

OFFICE OF THE AUDITOR GENERAL OF PAKISTAN

REQUEST FOR PROPOSALS (RFP)

**HIRING OF SERVICES OF INDIVIDUAL CONSULTANTS FOR
AUDIT MANAGEMENT INFORMATION SYSTEM (AMIS)**

26 April, 2021

Introduction

The Department of Auditor General of Pakistan (DAGP) is entrusted under Constitution, with the audit of all the revenues, receipts and expenditures of Federal and Provincial Government departments, autonomous bodies, corporations, institutions, etc., financed by or working under their administrative control. The DAGP conducts the audit and presents its reports to the President and the Governors of the Provinces in case of Federal Government, and Provincial Governments respectively, who cause them to be laid before respective Assemblies. The Reports of the Auditor General are discussed/ deliberated upon by the respective Public Accounts Committees of Federal and Provincial assemblies.

Vision, Mission and Values

The Vision of DAGP is to add value to public resources.

The Mission of DAGP is to develop our auditing and accounting capabilities to establish ourselves as a credible professional institution that promotes good governance and public accountability.

The Values held by DAGP are Accountability, Professionalism, Integrity, and Excellence, Reliability, a cooperative, Innovative and constructive spirit, open communications and a respectful workplace.

OVERVIEW

In order to fulfill its mandate, the department of Auditor General of Pakistan has embarked upon a project to establish Audit Management Information System (AMIS) to assist in managing audits efficiently and provide transparency and consistency in audit processes through automation of planning, scheduling and execution of audits, digitally documenting Audit Observations, and replies, having a central repository of working papers and collaboration between audit teams.

In line with the strategic vision of DAGP to establish Audit Management Information System (AMIS) for end to end digital transformation of the audit function covering every step and phase of the audit cycle, DAGP has hired a consultancy firm for implementation of an off-the-shelf AMIS. The solution is based on SAP-ERP's Audit Management module. It comprises of FIORI-based applications running on HANA platform. The implementation of the solution includes customization to meet specific business process and reporting requirements of DAGP. Presently, the solution is being configured for piloting at three field audit offices of DAGP in Islamabad, Lahore and Karachi, as well as at the premises of Public Accounts Committee of the National Assembly of Pakistan.

After completion of pilot phase by June 2021, the SAP Audit Management solution will be replicated across the country in remaining twenty-nine (29) field offices of DAGP.

There are about 500 field audit teams working under thirty-two (32) field audit offices across the country. Under AMIS implementation, each audit party will be provided laptops in which the field audit parties will enter their audit observations, as well as scan and upload evidence, while conducting audit at various government departments. These audit observations will be accessible in real-time to the audit managers and supervisors sitting in field audit offices as well as at the headquarters of DAGP, through web-based connectivity. The database of AMIS will be cloud-based and will be managed at government entities like NTC or NADRA.

The DAGP has also set-up an AMIS competency center at its headquarter in Islamabad to ensure smooth functioning of AMIS. While AMIS is being configured and implemented through a consultant firm, the AMIS competency center will ensure (a) support during implementation of AMIS in close coordination with the consultant firm hired for configuring AMIS (b) coordination with the cloud service provider for hosting AMIS database both in implementation phase and for efficient, secure service delivery post-implementation (c) ensure smooth and sustainable functioning of AMIS through technical support to DAGP in system administration, and in programming modifications and upgrading of functioning of AMIS based on future requirements. Accordingly, the DAGP is in the process of hiring INDIVIDUAL CONSULTANT(S), hereinafter referred to as the “CONSULTANT(S)”, for providing services for

- (1) Integration With External Platforms ie E-OFFICE , HRMIS , ACL etc
- (2) Managing the AMIS competency center and technical support in implementation, deployment and maintenance of AMIS and allied IT Systems and infrastructure of DAGP.

Requests for Proposal (RFPs) along with supporting documentary evidence are invited, on the basis of the terms and conditions detailed below, for the following positions:

- i. System Administration Expert
- ii. SAP ABAP Expert
- iii. SAP FIORI Expert

SECTION I

INFORMATION FOR THE CONSULTANT(S)

GENERAL TERMS AND CONDITIONS

In order to facilitate DAGP in implementing AMIS and related IT Systems and infrastructure, and ensuring post-implementation support in sustained and optimal functioning of the AMIS, the DAGP has decided to hire INDIVIDUAL CONSULTANT(S), with relevant qualifications and experience to help DAGP accomplish

- (1) Integration With External Platforms ie E-OFFICE , HRMIS , ACL etc
- (2) Managing the AMIS competency center and technical support in implementation, deployment and maintenance of AMIS and allied IT Systems and infrastructure of DAGP.

DAGP will select an INDIVIDUAL CONSULTANT(S) based on a transparent, competitive bidding process, in accordance with PPRA rules for hiring of consultant services based on ‘Quality and Cost Based Selection’ (QCBS) method.

A complete set of Bidding Documents shall be purchased (during the office hours 1000 hours to 1600 hours on working days only) by interested bidders starting 26th April 2021 to 12th May 2021 from Assistant Auditor General (Logistics) at the address below and upon payment of a non-refundable fee for the Bidding Documents, pursuant to the latest guidelines issued by the PPRA, in the amount of One Thousand Rupees (1000 Rs.) cash only.

