

# **TECHNICAL BID DOCUMENTS**

**ANNEXURE 2: APPLICATION FORM**

**[ON THE LETTERHEAD OF THE BIDDER]**

To,

The Institute of Chartered Accountants of Pakistan  
The Chartered Accountants Avenue,  
Clifton, Karachi - 75600

**Re: Development of IT Guidelines / Standards**

[DATE]

Dear Madam,

We, the undersigned, offer to render our services for the development of IT Guidelines / Standards in accordance with your Request for Proposal dated 3 Sep, 2024 and our Bid submitted herewith. We are hereby submitting our Bid, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelopes.

We hereby declare that all the information and statements made in this Bid are true and accept that any misrepresentation contained herein may lead to our disqualification.

It is hereby confirmed that our bid is valid for 90 days from the date of bid submission deadline.

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

[Signature]

In the capacity of [Position]

Authorized to sign this Application Form of [Name of Bidder]

**ANNEXURE 2: Bid Data Sheet**

The following Bid-specific data shall supplement the provisions in the RFP document.

No.	Title	Details
1.	Name of the Assignment	Development of IT Standards/ Guidelines
2.	Address and Contact Person of the Procuring Agency	<b>Name:</b> Ms. Shumaila Maqbool <b>Designation:</b> Manager, ICAP <b>Address:</b> The Institute of Chartered Accountants of Pakistan (ICAP), Chartered Accountants Avenue, Clifton Block 8, Karachi - 75600 <b>Telephone:</b> (021) 111-000-422 <b>Email:</b> <a href="mailto:shumaila.maqbool@icap.org.pk">shumaila.maqbool@icap.org.pk</a>
3.	Method of Selection	<b>Single Stage Two Envelop Procedure</b> Quality and Cost based Selection Method  <i>Financial Proposal is to be submitted together with Technical Proposal.</i>
4.	Address for Submission of Bids	The Institute of Chartered Accountants of Pakistan (ICAP), Chartered Accountants Avenue, Clifton Block 8, Karachi – 75600
5.	Number of Copies of Bids	One hard copy and corresponding soft copy.  Each Bidder shall submit the following documents in two separate, sealed envelopes (together, the "Bid"): a) Technical Bid b) Financial Bid  These two envelopes, in turn, shall be sealed in an outer envelope. The envelope shall also say: <b>"DO NOT OPEN, EXCEPT IN PRESENCE OF THE PROCUREMENT COMMITTEE"</b> .  Each USB drive shall be submitted together with the ORIGINAL printed Bids in the same sealed envelopes: a) The USB drive containing the Bidders' Technical Bid should be included in the Technical Bid Envelope and should not contain any elements of the Financial Bid. b) The USB drive containing the Bidders' Financial Bid should be included in the Financial Bid Envelope.
6.	Bid Submission Deadline	Oct 10, 2023 at 3:00 PM
7.	Proposal Validity Period	90 days
8.	Language of the Bid	English

**ANNEXURE 4: BASIC INFORMATION FORM**

**[ON THE LETTERHEAD OF THE BIDDER]**

**PROSPECTIVE BIDDER INFORMATION:**

Name:

Type: (Corporation, Partnership, Sole proprietorship etc.)

Company/Entity incorporation/registration no:

Date of establishment:

Address of principal / registered office:

Telephone number:

Fax number:

E-mail address:

Primary areas of business:



**ANNEXURE 6: TEAM COMPOSITION AND TASK ASSIGNMENTS**

**Proposed Professional Staff for the Assignment:**

<b>S.No.</b>	<b>Name of Staff</b>	<b>Area of Expertise</b>	<b>Position assigned / to be assigned</b>	<b>Tasks to be assigned under the Assignment</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				
<b>n.</b>				



**9. List of all tasks assigned to this proposed staff member under the Assignment for which the Bid is being submitted**

*Note: Please use as many copies of the above CV format as required to cover all the proposed staff members. It is reiterated that the CVs of the proposed staff must be submitted on the above format.*



# **FINANCIAL BID DOCUMENTS**

**ANNEXURE 8: BID PRICE**

***(To be included in the Financial Envelope)***

**[ON THE LETTERHEAD OF THE BIDDER]**

Bidder's Address M/s .....		<b>Name of Assignment:</b> Development of IT Standards / Guidelines  <b>Date of RFP issue:</b> 03 Sep 2024  <b>Bid Submission Deadline:</b> Oct 10, 2024, 3:00 PM
No.	Activity Description	Expected Cost in PKR
1.	Development of IT Standards / Guidelines (please share cost against each deliverable in the form of milestones)	
2.	Ongoing Support and updates	

Note: Bidders are required to provide the break-up of Bid Price on the format given above.