



F.NO.1-19/2019-IT

Government of Pakistan

Ministry of Information Technology & Telecommunications

DIGITAL PAKISTAN

TENDER NOTICE

RFP FOR HIRING OF EXTERNAL (M&E) AUDIT FIRMS

THIRD PARTY PERFORMANCE / MONITORING & EVALUATION

1. Ministry of Information Technology & Telecommunication (MoIT&T), Pakistan intends to launch High Impact Training Programs (on various technologies i.e., Cloud Computing, Data Science, Block Chain, AI etc.) through customized Boot-Camps in Islamabad & Karachi order to enhance skills level to match international demands
2. Ministry of IT invites sealed bids from experienced chartered accountant firms having valid registration with tax and relevant authorities, for conducting performance audit / monitoring & evaluation of IT training on emerging technologies a single stage – two envelopes procedure as per PPRA (Pakistan) rules (<http://ppra.org.pk>).
3. The bid shall comprise of a single package containing two separate sealed envelopes. Each envelope shall separately contain one Original hard copy & one soft copy of the financial proposal and the technical proposal.
4. Prospective bidders may request a certification on any aspect of bidding documents till 5th July, 2022.
5. The bids shall be submitted no later than 12:00pm, 15th July, 2022 *bid will be open on same day 12:20PM, 15th July, 2022* at the address given below.
6. Bidding documents can be obtained by the invited bidders by sending request email to bootcamp@moitt.gov.pk also can be download from MoIT&T official website www.moitt.gov.pk & PPRA official website www.ppra.org.pk.
7. A Bid Security / Bid bond is required and acceptable in the shape of a Bank Draft / Pay Order / Demand Draft / Banker's cheque / CDR only, issued from any scheduled bank operating in Pakistan, as 2% of the project value, in the favor of Ministry of IT Incorporation of Pakistan.
8. For any query related to this tender, please feel free to contact the undersigned.

(SYED MANSOOR AHMED)

PROJECT DIRECTOR

High Impact Skills Bootcamp

Ministry of Information Technology & Telecommunication (MoIT&T),

7th Floor, Kohsar Block Pak Secretariat, Islamabad

(Tele: 051-9210159, 9210179)



Ministry of Information Technology
Government of Pakistan

BIDDING DOCUMENT

**For Hiring Third Party Monitoring Evaluation /
Performance Audit Firm**

Single Stage – Two Envelopes Bidding

High Impact Training Bootcamp

26th June, 2022

REQUEST FOR PROPOSALS

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1 INVITATION TO BIDS

High Impact Training Boot-Camp (Performance Audit)

1. Ministry of Information Technology of Pakistan invites potential bidders to bid for the Third-party performance audit of its project **"High Impact Skills Bootcamp."** Third Party Performance Audit shall include monitoring the performance of the project with a view to ensure compliance to desired KPIs. The audit process should be designed to determine the status of work performed on the project to ensure it complies with the statement of work, such as the scope, time and budget of the project along with the maturity of the project management process on a single stage – two envelopes procedure as per PPRA (Pakistan) rules (<http://ppra.org.pk>).
2. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion.
3. The bid shall be submitted no later than **12:00PM, 15-July-2022** at the address given below:

Section Officer (IT).
Ministry of Information Technology & Telecom
7th Floor Kohsar Complex, Pak Secretariat Islamabad

All bids received in time will be opened in the presence of Bidders' representatives who choose to attend at **12:20PM, 15-July-2022**. Any bid submissions received after this date will be rejected.

4. The bid shall remain valid for **120 days extendable up to 60 days** the date of bid opening prescribed above. Accordingly, bids shall be valid **12:00PM, 15-November-2022**
5. A Bid Security/Bid bond is required and acceptable in the shape of a Bank Guarantee/Bank Draft/Pay Order/Demand Draft/Banker's cheque/CDR only, issued from any scheduled bank operating in Pakistan, as 2% of the project value, in the favor of Ministry of IT of Pakistan.

The bid security must be valid for One Hundred and Twenty (120) days, the bid security should not expire **12:00PM, 15-November-2022**

6. Electronic Procurement will not be permitted. Late Proposals will be rejected. The Technical Part will be publicly opened in the presence of the Bidders' designated representatives and anyone who chooses to attend at the address below on **12:20PM, 15-July-2022**.
7. Technical Bids will be opened by a committee on the same day i.e., **12:20PM, 15-July-2022** in the presence of bidders or their authorized representatives who wish to attend the bid opening process. Financial Bids of only technically qualified bidders shall be opened on a date/time to be announced subsequently. Financial bids of bidders that may not qualify technically shall be returned unopened.
8. The tender documents including detailed Request for Proposal must be obtained from the undersigned during office hours before the closing date and time by presenting written request for issuance of RFP document.

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9. Valid NTN & GST Registration Certificates required for collection of the tender documents.
10. For any query related to this tender, please feel free to contact the undersigned.

*Project Director / SM
High Impact Skills Bootcamp
Ministry of IT & Telecom, Server Room,
7th Floor, Kohsar Block, Pak Secretariat, Islamabad.
Ph # 051-9201059, 9210179*

ENCLOSURE(S):

[If appropriate, insert: "Addendum No. {insert: number of the addendum} to the bidding documents," and/or "Memorandum for {name of Bidder as taken from the top of this invitation} of "Changes Required Pursuant to Bid Evaluation," or state: "There are no enclosures"]

2 INTRODUCTION

Ministry of Information Technology & Telecom Pakistan (MoIT&T) intends to launch High Impact Training Programs (on various technologies) through customized Boot-Camps across Pakistan in order to enhance skills level to match international demands.

MoIT&T aims at running pilots on HIGH IMPACT TRAINING BOOT-CAMP on short medium- and long-term basis. The purpose of this tender is to provide high-level key requirements for the HIGH IMPACT TRAINING BOOT-CAMP evaluation process and ultimately the selection process.

Ministry of IT wishes to engage interested and qualified bidders to submit their proposals to conduct a third-party audit by an audit organization independently. Third Party Audit shall include monitoring the performance of the project with a view to ensuring desired KPIs. The audit process shall have designed to determine the status of work performed on a project to ensure it complies with the statement of work, such as the scope, time and budget of the project along with the maturity of the project management process.

2.1 Preparation of Proposal:

2.1.1 Bidding Process

For said assignment, Ministry of IT being a public sector organization has to following PPRA's Procedure of Open Competitive Bidding Rule – "Single Stage – Two Envelopes Bidding Process" as per said procedure:

2.1.2 Technical Proposal

- (i) While preparing Technical Proposal, bidding firm(s) are expected to examine the Tender Documents comprising this invitation in detail, as material deficiencies in providing the information requested may result in rejection of the proposal.
- (ii) The technical proposal should provide the information using the detailed specifications guide or special instructions provided with each component of the scope of work section.
- (iii) To establish the conformity of the items required through this TENDER Document, the Vendor shall furnish as part of its Technical Proposal, a detailed description of the Bidder's proposed items conforming in all material aspects with the Technical Requirements both overall as well as in regards to the performance of each proposed item.
- (iv) Please note that the technical proposal shall not include any financial information.

2.1.3 Financial Proposal

- (i) While preparing the financial proposal, bidder(s) is expected to take into account the requirement and conditions of the invitation documents.
- (ii) The Data Sheet shows for how many days after the submission date the proposal must remain valid. During this period the bidder is expected to keep available the professional staff working on the proposal. The Ministry of IT will make its best effort to complete technical clarification (if needed) within this period. Proposal validity period may be extended with mutual consent.

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2.2 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of his bid and Ministry of IT will in no case be responsible or liable for those costs, regardless of the outcome of the bidding process.

2.3 Language of Bidding

The bid must be prepared and submitted in English language. Supporting documents and printed literature furnished by the bidder with the bid may be in another language as long as they are accompanied by an English translation of the pertinent passages. For the purpose of interpretation of the Bid, English language shall prevail.

