

REQUEST FOR PROPOSAL

“Foundation Training Program (FTP)”

FOR

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

National ICT R&D Fund

Ministry of Information Technology

Government of Pakistan

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SECTION 1-INFORMATION TO BIDDERS

1 Company background

Pakistan has witnessed a phenomenal growth in its telecom industry. The government of Pakistan has mandated that a certain percentage of gross revenue generated by all telecom service providers be allocated to development and research of information and communication technologies with the vision to transform Pakistan's economy into a knowledge based economy by promoting efficient, sustainable and effective ICT initiatives through synergic development of industrial and academic resources. To achieve this vision National ICT R&D Fund, hereafter referred as the "Company", has been created. This vision will be realized by pursuing the following goals:

- Cultivate industry-academia partnership by funding concrete development and research initiatives.
- Enhance the national ICT related human resource development capacity 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 "Foundation Training Program" 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, Gilgit Baltistan & AJ&K.
- 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
Total	569	2,845	40,300	4,223

j. Provincial breakdown of awarded scholarships

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

2.2 Objectives:

We endeavor to enhance the national ICT related human resource development capacity manifolds by promoting ICT related educational programs and activities. The “Foundation Training Program (FTP)” is in line with the human resource development initiatives of Prime Minister’s National ICT Scholarship Program 2014 (PMNICTSP 2014).

The “Foundation Training Program” (FTP) for Prime Minister’s National ICT Scholarship Program 2014 is to be run in rural/non-metropolitan areas across Pakistan including Federally Administered Tribal Areas (FATA), Azad Jammu & Kashmir (AJ&K), Gilgit Baltistan (GB) and rural Islamabad. Through this

“Foundation Training Program” (FTP), the students will be trained in attempting MCQ based university entrance exams in English, Mathematics and Physics. The prime objectives of the “Foundation Training Program” (FTP) are as follows:

- a. Administer “Foundation Training Program” (FTP), in rural/non-metropolitan areas across Pakistan, through trained principals and teachers, for approximately 9,000 registered students for 20 days;
- b. Engage approximately 600 teachers (English, Mathematics & Physics) and 200 principals from the list of final Training Centers provided by National ICT R&D Fund to conduct Foundation Training Program;
- c. Train aforementioned registered students in “how-to-attempt MCQ” based university entrance exams at F. Sc. level in English, Mathematics and Physics;
- d. Teach problem solving methodologies and techniques to the registered students;
- e. Brief approximately 200 participating principals on the execution details of “Foundation Training Program” (FTP) through a single day “Principal Orientation Workshop” (POW);
- f. Encourage approximately 600 participating teachers to inculcate such pedagogical techniques in their regular teaching methodology;
- g. Design, develop, print, and distribute Student Training Kits along with Program Execution details to participating students, teachers and principals;
- h. To verify and authenticate the credentials and all supporting documents of approximately 550 shortlisted candidates.

3 GENERAL INSTRUCTIONS

- a. 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 the conduction of “Foundation Training Program (FTP)” for Prime Minister’s National ICT Scholarship Program 2014 (PMNICTSP 2014).
- b. The intended firm / institution must familiarize themselves with local conditions and take them into account while preparing their proposals.
- c. 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.

- d. 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.
- e. 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 (firm/institution) shall be responsible for the following activities:

