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## 1. Description of Project

Directorate of Information Technology, Government of NWFP initiated a project titled as “IT Professional Training Center for IT Graduates and Government Employees”. The project aims to provide opportunities of IT Training/capacity building to the IT graduates in NWFP by establishing IT Training/Innovation Center.

The center would be providing excellence IT Training/Software Development environment to IT graduates to be selected from different public/private sector Universities for period of six months. The selected graduates will be managed in the following four major groups as per their areas of interests/expertise:-

- **Web application group**
- **Desktop application group**
- **Network management group**
- **Project management group**

### 1.1 Scope of Work

This Directorate requires the Project consultancy for identifying, developing and implementing projects for NWFP government by student of local institutions through modern Project Management practice and technology for the management and control of technology projects undertaken by the Innovation and Excellence Project of NWFP Government.

Project consultancy would be provided under the guidance of this Directorate i.e. Directorate of Information Technology and will achieve the following objectives:

#### Objectives

1. Identify and promote the use of international project management best practices consistent with Project Management Institute standards that can be applied on the technology and innovation projects, run by the Innovation and Excellence Centre.
2. The consulting organization would document all requirements and help the innovation & Excellence centre for selection of teams for the projects implementation & Execution in following areas;
  - a. Desktop Application Development
  - b. Web Application Development
  - c. Networking
  - d. Relevant technology projects
3. The consulting organization in coordination with NWFP IT department would identify the projects in government sector to be designed, developed by the innovation & excellence centre teams.

4. The consulting organization would implement project management and monitoring of the identified projects according to PMI standards, to make the projects successful and to develop and train the teams involved in the project according to international standards.
5. The consulting organization would help the student project teams to follow the project management standards during the project cycle from design to implementation.
6. The consulting organization would guide and train the teams on latest technology and standards to deliver the industry standard projects.
7. Properly plan and organize the transition to project management on a life-cycle basis to facilitate a successful change.
8. Apply project performance management parameters used in the management and control of technology projects to enhance project monitoring and evaluation.
9. Promote outstanding project management technology by defining a methodology that includes policies, architecture, standards and practices needed for successful project management.
10. Carry out the collection and dissemination of project performance information from technology projects run by Innovation and Excellence Centre to enhance status reporting, progress reporting, and forecasting.
11. Transfer of knowledge and capacity building planning for the next three years for projects under the umbrella of Innovational and Excellence Centre.
12. Coordinate and/or conduct project management training programs for students working on technology projects in Innovation and Excellence Centre.

**Note:**

To qualify for the tender, Responding Organizations (RO's) must address the entire scope outlined above and detailed in other sections of this document as well as any further communication issued in association with this RFP.

## 2. Format for Technical Proposals

The technical proposal should be concisely presented and structured in the **form of chapters** to include, but not necessarily be limited to, the following information. Support material should not be part of the main proposal but should be placed at Appendixes.

### 2.1 General

The responding organization (RO) should provide the following.

- Name of the participating organization or participating organizations (if more than one) in the responding consortium, including their scope of involvement.
- Number of years of incorporation of the participating organization or participating organizations (if more than one)

### 2.2 Financial Capabilities

The responding organization (RO) shall describe the financial position of its organization. **Income Statement or Annual Report** should be included in the detailed Technical proposal. The **National Tax Numbers and Sales Tax Registration Numbers** of the company and/or partners should also be indicated (**Photo copies of concerned documents should be provided**).

### 2.3 Relevant Experience

Responding Organizations must meet the following criteria:

1. Over 5 years of proven track record of providing consultancy to Government Departments.
2. Track record of providing consultancy on Government projects worth more than 5 Billion Rupees.
3. Recent projects, closed in the last 1 year should be worth more than 500 Million Rupees.
4. Prior experience of implementing large scale IT and automation projects

(Note: Experience with government organisations will be preferred)

Sr. No.	Nature of Project	Total Value PKR (m)	Name of the Project, Customer, Contact person & Contact Details

**Note:**

**Only those Projects should be considered where RO can provide the successful completion certificate from the Client Organization (Photocopies of documents should be provided)**

### 2.4 Technology Roadmap

The RO to clearly mention the roadmap for the services that are quoted as part of the total solution. A detailed chapter covering at least the following:

- Support of various IEEE standards
- Support of various Information Security standards
- Future services of same nature, proposed by the Vendor
- Commitment on Research & Development by the Vendor towards solving IT Security Issues ( Details of R & D Budget may be provided here)
- Technology Refresh (strategy for the renewal and/or upgrade of technology employed at different times during the lifecycle of the project)
- Investment Robustness (avenues to safeguard investment in technology, e.g., using industry standards, modularizing the system, upgradeability and scalability)

Any other supporting documents, graphs or charts which describe the technology roadmap of Licensed Software, of software platform used for applications may also be provided.

## 2.5 Staff assigned to the Project

1. The consulting organization would provide one senior project manager (over 15 years of project management experience, specifically in the government sector)
2. The consulting organization would provide 2 project managers (over 5 years of project management experience, based in Peshawar)
3. The consulting organization, at a minimum should have the following resources on board:
  - a. 3x Consulting resources should be PMI certified
  - b. 3x Consulting resources should be certified Information System Security Professionals
  - c. 2x Consulting resources should be certified Business Resilience Professionals
  - d. 2x Microsoft Certified Trainers
  - e. 5x Microsoft Certified Professionals

## 2.6 Project Implementation/Management Plan

The responding organization shall provide a detailed implementation plan and project management plan. Responding Organization should provide the **timeline**. Responding Organization should cover **tasks assigned to the employees and resource allocation** of responding organization during the course of the project. This should not be in generic terms but should be specific to the project. Project plans in tabular form, mentioning names of tasks, sub tasks, start date, finish date, resources and milestones will also be appreciated. In the training category, ROs to provide detailed training schedules along with the names of resources.

