

REQUEST FOR PROPOSAL

HIRING OF CONSULTANT TO CONDUCT STEP BY STEP TECHNICAL CUM FINANCIAL FEASIBILITY STUDY FOR ESTABLISHMENT OF ELECTRIC VEHICLE (EV) TECHNICIAN TRAINING CENTRE



**Overseas Pakistanis Foundation
Ministry of Overseas Pakistanis & HRD**

1st February, 2026

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LETTER OF INVITATIONDated: 1st February, 2026

1. The Overseas Pakistanis Foundation (OPF) is a dedicated organization created to address the challenges faced by Pakistanis living abroad and to ensure the welfare of their families. For over 46 years, OPF has been relentlessly serving the Pakistani diaspora, offering support, guidance, and practical solutions to their needs.
2. OPF intends to hire and invites proposals from reputable firms to conduct step by step technical cum financial feasibility study for establishment of Electric Vehicle Technician Training Center, in line with the New Energy Vehicles Policy 2025-30.
3. The primary objective of the assignment is to: -
 - Assess the technical, financial, economic, regulatory and commercial feasibility of the proposed center.
 - Develop a step-by-step implantation plan.
 - Provide actionable recommendations enabling the training facility to transform it into a success story.
4. A firm will be selected under Quality and cost based selection and procedures described in this RFP.
5. The RFP includes the following documents:
 - Letter of Invitation.
 - Instructions to Consultants.
 - Evaluation Marking Sheet.
 - Terms of Reference (TORs) / Scope of Work.
 - Proposed Contract Format.
6. Proposals must be delivered to the office of the Additional Director (Administration), Overseas Pakistanis Foundation Head Office, Sector G-5/2, Islamabad **till 1100 hours latest by 17th February, 2026.**
7. Proposals will be opened in the presence of Consultant's representatives who choose to attend at **1200 hours** on the same date.
8. For obtaining any further information or clarifications, please contact in the office of the undersigned.

Additional Director (Administration)

Overseas Pakistanis Foundation, Head Office,
Shahrah-e-Jamhuriat, Sector G-5/2, Islamabad

051-9048217-218, 9048411, Email: admin.opf@opf.org.pk

INSTRUCTIONS TO CONSULTANTS (ITC)

Eligibility of Consultants & Cost of Proposal Submission

1. Eligible Consultants

- 1.1 This Request for Proposal is open for well reputed consultant firms registered with Income tax and Sales Tax authorities meeting the eligibility criteria in accordance with ITC Clause 14.

2. Cost of Preparation of Proposal

- 2.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and OPF shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process

Request for Proposals

3. Content of RFP

- 3.1 The scope of the services required, TORs, and evaluation criteria are prescribed in the RFP.
- 3.2 Consultants are requested to examine all instructions, forms, terms, and specifications in the RFP. Failure to furnish all information required in the RFP or to submit a proposal not substantially responsive to the RFP in every respect will be at the consultant's risk and may result in the rejection of its proposal.

4. Clarification of RFP

- 4.1 A prospective consultant requiring any clarification of the RFP may notify the Additional Director (Admin), OPF Head Office, Islamabad in writing or by email. OPF will respond in writing to any request for clarification of the RFP which it receives no later than three (3) days prior to the deadline for the submission of proposals.

5. Amendment in RFP

- 5.1 At any time prior to the deadline for submission of proposals, OPF may modify the RFP by amendment.
- 5.2 All prospective consultants that have received the RFP will be notified of the amendment in writing or by email, and will be submitting proposals on them.

- 5.3 In order to allow prospective consultants reasonable time in which to take the amendment into account in preparing their proposals, OPF, at its discretion, may extend the deadline for the submission of proposals.

Preparation and Submission of Proposals

6. Language of Proposal

- 6.1 The proposals prepared by the consultants, as well as all correspondence and documents relating to the proposal exchanged by the consultants and OPF shall be written in English or Urdu. Supporting documents and printed literature furnished by the consultants may be in the same language.

7. Preparation & Submission of Proposals

- 7.1 The consultants shall submit a proposal comprising a single package containing two separate sealed envelopes, one containing "Financial Proposal" while the other containing "Technical Proposal".
- 7.2 The outer envelope shall bear the title of the procurement whereas the inner envelopes shall be marked as "Financial Proposal" and "Technical Proposal" in bold and legible letters to avoid confusion.

