



Ministry of Information Technology & Telecom  
Government of Pakistan



## **REQUEST FOR PROPOSAL**

### **Hiring of Services of Consultant Financial Year 2022-23**

**IGNITE/Hiring of Consultant/22 – 23/ 0007 Proc**

**November 06, 2022**

**IGNITE**

Ministry of Information Technology & Telecom  
Government of Pakistan

**IGNITE National Fund, 3rd Floor, TF Complex, 7 Mauve Area, G-9/4,  
Islamabad**

## Table of Contents

PART A – DEFINITIONS, INSTRUCTIONS & INFORMATION FOR BIDDERS .....	1
1 Mandatory Eligibility Criteria Checklist .....	2
2 Definitions .....	3
3 About Ignite (The Company) .....	4
4 Instructions for Bidders .....	5
5 Solicitation Document .....	5
5.1 Contents.....	5
6 Preparation of Proposal .....	6
6.1 Language of the Proposal .....	6
6.2 Proposal Currency .....	6
6.3 Period of Validity of Proposal.....	6
6.4 Supporting Documents .....	6
6.5 Cost of Preparing Proposal.....	6
6.6 Proposal Documents.....	6
6.7 Taxes .....	7
6.8 Format and signing of proposal.....	7
7 Submission, Receipt and Opening of Proposal .....	7
8 Proposal Evaluation.....	10
9 Evaluation of Technical Proposals .....	10
10 Financial Proposals.....	12
11 Combined Score .....	13
12 Award of Agreement .....	13
13 Confidentiality.....	14
14 Conflict of Interest.....	14
15 Fraud and Corruption .....	15
16 Clarification Request/Amendment .....	15
PART B - TERMS OF REFERENCE .....	16
17 Overview .....	16
18 Outputs/Deliverables .....	<b>Error! Bookmark not defined.</b>
PART C - FORMS TO BE SUBMITTED WITH THE PROPOSAL .....	18
Technical Proposal - Standard Forms.....	18
B1. Technical Proposal Submission Form .....	19
B2. Firms/Bidders Profile.....	20
B3. Firm’s competence and experience in completing projects of a similar nature in a timely and efficient manner.....	21
B5. Proposed methodology and time line .....	22
C1. Financial Proposal Submission Form .....	23



**PART A – DEFINITIONS, INSTRUCTIONS &  
INFORMATION FOR BIDDERS**

## 1 Mandatory Eligibility Criteria Checklist

Before the bidders submit their proposals within the stipulated time mentioned in this Request for Proposal document, bidders are required to make sure that following mandatory requirements of this RFP document are fulfilled. **These requirements must be furnished at the time of submission of Proposal. Non-submission of any one of the following applicable requirements shall result in disqualification:**

#	Mandatory Eligibility Criteria Checklist	Mark ☑ / ☒
1.	Proof of NTN Certificate (If Applicable, please check ☑ , otherwise put a Cross ☒ in the Mark Column)	
2.	Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Government, Semi-Government, Private, Autonomous body or any other international organization.	
3.	Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100 or more that the bidder is an active tax payer and has submitted its tax return for the preceding fiscal year. <b>Tax payer list serial number (downloadable from FBR’s website) is also to be mentioned.</b>	
4.	<p><b><u>Two separately sealed envelopes:</u></b></p> <p><b><u>Envelope #1 shall clearly bear the name “Technical Proposal Hiring of Consultant for Financial Year 2022-23”</u></b></p> <p>Two hard copies of Technical Proposal, one marked as Original and one marked as Copy* must be submitted. Bidders are to make sure that Financial Proposal is <b>not</b> part of the Technical Proposal in any form.</p> <p>*Additional hard copy of Technical proposal is not a mandatory requirement.</p>	

5.	<p><b><u>Envelope #2 shall clearly bear the name “Technical Proposal Hiring of Consultant for Financial Year 2022-23”</u></b></p> <p style="text-align: center;">Financial Proposal must be submitted in hard copy. (The hard copy of financial proposal must be sealed in Envelope # 2 and should not be part of technical proposal in any form).</p>	
----	--	--

**Note:** Bidders are required to submit filled, signed & stamped copy of the above checklist along with the Proposal. All of the supporting documents of the mandatory eligibility criteria shall be attached with checklist in same section of the technical proposal. Requirement No. 3 & 4 above are required to be submitted on separate stamp papers.

## **2 Definitions**

This is Request for Proposal, unless the context provides otherwise:

- a. “Agreement”** means an agreement concluded between Company and the Successful Bidder. (See Annexure B).
- b. “Board”** means the Board of Directors of Ignite.