2.4 Confidentiality

2.4.1 General

- (i) Information relating to the evaluation of proposals and recommendations concerning award shall not be disclosed to the bidder(s) who submitted the proposals or to other persons not officially concerned with the process, until the award of contract is notified to the successful firm.
- (ii) Information relating to the examination, evaluation, comparison and post qualification of Proposals, and recommendation of contract award, shall not be disclosed to Bidders or any other persons.
- (iii) Any attempt by a Bidder to influence Ministry of IT in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions will result in the rejection of its Proposals.

2.4.2 Use of Contract Documents & Information; Inspection and Audit by Ministry of IT

The bidder shall not, without Ministry of IT's prior written consent, disclose the Contract, or any provision thereof or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of Ministry of IT in connection therewith, to any person other than a person employed by the Bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance. The bidder shall not, without Ministry of IT's prior written consent, make use of any document or information related to Ministry of IT functions and procedures except for purposes of performing the Contract.

All documents shall remain the property of Ministry of IT and shall be returned (all copies) to Ministry of IT on completion of the Bidder's performance under the Contract if so, required by Ministry of IT.

The Bidder shall permit Ministry of IT to inspect their accounts and records relating to the performance of the services and to have them audited by auditors appointed by Ministry of IT, if so, required by Ministry of IT. Ministry of IT can directly contact the references given in the technical requirements part of TENDER DOCUMENT to verify Bidder's technical reasons supporting compliance.

2.5 Bid Validity

1. Bid shall remain valid and open for acceptance for a period of **120 days** extendable up to 60 days from the specified date of tender opening.
2. In exceptional circumstances prior to expiry of the original bid validity period, the bidder may be requested in writing for an extension of the period of validity. A bidder agreeing to such request will not be permitted to modify his bid. A bidder not agreeing to such request may be withdrawn at the discretion of Ministry of IT.

2.6 Amendment of Bidding Documents

1. At any time prior to the deadline for submission of Bids, Ministry of IT may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by amendment.
2. The amendment shall be part of the Bidding Documents, and will be notified in writing through fax or letter by courier or shall be made available on the Ministry of IT's website to all prospective bidders who have received the Bidding Documents, and will be binding on them.

2.7 Clarification(S) / Queries of Tender

1. The bidders are expected to carefully examine all instructions, forms and specifications in the Bidding Documents. Any Bidder in doubt as to the exact meaning or interpretation of any part of the Bidding Documents should immediately seek clarification in writing from:

Ministry of IT & Telecom
Islamabad

Contact person:
Senior Project Manager
[Tel:051-9210159, 9210179](tel:051-9210159,9210179)
Email: mahmed@moitt.gov.pk

2. Requests for all clarifications with regard to the given specifications or other information contained in Tender Documents should come either through E-Mail / Fax or Courier on the address mentioned above. Telephone enquiries may not be entertained. All inquiries about the tender made to Ministry of IT and Ministry of IT's response will be made known to other bidders without disclosing identity of the bidder who made the enquiry. Bidders who have purchased bidding documents, may send their questions seeking in clarifications. Such enquiries must reach the above-mentioned officers not later than 7 days prior to bid closing date.

2.8 Suggestions & Omissions

The Bidder should likewise notify to the above of any suggestions or omissions in the RFP. Purchaser will, at their sole discretion, will incorporate such suggestions / omissions.

2.9 Sealing, Marking and Transmission of the Bid

1. Detailed **“TECHNICAL PROPOSAL”** and **“FINANCIAL PROPOSAL”** should be submitted in one original and two copies of each in separate envelope. The envelopes containing Technical and Financial Proposals shall be properly sealed, stamped and marked as follows:

a) “TECHNICAL PROPOSAL”

Bid against Tender Notice No. 1-19/2021. Do not open before time specified in the tender document / advertisement. Please Note Technical Proposal should also be submitted in a soft copy (CD/DVD) as well. The document shall be marked as **“TECHNICAL PROPOSAL”**.

b) “FINANCIAL PROPOSAL”

Bid against Tender Notice No.1-19/2021. Do not open before time specified in the tender document / advertisement. It shall be marked as **“FINANCIAL PROPOSAL”**

2. If the envelope is not marked as instructed above, Ministry of IT will assume no responsibility for the misplacement or premature opening of the bid.

2.10 Deadline for Submission of Bids

1. The original bid, together with the required copies must be delivered to Ministry of IT at the address specified in section 1 not later than **11:00 pm, 04-July-2022**
2. A total of fifteen (15) days would be given for submission of bids. Once the tender is floated, first seven (7) days would be allocated for vendor queries and clarifications. Bidders would then be expected to submit their bids within the rest seven (7) days. Any bids received after the bid submission deadline would be marked late and cancelled at the sole discretion of Ministry of IT.
3. Ministry of IT may, at its own discretion, extend the deadline for the submission of Bids by amending the Bidding Documents, in which case all rights and obligations of Ministry of IT and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
4. The envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared **“LATE”**.
5. If the envelopes are not marked as instructed above, Ministry of IT will assume no responsibility for the misplacement or premature opening of the bid.

2.11 Bid Opening

The Technical Bids will be opened publicly by the Tender Opening Committee in the presence of Bidder’s representatives who wish to attend the bid opening at New Dates to be entered the time and date already communicated.

2.12 Modifications and Withdrawal of Bids

1. Bidder may modify or withdraw their bid after submission, provided that written notice of the modification or withdrawal is received by Ministry of IT prior to the prescribed deadline for submission of bids.

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2. The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched as for the bid.
3. No bid shall be modified subsequent to the deadline for submission of bids and before the expiry of the period of bid validity.
4. No bid shall be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity.

2.13 Bid Bond

1. The bidder shall furnish with the "FINANCIAL" bid, as part of their bid, a bid bond for an amount equivalent to 2% of the bid amount in Pak Rupees as per specimen at "Section 5.1".
2. The bid bond shall be in the form of a Bank draft / Pay order / Bank Guarantee must be issued by a Pakistani Scheduled Bank. The bid bond shall be valid for 120 days **extendable up to 60 days** counting from the day of the bid opening.
3. Any bid not accompanied by the requisite Bid Bond shall be rejected as non-responsive. The bid bond of unsuccessful bidders will be returned. The bid bond of the successful bidder shall be discharged after requisite 10% of the total contract amount Performance Bond / Bank Guarantee / Bank Draft / Pay Order has been furnished and the contract has been signed.
4. The bid bond will be forfeited in case:
 - i. A bidder withdraws its bid during the period of bid validity.
 - ii. Failure of the successful bidder to sign the contract and provide the Performance Guarantee.

2.14 Responsiveness of the Bids

1. The Technical Portion of the bid proposal must be accompanied with the certificate declaring that a bid bond of appropriate amount is enclosed with the financial proposal.
2. The Bid must be prepared in the English Language.
3. The Bid must be unconditionally valid for **120 days** further extendable to 60 from the date of Bid Opening.
4. The bid must be accompanied with the duly signed and stamped "Standard Forms" given at Section 3 and Section 4 of this document.
5. Bids should only be submitted by hand through authorized representative of the bidding firm/company or by courier so as to reach at assigned address before bid opening date & time.
6. Duly filled in signed and stamped declarations sample provided at "Section 4.16" and "Section 4.17" on the letter head of bidder should be accompanied with the bid proposal, failing which the Bid may be considered as non-responsive.
7. The Ministry of IT will evaluate and compare only the substantially responsive bids.
8. Bids determined to be substantially responsive will next be checked for any material error in computation.

