

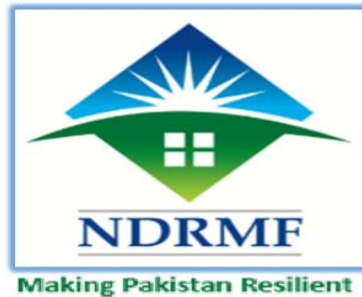
REQUEST FOR PROPOSAL

HIRING OF WEB APPLICATION DEVELOPER TO DIGITALIZE NDRMF'S ACCREDITATION AND PROJECT PROPOSAL SUBMISSION PROCESS

RFP # 002/37/Proc-I

(Individual Consultant)

(Lump sum Contract)



National Disaster Risk Management Fund (NDRMF)

May, 2024

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SECTION-1. LETTER OF INVITATION

National Disaster Risk Management Fund (NDRMF)

RFP No: 002/37/Proc-I

for

HIRING OF WEB APPLICATION DEVELOPER TO DIGITALIZE NDRMF'S ACCREDITATION AND PROJECT PROPOSAL SUBMISSION PROCESS-

(INDIVIDUAL CONSULTANT)

Date: 18th May, 2024

1. This Invitation for submission of Proposals follows the Request for Proposals (RFP) Notice for this assignment which appeared in the Newspapers (combined edition) as well as posted in Website of PPRA & NDRMF Issue No. 002/37/Proc-I dated 18th May, 2024.
2. The National Disaster Risk Management Fund (hereinafter shall be termed as "Fund" and/or Procuring Agency") now invites proposals from Web Application Developers for "**digitalizing NDRMF's Accreditation and Project Proposal Submission process.**" Further details regarding aforesaid services are provided in Section 4 -**Terms of Reference.**
3. Consultant will be selected in accordance with **Least Cost Selection** as per Public Procurement Regulations 2010.
4. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Instructions to Consultants
 - Section 3 - Financial Proposal - Standard Forms
 - Section 4 - Terms of Reference
 - Section 5 - Standard Forms of Contract
5. Applicants are required to submit their Technical & Financial Proposals, prepared in accordance with the RFP document, through PPRA EPAD System (www.eprocure.gov.pk) as per following schedule. **Proposal must contain Proposal Securing Declaration as per Section-5:-**

RFP Submission Date & Time	4 th June 2024 at 1100 hours
RFP Opening Date & Time	4 th June, 2024 at 1130 hours

6. Bidders/Firms are requested to get registered on Public Procurement Regulatory Authority (PPRA) **EPAD System** to participate in the aforesaid bidding process.

Manager Procurement

National Disaster Risk Management Fund (NDRMF)

EOBI House 5th Floor G-10/4
Islamabad.

Yours sincerely,

Manager Procurement,

SECTION 2. INSTRUCTIOS TO CONSULTANTS

2.1. The selection shall be carried out using “**Least Cost Selection Method**” **Single Stage Two Envelope Procedure** under the PPRA Rules, 2004 and Consultancy Regulations, 2010. The proposal shall be prepared and submitted in the following manner:

2.2 Submission of Technical & Financial Proposals – As per E-Pak Procurement Regulations 2023:-

2.2.1 The Applicants, through EPAD system, shall fill the standard entries of the technical and financial proposals forms and allied sections separately.; However, the Applicants through the system shall encrypt those entries electronically in the form of two encrypted packages with the separate encryption timelines, as configured in the 'system in accordance with the following opening schedule defined in the RFP notice :-

Proposals Submission Date & Time	4 th June 2024 at 1100 hours
Technical Proposals Opening Date & Time	4 th June, 2024 at 1130 hours

2.2.2 The Procuring Agency shall access to the encrypted technical proposal portion through Encrypted Proposal Submission System (EPSS) after lapse of thirty (30) minutes of proposal submission deadline as stated above.

2.2.3 The Procuring Agency shall open the technical proposals at the time and date mentioned in the opening schedule in the presence of the applicants/bidders in accordance with the requirement of Rule 28(2) of the Public Procurement Rules, 2004. The applicants/bidders may be physically present or may choose to participate online during live opening session.

2.2.4 The Procuring Agency shall fill out the entries of the Technical Proposal Opening Sheet generated by the system, and shall post the tender opening sheet and allied record on the system.

2.2.5 After the technical evaluation is completed, the Procuring Agency shall issue the Technical Evaluation Report containing all the information regarding responsiveness or non-responsiveness of the consultant along with the technical scores.

2.2.6 The Procuring Agency shall access to the encrypted financial proposal portion of the EPSS to the extent of only technically responsive proposals on the time and date configured in the system. The Procuring Agency shall fill out the entries of the Financial Proposal Opening Sheet generated by the system, and shall post the tender opening sheet and allied record on the system. The Procuring Agency shall ensure that the financial proposals remain encrypted in the system which are technically non-responsive, unless specifically required by the Authority for determining any trends or for the purpose of some investigation or inquiry.

