



Request for Proposal (RFP)

Provision of Services to Manage Digital Pakistan Cybersecurity Hackathon 2024 Events

No. IGNITE/DPCHE/2024-25/0004/Proc.

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ignite.org.pk

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PART – A: DEFINITIONS, INSTRUCTIONS & INFORMATION FOR BIDDERS

1 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Company	Ignite, registered under Section 42 of the Companies Act 2017, (repealed Companies Ordinance, 1984) with its registered office at 3 rd Floor, TF Complex, G-9/4, Islamabad, Pakistan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 “Provision of Services to Manage Digital Pakistan Cybersecurity Hackathon 2024 Events” is issued by Company to solicit bids from potential Bidders
Draft Funding Agreement	An agreement concluded between Company and the Successful Bidder. (Annexure B)
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 “Provision of Services to Manage Digital Pakistan Cybersecurity Hackathon 2024 Events” 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 “Provision of Services to Manage Digital Pakistan Cybersecurity Hackathon 2024 Events” 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.
Digital Pakistan Cybersecurity Hackathon 2024 Events	Digital Pakistan Cybersecurity Hackathon 2024 events includes Digital Pakistan Cybersecurity Hackathon 2024 Regional Qualifiers/Competitions, Grand Finale and Awards Ceremony.
Marketing Services Company	The Marketing Services Company is the entity who will be planning, organizing, and executing 360-degree marketing/outreach of Digital Pakistan Cybersecurity Hackathon competition 2024. It will be responsible for close coordination with the successful bidder to provide the marketing, outreach and artwork designs for print and digital collaterals.

2 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 following mandatory requirements of this RFP document are fulfilled. In case of bids being submitted as Consortium / Joint Venture (JV), Lead Bidder's documents will be evaluated against Mandatory Eligibility Criteria. **These requirements must be furnished at the time of submission of Proposal. Non-submission of any one of the following applicable requirements shall result in disqualification:**

#	Mandatory Eligibility Criteria Checklist	Mark <input type="checkbox"/> / X
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 bid being submitted as consortium/Joint Venture (JV), attach consent letter of each partner organization clearly specifying its roles and responsibilities in the project. Letter should be issued by the competent authority of the partner organization.	
6.	Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Government, Semi-Government, Private, Autonomous body or any other international organization.	
7.	Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100 or more that the Bidder is an active tax payer and has submitted its tax return for the preceding fiscal year. Tax payer's list serial number (Active Taxpayers List (ATL) is downloadable from FBR's website) is also to be mentioned.	
8.	<p><u>Two separately sealed envelopes:</u></p> <p><u>Envelope #1 shall clearly bear the name "TECHNICAL PROPOSAL – Provision of Services to Manage Digital Pakistan Cybersecurity Hackathon 2024 Events"</u></p> <p>Two hard copies of 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 Financial Proposal is not part of the Technical Proposal in any form</p> <p>*Additional hard copy of Technical Proposal is not a mandatory requirement.</p>	
9.	<u>Envelope #2 shall clearly bear the name "FINANCIAL PROPOSAL – Provision</u>	

	<u>of Services to Manage Digital Pakistan Cybersecurity Hackathon 2024 Events</u> 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 Financial Proposal must be sealed in Envelope # 2 and should not be part of Technical Proposal in any form).	
10.	Bid Security of PKR 700,000/- to be placed in Envelope # 1 along with mandatory documentation.	
11.	Bidders are also required to 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 filled, signed & stamped copy of the above checklist along with the Proposal. All of the supporting documents of the mandatory eligibility criteria shall be attached with checklist in same section of the technical proposal. Requirement No. 6 & 7 above, are required to be submitted on separate stamp papers.

3 Ignite – National Technology

Ignite is dedicated to funding startups and innovative projects that leverage 4th industrial wave technologies to address local challenges and seize global opportunities in sectors such as health, education, energy, agriculture, telecom, and finance. With a national network of incubators across Pakistan, Ignite nurtures startups by connecting them with investors and corporations. Its flagship program, DigiSkills.pk, is aimed at equipping one million people with the skills needed for the future of work.

Since 2021, Ignite has been organizing the nationwide Digital Pakistan Cybersecurity Hackathon, which aims to raise awareness among the cybersecurity workforce by helping them assess their strengths and weaknesses in knowledge, skills, and abilities. Additionally, the National Grassroots ICT Research Initiative (NGIRI) promotes R&D and innovation at the grassroots level in Pakistan by providing financial support to selected Final Year Projects (FYPs) of undergraduate students enrolled in ICT-related disciplines across public and private sector institutions.

Through studies and stakeholder engagement initiatives, Ignite also aids public and private sector planning. Ignite's outreach activities are designed to inform professionals, media, students, corporations, and policymakers about the challenges and threats posed by the new economy, the importance of innovation, and the need for increased engagement in Ignite's programs.

Further information about the Company is available at

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 ToRs and other requirements may be rejected. Inability to comply with applicable instructions, general conditions of contract, terms and specifications may lead to rejection of Proposal.**

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

After issuance of letter of acceptance, the successful Bidder is expected to sign the agreement as soon as possible. If 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 ToRs of the RFP document and obligations contained in the funding agreement, the Company may terminate the funding agreement by providing ten (10) day'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. Within the original validity of the bids, Company may request the bidders to extend their bid validity for another period, such extension shall be for the period equal to the period of the original bid validity. The bidder who chooses not to extend their bid validity as may be required by Company; their bid will be deemed withdrawn without forfeiture of their bid bonds or securities.

Company may, at its exclusive discretion extend the deadline for the submission of the bids in which case all rights and obligations of the Company and the bidders previously subject to the deadline shall thereafter be subject to the deadline as extended. 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 on the basis of documentary evidence submitted in accordance with evaluation criteria described in this RFP.

6.4 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 for 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.

6.5 Proposal Documents

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

Technical Proposal:

- a) Checklist (Mandatory Documents required with the Proposal) – Page 3
- b) Technical Proposal Submission – Form C1
- c) Firms/Bidders Profile – Form C2
- d) Relevant Experience of the Firm/Bidder – Form C3
- e) Qualification and Competence of the Proposed Team – Form C4
- f) Creativity of Proposed Designs & Layouts – Form C5
- g) Event Execution & Time Management Plan – Form C6
- h) Roles & Responsibilities of Consortium/JV Partners – Form C7

Technical Proposal should detail the capability and experience of delivering the services specified in the ToR. Bidder should submit details of maximum three of their most relevant/similar nature assignments

for technical evaluation using the prescribed format. Assignments submitted beyond the given number will not be considered.

Technical Proposal should not contain any financial proposal information. Cost and financial estimates need to be provided in a separate sealed envelope clearly indicating Financial Proposal. The Technical Proposal must not contain any pricing information whatsoever on the services being offered. **Non-compliance will lead to rejection of the Proposal.**

Financial Proposal:

Financial Proposal must consist and submitted on the following formats:

- a) Covering Letter – Form C8
- b) Summary of Cost – Form C9

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

Electronic form of Financial Proposal in MS-Excel will be provided in a separate USB that will be included in the sealed envelope containing the written hard copy of Financial Proposal.

6.6 Bid Security

Bid security of **PKR 700,000/-** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of IGNITE-National Technology Fund (FTN/NTN: 2939308-6) is to be placed in **Envelope#1** along with the mandatory documentation.

6.7 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.

6.8 Taxes

Quoted costs should be inclusive of all applicable (direct & indirect) taxes. While submitting their bids, bidders shall be responsible to include all applicable duties / taxes / levies etc. (Federal and/or Provincial) in their financial proposal. 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. Amount allocated for taxes in the financial bid shall not be allocated towards any other expense/budget head during currency of the Contract.

