



Special Technology Zones Authority

Cabinet Division

Government of Pakistan

Request for Proposal (RFP)

Website Design & Development

Submission Date for Sealed Bids: 27-09-2021

Bid Opening Date: 27-09-2021

**Special Technology Zones Authority Office, 4th Floor, Prime Minister's Office, Constitution Avenue, G-5,
Islamabad, Pakistan. Ph: +92 (51) 9213881**



INSTRUCTIONS TO BIDDERS

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 for Design & Development of Website.

WEBSITE DESIGN & DEVELOPMENT FOR SPECIAL TECHNOLOGY ZONES AUTHORITY

Request for proposal documents, (containing detailed terms and conditions, etc. are available on the STZA website (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 with their contact details for any clarifications prior to the submission. Submission will be in hardcopy only.

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 27 September, 2021. The RFP will be opened on the same date 27 September, 2021 at 1130 hrs. This advertisement is also available on PPRA website at www.ppra.org.pk.

Director (Admin & Security)

Usman Tahir

usman.tahir@stza.gov.pk

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



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 development agency to develop website for STZA that best reflects policies for procurement, human resource management, finance, information systems, academia, research.

STZA portfolio is

- Special Technology Zones Authority develop the national innovation and entrepreneurship ecosystem through setting up world – class technology destinations (STZS) across Pakistan.
- Zone Enterprise
- Official Documents
- Policy View Points
- Knowledge Briefs
- Magazine/newsletters
- Monograph series
- Webinars/seminars/round table discussions
- Photo Gallery (Media)
- Procurement etc.

2. Current Website

The STZA has developed its first website in 2021 and since then has been maintaining its in-house. Consequently, STZA website (www.stza.gov.pk) has become quite rich in terms of content that is still growing with the passage of time. Therefore, it is recommended to the companies interested in bidding to visit website of STZA at www.stza.gov.pk, and carry extensive

research on reference websites like <https://www.afiniti.com/>, <https://dic.ae/> and other similar websites of international organizations, and submit proposals based on their research.

STZA seeks proposals to design and develop its new website in order to revitalize its existing website to engage more audiences. This will be a Content Management System (CMS) and responsive in design. The purpose of this RFP is to provide a fair evaluation for all candidates and to provide the companies with the evaluation criteria against which they will be judged.

2.1 Our Audiences

STZA has five primary audiences: (1) Technology Companies; (2) General Service Providers (3) Academic/research peer institutions, and tech savvy; (4) Venture Capitalist, and (5) Citizens of Pakistan as well as other countries. One of the biggest challenges in designing our website is to ensure that it speaks to each of these audiences, without alienating the others. STZA is aware that these different audiences have different (or even contradictory) needs, and that different aesthetics may be more suitable to one audience or another. One strategy would be to work with a 'neutral' home page from which people enter various sections of the website that have a layout that is more appealing to them. STZA needs a lay out, that does not just mix elements appealing to the various audiences, but that, instead, intelligently guides users to where they need to be, with those pages reflecting their priorities and stylistic preferences. STZA wants to ensure that its website provides an interface that allows users from very different "audiences" (with potentially very different perspectives, interests and needs) to experience or navigate the website in different, tailored ways, which enable users with different profiles to readily access the types of information that interest them most.

- General public / Pakistan business corporate consumers and workers
- Partner organizations
- Policymakers, legislative staff, and regulatory agencies
- Representatives from industry
- Media
- Law enforcement
- Educators seeking content for classrooms, community programs, and local banks or credit unions
- Professionals interested in Market and Company data
- Startups /FinTech firms.

2.2 What STZA wants to convey:

In recognition of the crucial need to harness the opportunities of the digital age, the Prime Minister has issued a mandate to establish the **Special Technology Zones Authority (STZA)**, which will provide legislative and institutional support for the development of the national technology sector. This body, under the **Cabinet Division** of Government of Pakistan, will work to develop a technology-driven knowledge ecosystem and encourage modern innovative solutions and futuristic entrepreneurship. STZA will develop **Special Technology Zones (STZs)** across Pakistan, provide special incentives to attract investors, builders, and technology companies to partner with the government, and provide a one-window facilitation to local and international companies in the STZs. Ultimately, the Authority aims to build knowledge ecosystems that will harness Pakistan's IT potential and set the country on the trajectory of an entrepreneurial, innovative, and tech-driven future for shared prosperity & inclusive growth.

