

**REQUEST FOR EXPRESSION OF INTEREST FOR TRAINING OF STUDENTS & TEACHERS  
IN SPOKEN ENGLISH IN SCHOOLS AFFILIATED WITH PEF**

Punjab Education Foundation (PEF) is an autonomous organization, established under the auspices of Government of the Punjab and committed to the promotion of quality education in under privileged areas of Punjab through Public Private Partnership. In pursuit for enhancing the quality of education and improving student learning outcomes, the Government of the Punjab and the Punjab Education Foundation (PEF) aim to strengthen English language proficiency among students and teachers in PEF affiliated schools. This initiative aligns with the broader vision of promoting quality education, nation-building, and preparing youth for global opportunities. The estimated cost of the assignment is **PKR 500 million**.

PEF requests Expressions of Interest from applicants/firm(s)/organization(s) who intend to be hired for provision of below mentioned services:

<b>Activity</b>	<b>Description</b>
Training of Students & Teachers in Spoken English in Schools affiliated with PEF	i. Training of <b>300,000</b> (approximately) students of Grades 8 to 10 in spoken English. ii. Training of teachers (Grades KG–5) in English as medium of instructions in classrooms.

**Eligibility Criteria**

1. Demonstrated experience of training in English language to at least 50,000 individuals (students, teachers, or professionals) in the last five years.
2. Copies of audited financial statements of Financial or Calendar Year 2021-22, 2022-23 and 2023-24 depicting sound financial strength (minimum PKR 100 million turnover in each financial or calendar year).
3. The firm/organization must provide, on official letterhead, a list of at least 100 English language or linguistics trainers, each with 16 years of education and English proficiency equivalent to IELTS 6.5–7. The list must include each trainer’s name, CNIC, and contact number.
4. Firm/Organization must be registered with relevant regulatory authorities for atleast 08 years (SECP, Registrar of Firms, etc.). In the case of a Joint Venture (JV), the lead or representative organization must submit a formal letter or certificate of authorization from all JV partners, clearly designating the lead entity authorized to act on behalf of the consortium for the purposes of this EOI.
5. The firm/organization must have outreach throughout the Punjab in terms of staff deployment and having at least three Regional offices in Punjab including one in Lahore.
6. Undertaking on stamp paper of PKR 100/- (all terms and conditions and qualifications listed anywhere in this EOI document have been satisfactorily vetted by the firm/organization and is not currently blacklisted by the PEF and PPRA. The documents/photocopies provided with EOI are authentic. In case of any fake/bogus document found at any stage, firm/organization shall be black listed as per Rules / Laws)

**Terms and Conditions**

1. Applicants are requested to submit the required documents as per expression of interest through E-PADS till **07 July, 2025** before **02:00 pm**.
2. Proposals will be opened on the same day at **02:30 pm** in presence of authorized representatives of applicants.
3. In case of an official holiday on the day of submission, the next day will be treated as the closing date and same timings will be followed.
4. Incomplete and late received proposals shall be rejected.
5. PEF reserves the right to reject all the proposals submitted, prior to acceptance.
6. This request for EOI has also been advertised on official websites of PPRA, E-PADS and PEF. Interested applicants can download the EOI document from PPRA website, E-PADs portal and can submit as per instructions given in the EOI document. No fee is required to be submitted by the applicants for the EOI.
7. The Request for Proposal (RFP) will be furnished only to the shortlisted applicants of EOI.

**Deputy Director (Procurement)**  
**Punjab Education Foundation**  
**52 – L, Gulberg – III,**  
**Near Kalma Chowk, Lahore.**  
**Ph. # 042-99232791**



# **PUNJAB**

## **Education Foundation**

**Request for Expression of Interest (EOI)  
for Training of Students & Teachers in Spoken English in Schools affiliated  
with Punjab Education Foundation (PEF)**

**Issued by:**

Deputy Director (Procurement)  
Punjab Education Foundation  
52-L, Gulberg III,  
Lahore.  
**Ph#042-99232791-8**

**Deadline for Submission:**

Not Later than 02:00 PM  
**July 07<sup>th</sup> 2025**

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## 1. PURPOSE

In pursuit of enhancing the quality of education and improving student learning outcomes, the Government of the Punjab and the Punjab Education Foundation (PEF) aim to strengthen English language proficiency among students and teachers in PEF affiliated schools. This initiative aligns with the broader vision of promoting quality education, nation-building, and preparing youth for global opportunities.

Accordingly, Punjab Education Foundation invites Expressions of Interest (EOI) from renowned national and international organizations with proven expertise in English language training for:

- i. Training of **300,000** (approximately) students of Grades 8 to 10 in spoken English.
- ii. Training of teachers (Grades KG–5) in English as medium of instructions in classrooms.

Preference will be given to organizations having international foot print with a track record of large-scale, innovative, and sustainable Language Programs.

