



Request for Proposal
Website Maintenance for CDCPL Group Companies
22nd Nov 2022

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SECTION 1. LETTER OF INVITATION

22nd Nov 2022, Karachi

1. The purpose of this Request for Proposal (the “RFP”) is to solicit proposals from bidders interested in providing website maintenance services to CDC and its group companies. The services will be procured by Central Depository Company of Pakistan (CDC) and executed by the successful bidder for the various websites of CDC group. This RFP document is designed to assess whether bidders are able to provide the services required (hereinafter jointly and separately referred to as the “Services”), and through a competitive and fair assessment, select a winning bidder for the Services.
2. CDC invites proposals from interested and eligible bidders. Further details on the Services required are provided in the Terms of Reference section of RFP.
3. The bidder will be selected under open competitive procedures, in accordance with CDC’s Procurement Policies and Procedures. In the event of any conflict or inconsistency in terms and conditions of the RFP and CDC’s Policy and Procedures, CDC’s Policy and Procedures shall prevail.
4. The full RFP is available at <https://www.cdcpakistan.com/> under Downloads→Misc section.
5. CDC plans to offer a Fixed Price Contract in PKR to the successful bidder.
6. An award will be made on the Quality and Cost basis selection.

Both technical and financial proposals must be submitted in an electronic format, with the financials duly protected with password and credentials emailed separately, through email at shariq_naseem@cdcpak.com **before 5:00 pm Pakistan Standard Time on 20-Dec-2022.**

Yours sincerely,
Product Development Department,
CDC Pakistan

SECTION 2. INSTRUCTIONS TO BIDDERS

A. General

1. Scope of Proposal

CDC issues this Request for Proposals (the “RFP”) for the following Services: “Website Maintenance Services for CDC and its group companies”

Throughout this RFP:

- i. The term “in writing” means communicated in written form (e.g., by mail, e-mail, fax)
- ii. “Day” means calendar day

2. Fraud and Corruption

Bidders shall comply with CDC’s policy regarding fraud and corruption set out in Section 3 of the RFP.

3. Eligibility

CDC may specify certain minimum qualification criteria in the *Terms of Reference* e.g. minimum years of relevant experience; _____ etc.

Bidders shall be under an obligation to disclose to CDC any situation of actual or potential conflict that impacts their capacity to perform/act in accordance with CDC’s best interests or pose a conflict of interest. Failure to disclose such situations may lead to the disqualification of a bidder or the termination of its contract.

Bidders shall, upon request, provide evidence of their continued eligibility to the satisfaction of CDC, as may be requested from them from time to time.

4. One Proposal Per Bidder

An entity can participate only in one bid: as a single bidder, as a lead in a consortium/ joint venture or as a partner in a consortium / joint venture. Partnership firms or similar entities in different jurisdiction which work under common brand name or a part of affiliated network will be regarded as single entity and may not participate in more than one bid. Similarly associates and subsidiaries of an entity will be regarded as a part of a group and may not participate in multiple bids. Bidders may ask for clarification and any decision in this regard by CDC shall be deemed to be final.

5. Cost of Preparation of Proposal

The bidder shall bear all costs associated with the preparation and submission of its proposal. CDC shall not be responsible or liable for any such costs, regardless of the conduct or outcome of the bidding process.

B. Request for Proposal

6. Contents of the RFP

The RFP comprises of the documents listed below plus any Addendum issued pursuant to Clause 7, of Section 2 'Amendment of RFP':

Section 1 - Letter of Invitation
Section 2 - Instructions to bidders
Section 3 – Procurement Policy – bidder conduct
Section 4 - Terms of Reference.

Annexure A – Proposal Submission Form
Annexure B – Certificate of bidder's Eligibility and Authority to Sign Proposal
Annexure C – Mandatory Criteria for the bidders
Annexure D – Price Schedule

7. Amendment of RFP

At any time prior to the deadline for submission of bids, CDC may amend the RFP by issuing an Addendum. Any Addendum so issued shall be part of the RFP and will be communicated via the CDC website (Downloads→Misc section). Bidders are advised to monitor the site for updates.

In case of such amendment to the RFP, in order to give prospective bidders reasonable time in which to take an Addendum into account in preparing their bids, CDC may, at its discretion, extend the deadline for the submission of bids.

C. Preparation and Submission of Proposals

8. Language of proposal

All documents relating to the proposal shall be written in the English language.

9. Documents Comprising the Proposal

A proposal shall consist of the following:

I. Technical proposal consisting of the following;

- i. Name and details of bidder and experience;
- ii. Proposal Submission form
- iii. Certificate of bidder's eligibility and authority to sign the proposal (Annexure 'B')
- iv. 'Mandatory Criteria' sheet given in Annexure 'C'.
- v. Two scanned customer references for similar previous projects on client letterheads, duly authorised by the clients along with client contact details. The accuracy shall be the sole responsibility of the supplier.
- vi. Description of approach, methodology and services in responding to the terms of reference given in RFP;
- vii. Examples and proof of similar past experience

II. Financial proposal

Pricing must be fully comprehensive, complete, and list any available discounts. Pricing information supplied with the proposal must be valid for at least **120 days** after the due date for proposal submission. All one-time and recurring costs must be fully described. Rates should be quoted, inclusive of all, services, licenses, out of pocket expenses, withholding income tax, sales tax, import duties, and other provincial/federal levies if any. The Bidder will be responsible for meeting all tax liabilities arising out of the contract. CDC will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes.

10. Currencies of Bid, Contract and Payment

The financial proposal should be submitted in PKR only. If the selected bidder does not have any office in Pakistan, and requests payment in USD, CDC may make the payment in USD using the selling USD/PKR exchange rate quoted on SBP's website on the date of payment.

11. Proposal Validity

Proposal shall remain valid for **120 days** after the proposal submission deadline date established by CDC. A proposal valid for a shorter period shall be rejected as non-responsive.

In exceptional circumstances, prior to the expiration of the proposal validity period, CDC may request all bidders who have submitted their proposals to extend the period of validity of their proposal for a specified additional period. The request and the responses shall be made in writing.

Agreement by a bidder to extend the validity of its proposal, shall be without any change in the original proposal. A bidder has the right to refuse extension in the validity period of its proposal, in which case such proposal will not be further evaluated.

12. Performance Guarantee

The successful bidder will give a performance guarantee equal to **5%** of the contract value prior to signing of the contract which will be released after the successful completion of the annual maintenance contract.

13. Alternative proposals

Alternative proposals shall not be considered.

14. Format, Signing, and Submission of Proposal

Both financial and technical proposals must be submitted on email **before 5:00 PM Pakistan Standard Time on 20th Dec 2022**. The proposal should also be sent to the following email address: shariq_naseem@cdcpak.com with the subject line: Responding to RFP for “Website maintenance for CDC group websites”. Bidders must submit password protected electronic copies of financial proposals. Password for the financial proposal should be shared in a separate email.

The proposal shall contain no alterations or additions, other than those which are necessary for complying with instructions issued by CDC, or as are necessary for correcting errors made by the bidder.

15. Deadline for Submission of Proposals

Proposals must be received by CDC no later than **5:00 PM Pakistan Standard Time on 20 Dec 2022**.

CDC may extend the deadline for submission of proposals by issuing an amendment in accordance with Clause 7, of Section 2 ‘Amendment of RFP’, in which case the original deadline shall be extended to the new deadline.

16. Late Proposal

Any proposal received after the deadline for the submission of proposals will only be considered at the sole discretion of the evaluation team.

17. Withdrawal, Substitution, and Modification of Proposal

Bidders may withdraw, substitute or modify their proposal by giving notice in writing before the deadline for submission of proposal prescribed in Clause 15, of Section 2 'Deadline for Submission of Proposal'.

Each bidder's withdrawal, substitution or modification notice shall be prepared, sealed, marked, and delivered in accordance with Clause 14, of Section 2 'Format, Signing, and Submission of Proposal', with the subject line : Responding to RFP for ["_____ - "WITHDRAWAL," SUBSTITUTION" or "MODIFICATION"] as appropriate. No proposal may be substituted or modified after the deadline for submission of proposal as aforesated.

D. Proposal Opening and Evaluation

18. Proposal Opening

CDC shall open the proposals, including modifications made pursuant to Clause 17, of Section 2, on the business day following the deadline stipulated in Clause 15, of Section 2 or the extended deadline in accordance with Clause 7 of Section 2, as the case may be.

19. Confidentiality

Information relating to the examination, evaluation, comparison, and post-qualification of proposal, and recommendation of contract award, shall not be disclosed to bidders or any other third persons whatsoever, prior to publication of the contract award. Any effort by a bidder to influence CDC in the examination, evaluation, comparison, and post-qualification of the proposal or contract award decision may result in the rejection of its bid. Notwithstanding the foregoing, from the time of proposal opening to the time of bidding process conclusion, if any bidder wishes to contact CDC on any matter related to the bidding process, it should do so in writing at the address indicated in Clause 14, of Section 2 'Format, Signing & Submission of Proposal'.

20. Clarification of Bids

To assist in the examination, evaluation, and comparison of proposals, CDC may, at its discretion, seek clarifications in respect of the proposal from any bidder. The request for clarification and the response shall be in writing, but no change in the price or substance of the proposal shall be sought, offered, or permitted except correction of arithmetical errors discovered by CDC in the evaluation of the proposals in accordance with Clause 24 of Section 2 'Correction of Errors'.

21. Preliminary Examination of Proposals

Prior to the detailed evaluation of proposals, CDC shall first review each proposal and check the power of attorney or any other form of delegation of authority demonstrating that the representative has been duly authorized to sign the proposal, initialization of all pages, etc.

22. Determination of Bidder's Eligibility and Qualifications

CDC shall determine whether the bidder meets the eligibility and qualification requirements of the bidding documents. Bidders failing to comply with the eligibility criteria specified in Clause 3, of Section 2- 'Eligibility' shall be disqualified. If the bidder meets the eligibility criteria, CDC shall determine whether the proposal is substantially responsive to the requirements of the bidding documents.

CDC's determination of a proposal's responsiveness shall be based on the contents of the proposal itself. A substantially responsive proposal is one, which conforms to all the terms, conditions, and specifications of the RFP, without material deviation or reservation.

23. Evaluation of Technical Proposal

CDC shall evaluate the technical aspects of the proposals received, applying the evaluation criteria specified hereunder. Each proposal that is not rejected for reasons stated in these Instructions will be given a technical score.

The evaluation criteria, relevant sub-criteria, and point system to be used to evaluate the Technical proposals shall be:

- **Technical Proposal (70% of total score):**
 - Firm Experience and Capability (60%)
 - Project Staff qualifications and experience (10%)

Bidders will receive a Pass/Fail rating in the Mandatory Criteria (given in Annexure 'C'). Only Bidders which meet the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be awarded. An evaluation committee appointed by the CDC will carry out the technical evaluation applying the evaluation criteria and point's ratings.

24. Correction of Errors

Proposal determined to be substantially responsive shall be checked by CDC for any arithmetical errors. Errors shall be corrected by CDC as follows:

Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern. The amount stated in the proposal shall be adjusted by CDC in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount, the proposal shall be rejected.

25. Currency for Price Evaluation

As stated in Clause 10 of Section 2, the currency for bid, contract and payment will be PKR only, so the same currency (PKR) will be applicable for the evaluation and comparison of financial proposals.

26. Evaluation of Proposal Price and ranking

Financial Proposal (30% of Total Score)

Financial proposal submitted will be evaluated for price reasonability determined under full and open competition and known market conditions.

Evaluation of the financial proposal will consider, but will not be limited to, the following:

- Cost reasonableness;
- Consistency with the technical proposal;

30 points will be awarded to the lowest responsive bidder while rest of the bids will be allocated points according to the following formula:

$$\text{Points of a Bidder} = (P1/ P2) * 30$$

Where:

P1= Price of Lowest Responsive Bidder

P2= Price of the Bidder

CDC may also negotiate the price and terms with the short-listed/ highest (combined technical and financial) scored bidder to have best techno-commercial outcome. If the outcome of the negotiation is unsuccessful or an agreement is not reached with the top ranked bidder, CDC may then negotiate with the next in-line bidder and so on down the list as per rank until a satisfactory outcome is achieved.

The financial proposal shall be submitted on the template given in 'Annexure D'

E. Award of Contract

27. Award Criteria

CDC shall award the contract to the bidder whose proposal has been determined to be substantially responsive to the RFP and which has the highest combined technical and financial score and value for money.

28. CDC's right to accept any Proposal and to reject any or all Proposals

CDC reserves the right to cancel the bidding process and to reject all bids or to accept or reject any bid, at any time prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for CDC's action.

29. Complaints pertaining to Bidding Process

Without prejudice to Clause 28 of Section 2, any complaint at any stage of the bidding process or on conclusion of the bidding process from a bidder regarding a deviation from the prescribed procurement procedure may be addressed and delivered via email sent to shariq_naseem@cdcpak.com

30. Unsuccessful Bidders

The primary contact person of each bidder who fails technical evaluation, or who is unsuccessful based on combined technical and financial score will be informed about the results of the bidding process through email upon the completion of the bidding process. The unsuccessful bidder will only be informed about the results, and any technical or financial evaluation memo/score sheet/internal procurement document will not be shared with the bidder. Unsuccessful bidders will have three working days after intimation of the results to file a complaint as mentioned in clause 29 above. Any complaint received after three working days shall not be entertained. If deemed appropriate and at the discretion of CDC, an in person debriefing session may be arranged for unsuccessful bidder upon request.

