

REQUEST FOR PROPOSAL (RFP)



CONDUCTING DIGITAL PAKISTAN CYBERSECURITY HACKATHON 2024

No. IGNITE/DPCH/2024-25/0026/PROC

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ignite.org.pk

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List of Abbreviations

ICT	Information and Communication Technologies
IT	Information Technology
LoA	Letter of Award
NTN	National Tax Number
OT	Operational Technology
PPRA	Public Procurement Regulatory Authority
R&D	Research and Development
RFP	Request for Proposal
SEED	Solicitation, Engagement & Evaluation Department
ToR	Terms of Reference



1 Mandatory Eligibility Criteria Checklist

Before the Bidders submit their Proposals, within the stipulated time mentioned in this Request for Proposal document, bidders are required to make sure that the following mandatory requirements of this RFP document are fulfilled. In case of bids being submitted as a Consortium / Joint Venture (JV), Lead Bidder’s documents shall be evaluated against Mandatory Eligibility Criteria. **These requirements must be furnished at the time of submission of the Proposal. Non-submission of any one of the following applicable requirements shall result in immediate disqualification:**

#	Mandatory Eligibility Criteria Checklist	Mark
1.	Proof of Certificate of Incorporation or Registration or equivalent	
2.	Proof of NTN Certificate (If Applicable, please check <input checked="" type="checkbox"/> , otherwise put a Cross <input type="checkbox"/> in the Mark Column)	
3.	Proof of GST Certificate (If Applicable, please check <input checked="" type="checkbox"/> , otherwise put a Cross <input type="checkbox"/> in the Mark Column)	
4.	Proof of FTN certificate / Tax exemption certificate (<i>for public sector entity</i>), (If applicable, please check <input checked="" type="checkbox"/> , otherwise put a Cross <input type="checkbox"/> in the Mark Column).	
5.	In case of a bid being submitted as a consortium/Joint Venture (JV), attach a consent letter from each partner organization specifying its roles and responsibilities in the project. The competent authority of the partner organization shall issue the consent letter.	
6.	Original affidavit (not older than one month at the time of proposal submission) on Stamp Paper(s) of worth PKR 100 or more that Bidder is not insolvent, bankrupt, and is not blacklisted or debarred by Public Procurement Regulatory Authority (PPRA), Government, Semi-Government, Private, Autonomous body or any other international organization.	
7.	Original affidavit (not older than one month at the time of proposal submission) on Stamp Paper(s) worth PKR 100 or more that the Bidder is an active taxpayer and has submitted its tax return for the preceding fiscal year. Taxpayer list serial number (downloadable from FBR’s website) is also to be mentioned.	
8.	<p><u>Two separately sealed envelopes:</u> <u>Envelope #1 shall bear the name “TECHNICAL PROPOSAL – Digital Pakistan Cybersecurity Hackathon 2024”</u></p> <p>Two hard copies of the Technical Proposal, one marked as Original and one marked as Copy* must be submitted with one soft copy of the original technical proposal in USB. Bidders are to make sure that the Financial Proposal is not part of the Technical Proposal in any form.</p> <p><i>*An additional hard copy of the Technical Proposal is not a mandatory requirement.</i></p>	

9.	<p><u>Envelope #2 shall clearly bear the name “FINANCIAL PROPOSAL – “Digital Pakistan Cybersecurity Hackathon 2024”</u></p> <p>Financial Proposal in hard copy must be submitted with one soft copy of the same in USB. Soft copy must be in MS Excel format with formulas. (The hard copy and soft copy of the Financial Proposal must be sealed in Envelope # 2 and should not be part of the Technical Proposal in any form).</p>	
10.	BID Security of PKR 500,000 to be placed in Envelope # 1 along with mandatory documentation	
11.	Conflict of Interest Form (Annexure – B)	
12.	Bidders should submit their proposal on EPADs https://eprocure.gov.pk In case a bid is not submitted on EPADs, it will not be accepted by the Company in hard form.	

Note: Bidders are required to submit a filled, signed & stamped copy of the above checklist along with the Proposal. All the supporting documents of the mandatory eligibility criteria shall be attached to the checklist in the same section of the technical proposal. Requirements No. 6 & 7 above are required to be submitted on separate stamp papers.

2 Definitions

In this Request for Proposal (RFP) document, unless the context provides otherwise:

Bidder	A firm, agency or party or consortium which will submit proposal in response to this RFP
Company	Ignite, registered under Section 42 of the Companies Act 2017, (Former Company Ordinance, 1984) with its office at TF Complex, G-9/4, Islamabad, Pakistan
Consortium /Joint Venture	Consortium is an association of more than one legal entity, which have come together to jointly respond to the RFP. A Joint Venture is an enterprise formed by two or more individuals or companies for the purpose of submitting the bid. All members of a consortium/join venture (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.
Computer Emergency Response Team (CERT)	Expert group that handles computer security incidents.
Cybersecurity	Protection of information systems (hardware, software and associated infrastructure), the data hosted by them, and the services they provide, from unauthorized access, harm or misuse.
Date of Issue	The date on which the RFP titled “ <i>National Cybersecurity Competition</i> ” is issued by Company to solicit bids from potential bidders
Draft Service Agreement	An agreement concluded between Company and the Successful Bidder. (Annexure C)

ISO 27001	Standard for Information Security Management defined by International Standard Organization for managing information security in a company.
Terms of Reference (ToR)	The description of formal work & activities under the “National Cybersecurity Competition” to be completed by the Successful Bidder in accordance with the Contract signed between Successful Bidder and the Company
Successful Bidder	A bidder who has been awarded the contract pursuant to the RFP titled “ <i>National Cybersecurity Competition 2024</i> ” and who shall be responsible for carrying out the study as per the requirements laid down in this document and in contract
Lead Bidder	The lead bidder is the lead entity, in case of consortium or joint venture that is principally participating in submission of the proposal and should submit a letter of intent for purpose of identification.

3 Ignite

Ignite, hereafter referred to as the “Company” has been incorporated with the Securities and Exchange Commission of Pakistan (SECP) under Section 42 of the repealed Company Ordinance 1984 (now Companies Act, 2017) by the Ministry of IT & Telecom, Government of Pakistan. The Company is mandated to fund research and development in Information and Communication Technology (ICT), and its commercialization, with the mission to transform Pakistan’s economy into a knowledge-based economy. Further information about the Company is available at <http://www.ignite.org.pk>

4 Instructions for Bidders

This document contains all the information pertinent to this solicitation and governs the preparation and submission of Proposals. The technical & financial forms to be filled by Bidder for this assignment are annexed with this RFP document. Proposals must be submitted by the deadline stipulated in this RFP, completed on the formats provided by the Company, with supporting documents, according to the guidelines given in the section titled **Instructions and Information for Bidders**. Proposals will be evaluated by bid evaluation committees constituted by the Company. Selection of Bidders will be on Quality and Cost Based Selection methodology as provided in the Bidding Document.

5 Bidding Document

5.1 Contents

The Bidder is expected to examine all instructions, general conditions, forms, terms, and specifications contained in the RFP document and its annexures. Failure to comply with instructions will be at the Bidder’s risk and may affect the evaluation of the Proposal. Proposals that do not comprehensively address the ToR and other requirements may be rejected. Inability to comply with applicable instructions, general conditions of the contract, terms, and specifications may lead to

rejection of the Proposal.

Submission of Technical and Financial Proposals against the RFP document means in principle acceptance of attached Draft Agreement by the Bidder. During negotiations with the successful Bidder only minor changes, proposed by the Bidder, can be made in the attached agreement. The company reserves the right to acceptor reject any proposed changes by the successful bidder. The company reserves the right to make changes to the draft contract to ensure better & smooth implementation of the project.

After issuance of a letter of acceptance, the successful Bidder is expected to sign the agreement as soon as possible. If a successful Bidder is not responsive and does not sign the agreement within a reasonable time, maximum one (1) month after issuance of the letter of acceptance, the Company reserves the right to terminate and nullify the bid award.

