

Government of Pakistan
Ministry of Information Technology & Telecommunication
National Information Technology Board (NITB)

INVITATION FOR BIDS

For Provision of Consultancy services

National Information Technology Board (NITB) invites sealed bids from the firms registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for Information Technology Services.

2. Bidding documents, containing detailed terms and conditions, etc. can be downloaded from www.nitb.gov.pk (free of cost). This advertisement is also available on PPRA website at www.ppra.org.pk.
3. The bids, prepared in accordance with the instructions in the bidding documents, **must reach on 24th September 2020 at 10:30 am, technical bids will be opened on same day at 11:00 am at NITB office.**

System Analyst
National Information Technology Board (NITB),
Plot No. 24-B, Street No.6, Sector H-9/1, Islamabad.
Phone: 051-9265053



NATIONAL INFORMATION TECHNOLOGY BOARD

Request for Proposal (RFP)

For

Provision of Consultancy services

Government of Pakistan

Ministry of Information Technology & Telecommunications

NATIONAL INFORMATION TECHNOLOGY BOARD

www.nitb.gov.pk

August, 2020

General Terms & Conditions

1. Scope of Work

The purpose of RFP is to hire a consultancy firm through open advertisement; the firm will analyse the functional and non-functional requirements of National Assembly, Senate and Ministry of Parliamentary Affairs. After completing the requirement analysis, the firm will develop two documents for the three stakeholders; a business requirement specification document and second document in shape of PC-I as per the planning commission PC-I profarma.

This RFP is required to determine the viability of the project, such as ensuring a project is technically feasible as well as economically justifiable. It will justify the worth of finance for investment. The fundamental rationale behind the introduction of automation is to enable more effective top-down planning, monitoring and transparency while at the same time improve process efficiency and accuracy. A well-designed study can offer a background of the business process of National Assembly, senate and MoPA, such as a description of the product or service, legislation process, details of operations and management, classified data protection, legal requirements, and rules obligations.

2. About responding organizations-ROs

- 2.1. The Responding Organization (RO) must be registered with Sales Tax Registration Department and should be in possession of valid NTN number. Copies of the certificates must be provided with the bid.
 - 2.2. The RO must provide on letter head, Name of organization, details of offices across Pakistan and location of Head office, size of company (number of employees), number of years of being incorporated (at least last **05 years in existence**).
 - 2.3. The RO to provide information as per template available at Annexure I and II.
 - 2.4. The RO may not propose any kind of refurbished, Used, End of Life, and Near End of Life components in their proposals.
 - 2.5. The RO shall be responsible for payment of any duties/taxes etc. that are imposed by the GOP during the currency of the project. The bided price MUST be inclusive of all taxes. The RO 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.
 - 2.6. Onsite installation & relevant services to be provided by the vendor.
 - 2.7. RO should have successfully completed at least (03) MIS/ERP projects along with Software Requirement Specification documents in the last five years. Project completion certificates regard to quoted solution should be provided.
 - 2.8. RO must be in IT business (Software Development/Requirement Engineering) for at least last five (5) years.
 - 2.9. Support centre/staff should be available locally in respect to quoted solution.
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Preparation of Bids

- 2.10. The Bid Bond to be enclosed in a separate envelope, labelled as “Bid Bond”, and which should be sealed. **It must be ensured that bid bond should not be in the same envelope as the financial proposal. In the technical bid, RO must confirm on company’s letter head that the Bid Bond is being submitted as required by NITB.**
- 2.11. Envelope for financial proposals should clearly mark: “Financial Proposal”. Two hard copies of Technical Proposal and Financial proposal are required. ***Soft copies of both Technical proposal and Financial proposal must be provided along with bid envelopes in inerasable format.***
- 2.12. Main Envelope for Technical proposal should clearly mark “Technical Proposal”. Main envelope for technical proposal should contain 02 hard copies and 02 soft copies of the technical proposal (each being physically separated, bound, sealed and labelled as “Technical Proposal”). Each envelope should contain similar supporting documents.
- 2.13. **Detail of technical specifications is attached at Annex-II. Initial evaluation/screening will be done as per Annex I; Responding Organizations should provide all details in required templates provided under (if applicable):**
 - 2.13.1. **Annexure-I for Initial Screening**
- 2.14. Responding Organizations should duly fill (if applicable) in and submit the **Bid Forms** (01, 02, 03, 04)
- 2.15. A bid bond, in the shape of a Bank Draft/Pay Order in the name of Director General (PMO), National Information Technology Board, equivalent to 2% of the total cost of bid should be submitted along with the tender.
- 2.16. RO shall submit an affidavit that it is not blacklisted by any Federal, Provincial Public sector organization.
- 2.17. All proposal and price shall remain valid for a period of **120 days** from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.
- 2.18. All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- 2.19. The successful vendor shall be required to deposit in the form of a Bank Guarantee, a Performance Bond upon execution of the contract, a sum equivalent to **ten percent (10%)** of the contract value, this Bank Guarantee shall be issued by a scheduled bank operating in Pakistan and shall be kept valid from the date of issue, and should cover the warranty period after all contractual obligations have been fulfilled.
- 2.20. RO should clearly indicate the duration of delivery (MUST be in requested timeframe) of equipment after the award of contract.

