

# REQUEST FOR PROPOSALS

## **NATIONAL ICT R&D AWARDS 2013-THIRD PARTY PROCESSING AND EVALUATION OF APPLICATIONS**

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- SECTION 2. TECHNICAL PROPOSAL – STANDARD FORMS
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**Note:**

1 – Scope of Work is the basic document, which the bidder is required to comply with as spelled out in the RFP and the contract along with deliverables where specified.

Additional information in RFP is provided for submission of the complete bid documents in respect of the technical bids.

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

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

4- Queries and responses thereof can be directly communicated and/or published on Company website which will be binding for compliance purpose.

## REQUEST FOR PROPOSALS

### *National ICT R&D Awards 2013- Third Part Processing and Evaluation of Applications.*

#### **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 The “**National ICT Research and Development Awards 2013**” has been launched to acknowledge the efforts of Pakistani organizations, researchers, academicians, professionals, engineers, etc in the area of Information and Communication Technology (ICT) with the aim of encouraging the development of an ICT focused R&D culture in Pakistan.

##### **Award Categories**

- ICT based Products/Systems/Applications.
- Published Research Papers.

##### **Award Description**

Each award will consist of a certificate and a cash award as per following detail:

<b>First Prize:</b>	<b>Rs. 1.5 Million</b>
<b>Second Prize:</b>	<b>Rs. 1.0 Million</b>
<b>Third Prize:</b>	<b>Rs. 0.5 Million</b>

In addition a grant upto Rs 2.5 million may be awarded to the winners (or the winning teams) to pursue further R&D in a related area of interest.

2.2 The 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 firm (the executing agency).

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

2.5 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.

2.6 The Company requires that the hired 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. The Firm 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. Scope of Work:**

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

- i. To propose a fair and effective quantitative criteria for evaluation of applications for both categories of awards on the basis of prescribed application form attached as **Annexure-D**.
- ii. To devise an effective, transparent and efficient mechanism/tools and methodology for evaluation of received applications and conduct evaluation on the basis of approved/finalized criteria.
- iii. To propose a panel of subject experts having expertise in relevant area and applicable to both categories/ thematic areas approved for the awards.
- iv. To ensure that applications received meet the basic eligibility criteria and are related to the ICT domain and to check for duplicity of applications for the same "R&D effort".
- v. To collect applications received under the subject program from National ICT R&D Fund and to collate all the information in the soft form (on format to be decided in consultation with the National ICT R&D Fund).

- vi. The information to be provided to the Fund regarding applications received in both categories may include but not to limited to total number of applications received in each category, applications received in time/after due date, number of complete/incomplete applications, etc.
- vii. For ensuring data validation, to devise process for effective data entry and management in order to ensure that data provided to the Fund is error free.
- viii. To provide complete and separate (for each award category) merit lists in respect of all the applications received in both categories and to provide the quantitative score sheet duly verified by the executing agency to the Fund.
- ix. To share the merit list for both categories of awards in a confidential manner with the Fund and to ensure that confidentiality of information is maintained till the announcement of awards. In order to make the process more transparent, the agency selected will ensure that no contact is made with the applicants during application evaluation period. Moreover, request for any additional information required from applicants will be obtained through fund.
- x. Proper record keeping and maintenance of all official record handed over to the agency by the Fund for at least two years after completion of the process and provision of record to Fund as and when requested. All the official record, data and correspondence will be exchanged in a proper recorded manner.
- xi. To facilitate the Fund's monitoring teams and to provide them access to the record and data for monitoring purpose except for the time period during which evaluation is being conducted.
- xii. To ensure that senior representatives of the executing agency are present during the announcement of awards in the Awards Ceremony.
- xiii. To provide comprehensive customized reports to the Fund at the conclusion of this activity as determined by National ICT R&D Fund.
- xiv. To take complete ownership of the activities mentioned above and be responsible to respond to any queries during and after the evaluation process, if any, by the applicants.
- xv. The whole evaluation process shall be completed within 08 weeks from date of award of contract.

#### **4. Clarification and Amendment of RFP Documents**

4.1 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 firms 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](mailto:nelofar.arshad@ictrdf.org.pk)

4.2 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, 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 to all interested firms and will be binding on them.

The Company may at its sole discretion extend the deadline for the submission of proposals.