- 4.1. Administer "Foundation Training Program" (FTP), through selected principals and teachers, to approximately 9,000 students for 20 days (Six working days per week, 8 AM to 1 PM). The training is expected to be held between 16th June to 8th July 2014. The aforementioned teachers shall preferably be selected from amongst the teachers that have been trained earlier through a "Training of Teachers" (TOT) program that has been carried out in previous years for Prime Minister's National ICT Scholarship Program;
- 4.2. "Foundation Training Program" (FTP) shall be conducted at approximately 200 schools/colleges, demarcated as "Training Centers" (government schools/colleges in rural /non-metropolitan areas);
- 4.3. Principals of the selected "Training Centers" shall be assembled, for a single day "Principal Orientation Workshop" (POW), at preferably seven different locations (Peshawar, Quetta, Lahore, Multan, Sukkur, Hyderabad and Muzaffarabad/Islamabad or any other suitable location as decided by National ICT R&D Fund) across Pakistan, by the executing agency. Agency executing the "Foundation Training Program" (FTP) shall be required to brief all participants (principals) on the execution details of "Foundation Training Program" (FTP). Workshops are likely to be conducted at multiple locations simultaneously between 2nd June to 06th June 2014. In addition to this the executing agency shall be required to provide all necessary material to the principals for the effective execution of "Foundation Training Program" (FTP) in their respective "Training Centers";
- 4.4. The selected executing agency shall be given the contact details of approximately 200 principals, whose schools/colleges have been assigned as "Training Centers", along with the list of eligible registered candidates assigned to a "Training Center". The selected executing agency shall be

- required to contact these principals and take confirmation of subject experts from their respective schools/colleges as per the list/criteria provided by National ICT R&D Fund;
- 4.5.** The selected executing agency shall be required to provide orientation to the principals and train students (through selected subject teachers) from all provinces of Pakistan including FATA, AJ&K, Gilgit Baltistan and rural Islamabad, based on the prescribed population based quota, as defined by the Government of Pakistan and provided by National ICT R&D Fund;
 - 4.6.** Training shall be imparted to eligible registered candidates in “how-to-attempt” MCQ based exams in English, Mathematics and Physics (F. Sc. level), so that the students can perform competitively in MCQ based university entrance exams;
 - 4.7.** The selected executing agency shall be required to ensure effective and timely execution of the “Foundation Training Program” (FTP) across Pakistan, through the principals and the teachers of the respective institutes, selected as “Training Centers”;
 - 4.8.** Each “Training Center” shall have three subject teachers (English, Mathematics and Physics), trained and allocated for the “Foundation Training Program” (FTP). The principal of the school/college (“Training Center”) shall serve as the overall in-charge of the “Foundation Training Program” (FTP) in his/her respective school/college. Furthermore he/she shall assign an office clerk and peon to facilitate administration;
 - 4.9.** The selected executing agency shall be responsible to intimate the training schedule to all 9,000 eligible registered candidates at least one week prior to the initiation of the training, through a verifiable channel, and ensure maximum attendance in the “Foundation Training Program” (FTP);
 - 4.10.** The selected executing agency is required to send lists of all eligible registered candidates that are assigned to a training center to the principals of respective “Training Centers”. The selected executing agency shall also liaise with respective principals to have the lists displayed at prominent locations at their respective centers at least one week before initiation of FTP;
 - 4.11.** The selected executing agency shall be required to evaluate trainees’ progress weekly, through respective teachers, to assess the effectiveness of the training process;
 - 4.12.** The selected executing agency shall be required to implement internal monitoring mechanism through respective principals to ensure quality and effective execution of the “Foundation Training Program” (FTP);
 - 4.13.** The selected executing agency shall be required to design, develop, print and deliver 600 “Teacher Training Kits”. The kit shall include:

- a. Hand bag (low cost yet appropriate) with the logo of “National ICT R&D Fund” and “Ministry of IT & Telecom”;
- b. Teachers’ manual (executing agency shall also be required to develop the content of the manual);
- c. Students’ manual (executing agency shall also be required to develop the content of the manual);
- d. Two note books with the logo of “National ICT R&D Fund” and “Ministry of IT & Telecom”;
- e. Three ball point pens with the logo of “National ICT R&D Fund” and “Ministry of IT & Telecom”;

Note: “Teachers Training Kits” are required to be delivered to all the participating teachers of PMNICTSP 2014.

