

PREQUALIFICATION

**FOR HIRING OF  
INDIVIDUAL CONSULTANTS  
&  
CONSULTANCY FIRMS**

National ICT R&D Fund  
Ministry of Information Technology  
Government of Pakistan

March, 2014

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## **1 About National ICT R&D Fund (The Company)**

Pakistan has witnessed a phenomenal growth in its telecom industry. The government of Pakistan has mandated that a certain percentage of gross revenue generated by all telecom service providers be allocated to development and research of information and communication technologies with the vision to transform Pakistan's economy into a knowledge based economy by promoting efficient, sustainable and effective ICT initiatives through synergic development of industrial and academic resources. To achieve this vision National ICT R&D Fund, hereafter referred as the Company, has been created. This vision will be realized by pursuing the following goals:

- Cultivate industry-academia partnership by funding concrete development and research initiatives.
- Enhance the national ICT related human resource development capacity manifold by facilitating industrial demand focused human resource capacity building and R&D capabilities in the country and promoting ICT related educational programs and activities.
- Make Pakistan an attractive destination for service oriented and research and development related outsourced jobs.
- Use ICT as a tool for wealth creation and upward mobility for economically challenged groups of citizens.
- Spread the ICT activities on a true national level.

## **2 Overview of Prequalification**

National ICT R&D Fund invites applications from Consultancy Firms/Consultants having expertise in specialized domains as listed in the scope of Prequalification.

### **2.1 Background and Introduction**

The company desired to maintain a pool of pre-qualified panel of consultants including firms and individuals in wide areas of expertise. This pool would be utilized for consultancies, studies, surveys, specialized assignments, concept papers like preparation of Telecom Policy, other national IT related policy matters etc. the pool of individual consultants and consultancy firms would be readily available on short & long term and retainer ship basis upon arising needs of the company.

The Company invites applications from eligible individual consultants and organizations/firms/registered in Pakistan for provision of consultancy and advisory services in various domains.

### **2.2 Scope of Prequalification**

Consultancy and advisory services are required in the following major areas:

- a. Policy & Strategy
- b. Technical (Information & Communications Technologies-ICTs)

- c. Financial, Budgeting & Commercial
- d. Legal
- e. Management (HR, Secretarial, Accounts & Finance, Audit)

Note: Consultants may like to specify specialization in above major areas themselves.

### 2.3. Standard Instructions

- a. Prequalification shall be clear and elaborate. Different sections of the application shall be separated using color separators, flags or tags. The applications shall be prepared without any interlineations or overwriting.
- b. Consultancy firms and individual consultants may request in writing, for clarification of any of the provisions of this Prequalification up till 07 (seven) calendar days before the submission date. All queries may be sent to [nelofar.arshad@ictrdf.org.pk](mailto:nelofar.arshad@ictrdf.org.pk).
- c. Applications submitted should remain valid for a period of 3 months from the last date of submission.
- d. Eligible consultancy firms and individual consultants are encouraged to submit their prequalification's as per submission requirements.
- e. Eligible consultancy firms and individual consultants may apply for any combination of areas for pre-qualification. In case of multiple areas, they are required to submit area wise details of experience and expertise.
- f. Prequalification submitted by consultancy firms and individual consultants will be evaluated as per pre-established evaluation criteria.
- g. All CVs attached with relevant forms should be signed by the relevant employee and countersigned by the Company.
- h. As and when needed, the Company would prepare TORs/bidding documents for such assignments. Only consultancy firms and individual consultants pre-qualified in a particular area would be provided TORs/bidding documents for submission of their proposals.
- i. Prequalified consultancy firms & individual consultants may be hired on retainer ship basis for some specific period upon arising need.
- j. Successful consultancy firms and individual consultants will be pre-qualified for a period of three years.
- k. Public Procurement Rules will be strictly followed by the Company.

## 3 Prequalification Submission Requirements

The prequalification shall be in compliance with the below mentioned requirements:

- a. A covering letter as attached
- b. Table of Contents with page numbers
- c. All forms (attached in prequalification) duly filled
- d. Each prequalification submission shall be made as one printed copy and one soft copy on a CD or DVD (MS Word compatible file format).