- c. **“Bidder”** means any individual/company/firm who has responded to this RFP by submitting a formal proposal/bid.
- d. **“Company”** means Ignite registered under Section 42 of the Companies Ordinance, 1984, with its office at 3rd Floor, TF Complex, 7 Mauve Area, G-9/4, Islamabad, Pakistan.
- e. **“Date of Issue”** means the date on which this RFP is issued.
- f. **“Regular Staff”** means permanent/full time staff employed by the successful bidder to perform the services or any part thereof.
- g. **“Request for Proposal (RFP)”** means set of documents prepared by the Ignite, to solicit proposal, which consists of definition, instructions for bidders, ToR, evaluation criteria, forms for providing information and draft contract.
- h. **“Scope of Work”** means the description of formal work activities under this RFP to be completed by the Successful Bidder in accordance with the Contract signed between Successful Bidder and the Company.
- i. **“Successful Bidder”** means a bidder who has been awarded the contract pursuant to this RFP and who shall be responsible to complete assignments as enlisted in the Scope of Work and further quantified under the Scope of Work.
- j. **“Terms of Reference”** (ToR) means that part of Bidding Document which explains the scope of work, activities, tasks to be performed, evaluation criteria, respective responsibilities of the bidder as well as expected results and deliverables of the assignment.

### **3 About Ignite (The Company)**

Ignite has been incorporated with the Securities and Exchange Commission of Pakistan (SECP) under Section 42 of the repealed Companies Ordinance, 1984 (now Companies Act 2017) by the Ministry of IT, Government of Pakistan (hereinafter referred to as “the Company”). Ignite focuses on fourth industrial wave tech and on ecosystem development initiatives to fulfill its mission of creating a knowledge economy in Pakistan. Our national network of incubators nurtures startups, while our tech innovation grants are offered to

innovative, deep tech projects and startups. DigiSkills.pk has delivered over 1.7 million trainings in the future of work. More details about the company are available at <http://www.ignite.org.pk>.

## **4 Instructions for Bidders**

This document contains all the information pertinent to our solicitation, and governs the preparation and submission of proposals. The technical & financial forms to be filled by bidder for the assignment are annexed with this RFP document. Proposals must be submitted by the deadline, completed on the formats provided by the Company, with supporting documents, according to the guidelines given in the document titled **Instructions & Information for Bidders**. The proposals will be evaluated by a Bid Evaluation Committee (BEC) constituted by the company. The selection of bidders will be on quality and cost-based selection methodology as provided in the bidding document.

## **5 Solicitation Document**

### **5.1 Contents**

The bidder is expected to examine all instructions, general conditions, forms, terms and specifications contained in the RFP document and its annexures. Failure to comply with instructions will be at the bidder's risk and may affect the evaluation of the proposal. Proposals that do not comprehensively address the scope of work/ToR and requirements may be rejected. Inability to comply with the corresponding instructions, general conditions of contract, terms and specifications may lead to rejection of proposal.

In the event of non-compliance with the ToR of the RFP document and obligations contained in the agreement, the Company may terminate the agreement by providing 01 month written notice to the successful bidder without any further obligation or compensation on the part of the Company.



## 6 Preparation of Proposal

### 6.1 Language of the Proposal

The proposals prepared by the bidders and all correspondence and documents relating to the proposal exchanged between the bidders and the Company shall be in writing and in English Language.

### 6.2 Proposal Currency

All prices shall be quoted in Pak Rupees (PKR) and all payments will be made in PKR.

### 6.3 Period of Validity of Proposal

Proposals shall remain valid for 180 days from the date of advertisement as provided in the RFP document. In exceptional circumstances, Company may solicit the bidder's consent to an extension of the period of validity without any material changes in the bidding document.

### 6.4 Supporting Documents

While preparing the Technical Proposal, the bidder shall ensure that it provides the Company with documentary evidence. Since the evaluation committee will evaluate the bids solely on the basis of the documentary evidence submitted in accordance with the technical evaluation criteria.

### 6.5 Cost of Preparing Proposal

The costs of preparing the proposal and of negotiating any subsequent funding, including visits for discussion with the Company are not reimbursable.

### 6.6 Proposal Documents

The bidding document in binder form with serial number of each page should comprise the following:

<b>Technical Proposal</b>
The Technical Proposal is to consist of the following: a) <b>Checklist</b> (Mandatory Documents required with the Proposal) – Page 2 b) Technical Proposal Submission <i>Form B1</i>

- c) Bidders Profile - *Form B2*
- d) Bidder's competence and experience in completing projects of a similar nature in a timely and efficient manner - *Form B3*
- e) Proposed methodology and time line - *Form B5*

Technical Proposal should detail the capability and experience of delivering the services specified in the ToR. Bidder should submit details of maximum five of their most relevant/similar nature assignments for technical evaluation using the prescribed format.