3. Website Requirement for STZA

Our primary objective is to continue to build our 'authority' identity, awareness, and interest in STZA events and attracting foreign direct investments in technology sector. STZA seeks to create a flexible, informative user-friendly website that is

easy to maintain and updated by the relevant departments by themselves. We want to revitalize our website to engage with the audience of today. For this we need to develop a SEO friendly site that can deliver large amounts of constantly changing information to our key audiences in easily searchable way.

- To achieve this objective, we need to have a dynamic research repository and academic information database that can be updated by STZA Staff. The website will thus need to serve as a content management system. Repository must support Documents, Audio, Video and Images, etc.
- To develop our brand, we also need to showcase our research groups (sections), centers, and research staff profiles. These will again need to be dynamic and evolving, to be updated by STZA staff on a rolling basis. Ideally staff should be able to log in and make changes on webpages and a log of changes (and who made them) should be maintained at the server/website manager-side.
- Our research portfolio (working papers, articles, books, etc.,) should all have separate pages with relevant bibliographic information, citation links (for importing bibliographic information into reference managers) and download links for different file formats. A lot of websites offer options to download PDF, txt and even word format, and dataset download.
- Existing STZA Website is developed in WordPress. Updating of appearance of all material on existing website would be the responsibility of the contractor firm. Appearance of website should be like “Afiniti”.
- Existing Jobs/Tenders/Events/Videos/Pictures etc. should have dynamic listing.
- All existing and new Tables (if any) should be Responsive.
- Subscription link should be provided.
- Design should be lighter, more visually stimulating and more inviting to navigate.
 1. More images, less text heavy, more visually pleasing.
 2. Homepage consisting of slideshow boxes: events, what’s new, publications, opportunities, e.g., www.afiniti.com, <https://dic.ae/>
 3. Top bar should show all the different things we engage in, without people having to click and look at a drop-down menu and should be available even when scrolling.
 4. ‘About us’, Research, Academics, etc. should all have same weight and alignments on all pages should be same.
 5. Eliminate redundant sub-menus.
 6. Eliminate list format for listing events and announcements: we need to be able to prominently promote multiple things simultaneously.
 7. Intuitive navigation, concise messaging, compelling visuals.
 8. Project gravitas and innovation at the same time, for example www.afiniti.com, <https://dic.ae/>
- User interface should present comprehensive information in a readily accessible, and searchable format.
 1. Good content management system: consolidate all published documents in one documentation center with an advanced and intuitive search function for publications
 2. Advanced search function (site-wide)
 3. Showcase new publications while also having a user-friendly archive of older publications.
 4. Provide easy links to this documentation center in all relevant sections of the website.
 5. Information uploaded on one part of the website should be available and cross referenced in multiple locations.
 6. Information about events should be more visible (not just a list view, but a more appealing lay out since events are often what draw people to our website. The events section should also have a search function that allows searches by date, topic, etc.) as well as registration and subscription option.

- Homepage should generate more traffic, better reaching our audience.
 1. How to draw attention of people to the website?
 2. Website must be safe and secure using HTTPS and a hardened Content Management System.
 3. Website should work well on mobile devices and tablets using best practices of responsive design.
 4. Website should comply with accessibility standards and best practices to ensure that people with disabilities can also use our website.

- STZA would also like to have the following on the website.
 1. Advanced SEO work.
 2. Interactive image backgrounds and scroll over icons that facilitate scrolling around on the website, e.g., www.afiniti.com, <https://dic.ae/>
 3. Readiness for webcasting.
 4. Blogs.
 5. Tight integration with social media.
 6. Multimedia presentations for various concept clarifications.
 7. Animations and illustrations for introducing ease of understanding.
 8. Website analytics.
 9. Advanced Google Site Maps

3.1 Scope of Work and Guidelines

3.1.1 Design:

Website information architecture, graphic look and feel, user navigation, home page and main navigation templates for each of the main navigation links.