31. Notification of Award and Signing of Agreement

The bidder whose Proposal has been accepted shall be notified of the award by CDC prior to expiration of the proposal validity period through a communication in writing (the "Letter of Acceptance"). The said Letter of Acceptance shall state the full value of the contract payable by CDC in consideration of the services to be provided in accordance with the RFP.

The contract pursuant to the award shall incorporate all agreements between CDC and the successful bidder and shall be signed by CDC and sent to the successful bidder. The successful bidder will duly sign the contract and return it to CDC with seven (7) days of the receipt of the Letter of Acceptance.

The contract will be drafted and awarded for the entire package of CDC group websites; however, the exact time for the initial maintenance handover/takeover may vary for each website within the group as they may be assigned to the successful bidder as and when their respective current maintenance contracts mature.

SECTION 3. PROCUREMENT POLICY – BIDDER CONDUCT

32. Corrupt or fraudulent practices

Bidders, suppliers, contractors and their agents (whether declared or not), suppliers, and any personnel thereof, shall observe the highest standard of ethics during the procurement and execution of contracts.

CDC shall not award the contract if it is determined that the bidder, or any of its personnel, or its agents, or its sub-consultants, , suppliers and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question. As part of bidding/ solicitation documents, CDC will seek declaration of ‘Non collusive non corrupt practices’ from each bidder. In pursuance of this policy, following terms are defined as follows:

- a. “Corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- b. “Fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- c. “Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- d. “Coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- e. “Obstructive practice” is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.

33. Avoidance of conflict of interest

Any bidder participating in the procurement process should disclose any actual or perceived conflict of interest situation/condition. Any bidder to have a conflict of interest shall be ineligible for award of a contract.

A bidder shall be considered to have a conflict of interest in a procurement process if:

- a. Such bidder(including its personnel) has a close business or family relationship with one or more professional staff of CDC who is/are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of the contract;
- b. Such bidder falls under any other conflict of interest situation as specified in the standard bidding documents relevant to the specific procurement process.

SECTION 4. TERMS OF REFERENCE

Project Title: Website Maintenance Services for CDCPL group/associated websites
Expected Start Date: Jan 2023
End Date: Jan 2024 (Annual renewable contract)

About CDC group websites

Corporate websites of CDC, subsidiaries and FMA provided companies provide wide ranging information about the company business, its management and the current developments to the general public. At present, CDC has its own corporate website as well as websites of its two wholly owned subsidiaries, ITMinds and CDCSRSL, as well as websites of its associated companies (FMA clients as well as CDC shareholding) EClear Services Limited (ESL) and Naymat Collateral Management Company Limited (NCMCL).

This RFP is solicited on behalf of CDC by its Chief Information & Digital Officer and covers the following scope of services for the support and maintenance of CDC group websites.

34. Maintenance Services

The Provider will render the all services listed below:

ITEMS	DESCRIPTION
Scope of work for Maintenance	<p>Page Update</p> <ul style="list-style-type: none"> Image resizing and Updates Link Redirecting (For broken links) Content Update on all existing Pages <p>Page Creation</p> <ul style="list-style-type: none"> Page creation based on Existing Templates and Designs. <p>Forms</p> <ul style="list-style-type: none"> New form creation <p>Web Graphic Design</p> <ul style="list-style-type: none"> Modification of Existing Graphics (icons, tabs) Updates to Image Gallery (includes adding new pictures) Changing Background images (Still photos)
Other Website Support and Maintenance Services	<p>WordPress Version updates (to the latest versions)</p> <p>Plugin updates (to the latest versions)</p>