Pre-Bid Conference:

- 2.21. A Bidders’ conference will be held in the premises of National Information Technology Board, on below mentioned address on 15th September 2020 at 11:00 AM. All queries relating to RFQ should be faxed or e-mailed to picep@nitb.gov.pk at least 02 days before the pre-bid meeting. Answer to the submitted queries shall be given on priority basis in the pre-bid meeting.

Submission of Bids

- 2.22. Proposals shall be delivered by hand or courier so as to reach the address given below by the last date indicated for submission. PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.

Address: Project: President Initiative for Cyber Efficient Parliament.

Akhtisar Ali, System Analyst, National IT Board Plot no 24b, H-9, Islamabad. 051-9255053.

2.23. Notification of Award

2.23.1. Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that the bid has been accepted.

2.23.2. The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.

2.23.3. The enforcement of the Contract shall be governed by Rule 44 of the PPRA-

3. Performance Guarantee

3.1. On the date of signing of Contract, the successful Bidder shall furnish a Performance Guarantee @ 10% (if applicable) of the total Contract Cost of items, on the Form and in the manner prescribed by the Procuring Agency

3.2. The Bid Security submitted by the successful bidder at the time of submitting its bid shall be returned to the Bidder upon signing of contract, furnishing of the performance/bank guarantee and confirmation of the performance/bank guarantee by the NITB with the Bank of the successful bidder.

3.3. Failure to provide a Performance Guarantee by the successful Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Procuring Agency may award the contract to the next lowest evaluated bidder or call for new bid.

4. Implementation & Payment Schedule

Sr.#	Milestone	Time Period	Payment
1.	Delivery of Business Requirement Specification Document (BRSD) and PC-I	Schedule of Payments mention in TOR	100%
2.	End of performance Guarantee	Performance Guarantee will have to be provided to cover the contract period and successful sign-off of the project.	Release of Performance Guarantee

Evaluation Criteria

Bids evaluation shall be subject to 100% compliance to the following criteria for Vendors qualification:

General terms and conditions compliance	Yes/No
1) The Responding Organization-RO must be registered with Sales Tax Registration Department and should be in possession of valid NTN number. Copies of the certificates must be provided with the bid.	
2) RO must be in IT business (Software Development/Requirement Engineering/) for at least last three (3) years.	
3) RO should have successfully completed at least (03) MIS projects along with Software Requirement Specification document in the last five years. Project completion certificates regard to quoted solution should be provided.	
4) A bid bond, in the shape of a Bank Draft/Pay Order in the name of Director General (PMO) , National Information Technology Board, equivalent to 2% of the total cost of bid should be submitted along with the tender.	
5) RO shall submit and affidavit that it is not blacklisted by any Federal, Provincial Public sector organization.	

Technical Specification (TOR)

The Parliament of Pakistan or Majlis-e-Shūrā Pākistān is the federal and supreme legislative body of Pakistan. Parliament of Pakistan is bicameral federal legislature and consists of Senate the upper house and National Assembly the lower house. As per vision of President of Pakistan, Dr. Arif Alvi, the businesses of Parliament should be automated. Improving the processes of planning, monitoring and ensuring Transparency through use of technology and provide the members with access to data and files through latest tools and techniques at their fingertips.

Through the use of technology and automating the business of Parliament will result into positive environment impact and also provide better transparency and traceability.

A. The scope of work and expected outputs/deliverables will be the following:

1. Collect, review and analyse all the relevant requirements (functional and non-functional) to fully substantiate all processes for Automation and implementation of the Project.
2. Collect, review and analyze all the necessary documents to fully understand the business framework of all relevant sections of Senate, National Assembly and Ministry of Parliamentary Affairs.
3. Collect, review and analyze the international and national level approach for automation of the houses.
4. Carry out stakeholder analysis to bring out the roles and responsibilities of key stakeholders/players and institutions that play a vital role in the business of houses (Senate, National Assembly and Ministry of Parliamentary Affairs) and develop recommendations to strengthen linkages between different sections (internal and cross-border).
 - a) Within houses communication (if any) parameters and procedures
 - b) Parameters for communication with other Government departments in conducting business on key areas.
5. Based on the processes mentioned above and in consultation with the IT Team, prepare a comprehensive business specification document to be vetted from the concerned house to ensure that all the required contents are included.
6. Draft specific, detailed and practical steps (including specific modules for specific circumstances or places).
7. Facilitate Standing Committees/ working group processes consultations and present the processes to the key stakeholders for vetting. Only the vetted process will be considered in deliverables.
8. A detailed presentation has to be made by the consultant after the completion of the study on the salient features of the study.
9. Develop financial planning models (in excel) for the overall activity of a project in PC-I. Justify the capital cost of PC-I in breakup mode.

