

**PRE-QUALIFICATION OF SOFTWARE DEVELOPMENT
AND IT CONSULTANCY FIRMS**

Pre-Qualification Invitation

No. NITB-4(404)/2024

September 2024

1. INTRODUCTION

The National Information Technology Board (NITB) is committed to driving digital transformation by offering comprehensive IT support and solutions to government departments and ministries. NITB is keen to accelerate its progress in achieving its objectives and fulfilling its mandate. The organization is dedicated to enhancing its efforts in providing essential automation, design, development, and implementation of robust IT technologies to foster an e-governance culture across public departments. NITB aims to develop comprehensive plans, technologies, and infrastructures to enhance the performance of the public sector. To this end, NITB seeks to engage with software development and IT consultancy firms that have a proven track record of delivering high-quality work in a timely manner.

2. OVERVIEW OF PRE-QUALIFICATION

NITB invites / proposals from Software Development and IT Consultancy companies having expertise in specialized domains as listed in the scope of services and technical evaluation i.e. Annexure – B. Sealed proposals are invited for pre-qualification of IT Companies. All interested companies are required to go through the pre-qualification document and provide relevant information and supporting documents as mentioned therein in order for them to participate in the pre-qualification process.

3. INSTRUCTIONS FOR PRE-QUALIFICATION OF FIRMS

- 3.1 The proposal shall be a single envelope for each Lot, containing pre-qualification documents for that Lot. The envelope shall be duly sealed and marked as Pre-qualification Proposal – Lot (please mention Lot no for each proposal).
- 3.2 Basic evaluation / screening of responding organizations (ROs) will be done as per Annexure – A, and the technical evaluation as per Annexure – B. The ROs shall use templates provided hereunder for provision of the information:
 - a. Annexure – A: Basic Evaluation / Screening
 - b. Annexure – B: Scope of Services and Technical Evaluation
- 3.3 During the evaluation, no amendments in the pre-qualification proposal shall be permitted.
- 3.4 After pre-qualification, the pre-qualified firms shall be entitled to participate in the RFP / subsequent procurement proceedings.
- 3.5 Pre-qualification shall remain valid for a maximum period of 24 months.

- 3.6 NITB at any stage of the procurement proceedings may require the RO to provide further information concerning the professional, technical, financial, legal or managerial competence.
- 3.7 The RO must respond to all queries and provide complete information as advised in this pre-qualification document, failing which the NITB may reject the proposal.
- 3.8 NITB reserves the right to disqualify any RO that has provided false, fabricated, or incorrect information.
- 3.9 The RO must obtain a minimum of 70 marks according to the technical evaluation criteria outlined in Annexure – B in order to be pre-qualified.
- 3.10 The RO may submit proposals for any number of the Lots, however, separate proposals with relevant documents will be submitted to qualify for the respective Lots.
- 3.11 NITB reserves the right to postpone or annul this pre-qualification procedure at any time at its discretion.

4. ABOUT RESPONDING ORGANIZATIONS

4.1 The ROs must be:

- a. registered with Sales Tax and Income Tax Departments;
- b. incorporated and registered as a company or firm under the laws of Pakistan;
- c. having a valid NTN certificate;
- d. on the Active Taxpayer List of FBR;
- e. having their operational offices in Islamabad.
- f. in the relevant business / supplies / consultancy at least for last twelve (12) months.
- g. Providing copies of all the relevant certificates and documentary evidence with the proposal documents.

4.2 The ROs must provide following details on their letterheads along with the supporting documents:

- a. name of the organization;
- b. details of offices across Pakistan (service delivery/support office);
- c. location of the head office;
- d. size of the firm / company (number of employees);
- e. number of years of being incorporated / registered (last twelve months is the minimum);
- f. List of certified and service engineers / technicians / technical staff;'

g. the evidence of financial capability (annual turnover) for FY 2022-23 or later.

4.3 RO to provide separate Affidavits (on stamp papers of PKR 100/- duly notarized) for the following:

- a. that the RO has never been blacklisted by any Government/Semi Government/Autonomous organization;
- b. that the documents / details / information submitted is true and liable to be rejected if proven false and, in that case, legal action may be initiated against that RO;
- c. that it has the capacity, resources, expertise, experience and all the permissions / licenses to prudently perform as per the description of the services stipulated in this document.

5. PRE-QUALIFICATION PRE-BID MEETING

5.1 A pre-bid meeting will be held in the premises of National Information Technology Board (NITB), Plot No. 24-B, Street No. 06, H-9/1, Islamabad, Ph. No. 051-9265063 on **16th September 2024 at 11:00 AM.**

5.2 All queries relating to pre-qualification should be e-mailed to **ddadmin@nitb.gov.pk** at least three (03) days before the pre-bid meeting. The queries submitted in advance will be addressed; however, queries raised over the phone or verbally during the pre-bid meeting may not receive a response.