2.15 Performance Guarantee

1. Within fifteen (15) days of Contract signing, the successful bidder shall furnish to Ministry of IT, a Bank Guarantee amounting to 10% of the Bid value as per specimen at "Section 5.2".
2. The Bank Guarantee of the banks that are blacklisted by Government of Pakistan for issuing Bank Guarantees will not be acceptable.
3. The performance guarantee shall be valid for thirty (30) days after the completion of training.
4. The cost incurred for establishing the Bank Guarantee or any extension thereof shall be to the account of the bidding firm.
5. The Performance Guarantee will be discharged after completion of training bootcamp.
6. The Performance Guarantee must be as per format attached at Section-5.2" and must be either from a Pakistani scheduled bank or from a branch of foreign bank in Pakistan acceptable to Ministry of IT.
7. The proceeds of the Performance Guarantee shall be payable to the Ministry of Information Technology & Telecom as compensation for any loss resulting from the bidder's failure to complete its performance obligations under the contract according to the satisfaction of Ministry of IT.

2.16 Eligibility and Qualification Requirements

1. To be eligible for award of contract, bidders will have to provide satisfactory evidence to Ministry of IT of their eligibility and meet the minimum criteria detailed in Section 2.19.2 of this document.
2. The bidder should be competent to provide training assessments as mentioned in the "TERMS OF REFERENCE" at Section-3.
3. Bids submitted by a Consortium or Joint venture of two or more firms as partners, and their nominated sub-bidder, shall comply with the following requirements:
 - i. Bids submitted by a Consortium or Joint venture of two or more firms as partners, including their nominated sub-bidders, necessarily require qualifying eligibility criteria by any of the partner or combined.
 - ii. The bids, and in case of a successful bid, a Form of Agreement shall be signed so as to be legally binding on all partners.
 - iii. One of the partners shall be nominated, as being in-charge and its authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners.
 - iv. The bid bond i.e., equivalent to 2% of the bid amount in the shape of Bank draft / pay order / bank guarantee must be submitted by lead bidder or the partner in charge.
 - v. The Lead Bidder shall be authorized to incur liabilities and receive instruction for and on behalf of any and all partners of the Consortium or Joint venture, and nominated sub-bidders and the entire execution of the contract including payment shall be done exclusively with the Lead Bidder or Partner in-charge.
4. All partners of the Consortium or Joint venture shall be jointly and severally responsible for the execution and completion of the contract in accordance with the contract terms and conditions. A relevant statement to this shall be included in the authorization mentioned under above 2.16(iii), as well as in form of bid and the form of Agreement (in case of successful bid). A copy of the agreement entered amongst the Consortium or Joint venture shall be submitted with the bid.
5. In case of a Consortium or Joint venture, a copy of the agreement(s) between the bidder and the Partnering firm(s) is required to be submitted.

2.17 Clarification of Bids

1. To assist in the examination, evaluation and comparison of Bids Ministry of IT may at its own discretion, ask the Bidder for clarification of its Bid. All responses to request for clarification shall be in writing, and no change in the price or substance of the Bid shall be sought, offered or permitted.
 - a. Bidders may be requested to provide sample for evaluation or demonstrate its features to Ministry of IT during evaluation stage, at no extra cost.
 - b. Ministry of IT reserves the right to communicate with any of the reference sites mentioned by the bidder, if required, with notifying the lead bidder.

2.18 General Terms and Conditions

1. After opening the bids, Ministry of IT will determine whether each bid is substantially responsive to the requirements of the Bidding Documents.
2. Ministry of IT will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information has been provided, CVs of staff, MoU(s) if any, whether the documents have been properly signed, and whether the bids are generally in order.
3. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviation. A material deviation is one which being inconsistent with the Bidding Documents, affects in any substantial way the scope, instruction to Bidders, or prescribed completion schedule or which limits in any substantial way Ministry of IT's right or the bidders' obligation under the Contract.
4. A bid determined to be non-responsive will be rejected by Ministry of IT and shall not subsequently be made responsive by the Bidder by correction of the non-conformity.
5. Ministry of IT may waive any minor deviation and or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided that the waiver does not prejudice or affect the relative standing order of any Bidder.
6. To assist in determining a bid's responsiveness the Bidder may be asked for clarification of his bid. The Bidder is not permitted, however, to change bid price or substance of his bid.
7. The evaluation of the bids will take into accounts, in addition to the bid price, the following factors:
 - i. Reliability and efficiency of the offered services/Solution
 - ii. Financial standing of the Bidder

2.19 Proposal Evaluation

2.19.1 General Conditions

1. Bidding firms shall not contact the Ministry of IT on any matter relating to their proposal from the time of submission of the technical and financial proposal to the time the contract is awarded. If a firm wish to bring additional information to the notice of the Ministry of IT, it should do so in writing at the address indicated in the (Section 2.7)
2. Evaluators of technical proposal shall have no access to the financial proposals until the technical evaluation is concluded.
3. Any effort by a bidder to influence Ministry of IT in its decisions on Proposal evaluation, Proposal comparison or contract award will result in the rejection of the Bidder's Proposal and forfeiture of Bid Bond.

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4. A Bidder that is under a declaration of ineligibility by MoIT&T in accordance with bidding instructions, at the date of the deadline for bid submission or thereafter, shall be disqualified. The list of debarred firms is available at the electronic address specified in the bidding details.
5. Bidders shall provide such evidence of their continued eligibility satisfactory to the Purchaser, as the Purchaser shall reasonably request.

Sr. No.	Assessment / Criteria	Points Allocated	Maximum Point
1	Quality Control Review of ICAP. (Latest QRC report).		10
2	Average Turnover.		20
	more than 900 Million	20	
	more than 600 Million	15	
	more than 300 Million	10	
3	Experience of recent audits of Public Sector Funds/Government Organizations/ Autonomous bodies in similar nature.		30
	Relevant Assignment in Public Sector Experience (2 Marks each assignment)	10	
	IT Experts in each Technology i.e Blockchain, Data Science, Cyber Security and Cloud Computing (5 Marks each expert)	20	
4	Number of fully qualified Chartered Accountants working full time in firm with functional office in Islamabad or Karachi.		20
	More than 2 FCA & 1 ACA	20	
	1 FCA & 1 ACA	10	
5	Demonstration of ability to fully perform such IT training audit/monitoring & Evaluation requirements as detailed in the RFP (Marks will be award on the bases of Presentation)		10
6	International affiliation/membership with high ranked firm.		10
	Big four	10	
	Other	05	
Total (Weighted 80%)			100

Minimum marks required for technical qualification are 75% i.e., 75 out of 100 marks in technical scoring. Only Technically qualified bidders will be considered for the overall evaluation. The bidders are required to submit evidence in the form of copies of contract, letters of completion issued by client or similar valid document.

Firms scoring minimum of 75% in Technical evaluation will be shortlisted and hence referred to as 'Responsive Bids'. The overall evaluation criteria will be based on 80% Technical and 20% financial of the shortlisted firms. The shortlisted firm scoring maximum marks in the overall scoring will be awarded the contract.

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2.19.2 Minimum Evaluation Criteria

Before submitting the request, the bidding organization may ensure that they are meeting the following minimum eligibility criteria:

- Experience in Performance Audit / IT Training Audit at least 3 years.
- Minimum Average Revenue for last 3 years PKR. 300 Million (Lead Bidder/Jointly)
- Minimum 1 IT Expert in each Relevant Technology (Cyber Security, Data Science, Cloud Computing, Block chain).
- At least completed 3 audit / validation assignments similar nature.
- Must have 1 office in the Islamabad or Karachi.
- The firm must have satisfactory QCR rating.
- The firm must be incorporated in Pakistan and adhere to all legal requirements to operate in Pakistan, having Valid Tax Compliance Certificate (NTN & STN).
- Must have 1 FCA, 1 ACA.
- The firm shall be registered with the Accounting / Auditing body in Pakistan (Proof of ICAP or equivalent registration should be attached). The firm having international affiliation with a firm of international standing and repute shall be preferred.

