

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: <u>Development of IT Guidelines / Standards</u>

[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	Name: Ms. Shumaila Maqbool Designation: Manager, ICAP Address: The Institute of Chartered Accountants of Pakistan (ICAP), Chartered Accountants Avenue, Clifton Block 8, Karachi - 75600 Telephone: (021) 111-000-422 Email: shumaila.maqbool@icap.org.pk
3.	Method of Selection	Single Stage Two Envelop Procedure Quality and Cost based Selection Method Financial Proposal is to be submitted together with Technical Proposal.
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 Bid Submission Deadline	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: "DO NOT OPEN, EXCEPT IN PRESENCE OF THE PROCUREMENT COMMITTEE". 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]

[ON THE ELITERITEAD OF THE DIDDER]		
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 5: BIDDER'S EXPERIENCE FORM

[ON THE LETTERHEAD OF THE BIDDER]

The Prospective Bidder is required to provide sufficient detail pertaining to its experience in the format given below.

format given below.	
Assignment name:	
Duration of assignment (months):	
Name of the procuring agency	
Address of the procuring agency:	
Narrative description of Project:	

ANNEXURE 6: TEAM COMPOSITION AND TASK ASSIGNMENTS

Proposed Professional Staff for the Assignment:

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

ANNEXURE 7: CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Key professional staff qualifications and competence for the Assignment:

- The Bidders are required to provide comprehensive job descriptions for the proposed professional staff on the format given underneath.
- Proposed staff having experience of local culture and environment is desirable.

Curriculum Vitae (CV), strengths and expertise of key staff members

	, , ,	
1.	Name of Bidder [Insert name of Bidder proposing the staff]:	
2.	2. Name of Staff [Insert full name]:	
3.	3. Date of Birth: Nationality:	
4.	4. Education [Indicate complete details of college/university and other special of staff member, giving names of institutions, degrees obtained, and completion]:	
5.	5. Membership of Professional Associations:	
6.	6. Training Received:	
7.	7. Countries of Work Experience: [List countries where staff has worked in the l	ast 3 years]:
8.	8. Employment Record [Starting with present position, list in reverse order even held by staff member (see format here below), dates of employment, nan organization, positions held.]	
	From [Year]:To [Year]: _	
	Employer:	
	Positions held:	

List of all tasks assigned to this proposed staff member under the Assignn the Bid is being submitted	nent for which
Please use as many copies of the above CV format as required to cov	ver all the proposed (

FINANCIAL BID DOCUMENTS

ANNEXURE 8: BID PRICE

(To be included in the Financial Envelope)

[ON THE LETTERHEAD OF THE BIDDER]

Bidde	er's Address	Name of Assignment:
		Development of IT Standards / Guidelines
M/s		
		Date of RFP issue:
		03 Sep 2024
		Bid Submission Deadline:
		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	
	a de Gerrine a aparece	

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