

**REQUEST FOR PROPOSAL**

**“Registration and Conduct of ICT-Scholarship Award Test 2014”**

**FOR**

**PRIME MINISTER’S NATIONAL ICT SCHOLARSHIP PROGRAM 2014  
(PMNICTSP 2014)**

**National ICT R&D Fund**

**Ministry of Information Technology**

**Government of Pakistan**

## Contents

SECTION 1-INFORMATION TO BIDDERS.....	1
1 Company background .....	1
2 Program Overview & Objectives.....	1
2.1 Overview of Prime Minister’s National ICT Scholarship Program (PMNICTSP) .....	1
2.2 Objectives: .....	3
3 GENERAL INSTRUCTIONS .....	4
4 Scope of Services .....	5
5 Budget.....	8
6 Mandatory Eligibility Criteria .....	8
7 Clarification and Amendment of RFP Documents .....	8
8 Preparation of Proposal .....	9
8.1 Technical Proposal .....	9
8.2 Core Team Members .....	9
8.3 Team Leader.....	10
8.4 Technical Proposal shall provide the following as per Standard Forms (Section 2) .....	10
8.5 Separate Financial Proposal.....	10
8.6 Submission, Receipt, and Opening of Proposals.....	11
9 General Terms of Proposed Evaluation .....	12
9.1 Evaluation of Technical Proposals.....	12
9.2 Evaluation Criteria.....	14
9.3 Public Opening and Evaluation of Financial Proposals .....	14
10 Award of Contract.....	15
11 Confidentiality.....	15
12 Payment Terms .....	15
13 Time Period for Completion of Assignment.....	15
14 Performance Guarantee .....	16
SECTION 2 – STANDARD FORMS .....	16
FORM 1A: TECHNICAL PROPOSAL SUBMISSION FORM .....	17
FORM 1B: FIRM’S/INSTITUTION’S PROFILE.....	18
FORM 1C: SPECIFIC/SILMILAR EXPERIENCE OF THE FIRM/INSTITUTION.....	1

FORM 1D: GENERAL EXPERIENCE OF THE FIRM/INSTITUTION .....	2
FORM 1E: Brief List of Entrance Exams/Tests .....	3
FORM 1F: METHODOLOGY & WORK PLAN .....	4
FORM 1G: TRANSPARENCY MECHANISM .....	5
FORM 1H: CAPACITY/COMPENTENCE TO OUTREACH ACROSS PAKISTAN FOR REGISTRATION & TESTING.....	6
FORM 1I: TEAM LEAD/FOCAL PERSON .....	7
FORM 1J: CORE TEAM MEMBERS .....	8
SECTION 3: FINANCIAL PROPOSAL STANDARD FORMS .....	9
FORM 2A: Financial Proposal Submission Form .....	10
FORM 2B: Summary of Costs .....	11
FORM 2C: Breakdown of Price per Activity .....	12
15     Annexure A.....	13

## 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 manifold 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
	Principal	Teacher	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
<b>Total</b>	<b>569</b>	<b>2,845</b>	<b>40,300</b>	<b>4,223</b>

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
<b>Total</b>	<b>2224</b>	<b>925</b>	<b>619</b>	<b>303</b>	<b>77</b>	<b>53</b>	<b>1</b>	<b>21</b>	<b>4,223</b>

## 2.2 Objectives:

We endeavor to enhance the national ICT related human resource development capacity manifolds by promoting ICT related educational programs and activities.

Through this request for proposal we intend to select a testing agency to conduct the ICT-Scholarship Award Test nationally. The scholarship will be awarded for 4-year undergraduate degrees in ICT related fields. The selected testing agency is required to comply with all instructions provided in the Scope of Services "SOS" as provided in this document. The objectives of this RFP document are as follows:

- a. To register candidates for the ICT-Scholarship Award Test;

- b. To conduct an ICT-Scholarship Award Test of candidates in English, Mathematics, Physics, Chemistry and Computing Science (MCQ based);
- c. To commit all efforts to ensure maximum student registration from each of the registered schools/colleges;
- d. To verify the credentials and eligibility, as defined by National ICT R&D Fund, of all the candidates;
- e. To provide a unified and standard criteria for evaluation;
- f. To provide a merit list of applicants (students) according to the criteria provided by National ICT R&D Fund.