8. Required Documents (Technical Proposal)

- 8.1 The consultants must submit concise, complete and well-organized proposal. This envelope should contain the consultant's detailed methodology, work plan, team composition with CVs, a statement of qualifications etc.. It must not contain any financial information. Technical Proposal should include:
- i. Covering Letter consisting: -
 - a. Introduction of the firm
 - b. Confirmation of no conflict of interest.
 - c. Acceptance of terms of RFP.
 - d. Proposed Validity.
 - e. Signed and stamped by authorized representative.
 - ii. The consultant must be a reputable firm with proven experience of minimum Ten (10) years in conducting similar assignments. Firm profile to be submitted with following details: -
 - a. Legal name and registration detail
 - b. Year of Establishment.
 - c. Type of Organization
 - d. Contact detail
 - e. Overview of area of experience
 - f. Organizational Structure
 - iii. The consultant firm should have demonstrative experience in automotive

sector, engineering, or technical training assignments. Provide a list of similar assignments completed with following details:

- a. Project Title
 - b. Company Name
 - c. Year
 - d. Duration
 - e. Description of Service provided
 - f. Evidence / Completion Certificates.
- iv. Understanding of Terms of Reference (TORs)
 - a. Consultant understanding of EV sector training requirements
 - b. Understanding of national EV policy and NAP.
 - c. Issue challenges and opportunities identified.
 - v. The firm should have Qualified multidisciplinary team (Economist, Engineer, TVET specialist, Financial Analyst, Data Analyst, environmental expert) with relevant expertise. Team Composition along with CVs of the following, signed by the Individuals, should be attached.
 - a. Team Leader / Project Manager
 - b. TVET / Training Specialist
 - c. Financial Analyst
 - d. EV / Automotive Engineers
 - e. Data Analyst
 - f. Other Members
 - vi. Methodology and Approach
 - a. The proposed methodology and approach should be in line with EV policy, industry driven, financially robust, practical and implementable and special focus on employability and apprenticeship.
 - vii. Legal Documents submission should include: -
 - a. Power of Attorney for Signatory
 - b. Affidavit of non-blacklisting
 - viii. Work Plan and Deliverables should consist:-
 - a. Timeline
 - b. Sequence of tasks
 - c. Deliverables Submission Plan

9. Required Documents (Financial Proposal)

- 9.1 Financial proposal must be separate from Technical Proposal and should contain the financial following: -
 - i. Total quoted cost inclusive of all applicable taxes and detailed breakdown of costs.

- ii. Proposal Security @ 2% of the quoted amount in shape of Pay Order / Bank Draft etc. in favour of Overseas Pakistanis Foundation.
- iii. Proposed validity.
- iv. No hidden cost.

10. Proposal Security

- 10.1 The Proposal Security is required to protect OPF against the risk of consultant's conduct which would warrant the security's forfeiture, pursuant to ITC Clause 10.6.
- 10.2 The proposal security should be valid for at least thirty (30) days beyond the validity of proposal.
- 10.3 Proposal Security of unsuccessful consultants will be discharged or returned as promptly as possible after the announcement of Bid Evaluation Report (Final).
- 10.5 Proposal Security of the successful consultant shall be released after final release of the payment.
- 10.6 The Proposal Security may be forfeited:
 - a. If a consultant withdraws its proposal during the period of proposal validity; or
 - b. In case of a successful consultant, if the consultant fails to deliver the services on the quoted rates.

11. Deadline for Submission of Proposals

- 11.1 Proposals must be received at the office of the Additional Director (Administration), OPF Head Office, Islamabad till **1100 hours latest by 17th February, 2026.**
- 11.2 OPF may, at its discretion, extend this deadline for the submission of proposals by amending the RFP in accordance with ITC Clause 5.3.
- 11.3 Any proposal received after the deadline for submission of proposals pursuant to the above clause will be rejected and returned unopened to the consultant.

12. Modification and Withdrawal of Proposals

- 12.1 The Consultant may modify or withdraw its proposal after its submission, provided that written notice of the modification, including substitution or withdrawal of the proposal, is received by OPF prior to the deadline prescribed for submission of proposals.
- 12.2 No proposal may be modified after the deadline for submission of proposals.
- 12.3 No proposal may be withdrawn once it is opened.