## 2.7 Deliverables

The responding organization should clearly mention and list all the deliverables to be completed under the proposed project. All architectural deliverables must comply with industry standards.

## 2.8 Technical and Financial Evaluation

There will be a two-stage technical evaluation followed by a financial evaluation. Preliminary evaluation (Initial Screening) of technical bids will be done on the basis of following parameters:

1. RO or Lead bidder should be a Company/firm having legal presence in Pakistan.
2. RO must have successfully implemented the proposed application. (**Only those Projects should be considered where RO can provide the successful completion certificate from the Client Organization.**)
3. RO should have valid National Tax Numbers and Sales Tax Registration Numbers.

**Note:** Failing to qualify on any of the above criteria will not be considered for further evaluation

Detailed technical evaluation will be done for firms who qualify the preliminary evaluation mentioned above. These firms will be asked to give presentations on their solution. Ratings for the technical evaluation will be as follows:

Sr. No.	Description	Evaluation Weight-age
1.	Technical Proposal	80%
2.	Financial Proposal	20%

Financial bids of firms who score at least 80% on the technical evaluation (as a whole) will be opened before the representatives who wish to attend the tender opening. 20 % weightage will be given to financial proposals of responding organizations. The formula for financial scoring is that the lowest bidder gets 20 points and the other bidders score 20 multiplied by the ratio of the lowest bid divided by the quoted price.

### Example:

Value quoted by lowest bidder = A

Value quoted by second lowest bidder = B

Value quoted by third lowest bidder = C

Financial scoring of the lowest bidder will be = 20

Financial scoring of the second lowest bidder will be =  $(A/B)*20$

Financial scoring of the third lowest bidder will be =  $(A/C)*20$

Technical scoring out of 100 = A

Carried Forward & Prorated Technical scoring =  $A \times 0.8$

Points obtained in the detailed technical evaluation will be carried forward & prorated. Tender will be awarded to the Responding Organization with maximum accumulative points (Technical Score + Financial Score). **The**

**decision of this Committee will be binding on all concerned and will in no case be challengeable in any forum.**

## **2.9 Currency**

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

## **2.10 Withholding Tax, Sales Tax and other Taxes**

The responding organization is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization who signs a contract with the Government. The responding organization will be responsible for all taxes on transactions and/or income, which may be levied by government.

## **2.11 Governing Law**

This RFP and any contract executed pursuant to this RFP shall be governed by and construed in accordance with the laws of Pakistan. The Government of Pakistan and all responding organizations responding to this RFP and parties to any contract executed pursuant to this RFP shall submit to the exclusive jurisdiction to Courts at Islamabad.

## **2.12 Acceptance of Proposals**

The DoIT Go NWFP reserves the right not to accept the lowest or any proposal and to annul the bidding process without assigning any reason whatsoever.

The acceptance criteria will be as follows:

1. RO must be technically complaint to initial screening criteria mentioned.
2. RO must score at least 80% in the technical evaluation.
3. RO must be the highest evaluated bidder (i.e. Technical Score + Financial Score is maximum).

### **3. General Terms and Conditions**

1. The proposal and price shall remain valid for a period of not less than 90 days from the closing date of the submission of the proposal.
2. The technical and financial proposals should be delivered in separate sealed envelopes. At the top left of the envelopes it should be clearly stated "Tender for Software Development for Computerization of Provincial Assembly NWFP", and it should be clearly stated on the envelope, whether it contains the technical or the financial proposal. The technical proposal will be opened on ??-0?-2009 at 11:30 AM in the presence of the authorized representatives of the bidders who may wish to attend. The financial proposals of only the technically viable/ short listed bidders will be opened on a date to be specified later.
3. Tenders must be accompanied with bid security/earnest money (refundable) for an amount of 2% of bid value in shape of pay order/ bank draft in favor of Director, Directorate of IT. The earnest money should be included in the sealed financial proposal. Tenders without earnest money or less than 2% of the bid value will not be entertained and rejected straightaway.
4. Tenders which do not meet the stipulation in section 4 of the RFP will be rejected straightaway.
5. The Competent Authority reserves the right to accept or reject any or all tenders at any stage without assigning any reason thereof.
6. At any time prior to the deadline for submission of bids, DoIT may, for any reason, amend this RFP, whether at its own initiative or in response to a clarification requested by a prospective bidder. Prospective bidders are required to check the NWFP webportal ([www.nwfp.gov.pk](http://www.nwfp.gov.pk)) website for any changes or amendments to this RFP. The DoIT will not be responsible for informing the prospective bidders in any other manner. In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the DoIT may, at its discretion, extend the deadline for the submission of bids.
7. In case of delay in the execution of the contract, the Director, DoIT reserves the rights to impose penalty not exceeding 10 % of the total amount of the contract.
8. If the progress of work is not to the satisfaction of the Director, DoIT, the work will be awarded to another party at the risk and cost of the bidder. In such an eventuality, if any excess amount is to be paid by DoIT, it will be recovered from the bidder.
9. All government taxes will be deducted at source as per rules.
10. DoIT has the rights to add, enhance or remove any functionality not disturbing the major scope of work.
11. DoIT will not bear any expense incurred in the preparation of proposals in response to this RFP.
12. All responses to this RFP shall become the property of DoIT.
13. Proposals sent to DoIT by Fax or Email will not be accepted.



14. Proposals submitted after due date and time will be rejected.
15. An effort by any firm(s) to influence DoIT, “directly or indirectly through unfair means”, in DoIT proposal evaluation, proposal comparison or contract award decisions, to meet or discuss with any DoIT official unless desired by the DoIT may result in the rejection of bidder’s proposal.