B. Expected Deliverables /Outputs:

1. Produce a well written and comprehensive business requirement specification document for automation of all the process of NA, Senate and Ministry of Parliamentary affairs separately.

2. Prepare PC-I based on the business requirements documents.

C. Methodology

The consultant will strictly follow the work plan and the time schedule agreed in undertaking the contract assignment.

1. An appropriate methodology will have to be determined by the consultant in consultations with the IT teams of MoPA, Senate, NA and NITB I.e. The consultant will work in close collaboration with the MoPA, Senate, National Assembly and NITB;
2. The consultant will undertake collection of all the required data/information from various sources, including Senate, NA, Parliamentary affairs (and other Government departments, Ministries and other relevant sources if required);
3. The consultant will undertake review, assessment and judgment of the data/information in close consultation with the NITB;

D. Duration of the Work

The duration of contract shall be for a maximum of three working months between October 2020 – December 2020 or as per contract agreement.

E. Duty Station

1. The consultant will undertake a mix of in-house and distance mode of working based on the agreed work-plan and methodology.
2. The consultant is expected to use own computer and other equipment required for the task.

F. Required expertise and qualifications

1. At least 5 years of prior work experience in dealing with IT projects development and implementation.
2. Demonstrated experiences and skills in facilitating stakeholder feasibility consultations.
3. The project seeks to identify experts that fulfill the above criteria and have demonstrated ability of involving key stakeholders to provide relevant expertise and bring a wider perspective in developing the PC-I.

G. Schedule of Payments

- a) The consultant will be offered a lump sum fee inclusive of travel costs.
- b) The payments will be made in instalments based upon outputs/deliverables.
 - a. 30% submission of a 1st Business requirements specification document of any selected stakeholder vetted by the concerned quarters.
 - b. 30% on completion of 2nd and 3rd Business requirement specification document after vetting the same from concerned quarters.
 - c. 30% on submission of final deliverables approve the same from NITB.
 - d. 10% Final Sign-off of the contract agreement

BidRefNo. _____

Date of the Opening of Technical Bid

Letter of Intent

Name of the Tender :{ _____ }

To: [Director General (PMO), National Information Technology Board, Islamabad]

Dear Sir

Having examined the bidding documents, we offer to supply and deliver the Goods under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule provided in Financial Bid or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, if our Financial Bid is accepted, to deliver the services in accordance with the delivery schedule specified in the schedule of requirements.

If our Financial Bid is accepted, we undertake to provide a performance security/guarantee in the form, in the amounts, and within the times specified in the bidding documents.

We agree to abide by this bid, for the Bid Validity Period specified in the bidding documents and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Financial Bid you may receive. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

Dated this [insert:number] day of [insert: month],[insert:year].

Signed:

In the capacity of [insert: title or position]

Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]

Name of the Firm
 Bid Reference No: _____
 Date of opening of Bid.

Documentary Evidence for Determining Eligibility of the Bidders & Evaluation of bids. Bidders should only initial against those requirements that they are attaching with the form. Bidders are required to mention the exact page number of relevant document placed in the Bid. Bidders are advised to attach all Supporting documents with this form in the order of the requirement as mentioned in column-1.

Required Documentation	Signature of Bidder	Supporting Document's Name	Page Number in the Bid
NTN Certificate			
GST Certificate			
On Active Tax Payers List of FBR			
Registration/Incorporation/Business Certificate			
Complete Company profile			
Operational Office in Islamabad			
Evidence of Firm's Last 3-Years Performance (Projects of similar nature)			
Affidavit: bidder is not blacklisted by any Federal, Provincial Public sector organization.			
Bid Validity period of 120 days			
Compliance with schedule of requirements			
Submission of required amount of bid security with Financial Bid			
Compliance with Tech Specifications			
Original Bidding Documents duly signed/stamped			

MANUFACTURER'S AUTHORIZATION*

To: [Director General (PMO), National Information Technology Board, Islamabad]

WHEREAS [name of the Manufacturer] who are established and reputable Manufacturers of [name and/or description of the goods] having factories at [address of factory] do hereby authorize [name and address of Supplier/Agent] to submit a bid, and subsequently sign the Contract with you against the Invitation for Bids (IFB) No. _____ for the goods manufactured by us.

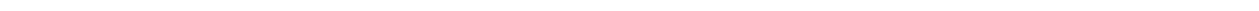
We here by extend our full guarantee and warranty as demanded for the goods offered for supply by the above firm against this Invitation for Bids.

Signature: -----

Designation: -----

Official Stamp: -----

*This letter of authority should be on the letter head of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.



Performance Guarantee

To: [Director General (PMO), National Information Technology Board, Islamabad]

Whereas [Name of Supplier] (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No.[number] dated [date] to supply [description of goods] (hereinafter called "the Contract"). And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 10% of the total Contract amount as a Security for compliance with the Supplier's performance obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Guarantee:

Therefore, we here by affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [Amount of the Guarantee in Words and Figures] and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Guarantee]as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of_ _____, 2020

Signature and Seal of the Guarantors/ Bank

Address:

Date:
