



Disaster Management Information System (DisMIS) Project 2013

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

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

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 has been created. National ICT R&D Fund (**The Company**) is a *federally governed company established under section 42 of the Companies Ordinance 1984*. More details about the company are available at <http://www.ictrdf.org.pk>.

2 Overview of Proposal

National ICT R&D Fund invites proposals from reputed firms for carrying out the 2013 Disaster Management Information system as per the guidelines described in this RFP.

2.1 Background and Introduction

Pakistan is venerable to disaster risks from range of hazards including floods, cyclone, drought, earthquake, epidemics, avalanches, glacial lake, landslides, pest attacks, river erosion and Tsunami. The hazards such as floods, cyclone, drought, and transport accidents have caused wide spread damages and losses in the past. The man made hazards including industrial, radiological accidents, forest and urban fire, etc. also threatens the country.

The inability of Pakistan emergency response system to deal with the large scale catastrophes was first exposed during earthquake October 2005. After the earthquake it was felt that establishment of institutional arrangement and development of appropriate system was essential to reduce losses for disasters in future.

In the recent past during the floods occurred in the last two consecutive years in 2010 & 2011 NDMA established the Control room for emergency response, coordination and information dissemination for effective response. The main purpose of the control room was to disseminate information and coordination with public, humanitarian organizations and governments departments and ministries for effective response.

In order to establish efficient and capable emergency response system on regular basis, Advance technology is to be introduced and appropriate equipment need to be provided to NDMA for enabling us to establish state of the art Disaster Management Information System in Pakistan. The beneficiaries of this IT advancement would ultimately be people of Pakistan living in un-served and underserved area as the disaster in the past have generally affected their population to a greater extent.

2.2 Objectives

The usage key objectives of the proposed studies are:

- a. **To conduct the feasibility for development of integrated system containing multiple application/modules in single system.**

The integrated system should be able to provide centralized database containing information, satellite images, and maps accessible to all application/modules with all of its vector data.

- b. To provide description for all stages of system from development to deployment and data flow, along with its linkages with all other information systems like NADRA, PMD, and SUPARCO etc.**

2.3 Scope of Work

This study will provide description of the system which will be capable to uplift the existing manual disaster management process with a systematic approach across the country. The study will consist of identification of software, hardware and communication solutions, security analysis, financial estimation, time frame, size of the project and key deliverables. The proposed system must be according to existing IT policy and related rules.

2.4 Desired Outcomes/Deliverables

The desired outcomes would include:

1. Study and assessment of existing resources and systems at disaster management authorities nationwide.
2. Review of available major Disaster Management Information Systems (DMIS) worldwide.
3. Gap analysis of required and existing resources.
4. Roadmap for National Disaster Management Information System (NDMIS). This would include (but not limited to):
 - a. Major objectives and benefits of the proposed NDMIS.
 - b. Scope of NDMIS.
 - c. Major modules of the information system.
 - d. Software Architecture.
 - e. Technology Identification i.e. database, programming languages etc.
 - f. Hardware requirements.
 - g. System scalability and replication requirements.
 - h. Information security requirements.
 - i. Systems integration requirements.
 - j. Quality and performance requirements.
 - k. Project Governance.
 - l. Splitting of the overall project into manageable modular sub-projects which can either be developed in parallel or one after the other.
 - m. Human resource requirements (National, Provincial and District level etc.).
 - n. Communication system and technologies requirements.
 - o. Training needs assessment.
 - p. Financial requirements (CAPEX and OPEX).
 - q. Project schedule.
5. Sourcing strategy.
 - a. Make vs. Buy decisions.

- b. Outsourcing strategy.
- c. Information systems sourcing strategy and TORs.
- d. Hardware sourcing strategy and TORs.
- e. Communication systems sourcing strategy and TORs.

