



## Request for Proposals

1. STZA, an autonomous body established under the Special Technology Zones Authority Ordinance 2020 invites Request for Proposal (RFP) from firms who are on the Active Taxpayers List of the Federal Board of Revenue to develop various departmental procedures, policies and manuals for STZA. The method of selection will be Quality and Cost Basis.
2. Request for proposal documents, (containing detailed terms and conditions, etc. are available on the STZA website ([www.stza.gov.pk](http://www.stza.gov.pk)). RFP documents can also be downloaded from PPRA free of cost. All applicants who intend to participate must send an email to [info@stza.gov.pk](mailto:info@stza.gov.pk) with their contact details for any clarifications prior to the submission. Submission will be in hardcopy only.
3. The request for proposal, prepared in accordance with the instructions in the RFP documents, must reach at STZA, Prime Minister's Office, Constitution Avenue, G-5, Islamabad on 1100 hrs on or before 30<sup>th</sup> August 2021. The RFP will be opened on the same date 30<sup>th</sup> August 2021 at 1130 hrs. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

Director (Special Projects),  
STZA, Prime Minister's Officer,  
Constitution Avenue, G-5, Islamabad  
[info@stza.gov.pk](mailto:info@stza.gov.pk)



**REQUEST FOR PROPOSALS**

**FOR**

**HIRING CONSULTANTS TO DEVELOP VARIOUS DEPARTMENTAL  
PROCEDURES, POLICIES AND MANUALS FOR STZA**

## INSTRUCTIONS TO BIDDERS

### 1. BACKGROUND

- 1.1. Special Technology Zones Authority (“**STZA**”) is an autonomous body established under Special Technology Zones Authority Ordinance, 2020. The Authority has been mandated to provide institutional and legislative support for the technology sector with internationally competitive and export-oriented structures and ecosystem, to attract FDI, to connect academia, research and technology industry, to increase the productivity and decrease the costs of production through high-tech interventions, intensive innovation and futuristic entrepreneurship, to enable job creation, to commercialize technological knowledge and more. This will be manifested through creation of Special Technology Zones (STZs) across the country bearing science and technology parks, incubation centers, R&D centers, technology production centers, universities, technical training centers etc. More details can be obtained from the Ordinance.
- 1.2. As a newly established entity, STZA requires the operationalization of various functional departments and the implementation of best-practices throughout the organization including Islamabad Technopolis which is the master developer for Islamabad Technology zone. Accordingly, STZA seeks to engage an experienced consulting firm to develop and implement best-practice policies for procurement, human resource management, finance, information systems, and risk management.
- 1.3. STZA intends to engage eligible **firms** through this Request for Proposals (“**RFP**”).
  - 1.3.1. Those bidders who qualify in this RFP will be invited to participate in a Request for Proposal process.

### 2. INVITATION TO SUBMITT A REQUEST FOR PROPOSAL

- 2.1. Eligible firms are invited to submit a proposal to participate in STZA’s RFQ process for engaging a consulting firm to develop various departmental procedures, policies and manuals for STZA. Firms should submit their proposals, detailing their experience and qualifications in the form provided in this document.

### 3. TERMS AND CONDITIONS

- 3.1. This RFQ will be subject to the Public Procurement Regulations 2004, and any other relevant rules.
- 3.2. STZA will ensure all data submitted by prospective applicants is treated as confidential.

- 3.2.1. All bidders will be expected to keep any information received from STZA confidential.
- 3.3. All expenses related to participating in this RFP will be borne by the applicants.
- 3.4. STZA reserves the right to verify any information submitted by applicants.
- 3.5. Any information which is found by STZA to be false will be ground for rejection. Any misstatement or concealment will also be grounds for rejections.
- 3.6. STZA reserves the right to at any time cancel this procurement process without notice and disclaims all and any liability in that instance.
- 3.7. All queries must be in writing or through email.

#### **4. DEADLINE FOR SUBMISSION AND PROCEDURE**

- 4.1. All prospective applicants must send an email to info@stza.gov.pk with their contact details. STZA will not be liable for any missed communications due to a failure to provide this information.
- 4.2. Pre-submission meeting:  
**19<sup>th</sup> August 2021** through online video conference (details to be emailed to prospective bidders who show interest)
- 4.3. By **1100 hrs on 30<sup>th</sup> August**, 2021, all proposals must reach the STZA office and technical proposals will be opened at **11:30AM on 30<sup>th</sup> August 2021** at the STZA office located at:

STZA, Prime Minister's Office, G-5, Constitution Avenue, Islamabad

- 4.4. Submission cannot be through email.
- 4.5. All envelopes must be sealed, include all documents required under section 6 and must be clearly marked:

**“RFP FOR HIRING CONSULTANTS TO DEVELOP VARIOUS  
DEPARTMENTAL PROCEDURES, POLICIES AND MANUALS FOR  
STZA”**

#### **5. TERMS OF REFERENCE**

- 5.1. The consultant will be required to perform the following:
  - 5.1.1. Full review of existing control and governance framework including financial, Information technology, information security and operational policies and procedures;

