

PREQUALIFICATION

**FOR HIRING OF
INDIVIDUAL CONSULTANTS
&
CONSULTANCY FIRMS**

IGNITE/PQFC/2017-18/0011/Proc.

IGNITE (Formerly National ICT R&D Fund)
Ministry of Information Technology & Telecom
Government of Pakistan

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1 About Ignite – formerly known as National ICT R&D Fund

Ignite formerly known as National ICT R&D Fund (The Company) 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 & Telecom, Government of Pakistan (hereinafter referred to as the “Company” and/or “ICT R&D Fund”). The Company is mandated to fund research and development in Information and Communication Technology (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.ignite.org.pk>

2 Overview of Prequalification

Ignite invites applications from Consultancy Firms/Consultants having expertise in specialized domains as listed in the scope of Prequalification.

2.1 Background and Introduction

The company desired to maintain a pool of pre-qualified panel of consultants including firms and individuals in wide areas of expertise. This pool would be utilized for consultancies, studies, surveys and related policy matters etc. the pool of individual consultants and consultancy firms would be readily available on short and long term need basis with the company.

The Company invites applications from eligible individual consultants and organizations/firms/ registered in Pakistan for provision of consultancy and advisory services in various domains.

2.2 Scope of Prequalification

Consultancy and advisory services are required in the following major areas:

- a. Policy & Strategy
- b. Technical (Information & Communications Technologies-ICTs)
- c. Financial, Budgeting & Commercial
- d. Legal
- e. Management
- f. Monitoring & Evaluation
- g. Project Management

- h. Commercialization
- i. 4th Industrial Wave Technologies

Note: These areas will be further subdivided upon receipt of prequalification proposals. Individual Consultants may like to specify such areas themselves especially in point “b” above. Specialization in any subject like education or health having patenting, licensing etc., e-learning or e-health experience/qualification will be acceptable. Similarly, in other points, these can be specialization like auditing, Government auditing, marketing, etc.

3 Standard Instructions

- a. Prequalification shall be clear and elaborate. Different sections of the application shall be separated using color separators, flags or tags. The applications shall be prepared without any interlineations or overwriting.
- b. Consultancy firms and individual consultants may request in writing, for clarification of any of the provisions of this Prequalification up till 07 (seven) calendar days before the submission date. All queries may be sent to procurement@ignite.org.pk.
- c. Applications submitted should remain valid for a period of 3 months from the last date of submission.
- d. Eligible consultancy firms and individual consultants are encouraged to submit their prequalification's as per submission requirements.
- e. Eligible consultancy firms and individual consultants may apply for any combination of areas for pre-qualification. In case of multiple areas, they are required to submit area wise details of experience and expertise.
- f. Prequalification submitted by consultancy firms and individual consultants will be evaluated as per pre-established evaluation criteria.
- g. As and when needed, the Company would prepare TORs/bidding documents for such assignments. Only consultancy firms and individual consultants pre-qualified in a particular area would be provided TORs/bidding documents for submission of their proposals.
- h. Successful consultancy firms and individual consultants will be pre-qualified for a period of three years.
- i. Public Procurement Rules will be strictly followed by the Company.

4 Prequalification Submission Requirements

The prequalification shall be in compliance with the below mentioned requirements:

- a. A covering letter as attached
- b. Table of Contents with page numbers
- c. All forms (attached in prequalification) duly filled
- d. Each prequalification submission shall be made as a three printed copy (one marked as ORIGINAL, the others as COPY) and one soft copy on a CD or DVD (MS Word compatible file format).
- e. A sealed prequalification shall be submitted and delivered at the address given below before 1500 hrs. (PST), on February 23, 2018.

Manager Procurement

Ignite formerly known as National ICT R&D Fund (The Company)

6th Floor, HBL Tower, Jinnah Avenue

Blue Area, Islamabad, Pakistan

Tel: 051-9215360 to 65

Email: procurement@ignite.org.pk

5 Pre-Qualification Information

The prequalification in case of Consultancy Firms will be based on the following factors.