## **5. Preparation of Proposal**

5.1 Firms are requested to submit their proposals before but not later than **3.00 pm, April 17, 2014**. Proposals must be in English language and the financial proposal must be in Pak Rupees irrespective of origin of the intended firms.

### **Technical Proposal**

5.2 In preparing the Technical Proposal, intended firms 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 If an intended firm 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.

### **Core Team Members/Evaluation Panel:**

5.4 The firm will ensure availability of a dedicated professional team with relevant specialized qualifications. Furthermore, they may constitute a panel of renown experts for evaluation of each category of awards. The member of the evaluation panel should

possess appropriate relevant experience and expertise. The detailed resumes/CVs of the professional team and members of panel should also be provided along with the proposals.

**Team Leader:**

5.5 The firm will nominate team lead/focal person responsible for overall completion of evaluation process, he can be a member of the dedicated professional team referred above. The team lead/focal person will have good experience in lead position and considerable experience in carrying out tasks of similar nature and of similar or bigger scope.

5.6 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 firm or have an extended and stable working relationship with the firm.
- ii. Professional staff must have the experience indicated in the RFP preferably working under conditions similar to the assignment at hand.
- iii. It is desirable that, if not all, some of the firm's personnel possess working knowledge of the Company working.

5.7 Technical Proposal shall provide following information as per Standard Forms (Section 2). Filling up of these forms is mandatory:

- 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 for this study, outline of general experience on assignments (Section 2D) and specific/similar experience of the firm relating to this assignment should be provided. (Section 2C)
- iii. A description of the methodology and work plan for performing the assignment should be provided (Section 2E).
- iv. Details of the proposed core team members to each task that would be assigned and their timing (Section 2F).
- v. 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.

5.8 The Technical Proposal shall not include any financial information.

### **Separate Financial Proposal**

5.9 In preparing a separate Financial Proposal, firms 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.

5.10 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, the sub-firms, and their personnel, as applicable during the currency of proposal submission. The firm 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.

5.11 The proposal must remain valid for a period of 90 days after the submission date. The firm 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 who do not agree have the right not to extend the validity.

5.12 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.

## **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 firm 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 firms shall prepare three 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](mailto:nelofar.arshad@ictrdf.org.pk)

The outer envelope should bear the following:

***National ICT R&D Awards 2013 – Third Party Processing and Evaluation of Applications***

6.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before **3.00 pm, April 17, 2014**. 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. The Financial Proposal shall remain sealed till finalization of technical evaluation.

## **7. General Terms of Proposed Evaluation**

7.1 From the time the bids are opened to the time the contract is awarded, if any firm 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.

## Evaluation of Technical Proposals

7.4 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 the important aspects of the RFP or if it fails to achieve the minimum technical score indicated below:

#	Criteria	Points	Marks obtained	Remarks/Justifications
<b>TECHNICAL</b>				
1	Completeness and quality of proposal addressing all essential elements.	05		
2	Design of effective execution of the evaluation process and associated quality assurance tools.	05		
3	Evidence depicting that such evaluations have already been conducted by the executing agency in past Scale: 1-5 evaluations= 5 points 6-10 evaluations=10 points 11 & above= 15 points	15		
4	Efficacy and effectiveness of proposed criteria, methodology and process for evaluation of applications for awards	15		
6	Transparency of proposed evaluation process	10		
7	Executing agency's experience and expertise in record keeping, data processing and report writing.	05		
8	Strength of Proposed Panel for evaluation of applications.	10		
9	Qualifications/competence and ready availability of project team members for completion of assignment	10		
	<b>TOTAL:</b>	<b>75</b>		

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

## **Public Opening and Evaluation of Financial Proposals:**

7.5 After the technical evaluation is completed, the company shall notify those firms 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.

7.6 The Financial Proposals shall be opened publicly in the presence of the firms' representatives who choose to attend. The name of the firm, 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.

7.7 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/firms.

7.8 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 firm for the award of this consultancy. The weights given to the Technical (T) and Financial (F)

Proposals are:

T=0.75

F=0.25

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

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

### 7.11 Payment Terms:

No.	Project Milestone	Amount Payable
1	Mobilization Advance	20%
2	Upon submission of complete database of applications received on the prescribed format	40%
3	Submission of final comprehensive report*	40%

\* The Company will have to decide acceptance/rejection with reasons within 10 working days.

