

**THE INSTITUTE
OF
CHARTERED ACCOUNTANTS OF PAKISTAN**



19 September 2024

REQUEST FOR PROPOSAL

**Hiring a service provider for the
Data Analytics Course**

Table of Contents

1. Introduction.....	3
2. Scope of Work.....	3
3. Bid Document.....	3
4. Selection Process.....	4
5. Important Notice.....	4
6. Eligibility Criteria.....	4
7. Confidentiality.....	5
8. Clarification and Interpretation of the Document.....	5
9. Submission of Proposal and Quote.....	5f
10. Cost Break and Payment Schedule.....	5
11. Currency.....	6
12. Withholding Tax and Other Taxes.....	6
13. Eligibility Criteria.....	6
14. Intellectual Property Right.....	6
15. Technical Bid Document.....	6
16. Financial Bid Document.....	7
17. Bid Submission Deadline.....	7
18. Annexures.....	8

Hiring a service provider for the Data Analytics Course

1. Introduction

ICAP has an ongoing course offering on Data Analytics specifically designed for finance professionals who use data for finance, audit, and other business decisions. This course aims to equip finance professionals with the skills to understand and create financial models using software and tools, enabling better insights for improved decision-making in a timely and efficient manner.

In addition to the ongoing course for Finance Professionals, the Digital Board plans to launch a variant for Other Professionals. The panel will also share suggestions in the curriculum given in Annexure A. The institute aims to select a panel of Service Providers out of the successful bidders for these programs. This panel will be shortlisted for the following tasks:

- a. Delivering ongoing training sessions for Finance Professionals
- b. Delivering Training Program for All Professionals.

2. Scope of Work / Services to be provided

The prospective Service Provider is required to submit its Technical and Financial Proposals to render, at a minimum, the following services:

The Course:

- a. Bidders to provide trainers required to conduct online sessions for The Data Analytics Training Program for Finance Professionals, as per the pre-defined syllabus given in Annexure A. Bidders may also propose if any upgradation is required in the curriculum. Bidders to suggest proposition in the given curriculum in Annexure A and to provide trainers for the conduct online sessions for The Data analytics Training Program for all other professionals.
- b. In addition, the following will be required:
 - I. Bidders to provide for turn-key solution for running the online program i.e (Class management, maintaining records and reports, dealing with participants via Whatsapp group, LMS).
 - II. Bidders to develop comprehensive assessment paper testing key areas of the curriculum by testing functions, preparing dashboards and financial models.

Sample paper: [Sample Paper Module A](#)

Sample Paper: [Sample Paper Module B](#)

Timelines:

Timelines for the course shall be mutually decided by ICAP and the third party.

3. Bid Document

Caution: All Vendors are requested to read this document carefully and must fulfill the mentioned requirements otherwise they will not be allowed to participate

ICAP Karachi, (hereinafter referred to as "the Purchaser") invites / requests Proposals (hereinafter referred to as "the Bidders") for supply and delivery of required services. Queries of the Bidder (if any) for seeking clarifications must be received in writing to the Purchaser as per the timeline defined. Any query received after the deadline will not be entertained. ICAP Karachi may host a Q & A session, if required, at ICAP head office (Chartered Accountants Avenue Clifton Block 8, Karachi). All Bidders shall be informed of the date and time in advance.

The Contact for all correspondence in relation to this bid is as follows:

Hiring a service provider for the Data Analytics Course

Primary Contact

daab@icap.org.pk

111-000-422-Ext: 406

ICAP Karachi.

Secondary Contact

procurement@icap.org.pk

111-000-422 – Ext: 302

ICAP Karachi.

- a. Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact, all queries should be communicated via the Primary Contact and in writing (e-mail) only. In the case of an urgent situation where the Primary contact cannot be contacted, the bidder may alternatively direct their inquiries through the Secondary Contact.
- b. In accordance with these rules, interested companies (hereinafter referred to as “Bidders”) applying for bids should submit two separate bids/envelopes for Financial Proposal and Technical Proposal. The envelopes shall be marked as “Financial Proposal” and “Technical Proposal” in bold and legible to avoid confusion. Initially, only the envelope marked “Technical Proposal” shall be opened. The envelope marked as “Financial Proposal” shall be retained in the custody of the ICAP Karachi without being opened.
- c. ICAP Karachi shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price, and reject any proposal, which does not conform to the specified requirements.
- d. Bidders will be solely responsible to deliver all required items/materials as well as to completed the project within the decided timeframe from all aspects.

4

Selection process

Selection of bidder will be based on their technical expertise, knowledge and experience in the field. Institute’s selection criteria including profile assessment, interview and financial input will be followed. Individuals or parties with following credential will be preferred:

- a. Knowledge of Information Systems having a formal certification.
- b. Experience IT audit, basic accounting and relevant content development.

5

Important Notice

- a. This RFP does not obligate the Institute to pay any costs incurred by respondents in the preparation and submission of the RFP.
- b. The charges shall be paid as per mutually agreed terms and after deduction of due taxes.
- c. There shall be no other charges, fee and reimbursement of out-of-pocket expenses to be payable by the Institute.
- d. Institute reserves the right to select any or all of the deliverables or reject or cancel the tendering process.

6

Eligibility Criteria

A Prospective Bidder for the Assignment may be an individual/sole proprietor, or an organization duly registered under the applicable, permitted and relevant laws & procedures.

Hiring a service provider for the Data Analytics Course

The criteria for Prospective Bidders to be eligible to undertake the Assignment has been provided underneath.