Assistant Auditor General (Logistics)
Office of the Auditor General of Pakistan
Constitution Avenue, Islamabad, Pakistan
Telephone: 051-9202505
Facsimile number: 051-9224085

1. INSTRUCTIONS TO BIDDERS

1. Bidding Documents may also be downloaded from the website of DAGP (www.agp.gov.pk), provided that Bidders shall pay the nonrefundable fee amount of one thousand (1000/) rupees only for the Bidding Documents not later than the submission of their bids.
2. Bidding (Technical & Financial) will be carried out by adopting “Single Stage Two Envelopes” procedure.
3. Two sets (Original, hard copy) of “Technical Proposal” and “Financial Proposal” on the prescribed forms given in the RFP, separately labeled (Bid Title and Name of the Consultancy), sealed, signed & stamped as per PPRA Rules available on (www.ppra.org.pk), must be delivered to the address given below by no later than 12 May 2021 11:30 AM. The Technical Proposal will be opened on the same day at 12 PM in the presence of the applicants submitting the proposals who may wish to attend. The two envelopes shall be sealed and no information on the Financial proposal shall be contained in the Technical Proposal. Both envelopes (“Financial Proposal” and “Technical Proposal”) shall be placed in an outer envelope and sealed. The Financial Proposal of only Technically Responsive Consultant will be opened whereas the Financial Proposals will be returned unopened to the bidder who gets disqualified in technical evaluation. The bids shall be submitted in a sealed package or packages in such manner that the contents are fully enclosed and cannot be known until duly opened.
4. Proposals shall be delivered by hand or courier so as to reach the address given below by the last date. PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.

Assistant Auditor General (Logistics)

Office of the Auditor General of Pakistan

Constitution Avenue, Islamabad, Pakistan

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5. In case of official holiday on the day of submission, next day will be treated as closing date. The consultancy assigned is expected to commence within 01 week after signing the consultancy agreement.
6. Proposals will be technically evaluated as per Evaluation Criteria mentioned. Technically responsive CONSULTANT(S) shall be invited for Financial opening after scoring at least **seventy (70%)** percent marks in the Technical Proposal. After the Financial opening, the combined evaluation of the Technical and Financial proposals will be carried out by weighting and adding the quality and cost scores. The weight for quality is seventy percent (70%) and thirty percent (30%) for cost component.
7. The deadline for receipt of proposal is 12 May, 2021, 11:30 am. All proposals received after that deadline will be rejected without being evaluated.
8. RFP consists of three (03) different consultant positions.
9. Consultants bidding on more than one position MUST submit separate proposal (Technical and Financial), purchased separately, for each position.
10. DAGP is not bound to accept any of the proposals submitted, however, upon request, ground of rejection of bid, shall be communicated to the CONSULTANT(S) as per the PPRA Rule 2004.
11. Different sections of the application shall be separated using separators, flags or tags. The applications shall be prepared without any interlineations or overwriting.

Any question, communication or requests for additional information concerning this RFP will may be inquired from the following focal person:

Mr. Owais Ahmed (Deputy Director),

Email: ddsau@agp.gov.pk

12. Applications submitted should remain valid for a period of sixty (60) days from the last date of submission.
13. Interested bidders SHALL use Standard Forms for preparing the proposal. Proposals that are not in the prescribed format SHALL be rejected at the time of technical evaluation. If any information required in the forms is found missing or written elsewhere, no credit will be given in the relevant section of the evaluation.
14. Proposal submitted by CONSULTANT(S) will be evaluated as per evaluation criteria mentioned in Section Evaluation Criteria
15. CONSULTANT(S) that has a business or family relationship with a member of the DAGP's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Agreement, may not be awarded an Agreement, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Government of Pakistan throughout the selection process and the execution of the Agreement.
16. At any time before the submission of proposals, DAGP may, for any reason, whether at its own initiative or in response to a clarification requested by a CONSULTANT(S), amend the RFP. Any amendment shall be issued in writing through addenda. DAGP shall post the addenda on its website. The addenda shall be considered part of the RFP and will be binding. DAGP may at its sole discretion extend the deadline for the submission of proposals as per PPRA rules.
17. For interpretation of any clause of this RFP, the decision of DAGP would be final and binding on the CONSULTANT(S).

REPORTING AND TIME SCHEDULE

18. The proposal and the agreement between DAGP and the CONSULTANT(S) shall include specific sequencing and timing of each task and any necessary sub tasks.
19. The Consultant shall update Director General (IT) of AGP Office on weekly basis about the project status.
20. The consultant shall submit a monthly report to the DG IT based on fulfillment of the tasks assigned.

21. The Consultant shall submit four (4) copies of the Final Report at the end of the assignment along with soft copies including business, if any developed or used, during the consultancy.

CONFIDENTIALITY, ETHICS AND CODE OF CONDUCT

22. The CONSULTANT(S) shall undertake to maintain complete confidentiality of all the information, facts, proceedings, decisions, and documents etc. throughout the consultancy engagement and till the completion of the whole process.

23. The CONSULTANT(S) will also be required to execute a Confidentiality Agreement before starting the assignment.

INELIGIBILITY AND DISQUALIFICATION

24. The CONSULTANT shall stipulate that he/she is not presently affiliated with or otherwise receiving financial compensation from any ICT hardware or software vendor or distributor in Pakistan, its parent or holding company. Noncompliance and breach of this stipulation shall result in immediate disqualification of the CONSULTANT(S).

25. The CONSULTANT(S) will declare conflicts of interest, if any, with this Consultancy.

CONTROL OF THE CONSULTANCY

26. During the course of the Consultancy, the CONSULTANT(S) shall directly report to Director General IT, Special Sector Audit Wing, of the office of Auditor General of Pakistan, Islamabad, under overall supervision of Dy.Auditor General (SSA Wing), AMIS Supervisory and Monitoring Committee and senior management of office of the AGP on matters appropriate to fulfill the requirements of the Consultancy.

