

REQUEST FOR PROPOSALS

DISASTER MANAGEMENT INFORMATION SYSTEM
(DisMIS) PROJECT 2013

Selection of Consultants/ Consultancy Services

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

July 13, 2013

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Note:

1 – Scope of Work is the basic document, which the bidder is required to comply with. Additional information in RFP is provided for submission of the complete bid documents in respect of both the financial and technical bids.

2- In case of any contradiction between Scope of Work and RFP, conditions mentioned in Scope of Work will have priority.

3- Issues, if any, may be raised with in specified time for verification.

4- Queries and responses thereof would be published on Company website which will be binding for compliance purpose.

REQUEST FOR PROPOSALS

Disaster Management Information System (DisMIS) Project 2013

Section 1. Company Background

1.1 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 manifolds 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. Assignment Background and Needs:

2.1 Pakistan is vulnerable 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, 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 The consultants/firms are invited to submit a Technical Proposal along with a Financial Proposal as per the Scope of Work given in this RFP. The proposal will be the basis for contract finalization with the selected Consultant.

2.3 The intended consultants/firms must familiarize themselves with local conditions and take them into account while preparing their proposals.

2.4 Please note that (i) the costs of preparing the proposal and of finalizing the contract, including visits for discussion with R&D Fund are not reimbursable and (ii) the company reserves the rights to accept or reject any or all of the proposals submitted, without assigning any reason thereof.

2.5 The Company requires that the hired consultant/firm provides professional, objective, impartial advice and services and at all times hold the Company's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Company.

2.6 Without limitation on the generality of this rule, consultants/firms shall not be hired under the circumstances set forth below:

- a. A consultant/firm, who has been engaged by the Company to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, a consultant hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of it's earlier consulting services) for the same project.
- b. Consultants/firms or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants.

3. Scope of Work:

3.1 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 and shall render services as per the following desired outcomes/deliverables including but not limited to:

- 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.**

3.2 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.

4. Clarification and Amendment of RFP Documents

4.1 Consultants/firms may request in writing for clarification of any of the provisions of the RFP documents no later than 10 (ten) days before the proposal submission date. Any subsequent queries will neither be entertained nor responded. Any request for clarification must be sent in writing by mail, facsimile, or electronic mail to the Company's address indicated below. The Company will respond by facsimile or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all participating consultants who intend to submit proposals.

The address for requesting clarifications is:

Manager Administration
National ICT R&D Fund
6th Floor, HBL Tower, Blue Area
Islamabad, Pakistan
Tel: (92-51) 9215360-65,
Fax: (92-51) 9215366
Email: nelofar.arshad@ictrdf.org.pk

5. Preparation of Proposal

5.1 Consultants are requested to submit their proposals before but not later than **July 30, 2013 at 1500 hrs**. Proposals must be in English language and the financial proposal must be in Pak Rupees irrespective of origin of the intended consultant.

Technical Proposal

5.2 In preparing the Technical Proposal, intended consultants are expected to examine the scope of work and all related documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of the proposal.

5.3 While preparing the Technical Proposal, intended consultants must give particular attention to the following:

If an intended consultant considers that it does not have all the expertise for the assignment, it may include in the proposal name of sub-consultants/ experts by associating with them either as individual consultant(s) and/or other consultants or entities in a joint venture.

Core Team Members:

The consultant will ensure availability of a dedicated professional team with relevant specialized qualifications. Each member should possess appropriate relevant experience preferably of working in environments similar to that of the company and on assignments relevant to this study. The detailed resumes/CVs of the professionals should also be provided along with the proposals.

Team Leader:

The consultant will nominate team leaders from amongst the core team members. The Team leaders will have good experience in lead position. The team leader should have considerable experience in carrying out tasks of similar nature and of similar or bigger scope.