3.1.2 Content:

The website content should reflect the industry research. The firm should come up with new ideas and content type. The developing firm will be responsible to ensure complete transfer of the existing content, its availability and accessibility through vigorous testing.

3.1.3 Development Guidelines:

- **General and Search:**
 1. Contact Form.
 2. Other forms for various feedback and input from users.
 3. All images used should have ALT text available.
 4. All pages should have their relevant META DATA tags.
 5. Search Engine Optimization (SEO): Google sitemap, Meta tags, Title tags, Alt tags, Header tags, page names, URL Rewriting. Avoid technologies that would make site indexing difficult or impossible (too many AJAX, Flash, JS, IFRAME elements).
 6. Provide search capabilities using key words or phrasing that will identify content throughout the site
 7. Optimized with SEO best practices.
 8. Specific SEO for the document center that searches through pdf's (and that can single out pdf results from others, to allow for a specific document search, as opposed to a more general search on the website).

- **User Interface (UI):**
 1. Intuitive navigation.
 2. Information should be grouped and presented in a logical manner and require no more than three levels of “drill down” for the user to find the desired information.
 3. Clean and focused design with strategic use of images and common theme.
 4. Color scheme should be given a more innovative feel.
 5. The website must be designed with a balance of text and graphics such that each page loads in 4 seconds or less on the average computer.
 6. Website with excellent navigation and hierarchical structure of information, making an improved experience for website users.
- **Content:**
 1. Easily updated.
- **Backend Requirements:**
 1. Safeguard from all possible loss of data, virus attacks, and hacking since the website will be our live documentation center.
 2. Safeguard against virus attacks, DOS/DDOS, and hacking attempts as it will be the responsibility of the selected company to host the website and include one year of maintenance and support in their proposal. Separate yearly maintenance and support contract with hosting will be made for subsequent years.
 3. Social media integration (share buttons, follow buttons, etc.).
 4. Fast Loading Pages.
 5. Scheduled posts feature.
 6. Workflow based updating of website based on create – review – approve –post steps.
 7. Click based sharing through social media.
 8. Website can be read by a variety of media devices - computers, handheld devices, projectors, and screen readers for visually impaired users.
 9. Website features adjustable onscreen font size, emailing articles and printing functionalities – like what is available at online newspapers.
 10. Propose the use of secure protocol https and SSL certificates where necessary.
 11. Preventing security threats – SQL injection, XSS injection, malicious file upload etc.
 12. Drop-down/Mouse over menus if implemented using flash/java script should have alternate text navigation available.
 13. Use of CSS (Cascaded Style Sheet) is must for all elements of the pages, including menus, headings, tables, body text, form elements, buttons, etc.
 14. Website optimization for Internet Explorer/Microsoft Edge, Chrome and Mozilla Firefox; Support for leading browsers specifically Microsoft Edge/Internet Explorer, Mozilla Firefox, Chrome, Opera and Apple Safari. Also required for mobile devices IOS, android, etc.

3.2 Analytics:

- Simple analytical tools for users to carry out their own analysis to a limited level
- Ability to share data and analytical reports
- Info on web traffic analysis, Path analysis, Visitor trends, Page views, Entry pages, Top pages, Exit pages, Page –length of stay, browsers, and platforms.

4. Cost details

While STZA will prefer the most cost-effective solution, all proposals that fall within this range will be considered and weighed based on their merits. Proposals that foresee limited further assistance to the website after the initial launch will be given preference. Please provide cost proposals to accomplish the scope outlined above. The cost must encompass all design, production, maintenance, and software acquisitions necessary for development and maintenance of the website.

4.1 List pricing for:

Phase I: Discovery, Requirements Planning & Site Definition

Phase II: Site Development, Testing and Deployment

Phase III: Post-Launch Support including Advance SEO and maintenance for minimum 1 year

5. Proposal contents

Please include the following in your proposal response:

1. Overview of how you will meet our objectives
2. Explanation of your proposed platform/CMS
3. Outline of your website design & development strategy
4. Proposed website timeline from kickoff to launch.