Section II

Bid Data Sheet

A. Introduction	
	Name of the Client: Office of the Auditor General of Pakistan, Constitution Avenue, Islamabad
	Method of selection: QUALITY and COST BASED (QCBS) / MOST ADVANTAGEOUS BID
B. Bidding Document	
	For clarification purposes only, the Purchaser's address is: Attention: Assistant Auditor General (logistics), Office of the Auditor General of Pakistan, Constitution Avenue, Islamabad Floor/Room number: 4-A City: Islamabad ZIP Code: 44000 Country: Pakistan Telephone: 051-9202505 Facsimile number: 051-9224085
C. Preparation of Bids	
	The language of the Bid is: English
	Financial Proposal to be submitted together with Technical Proposal (sealed in separate envelopes): YES Name of the assignment is: "HIRING OF INDIVIDUAL CONSULTANT(S)" Names of the consultancies required: <ol style="list-style-type: none">1. System Administration Expert2. SAP ABAP Development Expert

	<p>3. SAP FIORI Expert</p>
	<p>The deadline for receipt of Tenders is 12th May, 2021. All Tenders received after that deadline will be rejected automatically without being evaluated.</p>
	<p>A complete set of Bidding Documents shall be purchased (during the office hours 10.00 hours to 1600 hours on working days only) by interested bidders starting 26th April, 2021 from Assistant Auditor General (Logistics) at the address below and upon payment of a non-refundable fee for the Bidding Documents, pursuant to the latest guidelines issued by the PPRA, in the amount of One Thousand Rupees Only</p> <p>Assistant Auditor General (Logistics) Office of the Auditor General of Pakistan Constitution Avenue, Islamabad, Pakistan Telephone: 051-9202505 Facsimile number: 051-9224085</p>
	<p>Two sets (Original, hard copy,) of “Technical Proposal” and “Financial Proposal” on the prescribed forms given in the RFP, separately labeled (Bid Title and Name of the Consultancy), sealed, signed & stamped as per PPRA Rules available on (www.ppra.org.pk), must be delivered to the address given below by no later than 12th May, 2021 11:30 AM.</p>
	<p>A pre- bid/proposal conference will be held in the conference room of AGP Office on 03rd May 2021.</p> <p>The Client’s representative is:</p> <p>Assistant Auditor General (Logistics) Office of the Auditor General of Pakistan Constitution Avenue, Islamabad, Pakistan Telephone: 051-9202505</p>

	Facsimile number: 051-9224085
	CONSULTANT(S) bidding for more than one consultancy service MUST submit separate proposal (Technical and Financial) for every consultancy position.
	The proposal must remain valid for a period of 60 (sixty) days from the last date of submission that can be extended for a period of 60 (sixty) days after mutual agreement.
	<p>Any question, communication or requests for additional information concerning this RFP are only permitted in writing (email) and up to Seven (07) days before the deadline for the submission of the proposals. Such requests are to be sent to the Assistant Auditor General (Logistics). If any clarification of the published RFP proves necessary, the answers will be published on AGP Web site for all interested participants.</p> <ol style="list-style-type: none"> 1. The address for requesting clarifications via mail Assistant Auditor General (Logistics) Office of the Auditor General of Pakistan Constitution Avenue, Islamabad, Pakistan Telephone: 051-9202505 2. The address for requesting clarifications via e-mail Deputy Director (SAU) ddsau@agp.gov.pk Office of the Auditor General of Pakistan <p>Facsimile number: 051-9224085</p>
	Shortlisted CONSULTANT(S) are not permitted to associate with other shortlisted or deferred CONSULTANT(S).
	Amounts payable by the Client to the Consultant under the Agreement to

	<p>be subject to all local taxation: YES</p> <p>Taxes are deducted at source from payment to the Consultants unless they have Tax Exemption Certificate.</p> <p>Payment to be made in PKR.</p>
	<p>The deadline for bid submission is:</p> <p>Date: 12 May,2021</p> <p>Time: 11.30 a.m.</p>
	<p>The bid opening shall take place at:</p> <p>Address: Office of the Auditor General of Pakistan, Constitution Avenue, Islamabad</p> <p>Floor/Room number:</p> <p>City: Islamabad</p> <p>ZIP Code: 44000</p> <p>Country: Pakistan</p> <p>Telephone:</p> <p>Fax number:</p> <p>Date: - 12 May 2021</p> <p>Time: 12. p.m</p>

Section III

Qualification and Evaluation Criteria

TERMS OF REFERENCE

Office of the Auditor General of Pakistan intends to engage following individual consultant(s) in order to facilitate DAGP in implementing AMIS and other IT Systems and infrastructure:

- i. System Administration Expert
- ii. SAP ABAP Expert
- iii. SAP FIORI Expert

i. SYSTEM ADMINISTRATION CONSULTANT

Sr.No.	Description	SYSTEM ADMINISTRATION CONSULTANT
1.	Required educational Qualification	16 years of education with degree from a HEC approved university in Information Technology or related field
2.	Required Experience	2 years post qualification experience Must have experience of one complete SAP life cycle implementation.
3.	Certification	Mandatory SAP BASIS certification (associate level or more) Preference will be given to applicant with at least one of the following additional Certifications (evaluation criteria given below may be referred to for weightages of respective certifications): <ol style="list-style-type: none"> 1) SAP, (HANA 1.0)/ associate or more 2) SAP BASIS Specialist Level 3) SAP BASIS Expert Level 4) Any Other SAP domain certification/ associate or more 5) Microsoft Certified Solutions Professional(MCSE) 6) Red Hat: RHCSA and RHCE 7) Linux Professional Institute (LPI): LPIC System Administrator 8) Comp TIA Server+ 9) VMware Certified Professional — Data Center 10) Virtualization (VCP-DCV)

4.	Preferred Skill Set	<ul style="list-style-type: none"> • 2 years' experience in System Administration with SAP BASIS in supporting user base of at least 200 users • Familiar with the following concepts and technologies SAP, Microsoft SQL, Server, PowerShell, Active Directory, Group Policy, Microsoft Office 365 and exchange Online, Microsoft Windows Server Roles (File server, DNS, Active Director DHCP, WDS,WSUS, HANA • Critical thinking, problem-solving, trouble shooting and decision-making skills • Strong communication skills
4.	Age Limit	Maximum: 55 years
5.	Tenure of Consultancy	Annual contracts (extendable) based on satisfactory performance