2.3 Prices, Taxes and Proposals Validity Period

The price/fee (Lump-sum) against the services must be quoted in Pakistani rupees including all applicable taxes. Government taxes as per prescribed rates shall be applicable. Proposal Validity period shall be **60 Days**

2.4. Language

The Proposals must be prepared in English language.

2.5. Mandatory Documents to be provided by the Applicants with Technical Proposals:

Following documents (MANDATORY) must be provided / attached with Technical Proposal:-

- i. Proposal must contain Proposal Securing Declaration as per Section-5
- ii. Copy of tax registration and proof of ATL.
- iii. An affidavit on judicial stamp paper to the effect that the applicant has never been blacklisted by any Government/semi-government organization or international donor agency.
- iv. Copies of Qualification and experience certificates in support of the technical qualification of the applicant as required under clause 2.16
- v. Undertaking that the information provided are correct and nothing is concealed.

2.6. Disqualification

Proposals are liable to be rejected if:-

- i. Proposals are found conditional or incomplete in any respect.
- ii. There is any deviation from the Instructions to Consultant.
- iii. Multiple rates are quoted.
- iv. Proposal made through Fax / E-mail / Cable / Telex.
- v. If the applicant was found to have any conflict of interest as per Public Procurement Rules.

2.7. Rights Reserved

NDRMF reserves full rights to accept or reject any or all Proposals, as per Public Procurement Rules.

2.8. Selection and assignment schedule

The consultant after award of contract shall provide services as outlined in Term of Reference (ToRs) till completion of the contract. Duration of contract will be **03 months** from the date of signing of contract. Terms of Reference (TORs) are provided under **Section-4** of RFP document.

2.9. Evaluation of Technical Proposals

The technical Proposals shall be evaluated as per criteria mentioned below. The mandatory documents as per Para-2.12 must be attached with technical proposals. The financial proposal of only technically qualified applicant(s) shall be opened.

Sr. No	Criterion	Marks
1.	Bachelor's Degree (16 years) in relevant Fields i.e Computer studies or equivalent. <i>(Copy of degree must be provided)</i>	20
2	Experience with demonstrated track record in the development of Web Application minimum Five (05) years- <i>(Provide the documentary evidence to establish said experience.)</i>	20
3	Physical Verification of Qualification and Experience	60
3.1	Strong Theoretical & Practical Knowledge and Skills of IT & Web development	20
3.2	Demonstration of expertise and skills in designing and developing user friendly web applications with complex functionalities	40
Total (1+2+3)		100

The minimum technical score required to pass is: 70

2.10. Letter of Award and Contract Signing

The Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score will be selected in accordance with Least Cost Selection Method, and invite to negotiate the Contract. Afterwards, the successful Applicant shall be required to sign a contract and shall commence services immediately.

2.11. CLARIFICATION OF THE TENDER DOCUMENT

The prospective applicants may solicit clarification of the RFP Document or other queries related to the assignment at muhammad.asif@ndrmf.pk , within 07 days of issuance of RFP in writing/email. The clarification and its replies will be shared with all prospective applicants through their official emails. Late and irrelevant queries will not be entertained.

SECTION-3 FINANCIAL PROPOSAL - STANDARD FORM

Financial Proposal

Name of Applicant: _____

Assignment Name: _____

Item	Total Cost PAK Rs.
Cost of Financial Proposal Including:	
1) Fee of the Consultant (Lump-sum)	
2) Indirect Tax (GST)	
<u>Total Cost of Financial Proposal including all applicable Taxes</u>	

SECTION-4

TERMS OF REFERENCE (TORS)

Digitalization/Automation of NDRMF Accreditation and Project Proposal Submission Process

Background

National Disaster Risk Management Fund (NDRMF) is a non-profit organization established under section 42 of the Companies Act, 2017. The NDRMF is a Government-owned entity that is providing grants for projects. These projects are contributing to Pakistan's enhancement in resilience to disaster, climatic and other natural hazards to strengthen the government's ability in making Pakistan a disaster-resilient country.

To enhance transparency in the accreditation process, the NDRMF has embarked on a digitalization and automation initiative. By transitioning the accreditation process to a digital platform, NDRMF aims to streamline procedures, increase efficiency, and ensure a more accessible and transparent process for all stakeholders involved. Through digitalization, stakeholders can now track the progress of accreditation applications in real-time, access relevant documents and information, and participate in the process more effectively. This shift not only modernizes the accreditation process but also aligns with NDRMF's commitment to transparency and accountability in disaster risk management and climate change adaptation.