13. Period of Validity of proposals

- 13.1 Proposals shall remain valid for a period of at-least ninety (90) days specified after the date of proposal opening. A proposal valid for a shorter period shall be rejected by OPF as non-responsive.
- 13.2 In exceptional circumstances, OPF may solicit the Consultant's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by email).

Opening and Evaluation of Proposals

14. Opening of the Technical Proposals

- 14.1 Proposals received within the prescribed deadline will be opened in the presence of Consultant's representatives who choose to attend, at 1200 hours on the day of deadline for submission of proposals. The Consultant' representatives present shall sign an attendance sheet or register as proof of their attendance.

15. Evaluation of Technical Proposals

- 15.1 Initially, OPF will examine the proposals submitted by the bidders in accordance with the ITC Clause 8.1, and to determine the completeness and substantive responsiveness of each document submitted.
- 15.2 OPF shall notify the consultants who have been rejected on the grounds of their technical proposals being substantially non-responsive.
- 15.3 OPF will further carry out technical evaluation on the basis of marking criteria specified in ITC Clause 19.
- 15.4 Firms scoring at least 70% marks in technical evaluation will qualify for further process i.e. opening of financial proposals.

16. Bid Evaluation Report (Technical)

- 16.1 As per Rule 35 of Public Procurement Rules, 2004, Bid Evaluation Report of technical evaluation shall be announced before opening the financial proposals.

17. Opening and Evaluation of Financial Proposals

- 17.1 After completing the Technical Evaluation and announcement of technical evaluation report, OPF shall fix a date and time for opening of the financial proposals of technically eligible consultants
- 17.2 On the announced/informed date and time, the Financial Proposals of the technically eligible consultants shall be opened in presence of the eligible consultants who choose to attend.
- 17.3 During evaluation of Technical and/or financial proposals, OPF may, at its discretion, ask the consultant for a clarification of its proposal. The request for clarification and the response shall be in writing, and no change in the prices or substance of the proposal shall be sought, offered, or permitted.

- 17.4 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the consultant does not accept the correction of the errors, its proposal will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 17.5 The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 40. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:
- 17.6 $Sf = 40 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration

18. Quality and Cost Based Selection

- 18.1 the total score will be calculated by adding together the technical and financial scores. The Consultant achieving the highest combined technical and financial score will be selected and invited for contract negotiations.

19. Evaluation Criteria

- 19.1 The proposals will be evaluated based on the following criteria as per the Quality and Cost Based Selection (QCBS) method:

Technical Proposal Marking (Total Weightage 60%)

Evaluation Criteria	Maximum Points
Consultant's qualifications and experience in similar projects in establishing educational and vocational training institutes.	20
Quality of the proposed methodology and work plan	20
Qualifications and experience of key personnel	20
Total Technical Score	60
Minimum passing score required to proceed to financial evaluation (70%)	42

Financial Proposal Marking (Total Weightage = 40%)

Evaluation Criteria	Maximum Points
Price Score Price Score = (Lowest Priced Proposal / Consultant's Price x 40	40
Total Financial Score	40

Final Score Summary

Evaluation Component	Maximum Score	Scores Awarded
Technical Evaluation	60	
Financial Score	40	
Total Combined Score	100	

20. Evaluation Report (Final)

20.1 Proposal evaluation report for final evaluation will be announced at least 10 days prior to the award of the contract with the successful consultant.

21. Redressal of Grievances

21.1 In accordance with PPRA rule 48, any bidder feeling aggrieved by any act of OPF in procurement process, may lodge a written complaint to committee constituted by OPF for this purpose, concerning his grievances within seven days of announcement of the technical evaluation report and five days after issuance of final evaluation report.

22. Confidentiality

22.1 All information related to the evaluation of bids will be kept confidential until the time of the announcement of bid evaluation report (final) as per Rule 41 or PPRA Rules, 2004.

EVALUATION MARKING SHEET

Selection Method: Quality and Cost Based Selection (QCBS)

Total Score: 100 Points

Technical Weightage: 60% | **Financial Weightage:** 40%

General Information

RFP Title	Hiring of Consultant to conduct step by step technical cum financial feasibility study for establishment of Electric Vehicle Technician Training Center
Consultant / Firm Name	
Date of Evaluation	
Evaluator Name(s) & Designation	

Part A: Technical Evaluation (Total Weight: 60 Points)

Minimum Passing score required to proceed to financial evaluation: **42 out of 60**

Evaluation Criteria	Maximum Points	Score Awarded	Comments / Justification
1. Consultant's qualifications and experience in similar projects in establishing educational and vocational training institutes.	20		
2. Quality of the proposed methodology and work plan	20		
3. Qualifications and experience of key personnel	20		
Total Technical Score	60		

Part B: Financial Evaluation (Total Weight: 40 Points)

Only technically qualified proposals are considered in this section.