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 at Annexure A.
- 7.2. The original Proposal shall contain no interlineations or overwriting, except, as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the bidder's

authorized person. The proposal shall be clear and elaborate. 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 & C8) 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 case of 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 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 Technical Proposal along with all supporting documents**.
- 7.6. One **USB** containing an electronic copy (labelled '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 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 **"Provision of Services to Manage Digital Pakistan Cybersecurity Hackathon 2024 Events"** 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 **"Provision of Services to Manage Digital Pakistan Cybersecurity Hackathon 2024 Events"** 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, Telecom Foundation 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 elsewhere in this Bidding Document.
- 7.10. Bidders must submit their proposal on EPADS <https://eprocure.gov.pk/>
- 7.11. Any Proposal received by the Company after the deadline for submission shall be returned.
- 7.12. 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.
- 7.13. 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.
- 7.14. **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	23 August, 2024
2	Deadline for receiving queries / questions	29 August, 2024
3	Pre-Bid Conference (Location: Ignite National Technology Fund, Telecom Foundation Complex, 7 Mauve Area, G-9/4, Islamabad)	2 September 2024 at 1130 hrs
4	Response to queries/questions related to RFP	3 September 2024
5	Proposal Submission Deadline	9 September 2024 at 1500 hrs
6	Opening of Technical Proposals (in front of Bidders present at 3 rd Floor, TF Complex, 7 Mauve Area, G-9/4, Islamabad)	9 September 2024 at 1530 hrs
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 through EPDAS to technically qualified bidders only.

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.

IV.	Creativity of the Proposed Designs & Layouts (Form C5)		
	a. 3D Layouts of Venue Branding	10	30
	b. 3D Layouts of Hackathon Area	10	
	c. 3D Layouts of Exhibition Area of Cybersecurity Companies/Startups	10	
V.	Event Execution & Time Management Plan (Form C6)		15
		Total Marks	100
		Minimum Qualification Marks Required	70

8.3 Financial Proposal

- 8.3.1. After the evaluation of Technical Proposals, the Company shall communicate to each Bidder their respective technical score. Company shall notify Bidders who have secured 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 so as 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 actual opening of Financial Proposal, technical score of qualified Bidders shall be read aloud.
- 8.3.4. A Financial Evaluation Committee shall evaluate the Financial Proposal.
- 8.3.5. Provided that the bid is substantially responsive, the committee shall correct arithmetical errors on the following basis:
 - a. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected
 - b. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - c. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above
- 8.3.6. If the Bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be disqualified.
- 8.3.7. Quality and Cost Based Selection (QCBS) method will be used for evaluation of Proposal. The lowest evaluated Financial Proposal will be given the maximum financial score of 40 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 upon the combined technical and financial score.

8.5 Award of Agreement

After completing negotiations, the Company shall award Agreement to the selected Bidder (Most advantageous). After 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 Technical Proposal. In case of non-availability of any proposed professional staff during the contract period, the Bidder will provide valid reason and documentary justification. The Bidder is bound to provide the substitute professional staff with 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 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 be in conflict with another assignment to be executed for the same or for 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 pursuant to RFP. The Company may also impose penalties on the Bidder, declaring it ineligible, either indefinitely or for a stated period of time, 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.

13 Clarification Request/Amendment

13.1. The Bidder can request a 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 after 3 September 2024.

- 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 website.



14 Statement of Purpose

Digital Pakistan Cybersecurity Hackathon 2024 Events

14.1 Background and Introduction

Ministry of IT & Telecom and its associated company, Ignite, is conducting 4th nationwide Digital Pakistan Cybersecurity Hackathon 2024. Ignite had taken a step in light of National Cybersecurity Policy 2021 and successfully conducted Digital Pakistan Cybersecurity competitions in year 2021, 2022 and 2023. Ignite also conducted Digital Pakistan Cybersecurity Hands-on Training Workshop in 2023. The competition had attracted a diverse range of participants, including students, enthusiasts, and professionals.

This year, Ignite is envisaging to take the competition to the next level. Prior to the hackathon competitions, Hands-on Training Workshops will be conducted in different cities of Pakistan (KARACHI, SUKKUR, HYDERABAD, RAHIM YAR KHAN, MULTAN, LAHORE, FAISALABAD, GUJRANWALA, SIALKOT, RAWALPINDI, PESHAWAR, HARIPUR, QUETTA, MIRPUR, ISLAMABAD). Participation is expected from university students, freelancers, professionals, and hackers from all over the country. After Hands-on Training Workshops, the hackathon competitions will be conducted in KARACHI, LAHORE, MULTAN, QUETTA, PESHAWAR, ISLAMABAD followed by the GRAND FINALE and AWARDS CEREMONY in Islamabad. Keeping in view, Ignite invites proposals from event management companies to provide 360-degree event management services for Digital Pakistan Cybersecurity Hackathon 2024 Events including Digital Pakistan Cybersecurity Hackathon 2024 Competitions/Qualifiers, Grand Finale and Awards Ceremony. The event management companies should have previous experience of large scale event management & branding. Should be well connected with the entrepreneurial ecosystem and should have capability & experience of working with private and public entities/organizations.

14.1.1 Digital Pakistan Cybersecurity Hackathon 2024 Events:

Digital Pakistan Cybersecurity Hackathon 2024 Regional Qualifiers/Competitions, Grand Finale and Awards Ceremony will be conducted at different cities of Pakistan, per following details during **15 October - 15 November, 2024** tentatively.

S No.	Competition	Duration	Scale/Level of Event
1	Karachi Qualifier	2 days	Opening ceremony, talks & panel discussions, closing Ceremony, Guests, Speakers Adjacent Hall: Hackathon Competition
2	Quetta Qualifier	2 days	Hackathon Competition, Closing ceremony and certificates distribution
3	Multan Qualifier	2 days	Hackathon Competition, Closing ceremony and certificates distribution

4	Lahore Qualifier	2 days	Opening ceremony, talks & panel discussions, closing Ceremony, Guests, Speakers Adjacent Hall: Hackathon Competition
5	Peshawar Qualifier	2 days	Hackathon Competition, Closing ceremony and certificates distribution
6	Islamabad Qualifier	2 days	Hackathon Competition, Closing ceremony and certificates distribution
7	Islamabad Grand Finale	2 days	Hackathon Competition, Closing ceremony and certificates distribution
8	Islamabad Award Ceremony	1 day	Opening ceremony, talks & panel discussions, closing Ceremony, Guests, Speakers, Awards Distribution

Table 14.1.2

14.2 Goals/Objectives

The main objectives of this assignment are but not limited to the following:

- To provide 360-degree event management services to conduct Digital Pakistan Cybersecurity Hackathon 2024 regional qualifiers/competition events, grand finale event and award ceremony.
- Digital Pakistan Cybersecurity Hackathon 2024 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.
- Digital Pakistan Cybersecurity Hackathon 2024 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.

15 Scope of Work

The successful bidder will provide 360-degree event management services to conduct Digital Pakistan Cybersecurity Hackathon Events including Digital Pakistan Cybersecurity Hackathon 2024 regional qualifiers/competition events, grand finale event and award ceremony including but not limited to the following:

15.1 Digital Pakistan Cybersecurity Hackathon Digital Pakistan Cybersecurity Hackathon 2024 Regional Qualifiers/Competitions, Grand Finale and Awards Ceremony

Ignite has planned to conduct Digital Pakistan Cybersecurity Hackathon 2024 Regional Qualifiers/Competitions, Grand Finale and Awards Ceremony at different cities of Pakistan, per following details during **15 October - 15 November, 2024** tentatively. The entire events will be managed by the successful bidder either on specific venues or proposed venues as per specifications mentioned against each.

