

IT Strategy/Architecture Formulation and RFP Development for

National ICT R&D Fund

No. ICT R&DF/AF/2015/0009/Proc

National ICT R&D Fund

National ICT R&D Fund, 6th 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 qualified, registered and well repute companies in ICT needs assessment for “**IT Strategy/ Architecture Formulation and RFP Development**” as per guidelines mentioned in this RFP.

2.1 **Terms of Reference**

The successful bidder’s nominated professional(s) will be expected to develop a detailed IT plan along with Target ICT Architecture, detailed functional and technical requirements, and supporting RFPs to in line with ICTRDF business needs.

The professional(s) will hold a meeting with the Company management before the start of the assignment to understand requirements in detail. The professional(s) shall be supporting the Company in developing a comprehensive report in line with expectation of management and globally best corporate practices.

Detail Scope of Work

1. Understand ICTRDF Business Vision and goals
2. Perform Current State/Gap Assessment of ICT Infrastructure, people, process and technology environment considering support to current and future business needs.

3. Develop ICT Vision, Mission & Goals.
4. Determine target ICT Services requirements considering required functionality, availability. Capacity, Security, ICT Service Continuity and Disaster Recovery.
5. Prepare detailed target ICT architectures including
 - a. Application architecture. This shall also include preparation of detailed functional requirements of applications identified in target application Architecture.
 - b. IT Infrastructure architecture, Security Architecture, required for deploying defined ICT Services. This shall also include development of detailed requirements as well as capacity/processing needs.
 - c. Target ICT Governance & Management Model and IT manpower requirements, roles and responsibilities.
6. Identify and describe ICT initiative and roadmap required to implement developed target Architectures
7. Develop detailed RFP's (including detailed functional/Technical requirements/BOQ) for defined ICT initiatives
8. Evaluation of adoption of on premise solution, hosted/cloud services, or hybrid IT environment
9. Fulfilling business needs with lowest TCO Considering functional and technical requirements of business functions (e.g. CEO Office, Solicitation, Engagement & Evaluation, Project Management, Monitoring HR, Administration, Finance & Accounts, Procurement etc.) as well as office automation requirements e.g.
 - i) Web, Email, E-Office IP Telephony solution , Video Conferencing (external) and Telecom Infrastructure, other related services
 - ii) Network, system and application security requirements

- iii) Data Center requirements (including power, cooling, physical security, fire protection), in case of on premise solution
- iv) Disaster Recovery Infrastructure and allied requirements

2.2 **Desired Outcomes/Deliverables**

The desired outcome will be a comprehensive report & RFP document covering all aspects in line with the terms of reference given above.

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:

PROPOSAL	WEIGHT
Technical	70%
Financial	30%
TOTAL	100%

- 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 usman.tahir@ictrfd.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:

S#	ACTIVITY	DATES
1	RFP Issue Date	Tuesday September 15th, 2015
2	Deadline for submitting queries / questions	Tuesday September 22nd, 2015
3	Response to queries questions related to RFP	Tuesday September 29th, 2015
2	Proposal Submission Deadline	October 06th, 2015
3	Opening of Technical Proposals (in front of applicants at 6 th Floor, HBL Tower, Jinnah Avenue, Blue Area, Islamabad)	October 06, 2015
4	Opening of Financial Proposals (in front of applicants at 6 th Floor, HBL Tower, Jinnah Avenue, Blue Area, Islamabad)	Manager Procurement will communicate date & time to technically qualified bidders

4 Proposal Submission Requirements

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

- a.** A covering letter from the applicant (Form B1).
- b.** Table of Contents with page numbers
- c.** A detailed profile of the firm (Form B2) including 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.

S#	PROJECT MILESTONE	AMOUNT PAYABLE
1	Mobilization Advance	10%
2	Submission & Acceptance of Draft Document (Framework)	40%
3	Submission & Acceptance of Final Document (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 on or before **10:00 a.m. October 06th, 2015**
- 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

- d. Technical Proposals shall be opened at **10:30 a.m. October 06th, 2015** 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)	20	
c.	General Experience of the firm – (Form B4)	10	
d.	Qualification and Competence of the proposed Team Members – (Form B6 & B7)	15	
f.	Proposed assignment duration and work plan – (Form B5)	15	
Total Points		70	
Minimum qualification score (60%)		42	
Sub Total		70	

Financial Evaluation

	Marks	Obtained
Bid Price	30	
Grand Total (Technical + Financial)	100	

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
6th 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 “**IT Strategy/ Architecture Formulation and RFP Development**” in accordance with your Request for Proposal dated **September 15, 2015**. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

B2. FIRMS PROFILE

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

B3. SPECIFIC EXPERIENCE RELATING TO ASSIGNMENT

NAME OF CLIENT(S)	NAME OF ASSIGNMENT/ PROJECT	PERIOD OF ASSIGNMENT/ PROJECT	VALUE OF ASSIGNMENT / PROJECT	PRESENT STATUS OF THE ASSIGNMENT/ PROJECT

B4. – GENERAL EXPERIENCE OF THE FIRM

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

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

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

B6. – TEAM MEMBERS

Personnel Summary (Complete for each Team Member)

Name of Employee:

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	

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

6th 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 services for development of “**IT Strategy/ Architecture Formulation and RFP Development**” in accordance with your Request for Proposal dated **September 15, 2015** 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:

C2. – Summary of Costs

Costs (Taken from Form 3C)	Pak Rupees
Subtotal	
Local Taxes	
Total Amount of Financial Proposal	

C3. – Breakdown of Price per Activity

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

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

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

Annex A

Single Stage Two envelope Procedure for Bidding

Public Procurement Rules 2004

Single stage - Two envelope procedure

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- (iv) The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
- (v) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which do not conform to the specified requirements;
- (vi) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (viii) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the **financial proposals of the technically accepted bids only**. The financial proposal of bids found technically non-responsive shall be returned 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"/>