

**Engagement of Firm for Preparation of Enterprise Governance Framework**

**For National ICT R&D Fund**

RFP

No. ICTR&DF/EGF/2015/0007/Proc.

National ICT R&D Fund

National ICT R&D Fund, 6<sup>th</sup> Floor of HBL Tower, Blue Area, Islamabad, Pakistan.

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## 1 **About National ICT R&D Fund (The Company)**

The National ICT R&D Fund has been incorporated with the Securities and Exchange Commission of Pakistan (**SECP**) under Section 42 of the Companies Ordinance, 1984 by the Ministry of IT, Government of Pakistan (hereinafter referred to as “**the Company**”). The Company is mandated to research and develop of Information and Communication Technologies (**ICT**) with the vision to transform Pakistan’s economy into knowledge based economy by promoting efficient, sustainable and effective ICT initiatives through synergic development of industrial and academic resources. More details about the company are available at <http://www.ictrdf.org.pk>.

## 2 **Overview of Proposal**

National ICT R&D Fund invites proposals from consulting firms for “preparation of Enterprise Governance Framework of the Company” as per guidelines mentioned in this RFP.

### 2.1 **Terms of Reference**

This Framework should form the basis for the tools that help the board and executives quickly identify potential opportunities to improve both effectiveness and efficiency. The successful firm will have strong experience in developing public/private sector Enterprise Governance Frameworks.

The Framework will include the following in addition to topics identified in the gap analysis:

- Solicitation, Engagement and Evaluation Framework
- Monitoring and Evaluation Framework
- Publication and Media Strategy/Framework
- Program Management Framework
- Quality Management Framework

- Human Resource Management & Administration Governance Framework
- Procurement Management Framework
- Legal Management Framework
- Risk Management Framework
- Disaster Recovery and Business Continuity Management Framework

## 2.2 **Desired Outcomes/Deliverables**

In the first stage a “Gap Analysis Report” is expected which identifies the existing components of the framework along with its weaknesses and additional topics to be included along with the following:

1. Targeted Framework Design Document with each component and its integration points
2. Description of individual Framework Components.
3. Awareness and Training Session on developed Framework for ICTRDF Employees.

In the second stage, a complete draft of framework including Org Chart, responsibilities, processes, procedures and templates.

## 2.3 **Proposed Methodology**

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

## 2.4 Essential Eligibility Criteria

All proposals shall meet the mandatory eligibility criteria laid down in Annex B.

## 3 Standard Instructions

- a. Proposals will be accepted and evaluated using **Single Stage, Two Envelope Procedure** (separate sealed envelopes of technical and financial proposals).
- b. Final assignment award will be on the basis of combined technical and financial score in the following manner:

| <b>PROPOSAL</b> | <b>WEIGHT</b> |
|-----------------|---------------|
| Technical       | 70%           |
| Financial       | 30%           |
| <b>TOTAL</b>    | <b>100%</b>   |

- c. Proposals shall be submitted in English language.
- d. The proposals shall be comprehensive, clear and elaborate. Different sections of the proposals shall be separated using color separators, flags or tags. The proposals shall be prepared without any interlineations or overwriting.
- e. Applicants may request in writing, for clarification of any of the provisions of this RFP up till 07 (seven) calendar days before the submission date. All queries may be sent to [tusman.tahir@ictbfd.org.pk](mailto:tusman.tahir@ictbfd.org.pk) Responses to queries will be emailed and also placed on the Company's website.

- f. The Company reserves the right to accept or reject all of the proposals submitted at any time in accordance with applicable PPRA rules.
- g. The costs of preparing the proposal and of negotiating any subsequent funding, including visits for discussion with the Company are not reimbursable.

**PROPOSAL VALIDITY**

- h. Proposals submitted should remain valid for a period of 3 months from the last date of submission of proposals.

**3.1 Contract Term and Work Schedule**

The contract term and work schedule set out herein represent the Company’s best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days. The approximate contract schedule is as follows:

| <b>S#</b> | <b>ACTIVITY</b>  | <b>DATES</b>                                     |
|-----------|--|--|
| 1         | RFP Issue Date   |  |
| 2         | Deadline for addressing queries / questions  |  |
| 3         | Response to queries questions related to RFP   |  |
| 4         | Proposal Submission Deadline   |  |
| 5         | Opening of Technical Proposals (in front of applicants at 6 <sup>th</sup> Floor, HBL Tower, Jinnah Avenue, Blue Area, Islamabad) |  |
| 6         | Opening of Financial Proposals (in front of applicants at 6 <sup>th</sup> Floor, HBL Tower, Jinnah                               | Manager Procurement will communicate date & time |

|  |                               |                                     |
|--|-------------------------------|-------------------------------------|
|  | Avenue, Blue Area, Islamabad) | to technically qualified<br>bidders |
|--|-------------------------------|-------------------------------------|