Technical proposal should not contain any financial information. Cost and financial estimates need to be provided in a separate sealed envelope clearly indicating Financial Proposal.

**Financial Proposal**

Financial Proposal in hard copy must be submitted. (The hard copy of Financial Proposal must be sealed in Envelope # 2 and should NOT be part of Technical Proposal in any form).

**6.7 Taxes**

The quoted costs should be inclusive of all applicable (direct & indirect) taxes. The financial bid will be scored based upon the bid amount inclusive of all taxes.

**6.8 Format and signing of proposal**

The proposal shall contain no interlineations, erasures, or overwriting, except, as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by bidder's authorized person. The proposals shall be clear and elaborate.

Different parts of the proposals shall be separated using color separators, flags or tags.

**Note:** *The technical proposal must not contain any pricing information whatsoever on the services being offered. Non-compliance may lead to rejection of the proposal.*

**7 Submission, Receipt and Opening of Proposal**

7.1 Proposals will be accepted and evaluated using Single Stage, Two Envelope Procedure. (Separate sealed envelopes of technical and financial proposals)- **Annexure-A.**

7.2 The original proposal shall contain no interlineations or overwriting. All pages of the proposals (Technical & Financial) must be numbered. Submission letters for both Technical and Financial Proposals should respectively be in the attached format (Form B1 & C1) in separate envelopes.

7.3 The bidder or an authorized representative on his/her behalf shall initial and stamp all pages of the original Technical and Financial Proposals. In case of latter, an authorization shall be provided which shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.

7.4 Hard copies of the Technical Proposal shall be sent to the addresses referred in the document. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

7.5 Bidder is required to submit one original and one hard copy of Technical Proposal along with all supporting documents.

7.6 The Technical Proposal shall be placed in a sealed envelope **clearly marked "TECHNICAL PROPOSAL"**. Similarly, the Financial Proposals shall be placed in separate sealed envelopes clearly marked **"FINANCIAL PROPOSAL"** followed by the name of the assignment "Hiring of Services of External Consultant FY 2022-23" with a warning **"DO NOT OPEN WITH THE TECHNICAL PROPOSAL"**. The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the assignment mentioned in this document and clearly marked **"DO NOT OPEN BEFORE SUBMISSION DEADLINE"**. Ignite shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and / or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposals are not submitted in separate sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the Proposals ineligible.

The Proposal must be sent to the following address and received by the Company not later than the time and the date indicated in RFP document:

<b>Title/Position:</b>	Manager Procurement
<b>Telephone:</b>	+92-51-910 7441-6 Ext. 135
<b>Cell:</b>	+92-306-199-1234
<b>Facsimile:</b>	+92-51-910-7447

<b>Email address:</b>	<a href="mailto:procurement@ignite.org.pk">procurement@ignite.org.pk</a>
<b>Official Postal address:</b>	Ignite 3rd Floor, TF Complex, 7 Mauve Area, G-9/4 Islamabad, Pakistan.

7.7 Bidders must submit their response to the Company by registered post/ courier or by hand to the official postal address of the Company before or on submission deadline mentioned in the RFP document.

7.8 Any proposal received by the Company after the deadline for submission shall be returned unopened.

7.9 Company reserves the right to accept or reject all of the proposals submitted at any time in accordance with applicable PPRA rules.

7.10 Company shall open the Technical Proposal thirty minutes after the submission deadline. The envelopes with the Financial Proposal shall remain sealed and securely stored in the custody of Company.

7.11 Key Activities & Timeline:

The tentative timeline set out herein represent the Company's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days. The approximate contract schedule is as follows:

#	ACTIVITY	TIMELINE
1	RFP Issuance	November 06, 2022
2	Deadline for receiving queries / questions	November 14, 2022

3	Response to queries/questions related to RFP	November 18, 2022
4	Proposal Submission Deadline	<b>November 25, 2022 11 00 Hrs</b>
5	Opening of Technical Proposals (in front of bidders present at 3rd Floor, TF Complex, 7 Mauve Area, G-9/4, Islamabad)	<b>November 25, 2022 11 30 Hrs</b>
6	Opening of Financial Proposals (in front of bidders present at 3rd Floor, TF Complex, 7 Mauve Area, G-9/4, Islamabad)	Manager Procurement will communicate date & time to technically qualified bidders
7	Award of Contract	Manager Procurement will communicate

## **8 Proposal Evaluation**

8.1 From the time the Proposals are opened to the time evaluation report is announced, the bidders should not contact the Company on any matter related to its Technical and/or Financial Proposal. Any effort by the bidder to influence the Company in the examination, evaluation, ranking of Proposals, and recommendation for award of Agreement may result in the rejection of the bidder's Proposal. However, the Company may contact the bidder for seeking clarification of any aspect of technical proposal or demand any missing information.