**i. SCOPE OF WORK/TERMS OF REFERENCE FOR
SYSTEM ADMINISTRATION CONSULTANT (ToRs)**

- i. Assign various SAP user roles to DAGP end-users, make necessary changes when needed, maintain the necessary logs and ensure implementation of an effective and secure system of user role authorization and management
- ii. Configure SAP transport management system, SAP HANA database recovery and performance tuning.
- iii. Facilitate DAGP and cloud service provider in developing appropriate information security policies and SOPs for business continuity management/ disaster recovery.
- iv. Ensure back-up of database at defined periodicity (daily, weekly)
- v. Maintain and resolve the problems of Domain Controller, Backup main Controller, File Server, DHCP Server and Firewall
- vi. Conduct regular, periodic inspection of the functionality and implementation of SAP support patches , kernel patches and upgrades
- vii. Plan and implement new servers and server roles as required by the DAGP
- viii. Support in devising and establishing policies, procedures and protocols related to system administration
- ix. Liaise with other wing/departments for determining and addressing their system administration and allied needs and requirements.
- x. Train other staff in system administration protocols, role management, troubleshooting, and satisfying user requests
- xi. Any other relevant task assigned by DAGP management anywhere in Pakistan

ii. **SCOPE OF WORK/TERMS OF REFERENCE FOR**
SAP ABAP CONSULTANT

1.	Required Educational Qualification	16 year's education from HEC recognized university in Information Technology related degree
2.	Required Experience	2 years post qualification ABAP experience
3.	Certifications	<p>Mandatory SAP ABAP associate level certification or more. Preferred/ additional certification in at-least one of the following (evaluation criteria given below may be referred to for weightages of respective certifications):</p> <ol style="list-style-type: none"> 1) SAP HANA associate certification or more (HANA 1.0 preferred) 2) SAP ABAP Specialist level 3) SAP ABAP Expert level 4) Microsoft certified solutions associate MCSA 5) MCSD certification 6) Oracle certified Java programmer (associate or more) 7) Certified associate in python programming or more 8) Google Developers Certifications / associate android developer or more.
4.	Preferred Skill Set	<ul style="list-style-type: none"> • Develop custom ABAP programs, reports, interfaces, dictionary elements like Tables, CDS Views and complete understanding of enhancement • Custom workflow creation. • Review ABAP programs to update already developed interfaces, performance tuning. • Should be able to develop all types of reporting in SAP i.e. ALV, Smart-forms, Adobe-forms etc.
4.	Age Limit	Maximum: 55years
5.	Tenure of Consultancy	Annual contracts (extendable) based on satisfactory performance

SCOPE OF WORK/TERMS OF REFERENCE (ToRs)

- i. Document ABAP programming standards, code reviews and test procedures and to update interface systems including performance tuning
- ii. Integration of AMIS with NITB e-office , HRMIS and Citizen Participatory Portal etc and Undertake programming of new solutions, modifying and upgrading previous configurations or existing solution, or removing faults in the system to enable improved functioning of AMIS based on good practice, and management requirements
- iii. Maintain the ABAP Defect status for every Month as well as maintained the Open/Resolved Defect Dashboard for the team wise.
- iv. Prepare Technical Specification, Unit Test Plan, Implementation Plan and User Training Document Environment: SAP ABAP, HANA
- v. Resolve data load failures, ABAP Debugging, solving the report issues by interacting with the client, and ensure trouble shooting.
- vi. Transform business function requirements into technical program specs to code, test and debug programs
- vii. Ensure documentation of all AMIS programming activity, develop code, document and execute unit tests, systems, integration and acceptance tests and testing tools for functions of high complexity.
- viii. Ensure integration system activities including monitoring the technical architecture (particularly scalability, availability and archiving) meet all SLA's
- ix. Any other relevant task assigned by DAGP Management anywhere in Pakistan

iii. SCOPE OF WORK/TERMS OF REFERENCE FOR
SAP FIORI CONSULTANT

Sr.No.	Description SAP Fiori Consultant	Detail
1.	Required Educational Qualification	16 year's degree from HEC recognized university in Information Technology or relevant subject(s)
2.	Preferred Experience	<ul style="list-style-type: none"> • 2 years post qualification experience with at least 1 year in FIORI • Work experience with at least one SAP ERP implementation project
3.	Certifications	<p>Mandatory SAP FIORI Certification (associate level certification or above). Preferred/ additional certification in at-least one of the following (evaluation criteria given below may be referred to for weightages of respective certifications):</p> <ol style="list-style-type: none"> 1. SAP FIORI specialist level 2. SAP FIORI expert level 3. Microsoft certified solutions associate MCSA 4. SAP ABAP Certification 5. Oracle certified Java programmer (associate or more) 6. Certified associate in python programming or more 7. Google Developers Certifications / associate android developer or more.
4.	Preferred Skill set	<ul style="list-style-type: none"> • Experience in O-Data and SAP Net-Weaver, SAP UI5, Interface & EDI, • SAP UI5 FIORI Development Analyst will be a technical Professional having great coordination, communication, and management skills. • Good understanding of front-end solutions and have a working knowledge of SAP system to provide techno-functional support on SAP UI/UX functionality (SAP FIORI). • Be able to take corrective action on any issues arising during the UI/UX development process. • Can develop custom FIORI apps, debug standard FIORI apps and have an experience in enhancement of standard FIORI apps. • Complete understanding and experience in creating custom CDS

4.	Age Limit	Maximum: 55 years
5.	Tenure of Consultancy	Annual contracts (extendable) based on satisfactory performance

SCOPE OF WORK/TERMS OF REFERENCE FOR SAP FIORI CONSULTANT (ToRs)

- i. Assist and help the DAGP management in carrying out requirement analysis of the (FAOs) and document their requirements and expectations from integrations of system with external applications and platforms (CGA FABS, HRMIS, e-office , etc) which will be used for future customization and configuration of AMIS.
- ii. Development of future front-end solutions and to provide techno-functional support on SAP UI/UX functionality (SAP FIORI).
- iii. Facilitate the implementation of SAP-ERP based re-engineered business processes in the FAOs.
- iv. Implementation of detailed AMIS implementation plan for each FAO in line with the overall AMIS implementation Plan and Strategy.
- v. Collaborate and supervise AMIS vendor to ensure proper design and functioning of implemented software and reports according to user requirements.
- vi. Be able to take corrective action on any issues arising during the UI/UX development process.
- vii. Develop custom FIORI apps, debug standard FIORI apps and to take corrective action on any issues arising during the UI/UX development process.
- viii. Any other relevant task assigned by management anywhere in Pakistan.