### **3 GENERAL INSTRUCTIONS**

- g. National ICT R&D Fund, through this Request for Proposal (RFP), intends to invite national registered firms / institutions to participate in the selection process for “Registration and conduct of ICT-Scholarship Award Test 2014 ” for Prime Minister’s National ICT Scholarship Program 2014 (PMNICTSP 2014).
- h. The intended firm / institution must familiarize themselves with local conditions and take them into account while preparing their proposals.
- i. 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.
- j. 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.
- k. 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 selected executing agency will be responsible for the following activities:

- 4.1. The selected executing agency shall be required to register candidates for taking an MCQ based (F.Sc. level) ICT-Scholarship Award Test, from all provinces of Pakistan including Federally Administered Tribal Areas (FATA), Gilgit Baltistan, AJ&K and Islamabad (rural), based on the prescribed population based quota, as defined by the Government of Pakistan and provided by National ICT R&D Fund;
- 4.2. The selected executing agency is required to actively register an estimated 11,000 to 13,000 eligible candidates as per the criteria set by National ICT R&D Fund;
- 4.3. The aforementioned estimated list of 11,000 to 13,000 eligible candidates will be further reduced to 9,000 based upon their Matriculation and HSSC – part 1 results in consultation with National ICT R&D Fund;
- 4.4. The selected executing agency, with the ability to outreach these distant areas across the length and breadth of the country and ensure enrollment, shall be given preference. The outreach process should include an overview of the entire program for the principals of more than 1,780 registered schools/colleges (list available at [www.ictrdf.org.pk](http://www.ictrdf.org.pk));
- 4.5. The selected executing agency shall be required to reach-out and individually visit all registered schools/colleges (exceptions allowed with valid justifications) and commit all efforts to ensure maximum registration of eligible candidates from each of the registered schools/colleges (list available at [www.ictrdf.org.pk](http://www.ictrdf.org.pk));
- 4.6. The selected executing agency shall be required to print a form designed by National ICT R&D Fund to collect data from principals of each of the listed schools/colleges (list available at [www.ictrdf.org.pk](http://www.ictrdf.org.pk)). Softcopy of this data/information shall also be provided to National ICT R&D Fund;
- 4.7. The selected executing agency under no circumstances shall receive any application directly from any candidate. The selected agency shall only be responsible for registering candidates who send in their forms via courier/registered postal mail;
- 4.8. The selected executing agency shall be responsible to provide final and authentic/verified list of all candidates (eligible and not eligible), as per the requirements of PMNICTSP 2014, to National ICT R&D Fund. It is the responsibility of the selected agency to check and verify that submitted registration forms of the candidates are complete, in case the form of candidates is incomplete,



the agency will collect the necessary information from the candidate and incorporate in the incomplete registration form, prior to sending the compiled information to National ICT R&D Fund. All edits/corrections are required to be incorporated through verifiable means (preferably fax or other written documents);