Other requirements for the staff are enumerated as follows:

- i. It is the company's preference that majority of the key professional staff proposed be permanent employees of the Consultant or have an extended and stable working relationship.
- ii. Professional staff must have the experience indicated in the RFP preferably working under conditions similar to the assignment at hand.
- iii. Similarly capable alternative professional staff shall also be proposed.
- iv. Reports to be issued by the consultants as part of this assignment must be in English. It is desirable that, if not all, some of the consultant's personnel possess working knowledge of the Company working.

5.4 Technical Proposal shall provide the following as per Standard Forms (Section 2):

- i. Background information of the Consultancy firm including Registration Certificate, location and branches along with number of employees and financial position of the Company/firm (Section 2B).
- ii. Brief description of the organization of the intended Consultant for this study, outline of recent experience on assignments (Section 2C) and examples of working on similar projects. For each assignment, the outline should indicate profiles of the staff proposed, assignment, duration, contract amount, and completion time.
- iii. Specific experience of the consultant/firm relating to this assignment should be provided. (Section 2D)
- iv. A description of the methodology and work plan for performing the assignment should be provided (Section 2E).
- v. Details of the proposed core team members to each task that would be assigned and their timing (Section 2F).

- vi. Detailed CVs of proposed professional staff and the authorized representative submitting the proposal should be attached. Key information should be entered into the table in (Section 2F) which will include total number of years work experience and qualification.

5.5 The Technical Proposal shall not include any financial information.

Separate Financial Proposal

5.6 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 3) and include all costs associated with the assignment supported with breakup like: (a) remuneration for staff (b) expenses on services and equipment (office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. If appropriate, these costs should be broken down by activity.

5.7 The proposal should clearly state that the fee and price quoted is inclusive of all the local taxes, duties, fees, levies, and other charges under the Pakistani law, on the consultants, the sub-consultants, and their personnel, as applicable during the currency of proposal submission. The Consultant should further state that deposit of all such taxes, duties, fees, levies and other charges shall be the sole responsibility of the Consultant and company will not be held responsible for any short/excess payment of any of the aforementioned charges.

5.8 Consultants should express the price of their services in Pakistani Rupees.

5.9 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission form (Section 3A).

5.10 The proposal must remain valid for a period of 90 days after the submission date. The consultant is expected to keep available the professional staff proposed for the assignment during this period. If the company wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity.

5.11 Call deposit, in the form of a separate demand draft valuing 50,000/- of the bid amount as earnest money in favor of National ICT R&D Fund must be attached with the proposal. The call deposit must be in a separate envelope and not inside technical or the financial proposals envelopes. Failure to enclose earnest money will result in automatic disqualification.

6. Submission, Receipt, and Opening of Proposals

6.1 The original proposal (Technical and Financial Proposal) be prepared without any interlineations or overwriting.

6.2 An authorized representative of the intended consultant will initial all pages of the proposal with official stamp affixed on the same. The representative's authorization should be confirmed by a written power of attorney accompanying the proposal.

6.3 For both Technical and Financial proposals, the consultants shall prepare two copies including any computer models used in developing the proposals. Each Technical and Financial Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. If there are any discrepancies between the original and the copies the original governs.

6.4 The original and two copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “Technical Proposal,” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked “FINANCIAL PROPOSAL” and warning: “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.” Both envelopes, along with a sealed earnest money envelope, shall be placed into an outer envelope and sealed. The proposal submission address is:

Manager Administration,
National ICT R&D Fund
Ministry of Information Technology
6th Floor, HBL Tower, Jinnah Avenue, Blue Area,
Islamabad, Pakistan.
Tel: (92-51) 9215360-65, Ext. 104
Fax: (92-51) 9215366
Email: nelofar.arshad@ictrdf.org.pk

The outer envelope should bear the following:

Disaster Management Information System (DisMIS) Project 2013

6.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before the closing time of official business on the **July 30, 2013 at 1500 hrs.** Any proposal received after the closing time for submission shall be returned unopened.

6.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee.

6.7 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).

