|  |
| --- |
| **Supply and Installation of IT Infrastructure Hardware and Software Licensing for**  **National ICT R&D Fund** |
| **RFP**  **No. ICT R&DF/IT Infrastructure/2016/0011/Proc.** |
| National ICT R&D Fund |
|  |
|  |

|  |
| --- |
| National ICT R&D Fund, 6th Floor of HBL Tower, Blue Area, Islamabad, Pakistan. |

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# 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>.

# Overview of Proposal

National ICT R&D Fund invites proposals from qualified, registered and well reputed companies in ICT needs assessment for “**Supply and Installation of IT Infrastructure Hardware and Software Licensing for National ICT R&D Fund**” as per guidelines mentioned in this RFP.

## Terms of Reference

The successful bidder will be providing IT hardware and software detail mentioned below. The successful bidder will also install rack, servers, firewall and storage.

**Scope of Work**

1. **Hardware:** Supply and installation one IT rack, two servers from type 1,one server from type 2, hardware based firewall + router, storage, network switch and UPS as per details specifications mentioned in **Annex C**,
2. **Software:** Supply of software’s licenses as per details mentioned below:

* Two (2) Windows Server 2012 R2 Datacenter edition Government,
* One (1) Windows Server 2012 R2 Standard Edition Government,
* One (1) Microsoft Exchange 2013/2016 Standard edition Government,
* Microsoft Forty (40) core CAL Government,
* Centrally managed Endpoint Protection/Security Antivirus/anti-spam solution for 80 users,

1. On-premises hardware support of all hardware equipment for three years,
2. Hardware (Server, Rack UPS) installation at ICTRDF premises,

## Desired Outcomes/Deliverables

* Supply of Hardware software licenses mentioned in this RFP and
* installation of hardware in ICTRDF server room (Rack, Servers UPS and firewall)
* Provide training of firewall and antivirus solution from authorized training centers

## Proposed Methodology

Bidders will submit a detailed quotation as per attached forms including clearly mentioning previous similar work experience 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.

## Essential Eligibility Criteria

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

# Standard Instructions

1. Proposals will be accepted and evaluated using **Single Stage, Two Envelope Procedure** (separate sealed envelopes of technical and financial proposals).
2. 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%** |

1. Proposals shall be submitted in English language.
2. 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.
3. 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](mailto:usman.tahir@ictrfd.org.pk) Responses to queries will be emailed and also placed on the Company’s website.
4. The Company reserves the right to accept or reject all of the proposals submitted at any time in accordance with applicable PPRA rules.
5. The costs of preparing the proposal and of negotiating any subsequent funding, including visits for discussion with the Company are not reimbursable.

**PROPOSAL VALIDITY**

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

## 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 | 07-02-16 |
| 2 | Deadline for addressing queries / questions | 15-02-16 |
| 3 | Response to queries questions related to RFP | 18-02-16 |
| 2 | Proposal Submission Deadline | 23-02-16 |
| 3 | Opening of Technical Proposals (in front of applicants at 6th Floor, HBL Tower, Jinnah Avenue, Blue Area, Islamabad) | 23-02-16 |
| 4 | Opening of Financial Proposals (in front of applicants at 6th Floor, HBL Tower, Jinnah Avenue, Blue Area, Islamabad) | Manager Procurement will communicate date & time to technically qualified bidders |

# 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:

1. A covering letter from the applicant (Form B1).
2. Table of Contents with page numbers
3. 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.
4. Details of similar assignments completed, names of clients, duration and contract value, (Form B3), etc.
5. General Experience of the Firm. (Form B4)
6. 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.
7. Proposed Assignment Work methodology and Plan. (Form B5).

# 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.

# 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** |
| 2 | | Equipment delivery at ICTRDF premises | 40% |
| 3 | | After 30 days of Installation and commissioning of hardware, issue of software licenses | 50% |
|  | | After 90 days of installation and commissioning | 10% |

# Proposal Submission

1. 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).
2. 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]:
3. 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)

1. Technical Proposals shall be opened at February 23rd, 2016 in presence of all applicants who choose to be present.

# 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.

## 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) | 10 |  |
| **c.** | General Experience of the firm – (Form B4) | 05 |  |
| **d.** | Qualification and Competence of the proposed Team Members – (Form B6 & B7) and support agreement | 15 |  |
| **f.** | Proposed assignment duration, work plan and covering all requirements – (Form B5) | 30 |  |
| **Total Points** | | **70** |  |
| **Minimum qualification score (60%)** | | 42 |  |
| **Sub Total** | | **70** |  |

**Financial Evaluation**

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

## 

## Performance Bond

The successful bidder will be required to provide bank guarantee of Rs. 50,000 in favor 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 **[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:   1. Registered age of Company 2. Names of Managers/ Owners/ CEO/ Directors/ Partners |  |
| 2 | 1. Location of agency office/sub office 2. Number of branches 3. Number of employees |
| 3 | Financial Position   1. Name of Banks 2. Certificate of Financial position from bank 3. Copy of Annual Accounts, if any 4. 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 ASSIGNEMNT / 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 ASSIGNEMNT / 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](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  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]](#footnote-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**

