

**Dos & Don'ts**  
**Provision of Services to Establish & Manage National Incubation Center**  
**at Faisalabad**

**Note: These Dos and Don'ts are provided for general guidance and it is the sole responsibility of the bidder to follow all the instructions given in the RFP document. In case of any conflict and/or inconsistency between any statements, terms or provisions contained in the Dos and Don'ts document and the RFP document, the RFP document shall prevail. Ignite will carry no responsibility of any misinterpretation on the bidder's part.**

#	Dos	#	Don'ts
1.	Make sure that every item in the checklist is marked either <input checked="" type="checkbox"/> or <input type="checkbox"/> , in accordance with the required documentation as per mandatory eligibility criteria.	1.	Do not leave any item of the given "Mandatory Eligibility Criteria Checklist" blank or unmarked.
2.	Submit the filled, signed & stamped copy of the Mandatory Eligibility Criteria Checklist along with the Proposal.	2.	Do not submit proposals after specified deadline given the RFP.
3.	Sign & stamp every page of the Technical & Financial proposal before submission.	3.	Do not include soft copy or hard copy of Financial proposal in envelop of Technical Proposal.
4.	Submit sealed proposals on or before the deadline mentioned in RFP document.	4.	Do not submit incomplete Proposals with respect to all required information mentioned in RFP
5.	Submit the hard copy & soft copy of Technical and Financial proposals in their respective envelopes i.e., <b>Envelop # 1:</b> Should have both hard copies (one marked as Original & one marked as Copy) and soft copy in Flash disk of the Technical Proposal <b>Envelop # 2:</b> Should have hard copy and soft copy of the Financial Proposal.	5.	Do not quote prices in any currency other than Pak Rupees in the Financial Proposal
6.	Submit the original technical proposal along with soft copy in Flash Disk in Envelop # 1. It is mandatory.	6.	Do not provide any information of financial proposal in the technical proposal.

7.	The soft copy of the Technical Proposal should preferably be in one PDF file. Whereas, the soft copy of the Financial Proposal must be in MS Excel Format.	7.	Do not submit photocopies of affidavit/stamp papers in Technical Proposal which are marked as Original.
8.	Submit separate Original affidavits on Stamp Paper(s) of worth PKR 100 as required in point # 6 & 7 of “Mandatory Eligibility Criteria Checklist” provided in the RFP document.	8.	Do not submit only one affidavit in support of point # 6 & 7 of the “Mandatory Eligibility Criteria Checklist”
9.	The financial bid should be quoted in Pak Rupees inclusive of all applicable taxes.	9.	Don’t provide affidavit ( <b>in financial proposal envelop</b> ) that bid security in the required form and manner is enclosed with the financial proposal.
10	Submit an affidavit on letter head ( <b>in technical proposal envelop</b> ) that bid security in the required form and manner is enclosed with the financial proposal.	10.	Do not submit Disclosure Form regarding conflict of interest in your own format.
11	Submit disclosure form regarding conflict of interest (in technical proposal envelop) as required in mandatory eligibility criteria & clause 19 of the published RFP.	11.	Do not leave blank any information required in financial proposal forms starting from C1 to C5.
12	Submit all the required information in the Financial Forms i.e. C1 to C5 For Example: <ul style="list-style-type: none"> <li>• In Form C4, submit monthly salary breakdown of proposed team provided in Form B7.</li> <li>• In Form C5, submit detailed breakup of all the operational expenses mentioned in Form C3.</li> </ul>	12.	Do not quote unrealistic prices in financial proposal that may raise concerns during financial evaluation. Do not submit lumpsum amounts only. Breakup of costs must be submitted. Otherwise, bid will be treated as defective.
13	Submit documentary evidences of investments committed and revenue generated by startups in Form B4-3 and B4-4 of the published RFP.	13.	Do not forget to provide documentary evidence which is verifiable as required in technical evaluation forms. E.g. in Form B4-3 & B4-4. Otherwise, these forms shall not be considered for marking.