6.8 Schedule of Opening of Bids

Serial #	Activity	Dates
1	RFP Issue Date	14.7.2013
2	Proposal Submission Deadline	July 30, 2013 at 1500 hrs
3	Opening of Technical Proposals (in front of applicants at 6th Floor, HBL Tower, Jinnah Avenue, Blue Area, Islamabad)	July 30, 2013 at 1530 hrs
4	Opening of Financial Proposals(in front of applicants	To be communicated by Manager Admin

5	Notice of Intent to Award (LOI)	To be communicated by Manager Admin
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7. General Terms of Proposed Evaluation

7.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Company on any matter related to its proposal, it should do so in writing at the above mentioned address.

7.2 Any effort by the bidders to influence the Company, in the proposal evaluation, proposal comparison or contract award process shall result in automatic disqualification.

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

7.4 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
Proof of Certificate of Incorporation or Registration or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Proof of NTN Certificate and GST Registration Certificate (<i>if applicable</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Signed statement that the Solution Provider has not been blacklisted or debarred by the Public Procurement Regulatory Authority	<input type="checkbox"/>	<input type="checkbox"/>

Evaluation of Technical Proposals

7.5 The evaluation committee, appointed by the company as a whole, and each of its members individually, evaluates the proposals on the basis of their responsiveness to the scope of work, applying the evaluation criteria, sub-criteria and point system as specified below. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated below.

(a) Specific Experience of the consultant related to the assignment:	20
(i) Details of total similar projects/assignments	15
(ii) Details of the Total Value of similar projects/assignments	5
(b) General Experience:	50
(iii) Company Profile	10

Registered Age of the Company	
Location of Company and Branches	
Number of Employees	
(iv) Financial Position of the Company	10
Name of Banks	
Certificate of Financial position from bank	
Copy of Annual Accounts (if any)	
Tax Registration (NTN/STN)	
(v) Adequacy of the proposed work plan and Methodology:	10
Understanding of Objectives and Completeness as per Scope of Work	2.5
Methodology and Work plan	5
Deliverable specified	2.5
(vi) Qualifications and competence of the key staff for the assignment:	20
Core Team Members (up to 5)	15
Total Team Members	5

Total Points: **70**

The minimum technical score required to pass: **60%**

Public Opening and Evaluation of Financial Proposals:

7.4 After the technical evaluation is completed, the company shall notify those consultants whose proposals did not attain the minimum technical score or were considered non-responsive to the RFP, indicating that their Financial Proposals will be returned unopened after completing the selection process. The company shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The notification may be sent by registered letter, facsimile, or electronic mail.

7.5 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Company shall prepare minutes of the public opening.

7.6 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the company will cost them and add their cost to the initial price) and will correct any computational errors. In case of any computation error in the price, the quantity multiplied by rate will prevail. The evaluation shall exclude those taxes, duties, fees, levies, and other charges imposed under the Pakistani law if included in the bid by the bidder in respect of his foreign partners/consultants.

7.7 Single stage – two envelope procedure as laid down in Public Procurement Rules 2004 and attached at Annex A would be followed for the evaluation and final selection of the consultant for the award of this consultancy. The weights given to the Technical (T) and Financial (F)

Proposals are:

T=0.75

F=0.25

The lowest priced Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as per the formula i.e. $Sf = 100 * Fm / F$, in which Sf is the financial score, Fm is the lowest price and F the proposal under consideration.

The Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T & F) in the formula i.e. $S = St * T\% + Sf * F\%$. The firm achieving the highest combined technical and financial score i.e. Lowest Evaluated Bid, as per QCB formula, will be invited for negotiations.

8. Award of Contract

8.1 The contract will be awarded upon completion of evaluation of bids and the company will promptly notify other consultants on the shortlist that they were unsuccessful and return the unopened Financial Proposals of those consultants who did not pass the technical evaluation (Para. 6.3) along with their call deposit fee.

8.2. Payment Plan

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

S #	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

8.3 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.

9. Confidentiality

9.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the successful consultant has been notified that it has been awarded the contract.

Section 2. Technical Proposal - Standard Forms

2A. Technical Proposal submission form.

