



REQUEST FOR PROPOSAL

Monitoring of ICT-Scholarship Award Test 2014

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

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SECTION 1- INFORMATION TO BIDDERS

1. Company Background

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. Program Overview & Objectives

2.1. Overview of Prime Minister's National ICT Scholarship Program (PMNICTSP)

The National ICT scholarship Program was initiated with the objective to provide access to the deserving talented youth, from Pakistan's (including FATA and Gilgit Baltistan) rural/non-metropolitan and marginalized areas to:

- Quality ICT education available in the country;
 - Upward social mobility through ICT education;
 - Enhance capacity in the private and public educational institutions offering ICT related undergraduate program.
- a. In 2007 National ICT R&D Fund executed a comprehensive Outreach Scholarship Program (OSP). Approximately 6,100 students from all over Pakistan were trained in phase-I in problem solving skills. 700 teachers were trained for imparting training in modern pedagogical techniques for this phase. In the phase-II of OSP 2007, 390 students were offered scholarships worth Rs. 545 million on merit. These students were offered scholarships in the top ranking ICT related universities (FAST-NU,GIKI and NUST-IIT) of Pakistan.
 - b. The program was approved, by ECNEC in February 2008 for five years (2007-2011), as per parameters listed in the approved PC-1, for the total budget of Rs. 2,414.84 million. In the year 2008, total number of scholarships was increased to 550, with a total of 11 universities participating in the program. A total of up to Rs. 440 million worth of scholarships were offered on merit.
 - c. In the year 2009, the total number of scholarships was increased to 737, with a total of 10 universities participating in the program. A total of up to Rs. 560 million worth of scholarships were offered on merit. In the year 2010, 580 scholarships were offered, with a total of 10 universities

participating in the program. A total of up to Rs. 464 million worth of scholarships were awarded on merit.

- d. Prime Minister's National ICT Scholarship Program 2011 (PMNICTSP 2011) has been executed in two parts i.e Fall intake 2011 and Spring intake 2012. 729 scholarships were offered under fall intake program, with a total of 19 universities participating in the program. A total of up to Rs. 610 million worth of scholarships were awarded on merit. 189 more scholarships were offered to the qualified candidates under PMNICTSP 2011 (extended for spring 2012).
- e. Prime Minister's National ICT Scholarship Program 2012 (PMNICTSP 2012) was also executed in two parts i.e. Fall Intake 2012 & Spring Intake 2013. A total of 350 scholarships were offered under fall intake and 150 scholarships were offered under Spring 2013.
- f. The Prime Minister's National ICT Scholarship Program 2013 has recently been completed successfully and 548 scholarships were offered.
- g. In total over 4,223 scholarships have been offered to the talented and deserving students of Pakistan under ECNEC approved Scholarship program. The program also includes the "Training of Teachers" , "Principal's Orientation Workshop" and "Registration and conduct of ICT-Scholarship Award Test 2014" components, through which students are trained in the techniques to effectively solve MCQ based university entrance exams, thereby giving them a level playing field with students belonging to larger cities. A total of more than 40,000 students and 2,800 teachers have also been trained through this program across all provinces of the country including FATA and GB.
- h. Overall program was executed efficiently and nearly all the targets, given in the approved PC-I, were achieved successfully.

i. Training Imparted

Year	Training Imparted			Scholarships Offered
	Principals	Teachers	Students	
2007	-	700	6,100	390
2008	-	436	7,200	550
2009	200	600	9,000	737
2010	200	600	11,000	580
2011	-	-	-	918
2012	-	-	-	500
2013	169	509	7,000	548
Total	569	2,845	40,300	4,223

j. Provincial breakdown of awarded scholarships

Year	Punjab	Sindh	KPK	Balochistan	FATA	GB	Islamabad (Rural)	AJK	Total
2007	219	107	37	21	6	-	-	-	390
2008	305	125	86	29	5	-	-	-	550
2009	350	157	122	75	16	17	-	-	737
2010	295	118	92	51	12	12	-	-	580
2011	529	204	123	40	10	12	-	-	918
2012	270	114	76	36	2	1	1	-	500
2013	256	100	83	51	26	11	-	21	548
Total	2224	925	619	303	77	53	1	21	4,223

2.2. Objectives:

We endeavor to enhance the national ICT related human resource development capacity manifolds by promoting ICT related educational programs and activities. The Prime Minister's National ICT Scholarship Program is in line with human resource development initiatives of National ICT R&D Fund. The Prime Minister's National ICT Scholarship Program 2014 has been officially launched and we intend to monitor ICT-Scholarship Award Test 2014 through an external agency.