#### 4 **Proposal Submission Requirements**

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

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

#### 5 **Copyrights**

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

## 6 **Payment Plan**

The payment will be disbursed according to the following plan upon formal acceptance of the deliverable. Withholding tax will be deducted as per rules.

| <b>S#</b> | <b>PROJECT MILESTONE</b>                                 | <b>AMOUNT PAYABLE</b> |
|-----------|--|-----------------------|
| 1         | Mobilization Advance                                     | 10%                   |
| 2         | Submission & Acceptance of Draft Document<br>(Framework) | 40%                   |
| 3         | Submission & Acceptance of Final Document<br>(Framework) | 50%                   |

The Company will not pay for purchase of any capital good such as computers/laptops, etc.

## 7 **Proposal Submission**

- a. Each technical proposal shall be submitted as two printed copies (one marked as ORIGINAL, the other as COPY) and one soft copy on a CD or DVD (MS Word compatible file format).
- b. A sealed financial proposal is to be submitted along with the technical proposal in the format attached as Annex-A. Proposals must be delivered at the address given below before [INSERT TIME & DATE]:
- c. All documents submitted should be duly stamped and initialed by authorized representative of the applicant firm.



Manager Procurement  
National ICT R&D Fund  
6th Floor, HBL Tower, Jinnah Avenue  
Blue Area, Islamabad, Pakistan  
Tel: 051-9215360 to 65  
Email: [usman.tahir@ictrdf.org.pk](mailto:usman.tahir@ictrdf.org.pk)

- d. Technical Proposals shall be opened at [INSERT TIME & DATE] in presence of all applicants who choose to be present.

## 8 Evaluation Criteria

Technical proposals will be evaluated on the basis of Scoring Criteria as provided below. Financial proposals would be opened only for those applicants obtaining 60% or higher marks in Technical Evaluation.

Financial proposals of those applicants obtaining less than 60% marks in Technical Evaluation shall remain un-opened & would be returned to the applicants. An evaluation committee appointed by the Company will evaluate the technical proposals on the basis of their compliance with the RFP and by applying the evaluation criteria and the point system as specified below.

### 8.1 Scoring Criteria

Following is the scoring criteria for Technical & Financial Evaluation.

| S# | Technical Evaluation  | Marks | Obtained |
|----|---|-------|----------|
| a. | Firm Profile (Registered age, Location, Branches, Number of Employees and Financial position) – (Form B2) | 10    |          |
| b. | Similar Assignment Experience of the firm - (Form B3)   | 40    |          |
| c. | General Experience of the firm – (Form B4)  | 10    |          |
| d. | Qualification and Competence of the proposed Team Members – (Form B6 & B7)                                | 20    |          |

|  |  |           |  |
|--|--|-----------|--|
| <b>f.</b>                                | Proposed assignment duration and work plan – (Form B5) | 20        |  |
| <b>Total Points</b>                      |  | <b>70</b> |  |
| <b>Minimum qualification score (60%)</b> |  | 42        |  |
| <b>Sub Total</b>                         |  | <b>70</b> |  |

### **Financial Evaluation**

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

### **8.2 Performance Bond**

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

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

B1. Technical Proposal submission form

B2. Firm Profile

B3. Similar Assignment Experience of the Firm

B4. General Experience of the Firm

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

B6. Qualification and Competence of the proposed Team Members



## B1. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

Manager Procurement  
National ICT R&D Fund  
6<sup>th</sup> Floor, HBL Tower  
Islamabad, Pakistan  
Tel: (92-51) 9215360-65  
Fax: (92-51) 9215360  
Email: usman.tahir@ictrdf.org.pk

Sir,

We, the undersigned, offer to provide the services for development of **[Insert Project Name]** in accordance with your Request for Proposal dated **[Advertisement Date]**. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before **[Date]** we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:

## B2. FIRMS PROFILE

| S # | Criteria   | Remarks/Justifications (for evaluators ONLY) |
|-----|--|--|
| 1   | Profile of the agency:<br><br>i. Registered age of Company<br><br>ii. Names of Managers/ Owners/<br>CEO/ Directors/ Partners   |  |
| 2   | i. Location of agency<br>office/sub office<br><br>ii. Number of branches<br><br>iii. Number of employees   |  |
| 3   | Financial Position<br><br>i. Name of Banks<br><br>ii. Certificate of Financial<br>position from bank<br><br>iii. Copy of Annual Accounts,<br>if any<br><br>iv. Tax Registration<br>(NTN/STN) |  |
|     | <b>SUB TOTAL:</b>  |  |

