



RFP for Engagement of Consultancy Firms to  
carry out

**Performance Audit of Funded Technical  
R&D Projects**

**National ICT R&D Fund**

*Ministry of Information Technology  
Government of Pakistan*

**May 27, 2014**

## Table of Contents

1	About National ICT R&D Fund (The Company) .....	2
2	Overview of Proposal .....	2
2.1	Background and Introduction .....	2
2.2	Terms of Reference .....	2
2.3	Desired Outcomes/Deliverables .....	3
2.4	Proposed Methodology .....	3
2.5	Essential Eligibility Criteria .....	3
3	Standard Instructions .....	4
3.1	Contract Term and Work Schedule .....	4
4	Proposal Submission Requirements .....	5
5	Copyrights .....	5
6	Financial Proposals .....	5
7	Payment Plan .....	5
8	Proposal Submission .....	5
9	Evaluation Criteria .....	6
9.1	Scoring Criteria .....	6
9.2	Performance Bond .....	7
10	Eligibility Criteria (Mandatory Criteria) .....	5

---

## 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 Pakistani firms for carrying out the "Performance Audit of Funded Technical R&D Projects" as per the guidelines described in this RFP.

### 2.1 Background and Introduction

Since beginning of its operations in 2007, National ICT R&D Fund has to-date funded over 90 technical R&D projects worth over Rs.1.500 Billion. These projects have been awarded in various ICT disciplines/domain as per approved themes to researchers/developers from ICT industry and academia; with latter being the major participant. The Company approved these projects through its defined and approved evaluation process/mechanism vis-à-vis SRO, Policy Framework and Operations Manual. The process includes key steps such as approval of thematic areas of funding/investment by the competent authority, development and finalization of the theme Implementation Plan, evaluation of proposals received through solicited and unsolicited streams, post-award project monitoring and completion of project closure formalities.

### 2.2 Terms of Reference

National ICT R&D Fund intends to conduct performance audit of its funded Technical R&D projects with emphasis to access the output of the projects whether in line with the objective of establishment of National ICT R&D Fund. Impact analysis of projects on national level in terms of nurturing of research environment and development. Moreover, the audit will review whether the procedures adopted are in accordance with Policy documents of the Fund and are transparent. The auditor may further review the benefits of funded projects to the industry and the telecom sector, highlight any deficiencies/shortcomings in the current processes and suggest improvements.

In carrying out the audit, following (but not limited to) shall be considered.

#### 1. Evaluation Process:

- 1.1. Technical idea of the proposal along with its alignment with Company objectives.
- 1.2. Technical viability of the project in Pakistani market/practicality of project
- 1.3. Review of Evaluation Form
- 1.4. Quality and Completion of submitted forms

- 1.5. Process and Selection of External Evaluators
- 1.6. Quality of Comments of Internal and External Evaluators
- 1.7. Plagiarism verification process of each proposal.
- 1.8. Proposal approval process
- 1.9. Performance of External Evaluators

**2. Monitoring of Projects:**

- 2.1. Quality and effectiveness of monitoring plans
- 2.2. Review and content validity of Project Funding Agreement (PFA)
- 2.3. Milestones achieved/deliverable submitted along with timelines
- 2.4. Validity and standards of paper publications.
- 2.5. Change Request process
- 2.6. Quality of justifications/remarks in change requests relating to project revisions and extensions.

**3. Project Performance:**

- 3.1. Were the projects managed with due regard to the overall company policies and objectives, and in conformity with applicable regulations, rules and procedures?
- 3.2. Were the intended outputs achieved within the estimated time and budget?
- 3.3. To what extent was the impact of these projects on the national level?
- 3.4. Overall recommendations on improvements.

## 2.3 **Desired Outcomes/Deliverables**

The desired outcome will be a report comprising of overall assessment (deficiencies and recommendations) of the funded projects and its impact.

## 2.4 **Proposed Methodology**

Bidders will submit a detailed plan as per attached forms and the successful bidder will hold a meeting with the management of the Company to discuss in details the exact requirements and procedures to be followed in conducting this assignment.

The R&D Fund Company expects the assignment to be completed preferably within 15 days and bidders are requested to submit proposals accordingly.

## 2.5 **Essential Eligibility Criteria**

All proposals shall meet the Mandatory eligibility criteria in Annex B.

### 3 Standard Instructions

- 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%
<b>Total</b>	<b>100%</b>

- 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. Applicants 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](mailto: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. Proposals submitted should remain valid for a period of 3 months from the last date of submission of proposals.

#### 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	28.5.2014
2	Proposal Submission Deadline	12.6.2014 at 3:00 pm
3	Opening of Technical Proposals (in front of applicants at 6 <sup>th</sup> Floor, HBL Tower, Jinnah Avenue, Blue Area, Islamabad)	12.6.2014 at 3:30 pm
4	Opening of Financial Proposals (in front of applicants at 6 <sup>th</sup> Floor, HBL Tower, Jinnah Avenue, Blue Area, Islamabad)	Manager Administration will communicate date & time to technically qualified bidders

## 4 Proposal Submission Requirements

Technical Proposals (Section B) shall be in compliance with the requirements laid down in the RFP document. The technical proposals shall include the following:

- a. A covering letter from the applicant (Form B1).
- b. Table of Contents with page numbers
- c. A detailed profile of the firm (Form B2) including Registration Certificate, location and branches along with number of employees and a certificate of financial position of the firm.
- d. Details of similar assignments completed, names of clients, duration and contract value, (Form B3), etc.
- e. General Experience of the Firm. (Form B4)
- f. Details of the proposed team lead and core team members to each task that would be assigned and their timing (Form B6 & B7). Detailed CVs of proposed professional staff should be attached separately.
- g. Proposed Assignment Work methodology and Plan. (Form B5).