PREPARATION OF PROPOSAL

The CONSULTANT(S) shall submit their proposals in English language

a. TECHNICAL PROPOSAL

The Technical Proposal shall contain:

1. A write-up in report format conveying (a) clear understanding of the objectives, Term of Reference (TOR), scope of work and how to achieve the same, and any suggestions for improvement of work (b) providing an annual work-plan and KPIs for achieving the assignment objectives
2. Proposed Standard Forms given in “Technical Proposal” part (for Individual Consultant) to be filled and submitted as part of the bid.

Properly sealed proposal shall be submitted at the address given below

Assistant Auditor General (Logistics)

Office of the Auditor General of Pakistan

Constitution Avenue, Islamabad, Pakistan

Telephone: 051-9202505

Facsimile number: 051-9224085

The Technical Proposal (envelope) SHALL not include any financial information. Failure to do so will lead to disqualification.

DOCUMENTS REQUIRED FROM INDIVIDUAL CONSULTANT(S)

Interested bidder shall use the following standard forms available as part of the proposal.

- i. Technical Proposal Submission Form
- ii. Individual Consultant’s Profile/ CV
- iii. Approach, Work Plan, and Suggestions/Comments
- iv. Undertaking Form

b. FINANCIAL PROPOSAL

The financial proposal shall be evaluated based on remunerations for similar

experience and qualifications as prevailing in the local market for SAP experts. Proposal not matching market rates shall be liable to rejection. Costs in the proposal shall be on annual/per-year basis and given in rupee terms.

1. The Financial Proposal shall be submitted as per standard form
2. All rates or cost or the price of the services offered shall be presented/quoted in Pakistan Rupees (PKR).
3. The Financial Proposal shall be in a separate sealed envelope for every assignment that the CONSULTANT(S) bid on.
4. In preparing the Financial Proposal, CONSULTANT (S) are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should give the total lump-sum cost, covering remunerations, services, equipment, insurance etc.
5. The lump sum cost shall be inclusive of all taxes, duties, fees, levies, and other charges imposed under the applicable laws in Pakistan.
6. TA/DA will be admissible to the consultants as per prescribed rates of BPS 18 while on official tours as detailed by DAGP management and financial proposal should exclude such traveling arrangement during work assignment.
7. DAGP to provide office space at during the time of execution of the assignment till completion (upon mutual agreement).
8. The proposal must remain valid for a period of 60 (sixty) days from the last date of submission that can be extended for a period of 60 (sixty) days after mutual agreement.

EVALUATION CRITERIA

1. The evaluation committee, appointed by competent authority will evaluate each technical proposal based on the evaluation criteria defined in this section. Marks will be granted against each capability in the evaluation criteria by assessing the documents submitted with technical proposal and the responses/clarification as communicated by the bidder.
2. The weights given to the Technical and Financial Proposals are:

T = Technical Proposal 70%

F = Financial Proposal 30%

STAGE- I TECHNICAL EVALUATION

- 1) STAGE-I(A): Initial Screening to assure that the interested bidder has submitted the requested information in the prescribed standard forms available under Section (for Individual Consultant) of the RFP.
- 2) The signed forms (for Individual Consultant) are submitted.
- 3) The proposal with proper Page Numbering, Table of Contents and Flags/Tabs.
- 4) The Financial Proposal shall be in a separate sealed envelope for every assignment that the CONSULTANT(S) bided on. Bidder failed to follow the instructions shall be disqualified and shall no longer proceed for STAGE-(IB) and STAGE-II.
- 5) STAGE-I(B): Detailed technical evaluation will be performed once the bidder is compliant to all the requirements mentioned.
 - a. **Individual's Profile**

The CONSULTANT(S) shall provide all the information mentioned in TECH-8B - Individual Consultant's Profile (for IC) Calculation Criteria: CONSULTANT(S) SHALL provide ALL the information requested in relevant Standard Forms to get points. Failure to provide any of the requested information mentioned will be treated as NULL and Zero (0) points will be given.
 - b. **Individual Consultant(s) Foreign/International Experience**

The CONSULTANT(S) has successfully completed foreign/international projects.

c. Similar Experience

The CONSULTANT(S) has successfully completed ERP projects in national and/or international market.

- i. System Administration Consultant: The CONSULTANT(S) has sufficient experience and skills in SAP BASIS related tasks including transport management and management of role authorizations; installation, configuration, operation, efficient and effective management and maintenance of related infrastructure
- ii. ABAP Consultant Expertise: The CONSULTANT(S) has developed custom ABAP programs inclusive of those aimed to update interface systems including performance tuning.
- iii. Consultant SAP FIORI :The CONSULTANT(S) has 2 years post qualification experience with expert/ functional Knowledge of SAP , LSMW/BDC , Functional Specification preparation , Interface & EDI ,Knowledge of interface technologies.

d. General Experience

The CONSULTANT(S) has successfully completed consultancy assignments/job/projects in national and/or international market focusing developing sector, public-sector or other similar sectors.

e. Understanding of TORs,Scope, Suggestions for Improvement and Work Plan

A proposal providing (a) clear understanding of the objectives, Term of Reference (TOR), scope of work and how to achieve the same, and any suggestions for improvement of work (b) providing an annual work-plan and KPIs for achieving the assignment objectives

f. Presentation

The CONSULTANT(S) will also give presentation on the proposal at 'e', above.