8.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

8.3 Overall evaluation shall be carried out based on weighted average methodology wherein technical evaluation will carry 50% and financial evaluation will carry 50% weightage.

## **9 Evaluation of Technical Proposals**

9.1 During the technical evaluation no amendments in the proposals shall be permitted. The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the RFP document. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP and particularly the eligibility criteria or if it fails to achieve the minimum qualifying technical score indicated in the RFP document. The Bidders who obtain at least 35 out of 50 marks in

technical evaluation criteria will qualify and financial proposals would be opened only for technically qualified Bidders.

9.2 Financial proposals of those Bidders obtaining less than 35 marks out of 50 in Technical Evaluation shall remain un-opened and will be returned to the Bidders. An evaluation committee appointed by the Company will evaluate the technical proposals on the basis of their compliance with the RFP and by applying the evaluation criteria and the point system, specified below:

S#	Technical Evaluation	Total Marks	Sub Marks
a.	<p><b>Qualification</b></p> <ol style="list-style-type: none"> <li>1. Master’s Degree or Above;</li> <li>2. Bachelor’s Degree (4 years);</li> <li>3. Bachelor’s Degree (2 Years)</li> </ol>	<b>10</b>	<p style="text-align: center;">10</p> <p style="text-align: center;">8</p> <p style="text-align: center;">6</p>
b.	<p><b>Experience of managing and conducting AGP related Audits:</b></p> <ol style="list-style-type: none"> <li>i. 20 years of Government /Regulatory Audit experience with AGP</li> <li>ii. 15-19 years of Government /Regulatory Audit experience with AGP</li> <li>iii. 10-14 years of Government /Regulatory Audit experience with AGP</li> <li>iv. 5-9 years of Government /Regulatory Audit experience with AGP</li> </ol>	<b>20</b>	<p style="text-align: center;">20</p> <p style="text-align: center;">15</p> <p style="text-align: center;">10</p> <p style="text-align: center;">5</p>

c.	<b>Proposed methodology and time line – (Form B5)</b> Well versed with government audit rules/policies and procedures as well as any other applicable rules <i>(To be supported by Recommendation letters as proof of evidence)</i> <ul style="list-style-type: none"> <li>i. Deep experience</li> <li>ii. Average experience</li> <li>iii. Less experience</li> </ul>	<b>10</b>	
	Have experience of participation in attending DAC/PAC meetings along with preparation of Audit Replies <i>(To be supported by Recommendation letters as proof of evidence)</i> <ul style="list-style-type: none"> <li>i. Number of DACs/PACs attended &gt; 20</li> <li>ii. Number of DACs/PACs attended 10-20</li> <li>iii. Number of DACs/PACs attended &lt; 10</li> </ul>	<b>10</b>	
	<b>Total Marks</b>	<b>50</b>	
	<b>Minimum qualification score (70%)</b>	35	

Note: It is responsibility of the bidders to ensure provision of sufficient documents to the Company, along with the proposal. The bids will be evaluated solely on the basis of the documentation submitted.

## 10 Financial Proposals

10.1 After the evaluation and approval of technical proposal, the Company shall inform the bidders, who have submitted proposals, the technical scores obtained by their Technical Proposal and shall notify those whose Proposal did not meet the minimum qualifying score or were considered non responsive. Financial Proposals of technically disqualified bidders will be returned unopened after completing the selection process. The Company shall simultaneously notify in writing bidders that have secured the minimum qualifying technical score, the date, time and location for opening the Financial Proposals, within the bid validity

period. Bidder's attendance at the opening of Financial Proposals is optional. The opening date shall be set so as to allow interested bidder sufficient time to make arrangements for attending the Financial opening.

10.2 Before opening of financial bid, technical score of qualified bidder(s) shall be read aloud during financial bid opening session.

10.3 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the formers will prevail. In addition to the above corrections, all activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

10.4 Quality and Cost Based Selection (QCBS) method will be used for evaluation of proposal. The lowest evaluated Financial Proposal will be given the maximum financial score of 20 points.