## 2. Objectives & Expected Outcomes:

- i. Equip students with functional and academic English skills, ensuring:**
  - a. At least 80% of trained students demonstrate measurable improvement in spoken fluency (assessed through pre- and post-evaluations).
  - b. Enhanced ability to engage in conversational, academic, and presentation-based English.
- ii. Enhance teachers' capacity to:**
  - a. Deliver at least 70% of classroom instructions in English.
  - b. Apply modern pedagogical techniques (immersive learning, interactive methods).
- iii. Create a sustainable English-speaking environment in schools through:**
  - a. Peer learning networks.
  - b. Post-training support (e.g., digital resources)

This Expression of Interest document intends to seek proposals from interested organizations/firms in accordance with Rule 47 “Expression of Interest” of Punjab Procurement Rules 2014.

Afterwards PEF will issue Request for Proposal (RFP) for seeking proposals from the shortlisted Organizations/Firms in the light of Rule 48 of Punjab Procurement Rules 2014.

## 3. Scope of Work:

The selected organization/firm(s) will be responsible for:

### **i. Training Delivery**

- a. Conduct face-to-face training in schools, supplemented by online/hybrid modules where feasible.

- b. Develop gender-sensitive, inclusive training materials as per CEFR-aligned or internationally benchmarked curriculum or equivalent (catering to rural/urban areas, varying learning abilities).
- c. Use innovative methodologies (e.g., gamification, AI-based tools, peer learning).

**ii. Curriculum & Assessment**

- a. Design customized, age-appropriate curricula for students and teachers.
- b. Conduct pre and post assessments with third-party validation.
- c. Ensure certification jointly endorsed by PEF and the training provider.

**iii. Monitoring & Sustainability**

- a. Submit quarterly progress reports with KPIs (e.g., participation rates, fluency improvement).
- b. Train Master Trainers to ensure long-term capacity building.
- c. Establish digital resource portals for continued learning.

**iv. Logistics & Compliance**

- a. Manage scheduling, coordination, and mobilization in collaboration with PEF.
- b. Adhere to child safeguarding, data privacy, and Government regulations.

**4. Salient Features:**

- i. The training shall cover **around 300,000 students and teachers** across Punjab Province.
- ii. Focus on improving spoken English, classroom communication, and instructional delivery in English.
- iii. PEF will facilitate access to schools and participants.
- iv. Selected organizations/firms must develop customized training modules, assessment tools, and capacity-building materials suitable for different learning levels (students and teachers).
- v. Training will be conducted on-site (schools/clusters), supplemented by online resources where feasible.
- vi. Organizations must ensure certification of all participants after successful completion.

**5. Terms of Reference (ToRs):**

The selected firm/organization(s) will be responsible for:

- i. Conducting a Training Needs Assessment (TNA) prior to rollout.
- ii. Designing age-appropriate training curricula for students and teachers.
- iii. Delivering face-to-face trainings supplemented with online support tools.
- iv. Developing and distributing learning material and training manuals to teachers and students.
- v. Conducting pre- and post-assessments to gauge progress.
- vi. Training and deploying a cadre of Master Trainers if required.
- vii. Submitting quarterly progress reports and a comprehensive completion report.
- viii. Ensuring third-party validation of the training outcomes.
- ix. Providing training completion certificates jointly endorsed by PEF and the training organization.
- x. Managing logistics, scheduling, and coordination with schools in collaboration with PEF.
- xi. Ensuring compliance with child safeguarding, data privacy, and other relevant laws and standards.

## 6. TOTAL DURATION OF ASSIGNMENT

The program aims to train approximately **300,000** students and teachers in the Punjab Province in three phases each of which would be of six months duration.

The total estimated financial cost for this large-scale intervention is PKR. 3 Billion, spread over three fiscal years.

## 7. ELIGIBILITY CRITERIA

Sr. #	Description	Firm
1	Firm/Organization must be registered with relevant regulatory authorities for atleast 08 years (SECP, Registrar of Firms, etc.).  In the case of a Joint Venture (JV), the lead or representative organization must submit a formal letter or certificate of authorization from all JV partners, clearly designating the lead entity authorized to act on behalf of the consortium for the purposes of this EOI.	
2	Demonstrated experience of training in English language to <b>at least 50,000 individuals</b> (students, teachers, or professionals) in the last five years.	
3	Copies of audited financial statements of Financial or Calendar Year 2021-22, 2022-23 and 2023-24 depicting sound financial strength (minimum PKR 100 million turnover in each financial or calendar year)	
4	The firm/organization must provide, on official letterhead, a list of at least 100 English language or linguistics trainers, each with 16 years of education and English proficiency equivalent to IELTS 6.5–7. The list must include each trainer’s name, CNIC, and contact number.	
5	The firm/organization must have outreach throughout the Punjab in terms of staff deployment and having at least three Regional offices in Punjab including one in Lahore.	
6	Undertaking on stamp paper of PKR 100/- (all terms and conditions and qualifications listed anywhere in this EOI document have been satisfactorily vetted by the firm/organization and is not currently blacklisted by the PEF and PPRA. The documents/photocopies provided with EOI are authentic. In case of any fake/bogus document found at any stage, firm/organization shall be black listed as per Rules / Laws)	