S. No.	Event	Venue/Venue Specification	Scale/Level of Event
1.	Karachi Qualifier	National Aerospace Science and Technology Park (NASTP) Karachi (tentative)	Hall 1: Opening ceremony, Conferences, Exhibition of Cybersecurity Companies & Panel Discussions, Guests, Speakers, Closing Ceremony Adjacent Hall 2: Hackathon Competition
2.	Quetta Qualifier	National Incubation Center Quetta/BUITEMS (tentative)	Hall 1: Opening & Closing Ceremonies Adjacent Hall 2: Hackathon Competition
3.	Multan Qualifier	Institute of Southern Punjab (tentative)	Hall 1: Opening & Closing Ceremonies Adjacent Hall 2: Hackathon Competition
4.	Lahore Qualifier	FAST National University of Computer and Emerging Science, Lahore (tentative)	Hall 1: Opening ceremony, Conferences, Panel Discussions,

			<p>Guests, Speakers, Closing Ceremony</p> <p>Adjacent Hall 2: Hackathon Competition</p>
5.	Peshawar Qualifier	Institute of Management Sciences (IM Sciences)	<p>Hall 1: Opening, conference & Closing Ceremonies</p> <p>Adjacent Hall 2: Hackathon Competition</p>
6.	Islamabad Qualifier	Comsats University Islamabad (tentative)	<p>Hall 1: Opening & Closing Ceremonies</p> <p>Adjacent Hall 2: Hackathon Competition</p>
7.	Islamabad (Grand Finale)	Comsats University Islamabad (tentative)	<p>Hall 1: Opening & Closing Ceremonies</p> <p>Adjacent Hall 2: Hackathon Competition</p>
8.	Islamabad Awards Distribution Ceremony	<p>a. Easy to approach and in the downtown area with security clearance for attendance of VVIPs.</p> <p>b. Sufficient secure parking</p> <p>c. Internet facility for conference attendees</p> <p>d. Power Backup</p> <p>e. Temperature Controlled</p> <p>f. Serene and clean environment</p> <p>g. Event hall recommended 15,000 sq. ft. approx. area for Conference, exhibition of cybersecurity startups/companies and Award Distribution Ceremony.</p>	<p>Hall 1: Opening ceremony, Conferences, Exhibition of Cybersecurity Companies/startups & Panel Discussions, Guests, Speakers, Prize Distribution Ceremony</p>

15.2 Digital Pakistan Cyber Security Hackathon 2024 - Lahore Qualifier

Location/Venue: As mentioned at 15.1 above - FAST National University of Computer and Emerging Science, Lahore (tentative)

Total Duration of Event: 2 Days (8 hours per day)

- **Day 1:** Hackathon competition only.
- **Day 2:** Hackathon competition and Event including Opening ceremony, Conferences & Panel Discussions, Guests, Speakers, Closing Ceremony etc. will be held in parallel to the Hackathon Competition.

Total Expected Participants: 650 approx. (in total for 2 days)

- **Day 1:**
 - Hackathon Competition: 175 participants approx.
- **Day 2:**
 - Hackathon Competition: 175 participants approx.
 - Event Participant: 300 participants approx.

Provision of Services to Manage Digital Pakistan Cybersecurity Hackathon 2024 - Lahore Qualifier			
S. No	Description	Qty.	Days
1	Stage Equipment		
1.1	SMD Screen Main Stage - 30ft x 10ft	1	1
1.2	Sound + Wireless Mics	1	1
1.3	Rostrum Mics + Desk	4	1
1.4	U trussing - 40ft x 14ft	1	1
1.5	Moving Heads/ Beam Lights	6	1
1.6	LED Perkins	10	1
1.7	Face Lights	6	1
1.8	Panel discussion counters with branding	7	1
2	Conference Area Ambiance		
2.1	Branding panels - 12ft x 8ft	6	1
2.2	SMD Screen for Leader Board & Graphics - 12ft x 8ft	1	1
3	Bandwidth		
3.1	Dedicated Bandwidth 5 Mbps	1	2
4	Outer Walkway & Welcome Area <i>Note: All branding collateral will be printed and installed one time and the same will remain installed for 2 days.</i>		
4.1	Outer Walkway Branding Panels - 12ft x 8ft	6	1
4.2	Reception Area Branding Panels - 12ft x 8ft	4	1
4.3	Media Wall - 12ft x 8ft	1	1
4.4	Branding Panel Triangles 8ft x 3ft	8	1
4.5	Welcome Desk	1	1
5	Hackathon/ Challenge Area		
5.1	Branding Panels - 10ft x 10ft	6	1

	<i>Note: Will be installed one time and the same will remain installed for 2 days at the venue.</i>		
5.2	LED TVs Screens- Size: 50" with stands	8	2
5.3	SMD Screen for Leader Board & Graphic - 10 x 10	1	2
5.4	Sound & Mics	2	2
6	Registration & Access Control		
6.1	Registration Booths (Onsite) <i>Note: Will be installed one time and the same will remain installed for 2 days at the venue.</i>	2	1
6.2	Laptops with Printer (Onsite Registration) <i>Note: Will be installed one time and the same will remain installed for 2 days at the venue.</i>	2	1
6.3	Pre-Printed Registration Paper	175*2=350	2
6.4	Plastic Jackets	175*2=350	2
6.5	Lanyards	175*2=350	2
6.6	Print Event Invite Cards	300	2
7	Food (Day 1: Hackathon Competition Only) <i>Note: The successful bidder will pay the venue charges/rental (if any) and service charges (if any) for the helpers, provided by the university in making event arrangements at the venue.</i>		
7.1	Austere Morning Tea & Coffee with Water	200 pax	1
7.2	Lunch with Water (lunch box including cold drink to be served at the workstations for hackathon competition participants)	200 pax	1
7.3	Austere Evening Tea & Coffee	200 pax	1
8	Food (Day 2: Hackathon Competition + Event) <i>Note: The successful bidder will pay the venue charges/rental (if any) and service charges (if any) for the helpers, provided by the university in making event arrangements at the venue.</i>		
8.1	Austere Morning Tea & Coffee with Water	500 pax	1
8.2	Lunch with Water (lunch box including cold drink to be served at the workstations for hackathon competition participants)	200 pax	1
8.3	Austere Lunch with Water for event guests (buffet lunch)	300 pax	1
8.4	Austere Evening Tea & Coffee with Water	500 pax	1
9	Ushers		
9.1	Female	3	1
9.2	Male	2	1
10	Host		
10.1	Professional Host	1	1

Note: The sizes and quantity of items mentioned in above table may vary, as per venue schematics and requirements. All items mention above includes installation and dismantling services wherever applicable.

15.3 Digital Pakistan Cyber Security Hackathon 2024 - Quetta Qualifier

Location/Venue: As mentioned at 15.1 above i.e National Incubation Center Quetta/BUITEMS (tentative)

Total Duration of Event: 2 Days (8 hours per day)

- **Day 1:** Hackathon competition with Opening & Closing ceremony.
- **Day 2:** Hackathon competition with Opening & Closing ceremony.

Total Expected Participants: 180 approx. (in total for 2 days)

- **Day 1:** 90 participants approx.
- **Day 2:** 90 participants approx.