PROCEDURE

- 1.1. The Evaluation Committee constituted may seek information / clarification from initially qualified applicant(s) through interactive session(s) via physical presence / conference calls as per mutual convenience.
- 1.2. After Technical Proposal Evaluation is completed, DAGP shall notify those CONSULTANT(S) whose proposals did not meet the minimum qualifying mark (70%) or were considered nonresponsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened, on request, after completing the selection process.
- 1.3. DAGP shall simultaneously notify the CONSULTANT(S) that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall be informed in advance. The notification may be sent by courier letter/electronic mail/ facsimile. The list of successful applicants of technical evaluation shall be uploaded on DAGP website (www.agp.gov.pk)

STAGE- II FINANCIAL EVALUATION

- 1.4. The Financial Proposals shall be opened in the presence of the CONSULTANT(S)' authorized representative who chooses to attend.
- 1.5. The name of the CONSULTANT(S), the technical evaluation scores, and the financial evaluation scores shall be read aloud and recorded. DAGP shall prepare minutes of the financial bid opening session.
- 1.6. DAGP shall evaluate the proposal and the bid found lowest in cost shall be awarded maximum marks.
- 1.7. The formula for determining the financial scores is the following:
$$Sf = 100 \times Fm / F$$
in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.
- 1.8. In case of a tie, fresh financial quotations shall be called from those consultants involved in the tie and the process repeated until one among them is a clear winner.
- 1.9. The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be

computed. Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$) indicated in the Clause 6.15 $S = S_t \times T\% + S_f \times P\%$. The CONSULTANT(S) achieving the highest combined technical and financial score will be invited for negotiations. The weights given to the Technical and Financial Proposals are $T =$ Technical Proposal 70% and $F =$ Financial Proposal 30%

- 1.10. The detailed break-down of proposal evaluation is available below.

1.11. EVALUATION SHEET FOR INDIVIDUAL CONSULTANT(S)

EVALUATION CRITERIA

a. TECHNICAL EVALUATION STAGE – PASSING (70/100)			
Pre-requisite qualification			YES / NO
TECHNICAL EVALUATION STAGE			Marks
1	Individual Consultant(s) Profile		40
	16 years of education	05	
	Requisite certification (SAP)	35	
2	Individual Consultant(s) experience in foreign/international IT projects		05
3	Experience in SAP ERP Projects, experience of complete SAP life cycle implementation.		15
	Up-to 01 SAP project	05	
	Up-to 02 SAP projects	10	
	More than 03 SAP projects	15	
4	General Experience relevant to IT (2 years or more)		05
5	Additional Certifications/ Preferred		15
	i. One additional certification = 5 ii. more than one = 10 , iii. more than two = 15 *SAP Expert level certification in respective area will be considered equal to more than two certifications (=15 marks)		
6	Understanding of TOR, Scope; and Work Plan, KPIs	05	15
	Work plan and KPIs	10	
7	Presentation by Individual Consultant(s)		05
TOTAL POINTS (Minimum qualification score 70%)			100
b. FINANCIAL EVALUATION STAGE – II			
Sf = 100 x Fm / F, in which Sf is the financial score, Fm is the lowest price and F is the price of the proposal under consideration			100
FINAL SCORE			

The weights given to the Technical and Financial Proposals are: $S = S_t \times T\% + S_f \times F\%$.

T = Technical Proposal 70%, F = Financial Proposal 30%

100

SECTION IV BIDDING DOCUMENTS

FORMS TO BE FILLED BY INDIVIDUAL CONSULTANT(S)

A. TECHNICAL PROPOSAL – STANDARD FORMS

Technical Proposal Standard Forms shall be used for the preparation of the Technical Proposal according to the instructions

TPF1. TECHNICAL PROPOSAL SUBMISSION FORM (TPF 1)

[Location, Date]

To:

Assistant Auditor General (Logistics)
Office of the Auditor General of Pakistan

Dear Sir / madam

I, the undersigned, offer to provide the consultancy services, [Name of the consultancy Services Offered by the bidder] to Office of the Auditor General of Pakistan in accordance with your Request for Proposal datedMay 2021 and my Proposal. I hereby submit my Proposal, which includes this Technical Proposal and Financial Proposal sealed under a separate envelope.

I hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to my disqualification.

If negotiations are held during the period of validity of the proposal, i.e., before the date indicated, I undertake to negotiate on the basis of my services. My proposal is binding upon me and subject to the modifications resulting from agreement negotiations.

I undertake, if my Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Para Ref of the Data Sheet.

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

Yours sincerely,

Signature of Individual Consultant [In full and initials]

Full Name and Title of the Individual Consultant

Address and Contact no. and Email

INDIVIDUAL CONSULTANT'S PROFILE (ICF -1)

1. Full Name of the Consultant: _____

2. Date of Birth: _____ Nationality: _____

3. CNIC No (if Pakistani): or Passport No: _____

4. Academic Qualifications

Degree	Major/Minor (Name of Degree)	Degree Awarding Institution	Date (MM/YYYY)
Masters			
Other(s)			
Memberships /Certifications			

2. **CURRICULUM VITAE (attach at this point in proposal)**

3. UNDERTAKING FORM (UTF -1) ON STAMP PAPER OF 100.

[Location, Date]

To:

Assistant Auditor General (Logistics)
Office of the Auditor General of Pakistan
Constitution Avenue, Islamabad, Pakistan
Telephone: 051-9202505
Facsimile number: 051-9224085

Dear Sir,

I, hereby undertake that:

- a. The undersigned is not insolvent, in receivership, bankrupt or being wound up, its affairs are not being administered by a court or a judicial officer, its business activities have not been suspended and it is not the subject of legal proceedings for any of the foregoing;
- b. The undersigned had fulfilled its obligations to pay income taxes and sales taxes (if applicable as Consultant);
- c. The undersigned has not been convicted of any criminal offence related to professional conduct, corruption, or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement proceedings;
- d. The undersigned has not been debarred from participating in public procurement and is not on any procuring agency's blacklist;
- e. The data provided in Standard Form mentioned in Section 8 of RFP titled "HIRING OF INDIVIDUAL CONSULTANT(S)" by Office of the Auditor General of Pakistan correctly describe me.