4.14. The selected executing agency shall be required to design, develop and print 9,800 “Student Training Kits”. The kit shall include:

- a. Hand bag (low cost yet appropriate) with the logo of “National ICT R&D Fund” and “Ministry of IT & Telecom”;
- b. Student’s manual (executing agency shall also be required to develop the content of the manual)
 - i. The manual should include topic-wise illustration of each of the core course contents of English, Mathematics, Physics, Chemistry and Computing Science, at F. Sc. level and congruent with latest curriculum;
 - ii. The manual should also include sufficient practice exercises of each topic with answer keys;
 - iii. Student’s manual should also include a multitude of quizzes and 2-3 complete sample tests with answer sheets in concurrence with ICT-Scholarship Award Test;
- c. Two note books with the logo of “National ICT R&D Fund” and “Ministry of IT & Telecom”;

- d. Three ball point pens with the logo of “National ICT R&D Fund” and “Ministry of IT & Telecom”;

Note: Student kits are required to be delivered to all the shortlisted participating candidates attending the Foundation Training Program of PMNICTSP 2014.

- 4.15. Format and content of the aforementioned Students’ manual should be in concurrence with ICT-Scholarship Award Test 2014. Selected executing agency shall be required to consult National ICT R&D Fund in preparation of the manuals;
- 4.16. The selected executing agency shall be required to ensure that the developed Students’ and Teachers’ manuals is devoid of any errors and it is expected to amend all mistakes prior to printing;
- 4.17. The selected executing agency shall also be required to develop/provide quality assurance tools to administer quality checks which will facilitate the principals in gathering relevant data and ensure program efficiency and effectiveness. The above shall be accomplished by the executing agency through the respective principals of “Training Centers”;
- 4.18. The selected executing agency shall be required to distribute 9,000 “Student kits” to the participating students through their respective principals of the “Training Centers” prior to the start of “Foundation Training Program” (FTP). Selected executing agency shall also be required to develop a transparent and verifiable mechanism for “Student kit” delivery which will be used and authenticated by the principals of the respective “Training Centers”. Undelivered kits shall be returned to an address provided by National ICT R&D Fund (if needed);
- 4.19. The selected executing agency shall be required to develop, print and distribute Principal’s Manual. The manual shall be prepared in consultation with National ICT R&D Fund. The manual should contain at least (but not limited to) the following:
 - a. Introduction of the Prime Minister’s National ICT Scholarship Program along with the background and achievements to-date. It should also include different phases of the program for clarity of the audience;
 - b. Program management/monitoring and quality assurance tools for the principals;
 - c. Daily execution plan of FTP (time table, topics to be covered in FTP, etc.);
 - d. Quality assurance forms;
 - e. Student kit distribution mechanism form along with the instructions to fill the form and procedure for delivery of “Student kits”;

- provided by National ICT R&D Fund (list of top 550 candidates shall be provided by National ICT R&D Fund based upon the result of candidates in ICT-Scholarship Award Test 2014);
- 4.28.** The selected executing agency shall be required to set up interview sessions for the top 550 candidates (approx.) at Gilgit, Muzaffarabad, Peshawar, Rawalpindi, Lahore, Bahawalpur, Sukkur, Hyderabad, Quetta (total = 9 locations). The agency shall also invite top 550 candidates for interviews at one of the above mentioned locations preferred by the candidate. Interview locations will be finalized in consultation with National ICT R&D Fund;
 - 4.29.** Travel allowance will be disbursed to students as per instructions provided by National ICT R&D Fund;
 - 4.30.** The agency shall have to make appropriate arrangements for the venue in consultation with National ICT R&D Fund. Additionally, the agency shall also provide a panel of two individuals with expertise in education alongside a third panelist who will represent National ICT R&D Fund for ensuring that the shortlisted students comply to the criteria set forth for PMNICTSP 2014. All expenses of the panel and other associates expenses including (but not limited to) to rents and stay shall be borne by the executing agency. Representative of National ICT R&D Fund, however, will make his/her own arrangements;
 - 4.31.** The selected agency is required to collect university admission details of each selected candidate and verify their university admissions, credentials and other supporting documents. The selected executing agency is required to prepare a separate record (both in hard & soft copy) of each selected candidate appeared in interview and secured admission in the participating university;
 - 4.32.** The selected executing agency is responsible to stay in touch with all the top 550 candidates (approx.) till the finalization & confirmation of their admissions in participating universities & submission of separate records (both in hard & soft copies) of candidates to National ICT R&D Fund;
 - 4.33.** The selected executing agency shall organize scanned copies of all credentials including admission details & supporting documents of each candidate (approx. 550) in a separate PDF File. PDF files of selected candidates are required to be inter-linked with the names of respective candidates in a separate comprehensive database of selected candidates maintained in Excel Sheet;
 - 4.34.** The selected executing agency is required to provide a comprehensive project completion report about the “Foundation Training Program” (FTP) to National ICT R&D Fund, including (but