2B. Company Profile

2C. Firm's references.

2D. Specific experience relating to assignment

2E. Description of the methodology and work plan for performing the assignment.

2F. Core Team Members Details.

2G. Total Team Members Details.

2A. TECHNICAL PROPOSAL SUBMISSION FORM

[*Location, Date*]

To:

Manager Administration

National ICT R&D Fund

6th Floor, HBL Tower

Islamabad, Pakistan

Tel: (92-51) 9215360-65

Fax: (92-51) 9215360

Email: nelofar.arshard@ictrdf.org.pk

Sir,

We, the undersigned, offer to provide the consulting services for **Disaster Management Information System** in accordance with your Request for Proposal dated July 14, 2013. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [*Date*] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

2B. COMPAMY/FIRMS PROFILE

S #	Criteria	Remarks/Justifications (for evaluators ONLY)
1	Profile of the agency: i. Registered age of Company ii. Names of Managers/ Owners/ CEO/ Directors/ Partners	
2	i. Location of agency office/sub office ii. Number of branches iii. Number of employees	
3	Financial Position i. Name of Banks ii. Certificate of Financial position from bank iii. Copy of Annual Accounts, if any iv. Tax Registration (NTN/STN)	
	SUB TOTAL:	

2C. FIRMS REFERENCES

Relevant 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, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted.

Assignment Name:	Country:
Location within Country:	Professional Staff provided by your Firm/Entity (profiles):
Name of Client:	No. of Staff:
Address:	No. of Staff Months; Duration of Assignment:
Start Date (Month/Year):	Approx. value of Services (in PKR):
Completion Date (Month/Year):	
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:	

2D. – SPECIFIC EXPERIENCE RELATING TO ASSIGNMENT

NAME OF CLIENT	NAME OF ASSIGNMENT/ PROJECT	PERIOD OF ASSIGNMENT/ PROJECT	VALUE OF ASSIGNMENT / PROJECT	PRESENT STATUS OF THE ASSIGNMENT/ PROJECT

2E. – DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

2F. – CORE TEAM MEMBERS

Personnel Summary (Complete for each Core Team Member)

Name of Employee:

Position		
General Information	Name:	Date of Birth:
	Telephone:	
	Fax:	
	Years with Present Employer:	

Employment Record:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project:

DD/MM/YY		Company/Project/Position/Specific Tech experience
From	To	

Education:

Highest Level of Degree	Relevance of Degree to the Assignment
PhD	
MPhil	
Masters	

2G. – TEAM MEMBERS INFORMATION

Sr No.	Name	Qualification	No. of years of Experience	Relevance to the Assignment
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: _____

Section 3. Financial Proposal - Standard Forms

- 3A. Financial Proposal submission form.
- 3B. Summary of costs.
- 3C. Breakdown of price per activity.
- 3D. Breakdown of remuneration per activity.
- 3E. Accommodation & Transportation expenses.
- 3F. Miscellaneous expenses.

3A. – Financial Proposal Submission Form

[Location, Date]

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

Sir,

We, the undersigned, offer to provide the consulting services for **Disaster Management Information System** in accordance with your Request for Proposal dated [Date of Advertisement] 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, i.e., [Date].

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.	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

We remain,

Yours sincerely,

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

3B. – Summary of Costs

Costs	Pak Rupees
Subtotal	
Local Taxes	
Total Amount of Financial Proposal	

3C. – Breakdown of Price per Activity

Activity No.: _____	Activity No.: _____ & Description
Price Component	Pak Rupees.

3D. – Breakdown of Remuneration per Activity

Activity No. _____		Name: _____		
Names	Position	Input ¹	Remuneration Currency(ies) Rate	Amount
Regular staff				
Local staff				
Consultants				
Grand Total				_____

¹ Staff months, days, or hours as appropriate.

Annex A

Single 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 unopened to the respective bidders; and
- (ix) the bid found to be the lowest evaluated bid shall be accepted.