6. SUBMISSION OF PROPOSALS

6.1 The proposals shall be delivered by hand or through courier in a sealed confidential cover and must reach to Deputy Director (Admin), National Information Technology Board (NITB), Plot No. 24-B, Street No. 06, Sector H-9/1, Islamabad (Phone: 051-9265063) on or before the last date i.e., **25th September, 2024 at 11:00 AM.** The ROs must sign the cover letter i.e. Annexure – C, and put their signatures along with time and date of submission while submitting the proposals.

6.2 The proposals received after the time prescribed in the notice for pre-qualification / pre-qualification documents shall not be accepted and be returned unopened. The proposals submitted through E-mail and Fax shall not be accepted.

7. GENERAL GUIDELINES

- 7.1 No pre-qualification proposals shall be accepted, if not properly sealed, marked, signed and stamped.
- 7.2 The ROs must ensure that their pre-qualification proposals are submitted within the closing time and date. The proposals received after closing time and date shall not be considered.
- 7.3 The proposals for pre-qualification will be opened at NITB premises at 11:30 AM on the last day of submission of proposals in front of ROs or their representatives who may choose to be present.
- 7.4 All documents and information received by NITB from ROs will be treated in strict confidence. Documents submitted to NITB will not be returned.
- 7.5 The proposals shall be submitted in hard copies in the sealed envelopes. The envelope containing hard copies of pre-qualification proposal shall be received on the postal address given below:

Address: DD Admin, National Information Technology Board (NITB), Plot No. 24-B, Street No. 06, Sector H-9/1, Islamabad (Phone: 051-9265063).

- 7.6 NITB reserves the right to verify any information provided by the ROs including verification through the third party.
- 7.7 NITB has the right to visit business RO's premises to verify the information shared in Pre-qualification documents. The ROs that present incorrect or fraudulent information may be disqualified.
- 7.8 Only short-listed ROs fulfilling the technical evaluation criteria will be considered as pre-qualified.
- 7.9 After the pre-qualification stage, ROs must ensure adherence to the relevant PPRA Rules, 2004. However, the pre-qualified ROs will be permitted to participate in the competitive process.
- 7.10 The pre-qualification process and all related matters shall be primarily governed by the PPRA Rules, 2004.

Annexure - A: Basic Evaluation

Sr. No.	Mandatory Requirement for Basic Evaluation / Screening	Yes/No
1.	<p>The RO must be:</p> <ul style="list-style-type: none"> a. registered with Sales Tax and Income Tax Departments; b. incorporated and registered as a company or firm under the laws of Pakistan; c. having a valid NTN certificate; d. on the Active Taxpayer List of FBR; e. having their operational offices in Islamabad. f. in the relevant business/consultancy at least for the last twelve (12) months. g. providing copies of all the relevant certificates and documentary evidence with the proposal documents. 	
2.	The RO must provide the list of projects/customers with similar services provided in at least last twelve (12) months.	
3.	The RO must provide on its letterhead, full legal name of RO, detail of its offices across Pakistan, location of its head office, size of the organization (number of employees etc.), and number of years of being incorporated (at least for last twelve (12) months being in existence).	
4.	RO to provide the organizational chart and the list of its core team including but not limited to the existing engineers, technicians, and technical staff, etc.	
5.	Affidavit that the RO has never been blacklisted by any Government / Semi-Government / Autonomous or any other organization / entity (on stamp paper of Rs. 100 duly notarized).	
6.	The RO must submit an Affidavit that the documents / details / information submitted is true and liable to be rejected if proven false and, in that case, legal action may be taken against the RO (on stamp paper of Rs. 100 duly notarized).	
7.	Affidavit from the RO that it fulfills the technological experience, and expertise of tools as mentioned in the scope of work against each Lot (the proposals submitted for) mentioned in Annexure – B (on stamp paper of Rs. 100 duly notarized).	
8.	Financial capability as evidenced by the Audit report (annual turnover) in the past twelve (12) months.	