## **11 Combined Score**

11.1 Technical Score (St) of qualified bidder shall be added to financial score.

11.2 Financial Score (Sf) shall be calculated as follows: (Lowest bidder's total cost/bidder's total cost) x 50.

11.3 Combined Score (Total Score) = St + Sf

11.4 All bidders will be ranked based upon the combined technical and financial score.

## **12 Award of Agreement**

After completing required documentation / process the Company shall award the Agreement to the selected bidder (highest ranked). After agreement signature, the Company shall return the unopened Financial Proposals of the non-responsive bidders.



### **13 Confidentiality**

The Company shall keep all information regarding the bid evaluation confidential until the time of the announcement of the evaluation report under PPRA Rule no. 41.

### **14 Conflict of Interest**

Without limitation on the generality of the foregoing, bidder shall be considered to have a conflict of interest and shall not be recruited under any of the circumstances set forth below:

#### **a. Conflicting assignments**

- The bidder (including its Personnel) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment to be executed for the same or for another Client.

#### **b. Conflicting Relationships**

- The bidder (including its Personnel) or any of its affiliates that has a business or family relationship with a member of the Company Board, Management, or staff who is directly or indirectly involved in the preparation of Terms of Reference, selection process of third party evaluation services and/or supervision of the Agreement may not be awarded an Agreement unless conflict stemming from this relationship has been resolved in a manner acceptable to the Board throughout the selection process and the execution of the Agreement.
- The bidder has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest, or that may reasonably be perceived as having this effect by notifying the Company in writing. Failure to disclose said situations may lead to disqualification of the bidder or the termination of its Agreement.
- Current employees of the Company shall not work as and for the bidder.

## **15 Fraud and Corruption**

15.1 The Company requires the bidder/s participating in provision of Service/s to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. In pursuance of this policy, Company defines, for the purpose of this paragraph, the terms set forth below as follows:

“Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any employee of the Company in the selection process or in agreement execution;

“Fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement;

15.2 “Collusive practices” means a scheme or arrangement between two or more with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels;

“Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of an agreement. The Company will reject a proposal for award if it determines that the bidder recommended for award has directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the agreement in question. The Company may also impose penalties on the bidder, declaring it ineligible, either indefinitely or for a stated period of time, for Company funding, if at any time it determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Company funded project.

15.3 The Company will have the right to inspect the bidding firm’s accounts and records and other documents relating to the submission of proposals and agreement performance, and have them audited by auditors appointed by the Company.

## **16 Clarification Request/Amendment**

16.1 The bidder can request a clarification in RFP document up to the date indicated in the RFP document. Any request for clarification must be sent in writing, or by standard electronic means to the Company’s e-mail address indicated in the RFP document. The Company will respond in writing or by standard electronic means and may place responses on the Company’s website under FAQ’s for understanding of all potential bidders.

16.2 At any time before the submission of Proposals, the Company may amend the RFP document by issuing an addendum in writing or by standard electronic means. The addendum

shall be published in the local newspaper and uploaded at PPRA & Company web site, and revised RFP document will be uploaded on Company's Website and PPRA web site.

## **PART B - TERMS OF REFERENCE**

### **17 Overview**

The Company invites proposals from eligible individuals/firms

#### **OBJECTIVE**

The major objective of the assignment is to conduct the audit of the Financial Statements of the Company for enabling the Auditor to express his opinion on the Company's financial position, its state of affairs and the funds received, income generated & expenditures incurred for the accounting period starting from July 1, 2022 and ending on June 30, 2023. And review report on Code of Corporate Governance for the same period.

#### **CONSULTANT'S QUALIFICATIONS, EXPERIENCE & ELIGIBILITY**

1. At least 45 years of age at the time of this advertisement;
2. The incumbent should be at least a Graduate or Masters (Certifications in audit and accounts will be preferred);
3. At least 20 years of Government /Regulatory Audit experience with AGP;
4. Well versed with government audit rules/policies and procedures as well as any other applicable rules;
5. Must have experience of preparing for DAC/PAC meetings;