not limited to) student roster, student progress reports, teacher and principal names, school/college name with contact details, university admission details, comprehensive database with scanned copies of the credentials/documents etc.;

- 4.35. Facilitate visits of monitoring teams, as and when required;
- 4.36. Share all documents and data relevant to the Prime Minister's National ICT Scholarship Program 2014, with National ICT R&D Fund in both hard-copy and soft-copy format;
- 4.37. Arrange inauguration ceremonies for the workshops (optionally) at locations selected by National ICT R&D Fund on actual cost basis;
- 4.38. Softcopy (word document) of the proposal should also be submitted.

5 Quality of Service

Special attention should be paid in the proposal to ensure the "Quality of Service" in the following areas:

- a. Demonstrate workshop methodology;
- b. Provide list of contents of manual which will be used for the "Principal Orientation Workshop" (POW);
- c. Explicate methodology to disburse agreed remuneration to the principals, teachers and support staff, conducting "Foundation Training Program" (FTP) through a transparent, verifiable and auditable mechanism;
- d. The meals served during the program should be hygienic and satisfactory;
- e. The rooms should be neat, clean and comfortable for occupants.

6 Budget

National ICT R&D Fund estimates cost of Rs. 2,450/- per eligible registered student (all inclusive) for a maximum up to 9,000 students for the component of "Foundation Training Program" (FTP) including mandatory allocation allowances of:

Rs.12,000/- per participating teacher per subject;

Rs.12,000/- per participating principal;

Rs:4,500/- for one support staff (clerk) per training centre;

Rs: 2,500/- for one support staff (peon) per training centre.

National ICT R&D Fund estimates cost of Rs: 12,000 per participating principal (all inclusive) for a maximum up to 200 principals for the component of "Principal Orientation Workshop" (POW)" including a mandatory allocation allowance of Rs.4,500 per participating principal.

For design, printing, developing & delivery of training kits (600 Teachers' kits and 9,800 Students' Training Kits), National ICT R&D Fund estimates maximum cost of Rs. 7.9 Million.

The payments will be made in strict conformity to the population based quota as provided by National ICT R&D Fund under **Section 4 (Scope of Service)** of the RFP.

Financial bid for each component (FTP and POW) should be separate with full break-up of the cost heads.

7 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

8 Clarification and Amendment of RFP Documents

- a. Firm/institution may request in writing for clarification of any of the provisions of the RFP documents no later than 10 (ten) days before the proposal submission date. Any subsequent queries will neither be entertained nor responded. Any request for clarification must be sent in writing by mail, facsimile, or electronic mail to the Company's address indicated below. The Company will respond by facsimile or electronic mail to such requests accordingly.

The address for requesting clarifications is:

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

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

9 Preparation of Proposal

Firms are requested to submit their proposals before but not later than **3:00 pm** on Monday, **14th 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.

9.1 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.

9.2 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.

9.3 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.

9.4 Technical Proposal shall provide the following as per Standard Forms in (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 references with contact information of the firm/institution of conducting similar projects/programs in other organizations (Section 2, FORM 1C). At least 3 references are required.
- d. Specific experience of the firm/institution including Value of the Project, Duration, and Artifacts for project/program execution such as Manuals, Monitoring and QA Tools etc. relating to this assignment should be provided. (Section 2, FORM 1D)
- e. General Experience of the firm/institution. (Section 2, Form 1E)
- f. A description of the methodology and work plan including Gantt chart for performing the assignment should be provided (Section 2, FORM 1F).
- g. Details of the Team Lead/Focal Person (Section 2, FORM 1G)
- h. Details of Core Team Members (Section 2, FOMR 1H)

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

9.5 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.