Annexure – B: Scope of services and Technical Evaluation Criteria

Lot 1	Big Data, Artificial Intelligence and Machine Learning
Scope of Services	<p>Development of services in Big Data, Artificial Intelligence (AI), and Machine Learning (ML) technologies to enhance the planning, monitoring, and delivery of various services. The provider must have a proven track record in delivering Big Data, AI, and ML solutions. The provider should possess the necessary technical expertise, including skilled personnel, tools, and infrastructure.</p> <p>Companies to provide detailed description of technical capabilities, tools, platforms, and methodologies used in Big Data, AI, and ML projects.</p>

Lot 2	Software Development (Websites, Mobile Apps, Software Solutions and Analytical Dashboards)
Scope of Services	<ul style="list-style-type: none"> • Development of enterprise software development as full stack development and implementation, mobile apps, websites. • Microservices architecture, cloud computing, and containerization. • Designing of software architectural structure and layout of a software. • Conducting technical assessments of requirements and products. • Conducting risks assessments of requirements and products. • Integration and continuous deployment (CI/CD) pipelines. • Development of DevOps and related development frameworks (e.g., Jenkins, GitLab, Ansible). • Project management methodologies (e.g., Agile, Scrum, Kanban). • Frontend, Backend development on latest tools i.e. user interface (UI) and user experience (UX) design principles. • Analytical tools such as Power BI, Tableau. • Design tools (e.g., Adobe XD, Figma, Sketch). • JavaScript (Angular, React, React Native, Node.js), Python (Django, Flask), PHP (Symfony, Laravel), Flutter, .NET and Java environment. • Data management using different DBs such as my SQL, SQL Server, PostgreSQL and Oracle. • Security assessments, penetration testing, and compliance (e.g., GDPR, HIPAA). • Knowledge of secure coding practices. Ability to gather, document, and analyze business requirements. • Experience with creating use cases, user stories, and process flow diagrams

Lot 3	Cyber Security & Information Security
Scope of Services	<ul style="list-style-type: none"> • Information security auditing • Vulnerability analysis • Penetration testing • Threat intelligence • End-point security • DevSecOps • Malware protection • Infrastructure security • Network security • Identity and access management • Security design and security architecture • Security operations and incident management • SOC

Lot 4	Consulting Services Organizations
Scope of Services	Provision of ICT consultancy services in following areas: <ul style="list-style-type: none"> • IT Project Management • Business Processes Analysis and Re-Engineering • IT Planning, Strategy and Policy • Digital transformation • E-Governance • Strategy Development • Gap Analysis

Lot 5	Enterprise Resource Planning (ERP)
Scope of Services	Financial ERP Development On-prim ERP Cloud based ERP Hybrid ERP

SR. NO.	TECHNICAL EVALUATION CRITERIA (FOR EACH LOT)	MAX MARKS
1.	<p>Organizational IT Experience</p> <p>Number and descriptions of previous relevant projects, including challenges, solutions, and outcomes. Please highlight previous projects that demonstrate the provider's ability to deliver complex solutions. Must provide evidence in the form of an acceptance letter or completion certificate from the customer.</p> <p>*Calculation Criteria: 1 to 3 Projects in last 3 years – 10 marks</p>	35

	<p>4 to 6 projects in last 3 years - 20 marks 7 to 9 projects in last 3 years - 30 marks 10 or above projects - 35 marks</p> <p>* Any project valued less than PKR Three (3) million shall not be considered. Proof of the project value issued by the client must be provided.</p>	
2.	<p>Team Capability</p> <p>Relevant core capabilities available in-house¹ = 15 marks, otherwise 0 marks</p> <p>Accumulated experience of top-five relevant experts²(20 marks): Less than 10 years = 0 marks More than 10 years up to 25 years = 10 marks More than 25 years up to 50 years = 15 marks More than 50 years = 20 marks</p> <p>1. Please provide organization chart for these marks 2. Please provide CVs of the relevant top-five experts</p>	35
3.	<p>Financial Capability</p> <p>Annual turnover of the RO from IT business as evidenced by the financial audit report for FY2022-23.</p> <p>Calculation Criteria for annual turnover only from IT business in FY2022-23 or later: Less than PKR 10 million = 0 marks From PKR 10 million up to PKR 20 million = 10 marks From PKR 20 million up to PKR 30 million = 15 marks Above PKR 30 million = 20 marks</p> <p>Please provide audit report and relevant proof of financial strength for these marks.</p>	20
4.	<p>Presentation by the ROs</p> <p>Presentation by the ROs sharing their capacity, references, technological innovation and showcasing successful projects and products, and to substantiate the evidence required for evaluation. The procurement committee assisted by the technical team will evaluate and award the marks.</p> <p>The core team must be available during the presentation.</p>	10
TOTAL MARKS		100

Annexure – C: Cover Letter

(On RO's letterhead) Date]

To

(Address mentioned in Guidelines]

Re: Pre-qualification Proposal in respect of [Insert title of pre-qualification invitation]

Dear Sir,

We offer to provide the services for [insert title of pre-qualification invitation] in accordance with your pre-qualification document for proposal/application published on [insert date of publication of Pre-qualification invitation]. We hereby submit our pre-qualification proposal including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the delivery of services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive after the closing date and time.

Thank you. Yours Sincerely,

Signature & Stamp

Name and title of signatory