**B3. SPECIFIC EXPERIENCE RELATING TO ASSIGNMENT**

| <b>NAME OF<br/>CLIENT(S)</b> | <b>NAME OF<br/>ASSIGNMENT/<br/>PROJECT</b> | <b>PERIOD OF<br/>ASSIGNMENT/<br/>PROJECT</b> | <b>VALUE OF<br/>ASSIGNMENT<br/>/ PROJECT</b> | <b>PRESENT STATUS<br/>OF THE<br/>ASSIGNMENT/<br/>PROJECT</b> |
|------------------------------|--|--|--|--|
|                              |  |  |  |  |

**B4. – GENERAL EXPERIENCE OF THE FIRM**

| <b>NAME OF CLIENT</b> | <b>NAME OF<br/>ASSIGNMENT/<br/>PROJECT</b> | <b>PERIOD OF<br/>ASSIGNMENT<br/>/ PROJECT</b> | <b>VALUE OF<br/>ASSIGNMENT<br/>/ PROJECT</b> | <b>PRESENT STATUS<br/>OF THE<br/>ASSIGNMENT/<br/>PROJECT</b> |
|-----------------------|--|---|--|--|
|                       |  |   |  |  |



| <b>NAME OF CLIENT</b> | <b>NAME OF<br/>ASSIGNMENT/<br/>PROJECT</b> | <b>PERIOD OF<br/>ASSIGNMENT<br/>/ PROJECT</b> | <b>VALUE OF<br/>ASSIGNMENT<br/>/ PROJECT</b> | <b>PRESENT STATUS<br/>OF THE<br/>ASSIGNMENT/<br/>PROJECT</b> |
|-----------------------|--|---|--|--|
|                       |  |   |  |  |

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

**B6. – TEAM MEMBERS**

**Personnel Summary (Complete foreach Team Member)**

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

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

**Employment Record:**

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

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

**Education:**

| Highest Level of | Relevance of Degree to the Assignment |
|------------------|---------------------------------------|
|                  |                                       |

| <b>Degree</b> |  |
|---------------|--|
| PhD           |  |
| MPhil         |  |
| Masters       |  |

**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**

- C1. Financial Proposal submission form.
- C2. Summary of costs.
- C3. Breakdown of price per activity.
- C4. Breakdown of remuneration per activity.

## **C1. – Financial Proposal Submission Form**

[*Location, Date*]

To:

Manager Procurement

National ICT R&D Fund

6<sup>th</sup> Floor, HBL Tower

Islamabad, Pakistan

Tel: (92-51) 9215360-65

Fax: (92-51) 9215360

Email: [usman.tahir@ictrdf.org.pk](mailto:usman.tahir@ictrdf.org.pk)

Sir,

We, the undersigned, offer to provide services for development of [**Insert Project Name**]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<br>of Agents | Amount in Pak Rs. | Purpose of Commission<br>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:



**C2. – Summary of Costs**

| <b>Costs (Taken from Form 3C)</b>  | <b>Pak Rupees</b> |
|------------------------------------|-------------------|
| Subtotal                           |                   |
| Local Taxes                        |                   |
| Total Amount of Financial Proposal |                   |

**C3. – Breakdown of Price per Activity**

|                     |                                      |
|---------------------|--------------------------------------|
| Activity No.: _____ | Activity No.: _____<br>& Description |
| Price Component     | Pak Rupees.                          |
|                     |                                      |

**C4. – Breakdown of Remuneration per Activity**(where applicable)

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

---

|             |  |  |  |       |
|-------------|--|--|--|-------|
| Grand Total |  |  |  | <hr/> |
|-------------|--|--|--|-------|

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

## Annex B

### 9 Eligibility Criteria (Mandatory Criteria)

All proposals must meet the mandatory eligibility criteria. The Proposals that does not meet mandatory eligibility criteria shall be rejected and shall not be evaluated further.

| # | Mandatory Eligibility Criteria  | Yes                      | No                       |
|---|---|--------------------------|--------------------------|
| 1 | Proof of Certificate of Incorporation or Registration or equivalent   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Proof of NTN Certificate and GST Registration Certificate ( <i>if applicable</i> )  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Affidavit (on stamp paper) that the Bidder is not insolvent and bankrupt.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Affidavit (on stamp paper) that the Bidder has not been blacklisted or debarred by Public Procurement, Government, Semi-Government, Private, Autonomous body or any other international organization. | <input type="checkbox"/> | <input type="checkbox"/> |