- 5.1.1.1. Develop an understanding of functional areas e.g. financial rules/regulations, service regulations and procurement policy, delegation of power, budgets, chart of accounts, human resource, administration, IT, Information Security, and other areas deemed necessary for the smooth operations;
- 5.1.1.2. Develop and review organization structure for these functional areas;
- 5.1.1.3. Review existing structure, format and content of reports used for reporting to senior management/external stakeholders.
- 5.1.2. Mapping of Authority and its subsidiaries i.e. Islamabad Technopolis entire actual and forecasted operational activities, and business processes, potential risks etc. including underlying processes and sub-processes;
- 5.1.3. An activity level analysis of its operations and governance framework;
- 5.1.4. Build documentation covering detailed Policies, Processes and Procedures/checklists, Manuals, governance framework and STZA's Delegation of Authority:
  - 5.1.4.1. **Procurement management** covering procurement principles, procurement planning, requisitioning, solicitation of bids, standard bidding documents, evaluation of bids, bidder's grievance redressal contracting, vendor performance management, blacklisting etc. in line with PPRA rules and related circulars as applicable to STZA, and for use with an e-procurement system (to be procured separately).
  - 5.1.4.2. **Operations & asset management:** Processes related to application, evaluation of business/license proposals, award, execution and post execution lifecycle and asset management lifecycle framework etc.
  - 5.1.4.3. **Finance and Accounting** covering finance team structure, accounting system, applicable accounting framework, chart of accounts, authority matrix, illustrative journal entries, forms, reporting templates for each of following sub-processes i.e. budgeting and planning, revenue and accounts receivables, fixed assets register, intangible assets, taxation, advances and pre-payments, cash and cash equivalents, expenses, payroll and retirement benefits, accounts payables, closing procedures, management reporting, statutory reporting, capital and reserves, loan/financing, provisions, contingencies and commitments, foreign currency transactions etc.

- 5.1.4.4. **Administration and regulation** covering compliance, regulatory affairs, offices and facilities management and other administrative activities, Disaster Recovery etc.
- 5.1.4.5. **Information Technology** processes and procedures of IT & Information Security management including but not limited to physical and information/cyber security, requirement gathering and needs assessment of IT & Information Security resources, technology governance structure, sourcing, procurement processes of IT assets and services, ensuring business continuity and sustainability, alignment of IT with business needs, management of IT investments, project governance, IT risk management and service management.
- 5.1.4.6. **HR management:** covering organization structure, employee compensation and benefit including grading and salary scales, recruitment and selection procedures, code of conduct, trainings, performance management, transfers/promotions, time, leave and record-management, payroll authorization and approval, travel and daily allowances, loan/advances, disciplinary action, grievance redressal mechanism, separation/resignations etc.
- 5.1.4.7. **Any other control and activity area** identified during the mapping assessment exercise;

## 6. DOCUMENTS

6.1. All applicants **must** submit in a sealed envelope:

6.1.1. A Technical Proposal in a sealed envelope (and labelled as "TECHNICAL PROPOSAL") which includes:

- 6.1.1.1. A letter of introduction briefly detailing their suitability for this assignment;
- 6.1.1.2. A profile of their firm;
- 6.1.1.3. CV's of all partners and key staff;
- 6.1.1.4. A detailed list of similar experience evaluating proposals in the knowledge economy or the like, which should include client's name, assignment duration, assignment cost etc.;
- 6.1.1.5. Evidence of inclusion in Category A of the SBP Panel;
- 6.1.1.6. Evidence of satisfactory QCR rating by ICAP;

6.1.1.7. Evidence of tax registration; and

6.1.1.8. Documentary evidence of the requirements and criteria detailed in table 1 under section 7.

## 7. EVALUATION CRITERIA AND PROCESS

7.1. All bidders whose Technical Proposals are complete at opening, will be evaluated on the basis of the technical evaluation criteria detailed in Section 8 of this document.

7.1.1. Those bidder who fail to achieve the minimum marks (as required by section 8), or whose technical proposal is incomplete will be rejected and their financial proposals will be returned.

7.2. All bidders who are found technically responsive and clear the minimum mark threshold laid out in section 8 will be invited to the request for proposal process

## 8. TECHNICAL EVALUATION CRITERIA

*Table 1: Evaluation Criteria*

| <b>Evaluation Criteria</b>   | <b>Minimum Pts. Required</b> | <b>Points Assigned</b> |    | <b>Maximum Points</b> |
|--|------------------------------|------------------------|----|-----------------------|
| 1. Professional international affiliation/collaboration  | 10                           | 10                     |    | 10                    |
| 2. Number of Partners  | 5                            | <b>Range</b>           |    | <b>15</b>             |
|  |                              | 5-10 partners          | 5  |                       |
|  |                              | 10 – 15 partners       | 10 |                       |
|  |                              | 15 & Above partners    | 15 |                       |
| 3. Number of assignments where the bidder and engagement team undertook a similar exercise for listed companies, multi-national companies, or large private sector companies (i.e. companies with over | 10                           | 2 pts per assignment   |    | 30                    |

|  |   |                      |    |
|--|---|----------------------|----|
| <p>Rs. 2.5bn in turnover). The assignments and summary information should be detailed in the proposals, and references should be provided.</p>   |   |                      |    |
| <p>4. Number of assignments where the bidder and engagement team undertook a similar exercise for listed companies, multi-national companies, or large private sector companies (i.e. companies with over Rs. 2.5bn in turnover), where the nature of the work involved a <u>technology company or was closely related to the implementation, developments or creation of technology or zones</u>. The assignments and summary information should be detailed in the proposals, and references should be provided.</p> | - | 2 pts per assignment | 20 |

- a. Applicants must meet all minimum required points for evaluation categories where a minimum points requirement is prescribed. Failure to meet a minimum point requirement will disqualify a bidder.
- b. Applicants must score at least 40 marks in order to be technically compliant. Applicants scoring less than 40 marks or failing to meet any of the minimum required marks will be rejected.
- c. Applicants who fail to submit any of the documents detailed in clause 6 will be rejected.
- d. Points will only be awarded where the applicant has also attached documentary details to support points in that particular criterion (for example a firm profile listing the number of partners).

- e. Points for experience will be subject to the provision of references and verification of those references by STZA.

