

**REQUEST FOR PROPOSAL**

**FOR**

**HIRING OF CONSULTANCY SERVICES FOR FOR ANTI BRIBERY  
MANAGEMENT SYSTEM ISO/IEC37001:2016 CERTIFICATION**



**Tender Reference Number: KPITB/19/RFP/020**

**Last Date/Time for Submission: June 26, 2019 at 02:00 PM**

**Bid Opening Date/Time: June 26, 2019 at 02:30 PM**

**KHYBER PAKHTUNKHWA INFORMATION TECHNOLOGY BOARD- KPITB  
GOVERNMENT OF KHYBER PAKHTUNKHWA**



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**SECTION-01. LETTER OF INVITATION**

## SECTION 1. LETTER OF INVITATION

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### LETTER OF INVITATION

Tender Reference No: KPITB/19/RFP/020

*Location and Date: 134- Industrial Estate, Hayatabad Peshawar,*

*Date: June 3, 2019*

Dear Sir/Madam.:

1. The *Khyber Pakhtunkhwa Information Technology Board- KPITB* (hereinafter called “Procuring Entity”) now invites proposals to provide the following consulting services:

***Hiring Of Consultancy Services for For Anti-Bribery Management System ISO/IEC37001:2016 Certification.***

More details on the services are provided in the Terms of Reference (TORs).

2. This Request for Proposal (RFP) has been addressed to all the eligible consultants/firms.
3. A firm will be selected under Quality & Cost Based Selection (QCBS) System and procedures described in this RFP and TORs (attached), in accordance with the KPPRA Rules 2014.
4. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instructions to Consultants (including Data Sheet)

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

Section 6 - Conditions of Contract

Yours sincerely

*Imran, Assistant Director Procurement  
Khyber Pakhtunkhwa Information Technology Board (KPITB)  
Telephone # Tel: 091-5891516  
E-mail: mohmand.imran@kpitb.gov.pk*

**SECTION-02. INSTRUCTIONS TO CONSULTANTS**

### INSTRUCTIONS TO CONSULTANTS

#### 1. Definitions

- a) "Procuring Entity (PE)" means Khyber Pakhtunkhwa Information Technology Board (KPITB).
- b) "Consultant" means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals
- c) "Contract" means an agreement enforceable by law and includes Conditions of the contract.
- d) "Data Sheet" means such Part of the Instructions to Consultants that is used to reflect specific assignment conditions.
- e) "Day" means calendar day including holiday.
- f) "Government" means the Government of Khyber Pakhtunkhwa.
- g) "Instructions to Consultants" (Section 2 of the RFP) means the document which provides Consultants with all information needed to prepare their Proposals.
- h) "LOI" (Section 1 of the RFP) means the Letter of Invitation sent by the procuring Entity to the Consultant.
- i) "Proposal" means the Technical Proposal and the Financial Proposal.
- j) "RFP" means the Request for Proposal prepared by the procuring Entity for the selection of Consultants.
- k) "Sub-Consultant" means any Person or entity to whom the Consultant sub-contracts any Part of the Services.
- l) "Terms of Reference" (TOR) means the document included in the RFP as Section-05 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the procuring Entity and the Consultant, Payment terms and exacted results and deliverables of the assignment.

## SECTION-02. INSTRUCTIONS TO CONSULTANTS

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### 2. Introduction:

- 2.1 The Procuring Entity named in the Data Sheet will select a consulting firm/organization (the Consultant), in accordance with the method of selection specified in the Data Sheet.
- 2.2 The eligible Consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 2.3 Consultants should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. Consultants may liaise with procuring Entity's representative named in the Data Sheet for gaining better insight into the assignment.
- 2.4 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Procuring Entity reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

### 3. Conflict of Interest

- 3.1.1 Consultants are required to provide professional, objective, and impartial advice and holding the Procuring Entity interest Paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Entity, or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.
- 3.1.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
  - (i) A consultant that has been engaged by the procuring entity to provide goods, works or services other than consulting services for a project, any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.
  - (ii) A Consultant (including its Personnel and Sub Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Entity.
  - (iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Procuring Entity's staff who is directly or indirectly involved in any Part of (i) the preparation of the Terms of

## SECTION 2. INSTRUCTIONS TO CONSULTANTS

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Reference of the Assignment, the selection process for such assignment, or (iii) supervisions of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved.

### **Conflicting Relationship:**

- 3.2 Government officials and civil servants may be hired as consultants only if:
- (i) They are on leave of absence without Pay;
  - (ii) They are not being hired by the Entity they were working for, six months prior to going on leave; and
  - (iii) Their employment would not give rise to any conflict of interest.

### **4. Fraud and Corruption:**

It is Government's policy that Consultants under the contract(s), observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Entity follows the instructions contained in Khyber Pakhtunkhwa Public Procurement Rules 2014 which defines:

"corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the act of another Party for wrongful gain or any act or omission, including misrepresentation, that knowingly or recklessly misleads or attempt mislead a Party to obtain a financial or other benefit or to avoid an obligation;

Under Rule 44 of KPPRA 2014, "The PE can inter-alia blacklist Bidders found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the KPPRA. Provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard".

### **5. Eligible Consultants:**

All the interested registered and experiences consultancy firms in Pakistan (as mentioned in TORs) are eligible.

### **6. Only One Proposal:**

Consultants shall only submit one proposal. If a Consultant submits or Participates in more than one proposal, such proposals shall be disqualified. Participation of the same Sub Consultant, including individual experts, to more than one proposal is not allowed.

### **7. Proposal Validity:**

The Data Sheet indicates Proposals validity that shall not be more than 90 days in case of National Competitive Bidding (NCB) and 120 days in case of International Competitive Bidding (ICB). During this Period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Entity will make its best effort to complete negotiations within this period. Should the need arise; however, the Procuring Entity may request Consultants to extend the validity period of their proposals. Consultants who agree to

## SECTION-02. INSTRUCTIONS TO CONSULTANTS

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such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants may submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

### **8. Clarification and Amendment in RFP Documents:**

8.1 Consultants may request for a clarification of contents of the bidding document in writing, and procuring Entity shall respond to such queries in writing within three calendar days, provided they are received at least eight calendar days prior to the date of opening of proposal. The procuring Entity shall communicate such response to all Parties who have obtained RFP document without identifying the source of inquiry. Should the PE deem it necessary to amend the RFP as a result of a clarification, it shall do so.