The time frame for completion of the project will be evaluated. In addition, time frames will be part of the contractual agreement. Please also include:

1. Details about your team
 - Describe your experience in producing website for similar organizations
 - Organizational capacity to take on this project
 - What type of team will be assigned, what will each person's role be? Please provide a brief bio for each staff member
2. Recent design & development examples
 - List at-least five web sites your firm has produced that best reflect your work and relevancy to this project. Briefly list the role your firm played in each project. The website URL should be submitted along with all relevant details of the front-end and back-end. Only sites that are live will qualify during evaluation. Please also provide the contact details of client.
3. Describe testing and support plan
4. Please provide at-least three client references along with details of the web development projects
5. Pricing with optional elements line-itemed if proposed.
6. Cover Letter should be signed by the person or persons authorized to sign on behalf of the company.

6. Documents

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

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

- 1.1.1.1. A letter of introduction briefly detailing their suitability for this assignment.
- 1.1.1.2. A profile of their firm.
- 1.1.1.3. CVs of all staff who will work on this assignment.
- 1.1.1.4. A detailed list of similar projects undertaken along with contact details of the client.
- 1.1.1.5. CVs of all staff members and project lead
- 1.1.1.6. Proposed timelines, methodology and resource planning
- 1.1.1.7. Evidence of tax registration.

6.1 Evaluation Criteria and Process

1.2. All bidders whose Technical Proposals are complete at opening, will be evaluated on the basis of the technical evaluation criteria detailed in Section 6.2 of this document.

- 1.2.1. Those bidders who fail to achieve the minimum marks (as required by section 6.2), or whose technical proposal is incomplete will be rejected and their financial proposals will be returned.

Basic Technical Evaluation Criteria Feature List:

The following evaluation criteria must be met:

| Sn. | Website Criteria | Status |
|-----|--|--------|
| 1. | Website architecture would be modular, enabling administrator to add new features to meet unique requirements of different website segments. | Must |
| 2. | Latest news/updates should be made available separately and also in ticker form. | Must |
| 3. | A comprehensive Document and Content management solution. | Must |
| 4. | Maintain document versioning/history. | |
| 5. | Tag and index search for all uploaded content. | Must |
| 6. | Secure web design and coding based on International best practices and standards, security against known web threats e.g., SQL Injections, Cross-site scripting, DoS attacks etc. | Must |
| 7. | Automated website updates/postings/content through the workflow. System covering multiple level approval stages. | Must |
| 8. | Migrate/Convert/Store existing web content to new web site. | Must |
| 9. | Ability to easily and quickly produce detailed site traffic reports using google analytics. | Must |
| 10. | Multiple users/user groups to manage the website content (visual, design and text) through a web browser from any location, preferably through a control panel, at any time; as well as the ability to add new pages through pre-developed page templates. | Must |

| | | |
|-----|---|------|
| 11. | Scalable/optimized for different screen resolutions and mobile Devices. | Must |
| 12. | Photos to be automatically resized. | Must |
| 13. | Provide necessary software and licenses to maintain site internally or externally. | Must |
| 14. | Visually appealing upcoming Event calendar. | Must |
| 15. | Integration with Facebook, Youtube, LinkedIn, Twitter etc. | Must |
| 16. | Ability for staff to edit, add or delete content (images and text) 24 hours a day. | Must |
| 17. | Providing all detailed analysis, design, technical/user training documents and source code during the project life cycle to IT. | Must |
| 18. | Media Center module should be available, which can be used to upload and display videos, audio and images on the web portal. Availability of galleries for creating different types of media. | Must |
| 19. | Poll and Surveys Builder modules for conducting different public survey. | Must |
| 20. | Newsletter and subscription modules for users to register and subscribe to topics of interest. Newsletters can be configured to automatically be dispatched. Option for unsubscribing the newsletter. | Must |
| 21. | All aspects of User Management from user permissions and role management, providing forms, validating emails, resetting passwords, confirmation emails, user data analytics, etc. Provisioning / de provisioning, ACL needs to available. Users will require to login for accessing different membership modules. | Must |
| 22. | Responsive version of Website will be developed for mobile devices. The site should seamlessly transition between mobile and traditional viewing displays. | Must |
| 23. | Alerts management SMS/Email Alerts | Must |
| 24. | Activity monitoring: to view the activities of the users with appropriate information from the system and web analytics etc. | Must |
| 25. | Reporting module should be provided to enhance the visibility in the overall system for management. Based upon these reports, would be able to devise strategy in terms user activity trend, success/failure of users in any specific program, user feedbacks against any program etc. | Must |
| 26. | Integrated helpdesk module with Live chats from for internal Complaints and queries Department. | Must |
| 27. | Dynamic Interactive Detailed Dashboards, related to Website Performance, health, Search Engine Analytics and others types of monitoring. | |
| 28. | Advance elastic search engine on website content. Detail related Search Engine Evaluation criteria is attached below. | Must |