3 Standard Instructions

- a. All proposals must be accompanied by a bid security (refundable) of PKR 50,000 in the form of a Pay Order/Demand Draft in favor of “National ICT R&D Fund” (cheques will not be accepted). This should be enclosed in technical proposal envelope.
- a. Proposals will be accepted and evaluated using **Single Stage, Two Envelope Procedure** (separate sealed envelopes of technical and financial proposals).
- b. Final assignment award will be on the basis of combined technical and financial score in the following manner:

Proposal	Weight
Technical	70%
Financial	30%
Total	100%

- c. Proposals shall be submitted in English language.
- d. The proposals shall be clear and elaborate. Different sections of the proposals shall be separated using color separators, flags or tags. The proposals shall be prepared without any interlineations or overwriting.
- e. Bidders may request in writing, for clarification of any of the provisions of this RFP up till 07 (seven) calendar days before the submission date. All queries may be sent to nelofar.arshad@ictrdf.org.pk. Responses to queries will be emailed and also placed on the Company’s website.
- f. The Company reserves the right to accept or reject all of the proposals submitted at any time in accordance with applicable PPRA rules.
- g. The costs of preparing the proposal and of negotiating any subsequent funding, including visits for discussion with the Company are not reimbursable.
- h. Bidders must be legally registered entities in Pakistan (i.e. a partnership firm or a company registered with the SECP). Proof of registration, NTN and sales tax registration (if applicable) are to be submitted. In case of a joint venture or consortium of two or more firms one of their members must be clearly identified as the lead partner. All JV/consortium members must provide details of their registration/incorporation, etc.
- i. Each bidding firm must provide an undertaking that it has not been blacklisted by any Government owned entity in the past.
- j. Each bidding firm must also provide details of any litigation that it is currently involved in or has been involved in during the last five years.

- k. Bids submitted should remain valid for a period of 6 months from the last date of submission of bids.
- b. As per PPRA Rule 39, successful bidder shall submit a performance guarantee amounting to ten percent (10%) of the bid amount in the form of a Pay Order/Demand Draft in favor of “National ICT R&D Fund” (cheques will not be accepted).

3.1 Contract Term and Work Schedule

The contract term and work schedule 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:

Serial No.	Activity	Dates
1	RFP Issue Date	24.3.2013
2	Proposal Submission Deadline	9.4.2013 at 1500 hrs
3	Opening of Technical Proposals (in front of applicants at 6 th Floor, HBL Tower, Jinnah Avenue, Blue Area, Islamabad)	9.4.2013 at 1530 hrs
5	Opening of Financial Proposals(in front of applicants at 6 th Floor, HBL Tower, Jinnah Avenue, Blue Area, Islamabad)	To be communicated by Manager Admin
6	Notice of Intent to Award (LOI)	To be communicated by Manager Admin

4 Proposal Submission Requirements

Technical Proposals shall be in compliance with the requirements laid down in the RFP and ToR. The technical proposals shall include the following:

- a. A covering letter from the head of the applicant firm or his authorized representative.
- b. Table of Contents with page numbers
- c. Profile of the applicant firm(s) including outline of work experience with focus on similar assignments completed, names of clients, details of assignments with duration and contract value, financial statements, etc.
- d. Details of Core Assignment Team (including the project lead, domain experts, field supervisor(s), analysts, etc.) for proposed survey clearly identifying the role of each core team member. Resumes of the core assignment team are to be provided. Each resume must not be more than three A4 pages (single spaced, font size 12). The resumes must contain details of educational qualifications, professional experience, nationality, experience of relevant assignments and nature of association of the team member with the applicant firm (full time, part time, etc.), and percentage of time committed to the project.

Note: Please do not provide resumes of the firm’s partners or directors, etc. Only provide resumes of core team associated with the assignment.

- e. Details of past assignments of a similar nature in ICT or other industry sectors, locally or internationally. Please provide at least three recent verifiable references.

- f. Details of identical ongoing assignment with verifiable references, if any.
- g. Proposed assignment methodology including sampling strategy and sample size and its basis.
- h. **Assignment Work Plan.** At this stage the Company perceives that the assignment can be completed within a period of eighteen (18) weeks.
- i. Contact List
- j. Statement signed by an authorized representative of the company that the firm is not currently engaged in any litigation with its clients, or if it is, then providing details of such litigation.
- k. Statement signed by an authorized representative of the company that it is not bankrupt or insolvent.

5 Copyrights

All outcomes of the project (both hard and soft formats) including but not limited to questionnaire(s), survey forms, data, reports etc. will be the sole property of National ICT R&D Fund.

6 Financial Proposals

- a. Itemized breakup of all expenses such as the total number of man days being committed by each team member and daily unit rate should be provided. However, total value of financial proposal will be considered to determine the final bid score.
- b. The Company will not pay for purchase of any capital good such as computers/laptops, etc.