CA Firms are encouraged to provide only materials that are specific to the proposed services, and to avoid submitting generic promotional material. **The CA Firm in their RFP should also provide composition of their proposed team for the assignment along with their qualifications and experience.**

2.19.3 Technical Evaluation

1. This tender will be Single Stage - Two Envelops bidding procedure. Preliminary evaluation of technical bids will be done as per the information provided by the bidder as requested in Section 2.
2. Detailed technical evaluation will be done for firms who qualify the preliminary evaluation. These firms will be asked to provide sample or give demonstration of features for the proposed high impact skills training solution.
3. Ministry of IT's Evaluation Committee on the parameters given in the tender appendixes will make the technical evaluation. Ratings for the technical evaluation will be as per parameters given as Eligibility Criteria given with the SCOPE OF WORK.
4. The evaluation shall be on the basis of bidder responsiveness to the Terms of Reference. The Ministry of IT will apply an evaluation criteria and point system to evaluate the technical criteria. A proposal shall be rejected at this stage if it does not respond to important aspects of the Term of Reference. If the missing parameters/technical features are a scored technical feature, the relevant score will be set at zero
5. The Ministry of IT will notify the bidding firm of the rejection of their technical proposal indicating that their financial proposal if any will be returned unopened after completing the selection process.
6. The Ministry of IT will notify in writing to the firm(s) that passed the minimum technical score, and indicate the date, time and address for opening the financial proposal. The opening date shall not be sooner than 5 calendar days after the notification date. The notification may be sent through telephone call or email at address given for official correspondence.
7. On opening the financial proposal i.e., in the presence of the bidding firm(s) representatives

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who wish to attend, the Ministry of IT will announce the names of the firm(s), their technical scores, and the amounts of their financial proposals.

2.19.4 Financial Evaluation

Financial Proposals of only the technically qualified bidders would be opened and, evaluated / compared on the following basis:

1. The financial proposals shall first be checked for any error of computation and arithmetic errors will be corrected.
2. If a bidder does not accept the correction of errors, its bid will be rejected and its bid security may be forfeited.
3. Items and Services that are required but have been left out or are necessary to correct minor deviations of the proposal will be added to the total proposal price using costs taken from the highest prices from other responsive proposals for the same item and Services, or in the absence of such information, the cost will be estimated at prevailing list prices.
4. For the purpose of evaluation / comparison of bids, total lump sum cost will be considered.
5. Total evaluated financial cost of each responsive bidder shall be the basis of merit ranking of the Financial Proposal of the bid.

2.1.1 Technical-Cum-Financial Evaluation:

As per process technical and financial evaluation will be held separately. Initially those firms will be considered in the technical evaluation that have the required capabilities to meet the criteria specified to deliver all services listed in "Scope of Work" that category and also technically qualify as per criteria and the judgment based on their profile and as per the following formula:

Providing 80% Weight, using Weighted Average Formula

$$= (100 - ((\text{Highest Point} - \text{Points Secured}) / \text{Highest Points} * 100)) * 0.8$$

The Financial proposal of only technically qualified bidders will be opened. However, the lower financial bid will have a prime upshot in the award of contract, as per following formula:

Providing 20% Weight, using Weighted Average Formula

$$= (100 - (\text{Quoted Bid} - \text{Lowest Bid}) / \text{Lowest Bid} * 100) * 0.2$$

Evaluated Bid Score = Weighted Average Technical Score + Weighted Average Financial Score

The Decision of Ministry of Information Technology & Telecom of Pakistan will be binding on all concerned and cannot be challengeable at any forum.

The evaluation of a proposal will take into account the following factors:

- Vendor's Technical Capability
- Vendor's Support Strength
- Relevant Experience
- Delivery Timeline
- Brochures, MoU's, Supporting Documents, etc.

In addition, the following Evaluation Factors will be applied:

- (a) Brand Rating of offered Trainings in the industry

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- (b) Future Roadmap and Refresh Courses
- (c) Portfolio of trainings in multiple disciplines

2.20 Ministry of IT's Right to Accept or Reject any or All Bids

1. Ministry of IT reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the effected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for Ministry of IT's action.
2. Ministry of IT may terminate the Contract at any time by giving written notice to the bidder, if the bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation, provided such termination will not prejudice or affect any right of action or remedy, which has, accrued or will accrue thereafter to Ministry of IT.

If the bidder is unable to fulfill its obligations as mentioned in the work plan and withdraws from the project, Ministry of IT shall terminate the contract by issuing a written notice and shall not be responsible to pay off any liability incurred towards the bidder and forfeit the security deposit (bid bond amount).

2.21 Disclaimer to the Evaluation Process

At any point of time, Ministry of IT reserves the right to alter the evaluation and selection process without any intimation to the bidder and the decision of the Ministry of IT will be final in awarding of contract.

2.22 Payment Schedule

The Purchaser shall pay the Contract Price to the Supplier according to the categories and in the manner specified below.

Within each such category, the contract implementation schedule may trigger pro- rata payments for the portion of the total contract price for the category corresponding to the services actually delivered at unit prices and in the currencies specified in the price schedules of the Contract Agreement.

Sr. No.	Work to complete	Payment Percentage
1.	Mobilization advance (against advance bank guarantee)	10%
2.	Submission of Project Plan and Audit team Resource Mobilization	10%
3.	Completion of each Training track Audit, 15% on each Training report submission i-e(Cyber Security, Cloud Computing, Blockchain, Data Science	60%
5.	Completion of Contract	20%

For Services supplied, the Purchaser will pay the Supplier in PKR (at the exchange rate prevailing at the day of payment). Any taxes payable in the Purchaser's Region at the time of bidding shall be included in the quoted price and shall be the responsibility of the firm.

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Note: Project monitoring activity will be in phases, In Phase-I two lots (Cyber Security and Cloud computing will be monitor and in phase-II two remaining lots (Blockchain and DataScience will be monitoring) therefore it is stated to estimate the project cost as per phase.

2.23 Bid Prices

All items in the Project Scope must be listed and priced in the Price Schedules. Project estimated cost will as per Phases. (Phase-I, II)

1. Bid prices can be quoted in any convertible currency, however payment shall be made in PKR. At the exchange rate prevailing at the day of payment.

2.24 Award Criteria

1. Ministry of IT will award the contract to the successful bidder, whose proposal has been determined to be substantially responsive and has been determined to be the highest evaluated proposal, after considering all factors and who meets the requisites requirements as per "Scope of Work", provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
2. Ministry of IT will notify by fax/letter by courier, the successful bidder of its intent to enter into a contract. The contract shall be executed only after all necessary management approvals have been obtained.

2.25 Change of Scope

At any time prior to the deadline for submission of bids, Ministry of IT may, for any reason whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Tender. Amendments will be provided in the form of Addenda to the Tender and will be sent in writing by courier, cable, facsimile, or electronic mail to all prospective Bidders that have received the Tender Document and will be binding on them. Bidders are required to immediately acknowledge receipt of any such addenda, and it will be assumed that the amendments contained in such addenda will have been taken into account by the Bidder in its bid.

In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, Ministry of IT may, at its own discretion, extend the deadline for submission of bids, in which case Ministry of IT will notify all the bidders.

2.26 Liquidated Damages on Late Performance

If at any time during performance of the Contract, the bidder encounters conditions impeding timely delivery of required items/services, the Bidder shall promptly notify Ministry of IT in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Firm's notice, Ministry of IT shall evaluate the situation and may at its own discretion, except for cases of Force Majeure, extend the Firm's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

Liquidated damages will be deducted from contract price as per following schedule.

- a) 1st 50 days beyond agreed delivery time – 0.2% per day of the total contract value
- b) 2nd 50 days beyond agreed delivery time – 0.4% per day of the total contract value.

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- c) Delay beyond 100 days will result in termination of the contract by MOIT, Forfeiture of Performance Guarantee, and claim additional Risks & Costs to the extent of getting the work completed by alternate vendors.