Provision of Services to Manage Digital Pakistan Cybersecurity Hackathon 2024 - Quetta Qualifier			
S. No	Description	Qty.	Days
1	Stage Equipment for Opening & Closing Ceremonies Area <i>Note: All branding collateral will be printed and installed one time and the same will remain installed for 2 days.</i>		
1.1	Backdrop - 20ft x 8ft	1	1
1.2	Branding panels - 8ft x 8ft	2	1
1.3	Sound + Wireless Mics	2	2
1.4	Rostrum Mics + Desk	1	2
2	Bandwidth		
2.1	Dedicated Bandwidth 5 Mbps	1	2
3	Outer Walkway & Welcome Area <i>Note: All branding collateral will be printed and installed one time and the same will remain installed for 2 days.</i>		
3.1	Outer Walkway Branding Panels - 12ft x 8ft	4	1
3.2	Media Wall - 12ft x 8ft	1	1
3.3	Welcome Desk	1	1
3.4	Branding Panel Triangles 8ft x 3ft (3 sides each)	6	1
4	Hackathon/ Challenge Area		
4.1	Branding Panels - 12ft x 8ft <i>Note: Will be installed one time and the same will remain installed for 2 days at the venue.</i>	4	1
4.2	LED TVs Screens- Size: 50" with stands	6	2
4.3	Sound	1	2
5	Registration & Access Control		
5.1	Registration Booths (Onsite) <i>Note: Will be installed one time and the same will remain installed for 2 days at the venue.</i>	1	1
5.2	Laptops with Printer (Onsite Registration) <i>Note: Will be installed one time and the same will remain installed for 2 days at the venue.</i>	2	1
5.3	Pre-Printed Registration Paper	90*2=180	2

5.4	Plastic Jackets	90*2=180	2
5.5	Lanyards	90*2=180	2
5.6	Print Event Invite Cards	50	1
6	Food		
6.1	Austere Morning Tea with Water	100 pax per day * 2 days= 200	2
6.2	Lunch with Water (lunch box including cold drink to be served at the workstations for hackathon competition participants)	100 pax per day * 2 days= 200	2
6.3	Austere Evening Tea with Water	100 pax per day * 2 days= 200	2

Note: The sizes and quantity of items mentioned in above table may vary, as per venue schematics and requirements. All items mention above includes installation and dismantling services wherever applicable.

15.4 Digital Pakistan Cyber Security Hackathon 2024 - Multan Qualifier

Location/Venue: As mentioned at 15.1 above i.e Institute of Southern Punjab (tentative)

Total Duration of Event: 2 Days (8 hours per day)

- **Day 1:** Hackathon competition with Opening & Closing ceremony.
- **Day 2:** Hackathon competition with Opening & Closing ceremony.

Total Expected Participants: 300 approx. (in total for 2 days)

- **Day 1:** 150 participants approx.
- **Day 2:** 150 participants approx.

Provision of Services to Manage Digital Pakistan Cybersecurity Hackathon 2024 - Multan Qualifier			
S. No	Description	Qty.	Days
1	Stage Equipment for Opening & Closing Ceremonies Area <i>Note: All branding collateral will be printed and installed one time and the same will remain installed for 2 days.</i>		
1.1	Backdrop - 12ft x 8ft	1	1
1.2	Branding panels - 12ft x 8ft	2	1
1.3	Sound + Wireless Mics	2	2
1.4	Rostrum Mics + Desk	1	2
2	Bandwidth		
2.1	Dedicated Bandwidth 5 Mbps <i>Note: Will be installed one time and the same will remain installed for 2 days at the venue.</i>	1	1
3	Outer Walkway & Welcome Area <i>Note: All branding collateral will be printed and installed one time and the same will remain installed for 2 days</i>		
3.1	Outer Walkway Branding Panels - 12ft x 8ft	4	1
3.2	Media Wall - 12ft x 8ft	1	1

3.3	Welcome Desk	1	1
3.4	Branding Panel Triangles 8ft x 2.5ft	6	2
4	Hackathon/ Challenge Area		
4.1	Branding Panels - 12ft x 8ft <i>Note: Will be installed one time and the same will remain installed for 2 days at the venue.</i>	6	1
4.2	LED TVs Screens- Size: 50" with stands	8	2
4.3	Sound	1	2
5	Registration & Access Control		
5.1	Registration Booths (Onsite) <i>Note: Will be installed one time and the same will remain installed for 2 days at the venue.</i>	1	1
5.2	Laptops with Printer (Onsite Registration) <i>Note: Will be installed one time and the same will remain installed for 2 days at the venue.</i>	2	1
5.3	Pre-Printed Registration Paper	150*2=300	2
5.4	Plastic Jackets	150*2=300	2
5.5	Lanyards	150*2=300	2
5.6	Print Event Invite Cards	50	1
6	Food <i>Note: The successful bidder will pay the venue charges/rental (if any) and service charges (if any) for the helpers, provided by the university in making event arrangements at the venue.</i>		
6.1	Austere Morning Tea with Water	150 pax per day * 2 days= 300	2
6.2	Lunch with Water (lunch box including cold drink to be served at the workstations for hackathon competition participants)	150 pax per day * 2 days= 300	2
6.3	Austere Evening Tea with Water	150 pax per day * 2 days= 300	2

Note: The sizes and quantity of items mentioned in above table may vary, as per venue schematics and requirements. All items mention above includes installation and dismantling services wherever applicable.

15.5 Digital Pakistan Cyber Security Hackathon 2024 - Karachi Qualifier

Location/Venue: As mentioned at 15.1 above i.e National Aerospace Science and Technology Park (NASTP) Karachi (tentative)

Total Duration of Event: 2 Days (8 hours per day)

- **Day 1:** Hackathon competition only.
- **Day 2:** Hackathon competition and Event including Opening ceremony, Conferences & Panel Discussions, Guests, Speakers, Closing Ceremony etc. will be held in parallel to the Hackathon Competition.

Total Expected Participants: 650 approx. (in total for 2 days)

- **Day 1:**
 - Hackathon Competition: 175 participants approx.

➤ **Day 2:**

- Hackathon Competition: 175 participants approx.
- Event Participant: 300 participants approx.

Provision of Services to Manage Digital Pakistan Cyber Security Hackathon 2024 - Karachi Qualifier			
S. No	Description	Qty.	Days
1	Stage Equipment		
1.1	SMD Screen Main Stage - 30ft x 10ft	1	1
1.2	SMD Screen Stage Side Panels - 12ft x 8ft	2	1
1.3	SMD Stage Front Border - 50ft x 4ft	1	1
1.4	U trussing - 40ft x 14ft	2	1
1.5	Moving Heads/ Beam Lights	8	1
1.6	LED Perkins	20	1
1.7	Face Lights	12	1
1.8	Laser	1	1
1.9	Sound + Wireless Mics	1	1
1.1	Rostrum Mics + Desk	6	1
1.11	Black Cloth	1	1
2	Conference Area Ambiance		
2.1	U trussing - 60ft x 14ft	1	1
2.2	SMD Pillars - 3ft x 10ft	12	1
2.3	SMD Screen for Leader Board & Graphics - 16 x 10	1	1
2.4	Ambiance Lighting (LED Perkins)	20	1
3	Exhibition of Cybersecurity Companies/Startups - Area Ambiance		
3.1	SMD Pillars - 3ft x 10ft	8	1
3.2	Branding Panels - Exhibition & Startup Area - 12ft x 8ft	8	1
3.3	Exhibitor Booths	10	1
3.4	Dedicated Bandwidth 5 Mbps	1	1
4	Outer Walkway & Welcome Area <i>Note: All branding collateral will be printed and installed one time and the same will remain installed for 2 days at the venue.</i>		
4.1	Outer Walkway Branding Panels - 12ft x 8ft	6	1
4.2	Reception Area Branding Panels - 20 x 10	4	1
4.3	Welcome Desk	1	1
4.4	Media Wall (30 x 10)	1	1
4.5	Ambiance Lighting (LED Perkins)	20	2
5	Hackathon/ Challenge Area <i>Note: All branding collateral will be printed and installed one time and the same will remain installed for 2 days at the venue.</i>		
5.1	Sitting Stations (4 chairs & 1 table) for Teams	75	2