7 Payment Plan

The payment will be disbursed according to the following plan. Withholding tax will be deducted as per rules.

No.	Project Milestone	Amount Payable
1	Mobilization Advance	20%
2	Submission of 1st draft report	25%
3	Submission of draft final report	30%
4	Assignment completion	25%

8 Proposal Submission

- a. Each proposal shall be submitted as two printed copies (one marked as ORIGINAL, the other as COPY) and one soft copy on a CD or DVD (MS Word compatible file format).
- b. Soft copy of the Financial Proposal should not be part of soft copy of Technical Proposal. Soft copy of the Financial Proposal can be submitted in sealed envelope within the Financial Proposal.
- c. Proposals must be delivered at the address given below before 1500 hrs on 9th April, 2013.

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

- d. Technical Proposals shall be opened at 1530 hrs on 9th April , 2013 in presence of all applicants who choose to be present.

9 Evaluation Criteria

- 1.1.** Technical proposals will be evaluated on the basis of Scoring Criteria as provided below. Financial proposals would be opened only for those bidders obtaining 65% or higher marks in Technical Evaluation. Financial proposals of those bidders obtaining less than 65% marks in Technical Evaluation shall remain un-opened & would be returned to bidders as it is.
- 1.2.** Before Technical Evaluation, the bidders that meet the minimum Eligibility Criteria i.e., Mandatory Eligibility Criteria shall be evaluated further for Technical Evaluation. The proposals submitted by bidder that does not meet Eligibility Criteria (Mandatory Eligibility Criteria) shall be rejected and shall not be evaluated further.
- 1.3.** An evaluation committee appointed by the Company will evaluate the technical proposals on the basis of their compliance with the RFP and ToR and by applying the evaluation criteria and the point system as specified below. A technical proposal shall be rejected at this stage if it fails to achieve the minimum score indicated below:

9.1 Eligibility Criteria

All proposals must meet the mandatory eligibility criteria. The Proposals that do not meet mandatory eligibility criteria shall be rejected and shall not be evaluated further.

#	Mandatory Eligibility Criteria	Yes	No
1	Proof of Certificate of Incorporation or Registration or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
2	Proof of NTN Certificate and GST Registration Certificate (<i>if applicable</i>)	<input type="checkbox"/>	<input type="checkbox"/>
3	Signed statement that the Solution Provider has not been blacklisted or debarred by the Public Procurement Regulatory Authority	<input type="checkbox"/>	<input type="checkbox"/>

9.2 Scoring Criteria

Following is the scoring criteria for Technical & Financial Evaluation.

#	Technical Evaluation	Marks	Obtained
a.	Clarity of proposal, compliance to RFP	10	

b.	Core technical team proposed for the assignment clearly identifying the team leads and team member roles. Resumes of the core technical team to be provided.	20
c.	Experience, expertise and reputation in conducting such assignments locally or internationally.	20
e.	Proposed Assignment Methodology	10
f.	Proposed assignment duration and work plan	10
Total Points		70
Minimum qualification score (60%)		42
Sub Total		70
Financial Evaluation		

#	Criteria	Marks	Obtained
	Bid Price	30	
	Grand Total (Technical + Financial)	100	

9.3 Financial Proposal Scoring

1.4. Formula to convert costs to points

In order to determine the final bid score following may be considered:

STEP 1

List all proposal prices:

Bidder #1 – Rs. 1,000,000 Bidder #2 – Rs. 2,000,000 Bidder #3 – Rs. 3,000,000

STEP 2

Convert cost to points using this formula.

(Price of Lowest Financial Proposal) x (Maximum Points for Financial Evaluation)

-----= POINTS

(Value of each bidder's Financial Proposal)

The RFP allotted 30% (30 points) of the total of 100 points for financial evaluation.

Being the lowest, bidder #1 receives 30 points.

Bidder # 2 receives 15 points Rs. 1,000,000/Rs. 2,000,000 x 30 = 15

Bidder # 3 receives 10 points Rs. 1,000,000/Rs. 3,000,000 x 30 = 10

The scores of financial bid will be added to technical scores and final award of contract decision will be based on total of technical score plus financial score.