- 4.9. The selected executing agency shall be responsible to keep records of all registration forms for at least one year after the completion of the project. Furthermore, the executing agency shall provide any registration form to National ICT R&D Fund as and when needed.
- 4.10. The candidate registration process, including the data entry of registration forms, shall be completed in consultation with National ICT R&D Fund. Selected executing agency shall also be required to provide weekly report/status on the registration of candidates;
- 4.11. The selected executing agency shall be required to advertise list of registered students on a website and have a mechanism to receive corrections/edits (an alternate means of reaching out to the candidates from rural areas, to ensure authenticity of data, should also be devised by the selected executing agency);
- 4.12. The selected executing agency shall be responsible for implementing a tracking system for all registration forms received prior to the deadline. Registration forms received after the deadline shall not be entertained and shall duly be recorded to ensure transparency and proper record keeping;
- 4.13. The selected executing agency shall be responsible to collaborate with agencies executing other components of Prime Minister's National ICT Scholarship Program 2014, to develop the "Student Manual", which would serve as a guiding tool for the students taking ICT-Scholarship Award Test. It may be noted that the responsibility of developing and printing "Student Manual" does not lie with the selected executing agency;
- 4.14. The selected executing agency shall be responsible to prepare the final test paper in consultation with National ICT R&D Fund. ICT-Scholarship Award Test 2014 has to be in concurrence with the testing format as designed in the aforementioned "Student Manual";
- 4.15. The standard of test should be at par with the undergraduate admission exam of the top ICT universities of Pakistan. The executing agency should have national level standing, so that all stakeholders may accept the ICT-Scholarship Award Test 2014 for award of scholarship;
- 4.16. The selected executing agency shall be responsible for issuing and dispatching eligible candidate's Roll number slips and ensure timely delivery;

- 4.17. The selected executing agency must ensure that the test process is transparent, fair, secure and open to audit by external auditors. This is a key requirement on the part of the executing agency as the result of the ICT-Scholarship Award Test 2014 is the prime determinant for award of scholarship;
- 4.18. The selected executing agency shall be required to develop a fool-proof mechanism for verifying the identity of candidates taking the ICT-Scholarship Award Test 2014;
- 4.19. The questions in the test paper should have varying order to minimize chances of copying answers. The selection of test center, seating arrangement and quality/quantity of invigilators should be such that a conducive test environment is created. Furthermore, the selection of invigilators should be such that there is no conflict of interest;
- 4.20. The selected executing agency shall be responsible to provide an 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;
- 4.21. The selected executing agency shall conduct ICT-Scholarship Award Test of the 9,000 shortlisted, eligible registered candidates. The test shall be conducted nation-wide, simultaneous, at approximately 40 testing centers, to ensure easy accessibility for candidates. Consideration must be given to rural Balochistan, Khyber Pakhtunkhwa, Gilgit Baltistan and AJ&K for setting up multiple testing centers at convenient locations. Test centers should be setup in consultation with National ICT R&D Fund;
- 4.22. The selected executing agency shall develop and grade the MCQ based ICT-Scholarship Award Test 2014 of the following subjects at F.Sc. Level: English, Mathematics and Physics, however Chemistry portion would be at Matriculation level and Computing Sciences at Basic Level. The purpose of the test is to develop a merit list for award of scholarships to successful candidates in ICT centric undergraduate program in HEC recognized universities across Pakistan;
- 4.23. The selected executing agency shall provide a merit list for the candidates taking the ICT-Scholarship Award Test 2014 as per the Merit Criteria provided by National ICT R&D Fund. Merit list will include all details including (but not limited to) Test marks, Test Center Name, Name of student, Father's name, College name, Mauza, Tehsil, District, Division, Province, etc;
- 4.24. The selected executing agency shall be responsible for setting up a helpline to facilitate potential candidates and answer their queries pertaining to registration and ICT-Scholarship Award Test 2014. The helpline personnel shall be required to get one day brief from National ICT R&D Fund, on Prime Minister's National ICT Scholarship Program 2014;

- 4.25. The selected executing agency facilitate visits of monitoring teams, as and when required;
- 4.26. The selected executing agency shall share all documents and data relevant with the PMNICTSP 2014, with National ICT R&D Fund in both hard-copy and soft-copy format.

## 5 Budget

National ICT R&D Fund estimates maximum cost of Rs. 850 per student up to 9,000 eligible registered students for conduction of the test. For the out-reach component, a maximum of Rs. 220 per registered student, up to a maximum of 13,000 eligible registered students has been estimated. Financial bid for each component (Out-reach and test conduction) should be separate. In addition there would be a payment capping based upon provincial population based quota as provided by National ICT R&D Fund.