Monitoring is a pivotal component of any project and is initiated to measure the degree of effectiveness of the program and to identify areas of improvement. With this intent monitoring of ICT-Scholarship Award Test is being undertaken.

The major objectives of monitoring are as under:

1. To observe, gauge and analyze the execution of ICT-Scholarship Award Test and draw useful conclusion and statistically valid inferences;
2. To identify & facilitate solutions for the problems occurring during the test procedure;
3. To get specific recommendations for improvement of test procedure for next year.

3. General Instructions

- 3.1. National ICT R&D Fund, through this Request for Proposal (RFP), intends to invite national registered firms / institutions for "Monitoring of ICT-Scholarship Award Test 2014". The intended firm / institution must familiarize themselves with local conditions and take them into account while preparing their proposals.
- 3.2. 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.
- 3.3. The Company requires that the hired firm / institution 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. Firms / institutions 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.
- 3.4. Firm / institution 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 firms / institutions.

4. Scope of Services

The main purpose of the monitoring assignment is to observe, gauge, analyze and draw useful conclusions and statistically valid inferences using well defined monitoring tools such as structured interviews, questionnaires, survey forms and observational checklists, etc.

A brief overview and some of the responsibilities of the agencies executing the two components of the Prime Minister's National ICT Scholarship Program 2014 are as under:

4.1. Registration & Conduct of ICT-Scholarship Award Test 2014

The selected testing agency shall register students and conduct ICT-Scholarship Award Test nationally as per the criteria provided in the respective SOS (Detailed RFP of this component is available at www.ictrdf.org.pk). The main responsibilities of this agency are:

1. To register candidates for the ICT-Scholarship Award Test;
2. To conduct an ICT-Scholarship Award Test of candidates in English, Mathematics, Physics, Chemistry and Computing Science (MCQ based). ICT-Scholarship Award Test 2014 is expected to be held on Sunday 10th August, 2014;
3. To commit all efforts to maximize student registration from each of the registered schools/colleges;
4. To verify the credentials and eligibility, as defined by National ICT R&D Fund, of all the candidates;
5. To provide a unified and standard criteria for evaluation;
6. To provide a merit list of applicants (students) according to the criteria provided by National ICT R&D Fund.

4.2. Foundation Training Program

The selected executing agency shall be facilitating “Foundation Training Program” (FTP) for Prime Minister’s National ICT Scholarship Program 2014. The main responsibilities of this agency are:

1. To administer “Foundation Training Program” (FTP), in rural/non-metropolitan areas across Pakistan, through trained principals and teachers, for approximately 9,000 eligible registered students for four weeks (20 days);
2. To train aforementioned students in “how-to-attempt” MCQ based university entrance exams at F. Sc. level in English, Mathematics and Physics;
3. To teach problem solving methodologies and techniques to the registered students;
4. To brief approximately 200 participating principals on the execution details of “Foundation Training Program” (FTP) through a single day “Principal Orientation Workshop” (POW);
5. To encourage approximately 600 participating teachers to inculcate such pedagogical techniques in their regular teaching methodology.
6. To set up interview sessions for the top 550 candidates (approx.) across Pakistan.

The selected monitoring agency shall be responsible for the following activities:

1. To develop a mechanism in consultation with National ICT R&D Fund for effective monitoring and evaluation of ICT-Scholarship Award Test 2014;
2. To define effective methodology for sample size determination where needed, synthesizing collected data and conducting proper analysis for margin of error before providing (raw and summarized) data in the requisite monitoring reports;
3. To effectively monitor and evaluate the process of “ICT-Scholarship Award Test 2014”. The selected monitoring agency shall be required to conduct monitoring at all the demarcated “Test Centers”. The list of test centers will be provided later to the selected monitoring agency. Approximately “40” test centers are to be established across Pakistan including AJ&K;
4. To record videos of all the “Test Centers” on PD170 camera DV format (broadcast quality) during the currency of ICT-Scholarship Award Test;