6.2 Technical Evaluation Criteria

| Sr# | Description | Max. Score | Marks Allocation | |
|-----|---|------------|--|----|
| 1 | Firm/Bidder Profile | 10 | 01 mark per year (Max. 10 Marks) | 10 |
| | | | Number of Employees 30 + | 10 |
| | | | Number of Employees 20 to 30 | 7 |
| | | | Number of Employees 10 to 19 | 5 |
| | Financial Position | 10 | Annual turnover +50 mil | 10 |
| | | | Annual turnover 31-50 mil | 07 |
| | | | Annual turnover 20-30 mil | 06 |
| 2 | Relevant Experience of the firm in similar projects | 20 | Successfully completed project of similar nature and size (1 Project= 4.0 Marks) Mini. 05 projects are mandatory. | 20 |
| 3 | Qualification and Competence of the proposed Team Members | 20 | Relevant work experience of team lead(One project=2.0 marks) | 10 |
| | | | Relevant experience of the team deployed on project (designer, content writer, developer, QA/QC, time allocation for development) | 10 |
| 4 | Component wise work plan & Timelines | 10 | Submission of work plan with timelines | 10 |
| 5 | Proposed Methodology for STZA web Portal development and Implementation | 10 | Portal Development & Implementation Methodology. Quality of the proposed methodology will be considered while awarding score | 05 |
| | | | Support & Maintenance Plan Quality of the proposed support and maintenance plan will be taken into account while awarding score | 05 |
| 6 | Transfer of Knowledge | 15 | Submission of training plan for STZA's designated staff | 10 |
| | | | Technical / user manuals* (samples from previous projects must be submitted with the proposal) | 05 |
| 7 | Proposed solution of website Security | 15 | User Authentication <ul style="list-style-type: none"> • Password (like password criteria, encrypted/simple text, captcha, etc.) • Role Based (like user, module, reports, field based, etc.) | 05 |
| | | | Data, Information & Cyber Security | 10 |

Minimum qualification score to be eligible for financial proposal opening:

***Bidders must provide documentary evidence of all claims to qualification**

Firms scoring at least 84 (70%) out of the total 120 (technical score) will be eligible for financial evaluation. Technical scores will not be considered as part of the Final Score, which will only be based on financial evaluation.

Technical Proposal should include the following at the minimum:

1. Experience of the firm in executing similar projects
 - a. List of 5 similar projects executed with details
 - b. Minimum 3 client reference letters of similar projects (with details of the project)
 - a. Provide details of experience of resources in working on similar project.
2. Document showcasing understanding of the Project
 - a. Proposed methodology and approach
 - b. Timelines and high-level delivery milestones

3. Product delivery

Vendor will be required to deliver the product in phased manner, so as testing, development and delivery of product could be executed simultaneously. Further, the vendor will deliver complete source code of the solution and it will become the property of STZA.

4. Product training

Vendor will be required to deliver complete training of proposed solution. At a minimum, vendor will be required to deliver comprehensive training to the technical officers. Technical officers include STZA's personnel who are mandated to run, maintain and provide support of Website, which may include but is not limited to technical operations, designing, performance tuning, architecture, and code development of the proposed solution.