2.27 Fraud & Corruption

The Ministry of IT Corporation of Pakistan requires that the procuring entities as well as bidders, suppliers, and bidders and their sub-bidders under the MoIT&T contracts, shall adhere to the highest standard of ethics during the procurement and execution of such contracts. In this context, the Purchaser; (a) defines, for the purposes of this provision, the terms set forth below as follows:

- a) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
- b) "fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- c) "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- d) "collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
- e) "obstructive practice" means:
 - i. deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - ii. acts intended to materially impede the exercise of the MoIT&T inspection and audit rights provided for under sub clause (a) below.
 - iii. will reject bid(s) if it determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
 - iv. will sanction a firm or individual, including declaring ineligible, for a stated period of time, to be awarded a MoIT&T financed contract if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for, or in executing, a MoIT&T financed contract.

The Bidder shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement:

- a) give or propose improper inducement directly or indirectly,
- b) distortion or misrepresentation of facts,
- c) engaging in corrupt or fraudulent practice or involving in such act,
- d) interference in participation of other competing bidders,
- e) coercion or threatening directly or indirectly to cause harm to the person or the property of any person to be involved in the procurement proceedings,
- f) collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the Purchaser the benefit of open competitive bid price,
- g) Contacting the Purchaser with an intention to influence the Purchaser with regards to the bids or interference of any kind in examination and evaluation of the bids during the period from the time of opening of the bids until the notification of award of contract.

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PPRA on the recommendation of the Purchaser may blacklist a Bidder for a period of one (1) to three (3) years for its conduct including the following grounds and seriousness of the act committed by the bidder:

- a) if convicted by a court of law in a criminal offence which disqualifies the Bidder from participating in the contract,
- b) if it is established that the contract agreement signed by the Bidder was based on false or misrepresentation of Bidder's qualification information,

A bidder declared blacklisted and ineligible by MoIT&T and PPRA, shall be ineligible to bid for a contract during the period determined by these stakeholders. The Supplier shall permit SLC to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by MoIT&T, if so, required by the PPRA.

2.28 Conflict of Interest

A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to be in a conflict of interest with one or more parties in this bidding process if, including but not limited to:

- a) have controlling shareholders in common; or
- b) receive or have received any direct or indirect subsidy from any of them; or
- c) have the same legal representative for purposes of this Bid; or
- d) have a relationship with each other, directly or through common third parties that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process; or
- e) Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which it is involved. However, this does not limit the inclusion of the same subbidder, not otherwise participating as a Bidder, in more than one bid; or a Bidder or
- f) any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods and services that are the subject of the bid.

2.29 Reference Site Visit.

1. During evaluation of the Proposals, Ministry of IT may, at its sole discretion, ask a bidder to facilitate visits of bidder's existing client sites minimum 4 sites in each city, (Islamabad and Karachi) where the bidder's supplied services are in operation or a project similar in nature and scope has been deployed.
2. Short listed vendors may be called to demonstrate its features to MoIT&T.
3. Ministry of IT's Management to affirm functional and technical requirements are met. This activity shall be at the bidder's own risk. The costs of demonstration and visiting the site or sites shall be borne by the Bidder.

2.30 Arbitration

Any disputes or differences arising out in connection with this assignment which cannot be amicably settled within 15 days between the Ministry of IT and the Bidder shall at the request of any party be finally settled by arbitrators, each party will appoint one such arbitrator, arbitrators so appointed before commencing any proceedings will jointly appoint an umpire. Arbitration proceedings shall be conducted under the provisions of Arbitration Act 1940 or any statute which replaces extends or modifies the same. The venue of any such arbitration shall be Islamabad, Pakistan. The Laws of Islamic Republic of Pakistan will govern the contractual relationship between the bidder(s)

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and the Ministry of IT.

2.31 Force Majeure

If either party is temporarily rendered unable, wholly or in part by Force Majeure to perform its duties or accept performance by the other party under the Contract it is agreed that on such party, giving notice with full particulars in writing of such Force Majeure to the other party within 14 (fourteen) days after the occurrence of the cause relied on, then the duties, of such party as far as they are affected by such Force Majeure shall be suspended during the continuance of any inability so caused but for no longer period and such cause shall as far as possible be removed with all reasonable speed. Neither party shall be responsible for delay caused by Force Majeure.

The terms "Force Majeure" as used herein shall mean Acts of God, strikes, lockouts or other industrial disturbance, act of public enemy, war, blockages, insurrections, riots, epidemics, landslides, earthquakes, fires, storms, lightning, flood, washouts, civil disturbances, explosion, Governmental Export/Import Restrictions, Government actions/restrictions due to economic and financial hardships, change of priorities and any other causes similar to the kind herein enumerated or of equivalent effect, not within the control of either party and which by the exercise of due care and diligence either party is unable to overcome.

The terms of this Contract shall be extended for such period of time as may be necessary to complete the work which might have been accomplished but for such suspension. If either party is permanently prevented wholly or in part by Force Majeure for period exceeding 4 (four) months from performing or accepting performance, the party concerned shall have the right to terminate this Contract immediately giving notice with full particulars for such Force Majeure in writing to the other party, and in such event, the other party shall be entitled to compensation for an amount to be fixed by negotiations and mutual agreement.

If a Force Majeure situation arises, the Bidder shall promptly notify Ministry of IT in writing of such conditions and the cause thereof. Unless otherwise directed by Ministry of IT in writing, the bidder shall continue to perform its obligations under the Contract as far as is reasonably practicable and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

2.32 Notification of Intention to Award

1. The Purchaser shall notify the concerned Bidder whose bid has been selected in accordance with bidding guidelines within seven 7 days of the selection of the bid, in writing that the Purchaser has intention to accept his/her bid and the information regarding name, address and bid amount of the selected bidder shall be given to all other bidders using the "Letter of Intention".

2. If no bidder submits an application pursuant to bidding instructions within a period of seven days of providing the notice, the Purchaser shall accept the bid selected prior to the expiry of bid validity period, and notification of award shall be communicated to the bidder to furnish the performance security and sign the contract within fifteen days.

2.33 Signing of Contract

Within fifteen (15) working days after notification to the successful bidder regarding acceptance of his bid and submission of Bank Guarantee, the contract incorporating all agreements between the parties will be signed.

3.1 Project Overview

Monitoring is a pivotal component of any project and is initiated to measure the degree of effectiveness of the program and to identify areas of improvement. With this intent monitoring of the Project “High Impact Skills bootcamp” is being undertaken.

The major objectives of monitoring are as under:

1. To observe, gauge and analyze the execution of the overall emerging technologies training program and draw useful conclusion and statistically valid inferences;
2. To assess and evaluate the effectiveness of the overall program;
3. To identify & facilitate solutions for the problems occurring during the program;
4. To get specific recommendations for improvement of the program.

The main purpose of the monitoring assignment is to observe, gauge, analyze and draw useful conclusions and statistically valid inferences using well defined monitoring tools such as structured interviews, questionnaires, survey forms and observational checklists, etc. It is advised that detailed RFPs of emerging technology training in four lots (available at <https://moitt.gov.pk/Tenders>) of Ministry of IT and Telecom be thoroughly studied and understood by all agencies interested in providing requisite monitoring services.

3.2 Training Objectives

MoIT&T intends to execute an Intensive training/training Boot-Camp(s) to provide University Students, and Professionals the experience of high-impact Intensive Training Bootcamps and develop their skills using world-class course work and methodology. MoIT&T aims that this Intensive Training/training bootcamp will enable these students and professionals to not only acquire high end skills in the four domains but also be able to conduct or be part of execution of such Intensive Training/ bootcamps in the future. Bootcamp training methodology, as employed in Silicon Valley, California and elsewhere in the technology hubs of the world, should be replicated in the best possible manner to yield maximum benefits of the training.

The core objective of the Intensive Training/training bootcamps is to prepare the Intensive Training/ bootcamp participants for software development and training jobs in four disciplines:

1. Software Engineering and Cloud Native Computing
2. Data Sciences, Machine Learning and Artificial Intelligence
3. Blockchain Technology
4. Cyber Security

IT training firm is required to provide detailed weekly course work outline for each of the subjects with comprehensive detail. (RFP hiring of bootcamp training firm section 3.0).