5. To submit the unedited video (raw footage) recordings of ICT-Scholarship Award Test to National ICT R&D Fund;
6. To develop a mechanism for effective monitoring and evaluation of “ICT-Scholarship Award Test 2014” in light of the following (but not limited to):
 - i. Test secrecy, transparency, confidentiality & transportation of test material to all test centers
 - ii. Easy accessibility of the eligible registered candidates to the allocated test centers;
 - iii. Quality of ICT-Scholarship Award Test 2014 and its concurrence with the testing format as approved by the National ICT R&D Fund;
 - iv. Standard of ICT-Scholarship Award Test 2014 and comparison with the with the undergraduate admission exam of the top ICT universities of Pakistan;
 - v. Timely issuance and delivery of roll number slips to eligible candidate;
 - vi. Mechanism for verifying the identity of candidates taking the ICT-Scholarship Award Test 2014;
 - vii. Procedures adopted by the executing agency to minimize chances of copying answers.
 - viii. Procedure of selection of test center, seating arrangement and quality of invigilators;
 - ix. Provision of test conducive environment by the testing agency;
 - x. Mechanism of selection of invigilators to avoid conflict of interest;
 - xi. Ensure provision of authentic and legible copy of candidate’s answer sheet to National ICT R&D Fund in addition to the answer sheet copy provided to the candidate after the ICT-Scholarship Award Test;
7. To develop a comparison of the test across different provinces/regions of Pakistan including AJ&K;
8. To develop a final report which includes useful and specific recommendations for improvement of the test for next year;
9. The selected monitoring agency shall be required to present the final report at three forums to be determined later by the National ICT R&D Fund;
10. To share all documents and data relevant to ICT-Scholarship Award Test 2014, with National ICT R&D Fund in both hard-copy and soft-copy format. The above-mentioned documents shall be summarized by the selected executing agency in a format which is succinct, scientific and informative for National ICT R&D Fund;
11. To submit softcopy (word document) of the proposal.

5. Budget

1. National ICT R&D Fund estimates a maximum cost of Rs. 1.5 Million for this monitoring project.

6. Mandatory Eligibility Criteria

All proposals must meet the mandatory eligibility criteria to be considered for technical evaluation. The proposal that does not meet the mandatory eligibility criteria shall be rejected and shall not be evaluated further.

#	Documents Required to qualify for Technical Evaluation
1	Proof of Certificate of Incorporation or Registration or equivalent
2	NTN Certificate
3	Affidavit on stamp paper that the Firm/institution is not insolvent and bankrupt and has no legal obligations on business or any business related activities in Pakistan.
4	Affidavit on stamp paper that the Firm/institution has not been blacklisted or debarred by Public Procurement, Government, Semi-Government, Private, Autonomous body or any other international organization.
5	Bid bond equivalent to 2% of the Bid Amount

7. Clarification and Amendment of RFP Documents

- a. Firm/institution 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 accordingly.

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

- b. At any time before the submission of proposals, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by an intended firm/institution, amend the RFP and notify the parties. Any amendment shall be issued in writing through addenda and it shall be sent by mail, facsimile, or electronic mail will be binding on them.
- c. The Company may at its sole discretion extend the deadline for the submission of proposals.

8. Preparation of Proposal

Firms are requested to submit their proposals before but not later than **3:00 pm on Friday 18th July, 2014**. Proposals must be in English language and the financial proposal must be in Pak Rupees irrespective of origin of the intended firm/institution.

8.1. Technical Proposal

- a. In preparing the Technical Proposal, intended firms/institutions are expected to examine the scope of service and all related documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of the proposal.
- b. While preparing the Technical Proposal, intended firms/institutions must give particular attention to the following:
 - i. If an intended firm/institution considers that it does not have all the expertise for the assignment, it may include in the proposal name of sub- firms/ experts by associating with them either as individual firm(s) and/or other firms or entities in a joint venture. Foreign firms/institutions may associate local firms by entering into a joint venture, (or subcontracting the assignment) clearly spelled out in the offer.

8.2. Core Team Members

The firm/institution 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. The detailed resumes/CVs of the core team members should also be provided along with the proposal.

8.3. Team Leader

The firm/institution will nominate team lead/focal person responsible for overall completion of this assignment. He can be a member of the core team referred above. The team lead/focal person should have good experience in lead position and considerable experience in carrying out tasks of similar nature and of similar or bigger scope.

Other requirements for the staff are enumerated as follows:

- a. Professional staff must have the experience indicated in the RFP preferably working under conditions similar to the assignment at hand.
- b. Similarly capable alternative professional staff shall also be proposed.
- c. Reports to be issued by the firm/institution as part of this assignment must be in English.