5. Product documentation

Vendor will be required to provide complete documentation of the proposed solution which includes comprehensive manuals for the technical staff, along with detailed specifications. Technical documentation will include complete process flow of each and every component of the solution, as well as requirement specification document, technical design document, architecture document, performance tuning guide, test plans, test cases, etc.

Complete project lifecycle methodology, including details of all technical deliverables along with their templates to be submitted with proposal.

Template of the technical and Functional documentation manual should be made part of the proposal.

FORM OF BID

(LETTER OF OFFER)

Bid Reference No. _____

(Name of Works)

To:

Gentlemen,

1. Having examined the Bidding Documents including Instructions to Bidders, Bidding Data, Conditions of Contract, Contract Data, Specifications, if any, Schedule of Prices and Addenda Nos.
_____ for the execution of the above-named Works, we, the undersigned, being a company doing business under the name of and address _____
_____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such Works and remedy any defects therein in conformity with the said Documents including Addenda thereto for the Total Bid Price of Rs _____ (Rupees _____) or such other sum as may be ascertained in accordance with the said Documents.
2. We understand that all the Schedules attached here to form part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of _____ drawn in your favor or made payable to you and valid for a period of twenty-eight (28) days beyond the period of validity of Bid.
4. We undertake, if our Bid is accepted, to commence the Works and to deliver and complete the Works comprised in the Contract within the time(s) stated in Contract Data.
5. We agree to abide by this Bid for the period of _____ days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
7. We undertake, if our Bid is accepted, to execute the Performance Security referred to in Conditions of Contract for the due performance of the Contract.
8. We understand that you are not bound to accept the lowest or any bid you may receive.
9. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Works.

Dated this _____ day of _____, 20

Signature _____

in the capacity of _____ duly authorized to sign bid for and on behalf of

(Name of Bidder in Block Capitals)

(Seal)

Address

Witness:

(Signature) _____

Name: _____

Address: _____

SAMPLE CONTRACT (INDICATIVE ONLY)

Private and confidential

Our Ref.:
SAN:
Contact:

Engagement Letter

Client Name
Client Address

Attention: Mr. _____ -

XX July 2021

Dear Sirs,

Engagement Letter

This engagement Letter ("Letter") sets out the terms and conditions of review and ancillary services set out more specifically below (the '**Services**') which [FIRM] ("**We** or **FIRM**") agree to provide to the Special Technology Zone Authority (the "**Client**") for the purposes of carrying assisting the Client in the evaluation of Zone Developer and Zone Enterprise applications and any other ancillary services.

The Services to be provided by FIRM to the Client under this Letter include:

- i. Evaluation of the applicant's:
 - a. Market demand assessment.
 - b. Assessment of the market price for land and land pricing strategy.
 - c. Economic impact analysis including estimates for import substitution, R&D, export generation and any other benefits in line with Authority's mandate.
 - d. Financing plan of the applicant and its adequacy and commitment.
 - e. Any other relevant information.
- ii. Financial model including revenues and costs along with sensitivity analysis
- iii. Any other service ancillary to financial evaluation of a Zone Developer or Zone Enterprise application.

Any work already performed in connection with this Letter before the date of signing of this Letter will also be governed by the terms and conditions of this Letter.

Your agreement to the terms of this Letter is on behalf of the Client.

1. Professional Standards

We will provide the Services in accordance with the principles of independence, integrity, objectivity, professional competence and due care, confidentiality, professional behavior, and technical standards as defined under the International Standard on Assurance Engagement ("**ISAE**") as endorsed in Pakistan.

2. Scope of work

Evaluation

Our function in assisting the Client in evaluating application is to conduct review with the objective of expressing an opinion on the financial projections, feasibility and other related information related to the application to the Client. This entails that prospective financial information is properly prepared by applicant management from management's assumptions, focus on the extent to which those areas that are particularly sensitive to variation, interrelationship of other components in the financial statements (if applicable) and other procedures necessary to enable the auditors to issue report under relevant ISAEs and applicable regulations and manuals of STZA.

An evaluation involves performing procedures to obtain evidence about the amounts and disclosures in the application. The procedures selected depend on our best judgment, including the assessment of the risks of material misstatement of the application, whether due to fraud or error. An evaluation also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the application.