In the event of non-compliance with the ToR of the RFP document and obligations contained in the funding agreement, the Company may terminate the funding agreement by providing one (1) month's written notice to the successful bidder without any further obligation or compensation on the part of the Company.

6 Preparation of Proposal

6.1 Language of the Proposal

Proposals prepared by the Bidders and all correspondence and documents relating to the Proposal exchanged between the Bidders and the Company shall be in writing and in English Language, except where otherwise specified.

6.2 Proposal Currency

All prices shall be quoted in Pakistani Rupees (PKR) and all payments will be made in Pakistani Rupees (PKR.)

6.3 Period of Validity of Proposal

Proposals shall remain valid for 180 days from the date of advertisement as provided in the RFP document. In exceptional circumstances, the Company may solicit the Bidder's consent to an extension of the period of validity without any material changes in the Bidding Document.

6.4 Supporting Documents

While preparing the Technical Proposal, the Bidder shall ensure that it provides the Company with documentary evidence. Bid evaluation committees will evaluate proposals solely based on documentary evidence submitted by evaluation criteria described in this RFP.

6.5 Cost of Preparing Proposal

The Bidder shall bear all costs associated with or relating to the preparation and submission of their Proposal, and Ignite shall not be liable in any manner whatsoever for the same or any other costs or expenses incurred by a bidder in preparation or submission of the Proposal, regardless of the conduct

or outcome of the Selection Process.

6.6 Proposal Documents

The Proposal, in binder form, with a serial number of each page should comprise the following:

Technical Proposal:

- a) Checklist (Mandatory Documents required with the Proposal) – Page 2
- b) Technical Proposal Submission – Form C1
- c) Firms/Bidders Profile – Form C2
- d) Relevant Experience of the Firm/Bidder – Form C3-A, C3-B
- e) Key Team Members - Form C4
- f) Separate Design Document, Proposed Plan and Methodologies of Deliverable - Form C5
- g) Roles & Responsibilities of Consortium/JV Partners etc.– Form C6

Technical Proposal should detail the capability and experience of delivering the services specified in the ToR. Bidder should submit details of a maximum of ten of their most relevant/similar nature assignments for technical evaluation using the prescribed format. Assignments submitted beyond the given number will not be considered.

Team structure proposed by the Bidder for the project (including updated CVs of individuals involved in management and project implementation) in accordance with relevant Forms. CVs should provide details of projects undertaken and completed by the individual.

Financial Proposal:

Financial Proposal must consist of the following:

- a) Financial Proposal Submission – Form C7
- b) Summary of Cost – Form C8

The electronic form of the Technical Proposal will also be provided in a separate USB flash drive, that will be included in the sealed envelope containing the written hard copy of the Technical Proposal.

The electronic form of the Financial Proposal in MS Excel will be provided in a separate USB flash drive that will be included in the sealed envelope containing the written hard copy of the Financial Proposal.

6.7 Bid Security

The Bid security amounting to PKR 500,000 in the form of a Call Deposit/Bank Draft (refundable) drawn in favor of IGNITE National Technology Fund (FTN/NTN: 2939308- 6). The Bid security will be placed in Envelope #1 along with mandatory documentation.

6.8 Taxes

Quoted costs should be inclusive of all applicable (direct & indirect/duties/levies) taxes. Omission if

any shall be the sole responsibility of the bidder. Financial Proposal will be scored based upon the bid amount inclusive of all taxes. All prices must be quoted in PKR.

Bidders registered with the Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax are eligible to provide services to the Company. Bids of all those who are not registered with the Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax shall be rejected.

If bidder is not in ATL (FBR for income tax and respective revenue boards for sales tax) at the time of payment, then the payment shall be stopped till he files his mandatory returns and appears on ATL.

The Company shall deduct tax (Income tax & Sales tax) at the rate prescribed under the tax laws of Pakistan i.e. Income Tax Ordinance 2001 & respective Sales Tax Acts, from all payments for supply/services rendered by any bidder who accepts the Purchase order or signs agreement.

6.9 Format and signing of Proposal

The Proposal shall contain no interlineations, erasures, or overwriting, except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by Bidder's authorized person. The Proposals shall be clear and elaborate. Different parts of Proposals shall be separated using color separators, flags, or tags.

Note: The Technical Proposal must not contain any pricing information whatsoever on the services being offered. Non-compliance will lead to rejection of the Proposal.

7 Submission, Receipt, and Opening of Proposal

- 7.1. Proposals will be accepted and evaluated using Single Stage, Two Envelope Procedure. (Separate sealed envelopes for Technical and Financial Proposals). The process is further defined in Annexure A.
- 7.2. The original Proposal shall contain no interlineations or overwriting. All pages of the Proposals (Technical & Financial) must be numbered. Submission letters for both Technical and Financial Proposals must be in the attached format (Form C1 & C7) in separate envelopes.
- 7.3. The Bidder's Organization Head or an authorized representative on his/her behalf shall initial and stamp all pages of the original Technical and Financial Proposals. In the case of an authorized representative, an authorization shall be provided which shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.
- 7.4. Hard copies of the Technical Proposal shall be sent to the address listed in this Bidding Document. All required copies of the Technical Proposal are to be exact replicas of the original. If there are discrepancies between the original and copies of the Technical Proposal, the original governs.

- 7.5. Bidder is required to submit **one original and one copy of the Technical Proposal along with all supporting documents.**
- 7.6. One **USB flash drive** containing an electronic copy (labeled ‘Electronic Copy’) of all Proposal documents in PDF format (**excluding the Financial Proposal**), must be provided with the Technical Proposal. In the event of any discrepancy between the Original Proposal and the Electronic Copy, the former shall be deemed as the accurate Proposal. If Financial Proposal is copied to the USB flash drive containing Technical Proposal, the entire Proposal shall stand rejected.
- 7.7. The Technical Proposal shall be placed in a sealed envelope clearly marked **“TECHNICAL PROPOSAL”** followed by the name of the assignment **“Digital Pakistan Cybersecurity Hackathon 2024”** and the name of **Bidder**. Similarly, the Financial Proposal shall be placed in a separate sealed envelope clearly marked **“FINANCIAL PROPOSAL”** followed by the name of the assignment **“Digital Pakistan Cybersecurity Hackathon 2024”** and the name of **Bidder**, with a warning **“DO NOT OPEN WITH THE TECHNICAL PROPOSAL”**. The envelopes containing Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the assignment mentioned in this document, and the name of the Bidder, and clearly marked **“DO NOT OPEN BEFORE SUBMISSION DEADLINE”**. Company shall not be responsible for misplacement, losing or premature opening of the outer envelope if not properly sealed and marked as stipulated. Such negligence may result in rejection of the Proposal. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for rejection of the Proposal.
- 7.8. The Proposal must be sent to the following address and received by the Company not later than the time and the date specified elsewhere in this Bidding Document:

Position:	Manager Procurement
Telephone:	+9251 910 7441 - 6 Ext. 135
Mobile:	+92306 199 1234
Fax:	+9251 910 7447
Email Address:	procurement@ignite.org.pk
Postal Address:	Ignite- National Technology Fund 3rd Floor, TF Complex, 7 Mauve Area, G-9/4, Islamabad

- 7.9. Bidders must submit their Proposal to the Company by registered post/ courier or by hand to the official postal address of the Company before or on the submission deadline specified in 7.13 Sr. # 4 in this Bidding Document.
- 7.10. Any Proposal received by the Company after the deadline & specified time for submission shall be returned.
- 7.11. Company reserves the right to accept or reject any or all of the Proposals submitted at any time in accordance with applicable PPRA rules and the stipulations contained in this document.
- 7.12. Company shall open Technical Proposal thirty minutes after the submission deadline. The envelopes with the Financial Proposal shall remain sealed and securely stored in the custody of Company and will be opened as per the tentative timeline specified elsewhere in this

document.