	<p>Bootstrap updates (to the latest versions)</p> <p>JQuery updates (to the latest versions)</p> <p>PHP and Javascript updates</p> <p>Plugin replacements (if required)</p> <p>Upgrades of all other website components and implicated framework</p>
Ticketing system	Online ticketing system to be provided to CDC and its group companies for real time tracking of requests and tasks.
Task Priority and Response Time	<p>Low Priority: The response time for this task shall be between 24 – 36 hours of the ticket being raised</p> <p>High Priority: The response time to such a ticket shall be within 8-16 hours of the ticket being raised.</p> <p>Critical: The response time to the ticket / query shall be within 2-3 hours of the ticket being raised.</p> <p>Vulnerability fixations: These will be classified as low, medium or high and will include all vulnerabilities identified during the annual penetration testing activity as well as other vulnerabilities identified on various occasions either by the vendor itself or by the company as a result of vulnerability scanning activity performed by the CDC Security team.</p> <p>Contact Numbers of the Web Manager will be shared for urgent and time sensitive tasks.</p>
Web properties Covered	Both English and Urdu of the corporate and group websites.
Allotted Support Hours / Year	400 Hours / Year group package for CDC Corporate website, subsidiary websites (CDCSRSL and ITMinds) and associated company websites (EClear and NCMCL)
Off day	Off day/off hours Support for critical tasks to be provided
Response Time	As per Task Priority.
Contract Term	Yearly
Invoicing	Monthly/Yearly (as agreed mutually at the outset of the contract)

35. Expectations from the service provider

CDC has the following expectations that MUST be ensured by the Provider:

- a. If CDC has lodged a task to the Provider, then the Provider will resolve the complaint strictly within the response time as per the task priority, ensuring that all defects in or malfunctioning of the Websites are repaired and fixed.
- b. The Provider shall:
 - i. Ensure that its representatives comply with the confidentiality and cyber security regulations as are applicable on to them by law or otherwise.
 - ii. Ensure that its representatives and personnel are suitable and trained persons with complete knowledge and experience of the relevant fields in respect of website development & maintenance.
 - iii. Provide best professional Services for secure and smooth operation of the websites to the satisfaction of CDC.
 - iv. Do all standard preventive, periodic and corrective maintenance task to increase the availability, reliability, user satisfaction, and security of the websites.
 - v. Ensure that the websites are functional at all times, and the content and data provided therein is uploaded and updated as and when directed by CDC.
 - vi. Inform CDC in a timely manner regarding any security breaches which may impact the hosted website.
 - vii. Provide, in a timely manner, accurate fixation/resolution for known vulnerabilities that may impact the hosted website.
 - viii. Ensure that the websites are compliant with all laws, rules and regulations as may be applicable on CDC related to website and details contained thereon. For this purpose, the Provider shall keep abreast of all the laws, rules and regulations applicable on CDC (as well as any changes thereto), and in case of a deficiency, the Provider shall immediately notify CDC of the same and take all corrective actions as may be necessary to resolve /rectify such deficiencies.
- c. A task which shall requires hours exceeding two (2) working days (sixteen (16) hours) or any additional service(s) which are not Services listed in Clause 34 above or auxiliary to those Services, will be quoted separately to CDC via an advance purchase order and charged additionally upon CDC's explicit approval of the advance purchase order, evidenced in writing. The advance purchase order(s) shall be paid in arrears along with the monthly invoice.

Annexure A: PROPOSAL SUBMISSION FORM (Please use letterhead of the Company)

Dear Sir/Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, "THE FIRM NAME" undersigned, offer to provide the services, as applicable and outlined in CDC's RFP for Website maintenance, to CDC in accordance with the Price Schedule attached herewith and made part of this proposal. "THE FIRM NAME" undertake, if our proposal is accepted, to commence with the delivery of all services specified in the contract within the time frame stipulated.

"THE FIRM NAME" agree to abide by this proposal for a period of 120 days from date fixed for opening of proposal in the invitation for proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any proposal you may receive.

Dated: this-----day of 2022

Name, Designation and Signature of the "firm Representative"