Training Scope

- a. Boot Camp contractor should provide a model course work and methodology to be used as a

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guideline to universities and other institutions to train students and prepare them for SOFTWARE DEVELOPMENT jobs in the field of Software Engineering and Cloud Native Computing, Data Sciences, Cyber Security, Artificial Intelligence (AI) and Blockchain technology) for the next decade:2020-2029

- b. Each training track should be supervised by highly qualified instructors from world renowned Intensive Training/training Bootcamp organization(s), for the duration of the fully immersive training around 3-4 months.
- c. Expected training schedule will be between 8-10 hrs/daily for 5 days a week.
- d. Contractor will arrange the training facilities logistics and necessary arrangements for the trainings.
- e. Contractor must also clearly define pre-requisites such as a BS degree in Computer Science, Physics and Math or basic programming skills that may be sufficient for candidates to qualify for Intensive Training/training bootcamp courses.
- f. Contractor will train a total of 200 trainees (100 in Karachi and 100 in Islamabad) from a total of 4 disciplines as referred in section 3.2. The proposal must clearly state the methodology adopted; (1) normal physical training mode. The selection process of trainees will be defined by the contractor. Proper pre-evaluation criteria for selection of trainees will be defined by the contractor with the consultancy of MoIT&T.
- g. Monitoring the course work and methodology submitted by training firms as per RFP Term of Reference section 3.0. (training firm proposal details will be provided on demand)

3.3 Scope of Work

3.3.1 Scope

- a. The selected monitoring agency shall be required to develop a mechanism in consultation with Ministry of IT & Telecom for effective monitoring and evaluation of IT training program as referred above;
- b. The selected monitoring agency shall conduct performance audit services. The audit services shall include compliance, operational, investigative or other performance audits of High Impact Training Bootcamp project.
- c. The selected monitoring agency shall conduct the performance audits (Simultaneously in each city i.e Islamabad, Karachi) of IT training according to the pre-defined parameter for training firm i.e Course Content, Training Scheduled, Assessments, trainee feedback and lab work as defined in IT training firm proposal and subsequent contract.
- d. The performance audits shall entail objective and systematic examination of evidence to provide an independent assessment of the performance and management of the training program.
- e. The performance audits shall entail a scope of work, apply a variety of methodologies, and involve various levels of analysis, or evaluation. The work shall be summarized in a report with findings, conclusions, and recommendations.
- f. The performance audits shall provide information to improve training program operations and facilitate decision making by parties with responsibility to oversee or initiate corrective actions, and improve

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accountability.

g. Training Locations:

Location	Total No. Trainee	Training Site in each city
Islamabad and Karachi	200 (25 Trainee per Batch in each technology in each city i-e Cyber Security, Data Science, Cloud Computing and Blockchain)	4 Sites

h. HR Required for Training Assessment:

Highly qualified performance auditors at all levels (1 Associate, 1 Senior Manager, 1 IT Expert for each Technology) in each city assigned to provide professional services to meet the MoIT&T's performance audit efforts;

- i. Project performance monitoring activity will be in two phases, In Phase-I two lots (Cyber Security and Cloud computing shall be monitored and in phase-II two remaining lots (Blockchain and DataScience shall be monitored), therefore cost estimates of the project shall be made taking this into account.
- j. The duration of first phase is Six months and after six months Phase-II technologies will be monitor/performance audit accordingly.

3.3.2 Bidder Responsibilities:

- a. Maintain a pool of highly qualified performance auditors at all levels (Associate, Senior Manager, IT Expert for each Technology) for each city assigned to provide professional services to meet the MoIT&T's performance audit efforts;
- b. Notify the MoIT&T in writing of any changes of staffing from those listed in the contract. The MoIT&T will not compensate the bidder for hours incurred to train new staff members assigned.
- c. At the direction of the MoIT&T, use experienced performance auditors to develop performance audit plans and engagement proposals, to be approved by the MoIT&T in the form of Engagement Task Orders;
- d. Execute fully defined Engagement Task Orders that deliver the agreed performance audit services to the MoIT&T approval
- e. Provide performance and resource management of performance audit services, including related reporting, under the direction of the MoIT&T;
- f. Work with the MoIT&T to remain cost conscious of task orders, remaining within the budget constraints of the MoIT&T; and
- g. Maintain a set of intellectual materials (studies, white papers, opinions, recommendations, strategies, plans, approaches, policies and practices, a knowledge database, applied experience documentation, organizational technology, relationships, and professional skills, etc.) to support performance audit services

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and make the material available for use by the MoIT&T.

3.3.3 Audit Engagement:

The awarded bidder must be able to conduct performance audit engagement, in accordance with the following provisions. Because of critical time considerations, efficiency, or other circumstances, the MoIT&T reserves the right to modify these provisions when it is in the best interest of the MoIT&T.

a. The bidder shall arrange the entrance conference that is attended by the bidder and MoIT&T staff identified by the MoIT&T.

b. The bidder and designated MoIT&T staff shall have periodic progress meetings during the audit. The bidder should submit a status report on a monthly basis.

c. The bidder shall prepare a draft report based on the findings identified during fieldwork. The findings must be fully documented in the bidder's work papers. The bidder must produce audit reports and other deliverables of exceptional high quality.

d. The bidder shall send the draft report to the designated MoIT&T staff for review and comment.

g. The bidder shall arrange an exit conference with appropriate MoIT&T staff. At the exit conference, the auditee will be requested to provide a written response to the draft report within a specified time, frame to the bidder, with a copy to the MoIT&T. This response shall be communicated electronically and in hard copy.

h. The bidder, in conjunction with the designated MoIT&T staff, will review the auditee's response to determine if a rebuttal is warranted.

i. If a rebuttal is warranted, the bidder shall prepare it and include it after the auditee's response.

j. The bidder shall incorporate the auditee response into the final report.

k. The bidder shall invoice the MoIT&T when each deliverable has been accepted. Typical deliverables include the audit plan, the draft audit report and the final audit report. An itemized listing of hours spent on the project is to accompany the deliverables to the MoIT&T.

l. The bidder shall provide a hard copy and an electronic copy of the final audit report.

m. The bidder shall perform engagement performance management and maintain related records and reports of its performance that include on-time milestones i.e Course Content monitoring, Training Schedule management, trainee Assessments report ,trainee feedback ,lab work survey, and trainee satisfaction survey results.

n. In the event of the bidder's failure to comply with the established date of completion, the MoIT&T reserves the right to make an open market purchase of the services. In addition to other remedies that are available to the MoIT&T, the MoIT&T may seek damages from the bidder in the amount of the difference between the costs to the MoIT&T had the bidder performed the service and the actual costs incurred in order to complete the services.

o. Any task placed prior to, but not completed by the expiration date of the contract, will be completed by the bidder with all compensation and provisions of the contract still in force and effect until completion.

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3.3.4 Deliverables:

a. The bidder shall prepare and submit audit plans and audit reports. Audit reports shall be tailored to the requirements of the specific audit. However, reports will include but will not be limited to these sections:

- Executive Summary,
- Background,
- Objectives, Scope and Methodology,
- Findings,
- Recommendations, and
- Auditee Response.

b. Reports are to be prepared in a clear and concise manner. Detailed information is to be included in the body of the findings. When preparing the findings section in the audit report, the first sentence of each finding is to contain

a synopsis of the finding, followed by detail information to fully support the finding. Recommendations are to be fully supported by and consistent with the findings.

c. The bidder will provide to MoIT&T a hard copy, as well as an electronic copy of the final report. The bidder will provide, in certain cases, a copy of the final report cross indexed to the bidder's work papers, when requested.

d. The MoIT&T will not compensate the bidder for time spent on revisions due to incorrect and/or poorly prepared written deliverables. When assigned a project, the bidder is to report monthly the hours used on the project and agreed performance indicators. With the submission of the deliverable, the bidder is to submit an itemized listing of hours with dates and descriptions of time utilized, and with the corresponding bidder personnel names to determine the number of hours used for the project to date and related performance level indicators.

e. Work papers are to clearly document interviews, audit steps, results of audit steps, audit findings and other documentation as relevant. The audit work papers shall be retained by the MoIT&T. At the time the bidder submits their draft report, the MoIT&T shall have the right to review the bidder's work papers. Should the MoIT&T reject a report, the bidder will be notified in writing of such rejection giving the reason(s). The right to reject a report shall extend throughout the term of the contract, and thereafter, if applicable, until completion of the audit and acceptance by the MoIT&T.

f. Upon completion of the final report, the bidder may be requested to provide a presentation to MoIT&T on key findings and recommendations of IT training project.