At the conclusion of our evaluation, we will express an opinion as to whether anything has come to our attention that causes us to believe that these assumptions do not provide a reasonable basis for the forecast. We cannot provide assurance that an unmodified opinion will be rendered. Circumstances may arise in which it is necessary for us to modify our report.

3. Independence

If we begin performing services for you and subsequently identify circumstances which may prejudice our independence in relation to that or other work we perform for you, your subsidiaries or any affiliate within your client structure, we may need to cease work on the engagement. Where this occurs, we will immediately inform you, and we will seek to resolve the situation as quickly as possible and will seek a solution that allows us to continue with the engagement. In the event that we consider the situation cannot be resolved, we will send written notice to Client to resolve the potential situation and if not resolved within a reasonable period, then both parties shall meet and agree whether to continue or terminate the engagement.

4. Use of Electronic mail

This letter shall serve as a mutual authorization for the use of e-mail and other electronic methods to transmit and receive information, including confidential information, between FIRM and the Client and between FIRM and outside specialists or other entities engaged by either FIRM or the Client, where applicable. We and the Client acknowledge that e-mail travels over the public internet, which is not a secure means of communication and, thus, confidentiality of the transmitted information could be compromised through no fault of FIRM or the Client as relevant. However, FIRM and the Client shall use reasonable efforts to protect the confidentiality of all the confidential information.

Any electronically transmitted advice or opinion should not be relied upon unless it is subsequently coned by letter signed by a partner or an authorized signatory of FIRM.

6. Timing

We shall discuss and agree the deadlines with you in line with your requirements and expectations and local regulations. Provided no unforeseen major problems are encountered, we expect to be able to deliver our reports as set out in "Deliverables" below within the deadlines agreed with you. We will inform you immediately of any circumstances we encounter which indicate the likelihood of significant delays to enable corrective measures to be taken.

7. Engagement Team

[INSERT]

8. Deliverables

Our primary deliverables shall be:

- Opinion Report

9. Fees

For the Services, we will bill the following amount _____ per hour inclusive of all and any taxes with total.

10. Terms of Business

We accept this engagement on the basis that our General Terms of Business (to be added), as set out in Appendix III (if any), will apply to this work, and govern our relationship with you. Any other work associated with or incidental to the Services which may at our discretion or on request be performed will be supplied under our General Terms.

11. Governing Law and Jurisdiction

This engagement shall be governed by and construed in accordance with the laws of Pakistan. The Courts of Pakistan shall have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement and any matters arising from it.

12. Entire Agreement and Provision for Modifications

This engagement letter, together with the any General Terms of Business as customary for such engagements, forms the entire agreement and understanding between us with respect to this engagement. It supersedes all previous arrangements and understandings between us with respect to this engagement, which shall cease to have any further force or effect. For the avoidance of doubt, the terms of this letter shall apply to any work already performed in connection with this engagement prior to the date of countersignature of this letter. Any variation to the terms of this letter shall be made in writing and will not be effective unless signed by a duly authorized representative of FIRM and by a duly authorized representative of the Client. In case of conflict between this engagement letter and General Terms of Business, this engagement letter shall prevail.

13. Severability

Each term of this engagement letter constitutes a separate and independent provision. If any of the provisions of this letter are judged by any court or authority of competent jurisdiction to be void or unenforceable, the remaining provisions shall continue in full force and effect.

14. Service Delivery

We will seek to ensure that our service is satisfactory at all times. If at any time you would like to discuss with us how the services can be improved or if you are dissatisfied with them, you are invited to contact the partner, director or manager, as the case may be, identified under the engagement team section

We appreciate the opportunity of continuing to be of service to the Client and we assure our commitment to provide you with quality services in an efficient and timely manner.