Scope of Work

As part of this initiative, NDRMF seeks the services of a skilled web developer, preferably with expertise in the Open Stack/Source framework, to design and develop a digital platform for the accreditation process. The selected web developer will be responsible for the following tasks:

1. Conduct a comprehensive analysis of the current accreditation and project proposal submission process to identify requirements for digitalization.
2. Document the current As-Is Process and suggest/design the future To-Be Process for Accreditation and project proposal submission.
3. Designing and developing a user-friendly web application using any open source framework to facilitate the accreditation and project proposal submission process.
4. Implementing features for online accreditation application submission, document management, real-time application status tracking.
5. Online project proposal submission with two options i.e. (i) concept note submission (ii) Full project proposal submission.
6. The application should be flexible, allowing the admin to tailor the questionnaire according to specific needs.
7. After client submission, application admins should be able to review/evaluate the relevant sections of the Performa by the given criteria.
8. Customizing the platform to align with NDRMF's specific needs and requirements.
9. Perform User Acceptance Testing involving pertinent stakeholders of the application.
10. Integrating necessary security measures to safeguard sensitive data and ensure compliance with relevant regulations.
11. Providing user training and technical support to NDRMF staff for the effective utilization of the digital platform.
12. Provide detailed documentation for the developed web application, including front-end & back-end source code.
13. Provide detailed End User Manuals that encompass all necessary information, instructions, and guidance to assist users in effectively utilizing the application.

Deliverables

Sr. No.	Deliverable	Action Required	Tentative Time Period	Payment Schedule
1.	Requirement Analysis Report	Detailed analysis report outlining the requirements and specifications for the digital platform.	02 Weeks	20% on approval of Requirement Analysis Report
2.	Fully Functional & Tested Web application : (i) Accreditation application (ii) Proposal submission application	Fully functional web application developed using the open source framework, including all required features and functionalities. Conduct User Acceptance Testing with relevant stakeholders.	09 Weeks	70% on User Acceptance Testing of fully functional application
4.	Technical Documentation & User Manuals	Provide detailed documentation (Technical & User Training Manuals) for the developed application.	01 Weeks	10% on documentation of the project/ upon submission of completion Report

Duration and Timeline

The work is expected to start once the contract is signed, it is expected to be completed in approximately 3 months.

SECTION 5

Proposal Securing Declaration

[The Consultant shall fill in this Form in accordance with the instructions indicated.]

Date: *[insert date (as day, month and year)]*

Proposal No.: *[insert number of Proposal process]*

Alternative No.: *[insert identification No if this is a Proposal for an alternative]*

To: *[insert complete name of Procuring Agency]*

I the undersigned, declare that:

I understand that, according to your conditions, Proposals must be supported by a Proposal Securing Declaration.

I accept that we will automatically be suspended from being eligible for Bidding in any contract with the Procuring Agency for the period of time as determined by the Authority if we are in breach of our obligation(s) under the Proposal conditions, because we:

- (a) have withdrawn or modified our Proposal during the period of Proposal Validity specified in the Form of Proposal;
- (b) Disagreement to arithmetical correction made to the Proposal price; or
- (c) having been notified of the acceptance of our Proposal by the Procuring Agency during the period of Proposal Validity, (i) failure to sign the contract if required by Procuring Agency to do so or to comply with any other condition precedent to signing the contract specified in the RFP Documents.

I understand this Proposal Securing Declaration shall expire if I am not the successful Service Provider, upon the earlier of (i) our receipt of your notification to us of the name of the successful Service provider; or (ii) twenty-eight (28) days after the expiration of our Proposal.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Proposal Securing Declaration]*

Name: *[insert **complete name of person signing the Proposal Securing Declaration]***

Dated on _____ day of _____, _____ *[insert **date of signing]***

Seal (where appropriate)

SECTION-6
STANDARD FORM OF CONTRACT

Lump-Sum

**CONTRACT FOR INDIVIDUAL
CONSULTANT'S SERVICES (INDIVIDUAL CONSULTANT)**

Lump-Sum

Contract No. # : **002/37/Proc-I**

Consulting Services : **HIRING OF WEB APPLICATION DEVELOPER TO
DIGITALIZE NDRMF'S ACCREDITATION AND
PROJECT PROPOSAL SUBMISSION PROCESS**

Client/Implementing Agency : National Disaster Risk Management Fund

Country : Pakistan



NATIONAL DISASTER RISK MANAGEMENT FUND
(A Company set up under Section 42 of Companies Act, 2017)

CONTRACT AGREEMENT

Individual Consulting Services

Lump-sum based Contract

THIS CONTRACT ("Contract") is entered on this --- day of the month of **June, 2024**, by and between **National Disaster Risk Management Fund** (hereinafter shall be referred to as "Fund") having its principal place of business, at 5th Floor, EOBI House, Mauve Area, G-10/4, Islamabad, and **Mr. -----** (hereinafter shall be referred to "the Consultant") residing at -----[CNIC No.--- ---].