8.2 The Procuring Entity may amend the RFP five days before the closing date by issuing an addendum/ corrigendum in writing. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Procuring Entity may, if the amendment is substantial, extend the deadline for the submission of Proposals.

### **9. Preparation of Proposals**

In preparing their Proposal, Consultants are exacted to examine in detail the documents comprising the RFP. Material deficiencies (deviation from scope, experience and qualification of Personnel) in providing the information requested may result in rejection of a Proposal.

### **10. Language**

The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Entity shall be written in English. However it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.

### **11. Technical Proposal Format and Content**

11.1 While preparing the Technical Proposal, consultants must give Particular attention to the following:

- (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-Consultancy, as appropriate. The international consultants are encouraged to seek the Participation of local consultants by entering into a joint venture with, or subcontracting Part of the assignment to, national consultants.
- (ii) It is desirable that the majority of the key professional staff proposed be Permanent employees of the firm or has an extended and stable working relationship with it.

## SECTION 2. INSTRUCTIONS TO CONSULTANTS

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- (iii) Proposed professional staff must, at a minimum, have the experience indicated in the TOR, preferably working under similar geographical condition.
- (iv) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall submitted for each position.

11.2 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

- (i) A brief description of the consultant organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.
- (ii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3).
- (iii) CVs of the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last 5 (five years).
- (iv) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member.
- (v) A detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring of training, if the Data Sheet pacifies training as a major component of the assignment.
- (vi) Any additional information requested in the Data Sheet.

13.3. The Technical Proposal shall not include any financial information.

### **14. Financial Proposals**

14.1 The Financial Proposal shall be prepared using the attached Standard Forms (Section-04). The cost shall be in lump sum and shall include all the costs associated with the assignment and all government applicable taxes.

### **15. Taxes:**

15.1 The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract agreement unless exempted by relevant tax authority.

### **16. Submission, Receipt, and Opening of Proposals**

16.1 Proposal shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4. All Pages of the original Technical and Financial Proposals will be initialed by an authorized representative of the Consultants. The authorization shall be in the form of a written power of attorney accompanying the Proposal

## SECTION-02. INSTRUCTIONS TO CONSULTANTS

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- 16.2 All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 16.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "Financial Proposal" followed by name of the assignment, and with a warning "**Do Not Open With The Technical Proposal** " If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- 16.4 The Proposals must be sent to the address indicated in the Data Sheet and received by the PE no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any proposal received by the PE after the deadline for submission shall be returned unopened. In order to avoid any delay arising from the postal or PE's internal dispatch workings, Consultants should ensure that proposals to be sent through couriers should reach a day before the deadline for submission.

### **17. Proposal Evaluation:**

- 17.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the PE on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the PE in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

### **18. Evaluation of Technical Proposals**

- 18.1 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the TOR. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Data Sheet.
- 18.2 After the technical evaluation is completed, the PE shall notify in writing Consultants that have secured the Minimum qualifying marks, the date, time and location, allowing a reasonable time, for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional.

Financial proposals of those consultants who failed to secure minimum qualifying marks shall be returned un-opened.

### **19. Evaluation of Financial Proposal**

- 19.1 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have

## **SECTION 2. INSTRUCTIONS TO CONSULTANTS**

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remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants.

19.2 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a Partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

19.3 In case of Quality and Cost Based Selection QCBS Method the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the TOR. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet:  $S = St \times T\% + Sf \times P\%$ . The firm achieving the highest combined technical and financial score will be invited for negotiations.

### **20. Negotiations**

20.1 Negotiations will be held at the date and address which will be communicated to the consultant. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the PE proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

### **21. Technical Negotiations:**

21.1 Technical Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The PE and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Minutes of negotiations, which will be signed by the PE and the Consultant, will become Part of Contract Agreement.

### **22. Financial Negotiations:**

22.1 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. Consultants will provide the PE with the information on remuneration rates described in the Appendix attached to Section 4 (i.e. Financial Proposal - Standard Forms of this RFP.

## SECTION-02. INSTRUCTIONS TO CONSULTANTS

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### **23. Availability of Professional staff/experts:**

- 23.1 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the PE expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the PE will require assurances that the Professional staff will be actually available. The PE will not consider substitutions during contract negotiations unless both Parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

### **24. Award of Contract:**

- 24.1 After completing negotiations, the Procuring Entity shall award the Contract to the selected Consultant within seven days after letter of acceptance or award has been issued. Procuring Entity shall publish on the website of the Authority and on its own website, if such a website exists, the result of the bidding process, identifying the bid through procuring identifying number, if any and the following information, evaluation report, form of contract and letter of award, bill of quantity or schedule of requirement, as the case may be. However, the procuring entity shall announce the final results of a bid evaluation giving justifications for acceptance or rejection of bids at least ten days prior to the award of a contract and place the same on its and authority website.
- 24.2 After publishing of award of contract consultant required to submit a Performance security at the rate indicated in data sheet.
- 24.3 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

### **25. Confidentiality:**

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other Persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

## SECTION 2. INSTRUCTIONS TO CONSULTANTS

### DATA SHEET

1.1	<b>Name of the Assignment :</b> Consultancy Services for Anti-Bribery Management System ISO/IEC37001:2016 Certification The Name of the PE's official (s): Mr. Imran- Assistant Director Procurement Address: 134- Industrial Estate, Jamrud Road. Hayatabad, Peshawar Telephone: 091-091-5891516 E-mail: <a href="mailto:mohmand.imran@kpitb.gov.pk">mohmand.imran@kpitb.gov.pk</a>
1.2	The method of selection: Quality & Cost Based Selection (QCBS) System  The Edition of the Guidelines is: KPPRA Rule 2014
1.3	Financial Proposal to be submitted together with Technical Proposal: Yes
1.5	The Proposal submission address is: 134- Industrial Estate, Jamrud Road. Hayatabad, Peshawar Proposals must be submitted no later than the following date and time: June 26, 2019 till 02: 00 PM
1.6	Expected date for commencement of consulting services: <i>Soon after the award of Contract</i>  Location at: Peshawar
2.3	N/A
9.1	Proposals validity that shall not be more than 90 days in case of National Competitive Bidding (NCB) and 120 days in case of International competitive Bidding (ICB). The Procuring Entity may ask for extension in proposal validity if required.
10.1	Clarifications may be requested not later than five days before the submission date. The address for requesting clarifications is: 134- Industrial Estate, Jamrud Road. Hayatabad, Peshawar  Facsimile: E-mail: <a href="mailto:mohmand.imran@kpitb.gov.pk">mohmand.imran@kpitb.gov.pk</a>
12	The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Entity shall be written in English, However it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.
15.1	Amounts Payable by the PE to the Consultant under the contract to be subject to local taxation, stamp duty and service charges, if applicable
16.2	Consultant must submit the original of the Technical Proposal and the original of the Financial Proposal.
24.2	N/A

<sup>1</sup> Consideration may also be given to the number of Pages submitted as compared to the number recommended under Para. 3.4 (c) (ii) of these Instructions.

**SECTION-03: TECHNICAL PROPOSAL - STANDARD FORMS**

- TECH-1:** Consultant's Experience
- TECH-2:** Curriculum Vitae (CV) for Proposed Professional Staff
- TECH-3:** Team Composition and Task Assignments
- TECH-4:** Work Schedule
- TECH -5:** Technical Proposal Submission Form

**FORM TECH-01: CONSULTANT’S EXPERIENCE**

<p>[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted for carrying out consulting services similar to the ones requested under this Assignment. Please provide Client’s certification and/or evidence of the contract agreement.]</p> <p>Assignment name:</p>	<p>Cost of the Project :</p>
<p>Country: Location within country:</p>	<p>Duration of assignment (months):</p>
<p>Name of Client:</p>	<p>Total No of staff-months (by your firm) on the assignment:</p>
<p>Start date (month/year): Completion date (month/year):</p>	<p>1. Total value of the consultancy agreement 2. Value of consultancy services provided by your firm under the agreement (in current PKR or US\$):</p>
<p>Name of associated Consultants, if any:</p>	<p>No of professional staff-months provided by associated Consultants:</p>
<p>Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):</p>	
<p>Narrative description of Project (<i>You may attach one extra sheet-one side only</i>):</p>	
<p>Description of actual services provided by your staff within the assignment:</p>	
<p>1. Firms Name: ..... 2. Completion Certificate/ Contract/ Work-Order/ Certificate by the Client / Employer that proves the performance of the above consultancy service.</p>	

**FORM TECH-02: CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

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1. Proposed Position [Title of the position]: \_\_\_\_\_
2. Name of Firm [Insert name of firm proposing the staff]: \_\_\_\_\_
3. Name of Staff [Insert full name]: \_\_\_\_\_
4. Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_
5. CNIC No (if Pakistani): \_\_\_\_\_ or Passport No: \_\_\_\_\_
6. Education:

Degree	Major/Minor	Institution	Completion Date (MM/YYYY)

7. Membership of Professional Associations: \_\_\_\_\_
8. Other Training [Indicate significant training since degrees under 6 - Education were obtained]:  
\_\_\_\_\_
9. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]: \_\_\_\_\_
10. Employment Record (within Pakistan) [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment on the following format:

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

11. Employment Record (International) [Starting with present position, list in reverse order every

**SECTION-03: TECHNICAL PROPOSAL**

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employment held by staff member since graduation, giving for each employment on the following format:

Employer	Country	Position	From (MM/YYYY)	To (MM/YYYY)

**12. Detailed Tasks Assigned**

[List all tasks to be performed under this assignment]

**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized representative of the staff] \_\_\_\_\_

Full name of authorized representative (attach authority letter): \_\_\_\_\_

Date: (Day/Month/Year) \_\_\_\_\_

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FORM TECH-03: TEAM COMPOSITION AND TASK ASSIGNMENTS

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Professional Staff							
S. No.	Name of Staff	CNIC No./Passport	Firm	Area of Expertise	Position	Task Assigned	Full time/part time/consultant
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							



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FORM TECH-05: TECHNICAL PROPOSAL SUBMISSION FORM

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**Peshawar, June 03, 2019**

To:

*Khyber Pakhtunkhwa Information Technology Board (KPITB)  
Address: 134- Industrial Estate, Jamrud Road. Hayatabad, Peshawar  
Telephone: 091-091-5891516  
E-mail: mohmand.imran@kpitb.gov.pk*

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting services for “Anti-Bribery Management System ISO/IEC37001:2016 Certification” in accordance with your Request for Proposal dated: *August 03, 2018* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: *[Insert a list with full name and address of each associated Consultant]*

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

**SECTION-04. FINANCIAL PROPOSAL - STANDARD FORMS**

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under Para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in Para. 4 of Letter of Invitation.

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**FORM FIN-01: FINANCIAL PROPOSAL SUBMISSION FORM**

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To

Imran  
Assistant Director (Procurement)  
Khyber Pakhtunkhwa Information Technology Board (KPITB)  
Address: 134- Industrial Estate, Jamrud Road. Hayatabad, Peshawar  
Telephone: 091-091-5891516  
E-mail: mohmand.imran@kpitb.gov.pk

Dear Sir/Madams:

*We, the undersigned, offer to provide the consulting services for "Anti-Bribery Management System ISO/IEC37001:2016 Certification" in accordance with your Request for Proposal dated: August 03, 2018. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>].*

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.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents: \_\_\_\_\_

Amount and Currency: \_\_\_\_\_

Purpose of Commission or Gratuity: \_\_\_\_\_

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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1 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

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**FORM FIN-02: SUMMARY OF COSTS**

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Item	<i>Total Lump sum cost of the complete consultancy services in PKR</i>
Total Costs of Financial Proposal	

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**SECTION-05: TERMS OF REFERENCE (TOR)**

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**Term of Reference for the “HIRING OF CONSULTANCY SERVICES FOR ANTI BRIBERY MANAGEMENT SYSTEM ISO/IEC37001:2016 CERTIFICATION”**

**1: BACKGROUND:**

Khyber Pakhtunkhwa Information Technology Board is a public sector autonomous organization established under an Act of the Khyber Pakhtunkhwa Assembly in May 2011 for the promotion of Information Technology, Information Technology enabled services and Information Technology enabled education for public and private sector of the Province of the Khyber Pakhtunkhwa.

ISO/IEC 37001:2016 is the first international standard that addresses best practices for an Anti-Bribery program designed to be used by public, private, and non-profit organizations irrespective of size, structure and/or process complexity.

This standard adopts the best measures prescribed by the internationally recognized instruments such as the U.S. Foreign Corrupt Practices Act (DOJ and SEC) and Good Practice Guidance on Internal Controls, Ethics and Compliance (OECD), Anti-Corruption Ethics and Compliance Handbook for Business (OECD), UK Bribery Act 2010 and the British Ministry of Justice’s Adequate Procedures document.

ISO 37001:2016 gives the requirements and guidance for establishing, implementing, maintaining and improving an Anti-Bribery Management System, applicable to any size and type of the organization in the public, private and non-profit-oriented sectors. Compliance with ISO 37001's emphasizes on curtailing anti-corruption program costs -- and with certification as a tangible, positive and marketable result, reducing the risk of bribery occurring, enhancing its reputation through high levels of business associates’ trust & confidence, improving compliance status against nationally and regionally applicable regulatory and statutory requirements related to anti-corruption, anti-bribery & anti-money laundering, mitigating the outcome of prosecution and enabling you to stay ahead of the competition.

**2: OBJECTIVE**

The objective is to establish and implement an efficient management system in accordance with the requirements of international standard of Anti-Bribery Management System (ABMS) ISO 37001:2016 and to get international acknowledgment in the form of certification.

In order to accomplish the subject objective, KPITB intends to hire the services of a registered, eligible and experienced consultancy firm to provide complete consultancy services (in the form of training, guidance, samples documented information, meeting, exercises etc.) to establish an Anti-Bribery Management System (ABMS) to achieve international certification of ISO 37001:2016.

**3: SCOPE OF SERVICES:**

The scope of the work will include, but not limited to;

**3.1 Implementation Team:**

The nomination and appointment of Implementation Team (Management Review Committee) will be decided by KPITB with the advice of the consultancy firm.

**3.2 Awareness and Capacity Building of Staff:**

The consultancy firm shall conduct at least:

## **SECTION-05: TERMS OF REFERENCE (TOR)**

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- a. Three (03) sessions of Two (02) days General Awareness & Implementation Course on ISO 37001:2016 and;
- b. Two (02) sessions of Two (02) days' Internal Auditing Course on ISO 37001:2016.

for selected staff, Management Review Committee members and/or departmental representatives. The consultancy firm shall also issue certificates to the training participants. The consultancy firm shall hold regular and frequent on-site informal coaching/discussion sessions with staff during all the different phases of the consultancy services.

### **3.3 Review Existing System (Gap analysis):**

The consultancy firm shall review/evaluate the existing processes/systems of KPITB to identify the gaps vis-vis ISO 37001:2016 Anti-Bribery Management System (ABMS) requirements. The consultancy firm shall provide recommendations to address/fulfill the gaps to achieve ISO 37001:2016 Anti-Bribery Management System (ABMS) certifications.

### **3.4 Development and configuration of Anti-Bribery Management System (ABMS):**

The consultancy firm shall provide complete consultancy (in the form of training, guidance, samples documented information, meeting, exercises etc.) to establish an Anti-Bribery Management System (ABMS) to achieve international certification of ISO 37001:2016.

The consultancy firm shall closely coordinate with Implementation Team (Management Review Committee) in formulation of the new processes within an agreed time frame. The consultancy firm shall provide assistance in preparing mandatory ISO 37001:2016 documented information and other documentation required for certification. Any conflicts or issues arising during this phase shall also be coordinated and resolved by the consultancy firm and KPITB representative. The Anti-Bribery Compliance Function (regular employee of KPITB who will be responsible for the undertaking of the whole project) of KPITB shall check the effectiveness of the implementation and any abnormality or difference in the planned and actual processes shall be highlighted, the consultancy firm shall provide his complete assistance in bridging the gap. The consultancy firm shall also provide suggestions for the improvements in the implemented system.

### **3.5 Verification of system implementation (Internal Auditing):**

- a. The consultancy firm shall assist and guide KPITB in conducting a comprehensive Internal ABMS Audit to verify the system implementation. Every type of non-conformances/problems shall be clearly highlighted along with the workable solutions. The consultancy firm shall provide complete assistance to resolve these non-conformities.
- b. Consultancy firm will provide remote desktop support (through Skype, email, Team Viewer or telephone) for a period of three (03) months.

### **3.6 Green signal certificate before certification audit:**

The consultancy firm shall ensure that all the corrective actions are implemented in the required spirit and time and are formally closed. The consultancy firm shall provide a green signal certificate clearly mentioning that KPITB ABMS system is ready to be audited for certification.

### **3.7 Assistance during certification auditing:**

The consultancy firm will provide necessary assistance to quality for certification during the certification auditing.

### **3.8 After award of certification:**

Once the certification is acquired, a formal close out meeting shall be conducted with consultancy firm. The lessons learnt and the future strategies shall be briefed by the consultancy firm for improvements

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and maintaining the certification requirements.

### **4: DELIVERABLES:**

#### **4.1 Gap Analysis Report**

#### **4.2 Training**

- 4.2.1 At least Three (03) sessions of Two (02) days General Awareness & Implementation Course on ISO 37001:2016
- 4.2.2 Training material and training certificates to be provided to participants.

#### **4.3 ISO 37001:2016 Mandatory Documents**

- 4.3.1 Draft Anti-Bribery Policy
- 4.3.2 Draft Anti-Bribery Objectives & Planning to Achieve them
- 4.3.3 Draft Anti-Bribery Management System Manual
- 4.3.4 Draft/amended Job Descriptions as required by ISO 37001:2016
- 4.3.5 Draft Standard Operating Procedures (SOP's) in compliance with ISO 37001:2016
  - a. SOP- Internal ABMS Auditing (team selection, planning and performance of ABMS Audit, draft of ABMS Internal Audit Plan & Checklist)
  - b. SOP- Bribery Risk identification, determination of controls
  - c. SOP- Bribery Reporting & Investigation (Whistleblowing, Raising Concerns & Dealing with Bribery)
  - d. SOP- Anti-Bribery Controls by Controlled Organizational Control and Business Associates (Commercial/Vendor Control, Procurement, Contract Management)
  - e. SOP- HRD (Employment Process, T&D, Succession Planning)
  - f. SOP- Management Review (agenda, conduct, recording etc)
  - g. SOP- Control of Documented Information (Document & Record Control) (revision, review, approval, retrieval, retention, dispose off)
  - h. SOP- Corrective Actions and Actions to Address Risks & Opportunities (Preventive Action)
  - i. SOP- Control of Non-conformance/Non-Conformities
  - j. SOP- Gifts, Hospitality, Donations & Other Benefits
  - k. SOP- Financial Controls

4.4 At least Two (02) training sessions of Two (02) days' Internal Auditing Course on ISO 37001:2016. Training material and training certificates to be provided to participants.

4.5 Guidance and supervision of Internal ABMS Audit conducted by KPITB's trained Internal ABMS Audit Team.

4.6 External Audit coordination with Certification Body and certification.

### **5: OBLIGATIONS OF THE CONSULTANCY FIRM**

5.1 KPITB will nominate an Anti-Bribery Compliance Function (Project Focal Person) to liaise with the Consultancy firm. The Consultancy firm shall work in very close collaboration with the Anti-Bribery Compliance Function (Project Focal Person); exchange information regarding the progress of the consultancy and takes his advice where required.

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- 5.2 The Consultancy firm will sign a Non-Disclosure Agreement with **KPITB** and will treat all data as highly confidential.
- 5.3 The Consultancy firm will produce original work and will utilize maximum resources to ensure accuracy and effectiveness of the system.
- 5.4 All publishes/web sources utilized will be clearly stated/declared.
- 5.5 The Consultancy firm shall facilitate KPITB in preparing the TORs, eligibility criteria, terms and conditions and will provide support in the hiring of certification body accredited by internationally recognized accreditation forums for the subject certification.

## 6: REPORTING RELATIONSHIPS

The Consultant will report to the Deputy Director Accounts of KPITB.

## 7: DURATION OF THE SERVICES

- 7.1 The expected time for completion of the said consultancy services is six (06) calendar months. The exact duration however may be decided at the time of signing of contract between KPITB and the Consultancy firm.
- 7.2 In case of delay in the provision of the deliverables, a penalty of 0.05% per week and up to 10% of the delayed week will be imposed on the consultancy firm and shall be deducted from the last payment. In case of a delay greater than 10 weeks, KPITB may terminate the contract.

## 8: SELECTION METHOD OF CONSULTANCY FIRM

The Consultancy firm who will be engaged should have extensive and proven mix of skill and expertise in the field of providing consultancy services for ISO 37001:2016 certification. Previous experience of similar nature consultancy is essential.

**Method of Selection:** Quality & Cost Based Selection (QCBS) System

### **Evaluation Process:**

Evaluation of Technical Proposals: The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified below. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it fails to be eligible and achieve the minimum qualifying technical score of seventy (70).

## 8.1: ELIGIBILITY OF CONSULTANCY FIRM

Only those consultancy firms are eligible to participate in the bid that can provide the following mandatory requirements:

S.No.	Documentary Requirements- One No Means Disqualification	Yes	No
1	Certificate of Incorporation with SECP or Registrar of Firm or Registration with local or International body showing Firm's legal status.		
2	Tax Certificates i.e. GST, NTN,KPRA		
3	Filer/ Active Tax Payer (With Proof).		

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5	ISO 9001 certificate of your firm.		
6	Membership of a professional organization or certified body such as PNAC, ICAC, OSL or equivalent.		
7	Atleast 05 years of incorporation (incorporation certificate)		

### 8.2: TECHNICAL EVALUATION CRITERIA

Maximum points for Technical Evaluation are **100**. In the 1st stage, technical bids will be opened. Bidders who are eligible and score 70 or more in the technical evaluation will be technically successful. Bidders who fail to gain a score of 70 in technical evaluation will be disqualified.

A	B	C		D	E
Sr.	Evaluation of Firm	Criteria for Weightage	Marks Allocated	Total Marks (100)	Documentary Evidence
1	<b>Projects/Assignment completed</b>				
1.1	General National Assignments Completed related to ISO Certification	Above 100 Assignments	10	10	Proof of Assignment completion/ Contract/ Work Order
		81 to 100 Assignments	8		
		61 to 80 Assignments	5		
		41 to 60 Assignments	4		
		21 to 40 Assignments	2		
		Less than 20 Assignments	0		
1.2	General international Assignments completed related to ISO Certification	Above 25 Assignments	10	10	Proof of Assignment completion/ Contract/ Work Order
		21 to 25 Assignments	8		
		16 to 20 Assignments	6		
		11 to 15 Assignments	4		
		6 to 10 Assignments	2		
		Less than 05 Assignments	0		
1.3	Total Specific Assignments Completed of ABMS (ISO 37001:2016) in Pakistan and/or Abroad	More than 08	10	10	Proof of Assignment completion/ Contract/ Work Order
		06 to 08 Assignments	7		
		03 to 05 Assignments	4		
		Less than 03 Assignments	0		
1.4	Specific Assignments Completed of ABMS (ISO 37001:2016) in Pakistan with Public Sector or public sector autonomous bodies	More than 08	10	10	Proof of Assignment completion/ Contract/ Work Order
		06 to 08 Assignments	7		
		03 to 05 Assignments	4		
		Less than 03 Assignments	0		
1.5	Total Specific Assignment Completed of ABMS (ISO 37001:2016) in Khyber Pakhtunkhwa	More than 08	10	10	Proof of Assignment completion/ Contract/ Work Order
		06 to 08 Assignments	7		
		03 to 05 Assignments	4		
		Less than 03 Assignments	0		
1.6	Specific Assignment Completed of ABMS (ISO 37001:2016) in Khyber	More than 06	10	10	Proof of Assignment completion/
		04 to 06 Assignments	7		

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	Pakhtunkhwa Public Sector or Public sector Autonomous Bodies	01 to 03 Assignments	4		Contract/ Work Order
		Less than 01 Assignments	0		
2	<b>Team of Experts</b>				
2.1	Principal Consultant/Lead Auditor/Training Expert	Atleast 16 Years education with relevant experience		10	Education, Experience Certificate & CV
		More than 10 years of experience	10		
		Less than 10 & greater than 08	8		
		Less than 08 & greater than 05	5		
		Less than 05 & greater than 03	2		
		Less than 03 years of experience	0		
2.2	Project Coordinator/ Documentation Expert	Atleast 16 Years education with relevant experience		10	Education, Experience Certificate & CV
		More than 10 years of experience	10		
		Less than 10 & greater than 08	8		
		Less than 08 & greater than 05	5		
		Less than 05 & greater than 03	2		
		Less than 03 years of experience	0		
2.3	Auditing Expert/ Auditor	Atleast 16 Years education with relevant experience		10	Education, Experience Certificate & CV
		More than 10 years of experience	10		
		Less than 10 & greater than 08	8		
		Less than 08 & greater than 05	5		
		Less than 05 & greater than 03	2		
		Less than 03 years of experience	0		
2.4	Team Size (excluding support staff)	More than 05 staff	5	5	Appointment Letter/ Contract Copy
		Less than 05 & greater than 03	3		
		Less than 03	0		
03	Financial Strength	Net income tax deposited by the firm in consideration/Maximum Income tax deposited among all the bidders *5		5	Audited Financial Statement of last three years or income tax statements of last three years
<b>Total Marks</b>				<b>100</b>	

**8.3: FINANCIAL EVALUATION OF PROPOSAL**

Financial proposals of those consultants who failed to secure minimum qualifying marks in the technical evaluation shall be returned un-opened. The lowest evaluated Financial Proposal will be given the

## SECTION-05: TERMS OF REFERENCE (TOR)

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maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as follows:-

Value quoted by lowest bidder = A

Value quoted by second lowest bidder = B

Value quoted by third lowest bidder = C; and so on.

Financial scoring of the lowest bidder will be = 100

Financial scoring of the second lowest bidder will be =  $(A/B)*100$  Financial scoring of the third lowest bidder will be =  $(A/C)*100$ ; and so on.

**Award of Contract** (Contract will be awarded to the Best Evaluated Bid). After Technical and Financial Evaluation, the contract shall be awarded to the consultant with the best evaluated bid, that is, the bid with highest accumulative technical and financial score, wherein, proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = 70%, the weight given to the Technical Proposal; F = 30%, the weight given to the Financial Proposal; T + F = 1) indicated as:  $S = St \times T\% + Sf \times F\%$ . The bidder achieving the highest combined technical and financial score shall be declared as winning bidder and shall be awarded contract.

### 10: SCHEDULE OF PAYMENT

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Payments shall be made on submission of each deliverable to the satisfaction of the Client, as per following schedule, as described in the below. The client has the right to hold payment for a given deliverable, if the deliverable is not complete or satisfactory for the client:

- a. 50% of consultancy fee will be released upon completion of 4.1 to 4.2 deliverables and associated tasks.
- b. 50% of the consultancy fee will be released upon completion of entire project (i.e.: up to deliverable no. 4.6 and associated tasks.)

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**SECTION-06: GENERAL CONDITIONS OF THE CONTRACT**

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**1. GENERAL PROVISIONS**

**1.1. Definitions:**

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) "Applicable Law" means the Khyber Pakhtunkhwa Public Procurement Act, thereunder Rules 2014.
- (b) "Procuring Entity PE" means the implementing department which signs the contract i.e. KPITB
- (c) "Consultant" means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, non-governmental organizations, and individuals.
- (d) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause-1 and the Appendices.
- (e) "Contract Price" means the price to be Paid for the Performance of the Services, in accordance with Clause 6;
- (f) "Effective Date" means the date on which this Contract comes into force and effect pursuant to Clause 2.1.
- (g) "Foreign Currency" means any currency other than the currency of the PE's country.
- (h) "Government" means the Government of Khyber Pakhtunkhwa.
- (i) "Local Currency" means Pak Rupees.
- (j) "Member" means any of the entities that make up the joint venture/consortium/association, and "Members" means all these entities.
- (k) "Party" means the PE or the Consultant, as the case may be, and "Parties" means both of them.

- (l) "Personnel" means Persons hired by the Consultant or by any Sub Consultants and assigned to the Performance of the Services or any Part thereof.
- (m) "SC" means the Special Conditions of Contract by which the GC may be amended or supplemented.
- (n) "Services" means the consulting services to be performed by the Consultant pursuant to this Contract, as described in the Terms of References.
- (o) "Sub-Consultants" means any Person or entity to whom/which the Consultant subcontracts any Part of the Services.
- (p) "In writing" means communicated in written form with proof of receipt.

## **1.2 Law Governing Contract**

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable law.

## **1.3 Language**

This Contract is executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

## **1.4 Notices**

1.4.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in Person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SC.

1.4.2 A Party may change its address for notice hereunder by giving the other Party notice in writing of such change.

## **1.5 Location**

The Services shall be performed at Peshawar and, where the location of a Particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the PE may approve.

## **1.6 Authority of Member in Charge**

In case the Consultant consists of a joint venture/ consortium/ association of more than one individual firms, the Members hereby authorize the individual firms or specified in the SC to act on their behalf in exercising all the Consultant's rights and obligations towards the PE under this Contract, including without limitation the receiving of instructions and Payments from the PE.

**1.7 Authorized Representative**

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the PE or the Consultant may be taken or executed by the officials specified in the SC.

**1.8 Taxes & Duties**

The Consultant, Sub-Consultants, and their Personnel shall Pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.

**1.9 Fraud & Corruption**

**A.** If the PE determines that the Consultant and/or its Personnel, sub-consultants, services providers and suppliers has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices, in competing for or in executing the Contract, then the PE may, after giving 14 days' notice to the Consultant, terminate the Consultant's employment under the Contract, and may resort to other remedies including blacklisting/disqualification as provided in KPPR 2014.

Any Personnel of the Consultant, who engages in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Contract, shall be removed in accordance with Sub-Clause 4.2.

**2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT**

**2.1 Effectiveness of Contract**

This Contract shall come into effect on the date the Contract is signed by either Parties or such other later date as may be stated in the SC. The date the Contract comes into effect is defined as the Effective Date.

**2.2 Commencement of Services**

The Consultant shall begin carrying out the Services not later than the number of days after the Effective Date.

**2.3 Expiration of Contract**

Unless terminated earlier pursuant to Clause GC 2.6 hereof, this Contract shall expire at the end of such time period after the Effective Date.

**2.4 Modifications or Variations**

Any modification or variation of the terms and conditions of this Contract, including any

modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

## **2.5 Force Majeure**

The failure on the Part of the Parties to Perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

### **2.5.1 No Breach of Contract**

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

### **2.5.2 Extension of Time**

Any period within which a party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such party was unable to Perform such action as a result of Force Majeure.

### **2.5.3 Payments**

During the period of their inability to Perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be Paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

## **2.6 Termination**

### **2.6.1 By the PE**

The PE may terminate this Contract in case of the occurrence of any of the events specified in Paragraphs (a) through (f) of this Clause GC 2.6.1. In such an occurrence the PE shall give a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days' in the case of the event referred to in (e).

- (a) If the Consultant does not remedy the failure in the Performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the PE may have subsequently approved in writing.

- (b) If the Consultant becomes insolvent or bankrupt.
- (c) If the Consultant, in the judgment of the PE has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- (d) If, as the result of Force Majeure, the Consultant(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (e) If the PE, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- (f) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.

**2.6.2 By the Consultant**

The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to the PE, such notice to be given after the occurrence of any of the events specified in Paragraphs (a) through (c) of this Clause GC 2.6.2:

- (a) If the PE fails to pay any money due to the Consultant pursuant to this Contract without consultants fault.
- (b) Pursuant to Clause GC 7 hereof within forty-five (45) days after receiving written notice from the Consultant that such Payment is overdue.
- (c) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

If the PA fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 8 hereof.

**2.6.3 Payment Upon Termination**

Upon termination of this Contract pursuant to Clauses GC 2.6.1 or GC. 2.6.2, the PE shall make the following Payments to the Consultant:

- (a) Payment pursuant to Clause GC 6 for Services satisfactorily Performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to Paragraphs (a) through, and (f) of Clause GC 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependent's.

**3. OBLIGATION OF THE CONSULTANT**

**3.2 General**

**3.2.1 Standard of Performance**

The Consultant shall Perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the PE, and shall at all times support and safeguard the PE's legitimate interests in any dealings with Sub-Consultants or third parties.

**3.3 Conflict of Interests**

The Consultant shall hold the PE's interests Paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

**3.3.1 Consultants not to Benefit from Commissions, Discounts, etc.**

The Payment of the Consultant pursuant to Clause GC 6 shall constitute the Consultant's only Payment in connection with this Contract or the Services, and the Consultant shall not accept for their own benefit any trade commission, discount, or similar Payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultant shall use their best efforts to ensure that the Personnel, any Sub-Consultants, and agents of either of them similarly shall not receive any such additional Payment.

**3.3.2 Prohibition of Conflicting Activities**

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-Consultants and any entity affiliated with such Sub Consultants, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.

**3.3.3 Prohibition of Conflicting Activities**

The Consultant shall not engage, and shall cause their Personnel as well as their Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.

**3.4 Confidentiality**

Except with the prior written consent of the PE, the Consultant and the Personnel shall not at any time communicate to any Person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

**3.5 Consultant's Actions Requiring PE's Prior Approval**

The Consultant shall obtain the PE's prior approval in writing before taking any of the following actions:

- (a) entering into a subcontract for the Performance of any Part of the Services,
- (b) appointing such members of the Personnel not listed, and
- (c) any other action that may affect the contract directly or indirectly.

**3.6 Reporting Obligations**

- (a) The Consultant shall submit to the PE the reports and documents specified in in TOR hereto, in the form, in the numbers and within the time Period set forth in the said TOR.
- (b) Final reports shall be delivered in CD ROM in addition to the hard copies specified in said TOR.

**3.7 Documents Prepared by the Consultant to be the Property of the PE**

- (a) All plans, reports, other documents and software submitted by the Consultant under this Contract shall become and remain the property of the PE, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the PE, together with a detailed inventory thereof.

**3.8 Professional liability of consultant**

- 3.8.1 The consultant shall be liable for consequence of errors or omissions on its part. The extent of liability of the consultant in no case should be less than consideration of the contract.
- 3.8.2 The consultant shall be held liable for all losses or damages and shortcomings in deliverables etc, suffered by the procuring entity as a result of misconduct or inadequate services in performing the consulting services.
- 3.8.3 In case of poor/unsatisfactory performance or failure to complete any of the deliverables/output, the procuring entity will have the right to deduct the same amount allocated for the said deliverables/output from the contract price and may terminate the contract or shall impose both.