## 5 Copyrights

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

## 6 Financial Proposals

- a. A sealed financial proposal is to be submitted along with the technical proposal in the format attached as Annex-A.
- 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 upon formal acceptance of the deliverable. Withholding tax will be deducted as per rules.

No.	Project Milestone	Amount Payable
1	Mobilization Advance	10%
2	Submission of draft report	50%
3	Acceptance of final comprehensive report	40%

## 8 Proposal Submission

- a. Each technical 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. A sealed financial proposal is to be submitted along with the technical proposal in the format attached as Annex-A. Proposals must be delivered at the address given below before 1500 hrs. (PST), on 12<sup>th</sup> June, 2014.

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)

- c. Technical Proposals shall be opened at 1530 hrs on 12<sup>th</sup> June, 2014 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 applicants obtaining 60% or higher marks in Technical Evaluation. Financial proposals of those applicants obtaining less than 60% marks in Technical Evaluation shall remain un-opened & would be returned to the applicants.

**1.2.** An evaluation committee appointed by the Company will evaluate the technical proposals on the basis of their compliance with the RFP and by applying the evaluation criteria and the point system as specified below.

### 9.1 Scoring Criteria

Following is the scoring criteria for Technical & Financial Evaluation.

#	Technical Evaluation	Marks	Obtained
a.	Firm Profile (Registered age, Location, Branches, Number of Employees and Financial position)	10	
b.	Specific experience and expertise of firm in conducting similar assignment(s) in the past	20	
c.	General Experience of the firm relating to the assignment	10	
d.	Qualification and Competence of the proposed Team Lead and Core Team Members	25	
f.	Proposed assignment duration and work plan	5	
<b>Total Points</b>		<b>70</b>	
<b>Minimum qualification score (60%)</b>		<b>42</b>	
<b>Sub Total</b>		<b>70</b>	

## Financial Evaluation

		<b>Marks</b>	<b>Obtained</b>
Bid Price		30	
<b>Grand Total (Technical + Financial)</b>		<b>100</b>	

## 9.2 Performance Bond

The successful bidder will be required to provide bank guarantee of Rs. 50,000 in favour of “National ICT R&D Fund” as Performance Bond.



## **Section B. Technical Proposal - Standard Forms**

B1. Technical Proposal submission form.

B2. Firm Profile

B3. Specific/Similar Assignments Completed by Firm

B4. General Experience relating to the assignment

B5. Description of the methodology and work plan for performing the assignment.

B6. Core Team Lead and Members

B7. Team Members

## B1. TECHNICAL PROPOSAL SUBMISSION FORM

[*Location, Date*]

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 to provide the consulting services for **Performance Audit of Funded Technical R&D Projects** 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:

## B2. FIRMS PROFILE

S #	Criteria	Remarks/Justifications (for evaluators ONLY)
1	Profile of the agency: <ul style="list-style-type: none"> <li>i. Registered age of Company</li> <li>ii. Names of Managers/ Owners/ CEO/ Directors/ Partners</li> </ul>	
2	<ul style="list-style-type: none"> <li>i. Location of agency office/sub office</li> <li>ii. Number of branches</li> <li>iii. Number of employees</li> </ul>	
3	Financial Position <ul style="list-style-type: none"> <li>i. Name of Banks</li> <li>ii. Certificate of Financial position from bank</li> <li>iii. Copy of Annual Accounts, if any</li> <li>iv. Tax Registration (NTN/STN)</li> </ul>	
	<b>SUB TOTAL:</b>	

**B3. SPECIFIC/SIMILAR EXPERIENCE**  
**(up to a maximum of 10 assignments)**

Relevant Services carried out in the Last Five Years that best illustrate qualifications, (up to a maximum of 10 projects)

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

**B3. – GENERAL EXPERIENCE RELATING TO ASSIGNMENT**  
(up to a maximum of 10 assignments)

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

**B5. – DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR  
PERFORMING THE ASSIGNMENT**

**B6. – CORE TEAM LEAD AND MEMBERS**

**Personnel Summary (Complete for Team Lead and each Core Team Member)**

<b>Name of Employee:</b>
--------------------------

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	

**B7. – SUMMARIZED TEAM MEMBERS INFORMATION**

<b>Sr No.</b>	<b>Name</b>	<b>Qualification</b>	<b>No. of years of Experience</b>	<b>Relevance to the Assignment</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: \_\_\_\_\_

### **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.

**3A. – Financial Proposal Submission Form**

[Location, Date]

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 to provide the consulting services for **Performance Audit of Funded Technical R&D Projects** 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 (Taken from Form 3C)	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** (where applicable)

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

## 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.

## Annex B

### 10 Eligibility Criteria (Mandatory Criteria)

All proposals must meet the mandatory eligibility criteria. The Proposals that does 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	Affidavit (on stamp paper) that the Bidder is not insolvent and bankrupt.	<input type="checkbox"/>	<input type="checkbox"/>
4	Affidavit (on stamp paper) that the Bidder has not been blacklisted or debarred by Public Procurement, Government, Semi-Government, Private, Autonomous body or any other international organization.	<input type="checkbox"/>	<input type="checkbox"/>