## 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](mailto: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 **2:00 pm** on Monday 14<sup>th</sup> April **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 Entrance Exams conducted by Firm/Institution for Universities and organizations across Pakistan and likelihood of acceptance of such exams/tests by other universities and organizations. (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 complete transparency during Test / Exam (Section 2, FORM 1E)
- f. Firm's/Institution's capacity to outreach across Pakistan for registration of eligible candidates and to conduct Test/Exam (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) Student's/Teacher's Manual (c) Student's/Teacher's Kit Development (d) Travelling (e) Boarding & Lodging (f) Mandatory Allowances 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](mailto:nelofar.arshad@ictrdf.org.pk)

The outer envelope should bear the following:

**“Registration and conduct of ICT-Scholarship Award Test 2014” for Prime Minister’s National ICT Scholarship Program 2014**

- e. The completed Technical and Financial Proposals must be delivered at the submission address on or before **2:00 pm** on Monday 14<sup>th</sup> April **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 Evaluation Criteria

#	Criteria	Total Marks	Remarks
1.	Profile of the Company (Form 1B)	5	
2.	Specific/Similar Experience of the Firm (Form 1C)	20	
3.	General Experience of the Firm (Form 1D)	10	
4.	Proposed Methodology (Form 1E, 1F, 1G)	25	
5.	Qualifications/competence and ready availability of Team Lead to conduct similar projects (Form 1H)	05	
6.	Capacity and capability of the Project Team to perform the project and to do so in a timely manner.(Form 1I)	05	
		70	

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

## 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 ( $F_m$ ) 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.

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.  $S = S_t * T\% + S_f * F\%$ .

## 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 **21<sup>st</sup> April, 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
- 40% provision of shortlisted candidate's list
- 25% upon conduction 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**).

## **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: General Experience of the Firm**

**FORM 1E: Brief List of Entrance Exams/Tests**

**FORM 1F: Methodology & Work Plan**

**FORM 1G: Transparency Mechanism**

**FORM 1H: Capacity/Competence to Outreach Across Pakistan For Registration & Testing**

**FORM 1I: Team Lead/Focal Person**

**FORM 1J: Core Team Members**

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

Sir/Madam,

We, the undersigned, offer to conduct the “Registration and conduct of ICT-Scholarship Award Test 2014 ” for Prime Minister’s National ICT Scholarship Program 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)**

<b>NAME OF CLIENT</b>	<b>NAME OF ASSIGNMENT/ PROJECT</b>	<b>PERIOD OF ASSIGNMENT/ PROJECT</b>	<b>VALUE OF ASSIGNEMNT / PROJECT</b>	<b>PROJECT BRIEF</b>

**FORM 1D: GENERAL EXPERIENCE OF THE FIRM/INSTITUTION**

**(up to a maximum of 10 assignments)**

<b>SR. NO.</b>	<b>NAME OF CLIENT</b>	<b>NAME OF ASSIGNMENT/ PROJECT</b>	<b>PERIOD OF ASSIGNMENT/ PROJECT</b>	<b>VALUE OF ASSIGNMENT / PROJECT</b>	<b>PRESENT STATUS OF THE ASSIGNMENT/ PROJECT</b>

### FORM 1E: Brief List of Entrance Exams/Tests

#	Entrance Test / Exam	Organization (For which the test/exam is conducted)	Year of Conduction	Acceptance Level



**FORM 1F: METHODOLOGY & WORK PLAN**

**FORM 1G: TRANSPARENCY MECHANISM**

**FORM 1H: CAPACITY/COMPENTENCE TO OUTREACH ACROSS PAKISTAN FOR  
REGISTRATION & TESTING**

## FORM 11: 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 Level of Degree	Relevance of Degree to the Assignment
PhD	
MPhil	
Masters	
Bachelors	

## FORM 1J: CORE TEAM MEMBERS

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

## **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  
6<sup>th</sup> 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 conduct the "Registration and conduct of ICT-Scholarship Award Test 2014" for Prime Minister's National ICT Scholarship Program 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.

## 15 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 un-opened to the respective bidders; and
- (ix) the bid found to be the lowest evaluated bid shall be accepted.