5.2	Branding Panels - 12ft x 8ft	8	1
5.3	SMD Pillars - 3ft x 8ft	10	2
5.4	SMD Screen for Leader Board & Graphic - 12 x 8	2	2
5.5	LED TV Screens – Size: 50"	8	2
5.6	Sound - SP4 with Mics	2	2
6	Registration & Access Control		
6.1	Registration Booths (Onsite) <i>Note: Will be installed one time and the same will remain installed for 2 days at the venue.</i>	4	1
6.2	Laptops with Printer (Onsite Registration) <i>Note: Will be installed one time and the same will remain installed for 2 days at the venue.</i>	4	1
6.3	Touch Panels with Printer <i>Note: Will be installed one time and the same will remain installed for 2 days at the venue.</i>	2	1
6.4	Pre-Printed Registration Paper	200	2
6.5	Plastic Jackets	200	2
6.6	Lanyards	200	2
6.7	Printing of Event Invite Cards	200	1
6.8	Printing of Event Agenda Cards	300	1
7	Ushers		
7.1	Female	4	1
7.2	Male	4	1
8	Food & Venue Charges (Day 1: Hackathon Competition Only) <i>Note: The successful bidder will pay the venue charges/rental (if any) and service charges (if any) for the helpers, provided by the university in making event arrangements at the venue.</i>		
8.1	Austere Morning Tea & Coffee with Water	200 pax	1
8.2	Lunch with Water (lunch box including cold drink to be served at the workstations for hackathon competition participants)	200 pax	1
8.3	Austere Evening Tea & Coffee	200 pax	1
9	Food & Venue Charges (Day 2: Hackathon Competition + Event) <i>Note: The successful bidder will pay the venue charges/rental (if any) and service charges (if any) for the helpers, provided by the university in making event arrangements at the venue.</i>		
9.1	Austere Morning Tea & Coffee with Water	500 pax	1
9.2	Lunch with Water (lunch box including cold drink to be served at the workstations for hackathon competition participants)	200 pax	1
9.3	Austere Lunch with Water for event guests (buffet lunch)	300 pax	1

9.4	Austere Evening Tea & Coffee with Water	500 pax	1
10	Host		
10.1	Professional Master of Ceremony	1	1

Note: The sizes and quantity of items mentioned in above table may vary, as per venue schematics and requirements. All items mention above includes installation and dismantling services wherever applicable.

15.6 Digital Pakistan Cyber Security Hackathon 2024 - Peshawar Qualifier

Location/Venue: As mentioned at 15.1 above i.e IM Sciences (tentative)

Total Duration of Event: 2 Days (8 hours per day)

- **Day 1:** Hackathon competition with Opening & Closing ceremony.
- **Day 2:** Hackathon competition with Opening & Closing ceremony.

Total Expected Participants: 180 approx. (in total for 2 days)

- **Day 1:** 90 participants approx.
- **Day 2:** 90 participants approx.

Provision of Services to Manage Digital Pakistan Cybersecurity Hackathon 2024 - Peshawar Qualifier			
S. No	Description	Qty.	Days
1	Stage Equipment for Opening & Closing Ceremonies Area <i>Note: All branding collateral will be printed and installed one time and the same will remain installed for 2 days</i>		
1.1	Backdrop - 12ft x 8ft	1	1
1.2	Branding panels - 12ft x 8ft	2	1
1.3	Sound + Wireless Mics	2	2
1.4	Rostrum Mics + Desk	1	2
2	Bandwidth		
2.1	Dedicated Bandwidth 5 Mbps <i>Note: Will be installed one time and the same will remain installed for 2 days at the venue.</i>	1	1
3	Outer Walkway & Welcome Area <i>Note: All branding collateral will be printed and installed one time and the same will remain installed for 2 days</i>		
3.1	Outer Walkway Branding Panels - 12ft x 8ft	4	1
3.2	Welcome Desk	1	1
3.3	Media Wall - 12ft x 8ft	1	1
3.4	Branding Panel Triangles 8ft x 3ft (3 sides)	6	1
4	Hackathon/ Challenge Area		
4.1	Branding Panels - 12ft x 8ft <i>Note: Will be installed one time and the same will remain installed for 2 days at the venue.</i>	4	1
4.2	LED TVs Screens- Size: 50" with stands	8	2
4.3	Sound	1	2
5	Registration & Access Control		

5.1	Registration Booths (Onsite) <i>Note: Will be installed one time and the same will remain installed for 2 days at the venue.</i>	1	1
5.2	Laptops with Printer (Onsite Registration) <i>Note: Will be installed one time and the same will remain installed for 2 days at the venue.</i>	2	1
5.3	Pre-Printed Registration Paper	90*2=180	2
5.4	Plastic Jackets	90*2=180	2
5.5	Lanyards	90*2=180	2
5.6	Print Event Invite Cards	50	1
6	Food <i>Note: The successful bidder will pay the venue charges/rental (if any) and service charges (if any) for the helpers, provided by the university in making event arrangements at the venue.</i>		
6.1	Austere Morning Tea with Water	100 pax per day * 2 days= 200	2
6.2	Lunch with Water (lunch box including cold drink to be served at the workstations for hackathon competition participants)	100 pax per day * 2 days= 200	2
6.3	Austere Evening Tea with Water	100 pax per day * 2 days= 200	2

Note: The sizes and quantity of items mentioned in above table may vary, as per venue schematics and requirements. All items mention above includes installation and dismantling services wherever applicable.

15.7 Digital Pakistan Cyber Security Hackathon 2024 - Islamabad Qualifier

Location/Venue: As mentioned at 15.1 above i.e Comsats University Islamabad (tentative)

Total Duration of Event: 2 Days (8 hours per day)

- **Day 1:** Hackathon competition with Opening & Closing ceremony.
- **Day 2:** Hackathon competition with Opening & Closing ceremony.

Total Expected Participants: 500 approx. (in total for 2 days)

- **Day 1:** 250 participants approx.
- **Day 2:** 250 participants approx.

Provision of Services to Manage Digital Pakistan Cyber Security Hackathon 2024 - Islamabad Qualifier			
S. No	Description	Qty.	Days
1	Stage Equipment for Opening & Closing Ceremonies Area <i>Note: All branding collateral will be printed and installed one time and the same will remain installed for 2 days</i>		
1.1	Backdrop - 12ft x 8ft	1	1
1.2	Branding panels - 12ft x 8ft	2	1
1.3	Sound + Wireless Mics	1	2
1.4	Rostrum Mics + Desk	4	2
2	Outer Walkway & Welcome Area <i>Note: All branding collateral will be printed and installed one time and the same will remain installed for 2 days</i>		

2.1	Outer Walkway Branding Panels - 12ft x 8ft	6	1
2.2	Branding Panel Triangles 8ft x 3ft (3 sides)	6	1
2.3	Reception Area Branding Panels – 12ft x 8ft	2	1
2.4	Media Wall - 12ft x 8ft	1	1
2.5	Welcome Desk	1	1
3	Hackathon/ Challenge Area		
3.1	Branding Panels - 12ft x 8ft <i>Note: Will be installed one time and the same will remain installed for 2 days at the venue</i>	6	1
3.2	SMD Screen for Leader Board & Graphic – 12ft x 8ft	2	2
3.3	LED TVs Screens – Size: 50"	8	2
3.4	Sound	2	2
3.5	Dedicated Bandwidth 5 Mbps	1	2
4	Registration & Access Control		
4.1	Registration Booths (Onsite) <i>Note: Will be installed one time and the same will remain installed for 2 days at the venue</i>	3	1
4.2	Laptops with Printer (Onsite Registration) <i>Note: Will be installed one time and the same will remain installed for 2 days at the venue</i>	2	1
4.3	Pre-Printed Registration Paper	250*2=500	2
4.4	Plastic Jackets	250*2=500	2
4.5	Lanyards	250*2=500	2
4.6	Print Event Invite Cards	100	2
5	Ushers		
5.1	Female	3	2
5.2	Male	3	2
6	Food <i>Note: The successful bidder will pay the venue charges/rental (if any) and service charges (if any) for the helpers, provided by the university in making event arrangements at the venue.</i>		
6.1	Austere Morning Tea with Water	275 pax per day * 2 days= 550	2
6.2	Lunch with Water (lunch box including cold drink to be served at	275 pax per day * 2 days= 550	2

	the workstations for hackathon competition participants)		
6.3	Austere Evening Tea with Water	275 pax per day * 2 days= 550	2

Note: The sizes and quantity of items mentioned in above table may vary, as per venue schematics and requirements. All items mention above includes installation and dismantling services wherever applicable.