Yours faithfully,

FIRM

Acknowledgement and acceptance on behalf of the Client:

I con the above terms of the audit and review engagement for and on behalf of **Client** and its Subsidiaries:

Authorized signatory: _____

Name:

Position:

Date: _____

SAMPLE NDA AGREEMENT
SPECIAL TECHNOLOGY ZONES AUTHORITY
CABINET DIVISION
GOVERNMENT OF PAKISTAN

Sample Non-Disclosure Agreement

This agreement is made the on <Date> between:

- (1) The Special Technology Zones Authority (STZA), State Life Building, Jinnah Avenue, Blue Area,
Islamabad
and
- (2) <Company Name>, <Company Address>

Background

STZA has requested for tenders to "Hiring of Consultancy Services for Preparation of RFP for Business Process Automation" through a single stage two envelope tender process. Bidders require that they be allowed to view information to enable them to enable them to carry out the work.

It is agreed that:

In consideration for the mutual disclosures, the Parties agree to the terms of this non-Disclosure Agreement:

1. "Information" means all information, data, ideas, innovations or material disclosed by any of the Parties relating to the project, whether or not marked or designated as confidential, including, but not limited to ISTZ's information to business plans, business proposals, projects, financial information, customer/company lists, prospective customers, technical proposals, product descriptions, hardware specifications, software licenses, software in both source and object code, computer outputs, computer interfaces, application programmed interfaces, computer calls, flow charts, data, drawings and know-how.

Each Party's Obligations:

2. Each Party will:
 1. keep the Information disclosed to it by any disclosing Party confidential and secure, and in addition apply the same degree of care and the same controls which that Party applies to his or its own trade secrets.
 2. Use or make copies of the Information disclosed to it solely to assess the Opportunities and Technologies. Any such copies shall remain the property of the disclosing Party and be distributed or otherwise be made available internally within the receiving Parties strictly on least privileges and need to know basis.
 3. give immediate notice to the disclosing Party if a receiving Party knows of or suspects that there has been any unauthorized use or disclosure of Information arising through a failure by a Party to keep the Information confidential

Publicity:

3. No receiving Party will without the prior consent in writing of the disclosing Party either release any press statement or issue any other publicity regarding the existence, scope, objective, conduct, performance or results of any proposed or actual contract between any of the Parties.
4. Receiving Party will never market this product and STZA will never endorse the same.

Exclusions:

5. The provisions of this Agreement shall not apply to Information:
 1. which a receiving Party can prove to the reasonable satisfaction of the disclosing Party was lawfully in his or its possession at the time of disclosure and was not acquired either directly or indirectly from the disclosing Party; or
 2. which is lawfully generally known (other than due to the negligent act or omission of Parties

- or his breach of this Agreement); or
3. which the receiving Party obtained from a third party which was entitled to disclose that Information to the receiving Party without any restriction.

Various Obligations:

6. Each receiving Party agrees that he or it shall not acquire any right in or title to or license in respect of the Information disclosed to it or any intellectual property rights embodied in the Information. The rights provided to the Parties under this Agreement are personal to the Parties and shall not be assigned or transferred to any other party whatsoever.
7. The obligations under this Agreement shall continue as regards any item of Information until it is lawfully generally known or is otherwise not subject to the provisions of this Agreement, to a maximum term of five years from the date of this Agreement.
8. On the written request of a disclosing Party at any time, each receiving Party agrees to:
 1. promptly return or procure the return of or destroy (at the disclosing Party's option) all or some (as the disclosing Party may direct) of the originals and copies of the Information under his or its care or control and
 2. confirm in writing that this has been done and that no Information or copies exist under the receiving Party's care or control and
 3. not use the Information for any other purpose whatsoever.
9. Nothing in this Agreement prevents disclosure of the Information to any persons or bodies having a legal right or duty to have access to or knowledge of the Information.
10. This Agreement constitutes the entire agreement and understanding between the parties with respect to its subject matter and replaces all previous agreements between, or undertakings by the parties with regard to such subject matter. This Agreement cannot be changed except by written agreement between the parties.
11. This Agreement is governed by Pakistani law and the parties submit to the jurisdiction of the Pakistani Courts.

Signed for and on behalf of
Special Technology Zones Authority:

Signed for and on behalf M/S <CompanyName>,
<Company Address>:

Name:

Name:

Designation:

Designation: HoD (Admin)

Witness No. 1:

Name: Address:

CNIC

No.:

Witness No. 2:

Name: Address:

CNIC

No.:
