

## Frequently Asked Questions (FAQs)

### Provision of Services to Establish & Manage National Incubation Center at Hyderabad

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These FAQs are for understanding purpose as guidelines and will be updated on the basis of questions arising from potential bidders. Final version of FAQs document will be available for downloading at [www.ignite.org.pk](http://www.ignite.org.pk) on the date as mentioned in RFP.

**Note:** These FAQs 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 FAQ document and the RFP document, the RFP document shall prevail. Ignite will carry no responsibility of any misinterpretation on the bidder's part.

#### FAQs:

- 1. Question:** Where from we can download the RFP document?  
**Answer:** The RFP document can be downloaded from following link: <https://ignite.org.pk/procurement/> or from PPRA website also.
- 2. Question:** What is the deadline to submit the proposals?  
**Answer:** The proposal submission deadline has been extended from 24<sup>th</sup> January 2022 to 7<sup>th</sup> February 2022.
- 3. Question:** What is the mandatory eligibility criteria?  
**Answer:** The Mandatory Eligibility Criteria is mentioned in RFP and must be fulfilled by bidder in all respects as mentioned in the criteria to be considered for evaluation. If a bidder does not meet mandatory eligibility criteria, the proposal will not be evaluated and subsequently disqualified.
- 4. Question:** Do a bidder need to submit the checklist of Mandatory Eligibility Criteria?  
**Answer:** Yes, all potential bidders are required to submit the signed & stamped copy of the Checklist of Mandatory Eligibility Criteria at the time of submission of the proposal. A disclosure form regarding conflict of interest of clause 19 of the RFP can also be submitted at the time of submission of proposal. Please email us ([procurement@ignite.org.pk](mailto:procurement@ignite.org.pk)) to get template of this disclosure form.
- 5. Question:** Which proposals will be evaluated?

**Answer:** Only those proposals submitted will be evaluated further for technical evaluation which will qualify the mandatory eligibility criteria. Potential bidders who will qualify the mandatory eligibility criteria will be informed accordingly.

**6. Question:** What is the minimum score required to pass the Technical Evaluation Stage?

**Answer:** Minimum score to pass the technical proposal is 189 out of 280 marks which is 70% of the total technical evolution score.

Proposals failing to attain minimum score will not be evaluated further and their financial bid will be returned unopened. Only those proposals will qualify further which obtain a minimum of 70% marks in technical evaluation.

**7. Question:** Will bidders be informed about opening of Technical & Financial Proposals?

**Answer:** The date & time of Technical Bid opening for each city is specified in RFP. Thus, bidders are required to remain informed about timelines as specified in respective RFP document. However, the schedule of opening of financial proposals will be communicated to those bidders who have secured minimum 70% marks in technical evaluation. Technically qualified bidders will be contacted for participation in financial bid opening as per contact information provided in their respective proposals.

**8. Question:** What is weightage of Technical & Financial Evaluations?

**Answer:** The weightage of Technical & Financial Evaluations is 70% and 30% respectively. The total score will be calculated as:

Proposal	Weightage
Technical	70%
Financial	30%
Total	100%

**9. Question:** Which bidding procedure will be followed?

**Answer:** As per Public Procurement Rules 2004, the Single Stage-Two envelop procedure will be followed for accepting & evaluation of the bids. The rule is available on PPRA website and is also attached as Annexure A of respective RFP document.

**10. Question:** Is there any bid security to be submitted with Proposals?

**Answer:** Yes. The Financial Bids must be accompanied with the bid security @ 0.5% of the total bid in the form of Call Deposit/Bank Draft (refundable) drawn in favor of IGNITE- National Technology Fund (FTN/NTN: 2939308-6). An affidavit on letter head that bid security in the required form and manner is enclosed with the financial proposal must be required at the time of submission of proposals.

**11. Question:** Is there any performance guarantee to be submitted along with proposals?

**Answer:** No

**12. Question:** Can bidders apply in consortium?

**Answer:** Yes. However, there should be one lead partner in the consortium, called Lead Bidder. The bidders are also required to submit Form B8 Roles and Responsibilities of Consortium/JV Partners/Partnership

**13. Question:** Do bidders need to fill all forms (both technical & financial) as required in RFP?

**Answer:** Bidders are required to duly fill all forms of technical evaluation (Form B1 to B8) and financial evaluation (C1 to C5). Technical forms must be attached in technical proposal and financial forms must be attached in financial proposal.

**14. Question:** Do bidders need to fill all details as requested in forms?

**Answer:** Yes, bidders are required to duly fill all forms of both technical & financial evaluations (Form B1 to B8 and Form C1 to C8) by providing all details as required in respective forms.

**15. Question:** What is meant by "Documentary Evidence" as mentioned in Forms B4-3 & B4-4?

**Answer:** Documentary evidence is evidence that proves and witnesses that information provided in respective forms is genuine and authentic as provided by bidder. Such documentary evidence must be attached with respective information as provided in forms B4-3 & B4-4.

**16. Question:** What if "Documentary Evidence" is not provided in Forms B4-3 & B4-4?

**Answer:** In case, if documentary evidence is not provided or provided but is not verifiable, it may create concerns regarding authenticity of the information provided by bidder in the respective forms and will not be considered for scoring/markings as per technical evaluation criteria.

**17. Question:** Do bidders need to provide information as required in both technical & financial evaluation forms?

**Answer:** Yes. Bidders should submit all information as required in respective forms. Bidder should not change the form headings and name of both technical evaluation forms & financial evaluation forms as described in RFP.

**18. Question:** Do bidders need to provide further breakup of Major CAPEX & OPEX in form C3?

**Answer:** Yes. Bidder are required to provide further breakup of all major CAPEX as provided in Form C3 in a separate sheet with all amounts in PKR. Moreover, breakup of “major OPEX provided in Form C3” must be provided in Form C5 in PKR.

**19. Question:** Do bidders need to provide breakup of remunerations as required in Form C4?

**Answer:** Yes. Bidder are required to provide breakup of complete remuneration of project team (regular staff) as proposed by bidder in Form B7. Moreover, breakup of remuneration for part time staff & on call consultants should also be provided.

**20. Question:** Do the bidders need to submit all forms of financial proposal in Excel format?

**Answer:** Yes, except Form C1. All forms (C2 to C5) must be in Excel format.

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