## **SCOPE OF THE SERVICES**

1. To coordinate AGP Audit on behalf of the company as focal point of contact;
2. To prepare the replies of audit observations (AGP Audit) for settlement with the help of the concerned departments;
3. To represent Ignite in Public Accounts Committee (PAC) as well Departmental Accounts Committee (DAC) meetings to settle majority of the audit paras;
4. To make coordination with all departments for provisions of the record during the audit process;
5. Effectively liaise and coordinate with the audit entities;
6. Have knowledge of the Ignite function, rules and regulations as well SOPs of the Ignite;
7. To facilitate management and provide relevant assistance to all departments of the Company for resolution/verification/ submission of response of AGP audit observations;
8. To deal with AGP Office and coordinate for regulatory/special/ performance/issue-based audits of the Company;
9. Ensure audit paras verification with AGP with record before DAC/PAC meetings and settlement of the same;
10. Assist all departments for annual AGP audit and preparation of responses to the paras raised and verification of record for settlement;
11. Compilation of consolidated replies in consultation with concerned departments for AGP for all related meetings including data verification, Pre-DAC, DAC, Pre-PAC, PAC, etc
12. Recommendation on improvement in SOPs of all departments for better Audit Compliance;
13. Travel any where in Pakistan for verification of record on behalf of Company;
14. Should be able to compile proper draft responses to audit paras with supporting documents in consultation with departments concerned;
15. Presence in Company at least twice a week and on as need basis when called. Normal working time at Ignite will be 40 hours a month.
16. Undertake any other related task assigned by management.

# **PART C - FORMS TO BE SUBMITTED WITH THE PROPOSAL**

## **Technical Proposal - Standard Forms**

**B1. Technical Proposal Submission Form**

**B2. Individual/Firms/Bidders Profile**

**B3. Competence and experience in completing projects of a similar nature in a timely and efficient manner**

**B5. Proposed methodology & time line**

## **B1. Technical Proposal Submission Form**

[Location, Date]

To:

Manager Procurement

Ignite (The Company)

3<sup>th</sup> Floor, TF Complex, 7 Mauve Area,

G-9/4, Islamabad, Pakistan.

Tel: +92-51- 910-7441-46

Cell: +92-306-199-1234

Fax: +92-51- 910-7447

Email: procurement@ignite.org.pk

Sir,

We, the undersigned, offer to provide the services / equipment of **“XXXX”** in accordance with your Request for Proposal dated [ADVERTISEMENT DATE]. We are hereby submitting our Proposal, which includes this Technical Proposal and Financial Proposal sealed under a separate envelope.

Our Technical Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, which is 180 calendar days from the date of advertisement.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:

**Name and Title of Signatory:**

Name of Firm:

Address:

## **B2. Individual/Firms/Bidders Profile**

Individual Consultant's Profile/ CV

**B3. Individual/Firm's competence and experience in completing projects of a similar nature in a timely and efficient manner**

<b>Name of Client</b>	<b>Name of Assignment/ Project</b>	<b>Period of Assignment/ Project</b>	<b>Value of Assignment / Project</b>	<b>Present Status of the Assignment/ Project</b>



**B5. Proposed methodology**

(Breakup of activities with time lines for each activity to be completed as per TOR).

A write-up in report format conveying:

- (a) clear understanding of the objectives, Term of Reference (TOR), scope of work and how to achieve the same, and any suggestions for improvement of work
- (b) providing an annual work-plan and KPIs for achieving the assignment objectives

**C1. Financial Proposal Submission Form**

[Location, Date]

To:  
Ignite (The Company)  
3<sup>th</sup> Floor, TF Complex, 7 Mauve Area,  
G-9/4, Islamabad, Pakistan.  
Tel: +92-51- 910-7441-46  
Cell: +92-306-199-1234  
Fax: +92-51- 910-7447

Email: [procurement@ignite.org.pk](mailto:procurement@ignite.org.pk)

Sir,

We, the undersigned, offer to provide services / equipment for provision of "XXXX" in accordance with your Request for Proposal dated [ADVERTISEMENT DATE] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of all the local taxes, duties, fees, levies and other charges applicable on our company, our sub-contractors and collaborations under the Pakistani law.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, which is 180 calendar days from the date of advertisement.

Though included in the above mentioned fee, Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount in Pak Rs.	
_____	_____	_____
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

## C2. Summary of Costs

Particulars	Pak Rupees
Lumpsum Cost <i>The lump sum cost shall be inclusive of all taxes, duties, fees, levies, and other charges imposed under the applicable laws in Pakistan.</i>	Xxx Per Month  Xxx Annual

The traveling, boarding & lodging expenses, if any will be borne by Ignite as per its travel policy.