Evaluation Criteria	Maximum Points	Score Awarded	Comments / Justification
Price Score Price Score = (Lowest Priced Proposal / Consultant's Price) x 40	40		
Total Financial Score	40		

Final Score Summary

Evaluation Component	Maximum Score	Scores Awarded
Technical Evaluation	60	
Financial Score	40	
Total Combined Score	100	

Evaluator's Remarks & Recommendation:

TERMS OF REFERENCE (TORs) / SCOPE OF WORK

The consultant's services will include, but not limited to, the following tasks.

1. Technical Feasibility

- i. Training Need Assessment.
- ii. Infrastructure requirements (labs, workshops, charging stationers, diagnostic tools) etc.
- iii. List of Tools and equipment along with the detailed technical specifications with their quantity and cost.
- iv. Site and Space requirement.
- v. Human resource requirements (trainers, master trainers, technicians) including qualifications and experience for trainers, administrative staff, and management.
- vi. Recommend governance, management and operational structure for the Centre.
- vii. Proposed National and International Certifications.

2. Regulatory and Licensing Requirements

- i. Accreditation and Certifications
- ii. Health and Safety Requirements
- iii. NAVTTC Collaboration / Facilitation (if required)
- iv. Identify national and provincial approval where required.
- v. Applicable standards (ISO, Safety Codes, Electrical Installation Standards)

3. Financial & Economic Feasibility

- i. **Cost Analysis:** Develop a detailed cost estimate for the entire project. This includes initial capital expenditures (land, construction, equipment) and recurrent operational costs (salaries, utilities, maintenance, consumables)
- ii. **Revenue Projection:** Prepared Revue model with a 10-years projection of revenues from tuition fees, partnerships, and other potential income streams. Propose a sustainable fee structure.
- iii. 10-year financial model including ROI, IRR, NPV, payback period.
- iv. Funding and Financial Stability: Identify potential funding sources (e.g. private investment, government grants, and loans).
- v. Sensitivity analysis for multiple scenarios.
- vi. The technical feasibility assessment shall be based on an indicative review of sector needs, workforce, requirements and policy alignment undertaken to support the feasibility analysis of the proposed institute.

4. Implementation Plan

- i. Project Timeline: Develop a phased, step-by-step implementation plan with a clear timeline for all major activities, from site acquisition to the first student intake.
- ii. Risk analysis and Mitigation: Identify potential; project risks (financial, operational,

market-related) and propose mitigation strategies.

- iii. Marketing and Enrolment Strategy: Propose a marketing plan to attract and enroll the first batches of students.

5. Deliverables

- i. Inception Report
- ii. Draft Feasibility Study Report including all models & annexures.
- iii. Final Feasibility Study Report (Hard & Soft Copies)
- iv. Presentation to management.

6. Duration

The assignment shall be completed within 6-8 weeks from the date of signing of the contract.

PROPOSED CONTRACT FORMAT
(Consultancy Services)

This Contract Agreement (“Agreement”) is made on the ___ day of _____ 2026, **BETWEEN** Overseas Pakistanis Foundation (OPF), having its Head Office at OPF Head Office Building, Shahrah-e-Jamhuriat, Sector G-5/2, Islamabad (hereinafter referred to as “the Company” **AND** _____, a firm/company duly registered under the laws of Pakistan, having its registered office at _____ (hereinafter referred to as “the Consultant”).

1. PURPOSE OF THE AGREEMENT

The Company intends to hire and invites proposals from reputable firms to conduct step by step technical cum financial feasibility study for establishment of Electric Vehicle Technician Training Center, in line with the New Energy Vehicles Policy 2025-30.

2. SCOPE OF SERVICES

The Consultant shall perform the following services, but not limited to:

2.1 Technical Feasibility

- Training Need Assessment.
- Infrastructure requirements (labs, workshops, charging stationers, diagnostic tools) etc.
- List of Tools and equipment along with the detailed technical specifications with their quantity and cost.
- Site and Space requirement.
- Human resource requirements (trainers, master trainers, technicians) including qualifications and experience for trainers, administrative staff, and management.
- Recommend governance, management and operational structure for the Centre.
- Proposed National and International Certifications.