15.8 Digital Pakistan Cyber Security Hackathon 2024 - Islamabad Grand Finale

Location/Venue: As mentioned at 15.1 above i.e Comsats University Islamabad (tentative)

Total Duration of Event: 2 Days (8 hours per day)

- **Day 1:** Hackathon competition with Opening & Closing ceremony.
- **Day 2:** Hackathon competition with Opening & Closing ceremony.

Total Expected Participants: 250 approx. (in total for 2 days)

- **Day 1:** 125 participants approx.
- **Day 2:** 125 participants approx.

Provision of Services to Manage Digital Pakistan Cyber Security Hackathon 2024 - Islamabad Grand Finale			
S. No	Description	Qty.	Days
1	Stage Equipment for Opening & Closing Ceremonies Area <i>Note: All branding collateral will be printed and installed one time and the same will remain installed for 2 days</i>		
1.1	Backdrop - 12ft x 8ft	1	1
1.2	Branding panels - 12ft x 8ft	2	1
1.3	Sound + Wireless Mics	1	2
1.4	Rostrum Mics + Desk	4	2
2	Outer Walkway & Welcome Area <i>Note: All branding collateral will be printed and installed one time and the same will remain installed for 2 days</i>		
2.1	Outer Walkway Branding Panels - 12ft x 8ft	6	1
2.2	Branding Panel Triangles 8ft x 3ft (3 sides)	6	1
2.3	Reception Area Branding Panels – 12ft x 8ft	2	1
2.4	Media Wall - 12ft x 8ft	1	1
2.5	Welcome Desk	1	1
3	Hackathon/ Challenge Area		
3.1	Branding Panels - 12ft x 8ft	6	1

	<i>Note: Will be installed one time and the same will remain installed for 2 days at the venue.</i>		
3.2	SMD Screen for Leader Board & Graphic – 12ft x 8ft	2	2
3.3	LED TVs Screens – Size: 50"	8	2
3.4	Sound	2	2
3.5	Dedicated Bandwidth 5 Mbps	1	2
4	Registration & Access Control		
4.1	Registration Booths (Onsite) <i>Note: Will be installed one time and the same will remain installed for 2 days at the venue.</i>	2	1
4.2	Laptops with Printer (Onsite Registration) <i>Note: Will be installed one time and the same will remain installed for 2 days at the venue.</i>	2	1
4.3	Pre-Printed Registration Paper	125*2=250	2
4.4	Plastic Jackets	125*2=250	2
4.5	Lanyards	125*2=250	2
4.6	Print Event Invite Cards	100	2
5	Ushers		
5.1	Female	3	2
5.2	Male	3	2
6	Food <i>Note: The successful bidder will pay the venue charges/rental (if any) and service charges (if any) for the helpers, provided by the university in making event arrangements at the venue.</i>		
6.1	Austere Morning Tea with Water	150 pax per day * 2 days= 300	2
6.2	Lunch with Water (lunch box including cold drink to be served at the workstations for hackathon competition participants)	150 pax per day * 2 days= 300	2
6.3	Austere Evening Tea with Water	150 pax per day * 2 days= 300	2

Note: The sizes and quantity of items mentioned in above table may vary, as per venue schematics and requirements. All items mention above includes installation and dismantling services wherever applicable.

15.9 Digital Pakistan Cyber Security Hackathon 2024 Award Ceremony

Location/Venue: As mentioned at 15.1 above

Total Duration of Event: 1 Day

- **Day 1:** Awards Ceremony including Conferences & Panel Discussions, Guests, Speakers, Keynote addresses, Awards Distribution etc.

Total Expected Participants: 500 approx.

Provision of Services to Manage Digital Pakistan Cyber Security Hackathon 2024 - Awards Ceremony			
S. No	Description	Qty.	Days
1	Stage Equipment		
1.1	SMD Screen Main Stage - 30ft x 10ft	1	1
1.2	SMD Screen Stage Side Panels - 12ft x 8ft	2	1
1.3	SMD Stage Front Border - 50ft x 4ft	1	1
1.4	U trussing - 40ft x 14ft	2	1
1.5	Moving Heads/ Beam Lights	6	1
1.6	LED Perkins	20	1
1.7	Face Lights	6	1
1.8	Laser	1	1
1.9	Sound + Wireless Mics	1	1
1.10	Rostrum Mics + Desk	6	1
1.11	Black Cloth	1	1
2	Conference Area Ambiance		
2.1	U trussing - 60ft x 14ft	1	1
2.2	SMD Pillars - 3ft x 10ft	10	1
2.3	SMD Gate 20ft x 10ft	1	1
2.4	Ambiance Lighting (LED Perkins)	30	1
3	Exhibition of Cybersecurity Companies/Startups Area Ambiance		
3.1	SMD Pillars - 3ft x 10ft	8	1
3.2	Branding Panels - Exhibition & Startup Area - 12ft x 8ft	6	
3.3	SMD Gate - 20ft x 10ft	1	1
3.4	Exhibitor Booths	10	1
3.5	Dedicated Bandwidth 5 Mbps	1	1
4	Outer Walkway & Welcome Area		
4.1	Outer Walkway Branding Panels - 12ft x 8ft	6	1
4.2	SMD Pillars - 3ft x 10ft	8	1
4.3	Reception Area Branding Panels - 20 x 8	4	1
4.4	Welcome Desk	1	1
4.5	Media Wall (20 x 8)	1	1
4.6	Ambiance Lighting (LED Perkins)	30	1
5	Registration & Access Control		
6.1	Registration Booths (Onsite)	4	1
6.2	Laptops with Printer (Onsite Registration)	4	1

6.3	Pre-Printed Registration Paper	400	1
6.4	Plastic Jackets	400	1
6.5	Lanyards	400	1
6.6	Printing of Event Invite Cards	500	1
6.7	Printing of Event Agenda Cards	300	1
6	Ushers		
6.1	Female	3	1
6.2	Male	3	1
7	Food & Venue Charges		
7.1	Austere Morning Tea with Water	400 pax.	1
7.2	Austere Lunch with Water	450 pax.	1
7.3	Austere Evening Tea with Water	450 pax.	1
7.4	Conference & Exhibition Area Setup and event day rental - recommended 18,000 sq. ft	1	2
8	Host		
8.1	Professional Masters of Ceremony/host	1	1

Note: The sizes and quantity of items mentioned in above table may vary, as per venue schematics and requirements. All items mention above includes installation and dismantling services wherever applicable.

The successful bidder will be responsible for the following activities for all hackathon events:

Event Branding/ Theme Designing/Content Development:

Close coordination with the Marketing Services Company of Digital Pakistan Cybersecurity Hackathon 2024, for designing support of print and digital collateral (SMD animations, branding collateral, backdrops, standees, invitation cards, document folders, panels, banners, videos etc.) required for the respective events.

Preparation and Management:

- The contractor will have a focal point dedicated to Ignite, with full availability, during meeting events.
- Attend coordination meetings called by the Event Coordinator of the Ignite office and support the holding of the meetings.
- Development of regular report/update, throughout the organization period, to the Event Coordinator.