8.4. Technical Proposal shall provide the following as per Standard Forms (Section 2)

- a. Technical Proposal Submission Form (Section 2, FORM 1A)
- b. Background information of the firm/institution including Registration Certificate, location and branches along with number of employees and financial position of the firm/institution (Section 2, FORM 1B).
- c. Brief List of such monitoring assignments conducted by Firm/Institution. (Section 2, FORM 1C)
- d. Brief description of the methodology and work plan including Gantt chart for performing the assignment should be provided (Section 2, FORM 1D).
- e. Steps to ensure effective monitoring of the ICT-Scholarship Award Test (Section 2, FORM 1E)

- f. Firm's/Institution's capacity to outreach across Pakistan for monitoring of ICT-Scholarship Award Test.(Section 2, FORM 1F)
- g. Details of the Team Lead/Focal Person (Section 2, FORM 1G)
- h. Details of Core Team Members (Section 2, FORM 1H)

Note: The Technical Proposal shall not include any financial information.

8.5. Separate Financial Proposal

- a. In preparing the Financial Proposal, firms/institutions 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) staff remuneration (b) Travelling (c) Video making (d) Boarding & Lodging (e) Management fee etc. If appropriate, these costs should be broken down by activity.
- b. 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 firms/institution, the sub-contractors, and their personnel, as applicable during the currency of proposal submission. The firm/institution should further state that deposit of all such taxes, duties, fees, levies and other charges shall be the sole responsibility of the firm and Company will not be held responsible for any short/excess payment of any of the aforementioned charges.
- c. Firms/Institutions should express the price of their services in Pakistani Rupees.
- d. Commissions and gratuities, if any, paid or to be paid by firms/institutions and related to the assignment will be listed in the Financial Proposal submission form (Section 3, FORM 2A).
- e. The proposal must remain valid for a period of 90 days after the submission date. The firm/institution 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 firms/institution who do not agree have the right not to extend the validity.
- f. Call deposit, in the form of a separate demand draft valuing 2% 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.

8.6. Submission, Receipt, and Opening of Proposals

- a. The original proposal (Technical and Financial Proposal) be prepared without any interlineations or overwriting.
- b. An authorized representative of the intended firm/institution 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.
- c. For both Technical and Financial proposals, the firms/institutions shall prepare two copies of each proposal. 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.
- d. 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:

“Monitoring of ICT-Scholarship Award Test 2014”

- e. The completed Technical and Financial Proposals must be delivered at the submission address on or before **3:00 pm on Friday 18th July 2014**. Any proposal received after the closing time for submission shall be returned unopened.
- f. After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed until all submitted proposals are opened publicly.

9. General Terms of Proposed Evaluation

- a. From the time the bids are opened to the time the contract is awarded, if any firm/institution wishes to contact the Company on any matter related to its proposal, it should do so in writing at the above mentioned address.
- b. Any effort by the bidders to influence the Company, in the proposal evaluation, proposal comparison or contract award process shall result in automatic disqualification.
- c. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.
- d. 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.

9.1. Evaluation of Technical Proposals

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.

The minimum technical score required to pass: 70% (49 Marks out of 70)

9.2. Project Evaluation Form

The minimum technical score required to pass: 70% (49 marks out of 70)

#	Criteria	Points	Marks obtained	Remarks/Justifications
TECHNICAL				
1	Experience and competency to perform monitoring of similar educational programs/test across Pakistan (Section2-1B)	05		
2	Evidence depicting that such activities are the core competency and ongoing business of the agency (Section2 - 1C)	10		
3	Understanding of the Fund's expected services with special emphasis on Test (Section2 - 1D)	10		
4	Quality and effectiveness of the proposed monitoring methodologies (Section2 - 1D)	05		
5	Agency's expertise in developing standardized tools (Structured questionnaires, Survey forms, Observational checklists, etc) for effective monitoring & evaluation (Section2 - 1C)	15		
6	Agency's experience & expertise in sampling techniques, record keeping, statistical data analysis and report writing for similar programs (Section2 - 1F)	10		
7	Qualifications/competence and ready availability of project team members to execute "Monitoring Activities" (Section2 - 1G)	05		
8	Capacity and capability of the firm to perform the project and to do so in a timely manner (Section2 - 1G)	05		
9	Performance of the firm with previous clients on projects of similar nature based upon quality of the work, ability to meet schedules or deadlines and responsiveness to the client (Section2 - 1C)	05		
SUB TOTAL		70		
FINANCIAL				
10	Bid Price	30		
GRAND TOTAL		100		