- a. It is preferred that the Bidders comprise of atleast one ICAP Chartered Accountant, or must be from a finance background and have a qualification in IT, accounting and finance from a professional body, possessing relevant Certifications specialized in the field required for the development of the IT Standards/Guidelines.
- b. Team members or individual should have atleast 3 years corporate sector experience.
- c. The Bidder must possess valid registration from income tax Authority (i.e. the NTN certificate) and relevant sales tax Authority, if applicable.

7 Confidentiality

Kindly treat the correspondence on the subject as strictly confidential. The individuals or parties must ensure that the content development and implementation exercise would be undertaken with absolute fiduciary trust and confidentiality.

Individuals or parties are not authorized to identify themselves as content developers or partners at any forum, including their CVs.

8 Clarification and Interpretation of the Document

The queries and clarification related to the document are to be submitted in writing to the stated address or email at daab@icap.org.pk / procurement@icap.org.pk Such queries should refer the Section, Subsection, and page number of the document.

The queries should reach the ICAP by October 21, 2024, via email, post, or other appropriate medium, and will be addressed/answered by email in a response time of one working day.

It should further be noted that the Institute solely reserves the right to interpret the document. The responses to such queries, clarifications, and interpretations will be made in writing. No other interpretations will be binding on the Institute.

9 Submission of Proposal and Quote

Bidders / Interested individuals or parties are required to obtain the form for Proposal and Quote and submit the same according to the schedule given in this request, through email with the subject "Hiring a Service Provider for the Data Analytics Course".

The Contact detail is as follows:

Shumaila Maqbool
procurement@icap.org.pk
111-000-422 – Ext: 302

10. Costs Break and Payment Schedule

- i. **The Costs should be broken up as per the following deliverables (Annexure 8):**
 - a. Trainer cost of 44 hours of Module A - Financial Modeling, Forecasting and Dashboard Reporting using MS Excel
 - b. Trainer cost of 44 hours of Module B - Microsoft Power BI (Power Query and DAX, Data Visualization & Story telling)

Hiring a service provider for the Data Analytics Course

- c. Trainer cost of 56 hours of Module C - Data Analytics using Python with Basics of AI
- ii. **Cost related to Assessment paper and Correction.**
- iii. **Cost for turn-key solution for the conduct of the sessions.**

11. **Currency**

The Bid shall be quoted in Pakistan Rupees (PKR), mentioned against each milestone.

12. **Withholding Tax and Other Taxes**

The Bidder is hereby informed that taxes will be deducted in accordance with the rate and in the manner prescribed under the tax laws of Pakistan, from all payments against the services rendered.

13. **Eligibility Criteria**

13.1 A Prospective Bidder for the Assignment may be an individual / sole proprietor, or an organization.

13.2 The criteria for Prospective Bidders to be eligible to undertake the Assignment has been provided underneath.

- a. Trainers should have certifications from recognized institutes on data analytics, advanced Excel, or Python, as the case be.
- b. Modules A, B & C trainers must be from a finance background and have a qualification in accounting and finance from a professional body.
- c. Trainers should have at least 3 years corporate sector experience.
- d. The Bidder must have demonstrated experience of at least 3 years in the area of developing and /or delivering courses related to data analytics.
- e. The Bidder must possess valid registration from income tax Authority (i.e. the NTN certificate) and relevant sales tax Authority, if applicable.
- f. Trainers should have excellent communication and presentation skills. And should be able to engage participants and deliver their content in an engaging and effective manner using visual aids.
- g. Trainers should be able to manage their time effectively and deliver their lectures within the allotted time frame. They should be able to pace their lectures appropriately and avoid rushing through important concepts.
- h. Trainers should engage participants throughout the live lectures through exercises and quizzes at appropriate intervals.
- i. The sessions may be conducted during weekdays (office hours) or weekends, as per the need identified.
- j. The trainers should include home assignments with suggested answers and should give reference materials for reading.

14. **Intellectual Property Rights**

Any intellectual property created for the assignment, including recordings of live lectures, exercises, question bank and assessment papers or any other material developed, shall be vested in ICAP. The content created shall only display logo of the institute (ICAP). At no point in time during or after the currency of this Assignment will the appointed party assume any ownership or proprietary rights of the Records.

15. **Technical Bid Documents**

Each Bidder shall submit a technical proposal (the "Technical Bid") by completing the following documents (collectively, the "Technical Documents"):

Hiring a service provider for the Data Analytics Course

Part	Description	Relevant Annexure
Part I	Application Form	Annexure – 3
Part II	Basic Information Form	Annexure – 4
Part III	Bidder’s Experience Form	Annexure – 5
Part IV	Team Composition and Task Assignments	Annexure – 6
Part V	CVs for proposed Professional Staff	Annexure – 7

Bidders may annex any other supporting information or document (s) that may assist the Procurement Committee in the evaluation process.

16. Financial Bid Documents

Each Bidder shall submit a financial proposal (the "Financial Bid") by completing the following document (collectively, the "Financial Documents"):

Part	Description	Relevant Annexure
Part I	Bid Price	Annexure – 8

The Financial Proposal shall be prepared using the attached Standard Form. It shall list all costs associated with the Assignment.

17. Bid Submission Deadline

Bids shall be received by the Procuring Agency at the address specified in the Bid Data Sheet no later than the time and date stated therein as the "Bids Submission Deadline ".

Activity	Date
RFP Advertisement	19-Sep-24
ICAP responds to questions and comments via email to all bidder(s)	17-Oct-24
Submission of RFP	Oct 21, 2024, at 3:00 pm
Bid Opening – Technical Bid	Oct 21, 2024 at 4:00 pm
Bid Opening – Financial Bid	Shortlisted Parties will be notified accordingly