Participants' Management:

- Send out invitations to all participants;
- Follow up on invitations-via telephone, e-mail and compile confirmed registration; list-all participants;
- Facilitate Protocol arrangements for VIPs

Event Organization Services:

- Assist in the development of the concept of the event;
- Arrange and ensure all event areas, hackathon areas, exhibition halls etc. are arranged according to specifications and ready for the event as required;

- c. Ensure all required audio-visual equipment and lighting is available in all the activity areas as required.
- d. cross-check possibilities for seating arrangements and all related meeting facilities;
- e. Attend relevant meetings with the service providers involved in the organization of the event(s) to ensure coordination of all event elements;
- f. Ensure service maintenance is promptly available as would be required for all equipment/services and facilities in and around the event areas.

16 Deliverables

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

- a. **Deliverable 1:** On conducting and completion of all satisfactory activities of **Karachi qualifier** event. The successful bidder will deliver complete activities report along with any other material related to the event.
- b. **Deliverable 2:** On conducting and completion of all satisfactory activities of **Quetta qualifier** event. The successful bidder will deliver complete activities report along and any other material related to the event.
- c. **Deliverable 3:** On conducting and completion of all satisfactory activities of **Multan qualifier** event. The successful bidder will deliver complete activities report and any other material related to the event.
- d. **Deliverable 4:** On conducting and completion of all satisfactory activities of **Lahore qualifier** event. The successful bidder will deliver complete activities report and any other material related to the event.
- e. **Deliverable 5:** On conducting and completion of all satisfactory activities of **Peshawar qualifier** event. The successful bidder will deliver complete activities report and any other material related to the event.
- f. **Deliverable 6:** On conducting and completion of all satisfactory activities of **Islamabad qualifier** event. The successful bidder will deliver complete activities report and any other material related to the event.
- g. **Deliverable 7:** On conducting and completion of all satisfactory activities of **Islamabad grand finale** event. The successful bidder will deliver complete activities report and any other material related to the event.
- h. **Deliverable 8:** On conducting and completion of all satisfactory activities of **Awards Distribution Ceremony**. The successful bidder will deliver complete activities report and any other material related to the event.

17 Project Duration / Timeline

Successful Bidder is expected to conduct all events in October-December 2024 timeframe.

17.1 Competition Timeline

A successful National level competition consists of several stages:

S No.	Event	Date (Tentative)
1	Karachi Qualifier	TBD
2	Quetta Qualifier	TBD
3	Multan Qualifier	TBD
4	Lahore Qualifier	TBD
5	Peshawar Qualifier	TBD
6	Islamabad Qualifier	TBD
7	Islamabad Grand Finale	TBD
8	Islamabad Awards Distribution Ceremony	TBD

Payment Schedule

Payment of each event will be made after its completion with satisfactory services in accordance with the contract. Tentative schedule for disbursements is given below.

S #	Project Milestone	Amount Payable
1	Deliverable 1	As per Invoice for the event
2	Deliverable 2	As per Invoice for the event
3	Deliverable 3	As per Invoice for the event
4	Deliverable 4	As per Invoice for the event
5	Deliverable 5	As per Invoice for the event
6	Deliverable 6	As per Invoice for the event
7	Deliverable 7	As per Invoice for the event
8	Deliverable 8	As per Invoice for the event

18 Copyrights

All developed content/publishing related to the project (both hard and soft formats) will be the sole property of Ignite National Technology Fund.



PART – C: FORMS TO BE SUBMITTED WITH PROPOSAL

Technical Proposal - Standard Forms

C1. 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 the services for execution of **“Provision of Services to Manage Digital Pakistan Cybersecurity Hackathon 2024 Events”** 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 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:

C2. Firm/Bidder Profile

S #	Criteria	
1.	Profile of the agency: <ol style="list-style-type: none"> Registered Age of Firm (in years) – Duly verified from certificate of incorporation or equivalent Names of Owners/ CEO/ Directors/ Partners/ Managers 	
2.	<ol style="list-style-type: none"> Location of Firm Office/Sub Office Number of Relevant Employees including their Names & Designations, Contact Numbers & Branch Contact Numbers 	
3.	Financial Position <ol style="list-style-type: none"> Name of Banks Certificate of Financial Position In case of registered companies/firms, copy of Audited Annual Accounts (last 3 years), while in case of sole proprietorship, proof of successfully completed similar assignments having contract value of not less than Rs.150 million (during last three years) Tax Registration (NTN/STN/FTN) 	

Form C3. Relevant Experience of the Firm/Bidder

Describe hackathon events and similar projects managed in last 5 years (maximum 3 events). Please attach evidence. Only verifiable assignments will be evaluated.

S. No	Event Name	Self/ Client Name	Venue	Total budget for event in PKR	Event Duration	Event Footfall	Hackathon Teams with Total Participants	Media Coverage of Event <i>(Provide Pictures & Videos urls etc.)</i>
1.								
2.								
3.								

Form C4. Qualification and Competence of the Proposed Team

Sr.#	Position/Designation	Number of Employees	Education/Degree	Skills/Expertise
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Form C5. Creativity of Proposed Design & Layouts

Submit creative 3D Layouts of:

- Venue Branding (stage, opening & closing ceremonies areas, seating arrangements, food area, outer/inner walkways, welcome area, registration booths, conference area etc.) of Events in accordance with the scope of work mentioned for respective event (Each event separately)
- Hackathon Area of All Events in accordance with the scope of work mentioned for respective event (Each event separately)
- Exhibition Area of Cybersecurity Companies/Startups (stalls etc.) in accordance with the scope of work mentioned for respective event (Karachi Event & Awards Ceremony separately)

Form C6. Event Execution & Time Management Plan

Submit the Event Execution & Time Management Plan for the Digital Pakistan Cybersecurity Hackathon 2024 Events, in the light of Scope of Work mentioned in this document.

Form C7. 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

Form C8. 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 to **Manage Digital Pakistan Cybersecurity Hackathon 2024 Events** in accordance with 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 on our company, our sub-contractors and collaborations under the Pakistani law.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, 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:

Form C9. Summary of Cost

Sr. #	Description	Amount before taxes (PKR)	Amount including taxes (PKR)
a.	Karachi Qualifier		
b.	Quetta Qualifier		
c.	Multan Qualifier		
d.	Lahore Qualifier		
e.	Peshawar Qualifier		
f.	Islamabad Qualifier		
g.	Islamabad Grand Finale		
h.	Islamabad Awards Distribution Ceremony		
	Total: (a+b+c+d+e+f+g+h)		

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

DRAFT - AGREEMENT FOR SERVICES TO MANAGE EVENTS OF DIGITAL PAKISTAN CYBERSECURITY HACKATHON 2024

This Agreement for ***“Services To Manage Events Of Digital Pakistan Cybersecurity Hackathon 2024”*** (the ***“Agreement”***) is made at Islamabad on this ***[Insert the date]*** day of ***[Insert Month]*** 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 3rd Floor, Telecom Foundation Complex, Mauve Area, 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

WHEREAS

- A. The Company requires Services to manage events of Digital Pakistan Cybersecurity Hackathon 2024 across Pakistan in the planned cities as mentioned in RFP.
- B. The Service Provider agrees to provide Services to manage events of Digital Pakistan Cybersecurity Hackathon 2024 (*hereinafter referred to as “Event Management Project”*) in accordance with the terms described in the RFP which is attached herewith to this Agreement as **Annexure A**.
- C. All services and duties, incidental or necessary thereto shall be conducted and performed diligently and completely and in accordance with professional standards of conduct.
- D. 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. Against the provision of satisfactory and acceptable Services, the Service Provider shall receive agreed compensation as provided in the ***“Payment Schedule”*** attached herewith as **Annexure-B**.