Annexure B: CERTIFICATE OF BIDDER'S ELIGIBILITY AND AUTHORITY TO SIGN PROPOSAL

<u>Bidder's Eligibility Confirmation and Information</u>	<u>Bidder's Response</u>
1. What year was your firm/organization established?	
2. In what province/state/country is your firm/organization established?	
3. Has your firm/organization ever filed or petitioned for bankruptcy? (If YES, explain in detail the reasons why, filing date, and current status.)	Confirm Yes _____; No _____
4. Has your firm/organization ever been terminated for non-performance on a contract? If YES, describe in detail.	Confirm Yes _____; No _____
5. Does your firm/organization have any pending legal actions which could impact your performance under any resulting contract with CDC	Confirm Yes _____; No _____
6. Has your firm/organization, any affiliates or any of your subcontractors ever been suspended or debarred by any government, a UN agency or other international organization? If YES, provide details, including date of reinstatement, if applicable. Attach additional sheets as necessary.	Confirm Yes _____; No _____
7. It is the CDC's policy to require that firm/organization and their sub- contractors observe the highest ethical standards during the selection and execution of contracts. In this context, any action taken by firm/organization to influence the selection process or contract execution for undue advantage is improper. In pursuance of this policy, , please confirm that your firm/organization and its sub-contractors have not engaged in any corrupt, fraudulent, collusive, coercive or obstructive practices (as defined in Section 3) in competing for this solicitation.	Confirm Yes _____; No _____
8. Officials not to benefit: Confirm that no official of the CDC and SECP will be offered by your firm/organization any direct or indirect benefit arising from this solicitation or any resulting contracts.	Confirm Yes _____; No _____
9. Confirm that your firm/organization is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with any member of the CDC and SECP.	Confirm Yes _____; No _____
10. Confirm that your firm/organization and your sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of this solicitation.	Confirm Yes _____; No _____
11. CDC policy restricts companies from bidding on or receiving contracts if a CDC staff member or their immediate family are an owner, officer, partner or board member or in which the staff member or their immediate family has a financial interest. Confirm that no CDC staff member or their immediate family are an owner, officer, partner or board member or have a financial interest in either your firm/organization or its sub-contractors.	Confirm Yes _____; No _____

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12. Please confirm that your firm/organization has the financial capacity to complete this assignment; it has more than one business client, and not more than 20% of its total revenue in the last reporting period was derived from CDC Contracts.	Confirm Yes____; No ____
13. Please confirm your firm accept all terms and conditions mentioned in the RFP	Confirm Yes____; No ____

AUTHORITY TO SIGN THE PROPOSAL

I, _____, certify that I am _____
(title) of _____ (name of Firm/Organization); that by signing this
Proposal for and on behalf of _____ (name of Firm/Organization) I am
certifying that all information contained herein is accurate and truthful and that the signing of this Proposal is
within the scope of my powers.

FIRM / ORGANIZATION NAME

_____	_____
Signature	Seal

Printed Name	

Title	

Date	

Provide the name and contact information for the primary contact from your company for this solicitation:

Name: _____

Title: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Annexure C: MANDATORY CRITERIA FOR THE BIDDERS

The Mandatory Criteria and Evaluation Criteria are designed to assure that, to the degree possible in the initial phase of the RFP procurement process, only those Bidders with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident ability to satisfy the CDC’s requirements and superior customer references for supplying the services envisioned in this RFP will qualify for further consideration.

Bidders will receive a Pass/Fail rating on this section. In order to be considered for Technical Evaluation, Bidders must meet all the mandatory criteria described below. All questions should be answered on this form or an exact duplicate thereof.

Mandatory Criteria	Bidder’s Response
<p>1.1. Bidder must have demonstrated experience in the development and maintenance of websites employing the “best practices” in its procedures and practices.</p>	<p>Confirm experience: Yes_____/No_____</p> <p>Provide at least 2 references here</p> <p>Ensure that the references are informed that the CDC may contact them after receipt of proposal.</p>
<p>1.4. Bidder certifies that the proposal does not include firms (in case of joint ventures or consortiums etc.), individuals (e.g. consultants, experts) or remote services from India and Israel.</p>	<p>Confirm Requirement Yes____/ No ____</p>

Annexure D: PRICE SCHEDULE

A. Maintenance Cost

The Bidder shall complete the matrix below by providing prices for the services to be provided under this RFP. The resulting contract shall be a fixed price.

Tasks	Deliverables	A Personnel categories	B Hourly Rate	C # of Hours per month	D Price (PKR/USD) B x C
1.	Annual maintenance, upgrades and page amendments for CDC website			400 Hours / Year group package for CDC Corporate website, subsidiary websites (CDCSRSL and ITMinds) and associated company websites (EClear and NCMCL)	
2.	Annual maintenance, upgrades and page amendments for CDCSRSL website				
3.	Annual maintenance, upgrades and page amendments for ITMinds website				
4.	Annual maintenance, upgrades and page amendments for EClear website				
5.	Annual maintenance, upgrades and page amendments for NCMCL website				
	Sub-total for Tasks 1, 2, 3, 4 & 5 =				

***The above fixed price includes all costs to complete this project** including project management, travel to CDC offices, lodging and per diem, supplies/consumables, phone/fax, all duties and taxes and other miscellaneous expenses. CDC shall not reimburse any other costs beyond this fixed price.