7.13. Key Activities & Timeline

The tentative timeline set out herein represents the Company’s best estimate of the schedule that will be followed. If an activity contained in this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days.

The tentative schedule of activities is as follows:

#	ACTIVITY/MILESTONE	TIMELINE
1	RFP Issuance	May 22, 2024
2	Deadline for receiving queries/questions	June 05, 2024 3:00 pm
3	Response to queries/questions related to RFP	June 07, 2024
4	Pre-bid online session (https://zoom.us/j/91022673791)	June 10, 2024 3:00 pm
5	Proposal Submission Deadline	July 01, 2024 3:00 pm
6	Opening of Technical Proposals (in front of Bidders present at 3 rd Floor, TF Complex, 7 Mauve Area, G-9/4, Islamabad)	July 01, 2024 3:30 pm
7	Opening of Financial Proposals (in front of Bidders present at 3 rd Floor, TF Complex, 7 Mauve Area, G-9/4, Islamabad)	TBD*
8	Award of Contract	TBD

*Manager Procurement will communicate the date and time for the financial bid opening to technically qualified bidders.

8 Evaluation and Award Process

8.1 Evaluation of Proposals

8.1.1. From the time the Proposals are opened to the time the evaluation report is announced, Bidders should not contact the Company on any matter related to its Technical and/or Financial Proposal. Any effort by the Bidder to influence the Company in the examination, evaluation, ranking of Proposals, and recommendation for award of Agreement may result in the rejection of the Bidder’s Proposal. However, the Company may contact the Bidder for seeking clarification of any aspect of Technical Proposal or demand any missing information.

- 8.1.2. Evaluators of Technical Proposals shall have no access to Financial Proposals until the technical evaluation is concluded.
- 8.1.3. Overall evaluation shall be carried out based on weighted average methodology where technical evaluation will carry 70% and financial evaluation will carry 30% weightage respectively.

8.2 Evaluation of Technical Proposals

- 8.2.1. All grants are considered for funding on a competitive merit basis. A selection committee comprising of experts will evaluate the selection of grantees based on the prescribed criteria, along with the technical strength of the applicant to ensure a successful and sustainable project. Funds will be provided to the successful individual as per defined payment schedule. The final reports should also include full audited financial details of expenditure incurred as part of the project. Ignite must be acknowledged in all publications/communications activities for the project.
- 8.2.2. During the technical evaluation no amendments in the Proposals shall be permitted. Each responsive Proposal will be given a technical score. If Proposal fails to achieve the minimum qualifying technical score indicated in the RFP document, it will not qualify for financial evaluation stage. Bidders who obtain at least 105 out of 150 marks (70%) in technical evaluation criteria will qualify and Financial Proposals would be opened only for technically qualified Bidders.
- 8.2.3. Financial Proposals of those Bidders obtaining less than 105 marks out of 150 (70%) in Technical Evaluation shall remain unopened and will be returned to the Bidders. An evaluation committee appointed by the Company will evaluate Technical Proposals on the basis of their compliance with the RFP and by applying the evaluation criteria and the point system, specified below:

S #	Technical Evaluation Criteria	Sub Marks	Total Marks
1	Firm/Bidder Profile (Registered age, and Financial position) – (Form C2)		10
	<ul style="list-style-type: none"> I. Registered Age (Lead Bidder) <ul style="list-style-type: none"> a) 7+ Years (5 Marks) b) 3 to 7 Years (3 Marks) c) Less than 3 Years (1 Mark) II. Financial Position (Lead Bidder) 	5	
2	Relevant & General Experience of the Firm/Bidder - (Form C3-A to C3-B)		50
	<ul style="list-style-type: none"> I. Nature of Competition Platform <ul style="list-style-type: none"> a) Engagement of 3rd party platform (05 marks) b) Locally customized Open Source Platform (10 Marks) c) Indigenously developed Platform (15 Marks) 	15	
	<ul style="list-style-type: none"> II. Experience in conducting similar Competitions <ul style="list-style-type: none"> a) 2 Marks per locally conducted competition for a maximum of up to 10 Marks b) 5 Marks per Internationally conducted competition for a maximum of up to 15 Marks 	10	
	<ul style="list-style-type: none"> III. Experience in conducting general nature projects somewhat similar to the scope outlined in this project. 	15	

	a) 1 Mark per local Project for a maximum of up to 5 Marks b) 1 Mark per International Project for a maximum of up to 5 Marks	5 5	
3	Qualification and Competence of the proposed Project Team, Proposed Approach & Research Methodology, Understanding of the Terms of Reference, Proposed Timelines, and Work Plan – (Form C4, C5) I. Proposed Methodology, Design & Project Plan a) Completeness in Understanding of Project Requirements & Terms of Reference b) Proposed Methodology, Project Design, Execution Plan, Team Traveling Plan (SEE RELEVANT FORM FOR MORE DETAILS) c) Project Time Management Plan II. Qualification, Experience, and Certifications of the proposed Project team a) Profile of the CTF development team 15 marks b) IT Infrastructure, Support, and Project Team 15 marks	5 50 5 15 15	90
4	Presentation by Bidders (Mandatory) Presentation of all proposed aspects of the project outlined in Evaluation Criteria as mentioned in Sections (I – V) above		
	Total Marks:		150
	Minimum Qualification Marks Required (70%):		105

All Bidders will also be invited for a mandatory presentation. Date and time for the presentation will be communicated to Bidders whose technical proposals are found to be legally compliant and whose proposals are accepted for evaluation purposes.

8.3 Financial Proposal

- 8.3.1. After the evaluation of Technical Proposals, the Company shall communicate to each Bidder their respective technical score. The company shall notify Bidders who have secured a minimum qualifying technical score, about the date, time, and location for opening of Financial Proposals, within the bid validity period. Bidder’s attendance at the opening of Financial Proposals is optional. The opening date shall be set to allow interested Bidders sufficient time to make arrangements for attending the Financial Bid opening.
- 8.3.2. Bidders whose technical scores do not meet minimum qualifying criteria, will be informed accordingly and their Financial Proposal will be returned unopened to them, after signing of contract with Successful Bidder.
- 8.3.3. At the outset of the Financial Proposal Opening session, and before the actual opening of the Financial Proposal, the technical score of qualified Bidders shall be read aloud.
- 8.3.4. A Financial Evaluation Committee shall evaluate the Financial Proposal. If any discrepancy arises between the "total" amount and the partial amount, the "total" amount shall prevail. If any discrepancy arises between the "word" representation of the amount and the numerical representation of the amount, then the word representation shall prevail. The prices of all activities and resources listed in the Technical Proposal shall be assumed to be included in the Financial Proposal, whether or not they are individually listed and priced in the Financial Proposal.

- 8.3.5. Quality and Cost Based Selection (QCBS) method will be used for the evaluation of the Proposal. The most advantageous Financial Proposal will be given the maximum financial score of 30 points.

8.4 Combined Scores

- 8.4.1. Technical Score (ST) shall be calculated as follows: (Technical score obtained by the Bidder/Total Technical score) x 70.
- 8.4.2. Financial Score (SF) shall be calculated as follows: (Lowest Bidder's total cost/ Bidder's total cost) x 30.
- 8.4.3. Combined Score (Total Score) = ST + SF
- 8.4.4. All Bidders will be ranked based on the combined technical and financial score.

8.5 Award of Agreement

After completing negotiations, the Company shall award the Agreement to the selected Bidder (most advantageous). After the agreement signature, the Company shall return the unopened Financial Proposals of the non-responsive Bidders.

9 Availability of Skilled Resources

- 9.1. The Successful Bidder is bound to provide the services of professional staff proposed in the Technical Proposal. In case of non-availability of any proposed professional staff during the contract period, the Bidder will provide a valid reason and documentary justification. The Bidder is bound to provide the substitute professional staff with the same technical strength with no delay after mutual agreement of both parties i.e., the Bidder and the Company. In such a case, it is at the discretion of the Company to accept or reject the Bid.
- 9.2. No member of professional staff, including the Project Manager, should be a proposed team member in any other bid (currently invited or under review for selection purposes) submitted to the Company for another project.

10 Confidentiality

The Company shall keep all information regarding the bid evaluation confidential until the announcement of the evaluation report under PPRA Rule no. 41.

11 Conflict of Interest

Without limitation on the generality of the foregoing, Bidder shall be considered to have a conflict of interest and their Proposal shall not be entertained and shall be rejected under any of the circumstances set forth below:

- a) Conflicting assignments
 - The Bidder (including its Personnel) or any of its affiliates shall not be hired for any

assignment that, by its nature, may conflict with another assignment to be executed for the same or another Client.

b) **Conflicting Relationships**

- The Bidder (including its Personnel) or any of its affiliates that has a business or family relationship with a member of the Company Board, Management, or staff who is directly or indirectly involved in the preparation of Terms of Reference, selection process of third party evaluation services and/or supervision of the Agreement may not be awarded an Agreement unless conflict stemming from this relationship has been resolved in a manner acceptable to the Company Board throughout the selection process and the execution of the Agreement.
- The Bidder has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest, or that may reasonably be perceived as having this effect by notifying the Company in writing. Failure to disclose said situations may lead to disqualification of the Bidder or the termination of its Agreement.
- Current employees of the Company shall not work as and for the Bidder.

12 Fraud and Corruption

12.1. The Company requires the Bidder/s participating in provision of Service/s to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. In pursuance of this policy, Company defines, for the purpose of this paragraph, the terms set forth below as follows:

- a) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any employee of the Company in the selection process or in agreement execution;
- b) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement;
- c) "Collusive practices" means a scheme or arrangement between two or more Bidders with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels, etc.;
- d) "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of an agreement.

12.2. The Company will reject a Proposal for award if it determines that the Bidder recommended for award has directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the agreement to be executed under RFP. The Company may also impose penalties on the Bidder, declaring it ineligible, either indefinitely or for a stated period, for Company funding, if at any time it determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing a Company funded project.

12.3. The Company will have the right to inspect the bidding firm's accounts and records and

other documents relating to the submission of Proposals and agreement performance and have them audited by auditors appointed by the Company.

13 Clarification Request/Amendment

- 13.1. The Bidder can request clarification in the RFP document up to the date indicated in the RFP document. Any request for clarification must be sent in writing, or by standard electronic means to the Company's e-mail address indicated in the RFP document. The Company will respond in writing or by standard electronic means as mentioned in the table of activities and will place responses on the Company's website under FAQ's for understanding of all potential Bidders.
- 13.2. At any time before the submission of Proposals, the Company may amend the RFP document by issuing an addendum in writing or by standard electronic means. The addendum shall be published in the local newspaper and uploaded at PPRA and Company web site, and revised RFP document will be uploaded on Company's and PPRA web site.



14 Statement of Purpose



14.1 Background and Introduction

Pakistan has an emerging modern digital infrastructure and with the emergence of 3G/4G, Pakistan's internet usage growth rate is 2nd highest in the SAARC countries, and according to PTA, broadband subscribers have crossed 135 million now. Pakistan's e-commerce market is the 46th largest market with a revenue of US\$ 5.2 billion in 2023 as digitalization paved the way for the services sector. Pakistan's Cyberspace is at risk and it is on the list of countries experiencing most cyber-attacks. Hence, it is high time to develop a strong cybersecurity capability.

The urgent need to secure data and systems becomes more obvious each day. Digital assets, including the critical infrastructures foundational, are under constant attack. On the whole, enterprises lack the knowledge, training, and tools to establish effective, sustainable defense. The persistent vulnerability of individuals, enterprises, and entire industry sectors to a range of malefactors, from common criminals to terrorist networks and nation-states, is an unavoidable reality.

Despite the growing space and sophistication of cyber threats, there are not enough people equipped with the appropriate knowledge, skills, and abilities to protect information technology for strategic advantage. The Global Risk Report 2023, World Economic Forum (WEF) calls cybersecurity one of the key threats of the next decade.

It has been known that there is a severe shortage of cybersecurity specialists in Pakistan. Yet universities are slow to react to this need to educate more cybersecurity professionals. Most universities currently do not offer degrees in Information Security (IS).

Ignite organized Pakistan's first Cybersecurity Hackathon in 2021 followed by the 2nd and 3rd hackathons in 2022 & 2023 which has enhanced cybersecurity readiness, protection, and incident response capabilities of the country by conducting cyber drills in Capture the Flag (CTF) style in multiple cities.

This year, Ignite is taking the competition to the next level. The competition will be conducted in all provincial capitals followed by the Final in Islamabad. The event will comprise a CTF competition, Pwn-2-Own, Bug Bounty, Keynote Speeches, panel discussions, quiz competitions, and a demonstration of products and services offered by the industry and research labs.

¹ <https://www.weforum.org/reports/global-risks-report-2023/>

14.2 Goals/Objectives

The main goals of conducting this competition are as follows:

- a) Proposed competition may offer a good chance to introduce security specialists to modern attack vectors, kill chains, and advanced tactics and technologies used by different cybersecurity expert teams from around the world.
- b) Proposed competition will help find new cybersecurity talent within a country. Holding such activity can be a great way of identifying people who have the aptitude and skills to accept the challenge.
- c) Proposed competition can be used as a team-building and security-awareness exercise for an enterprise's employees especially, organizations regulated under MOITT, PTA, SBP, and NEPRA. As a result of the event, each organization will acquire awareness, knowledge, and skills that will enhance its overall security capabilities.

15 Scope of Work

The proposed Cybersecurity Competition is a capture the flag (CTF) contest for cybersecurity experts to be organized in the form of a game, in which the participants will solve computer security problems. They must either capture (attack/bring down) or defend computer systems in a CTF environment. Typically, these competitions are team-based and attract a diverse range of participants, including students, enthusiasts, and professionals. The duration of this competition will be 10 hours. The winning team or individual scoring the most points in the 1st round will be qualified for the final round of the competition. Three Prizes will be awarded for first, second, and third places. In the interest of contest integrity and respect for the platform, ground rules will be shared with participants before the event.

The following are the main responsibilities of the competition to be addressed by the bidder:

- a) Arrangement of Hardware required for the competition including but not limited to cloud services, servers, switches, firewalls, networking material, etc.
- b) Endpoints LAN connectivity (Gig) for each participant
- c) Dedicated Internet Bandwidth of at least 100Mbps on each location on fiber, with backup link arrangement in case of primary link failure with customized Internet access with monitoring
- d) Arrangement of UPS to support at least 5 minutes of backup for network and server connectivity (Not laptops).
- e) Software Platform required for conducting the competition, like scoring servers, session monitoring, attractive graphical dashboard of scoring and live activities, activity logging of team and team members, random flags, flag submission logs, customized detail reporting for maximum available options (like time-wise, difficulty wise), capturing feedback of participant on each challenge, etc.

- f) Development of at least 100 Jeopardy-style CTFs for 7 sessions and the pre-qualifying stage. The proposed distribution for CTFs is 10 CTFs per location' i.e.; 40 easy (15 mins each), 30 medium (30 mins each), and 30 hard (60 minutes each). The participating team will provide a write-up of each solved CTF. The write-up covers challenge analysis, the use of specific tools, thought process in solving the CTF. Bidder has to capture and analyze the writeups.
- g) Challenge categories should cover the latest threat landscape. Categories typically include networking, programming, applications, mobile, forensics, web, reverse engineering, PWN, OT security, blockchain, AI security, cryptography, etc.
- h) The number of CTFs should be equal covering each category.
- i) In the second part (Blue Teaming) of the competition, participants act as information security professionals of a company. The teams are provided with a digital copy of the IT infrastructure (digital twin). Several consecutive system-generated massive attacks will strike the infrastructure of each team, for the repelling of which teams will score points, as well as for conducting an investigation and making incident reports.
- j) In the third part of the competition, which is the "PWN-2-OWN" module; Participants will be tasked with attempting to exploit vulnerabilities in the target systems or software within a set time frame. The goal is to gain control or "own" the target system, often by executing specific actions or accessing sensitive data. This activity will be performed at the Grand Finale.
- k) The fourth part of the competition is the "Bug Bounty" competition; to analyze the target software or system, searching for potential vulnerabilities such as security flaws, misconfigurations, or weaknesses. Based on the impact and severity of the vulnerability, a team of experts will decide the reward or bounty for the participant(s).
- l) Testing of complete challenges before launch and providing demo and walk-through to the technical committee
- m) Identifying reputable certifications and subscription vouchers worth PKR. 9 million from renowned platforms and procuring for 100 participants on behalf of Ignite (*Ignite is a non-profit organization that will help procure the vouchers at a discounted rate*).
- n) Identifying International CTF competitions for the teams to participate in these events. Ignite will sponsor the teams to participate in the competitions.
- o) Boarding and Lodging of staff and logistics to cover 7 venues (i.e., Karachi, Lahore, Peshawar, Multan, Quetta, and Islamabad followed by the grand finale in Islamabad)

15.1 Competition Environment

Depending on the format of the competition and other preferences, different types of infrastructure can be chosen for the competitive environment. National or International platforms can be used for

conducting the competition. Normally, it is designed to emulate both the IT and OT networks of a real-world industrial infrastructure.

15.2 Competition Format

There are several variations on the capture the flag format style competition. The most popular styles are jeopardy, attack-defense, and a mix of the two. The competition will use jeopardy style in the pre-qualifying round. During the regional and Finale rounds, a mix of jeopardy and blue teaming. Teams will compete and apply their skills and knowledge to solve diverse ranges of challenges in novel and creative ways.

16 Deliverables

The key deliverables/milestones of the project are as follows.

- a) **Deliverable 1 (10 days after signing of contract): Project Inception Report** containing complete work plan, methodology, details of CTFs and competition platform, roles and responsibilities of different team members, and other details mentioned in "Scope of Work".
- b) **Deliverable 2 (30 days after signing of contract): Design and Development of at least 100 CTFs and blue teaming scenarios for approval from the management committee** which covers the latest threat vector in the dimensions mentioned above in the document.
- c) **Deliverable 3 (37 days after signing of contract): Setting up the environment for Competition and making it available for Testing and final approval from the management committee.**
- d) **Deliverable 4 (45 days after signing of contract): Launch of Pre-qualification round for shortlisting the participating teams**
- e) **Deliverable 5 (60 days after signing of contract): a) Launch of 1st round of competition in multiple cities. Completion of 1st round of competition and ranking of top 5 teams.** Preparation of teams qualified for the final round and prepare a report containing the complete log, score, and activity details of participating teams of the Initial round.
- f) **Deliverable 6: Final Round (90 days after signing of contract):** Conduction of final round in Islamabad and submission of data collected to analyze the results.
- g) **Deliverable 7: Final Report (100 days after signing of contract):** Final report of complete competition. The report covers project activities, deliverables completed, results, lessons learned, challenges, and future recommendations. The report also covers the write-ups of CTFs and details of the platform.

17 Project Duration/Timeline

Successful Bidder is required to conduct the event in 4-5 months.

17.1 Competition Timeline

A successful National level competition consists of several stages:

17.1.1 Initiation Stage (Consultation Stage)

The management committee will conduct meetings with potential bidders to address the queries regarding the competition keeping in view the different aspects of the event. During the meeting, the management committee will provide all the necessary information to the potential bidders.

17.1.2 Planning Stage

At this stage, the management committee and the successful bidder will plan all the required resources and budget allocation by the agreed-upon plan. This stage usually takes about 2 weeks. Based on the time and budget estimates, the final plan will be prepared, detailing all the required resources, budget items, and logistics. The final plan will be reviewed and agreed upon by the committee and the successful bidder.

17.2 Preparation Stage

At this stage, the successful bidder will design and create the contest environment and desired infrastructure to run the pre-qualification, regional rounds, and the finals. The duration of this stage depends on the type and scope of the contest and is typically at least 1 month. The successful bidder will shortlist the registered teams with the management committee. This, along with preparing the virtual environment for the participating teams, will take 2 to 3 weeks. In addition, the successful bidder will host and run the score-tracking environment of participating teams. In parallel, the successful bidder will start activities to prepare the venue and infrastructure to conduct the final and management committee to finalize the awards ceremony. That work must be finished before the finals.

17.3 Regional Rounds of Competition

At this stage, all teams registered for the contest will attempt to solve CTF challenges in their respective regional locations. Ignite will make all the necessary announcements to launch the regional rounds. The management committee will monitor all activities and ensure the quality environment available throughout the rounds, providing participants with assistance to ensure that the contest runs smoothly and all participants have equal opportunities to win. In addition, all of the participants' attack-related activity, including their successful attacks, will be tracked and logged, with network traffic backed up for further analysis.

The results will be communicated to all participants. The winners will be granted access to the finals. All PR activities that are necessary will be performed by Ignite. Finalists' travel and accommodation will be planned, arranged, and communicated to the qualified participants. This normally takes up to 1 to 2 weeks, depending on the participants' needs and venue requirements.

17.4 Final Round of Competition

At this stage, the successful teams will travel to Islamabad to participate in the finals. Ignite and the successful bidder will prepare the venue and the required infrastructure for the Final and the successful bidder will make necessary improvements which will be highlighted in the initial rounds.

The awards ceremony will take place when the finals are over and all the scores have been calculated. Finally, the infrastructure will be shut down and disconnected. After this, only the management

committee and selected specialists will have access to the data collected to analyze the results.

17.5 Analyzing the results and reporting.

At this stage, selected specialists will analyze the data inside the competition infrastructure and prepare a report. This stage usually takes about 1 week. The management committee and successful bidder will prepare the technical report for the top management. The top management can use it in accordance with the goals agreed at the initial stage.

18 Payment Schedule

The tentative schedule for disbursements is given below.

S #	Project Milestone	Amount Payable
1	Mobilization Advance (against bank guarantee)	10 %
2	Deliverable 1	10 %
3	Deliverable 2	10 %
4	Deliverable 3	15 %
5	Deliverable 4	20 %
6	Deliverable 5	10 %
7	Deliverable 6	10 %
8	Deliverable 7	15%

Other details of the payment schedule would be finalized upon approval by the Finance Department as per existing policies.

19 Copyrights

All developed outcomes of the project (both hard and soft formats) will be the sole property of Ignite (National Technology Fund).



Technical Proposal - Standard Forms

C1. Covering Letter

[Location, Date]

To:

Manager Procurement
Ignite National Technology Fund
3rd Floor, TF Complex, 7 Mauve
AreaG-9/4, Islamabad.
Email: procurement@ignite.org.pk

Sir,

We, the undersigned, offer to provide the services for the execution of the “**Digital Pakistan Cybersecurity Competition 2024**” in accordance with your Request for Proposal dated [ADVERTISEMENT DATE]. We are hereby submitting our Proposal, which includes this Technical Proposal and Financial Proposal sealed under a separate envelope.

Our Technical Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity period of the Proposal, which is 180 calendar days from the date of advertisement.

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:

Email:

C2. Firm/Bidder Profile

S #	Criteria	
1.	Profile of the agency: i. Registered age of Firm ii. Names of Owners/ CEO/ Directors/ Partners/ Managers	
2.	i. Location of Firm office/sub office ii. Number of relevant employees including their Names & Designations, Contact Numbers & Branch contact numbers	
3.	Financial Position i. Name of Banks ii. Certificate of Financial position iii. Copy of audited Annual Accounts (of last 3 years) iv. Tax Registration (NTN/STN/FTN)	

C3. Relevant Experience of the firm/Bidder

C3-A: Specific Experience (Up to a Maximum of 10)

Describe the projects in areas relevant to the assignment only.

Sr. #	Name of Assignment	Client Name	National or International	Scope of Work & Duration (Give list of deliverables)	Value of Assignment (in PKR)	Contact Person & Detail of Client	Final Report (web link or attached as annexure)

***Please attach evidence of the above assignments. Only verifiable assignments will be evaluated.**

C3. Relevant Experience of the firm/Bidder

C3-B: General Experience (Up to a Maximum of 10)

Sr. #	Name of Client	Title of Assignment	Scope of Work and Period of Assignment (Give list of deliverables)	Value of Assignment (in PKR)	Present Status of the Assignment

***Please attach evidence of above assignments. Only verifiable assignments will be evaluated.**

C4. Key Team Members

Attach CVs of all team members including CTF development, IT infrastructure support, and Project.

#	Name	Position/ Organization	Qualification/ Certification	No. of years of Experience	Relevance to the Assignment	Role in this Project
1						Team lead, etc.
2						
3						
4						
5						
6						
7						
8						
9						
10						

C5. Separate Design Document, Proposed Plan and Methodologies of Deliverable

Including:

- Understanding of the project requirements,
- Proposed methodology,
- Proposed design and Comparison with famous Cybersecurity competitions
- Scoring mechanism, e.g., headshot, king of the hill, etc.
- Talent classification of teams based on categories,
- Execution plan including activities, deliverables, project time management plan,
- Proposed quality assurance mechanism and M&E Plan, Risk Plan etc.

C6. Roles and Responsibilities of Consortium/JV Partners

Applying As:

<input type="checkbox"/> Standalone Legal Entity	<input type="checkbox"/> Consortium (Please attach relevant document)
<input type="checkbox"/> Joint Venture (Please attach relevant document)	<input type="checkbox"/> Other (Please specify & attach relevant document)

Lead Partner Details:

Name of Partner:	
Focal Person:	
Contact Details:	(Telephone, Email and Postal Address)

Partner – 1:

Name of Partner:	
Focal Person:	
Contact Details:	(Telephone, Email and Postal Address)
Roles and Responsibility in this Project:	

Partner – 2:

Name of Partner:	
Focal Person:	
Contact Details:	(Telephone, Email and Postal Address)
Roles and Responsibility in this Project:	

In case of more than two partners you may add further sheets.

Note: Please attach MoU and/or consent letter of each partner clearly specifying its roles and responsibilities in the project. Letter should be issued by the competent authority of the partner organization.

Financial Proposal - Standard Forms

C7. Covering Letter

[Location, Date]

To:

Manager Procurement
Ignite National Technology Fund
3rd Floor, TF Complex, 7 Mauve Area
G-9/4, Islamabad.
Email: procurement@ignite.org.pk

Sir,

We, the undersigned, offer to provide services for the execution of the Digital Pakistan Cybersecurity Hackathon 2024 by your Request for Proposal dated [ADVERTISEMENT DATE] 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 to our company, our sub-contractors, and collaborations under Pakistani law.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity period of the Proposal, which is 180 calendar days from the date of advertisement.

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:

Email:

C8. Summary of Cost:

Sr. #	Description	Amount (PKR)	In-Kind Contribution (PKR) (if available)
1	HR cost		
2	Travel & lodging costs		
3	Cost for cloud services (incl b/w, etc.)		
4	Software Platform costs		
5	Intl. Training Subscription Vouchers	9 million	
6	Any other relevant costs		
7	Total		
8	Contingencies		
9	Applicable Taxes		
10	Grand Total:		

Annexure – A

Single Stage Two Envelope Procedure for Bidding Public Procurement Rules 2004

- 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; Minimum qualification for shortlisting of technical proposals is **70%** marks.
- 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 unopened to the respective Bidders; and
- ix. Weightage of technical and financial evaluation will be **70% and 30%** respectively. Financial score will be calculated as follows:
 - x. Financial score = Lowest bid/ Bidder’s bid x 30%
 - xi. The bidder with the highest combined score will be selected.

Annexure B

CONFLICT OF INTEREST - DISCLOSURE FORM (To be printed on company's letterhead)

In compliance of the mandatory requirement mentioned in the RFP for “ published by Ignite National Technology Fund (*hereinafter 'Ignite' and/or 'Company'*), I hereby confirm:

- I have no Conflict of Interest to disclose
 I have a potential Conflict of Interest to disclose and the details are mentioned hereunder:

Summary Information			
Date Raised:		Reference No.:	

Personal Information			
Name:		Title/Designation:	
Contact No.:		Company:	

Nature of Conflict	
Description:	

I hereby affirm that the above details/disclosure are true to the best of my knowledge, and no additional information/disclosure exists.

In case of any change to the above given information/disclosure, I will promptly notify the Company and complete a new conflict of interest disclosure form which describes the changes.

Signature: _____

Date:

Annexure – C

DRAFT – SERVICE AGREEMENT FOR DEVELOPMENT OF RFP - DIGITAL PAKISTAN CYBERSECURITY HACKATHON 2024

This Service Agreement is made in Islamabad on this _day of _____ of 2024.

Between

Ignite, a company incorporated under section 42 of the repealed Companies Ordinance 1984 (*now The Companies Act, 2017*), having its registered office at Telecom Foundation Building, G-9/4, Islamabad, Pakistan (hereinafter referred to as “the **Company**”, which expression shall where the context permits, mean and include its administrators, successors-in-interest and permitted assigns of the First part);

And

(insert name of successful bidder), a company incorporated and existing under the laws of Pakistan, having its registered office at (insert address) (hereinafter referred to as “**the Service Provider**” which expression shall where the context permits, mean and include its administrators, successors-in-interest and permitted assigns) through its duly authorized representative namely (insert designation) of the Service Provider, of the Second Part;

The Company and the Service Provider may hereinafter collectively be referred to as the “**Parties**” and individually as a Party.

RECITALS

- A. The Service Provider agrees to perform the consultancy services in accordance with the terms described in the RFP which is attached herewith to this Agreement as **Annexure A**.
- B. All services and duties, incidental or necessary thereto shall be conducted and performed diligently and completely and in accordance with professional standards of conduct.
- C. Against the provision of satisfactory and acceptable services the Service Provider shall receive agreed compensation as described in the Payment Disbursement Plan mentioned in the RFP.

1 DEFINITIONS AND INTERPRETATIONS

The Following words and expressions shall have the meaning defined hereunder:

“**APPROVED**” or “**APPROVAL**” means approved in writing by the Company and/or the Service Provider.

- 1.1 “**SINGULAR AND PLURAL**” Words importing singular include the plural and vice versa and words importing masculine gender include the feminine gender.
- 1.2 “**AGREEMENT DOCUMENTS**” means the documents listed in Article 5 of this Agreement.
- 1.3 “**CTF**” means **Capture The Flag**
- 1.4 “**DAY**” means calendar day of the Gregorian calendar.
- 1.5 “**DELIVERABLES**” means the deliverables specified whether in draft or final form to be provided by the Service Provider as provided in the Scope of Work of the RFP.
- 1.6 “**SERVICES**” means the services to be performed by the Service Provider for the successful

completion of the assigned tasks as specifically mentioned in the RFP and attached herewith as Annexure A.

- 1.7 "INTELLECTUAL PROPERTY RIGHTS" means all deliverables or reports which arise as a result of the study
- 1.8 "REQUEST FOR PROPOSAL" means the request for proposal issued by the company for the purpose of this agreement

2 OBLIGATIONS OF THE COMPANY:

- 2.1 The Company agrees to provide the Service Provider reasonable access to all necessary personnel to answer any questions about any problems reported by the Company regarding the Services
- 2.2 When requested and deemed necessary, the Company shall provide the Service Provider in writing a reasonable description of the maintenance required along with any additional information required to complete the task.
- 2.3 The Company shall provide such information for the term of this Agreement as may be required by the Service Provider as far as reasonably practicable and without liability on the part of the Company.