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth and for other good and valuable consideration the adequacy of which is hereby acknowledged by the Parties and the mutual benefits to be derived therefrom, the representations and warranties, covenants, conditions and promises contained herein below and intending to be legally bound, the Parties agree as follows:

1 DEFINITIONS AND INTERPRETATIONS

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

- 1.1 “AGREEMENT DOCUMENTS”** means the documents listed in **Article 5** of this Agreement.
- 1.2 “APPROVED” or “APPROVAL”** means approved in writing by the Company and/or the Service Provider.
- 1.3 “DAY”** means calendar day of the Gregorian calendar.
- 1.4 “DELIVERABLES”** means the deliverables specified whether in draft or final form to be provided by the Service Provider as provided in the RFP under the heading **“Scope of Work”** therein.
- 1.5 “INTELLECTUAL PROPERTY RIGHTS”** means rights in intellectual property, if any, arising from the Scope of Work, deliverables, reports, or work provided by the Service Provider under this Agreement.
- 1.6 “REQUEST FOR PROPOSAL” or “RFP”** means the request for proposal titled **[Insert Title Of RFP]** issued dated **[Insert Date]** by the company for the purpose of this Agreement.
- 1.7 “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**.
- 1.8 “SINGULAR AND PLURAL”** Words importing singular include the plural and vice versa and words importing masculine gender include the feminine gender.

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** 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 invoice as per the Payment Schedule, mentioned in the RFP. The Company after verification shall pay to the Service Provider the amount stated in the invoice within fifteen (15) working days of the receipt of the invoice. In the event of any discrepancy in the 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 The Service Provider shall maintain detailed records of all acts, content etc. 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 The Service Provider shall appoint a dedicated professional team along with a focal person, having relevant experience and specialized qualification for the performance of this Agreement;
- 3.6 The Service Provider shall 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 The Service Provider shall complete and deliver all Deliverables and perform all its obligations under this Agreement within the time stipulated in this Agreement.
- 3.8 The Service Provider 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 The Service Provider shall 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 The Service Provider shall 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 The Service Provider shall 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.

4 PRIMARY CONTACTS

The Parties shall appoint one (1) individual within their organizations to serve as the primary contact between each other in order to receive or provide any requisite assistance or

support.

[Please insert details including name contact No. email etc. of the Primary Contact of Ignite]

[Please insert details including name contact No. email etc. of the Primary Contact of Service Provider].

5 **AGREEMENT DOCUMENTS**

The Preamble and the following documents/Annexures, form an integral part of this Agreement. In the event of any conflict between the terms of this Agreement and its Annexures, the terms of the Agreement shall take precedence.

- i) The Agreement or subsequent amendments through the Addenda;
- ii) **Annexure A:** RFP
- iii) **Annexure B:**
Disbursement Plan *(to be finalized after selection of the bidder)*

6 **EFFECTIVE DATE OF AGREEMENT**

This Agreement shall become effective from [xxxx] and shall remain valid until [xxxx] (“Term”) unless terminated earlier in accordance with the terms of this Agreement. The Agreement can be extended for another Term after the expiry date on the terms and conditions mutually agreed upon between the Parties subject to the Company giving ten (10) days advance notice to the Service Provider to that effect.

Regardless of any provision in this Agreement, unless terminated earlier, if the Event Management Project is not completed within the stipulated Term, the Agreement shall automatically extend until the Event Management Project's finalization. The Service Provider will be obligated to continue providing services under the same terms and conditions outlined in Annexure-A. Such extension shall be formally approved in writing by both Parties, specifying the duration of the extension.

7 **CONFIDENTIALITY**

- 7.1** 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.
- 7.2** 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.

7.3 Both Parties agree that, regardless of the expiration or termination of the Agreement for any reason, the provisions concerning Confidentiality shall remain in effect for five (5) years after the Agreement's expiry or termination or unless the Parties agree otherwise to discontinue its effect.

8 INTELLECTUAL PROPERTY

The Service Provider hereby acknowledges and agrees that any and all intellectual property rights generated as a result of the performance of Services under this Agreement, including the Scope of Work provided in this RFP, shall be the absolute property of the Company.

9 TAXES AND DUTIES

The Service Provider shall fully comply with all applicable tax laws in Pakistan, including rules, regulations and other requirements. The Company is authorized to deduct, at the source, any withholding tax obligations as required by the prevailing tax laws of Pakistan.

10 ASSIGNMENT AND SUB-CONTRACT

The Service Provider shall not alter, assign, or subcontract any part of this Agreement without obtaining prior written consent from the Company. If such consent is granted, it shall not absolve the Service Provider of its obligations and liabilities under this Agreement. Furthermore, the Service Provider remains fully accountable for the actions, omissions, and performance of any subcontractors or assignees, as well as those of its own agents, employees, and personnel.

11 PRICES AND PAYMENTS

11.1 The total price of the Agreement including taxes shall not be in excess of PKR [xxx] **(Insert the amount in Words)**, inclusive of all applicable taxes.

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 Federal Board Revenue (FBR).

12 TERMINATION

Termination for Default

12.1 The Company may, without prejudice to any other remedy for breach of Agreement, by written notice of default ("**Default Notice**") sent to the Service Provider, terminate this Agreement in whole or in part, if:

12.1.1 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;

12.1.2 the Service Provider fails to perform any other obligation(s) under the

Agreement;

- 12.1.3 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.

13 TERMINATION FOR CONVENIENCE

The Company reserves the right to terminate the Agreement, in whole or in part, at any time for its convenience, provided that it provides thirty (30) days' prior written notice to the Service Provider or after payment of a proportionate fee, subject to the Service Provider's satisfactory performance as determined by the Company.

14 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.

15 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.

16 INDEPENDENT CONTRACTORS

- 16.1** 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).
- 16.2** The Service Provider, along with its employees, agents, or representatives, shall refrain from engaging in any activities that could reasonably lead any individual to believe that they are acting as employees, agents, or representatives of the Company.
- 16.3** Nothing in this Agreement shall be deemed to constitute a partnership or other profit-sharing agreement between the Parties.

17 SURVIVAL

Certain clauses of this Agreement, including but not limited to Indemnification, Confidentiality, and Dispute Resolution, as well as any other clauses inherently intended to extend beyond the termination or expiry of this Agreement, shall remain in effect for a period of Ten (10) years following such termination or expiry.

18 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.

19 DISPUTE RESOLUTION AND GOVERNING LAW

Any dispute, controversy or claim arising out of or in connection with this Agreement shall be initially resolved through negotiation by Parties. If dispute(s) remain unresolved for a period of 30 days, it shall then be settled by the sole arbitrator appointed by both the Parties as mutually agreed in accordance with the Arbitration Act 1940 and the rules made thereunder. 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. Each Party shall bear the arbitration cost own its own.

The validity of interpretation and construction of this Agreement and of each part hereof shall be governed by the Laws of Pakistan. Both Parties shall comply with all applicable laws of Pakistan.

20 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.

IN WITNESS WHEREOF, the Parties to this Agreement through their duly authorized representatives have executed this Agreement in two (2) counterparts and on the days and dates set forth above, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement as set forth herein.

Signed for & on behalf of the Company

By: _____

Title: Chief Executive Officer

CNIC: _____

Date: ____/____/2024

Signed for & on behalf of the Service Provider

By: _____

Title: _____

CNIC: _____

Date: ____/____/2024

Witness - 1

Signature: _____

Name: _____

Designation: _____

CNIC: _____

Witness - 1

Signature: _____

Name: _____

Designation: _____

CNIC: _____

Witness - 2

Signature: _____

Name: _____

Designation: _____

CNIC: _____

Witness - 2

Signature: _____

Name: _____

Designation: _____

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.

Integrity Pact - Annexure C

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number:

Dated:

Contract Value:

Contract Title:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

[Buyer]

[Seller/Supplier]