9.3. Public Opening and Evaluation of Financial Proposals

- a. After the technical evaluation is completed, the company shall notify those firms/institution 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 firms 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.
- b. The Financial Proposals shall be opened publicly in the presence of the firms'/institutions' representatives who choose to attend. The name of the firm/institution, 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.
- c. The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have provided cost for all items of the corresponding Technical Proposal. In case of any computational 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/firms.
- d. Single stage – two envelope procedure as laid down in Public Procurement Rules 2004 (also attached as Annexure A) would be followed for the evaluation and final selection of the firm for the award of this consultancy. The weights given to the Technical (T) and Financial (F)

Proposals are:

T=0.70

F=0.30

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. $S = St * T\% + Sf * F\%$.

10. Award of Contract

- a. The contract will be awarded upon completion of evaluation of bids and the Company will promptly notify other firms/institutions on the shortlist that they were unsuccessful and return the unopened Financial Proposals of those firms/institutions who did not pass the technical evaluation along with their call deposit fee
- b. The assignment is expected to commence by **25th July, 2014**.

11. Confidentiality

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

12.Payment Terms

- 20% mobilization advance at the time of signing the contract agreement
- 30% upon provision and approval of artifacts and monitoring tools
- 35% upon provision of monitoring reports and video recording of ICT Scholarship Award Test 2014
- 15% upon submission of final deliverable

13.Time Period for Completion of Assignment

The firm/institution is required to work in close coordination with PMNICTSP Team Members and concerned officials of The Company and ensure timely delivery of assignment.

14.Performance Guarantee

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 favour of “National ICT R&D Fund” (Cheques will not be accepted).

15. Section 2 – Standard Forms

FORM 1A: TECHNICAL PROPOSAL SUBMISSION FORM

FORM 1B: FIRM’S/INSTITUTION’S PROFILE

FORM 1C: SPECIFIC/SIMILAR EXPERIENCE OF THE FIRM

FORM 1D: METHODOLOGY & WORK PLAN

FORM 1E: STEPS TO ENSURE EFFECTIVE MONITORING OF THE ICT-SCHOLARSHIP AWARD TEST 2014

FORM 1F: CAPACITY/COMPENTENCE TO OUTREACH ACROSS PAKISTAN FOR MONITORING

FORM 1G: TEAM LEAD/FOCAL PERSON

FORM 1H: CORE TEAM MEMBERS

FORM 1A: 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) 9215366
Email: nelofar.arshad@ictrdf.org.pk

Sir/Madam,

We, the undersigned, offer to monitor ICT-Scholarship Award Test 2014 in accordance with your Request for Proposal dated [Advertisement Date]. 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:

FORM 1B: FIRM'S/INSTITUTION'S PROFILE

S #	Profile	
1.	Profile of the firm: i. Background of the firm/institution ii. Registered age of firm/institution iii. Core Business Area	
2.	i. Location of firm's/institution's 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	

FORM 1C: SPECIFIC/SILMILAR EXPERIENCE OF THE FIRM/INSTITUTION
(up to a maximum of 10 assignments)

NAME OF CLIENT	NAME OF ASSIGNMENT/ PROJECT	PERIOD OF ASSIGNMENT/ PROJECT	VALUE OF ASSIGNEMNT / PROJECT	PROJECT BRIEF

FORM 1D: METHODOLOGY & WORK PLAN

**FORM 1E: STEPS TO ENSURE EFFECTIVE MONITORING OF THE ICT-SCHOLARSHIP AWARD TEST
2014**

FORM 1F: CAPACITY/COMPENTENCE TO OUTREACH ACROSS PAKISTAN FOR MONITORING

FORM 1G: TEAM LEAD/FOCAL PERSON

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

FORM 1H: CORE TEAM MEMBERS

S. No.	Name	Qualification	No. of years of Experience	Relevance to the Assignment
1				
2				
3				
4				
5				

16. SECTION 3: Financial Proposal Standard Forms

FORM 2A: Financial Proposal submission form

FORM 2B: Summary of costs

FORM 2C: Breakdown of price per activity

FORM 2A: 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) 9215366
Email: nelofar.arshad@ictrdf.org.pk

Sir/Madam,

We, the undersigned, offer to Monitor ICT-Scholarship Award Test 2014 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:

FORM 2B: Summary of Costs

Costs	Pak Rupees
Subtotal	
Local Taxes	
Total Amount of Financial Proposal	

FORM 2C: Breakdown of Price per Activity

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

17. Annexure 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.