3 OBLIGATIONS OF THE SERVICE PROVIDER

- 3.1 The Service Provider shall conform with and abide by the provisions of all federal, provincial and local laws, rules and regulations and any other laws for the time being in force in Pakistan including all regulations or by-laws of any local or other duly constituted authority within Pakistan which may be applicable to the performance of the Agreement and the rules and regulations of public bodies and companies whose property or rights are affected or may be affected in any way by the works (hereinafter referred to as "state laws") and shall give all notices and pay all fines required to be given or paid thereby and shall keep the Company indemnified against all penalties of every kind for breach of any of the same.
- 3.2 The Service Provider shall submit monthly invoice for services rendered by it pursuant to this Agreement within one week, for the previous month. The Company after verification shall pay to the Service Provider the amount stated in the monthly invoice within fifteen working days of the receipt of the invoice. In the event of any discrepancy in the monthly invoice submitted by the Service Provider, the Company shall be authorized to reject the invoice submitted by the Service Provider. The Company as of right shall then instruct the Service Provider to rectify the same and the Service Provider shall within 14 days correct the invoice and submit the same to the Company. All payments to be made to the Service Provider shall be subject to applicable tax and other deductions in accordance with laws of Pakistan.
- 3.3 The Service Provider shall remain responsible for execution of the work as mentioned in Annexure A.
- 3.4 Maintain detailed records of all acts and things done in relation to the performance of this Agreement and, at the Company's request, shall either make all such records available for inspection or shall provide the Company with true and accurate copies thereof;
- 3.5 Appoint a dedicated professional team having relevant experience and specialized qualification for the performance of this Agreement;

- 3.6 Perform and deliver the Deliverables listed within Annexure A with care, skill, diligence, honesty and integrity and with generally accepted standards of good practice and prudence;
- 3.7 Complete and deliver all Deliverables and perform all its obligations under this Agreement within the time stipulated in this Agreement.
- 3.8 Shall fully comply with any representations, warranties and undertakings provided in the Agreement Documents relating to the quality and contents of the Deliverables;
- 3.9 Use its reasonable endeavors for the successful and timely completion of the activities, tasks or deliverables which are not quantified or for which no measurable indices are given in the Agreement Documents.
- 3.10 Comply with all applicable laws, as they exist in Pakistan from time to time, including safety and security standards applicable to the activities and tasks covered under this Agreement;
- 3.11 apply for, obtain and maintain at all times all permissions, consents, licenses, leases, approvals, authorizations and the like required from any private or public sector entity for performance of its obligations under this Agreement and, where applicable, assign or transfer the same to the Company or its authorized representatives for the uninterrupted use, benefit and enjoyment of the Deliverables during and after the Term (the “Deliverables”).
- 3.12 Promptly and accurately respond to the review of the Deliverables by the Company, either by providing explanations of information or by responding to reasonable requests for revisions to the Deliverables.

4 PRIMARY CONTACTS

The Company shall appoint one (1) individual within the organization to serve as primary contact between the Company and the Service Provider and to receive support.

5 AGREEMENT DOCUMENTS

The Preamble and the following documents, form an integral part of this Agreement. In case of any conflict between the terms of these documents and provisions of this Agreement, such conflict shall be resolved with reference to the provisions of this Agreement:

- i) The Agreement
- ii) Its attached Annexures
Annexure A: RFP
- iii) Subsequent Amendments

6 EFFECTIVE DATE OF AGREEMENT

This Agreement shall become effective from xxxx and shall remain valid until xxxx unless terminated earlier in accordance with the terms of this Agreement. The Agreement can be reviewed for another term after the expiry date on the terms and conditions mutually agreed upon between the Parties subject to the Company giving thirty (30) days advance notice to the Service Provider to that effect.

7 CONFIDENTIALITY

The Parties shall not disclose the Agreement, or any provision thereof, or any specification, plan, drawing, sample or information furnished by or on behalf of either party in connection therewith,

to any person other than a person employed by either party in performance of the Agreement. Disclosure to any such employed person shall be made in confidence and shall only extend as far as may be necessary for purposes of such performance.

7.1 Either party shall not, without mutual consent, make use of any documents or information except for purposes of performing the Agreement. Upon becoming aware of any loss, unauthorized use or disclosure of the Company's information, the Service Provider shall immediately notify the Company of such loss, unauthorized use or disclosure and indemnify the Company for the same.

7.2 Both Parties agree that, notwithstanding expiration or termination of the Agreement for any reason whatsoever, the provisions relating to Confidential Information shall survive the expiration or termination of this Agreement and shall be continuing obligations unless the Parties agree to discontinue its effect.

7.3 During the duration of this Agreement, Service Provider will not disclose any CTFs to any participant or any party other than the company.

8 INTELLECTUAL PROPERTY

The Service Provider hereby acknowledges and agrees that all intellectual property rights generated as a result of performance of Scope of Work provided in this RFP and final documents/RFPs/reports/CTFs will be the absolute property of the Company.

9 TAXES AND DUTIES

The Service Provider shall be aware and responsible of all Pakistani tax regulations and will pay all taxes, duties, tariffs and impositions lawfully assessed against the Service Provider for execution and Performance of the Agreement. Withholding tax shall be deducted as per applicable tax laws of Pakistan.

10 ASSIGNMENT AND SUB-CONTRACT

10.1 The Service Provider shall not change or assign the Agreement or any part thereof, without the prior written consent of the Company, and such, consent, if given, shall not relieve the Service Provider from any liability or obligation under this Agreement.

10.2 The Service Provider shall not sub-contract the whole or any part of the work, without the written consent of the Company, and such consent, if given, shall not relieve the Service Provider from any liability or Obligation under the Agreement and it shall be responsible for the acts, defaults and neglects of any sub-contractor, its agent, defaults, neglects of the Service Provider's servants or workmen.

11 PRICES AND PAYMENTS

11.1 The total price of the Agreement including taxes shall not be in excess of PKR xxx million.

11.2 The Agreement Price set forth in this Agreement is firm and final till execution of this Agreement and receipt of entire services by the Company in acceptable condition.

11.3 No variation is acceptable to the Company with the exception of any price adjustment authorized by the conditions of this Agreement.

11.4 Applicable taxes will be deducted when processing payments and deposited with FBR.

12 DURATION OF AGREEMENT

The Service Provider shall provide services in accordance with the terms described in the Terms of Reference provided in the RFP for a period of 120 calendar days (4 months max) starting from the Effective Date of Agreement.

13 TERMINATION

Termination for Default

13.1 The Company may, without prejudice to any other remedy for breach of Agreement, by written notice of default sent to the Service Provider terminate this Agreement forthwith in whole or in part:

13.1.1 If the Service Provider fails to deliver any or all of the services within the time period(s) specified in the Agreement or any extension thereof granted by the Company;

13.1.2 If the Service Provider fails to perform any other obligation under the Agreement;

13.1.3 If the Service Provider, in either of the above circumstances does not cure its failure within a period of fifteen (15) days (or such longer period as the Company may authorize in writing) after receipt of the default notice from the Company.

14 TERMINATION FOR CONVENIENCE

14.1 The Company may terminate the Agreement in whole or in part at any time for its convenience subject to thirty (15) days prior written notice to that effect send to the Agreement or after payment of proportionate amount of the fee due subject to the satisfactory performance of the Service Provider to be determined by the Company.

15 AMENDMENT

No alteration, waiver or change in any of the terms of this Agreement will be effective unless made in writing and duly executed by an authorized officer or representative of each of the Parties.