**3.10 Monitoring and Evaluation**

- 3.10.1 The Consultant shall submit the report along with the attendance to the KPITB. The PE shall monitor and evaluate and visit the consultant business place each month. The Consultant shall facilitate the PE for inspection of the relevant records and the consultant shall produce the relevant records on demand of PE for evaluation.
- 3.10.2 If the consultant failed to provide the relevant records to the PE, the PE shall have the right to terminate the contract and impose the penalty of not less than the consideration of the contract as the case may be.

**4. CONSULTANT PERSONNEL**

**4.1 Description of Personnel**

The Consultant shall employ and provide such qualified and Personnel experienced Personnel as are required to carry out the Services. The titles, agreed job descriptions, minimum qualifications, and estimated Period of engagement in the carrying out of the Services of the Consultant's Key Personnel are described in Section 3 & TOR. The Key Personnel listed by title as well as by name in proposal are hereby approved by the PE.

**4.2 Removal and/or Replacement of Personnel**

- (a) Except as the PE may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultant, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a Person of equivalent or better qualifications.
- (b) If the PE finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the Performance of any of the Personnel, then the Consultant shall, at the PE's written request specifying the grounds thereof, provide as a replacement a Person with qualifications and experience acceptable to the PE.
- (c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

**5. OBLIGATIONS OF THE PE**

**5.1 Assistance and Exemptions**

The PE shall use its best efforts to ensure that the Government shall provide the Consultant such assistance and exemptions as the PE can provide.

**5.2 Change in the Applicable Law Related to Taxes and Duties**

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties, the PE will deduct all the taxes and duties as per prevailing applicable tax laws.

**6. PAYMENTS TO THE CONSULTANT**

**6.1 Lump-sum Payment**

The total Payment due to the Consultant shall not exceed the Contract Price which is an all-inclusive fixed lump-sum covering all costs required to carry out the Services

described in TOR and Scope of Services, the Contract Price may only be increased above the amounts stated in Clause If the Parties have agreed to additional Payments in accordance with Clause 2.4.

### **6.2 Contract Price**

The contract price shall be lump sum and payment shall be made in Pak Rupees.

### **6.3 Payment for Additional Services**

For the purpose of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump sum price shall be provided..

### **6.4 Terms and Conditions of Payment**

Payments will be made to the account of the Consultant and according to the Payment schedule and terms and conditions stated in the TORs

## **7. GOOD FAITH**

**7.1** The parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

## **8. SETTLEMENT OF DISPUTES**

### **8.1 Amicable Settlement**

The parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

### **8.2 Dispute Resolution**

Any dispute between the parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one party of the other Party's request for such amicable settlement may be submitted by either party for settlement in accordance with the provisions specified in the SC

**SPECIAL CONDITIONS OF CONTRACT**

<b>GCC Ref No.</b>	
<b>1.1</b>	Khyber Pakhtunkhwa Public Procurement Act and Khyber Pakhtunkhwa Public Procurement Rules 2014.
<b>1.4 &amp; 1.5</b>	<p>The addresses are:</p> <p>Procuring Entity: Khyber Pakhtunkhwa Information Technology Board- KPITB          Attention: Mr. Imran- Assistant Director Procurement          E-mail: mohmand. imran@kpitb.gov.pk          Consultant:          Attention: _____          Facsimile: _____          E-mail: _____</p>
<b>1.7</b>	<p>The Authorized Representatives are:</p> <p>For the PE: _____          For the Consultant: _____</p>
<b>2.1</b>	<i>Duration of assignment is <b>Six (06) months</b> starting from the date of signing of Contract.</i>
<b>2.2</b>	<i>The date for the commencement of Services is [soon after signing of contract].</i>
<b>8.2</b>	Disputes shall be settled by complaintredressalcommittee define in SPPR 2010 or through arbitration Act of 1940 or through Grievance Redressal as per KPPRA Rules 2014

**CONTRACT**

THIS CONTRACT ("Contract") is entered into this *[insert starting date of assignment]*, by and between *[insert PE 's name]* ("the PE") having its principal place of business at *[insert PE 's address]*, and *[insert Consultant's name]* ("the Consultant") having its principal office located at *[insert Consultant's address]*.

WHEREAS, the PE wishes to have the Consultant Performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

**1. Services**

- (i) The Consultant shall perform the services specified in "Terms of Reference and Scope of Services," which is made an integral Part of this Contract ("the Services").
- (ii) The Consultant shall provide the reports as mentioned in the TORs," within the time Period as agreed.

**2. Duration of Contract**

The Consultant shall complete all the deliverables within a period of six (06) months.

**Payment Terms**

A. Ceiling

For Services rendered pursuant to TORs, the PE shall pay the Consultant an amount not to exceed *[insert amount]*. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

B. Payment Conditions

Payment shall be made in *[specify currency]*, no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated.

**3. Project Administration**

A. Coordinator

The PE designates Mr./Ms. *[insert name]* as PE's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for Payment, and for acceptance of the deliverables by the PE.

**4. Performance Standard:**

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the PE considers unsatisfactory.

**5. Confidentiality:**

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the PE's business or operations without the prior written consent of the PE.

**6. Ownership of Material:**

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the PE under the Contract shall belong to and remain the property of the PE. The Consultant may retain a copy of such documents and software.

**7. Consultant not to be engaged in Certain Activities:**

The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

**8. Insurance:**

The Consultant will be responsible for taking out any appropriate insurance coverage for their Personnel and equipment's if required.

**9. Assignment:**

The Consultant shall not assign this Contract or Subcontract any portion thereof it without the PE's prior written consent.

**10. Law Governing Contract and Language:**

Applicable law will be that of Government of Khyber Pakhtunkhwa and the contract language shall be English.

**11. Dispute Resolution:**

Any dispute arising out of this Contract, which cannot be amicably settled between the Parties, shall be referred to adjudication/arbitration in accordance with the Arbitration Act of 1940

**CONTRACT**

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**For the PE**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**For the Consultant**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_