NOW THEREFORE THE PARTIES hereby agree as follows:

1.	Services	The Consultant shall perform the services specified as assigned by the Fund during the contract agreement.
2.	Term	The Consultant shall perform the Services, commencing from ---, 2024 ended at completion of 3 months or any other period as may be subsequently agreed by the parties in writing.
3.	Payments	A. <u>Ceiling</u> For Services rendered pursuant to Annex A , the Fund shall pay the Consultant lump-sum amount of Pak. Rs. -----/- (Pak. Rs. only) (Inclusive of taxes applicable on Consulting Services) upon approval of respective deliverables. 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. <u>Remuneration (Lump-sum)</u> The Fund shall pay the Consultant for Services rendered as per the payment schedule in accordance with the rates agreed and specified in Annex B viz. "Payment Schedule".

		<p>C. <u>Payment Conditions</u></p> <p>Payment shall be made in Pak. Rs. not later than thirty (30) days following submission of invoices, in duplicate, to the Coordinator designated in paragraph 4, subject to approval of the respective deliverables. Payment to the Consultant shall be made through cross cheque or on-line bank transfer, into his bank account, specified hereunder. All applicable taxes shall be deducted as per rules.</p> <table border="1" data-bbox="544 493 1323 787"> <tr><td>Account Title:</td><td></td></tr> <tr><td>Account No:</td><td></td></tr> <tr><td>IBAN No:</td><td></td></tr> <tr><td>Bank Name:</td><td></td></tr> <tr><td>Branch Code:</td><td></td></tr> <tr><td>Branch Address:</td><td></td></tr> <tr><td>Brand Telephone No.</td><td></td></tr> </table>	Account Title:		Account No:		IBAN No:		Bank Name:		Branch Code:		Branch Address:		Brand Telephone No.	
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4.	Project Administration	<p>A. <u>Coordinator</u></p> <p>The Fund designates ---- as Fund’s Coordinator for the given functions. The Coordinator shall be responsible for the coordination of activities under this Contract, besides acceptance and approval of the reports and other deliverables by the Consultant besides, obtain approvals from the Competent Authority. The Consultant shall be responsible for the coordination and performing activities under the Contract, as instructed by the Fund’s designated Coordinator.</p> <p>B. <u>Records and Accounts</u></p> <p>The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Fund reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant’s records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.</p> <p>The Consultant shall permit the Fund to inspect all accounts, records and other documents relating to this contract</p>														
5.	Performance Standard	<p>The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.</p>														
6.	Confidentiality	<p>The Consultants shall not, during the term of this Contract and after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Fund’s business or operations without the prior written consent of the Fund.</p>														

7.	Ownership of Material	Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Fund under the Contract, shall belong and remain the property of the Fund. The Consultant may retain a copy of such documents and software with written approval of the Fund.
8.	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.
9.	Insurance	The Consultant shall be responsible for taking out any appropriate insurance coverage.
10.	Assignment	The Consultant shall not assign this Contract or subcontract or any portion of it without the Fund's prior written consent.
11.	Law governing contract and language	The Contract shall be governed by the laws of Islamic Republic of Pakistan, and the language of the Contract shall be English.
12.	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 in accordance with laws of the Islamic Republic of Pakistan.
13.	Termination	<p><u>By Fund</u></p> <p>The Fund may terminate this Contract by not less than fourteen (14) days written notice to the Consultant to be given after the occurrence of any of the events specified below:</p> <ul style="list-style-type: none"> a) If the Consultant does not remedy a failure in the performance of his/her obligations under the Contract, within fourteen (14) days after being notified or within any further period as the Fund may have subsequently approved in writing; b) 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 fourteen (14) days; c) If the Consultants, in the judgment of the Fund, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract; or d) If the Fund, in its sole discretion, decides to terminate this Contract.

		<p>By Consultant</p> <p>The Consultant may terminate this Contract, by not less than fourteen (14) days' written notice to the Fund, such notice to be given after the occurrence of any of the events specified as follows:</p> <p>a) If the Fund fails to pay any monies due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause 12 within fourteen (14) days after receiving written notice from the Consultant that such payment is overdue; or</p> <p>b) If, as the result of Force Majeure or incapacity, the Consultant is unable to perform a material portion of the Services for a period of not less than fourteen (14) days.</p>
14.	Modifications or variations	<p>a) 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. .</p>
15.	Relationship	<p>The parties are independent contractors to each other. Nothing in this Agreement shall be constructed to create a partnership, joint venture or agency relationship between the parties.</p>

FOR AND ON BEHALF OF THE FUND

FOR THE CONSULTANT/INDIVIDUAL

Bilal Anwar
CEO

[-----]
as Consultant

List of Annexes

Annex A: Terms of Reference

Annex B: Payment Schedule