2.2 Regulatory and Licensing Requirements

- Accreditation and Certifications
- Health and Safety Requirements
- NAVTTC Collaboration / Facilitation (if required)
- Identify national and provincial approval where required.
- Applicable standards (ISO, Safety Codes, Electrical Installation Standards)

2.3 Financial and Economic Feasibility

- **Cost Analysis:** Develop a detailed cost estimate for the entire project. This includes initial capital expenditures (land, construction, equipment) and recurrent operational costs (salaries, utilities, maintenance, consumables)
- **Revenue Projection:** Prepared Revue model with a 10-years projection of revenues from tuition fees, partnerships, and other potential income streams. Propose a sustainable fee structure.
- 10-year financial model including ROI, IRR, NPV, payback period.
- Funding and Financial Stability: Identify potential funding sources (e.g. private investment, government grants, and loans).
- Sensitivity analysis for multiple scenarios.
- The technical feasibility assessment shall be based on an indicative review of sector

needs, workforce, requirements and policy alignment undertaken to support the feasibility analysis of the proposed institute.

2.4 Implementation Plan

- **Project Timeline:** Develop a phased, step-by-step implementation plan with a clear timeline for all major activities, from site acquisition to the first student intake.
- **Risk analysis and Mitigation:** Identify potential; project risks (financial, operational, market-related) and propose mitigation strategies.
- **Marketing and Enrolment Strategy:** Propose a marketing plan to attract and enroll the first batches of students.

2.5 DELIVERABLES

- Inception Report.
- Draft Feasibility Study Report including all models & annexures.
- Final Feasibility Study Report (Hard & Soft Copies).
- Presentation to management.

3. DURATION OF SERVICES

The assignment shall be completed within 6-8 weeks from the date of signing of the contract.

4. PAYMENT TERMS

- The Consultant shall be paid a lump-sum fee upon successful completion of the assignment and submission of all deliverables, to the satisfaction of the Company.
- Payment shall be released only after approval of the Final Consolidated Feasibility Report by the competent authority of OPF.
- All payments shall be subject to deduction of applicable taxes in accordance with Government rules.

5. OBLIGATIONS OF THE CONSULTANT

The Consultant shall:

- Perform services with due professional skill, care, and diligence
- Deploy qualified and approved key personnel.
- Maintain confidentiality of all OPF information.

6. OBLIGATIONS OF THE COMPANY

The Company shall:

- Provide available data and facilitation required for the assignment
- Review and provide comments on submitted deliverables in a timely manner
- Make payments as per agreed contract.

7. CONFIDENTIALITY

All reports, data, documents, and information generated under this Agreement shall be treated as confidential and shall not be disclosed without prior written consent of the Company.

8. OWNERSHIP OF DOCUMENTS

All reports, studies, data, and intellectual property produced under this Agreement shall be the

exclusive property of OPF.

9. CONFLICT OF INTEREST

The Consultant shall declare that no conflict of interest exists and shall not engage in any activity that may conflict with the interests of OPF during the term of this Agreement.

10. TERMINATION

The Company may terminate this Agreement, wholly or partially, by giving 15 days' written notice, if the Consultant:

- Fails to perform obligations satisfactorily
- Breaches any term of the Agreement
- Engages in misconduct or misrepresentation

11. FORCE MAJEURE

Neither party shall be liable for failure to perform due to circumstances beyond reasonable control.

12. ARBITRATION

In case of a dispute not resolved amicably, the matter will be referred to the Managing Director, OPF, whose decision shall be final and binding.

13. ENTIRE AGREEMENT

This Agreement, together with the RFP and Consultant's proposal, constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the parties have signed this Agreement on the date first written above.

FOR & ON BEHALF OF THE COMPANY

Signature: _____
 Name: _____
 Designation: _____
 CNIC No: _____

FOR & ON BEHALF OF THE CONSULTANT

Signature: _____
 Name: _____
 Designation: _____
 CNIC No: _____

Witness 1:

Signature: _____
 Name: _____
 CNIC No: _____

Witness 2:

Signature: _____
 Name: _____
 CNIC No: _____