## Annexure A

### One Stage Two Envelope Procedure for Bidding

#### Public Procurement Rules 2004

##### Single stage - Two envelope procedure:

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- (iv) The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
- (v) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which do not conform to the specified requirements;
- (vi) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (viii) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the **financial proposals of the technically accepted bids only**. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- (ix) The bid found to be highest ranked bid shall be accepted

## **Annexure B**

### **Agreement with Successful Firm:**

#### **DRAFT AGREEMENT**

This Agreement (hereinafter referred to as “**Agreement**”) is made at \_\_\_\_\_ on \_\_\_\_\_ 2022 (**Effective Date**)

#### **BY & BETWEEN**

**IGNITE, National Technology Fund**, a company registered under Section 42 of Companies Ordinance, 1984, with its office at 3<sup>rd</sup> Floor, TF Complex, Mauve Area, G-9/4, Islamabad, Pakistan (hereinafter referred to as “**the Company**” or “**the Client**”, which expression shall where the context admits include its administrators, authorized representatives, successors-in-interest and permitted assigns) of the One Part;

#### **AND**

[**Name**] , [**Legal Status**], \_\_\_\_\_, having its place of business at \_\_\_\_\_ (hereinafter referred to as “**Consultant**”, which expression shall where the context admits include its administrators, authorized representatives, Partners, Associates, successors-in-interest and permitted assigns) of the Second Part.

All Parties are hereinafter to be individually referred to as “**Party**” and collectively as the “**Parties**”.

**WHEREAS** the Company requires services of eligible Chartered Accountancy Firms for Company’s External Audit FY 2022-23 and the [Party Name] has offered to provide services for conducting Company’s external financial audit and review of Code of Corporate Governance Report, on the terms said out herein below;

NOW, THEREFORE, the Parties have agreed on following areas:

#### **1. TERM DURATION & RENEWAL**

- 1.1 The duration of this Agreement is till ....., 2023 starting from ....., 2022.
- 1.2 This Agreement shall remain valid till ..... 2023 unless otherwise terminated by the Parties in accordance with Clause 6 of this Agreement.

1.3 As per RFP No. ....../Proc. duration of the contract may be extended for the next Financial Year on the same rates, subject to the satisfactory performance of the Consultant and in addition the consent of both parties.

## **2. OBLIGATIONS OF THE COMPANY**

2.1 The Company has agreed to pay remuneration for the services rendered by it pursuant to the Agreement at the rates mentioned in your quotation; annexed as Annexure-B to this Agreement, which shall be considered as an integral part to this Agreement

2.2 The Company undertakes to pay the Consultant, amount due on account of monthly invoices within days of receipt of the monthly invoices.

## **3. OBLIGATIONS OF THE INDIVIDUAL/FIRM/BIDDER**

3.1 The successful bidder shall perform all duties/obligations, as mentioned in the Annexure A of this Agreement.

## **4. PAYMENTS**

4.1 The bidder shall invoice Company on monthly basis and payments shall become due within 14 working days of receipt of the invoice.

4.2 Payments shall be made in the name of the Consultant. The travelling and boarding & lodging expenses & all other expenditure, if any will be borne by the Consultant and Ignite will only reimburse out of pocket expenditure as included in the above financial proposal. It is expressly agreed that the Consultant shall not be entitled to any additional payments on account of this Agreement except as agreed under this Agreement.

4.3 Notwithstanding anything herein to the contrary, the Consultant shall not be entitled to and the Company shall have the right to withhold payment due to the Consultant where the Services, or any part thereof, are not completed or performed to the complete satisfaction and approval of the Company.

4.4 All payments made hereunder by the Company to the Consultant shall be made subject to applicable tax deductions.

## **5. REPRESENTATIONS AND WARRANTIES**

- 5.1 The Parties represent and warrant to each other that each of the Party has and will have full power and authority to enter into and perform this Agreement.
- 5.2 The Consultant warrants that it is financially sound and duly licensed, with adequate staff and possesses the experience in the rendition of services required to be performed hereunder and shall, therefore, render the Services in a sound, professional and lawful manner as per the highest standard of professionalism and shall exercise, and act with, due care, judgment and skill reasonably expected in the performance of services of the like nature internationally.

## **6. TERMINATION**

Either Party may terminate this Agreement with or without cause by providing, not less than thirty (30) days prior written notice of termination to the other Party.

## **7. COMPLIANCE WITH LAW**

The validity of interpretation and construction of this Agreement and of each part hereof shall be governed by the Laws of Pakistan. The Consultant shall comply with all applicable laws of Pakistan.

## **8. CONFIDENTIALITY**

The Parties shall maintain confidentiality with regard to the terms and conditions of this Agreement and any information passed on to each other for the performance of their duties under the Agreement and shall not divulge or disclose them to any other person/party(ies) etc., who are not a party to this Agreement. Consultant shall take all reasonable precautions, which in any event shall not be less than those precautions used to protect its own Confidential Information, to keep the Confidential Information of the Company in the strictest confidence and to protect it from disclosure. In no event, shall the Consultant's precautionary measures fall below the reasonable standard of care.