3.4 Compliance Sheet

1. In the offer, the Bidder shall include clause by clause statement and sufficient documentation such that MoIT&T can validate the compliance statements. In the statement of compliance, the bidder shall state:
 - a. Fully Compliant (FC): If the offer of Bidder fully meets the Bidding document requirement
 - b. Partially Compliant (PC): If the offer of Bidder meets the requirement partially, the bidder shall state the reason why the offer is partially compliant. However, if the bidder is able to fulfill the specified requirement later, the time schedule for this shall be stated. In such cases, the bidder shall clearly mention the extent to which other requirements or specifications are affected;
 - c. Non-Compliant (NC): If the offer of Bidder cannot meet the requirements, the bidder shall also state reasons for it;
 - d. Compliance statements such as 'Agreed', 'Noted', 'OK', Tick mark, Do (") and 'Understood' etc. shall not be acceptable and shall be considered "Non-Compliant" Bidders shall mention, along with the compliance statement, the relevant Clause No., Page No., Chapter/ Section/ Volume of the offered bid document and/ or the brochure and catalogue, wherever applicable, for the purpose of verification of their technical compliance statement.
2. In case of absence or unclear statements of compliance for any specified requirement, MoIT&T will interpret that particular requirement as being "Non-Compliant".
3. If the bidder has stated 'Fully compliant' against technical clauses with comments resulting in material deviation, contradictory remarks such statement shall be considered as "Non-Compliant".
4. If the bidder has stated partially or non-compliant to some of the clauses, the successful bidder shall provision for all such requirements and make the bid fully compliant to all MoIT&T requirements at the time of signing of Contract.

S. No.	Requirements	Compliance
1.	Quality Control Review of ICAP. (Latest QRC report).	
2.	Contractor will conduct audit a total of 200 trainees (100 in Karachi and 100 in Islamabad) from a total of 4 disciplines according to the defined parameters for already hired training firm i-e (Course Content monitoring, Training Scheduled, Assessments report, trainee feedback and lab work monitoring report)	
3.	Experience of recent audits of Public Sector Funds/Government Organizations/ Autonomous bodies in similar nature.	
6.	Number of fully qualified Chartered Accountants working full time in firm with functional office in Islamabad or Karachi.	

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7.	International affiliation/membership with high ranked firm.	
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3.5 Acronyms

Acronyms	Description
HIGH IMPACT TRAINING BOOT-CAMP	TRAIN SOFTWARE GRADUATES IN HIGH LEVEL SOFTWARE DEVELOPMENT AREAS
MoIT&T	Ministry of Information & Telecommunication of Pakistan
SME	Subject Matter Expert

4 BIDDING FORMS

4.1 Technical proposal - Submission Acknowledgement

(Location, Date)

(Name and address of Client).

We, [M/S. Title of Firm/company] offer to provide HIGH IMPACT TRAINING BOOT-CAMP in accordance with your Request for Proposal dated [Date]. We are hereby submitting our Proposal, which includes this technical proposal, and financial proposal sealed under separate envelopes.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of our proposal. Our technical proposal is binding upon us subject to the modifications resulting from contracts negotiations.

We understand that 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:

4.2 Financial proposal - Submission Acknowledgement

(Location, Date)

(Name and address of Client).

Dear Sir / Madam,

We, the undersigned, offer to provide HIGH IMPACT TRAINING BOOT-CAMP in accordance with your Request for Proposal dated [Date], and our Proposal (technical and financial proposals) of dated:

Our attached financial proposal is attached on the provided format.

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, i.e. [date].

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:

4.3 Financial Proposal Form

Financial Quote for Performance Audit of IT Training as per following sample Financial Proposal Template:

No.	Service / Item	Price (PKR) Per Training	No. of Training	Total Price (PKR)
1	All Inclusive Price per training track audit i-e (Cyber Security, Cloud Computing, Data Science, Blockchain		4	
	-Total Price			
	Applicable Tax(es)			
	Final Price Inclusive of Applicable Tax(es)			

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4.4 General Information Form

All individual firms and/or each partner of a Joint Venture that are bidding must complete the information in this form. Nationality information should be provided for all owners or Bidders that are partnerships or individually owned firms.

Where the Bidder proposes to form a JV, the following information should also be supplied for the JV Partner(s), together with the information in Forms 4.5-4.15. Joint Ventures must also fill out Form 4.5.2a.

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	Telex
5.	Place of incorporation / registration	Year of incorporation / registration

Nationality of owners ¹		
Name		Nationality
1.		
2.		
3.		
4.		
5.		
¹ / To be completed by all owners of partnerships or individually owned firms.		

This information may not be available from the Bootcamp company.

4.5 General Information Systems Experience Record

Name of Bidder or partner of a Joint Venture:

All individual firms and all partners of a Joint Venture must complete the information in this form with regard to the management of Information Systems contracts generally. The information supplied should be the annual turnover of the Bidder (or each member of a Joint Venture), in terms of the amounts billed to clients for each year for work in progress or completed, at the end of the period reported. The annual periods should be calendar years, with partial accounting for the year up to the date of submission of applications. This form may be included for Sub-contractors only if the Invitation to Bid clauses explicitly permit experience and resources of (certain) Sub-contractors to contribute to the Bidder's qualifications.

A brief note on each contract should be appended, describing the nature of the Information System, duration and amount of contract, managerial arrangements, purchaser, and other relevant details.

Use a separate page for each partner of a Joint Venture, and number these pages.

Bidders should not enclose testimonials, certificates, and publicity material with their applications; they will not be taken into account in the evaluation of qualifications.

Annual turnover data (applicable activities only)		
Year ¹	Turnover	
1.		
2.		
3.		
4.		
5.		
^{1/} Commencing with the partial year up to the date of submission of bids		

Request for Proposals: High Impact Training Boot-camp (Third Party Performance Audit RFP)

4.6 Bidding Firm's Project References

[Relevant services carried out in the past that best illustrate qualifications]

Assignment Name		Country	
Name of Client:		Total No. of delivery Locations (List may be attached)	
Industry			
Address:			
Start Date (Month/Year)		Approx. Value of Contract (in currency):	
Completion Date (Month/Year)			
Items/Services Supplied		Quantity	
Narrative Description of Project:			

4.7 Joint Venture Summary

Names of all partners of a Joint Venture

- 1. Partner in charge
- 2. Partner
- 3. Partner
- 4. Partner
- 5. Partner
- 1. Etc.

Total value of annual turnover, in terms of Information System billed to clients, at the end of the period reported:

Annual turnover data (applicable activities only; PKR)					
Partner	Year 1	Year 2	Year 3	Year 4	Year 5
1. Partner in charge					
2. Partner					
3. Partner					
4. Partner					
5. Partner					
6. Etc.					
Totals					

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4.8 Particular Systems rollout Experience Record

Name of Bidder or partner of a Joint Venture
--

On separate pages, using the format of Form 4.5, the Bidder is requested to list contracts of a similar nature, complexity, and requiring similar information technology and methodologies to the contract or contracts for which these Bidding Documents are issued, and which the Bidder has undertaken during the period. Each partner of a Joint Venture should separately provide details of its own relevant contracts.

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4.9 Details of Contracts of Similar Nature and Complexity

Name of Bidder or partner of a Joint Venture:

Use a separate sheet for each contract.