- e. A sealed prequalification shall be submitted and delivered at the address given below before 1500 hrs. (PST), on March 24, 2014 to;

Manager Administration  
National ICT R&D Fund  
6th Floor, HBL Tower, Jinnah Avenue  
Blue Area, Islamabad, Pakistan  
Tel: 051-9215360 to 65  
Email: [nelofar.arshad@ictrdf.org.pk](mailto:nelofar.arshad@ictrdf.org.pk)

#### **4 Pre-Qualification Information**

**The prequalification in case of Consultancy Firms will be based on the following factors.**

- A. Company Profile
  - a. Registered Age of the Company/Incorporation Certificate
  - b. Name of Managers/Owners/ CEO/Directors/Partners
  - c. Location of the Firm's office/sub office
  - d. Number of branches
  - e. Core Business Areas
  - f. Name of Bank/Certificate of financial position
  - g. Annual Audited Accounts of the Company
  - h. NTN of the Company.
- B. Specific /Similar Experience of the Firm
  - a. Area of expertise wise details of consultancy assignments carried out in last 5 years
- C. General Experience of the Firm
  - a. Details of general experience of the firm during last 5 years
- D. Capabilities with respect to Firm Personnel
  - a. Total No of employees
  - b. Key Personnel of the Firm

**The prequalification in case of Individual Consultants will be based on the following factors.**

- A. Profile
  - 1. Academic Qualifications
    - a. Qualifications
    - b. Publications
    - c. Memberships
    - d. Certifications
  - 2. Professional Accomplishments
- B. Specific/ Similar experience of the Consultant related to the expertise area.
- C. General Experience of the Consultant

## 5 Prequalification Evaluation Criteria

### Evaluation Criteria for Consultancy Firms

#	Evaluation Criteria	Marks to be allocated
a.	Company Profile (Form 2B)	20
b.	Specific/Similar experience of the firm related to the particular Area. (Form 2C)	40
c.	General Experience of the firm (Form 2D)	25
d.	Capabilities with respect to Firm Personnel (Form 2E)	15
	<b>Total Points</b>	<b>100</b>
	Minimum qualification score (65%)	65

### Evaluation Criteria for Individual Consultants

#	Evaluation Criteria	Marks to be allocated
a.	Qualifications (Form 3B)	25
b.	Specific/Similar experience of the Consultant related to the expertise area. (Form 3C)	50
c.	General Experience of the Consultant (Form 3D)	25
	<b>Total Points</b>	<b>100</b>
	Minimum qualification score (65%)	65

# **6 Forms to be completed by Consultancy Firms**

## **2A. PREQUALIFICATION SUBMISSION FORM**

To:  
Manager Administration  
National ICT R&D Fund  
6<sup>th</sup> Floor, HBL Tower  
Islamabad, Pakistan  
Tel: (92-51) 9215360-65  
Fax: (92-51) 9215360  
Email: [nelofar.arshard@ictrdf.org.pk](mailto:nelofar.arshard@ictrdf.org.pk)

Sir,

We, the undersigned, offer **Provision of Consultancy Services** in accordance with our prequalification dated [Advertisement *Date*]. We are hereby submitting our prequalification.

We understand and agree that negotiations can be held during the period of validity of the prequalification, i.e., before [*Date*]. Our prequalification is binding upon us and subject to the modifications resulting from such negotiations.

We understand you are not bound to accept any prequalification that you receive.

We remain,

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:



## 2B. COMPANY/FIRM PROFILE

#	Details
1	Profile of the agency: <ul style="list-style-type: none"><li>• Registered age of Company</li><li>• Names of Managers/ Owners/ CEO/ Directors/ Partners</li></ul>
2	<ul style="list-style-type: none"><li>• Location of agency office/sub office</li><li>• Number of branches</li></ul>
3	<ul style="list-style-type: none"><li>• Core Business Areas</li></ul>
4	Financial Position <ul style="list-style-type: none"><li>• Name of Bank</li><li>• Certificate of Financial Position</li><li>• Annual Audited Accounts</li><li>• NTN of the Company</li><li>• Incorporation Certificate</li></ul>

## 2C-1. SPECIFIC/SIMILAR EXPERIENCE

**AREA OF EXPERTISE:** \_\_\_\_\_

Relevant/similar services carried out in the last five years that best illustrate qualifications

Using the format below, provide information on each assignment for which your firm/entity, itself or as one of the major companies within a legally formed association, was legally contracted. A separate form shall be filled for each assignment.

Assignment Name:	Professional Staff provided by your Firm/Entity:
Name of Client:	No. of Staff:
Address:	No. of Staff Months; Duration of Assignment:
Start Date (Month/Year):  Completion Date (Month/Year):	Approx. value of Services (in PKR):
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:	
Narrative Description of the Project:	
Description of Actual Services Provided by Your Firm/Staff:	

**2C-2. SPECIFIC/SIMILAR EXPERIENCE**

(Please provide a summary of projects submitted under Form 2C-1)

**AREA OF EXPERTISE:** \_\_\_\_\_

#	Assignment Name	Client Name/Country	Period		Value (Rs)	Status
			To	From		

**2D. GENERAL EXPERIENCE OF THE FIRM**  
**(During last five years that best illustrates qualification)**

<b>Name of Client/ Country</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>

## 2E. – CAPABILITIES WITH RESPECT TO FIRM PERSONNEL

### 2E-1: NUMBER OF EMPLOYEES

<b>TOTAL NUMBER OF EMPLOYEES</b>			
	<b>Management</b>	<b>Consultants/Experts</b>	<b>Support Staff</b>
<b>Full Time</b>			
<b>Part Time</b>			
<b>Other</b> (Provide Details)			

### 2E-2: KEY PERSONNEL OF THE FIRM (Attach CV of top ten personnel)

<b>Sr No.</b>	<b>Name</b>	<b>Designation with Company</b>	<b>Qualification</b>	<b>No. of years of Experience</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member and authorized representative of the firm]* *Day/Month/Year*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

# **7 Forms to be completed by Individual Consultant**

### 3A. PREQUALIFICATION SUBMISSION FORM

To:  
Manager Administration  
National ICT R&D Fund  
6<sup>th</sup> Floor, HBL Tower  
Islamabad, Pakistan  
Tel: (92-51) 9215360-65  
Fax: (92-51) 9215360  
Email: [nelofar.arshard@ictrdf.org.pk](mailto:nelofar.arshard@ictrdf.org.pk)

Sir,

I, the undersigned, offer **Provision of Consultancy Services** in accordance with my prequalification dated [Advertisement *Date*]. I am hereby submitting my prequalification.

I, understand and agree that negotiations can be held during the period of validity of the prequalification, i.e., before [*Date*]. My prequalification is binding upon me and subject to the modifications resulting from such negotiations.

I understand you are not bound to accept any Prequalification that you receive.

I remain,

Yours sincerely,

Signature:  
Name of Consultant:  
Address:



### 3B. INDIVIDUAL CONSULTANT PROFILE

#### 1. Academic Qualifications

Degree (Please provide attested copies)	Name of Degree and Awarding Institution
PhD	
MPhil	
Masters	
Memberships/Certifications	
Publications (attach separately)	

#### 2. Professional Accomplishments (Positions Held, Attach detailed CV separately)

DD/MM/YY		Company/Project/Position/Experience
From	To	

### 3. Current Engagement of the Consultant

- Provide complete details relating to current assignments with value and timelines
  
- Employer details (if any)
  - Name of the Employer
  - Designation
  - Status of Employment (Full Time/Part Time)
  - Employed Since

### 4. Affiliations of the Consultant

Name of Organization	Affiliated Since	Nature of Affiliation

### 3C-1. SPECIFIC / SIMILAR EXPERIENCE OF THE CONSULTANT

**AREA OF EXPERTISE:** \_\_\_\_\_

Relevant/similar services carried out that best illustrate qualifications and experience.

Using the format below, provide information on each assignment for which you were legally contracted. A separate form shall be filled for each assignment.

Assignment Name:	Professional Staff provided by you (If any):
Name of Client:	No. of Staff:
Address:	No. of Staff Months; Duration of Assignment:
Start Date (Month/Year):  Completion Date (Month/Year):	Approx. value of Services (in PKR):
Narrative Description of the Project:	
Description of Actual Services Provided:	
Consultants Role & Responsibilities:	

**3C-2. SPECIFIC/SIMILAR EXPERIENCE**

(Please provide a summary of projects submitted under Form 3C-1)

**AREA OF EXPERTISE:** \_\_\_\_\_

S.No	Assignment Name	Client Name/Country	Period		Value (Rs)	Status
			To	From		

**3D. – GENERAL EXPERIENCE OF THE CONSULTANT**

<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>

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of Consultant]* *Day/Month/Year*

Full name of Consultant: \_\_\_\_\_