16 ENTIRE AGREEMENT

This Agreement together with the attached Annexes contains the entire terms and conditions and constitutes the entire Agreement between the Parties and cancels and supersedes any previous oral or written agreements, representations or arrangements, express or implied, by the Parties with respect to the subject matter of this Agreement.

17 INDEPENDENT CONTRACTORS

17.1 The Service Provider is and shall remain at all times an independent Contractor or and shall be fully responsible for its own acts or defaults (including those of its employees or agents).

17.2 Neither the Service Provider nor its employees, agents or representatives shall at any time attempt to act on behalf of the Company to bind any other Party in any manner whatsoever to any obligations.

17.3 Neither the Service Provider nor its employees, agents or representatives shall engage in any

acts which may lead any person to believe that such Party is an employee, agent or representative of the Company.

17.4 Nothing in this Agreement shall be deemed to constitute a partnership or other profit-sharing agreement between the Parties.

18 **SURVIVAL**

All accrued rights of a Party shall survive the expiry or termination of this Agreement as shall all clauses that by their nature are intended to do so, including, without limitation, obligations of Indemnity, Confidentiality and Dispute Resolution.

19 **INDEMNIFICATION**

The Service Provider agrees to indemnify, defend, and hold harmless the Company and its officers, agents, and employees, from any claim, real or imaginary, brought against the Company or its officers, agents, or employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that the damage or injury results from proximate fault of the Company or its officers, agents, or employees.

20 **DISPUTE RESOLUTION**

Any dispute, controversy or claim arising out of or in connection with this Agreement shall be resolved by Parties hereto through mediation. If dispute(s) remain unresolved by mediation, they shall be finally settled by arbitration to be held under the Arbitration Act 1940. The number of arbitrators shall be three (03) unless otherwise mutually agrees by the Parties. The venue of the arbitration shall be Islamabad, Pakistan. The award made by the arbitration process shall be final and binding on the Parties and may be enforced in any court of competent jurisdiction.

21 **FORCE MAJEURE**

For the purposes of this Agreement “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under this Agreement impossible or so impractical as to be considered impossible under the circumstances.

The failure of either Party to fulfil any of its obligations under this Agreement shall not be considered to be breach of or default under this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Agreement and has informed the other Party as soon as possible about occurrence of such an event.

Annexure – B-1

Deliverables

The key deliverables/milestones of the project are as follows.

- i) **Deliverable 1 (10 days after signing of contract): Project Inception Report** containing complete work plan, methodology, details of CTFs and competition platform, roles and responsibilities of different team members, and other details mentioned in “Scope of Work”.
- ii) **Deliverable 2 (30 days after signing of contract): Design and Development of at least 100 CTFs and blue teaming scenarios for approval from the management committee** which covers the latest threat vector in the dimensions mentioned above in the document.
- iii) **Deliverable 3 (37 days after signing of contract): Setting up the environment for Competition and making it available for Testing and final approval from the management committee.**
- iv) **Deliverable 4 (45 days after signing of contract): Launch of Pre-qualification round for shortlisting the participating teams**
- v) **Deliverable 5 (60 days after signing of contract): a) Launch of 1st round of competition in multiple cities. Completion of 1st round of competition and ranking of top 3 teams.** Preparation of teams qualified for the final round and prepare a report containing the complete log, score, and activity details of participating teams of Initial round.
- vi) **Deliverable 6: Final Round (90 days after signing of contract):** Conduction of final round in Islamabad and submission of data collected to analyze the results. Ranking of top 3 teams in each category.
- vii) **Deliverable 7: Final Report (100 days after signing of contract):** Final report of complete competition. The report covers project activities, deliverables completed, results, lessons learned, challenges, and future recommendations. The report also covers the write-ups of CTFs and details of the platform.

General Terms:

The following are the main responsibilities of the competition to be addressed by the bidder:

- Arrangement of Hardware required for the competition including but not limited to cloud services, servers, switches, firewalls, networking material, etc.
- End points LAN connectivity (Gig) for each participant
- Dedicated Internet Bandwidth of at least 100Mbps on each location on fiber, with backup link arrangement in case of primary link failure with customized Internet Access with monitoring
- Arrangement of UPS to support at least 5 minutes of backup for network and server connectivity (Not laptops).
- Software(s) Platform required for conducting the competition, like scoring servers, session monitoring, attractive graphical dashboard of scoring and live activities, activity logging of team and team members, random flags, flag submission logs, customized detail reporting for maximum available options (like time-wise, difficulty wise), capturing feedback of participant on

each challenge, etc.

- Development of at least 100 Jeopardy-style CTFs for 7 sessions and the pre-qualifying stage. The proposed distribution for CTFs is 10 CTFs per location' i.e.; 40 easy (15 mins each), 30 medium (30 mins each), and 30 hard (60 minutes each). The participating team will provide a write-up of each solved CTF. The write-up covers challenge analysis, the use of specific tools, thought process in solving the CTF. Bidder has to capture and analyze the writeups.
- Challenge categories should cover the latest threat landscape. Categories typically include networking, programming, applications, mobile, forensics, web, reverse engineering, PWN, OT security, blockchain, AI security, cryptography, etc.
- The number of CTFs should be equal covering each category.
- In the second part of the competition, participants act as information security professionals of a company. The teams are provided with a digital copy of the IT infrastructure (digital twin). Several consecutive system-generated massive attacks will strike the infrastructure of each team, for the repelling of which teams will score points, as well as for conducting an investigation and making incident reports.
- In the third part of the competition which is the "PWN-2-OWN" module; Participants will be tasked with attempting to exploit vulnerabilities in the target systems or software within a set time frame. The goal is to gain control or "own" the target system, often by executing specific actions or accessing sensitive data.
- The fourth part of the competition is the "Bug Bounty" competition; to analyze the target software or system, searching for potential vulnerabilities such as security flaws, misconfigurations, or weaknesses. Based on the impact and severity of the vulnerability, a team of experts will decide the reward or bounty for the participant(s)
- Testing of complete challenges before launch and providing demo and walk-through to the technical committee
- Identifying reputable certifications and subscription vouchers worth PKR. 9 million from renowned platforms and procuring for 100 participants on behalf of Ignite (*Ignite is a non-profit organization that will help procure the vouchers at a discounted rate*)
- Identifying International CTF competitions for the teams to participate in these events. Ignite will sponsor the teams to participate in the competitions
- Boarding and Lodging of staff and logistics to cover 7 venues (i.e., Karachi, Lahore, Peshawar, Multan, Quetta, and Islamabad followed by the grand finale in Islamabad)

Annexure – B-2

Payment Schedule

The tentative schedule for disbursements is given below.

S #	Project Milestone	Amount Payable	Amount in PKR including Tax
1	Mobilization Advance (against bank guarantee)	10 %	
2	Deliverable 1	10 %	
3	Deliverable 2	10 %	
4	Deliverable 3	15 %	
5	Deliverable 4	20 %	
6	Deliverable 5	10 %	
7	Deliverable 6	10 %	
8	Deliverable 7	15%	

IN WITNESS WHEREOF the Parties have caused this Agreement to be signed on the Day and Year above written

Signed for & on behalf of the Company

By: _____
 Title: Chief Executive Officer
 CNIC: _____
 Date: ____/____/2024

Signed for & on behalf of the Service Provider

By: _____

Witness – 1

Name: _____
 Designation: _____
 Signature: _____
 CNIC: _____

Witness – 2

Name: _____
 Designation: _____
 Signature: _____
 CNIC: _____

Witness - 2

Name: _____

Designation: _____

Signature: _____

CNIC: _____

Witness - 2

Name: _____

Designation: _____

Signature: _____

CNIC: _____

Note: This Agreement is a Draft Agreement subject to change in terms and conditions upon negotiation with the successful bidder during the award of the agreement. The bidders should only follow the terms of reference and instructions given in this RFP document for submission of their bids.