## **8. INSTRUCTIONS FOR APPLICANTS**

- 8.1 The Procuring Agency will follow Punjab Procurement Regulatory Authority Law / Rules i.e. PPR- 2014 (Amended), as applicable, while conducting this procurement.
- 8.2 Interested applicants/firms should provide information with all supporting documents indicating that they are qualified to perform the services given in the EOI documents.
- 8.3 The Application, as well as all correspondence and documents relating to the prequalification/shortlisting exchanged by the Applicant/Firms and the Procuring Agency, shall be written in the English language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages into the English language, in which case, for purposes of interpretation of the Application, the translation shall govern. Information in any other language shall be accompanied by its certified translation in English. Non-compliance of the above requirement could result in disqualification of relevant Applicants.
- 8.4 Prequalification/shortlisting is open to all entities duly incorporated under the laws of Pakistan.
- 8.5 Prequalified/shortlisted Applicants may participate only in one application against EOI. If a Prequalified Applicant submits more than one application, all applications that include that applicant shall be rejected.
- 8.6 Applications submitted through E-PADS must meet the criteria to be considered for further evaluation based on Evaluation Criteria as listed in EOI document. Applicants that meet the minimum Evaluation Criteria set out in this document. Request for Proposal (RFP) shall be issued only to Prequalified/shortlisted Applicants.
- 8.7 To assist in the evaluation of Applications, the Procuring Agency may, at any stage during the course of the prequalification process, ask any Applicant for clarification in respect of any matter associated with the documentation submitted by the Applicant in its Application. If an Applicant does not provide clarifications of the information requested by the date and time set for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.
- 8.8 Applicants may be required to update the information submitted for prequalification//shortlisting through E-PADS at the time of submission of their applications to confirm continued compliance with the Prequalification Criteria. Applicants shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as and when required. An application shall be rejected if the Applicant's qualification thresholds are no longer met at the time of processing.
- 8.9 The applicant must declare and undertake that the application and statements made along with the information provided are duly complete, true and correct in every detail. The Procuring Agency may verify information provided in prequalification documents through any means necessary and reserves the right to disqualify a application at any stage of the process if the Applicant is found to have willfully misrepresented information.
- 8.10 The applicant must declare and undertake that all the information, warranties, statements and representations provided within this application are true and correct; and applicant also understand that in case any of the aforesaid are found to be false/incorrect then applicant is liable to be disqualified, without prejudice to its other rights and actions the Procuring Agency may exercise under the applicable laws.

- 8.11 The complete applications as required under expression of interest, must be submitted through E-PADS Punjab Education Foundation not later than **07<sup>th</sup> July, 2025 at 2:00 PM**. Late applications shall not be accepted. Proposals will be opened on the same day at **02:30 PM** in presence of authorized representatives of applicants.
- 8.12 The applicant shall submit application through E-PADS complying with the EOI Document. Alternative application shall not be considered.
- 8.13 The Procuring Agency shall determine the substantial responsiveness of the application to the EOI document, prior to the evaluation, on the basis of the contents of the Bid itself without recourse to extrinsic evidence. A substantially responsive application is one which:
  - 8.14 Meets the eligibility criteria given herein this EOI document;
  - 8.15 Conforms to all terms and conditions of the EOI documents issued by Procuring Agency in reference to this procedure.
  - 8.16 A material deviation or reservation is one which affects the scope, quality of services or limits the Procuring Agency's rights or applicant's obligations under the Contract.
  - 8.17 The Bid determined as not substantially responsive shall not subsequently be made responsive by a bidder by correction or withdrawal of the material deviation or reservation.

**Contact Details:**

**Primary Contact**

Dr. Muhammad Yousaf  
Director (QAID)  
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**Secondary Contact**

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## 9. LETTER OF APPLICATION

*[Letterhead paper of the Applicant, including full postal address, telephone no., fax no. and e-mail address]*

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

To: Deputy Director Procurement  
Punjab Education Foundation

Dear Sir,

1. Being duly authorized to represent and act on behalf of..... (hereinafter “the Applicant”), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby applies to be prequalified as an applicant for the following contract(s) under the **Expression of Interest for Chief Minister Punjab Special Initiative for Spoken English Training for Students of Class (8-10) in PEF – Affiliated Schools across Punjab (FY 2024-25)**.
2. PEF or its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application through E-PADS, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
3. This Application is made with the full understanding that:
  - (a) Applications by Prequalified Applicants will be subject to verification of all information submitted for prequalification at the time of processing of application;
  - (b) PEF reserves the right to cancel the prequalification process, and reject all applications; and
4. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed
For and on behalf of (name of Applicant)