. Training Details

Location: Tehsil Sialkot

Total Trainees: 30

Courses:

- Fashion Designing
- Cooking / Food Skills
- Beautification Skills

Duration: 2 Months

3. Instructions to Offerors

Submission Deadline: 23 April 2026 till 5:00 PM

Submission Address:

HR & Admin Department

Baidarie

House # 13/7-B Model Town Ugoki

Tehsil & District Sialkot

Proposals must be submitted in sealed envelope or via official email.

Prices must be quoted on a lump-sum, all-inclusive basis.

Proposal validity: Minimum 30 days.

4. Scope of Work

The selected training institute will provide skill-based training, practical learning, attendance management, assessments, and completion reporting.

5. Responsibilities of Training Institute

- Develop training curriculum/manual
- Provide qualified trainers
- Provide training venue and required equipment
- Provide training materials
- Maintain attendance records
- Conduct assessments
- Submit final completion report

6. Responsibilities of Baidarie

- Mobilization and selection of trainees
- Monitoring and evaluation
- Coordination and facilitation visits

7. Evaluation Criteria

- Relevant experience
- Technical proposal quality
- Financial proposal
- Trainer qualifications

8. Payment Terms

Payment will be made in PKR within 30 days after approval of deliverables and submission of invoice.