- A. Company Profile
 - a. Registered Age of the Company/Incorporation Certificate
 - b. Name of Managers/Owners/ CEO/Directors/Partners
 - c. Location of the Firm's office/sub office
 - d. Number of branches
 - e. Core Business Areas
 - f. Name of Bank/Certificate of financial position
 - g. Annual Audited Accounts of the Company
 - h. NTN of the Company.
- B. Specific /Similar Experience of the Firm

- a. Area of expertise wise details of consultancy assignments carried out in last 5 years
- C. General Experience of the Firm
 - a. Details of general experience of the firm during last 5 years
- D. Capabilities with respect to Firm Personnel
 - a. Total No of employees
 - b. Key Personnel of the Firm
- E. Proposed Team Capabilities in the expertise area
 - a. Expertise area wise details of qualification and experience of experts

The prequalification in case of Individual Consultants will be based on the following factors.

- A. Academic Accomplishments:
 - a. Qualifications
 - b. Publications
 - c. Memberships
 - d. Certifications
 - e. Other
- B. Professional Accomplishments
- C. Specific/ Similar experience of the Consultant related to the expertise area.
- D. General Experience of the Consultant

6 Prequalification Evaluation Criteria

Evaluation Criteria for Consultancy Firms

#	Evaluation Criteria	Marks to be allocated
a.	Company Profile (Form 2B)	20
b.	Specific/Similar experience of the firm related to the particular Area. (Form 2C)	40
c.	General Experience of the firm (Form 2D)	25
d.	Capabilities with respect to Firm Personnel (Form 2E)	15
	Total Points	100
	Minimum qualification score (65%)	65

Evaluation Criteria for Individual Consultants

#	Evaluation Criteria	Marks to be allocated
a.	Qualifications (Form 3B)	25
b.	Specific/Similar experience of the Consultant related to the expertise area. (Form 3C)	50
c.	General Experience of the Consultant (Form 3D)	25
	Total Points	100
	Minimum qualification score (65%)	65

7 Forms to be completed by Consultancy Firms

2A. PREQUALIFICATION SUBMISSION FORM

To:
Manager Procurement
Ignite formerly known as National ICT R&D Fund (The Company)
6th Floor, HBL Tower, Jinnah Avenue
Blue Area, Islamabad, Pakistan
Tel: 051-9215360 to 65
Email: procurement@ignite.org.pk..

Sir,

We, the undersigned, offer **Provision of Consultancy Services** in accordance with our prequalification dated [*Advertisement Date*]. We are hereby submitting our prequalification.

We understand and agree that negotiations can be held during the period of validity of the prequalification, i.e., before [*Date*]. Our prequalification is binding upon us and subject to the modifications resulting from such negotiations.

We understand you are not bound to accept any prequalification that you receive.

We remain,

Yours sincerely,

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

2B. COMPANY/FIRM PROFILE

#	Details
1	Profile of the agency: <ul style="list-style-type: none">• Registered age of Company• Names of Managers/ Owners/ CEO/ Directors/ Partners
2	<ul style="list-style-type: none">• Location of agency office/sub office• Number of branches
3	<ul style="list-style-type: none">• Core Business Areas
4	Financial Position <ul style="list-style-type: none">• Name of Bank• Certificate of Financial Position• Annual Audited Accounts• NTN of the Company• Incorporation Certificate

2C-1. SPECIFIC/SIMILAR EXPERIENCE

AREA OF EXPERTISE: _____

Relevant/similar services carried out in the last five years that best illustrate qualifications

Using the format below, provide information on each assignment for which your firm/entity, itself or as one of the major companies within a legally formed association, was legally contracted. A separate form shall be filled for each assignment.

Assignment Name:	Professional Staff provided by your Firm/Entity:
Name of Client:	No. of Staff:
Address:	No. of Staff Months; Duration of Assignment:
Start Date (Month/Year): Completion Date (Month/Year):	Approx. value of Services (in PKR):
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:	
Narrative Description of the Project:	
Description of Actual Services Provided by Your Firm/Staff:	

2C-2. SPECIFIC/SIMILAR EXPERIENCE

(Please provide a summary of projects submitted under Form 2C-1)

AREA OF EXPERTISE: _____

#	Assignment Name	Client Name/Country	Period		Value (Rs)	Status
			To	From		

2D. GENERAL EXPERIENCE OF THE FIRM
(During last five years that best illustrates qualification)

Name of Client/ Country	Name of Assignment/ Project	Period of Assignment/ Project	Value of Assignment / Project	Present status of the Assignment/Project