### 8. Award of Contract

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

8.2 The assignment is expected to commence in **May, 2014** at Islamabad.

### 9. Confidentiality

9.1 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.

## Section 2. Technical Proposal - Standard Forms

2A. Technical Proposal submission form

2B. Company Profile

2C. Specific experience of the Firm/Agency

2D. General experience relating to assignment

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

2F. Core Team and Members of Evaluation Panel Details.

2G. Total Team and Members of Evaluation Panel Details.

## **2A. 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 **National ICT R&D Awards 2013 – Third Party Evaluation and Processing of Applications** 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.

We understand and agree that negotiations can be held during the period of validity of the Proposal, i.e., before [ *Date*]. Our Proposal is binding upon us and subject to the modifications resulting from such 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 iv. Tax Registration (NTN/STN)	

**2 C. SPECIFIC/SIMILAR EXPERIENCES**

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 a legally formed association, was legally contracted. A separate form shall be filled for each assignment

Assignment Name:	Professional Staff provided by your Firm/Entity (profiles):
Name of Client:	No. of Staff:
Address:	No. of Staff Months; Duration of Assignment:
Start Date (Month/Year):  Completion Date (Month/Year):	Approx. value of Services (in PKR):
Contact person details of Client:	
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. – GENERAL EXPERIENCE RELATING TO ASSIGNMENT**  
**(Up to a maximum of 10 assignments)**

SR. NO.	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 (LEAD & MEMBERS)

**Personnel Summary (Complete for Team Lead and each Core Team Member and attach CV's)**

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

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

**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 AND MEMBERS OF EVALUATION PANEL INFORMATION**

<b>Sr No.</b>	<b>Name</b>	<b>Qualification</b>	<b>Position/ Organization</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. Breakup of price per activity
- 3D. Breakup 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 **National ICT R&D Awards 2013 - Third Party Processing and Evaluation of Applications** 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. – Breakup of Price per Activity

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

**3D. – Breakup of Remuneration per Activity**

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

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<sup>1</sup> 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.

## Annex B

### 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 that the Bidder is not insolvent and bankrupt.	<input type="checkbox"/>	<input type="checkbox"/>
4	Affidavit 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"/>

## Annex C

**Following deliverables, but not limited to, are required from selected executing agency:**

1	Project Commencement Report
2	Project Periodic Progress Report
3	Names of Evaluation Panel with designation and qualification
4	Complete database of applications received on the prescribed format
5	Attendance Sheet of Evaluation Panel Meetings
6	Score sheets of Evaluation Panel
7	Complete Merit List for both Categories of Awards
8	Project Completion Reports

Annex D

# Application Form for National ICT R&D Awards 2013

(Application Deadline: 31<sup>st</sup> May, 2013)

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## AWARD CATEGORY

Please tick the award category to be considered for:

  

ICT Based Product /System/Application (Please fill sections I, II, IV & V)

Published Research Paper (Please fill sections I, III, IV & V)

- Application Forms will only be processed when submitted in both hard and soft copy formats.
- Incomplete Application Forms will not be entertained.
- All decisions of National ICT R&D Fund will be final and binding upon the applicants.

Send your applications to:

**General Manager – Monitoring,  
National ICT R&D Fund,  
6<sup>th</sup> Floor, HBL Tower,  
Jinnah Avenue, Blue Area,  
Islamabad.**

**Email:** [ict-awards@ictrdf.org.pk](mailto:ict-awards@ictrdf.org.pk) (For submission of soft copy and its enclosures)

## Section I

(Personal/Organizational Details)

PERSONAL/ORGANIZATIONAL DETAILS		
Applicant's/Organization's Name:		
Postal Address:		
Please tick one of the following (whichever is applicable*):		
<input type="checkbox"/> Product/System/Application	<input type="checkbox"/> Principal Developer Organization	<input type="checkbox"/> Published Research Paper
<input type="checkbox"/> *In case multiple authors or organizations applying for the award details need to be provided in relevant sections.	<input type="checkbox"/> Co-Developer Organization	<input type="checkbox"/> Principal Author
<input type="checkbox"/> Co-Author		
Landline:		
Mobile:		
Fax:		
Email:		
Web URL (if applicable):		