1.	Number of contracts	
	Name of contract	
	Country	
2.	Name of Purchaser	
3.	Purchaser address	
4.	Nature of Information Systems and special features relevant to the contract for which the Bidding Documents are issued	
5.	Contract role (check one) <input type="checkbox"/> Prime Supplier <input type="checkbox"/> Management Bidder <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Partner in a Joint Venture	
6.	Amount of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contracts) _____ Currency Currency Currency	
7.	Contract was completed _____ months ahead/behind original schedule (if behind, provide explanation).	
8.	Special contractual/technical requirements.	
9.	Indicate the approximate percent of total contract value of Information System undertaken by subcontract, if any, and the nature of such Information System.	

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4.10 Personnel Capabilities

For specific positions essential to contract management and implementation (and/or those specified in the Bidding Documents, if any), Bidders should provide the names of at least two candidates qualified to meet the specified requirements stated for each position.

Bidders may propose alternative management and implementation arrangements requiring different key personnel, whose experience records should be provided:

Professional Staff					
Name of Staff	CNIC No	Firm	Area of Expertise	Position Assigned	Task Assigned

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4.11 Summary Sheet: Current Contract Commitments / Work in Progress

NOT APPLICABLE

Name of Bidder or partner of a Joint Venture:

Bidder and each partner to a Joint Venture bid should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Name of contract	Purchaser, contact address/tel./fax	Value of outstanding Information System	Estimated completion date	Average monthly invoicing over last six months
1.				
2.				
3.				
4.				
5.				
etc.				

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4.12 Financial Capabilities

Name of Bidder or partner of a Joint Venture:

Bidders, including each partner of a Joint Venture, shall provide financial information to demonstrate that they meet the requirements stated in the Evaluation Criteria. Each Bidder or partner of a Joint Venture shall complete this form. If necessary, separate sheets shall be used to provide complete banker information. A copy of the audited balance sheets shall be attached.

Autonomous subdivisions of parent conglomerate businesses shall submit financial information related only to the particular activities of the subdivision.

Banker	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	Telex

Summarize actual assets and liabilities (at the rates of exchange current at the end of each year) for the previous five calendar years. Based upon known commitments, summarize projected assets and liabilities for the next two calendar years, unless the withholding of such information by stock market listed public companies can be substantiated by the Bidder.

Financial information in PKR	Actual:					Projected:	
	Previous five years					Next two years	
	5	4	3	2	1	1	2
1. Total assets							
2. Current assets							
3. Total liabilities							
4. Current liabilities							
Revenue							
5. Profits before taxes							

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6. Profits after taxes							
------------------------	--	--	--	--	--	--	--

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts.

Source of financing	Amount
1.	
2.	
3.	
4.	

Attach audited financial statements — including, as a minimum, profit and loss account, balance sheet, and explanatory notes.

If audits are not required by the laws of Bidders' countries of origin, partnerships and firms owned by individuals may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns.

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4.13 Candidate Summary

Name of Bidder:

Position		Candidate
		Prime Alternate
Candidate information	Name of candidate	Date of birth
	Professional qualifications	
Present employment	Name of Employer	
	Address of Employer	
	Telephone	Contact (manager / personnel officer)
	Fax	Telex
	Job title of candidate	Years with present Employer

Summarize professional experience over the last twenty years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

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4.14 Technical Capabilities

Name of Bidder:

The Bidder shall provide adequate information to demonstrate clearly that it has the technical capability to meet the requirements for the Information System. With this form, the Bidder should summarize important certifications, proprietary methodologies, and/or specialized technologies which the Bidder proposes to utilize in the execution of the Contract or Contracts.

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4.15 Litigation History

Name of Bidder or partner of a Joint Venture:

Bidders, including each of the partners of a Joint Venture, shall provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each partner of a Joint Venture.

Year	Award FOR or AGAINST Bidder	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value)

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4.16 DECLARATION on OATH

[*Name of the Seller/Supplier*] hereby solemnly declares its intention not to obtain or induce 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 practices.

Without limiting the generality of the foregoing, [*the Seller/Supplier*] represents and warrants that it has fully declared the brokerage, commission, fees 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, Vendor, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation 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.

[*the Seller/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, representation or warranty.

[*the Seller/Supplier*] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts 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 rights 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, [*the Seller/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 [*the Seller/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.

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4.17 GENERAL DECLARATION

(To be filled/signed/stamped by the prospective bidder i.e., Principal and by the Local Agent on their Letter Head)

The Prospective Bidder will have to certify that;

- Their Firm / Company / Local Agent with current or any other title & style has not been involved or litigating in any manner or kind of litigation with Ministry of IT
- Wrong declaration to above fact will be liable to legal proceedings including but not limited to confiscation of Bid Bond / Performance Bond & Blacklisting of Firm (the principal) and also Local Agent

Sign / Name: _____

Principal's Name / Address: _____

Designation: _____

Date: _____

Stamp: _____

Sign / Name: _____

Local agents Name / Address: _____

5 BID SECURITY DOCUMENTS

5.1 BID SECURITY (BANK GUARANTEE)

[insert: **Bank's Name, and Address of Issuing Branch or Office**]

Beneficiary: [insert: **Name and Address of Purchaser**]

Date: [insert: **date**]

BID GUARANTEE No.: [insert: **Bid Guarantee Number**]

We have been informed that [insert: name of the Bidder] (hereinafter called "the Bidder") has submitted to you its bid dated [insert: bid date] (hereinafter called "the Bid") for the execution of [insert: name of contract] under Invitation for Bids No. [insert: IFB number].

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee, and that the bid guarantee automatically covers any alternative bids included in the Bid, if the Bidder is permitted to offer alternatives and does so.

At the request of the Bidder, we [insert: name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [insert: amount in figures] ([insert: amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- a) has withdrawn the Bid (or any parts of it) during the period of bid validity specified by the Bidder in the Bid Submission Form or any extension of the period of bid validity which the Bidder subsequently agreed to; or
- b) having been notified of the acceptance of the Bid by you during the period of bid validity, (i) failed or refused to execute the Contract Agreement, or (ii) failed or refused to furnish the performance security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bid's validity.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[Signature(s)]

[Note to Bidders: Instructions on amount and currency can be found in the Section 2.13. Joint Ventures need to also ensure that their Bank Guarantee meets the requirements for Joint Ventures as provided in the same section.]

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5.2 Performance SECURITY (Performance BOND)

Issuing Authority:

Date of Issuance:

Date of Expiry:

Claim Lodgment Date:

WHEREAS [Name and Address of the Bidder] (hereinafter called "the Bidder") has agreed to supply the Services and render the Services against Tender Name (hereinafter called "the Contract") for the Contract Value of PKR (in figures _____) (in words _____).

AND WHEREAS it has been stipulated in the Tender Document that the successful Bidder shall furnish Performance Security, within ten (10) working days of the receipt of the Acceptance Letter from the Client, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document to the Client, for a sum equivalent to Rs. _____ (to 10% of the one (01) year contract value, on a yearly basis, with an undertaking to renew the Bank Guarantee before the end of each year, one month before the expiry period of the submitted bank guarantee) valid from the date of issue until all obligations have been fulfilled in accordance with the Contract; AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Bidder a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Client, for the sum of PKR (in figures _____) (in words _____) and undertakes to pay to the Client, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Client having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Bidder commits a default under the Contract;
2. If the Bidder fails to fulfill any of the obligations under the Contract;
3. If the Bidder violates any of the provisions of the Contract.

Provided that the Client shall specify the occurred condition(s) owing to which the said sum is due to him. Provided further that any demand(s) / claim(s) from the Client shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or all obligations have been fulfilled in accordance with the Contract, whichever is earlier. Date this _____ day of 20__.

GUARANTOR

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

[Note to Bidders: Instructions on amount and currency can be found in the Section 2.15. Joint Ventures need to also ensure that their Bid Bond meets the requirements for Joint Ventures as provided in the same section.]