# 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 | 🞏 | 🞏 |
| 2 | Proof of NTN Certificate and GST Registration Certificate *(if applicable)* | 🞏 | 🞏 |
| 3 | Affidavit (on stamp paper) that the Bidder is not insolvent and bankrupt. | 🞏 | 🞏 |
| 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. | 🞏 | 🞏 |

**Annex C**

**Server Type 1:**

|  |  |  |
| --- | --- | --- |
| Technical Specifications for Servers | | |
|  | | **QTY:** 2 |
|  | | |
| **ITEM** | **DESCRIPTION** | |
| **Form Factor** | 2U | |
| **Processor** | 2xIntel® Xeon® E5-2630v3 (2.4GHz/8core/20MB/85W) | |
| **Memory** | DDR4 80GB (10x8GB), slots availability for further memory addition | |
| **Hard Disk Drive** | 300GB (Useable) SAS 10K 2.5in | |
| **Super Drive** | Standard | |
| **Connectivity** | * 1Gb Ethernet 4-port * 1 x Storage Controller SAS/SATA up to 12Gbps * 1 x Power Supply 500W/550W hot plugin * 3x PCI Slots | |
| **Management** | ILO (Standard) | |
| **Warranty** | 3 Years Local | |

**Server Type 2:**

|  |  |  |
| --- | --- | --- |
| Technical Specifications for Servers | | |
|  | | **QTY:** 1 |
|  | | |
| **ITEM** | **DESCRIPTION** | |
| **Processor** | 1xIntel® Xeon® E5-2630v3 (2.4GHz/8core/20MB/85W) | |
| **Form Factor** | 2U | |
| **Memory** | DDR4 64GB (8x8GB), slots availability for further memory addition | |
| **Hard Disk Drive** | 1.5 TB (useable) SATA 7.2K 2.5in | |
| **Super Drive** | Standard | |
| **Connectivity** | * 1Gb Ethernet 4-port * 1 x Power Supply 500W/550W hot plugin * 3x PCI Slots | |
| **Management** | ILO (Standard) | |
| **Warranty** | 3 Years Local | |

**Storage:**

|  |  |  |
| --- | --- | --- |
| Technical Specifications for | | |
|  | | **QTY:** 1 |
|  | | |
| **ITEM** | **DESCRIPTION** | |
| **Form Factor** | 1U/2U | |
| **Capacity** | 4 TB (usable) | |
| **Drive Support** | 15k SAS | |
| **User Interface** | Graphical User Interface | |
| **Host Interface** | SAS Controller Up to12 Gb/s | |
| **RAID Levels** | 0,1,5,6 and 10 | |
| **Warranty** | 3 Years Local | |

**Firewall:**

|  |  |  |
| --- | --- | --- |
| Technical Specifications for Firewall | | |
|  | | **QTY:** 1 |
|  | | |
| **ITEM** | **DESCRIPTION** | |
| **Form Factor** | 1U/2U | |
| **Users Support** | 80 | |
| **Memory** | 2GB preferred | |
| **Features** | Statefull firewall, Network attack detection, Support for ADSL,E1,IPS, enhanced web filtering, content filtering, antispam, multiple WAN link | |
| **Connectivity** | * 100Mpbs Ethernet 4-port * 2 WAN ports | |
| **Management** | GUI, CLI | |
| **Training** | Firewall training from authorized center | |
| **Warranty** | 3 Years Local | |

**Network Switch:**

|  |  |  |
| --- | --- | --- |
| Technical Specifications for Firewall | | |
|  | | **QTY:** 1 |
|  | | |
| **ITEM** | **DESCRIPTION** | |
| **Form Factor** | 1U | |
| **Port** | 24 (10/100/1000), 2 uplink ports | |
| **Features** | Managed switch, POE support, | |
| **Warranty** | 3 Years Local | |

**UPS:**

|  |  |  |
| --- | --- | --- |
| Specifications for UPS | | |
|  | | **QTY:** 1 |
|  | | |
| **ITEM** | **DESCRIPTION** | |
| **Backup** | 3 hours | |
| **Load** | 5kVA | |
| **Other Features** | Hot-swappable batteries, scalable to allow additional run time, remote management, Auto self-test, frequency and voltage regulation, On-Line, well know brand, predictive failure notification | |
| **Warranty** | 3 Years Local | |

|  |  |  |
| --- | --- | --- |
| Specifications for IT Rack | | |
|  | | **QTY:** 1 |
|  | | |
| **ITEM** | **DESCRIPTION** | |
| **Specification** | Height 42U  Depth 1075mm  Width 600mm | |
| **Load** | 4x 3.6kVA 200-240V 20out PDU | |
| **Other Features** | Rack stabilizer kit, support for KVM, networking and storage | |
| **Warranty** | 3 Years Local (or as per industry standard) | |

1. [↑](#footnote-ref-1)