AREA OF SPECIALIZATION/DOMAIN
Please tick one of the following
<input type="checkbox"/> Next Generation Telecom Networks and Systems
<input type="checkbox"/> e-Learning & e-Education
<input type="checkbox"/> Citizen Security and Protection
<input type="checkbox"/> SME Productivity and Quality Enhancement
<input type="checkbox"/> Agriculture Yield and Quality Enhancement
<input type="checkbox"/> e-Health and Telemedicine
<input type="checkbox"/> Alternative/Renewable Energy
<input type="checkbox"/> Other: Please Specify _____

## Section II

(Applicable only for ICT Based Product /System/Application Category)

PRODUCT DETAILS
Name of Product:
Description of the Product:
Value Proposition:
Target Market:
Pricing (if applicable):
Relevant Website Links (as applicable):

Executive Summary
<i>(Provide a summary of the technology, its capabilities, and technological significance that qualifies the technology for National ICT R&amp;D Awards.)</i>
<b>1. <u>Uniqueness and innovation (in Comparison to Existing Products/Systems/Applications):</u></b>

Executive Summary
<i>(Provide a summary of the technology, its capabilities, and technological significance that qualifies the technology for National ICT Awards.)</i> <b>(CONTINUED)</b>
<b>2. <u>Product Description, Functionality &amp; Technical Specifications (including Market/Cost Performance):</u></b>



3. **Industrial/Economic/Social Impact:**

4. **Patents Involved along with Complete Details (if any):**

Please Provide details of all Co-developer Organization(s)	
1.	
Name:	
Organization's Name:	
Contact Information:	<u>Email:</u> <u>Cell No:</u>
Role & Responsibility:	

2.

Name:

Organization's Name:

Contact Information:                      Email:                                      Cell No:

Role & Responsibility:

## **Section III**

**(Applicable only for Published Research Paper Category)**

### **Executive Summary**

*(Provide a summary of the research work, its potential and technological significance that qualifies the publications for National ICT R&D Awards.)*

1. **Title of Research Paper along with name of Journal/Conference, Year and Place of Publication:**

2. **Research Paper's Abstract:**

**3. Potential Impact of Research findings on Technology/Economy/Society:**

*(Provide a summary of the research work, its potential and technological significance that qualifies the publications for National ICT R&D Awards.)* **(CONTINUED)**

**4. Commercial Viability of Proof of Concept:**

**5. Extension in Existing State of the Art:**

**Please Provide details of all Co-Author(s)**

**1.**

**Name:**

**Organization's Name:**

**Contact Information:**      Email:                      Cell No:

**2.**

**Name:**

<b>Organization's Name:</b>		
<b>Contact Information:</b>	<u>Email:</u>	<u>Cell No:</u>
3.		
<b>Name:</b>		
<b>Organization's Name:</b>		
<b>Contact Information:</b>	<u>Email:</u>	<u>Cell No:</u>

## Section IV

### Document Checklist

**For ICT Based Product /System/Application Category:**

- Product Manual/Handbook
- Product Technical Specifications Document
- Product Cost/Market Comparison
- Verified Sales Figures/Revenue Generated for the specified Product/System/Application
- Documented Customer Feedback/Recognition/Awards
- Brief CV's of all Individuals mentioned in the Application Form

**For Published Research Paper Category:**

- Legible and Complete Copy of the Published Research Paper
- Proof of Impact Factor of the Published Research Paper
- Proof of Citations of the Published Research Paper
- Documentary Proof of Commercial viability (if applicable)
- Documented Proof of Impact/Recognition of Published Research Paper (if applicable)
- Brief CV's of all Authors of the Published Research Paper

## **Section V**

### **Declarations**

- I HEREBY DECLARE THAT THE INFORMATION PROVIDED IN THIS FORM IS COMPLETE, ACCURATE AND FACTUAL TO THE BEST OF MY KNOWLEDGE.***
- I am a citizen of Islamic Republic of Pakistan or representative of a Pakistan based ICT organization.***
- I affirm that the commercialized ICT Product/System/Application or Published Research Paper is recent (after 1st January 2009).***
- I agree to provide any other important/relevant information as requested by National ICT R&D Fund in relation to this application promptly; otherwise the application will not be processed.***
- I have read and understood Eligibility Criteria and will abide by the Terms & Conditions of National ICT R&D Awards 2013 and all related decisions of National ICT R&D Fund.***

***Applicant Signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

***Organization Head's Signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_