9.6 Submission, Receipt, and Opening of Proposals

- a. The original proposal (Technical and Financial Proposal) be prepared without any interlineations or overwriting.
- b. An authorized representative of the intended firm/institution will initial all pages of the proposal with official stamp affixed on the same. The representative's authorization should be confirmed by a written power of attorney accompanying the proposal.
- c. For both Technical and Financial proposals, the firms/institutions shall prepare two copies of each proposal. Each Technical and Financial Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. If there are any discrepancies between the original and the copies, the original governs.
- d. The original and two copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "FINANCIAL PROPOSAL" and warning: "DO NOT OPEN

WITH THE TECHNICAL PROPOSAL.” Both envelopes, along with a sealed earnest money envelope, shall be placed into an outer envelope and sealed. The proposal submission address is:

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

The outer envelope should bear the following:

“Foundation Training Program ” 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 **3:00 pm** on Monday, **14th 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.

10 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.

10.1 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)

10.2 Evaluation Criteria

#	Criteria	Total Marks	Remarks
1.	Profile of the Company (Form 1B)	05	
2.	Specific/Similar Experience of the Firm (Form 1D)	25	
3.	General Experience of the Firm (Form 1E)	10	
4.	Proposed Methodology with specific details (Form 1F)	15	
5.	Qualifications/competence of Team Lead (Form 1G)	5	
6.	Qualifications/competence and ready availability of project team members to execute FTP and POW (Form 1H)	10	
		70	

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

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

11 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 **21st April, 2014**.

12 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.

13 Payment Terms

- 20% mobilization advance at the time of signing the contract agreement
- 20% upon submission of artifacts for PoW & FTP
- 20% upon confirmation of Venues of PoW & Submission of sample kits for participating teachers & students
- 20% upon completion of Foundation Training Program
- 15% upon completion of interviews of selected candidates
- 05% upon submission of final deliverable

14 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.

15 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: Firm’s/Institution’s references

FORM 1D: Specific experience relating to assignment

FORM 1E: General experience relating to assignment

FORM 1F Description of the methodology and work plan for performing the assignment

FORM 1G: Team Lead/Focal Person Details

FORM 1H: Total Team Members Details

FORM 1A: TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

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

Sir/Madam,

We, the undersigned, offer to conduct the “Foundation Training Program ” 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: FIRM'S/INSTITUTION'S REFERENCES

#	Name of Organization	Project Name	Focal Person/Contact Information
1.			
2.			
3.			

FORM 1D: SPECIFIC/SILMILAR EXPERIENCE OF THE FIRM/INSTITUTION

(up to a maximum of 10 assignments)

NAME OF CLIENT	NAME OF ASSIGNMENT/ PROJECT	PERIOD OF ASSIGNMENT/ PROJECT	VALUE OF ASSIGNEMNT / PROJECT	PROJECT BRIEF	Artifacts for project/program execution such as Manuals, Monitoring and QA Tools etc.

FORM 1E: GENERAL EXPERIENCE OF THE FIRM/INSTITUTION

(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

**FORM 1F: DESCRIPTION OF THE METHODOLOGY, WORK PLAN, TIMELINE,
GANTT CHART FOR PERFORMING THE ASSIGNMENT.**

FORM 1G: TEAM LEAD/FOCAL PERSON

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

Employment Record:

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

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

Education:

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

FORM 1H: CORE TEAM MEMBERS

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

SECTION 3: FINANCIAL PROPOSAL STANDARD FORMS

FORM 2A: Financial Proposal submission form

FORM 2B: Summary of costs

FORM 2C: Breakdown of price per activity

15.1 FORM 2A: Financial Proposal Submission Form

[Location, Date]

To:

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

Sir/Madam,

We, the undersigned, offer to conduct the “Foundation Training Program ” 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.

16 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.