## **9. INDEMNIFICATION CLAUSE**

To the fullest extent permitted by law, the Consultant shall indemnify, defend, and hold harmless the Company, its employees, officials, officers, and agents from loss or damage, including, but not limited to, legal fees, and other costs of defense by reason of actual or



alleged violations of any Law, all injuries, deaths, damage to property, suits, claims, liens, lien rights, judgments, liabilities, costs and expenses, which may arise directly or indirectly from the cleaning services provided hereunder. This obligation shall survive the expiration and/or termination of this Agreement.

#### **10. NON-ASSIGNABLE**

The Consultant shall not assign any third party or any other company to provide Services on its behalf to Company. Company reserves the right to assign this Agreement to any third party including but not limited to subsidiaries and/or holding companies, at any time, with prior intimation to the Consultant.

#### **11. DISPUTE RESOLUTION & GOVERNING LAW**

Any dispute, controversy or claim arising out of or in connection with this Agreement shall be resolved by Parties through negotiations. If dispute(s) remain unresolved by negotiations, they shall be finally settled by arbitration to be held under the Arbitration Act, 1940. The number of arbitrators shall be three (03) unless otherwise mutually agreed by the Parties. The venue of the arbitration shall be Islamabad, Pakistan and in English language. The award made by the arbitration process shall be final and binding on the Parties and may be enforced in any court of competent jurisdiction.

#### **12. FORCE MAJEURE**

For the purposes of this Agreement, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under this Agreement impossible or so impractical as to be considered impossible under the circumstances.

The failure of either Party to fulfil any of its obligations under this agreement shall not be considered to be breach of or default under this agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Agreement and has informed the other Party as soon as possible about occurrence of such an event.

#### **14. RELATIONSHIP OF THE PARTIES**

This Agreement shall not be interpreted or construed to create a relationship of master and servant or principal and agent, an association, joint venture, or partnership as between the Parties or to impose any partnership obligation or liability upon either Party. Neither Party shall have any right, power or authority to enter into any agreement or undertaking for, or act on behalf of, or to act as or be an agent or representative of, or to otherwise bind the other Party.

## 15. GENERAL TERMS OF THE AGREEMENT

- 15.1 **Successors:** This Agreement shall be binding upon and inure to the benefit of the Parties and its successors, permitted assigns and legal representatives.
- 15.2 **Amendments:** Any amendment to this Agreement shall only be binding if executed in writing by the Parties through their duly authorized representatives.
- 15.3 **Entire Agreement:** This Agreement constitutes the entire agreement and understanding of the Parties with respect to its object and supersedes and cancels any prior representation, commitment, undertaking or agreement between the Parties, whether oral or written, with respect to or in connection with any of the matters or things to which such Agreement applies or refers.
- 15.4 **Expenses:** All expenses incurred by the Parties in relation to the negotiation, drafting, execution and performance of this Agreement shall be borne by the incurring Party.
- 15.5 **Waiver:** No waiver by either Party of any default or defaults by the other Party in the performance of any of the provisions of this Agreement:
- a. shall operate or be construed as a waiver of any other or further default whether of a like or different character; or
  - b. shall be effective unless in writing duly executed by a duly authorized representative of such Party.

Neither the failure by either Party to insist on any occasion upon the performance of the terms, conditions and provisions of this Agreement, nor time or other indulgence granted by one Party to the other, shall act as a waiver of such breach or acceptance of any variation or the relinquishment of any such right or any other right hereunder, which shall remain in full force and effect.

15.6 **Counterparts.** This Agreement may be executed in two or more counterparts each of which shall be considered one and the same Agreement and each of which shall be deemed an original.

IN WITNESS WHEREOF the Parties to this Agreement have set their respective hands on this Agreement on the day, month and year written above, in the presence of witnesses mentioned below.

**On Behalf of the Client**

**On Behalf of the Consultant**

\_\_\_\_\_

\_\_\_\_\_

Name:

Name:

Title: CEO

Title:

**Witnesses:**

\_\_\_\_\_

\_\_\_\_\_

Name:

Name:

Title:

Title:

CNIC:

CNIC:

\_\_\_\_\_

\_\_\_\_\_

Name:

Name:

Title:

Title:

CNIC:

CNIC:

**Note: This Agreement is a Draft Agreement subject to change in terms and conditions upon negotiation with the successful bidder during the award of the agreement. The bidders should only follow the terms of reference and instructions given in this RFP document for submission of their bids.**