2E. – CAPABILITIES WITH RESPECT TO FRIM PERSONNEL

2E-1: NUMBER OF EMPLOYEES

TOTAL NUMBER OF EMPLOYEES			
	Management	Consultants/Experts	Support Staff
Full Time			
Part Time			
Other (Provide Details)			

2E-2: KEY PERSONNEL OF THE FIRM (Attach CV of top ten personnel)

Sr No.	Name	Designation with Company	Qualification	No. of years of Experience
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

2H.- UNDERTAKING FORM

To:
Manager Procurement
Ignite formerly known as National ICT R&D Fund (The Company)
6th Floor, HBL Tower, Jinnah Avenue
Blue Area, Islamabad, Pakistan
Tel: 051-9215360 to 65
Email: procurement@ignite.org.pk.

Sir,

We, hereby undertake that:

- a. The company is not insolvent, in receivership, bankrupt or being wound up, its affairs are not being administered by a court or a judicial officer, its business activities have not been suspended and it is not the subject of legal proceedings for any of the foregoing;
- b. The company had fulfilled its obligations to pay income taxes and sales taxes;
- c. The company including its directors or officers, has not been convicted of any criminal offence related to professional conduct, corruption, or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement proceedings;
- d. The company has not been debarred from participating in public procurement and is not on any procuring agency's blacklist;

We remain,

Yours sincerely,

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

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

[Signature of staff member and authorized representative of the firm] Date: _____
Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

8 Forms to be completed by Individual Consultant

3A. PREQUALIFICATION SUBMISSION FORM

To:
Manager Procurement
Ignite formerly known as National ICT R&D Fund (The Company)
6th Floor, HBL Tower, Jinnah Avenue
Blue Area, Islamabad, Pakistan
Tel: 051-9215360 to 65
Email: procurement@ignite.org.pk..

Sir,

I, the undersigned, offer **Provision of Consultancy Services** in accordance with my prequalification dated [*Advertisement Date*]. I am hereby submitting my prequalification.

I, understand and agree that negotiations can be held during the period of validity of the prequalification, i.e., before [*Date*]. My prequalification is binding upon me and subject to the modifications resulting from such negotiations.

I understand you are not bound to accept any Prequalification that you receive.

I remain,

Yours sincerely,

Signature:
Name of Consultant:
Address:

3B. INDIVIDUAL CONSULTANT PROFILE

1. Academic Qualifications

Degree (Please provide attested copies)	Name of Degree and Awarding Institution
PhD	
MPhil	
Masters	
Memberships/Certifications	
Publications (attach separately)	

2. Professional Accomplishments (Positions Held, Attach detailed CV separately)

DD/MM/YY		Company/Project/Position/Experience
From	To	

3. Current Engagement of the Consultant

- Provide complete details relating to current assignments with value and timelines

- Employer details (if any)
 - Name of the Employer
 - Designation
 - Status of Employment (Full Time/Part Time)
 - Employed Since

4. Affiliations of the Consultant

Name of Organization	Affiliated Since	Nature of Affiliation

3C-1. SPECIFIC / SIMILAR EXPERIENCE OF THE CONSULTANT

AREA OF EXPERTISE: _____

Relevant/similar services carried out that best illustrate qualifications and experience.

Using the format below, provide information on each assignment for which you were legally contracted. A separate form shall be filled for each assignment.

Assignment Name:	Professional Staff provided by you (If any):
Name of Client:	No. of Staff:
Address:	No. of Staff Months; Duration of Assignment:
Start Date (Month/Year): Completion Date (Month/Year):	Approx. value of Services (in PKR):
Narrative Description of the Project:	
Description of Actual Services Provided:	
Consultants Role & Responsibilities:	

3C-2. SPECIFIC/SIMILAR EXPERIENCE

(Please provide a summary of projects submitted under Form 3C-1)

AREA OF EXPERTISE: _____

S.No	Assignment Name	Client Name/Country	Period		Value (Rs)	Status
			To	From		

3D. – GENERAL EXPERIENCE OF THE CONSULTANT

Name of Client	Name of Assignment/ Project	Period of Assignment/ Project	Value of Assignment / Project	Present Status of the Assignment/Project

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 Consultant] *Day/Month/Year*

Full name of Consultant: _____