I remain,

Yours sincerely,

Signature of Individual Consultant [In full and initials]

Full Name and Title of the Individual Consultant

Address and Contact no. and Email

B. FINANCIAL PROPOSAL - STANDARD FORMS (FPF 1)

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To
Assistant Auditor General (Logistics)
Office of the Auditor General of Pakistan
Dear Sir,

I, the undersigned, offer to provide the consultancy services, [Name of the consultancy Services Offered by the bidder] to Office of the Auditor General of Pakistan in accordance with your Request for Proposal datedth 2018 and my Technical Proposal. My attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. This amount is based on all accepted deliverables and inclusive of all applicable taxes with the following breakdown

Sr. No.	Description	Amount (PRK)
1.	Salary Cost/Remuneration	
2.	Direct (Non-salary) Cost	
3	Provisional Sum (as per Client approval and Requirement)	
4	Contingencies	
5	Taxes (all inclusive)	
Grand Total [Insert amount(s) in words and figures]		

The cost includes all the activities as the TORs provided in this RFP. Office of the Auditor General of Pakistan will indicate the Monitoring Mechanism and Criteria for the “Acceptance of Deliverables” in the contract and the payment will be released only for approved deliverables.

My Financial Proposal shall be binding upon me subject to the modifications resulting from Agreement negotiations, up to expiration of the validity period of the Proposal.

No commissions or gratuities have been or are to be paid by CONSULTANT(S) to agents relating to this Proposal and Agreement execution.

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

Yours sincerely,

Signature of Individual Consultant [In full and initials] Full Name and Title of the Individual Consultant Address and Contact no. and Email

**** (The financial proposal shall be evaluated based on remunerations for similar experience and qualifications as prevailing in the local market for SAP experts. Proposal not matching market rates shall be liable to rejection. Costs in the proposal shall be on annual/per-year basis and given in rupee terms. Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions. TADA will be admissible to the consultants as per prescribed rates of BPS 18 while on official tours as detailed by DAGP management and Financial proposal should exclude such traveling arrangement during work assignment)***

SECTION V-

SCHEDULE OF SUPPLY

APPROACH, METHODOLOGY, WORK PLAN, AND SUGGESTIONS/COMMENTS.

I. (Detailed Description of the approach, methodology and work/activity plan for performing the assignment)

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (maximum of fifty (50) pages, inclusive of charts and diagrams) divided into the following chapters:

II. Technical Approach, Methodology, and Task Management

{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s) in TORs; the degree of detail of such output; and describe the structure and composition of your responsibilities. Please do not repeat/copy the TORs in here. }

- A. Understanding the Objectives which should address the TOR in detail.
- B. Technical Approach and scope

During Technical Evaluation, Office of the Auditor General of Pakistan will ask the shortlisted consultant to make Presentations on scope.

Part III

Conditions of Contract and contract forms

OFFICE OF THE AUDITOR GENERAL OF PAKISTAN

**AGREEMENT FOR CONSULTANCY SERVICES
INDIVIDUAL CONSULTANTS FOR**

**AUDIT MANAGEMENT INFORMATION
SYSTEM (AMIS)**

(Month) (Year)

(Name and address of the Consultant)

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AGREEMENT FOR CONSULTANCY SERVICES

THIS AGREEMENT, together with APPENDICES A to D which constitute an integral part thereof (herein referred to as the Agreement), is entered into on this ----- day of ----- (month), 200--.

between

----- (herein referred to as the "Client") of the first part;

and

----- (herein referred to as "Consultant"), of the second part.

The Parties hereto agree as under:-

1. ARTICLE 1: THE PROJECT

The Project for which Services are required to be performed under this Agreement is described in the attached Appendix A.

2. ARTICLE 2: SCOPE OF SERVICES

2.1 The scope of consultancy and other professional services (herein referred to as "Services") to be performed by the Consultant for the Project under this Agreement are described in the attached Appendix A.

3. ARTICLE 3: TIME SCHEDULE

3.1 Effective Date of Commencement

Effective Date of Commencement of Services shall be as defined in the attached Appendix-B.

3.2 Time Schedule of Services

The time schedule of Services is given in the attached Appendix B.

3.3 Extension of Time

Extension of Time for completion of Services and the terms and conditions thereof shall be mutually agreed between the Client and the Consultant as and when required.

4. ARTICLE 4: MODE OF OPERATION

4.1 Obligations of the Consultant

- The Consultant shall perform Services as an independent consultant in accordance with recognized international standards, applicable laws and

regulations.

- The Consultant shall carry out the Services with due diligence and efficiency and in conformity with sound IT practices.
- The Consultant shall act at all times so as to protect the interests of the Client and shall take all reasonable steps to keep all expenses to a minimum consistent with sound economic and engineering practices.
- The Consultant shall furnish the Client such information relating to the Services as the Client may from time to time reasonably request.
- Except with the prior written approval of the Client, the Consultant shall not assign or transfer the Agreement for Services or any part thereof nor engage any other independent consultant or sub-contractor to perform any part of the Services.
- The Consultant agrees that no proprietary and confidential information received by the Consultant from the Client shall be disclosed to a third party unless the Consultant receives a written permission from the Client to do so.

4.2 Obligations of the Client

The Client shall provide to the Consultant:

- - The Client shall take all necessary measures to make timely payments to the Consultant as stipulated in Article 5, hereof.

5. ARTICLE 5: REMUNERATION FOR SERVICES AND SCHEDULE OF PAYMENT

The remuneration for Services rendered by the Consultant and the mode of payment shall be as described in the attached Appendix-C.

6. ARTICLE 6: ADDITIONAL SERVICES

The Client may ask the Consultant to perform Additional Services during the currency of this Agreement. Such Additional Services shall be performed with the prior concurrence of both the Parties. the Consultant shall submit an estimate of the additional time (if any) and the additional remunerations for such Additional Services which shall be approved in writing by the Client before the commencement of the Additional Services.

7. ARTICLE 7: TERMINATION

7.1 End of Services

The Agreement shall terminate when, pursuant to the provisions hereof, the Services have been completed and the payment of remunerations have been made.

7.2 Termination by the Client

The Client may, by a written notice of thirty (30) days to the Consultant, terminate this Agreement. All accounts between the Client and the Consultant shall be settled not later than sixty (60) days of the date of such termination.

7.3 Termination by the Consultant

The Consultant may suspend the Agreement by a written notice of thirty (30) days only if the Consultant does not receive payments due under this Agreement within ninety (90) days of submission of its invoice. If the payment is still not made to the Consultant after thirty (30) days of notice of suspension, the Consultant may terminate this Agreement in whole or in part by giving fifteen (15) days advance notice of intent to terminate. If the Agreement is terminated by the Consultant under such circumstances, the Client shall pay, within a period of thirty (30) days of the date of such notice of intent to terminate referred above, all payments due to the Consultant.

8. ARTICLE 8: FORCE MAJEURE

The term "Force Majeure" as employed herein shall mean acts of God, strikes, lock-out or other industrial disturbances, acts of public enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions and any other similar events, not within the control of either Party and which by the exercise of due diligence neither Party is able to overcome.

If either Party is temporarily unable by reason of Force Majeure or the laws or regulations of Pakistan to meet any of its obligations under the Agreement, and if such Party gives to the other Party written notice, of the event within fifteen (15) days after its occurrence, such obligations of the Party, as it is unable to perform by reason of the event, shall be suspended for as long as the inability continues. Neither Party shall be liable to the other Party for loss or damage sustained by such other Party arising from any event referred to as Force Majeure or delays arising from such event. Force Majeure shall not include insufficiency of funds or failure to make any payment required under the Agreement.

9. ARTICLE 9: RESOLUTION OF DISPUTES

Any dispute or difference arising out of the Agreement which cannot be amicably settled between the Parties, shall be finally settled under the provisions of the Arbitration Act, 1940 (Act No. X of 1940) and Rules made thereunder as amended from time to time. The venue of arbitration shall be in Pakistan as given in Appendix D, Special Conditions.

10. ARTICLE 10: APPLICABLE LAWS

This Agreement shall, in all respects, be read and construed and shall operate in conformity with the laws of Pakistan and the courts at the location indicated in Appendix D, Special Conditions shall have exclusive jurisdiction for adjudicating and interpreting the Agreement.

11. ARTICLE 11: CONTRACT AMENDMENT

No variation in or modifications to the terms of the Agreement shall be made, except by a written amendment signed by the Parties hereto.

12. ARTICLE 12: NOTICES

Any notice given by any of the Parties hereto shall be sufficient only if in writing and delivered in person or through registered mail as follows:

To: The Client -----

To: The Consultant ,-----

or to such other address as either of these Parties shall designate by notice given as required herein. Notices shall be effective when delivered.

IN WITNESS WHEREOF, the Parties have executed this Agreement, in two (2) identical counterparts, each of which shall be deemed as original, as of the day, month and year first above written.

FOR AND ON BEHALF OF (The Consultant) FOR AND ON BEHALF OF (The Client)

Signed by: ----- Signed by: -----

Designation:----- Designation:-----

(Seal) (Seal)

Witness: Witness:

Signed by:----- Signed by:-----

Section VII

SPECIAL CONDITIONS OF CONTRACT

D-1 VENUE OF ARBITRATION

(Refer Article 9)

During the course of the Consultancy, the CONSULTANT(S) shall directly report to Director General IT, Special Sector Audit Wing, of the office of Auditor General of Pakistan, Islamabad, under overall supervision of Dy. Auditor General (SSA Wing on matters appropriate to fulfill the requirements of the Consultancy.

In case of any dispute not resolve via mutual consultation, The Forum for Arbitration Shall Be the Office of Auditor General of Pakistan. The decision of AGP will be final in this regard.

D-2 LOCATION OF THE COURTS
HAVING JURISDICTION

(Refer Article 10)

Islamabad High court

SECTION VIII CONTRACT FORMS

APPENDIX A

THE PROJECT

&

SCOPE OF SERVICES

A-1 THE PROJECT
(Refer Article 1 hereof)

A-2 SCOPE OF SERVICES
(With reference to Article 2.1 give detailed scope of consultancy and other professional services to be performed by the Consultant under this Agreement including listing of deliverables such as reports, documents, drawings and number of copies thereof.)

APPENDIX B

TIME SCHEDULE

B-1 Effective Date of Commencement of Services.

(The date on which this Agreement shall come into effect is the date when the Agreement is signed by both the parties and the amount of advance payment due upon signing of the Agreement is received by the Consultant.)

APPENDIX C

REMUNERATION FOR SERVICES

&

SCHEDULE OF PAYMENT

(With reference to Article 5)

- C-1 Total Remuneration
(lumpsum/Cost plus fee)

- C-2 Advance Payment
(Generally 10% of the total remuneration or one month remuneration.)

- C-3 Schedule of Payments
(With respect to Date of Commencement or on submission of deliverables)
Provided that the client has given a satisfactory report on the Monthly performance report of the consultant

- C-4 Delayed Payment
Provided that the client has given a satisfactory report on the Monthly performance report of the consultant, in case of delay in payment beyond 3 months, after raising the invoice, the Client shall pay to the Consultant, compensation at the rate of eight percent (8%) for the delayed amount.

