

FINAL



---

REQUEST FOR PROPOSAL

---

# **EXPRESSION OF INTEREST**

FOR

Hiring of Consultants to Conduct Need Assessment &  
Assist in Implementation of

**“Enterprises Resource Planning (ERP) System”**

@

**Trade Development Authority of Pakistan  
(TDAP)**

**FINAL**

## Expression of Interest

**Hiring of Consultants to conduct need assessment & assist in implementation of  
“Enterprises Resource Planning (ERP) System” @  
Trade Development Authority of Pakistan (TDAP)**

Trade Development Authority of Pakistan (TDAP) intends to hire the services of reputable firm registered with the relevant tax authorities (Federal & Provincial) for developing ERP requirement and implementing the same at TDAP.

2. The firm will be responsible to study the ERP requirements of TDAP in detail and then develop proposal for implementation of the same. The information required for the study and development of proposal for TDAP, TORs, Evaluation Criteria is given in tender documents, which can be obtained from the address given below or can be downloaded from the website of TDAP ([www.tdap.gov.pk](http://www.tdap.gov.pk)).

3. The Quality & Cost Based Selection procedure given in **Section 3 (B) of Procurement of Consultancy Services Regulations – 2010** will be used for hiring the services of consultancy firm. Detail is as under:-

- i. The interested firm will submit their proposals in response of Expression of Interests.
- ii. Evaluation of the submitted proposals shall be carried out in two stages in following manner, namely:-
  - a. The technical proposal shall be evaluated and TDAP may discuss technical details, if it may deem necessary;
  - b. the financial proposal of technically responsive proposals shall be opened in the presence of the applicants or their representatives who may wish to attend the opening session; and
  - c. a combined evaluation of technical and financial (60:40) proposals shall follow and the applicant with the winning proposal will be accepted.

4. Financial proposal should accompany a bid security of two percent (2%) of the bid amount in the form of Pay Order / Demand Draft in the favor of “Accounts Officer TDAP”.

5. Sealed tender documents shall be submitted by 11:00 a.m. on 05-04-2019 at the address given below. Technical proposals submitted will be opened on the same day at 11:30 a.m. in the presence of representatives of the participating firms. The above mentioned procedure will be used for further processing of submitted bids.

6. TDAP reserves the right to reject any or all bids and to annul the bidding process at any time, however, reasons for rejection or annulling bid process will be communicated to the concerned bidder (s) in accordance with PPRA rules.

**(Amanat Ali Leghari)**

D.D. (M.S.)

**Trade Development Authority of Pakistan (TDAP)**  
A – Block, 5<sup>th</sup> Floor, FTC Building, Shakra – e – Faisal, Karachi.  
Ph: 021 – 99207216, Email: [amanat.ali@tdap.gov.pk](mailto:amanat.ali@tdap.gov.pk)

## FINAL

### BACKGROUND

Trade Development Authority of Pakistan (TDAP) intends to implement ERP System in its HQ and Regional / Sub-Regional Offices to automate working of TDAP as per modern lines / systems.

### OBJECTIVE

TDAP has decided to automate its Office Systems and desires to convert it into paperless system on modern / state of the art lines. Therefore, it has been decided to hire services of the firm to study the ERP requirement of TDAP in detail and develop proposal for the implementation of the same after the approval of TDAP.

The proposal of the firm will be comprise of the detailed software as well as hardware requirements and comprehensive plan to implement the same along with the timelines and financial implications. The proposal will also mention the recurring cost of the project on the annual basis in addition to the initial cost for the study, development and implementation of the ERP system.

### SCOPE OF SERVICES

#### **A. TECHNICAL**

The selected firm is required to provide the following services:

The selected firm will be required to provide the following services:

- To coordinate and conduct a formal business process review for a new ERP system
- To develop written requirements for a new ERP system
- To write an RFP for a new ERP system
- To assist in the process or evaluating RFP responses
- To assist in the RFP selection and acquisition process
- To develop an initial high-level ERP system deployment plan including processes, resources, Costs and implementation tasks
- Define ERP System Scope and Objectives
- Assess Organizational Readiness
- Identify Material Assumptions and Constraints
- Prepare Preliminary ERP System Requirements
- Prepare ERP Solution Specifications
- Identify Potential ERP Solution Offering companies and Solutions
- Assist the Project Team and Tender Committee to select company and solution
- To study the existing system of TDAP and elaborate the technical (Software / Hardware) requirements of TDAP.
- Any other item, if required by management

#### **B. FINANCIAL:**

To develop a complete Financial Model indicating phase wise implementation of the project clearly indicating the financial requirement in each phase.

**FINAL**

**FINANCIAL PROPOSAL (BOQ)**

<b>S. No.</b>	<b>Detail</b>	<b>Quote in PKR</b>
<b>i.</b>	<b>Need Assessment</b>	
<b>ii.</b>	<b>Proposal / Bidding Documents</b>	
<b>iii.</b>	<b>Selection of Vendor / Monitoring</b>	
<b>iv.</b>	<b>Implementation</b>	
	<b>Total</b>	

**Quote should include all applicable taxes.**

**PAYMENT SCHEDULE / MILESTONE**

The TDAP will make payments to the successful bidder as per the following schedule:

<b>No.</b>	<b>Deliverable</b>	<b>Percentage of the total Contracted Payment</b>
1.	Initial Payment after the signing of the Contract.	10%
2.	Submission of the Need Assessment Report indicating the requirement of TDAP (subject to approval of the report)	15%
3.	Submission of comprehensive proposal for implementation of ERP System in TDAP in phases with time line and resources allocation.	15%
4.	Preparation of Bidding Documents and Finalization of Vendors etc. for project implementation.	15%
5.	After complete implementation of ERP System.	20%
6.	After completion of Trial Period (six months)	15%
7.	After one year of the successful implementation of project.	10%

The detail of functions of each division for which the Authority creates documents, prepares reports, generates public notices and performs various other activities which are to be executed towards the furtherance of the mandate of the Authority. TDAP has simplified those documents, reports, procedures and initiatives taken by the Authority and are given below for the reference of interested firms:-

<b>Divisions</b>	<b>Material</b>
<b>International Marketing Divisions</b>	<ol style="list-style-type: none"><li>1. List of exhibitions/events</li><li>2. Detail of participants</li><li>3. Post Event Reports of the exhibitions</li><li>4. Commercial Intelligence Reports of Trade Missions</li></ol>

**FINAL**

	<ol style="list-style-type: none"><li>5. MOUs</li><li>6. Detail of JMC, JTC</li><li>7. Presentations/other relevant material</li><li>8. Report of Debriefing Sessions</li><li>9. Timelines for organizing international exhibition</li></ol>
<b>Product Development Divisions</b>	<ol style="list-style-type: none"><li>1. List of trade delegations (sent/received)</li><li>2. Detail of delegates</li><li>3. Post Event Reports of the delegation</li><li>4. MOUs/JMC/ JTC</li><li>5. Seminars organized locally or internationally</li><li>6. Participants of Seminars</li><li>7. Post events reports</li><li>8. Product Reports</li><li>9. Compliance and SPS issues highlighted by Exporters</li><li>10. Presentations/other relevant material</li><li>11. Minutes of the meetings with stakeholders</li><li>12. Report of Debriefing Sessions</li></ol>
<b>Strategic Policy Review</b>	<ol style="list-style-type: none"><li>1. Market Research Reports</li><li>2. Product Development Reports</li><li>3. Trade Statistics</li><li>4. Country Profiles</li><li>5. Product Brochures</li><li>6. News clippings</li><li>7. Presentations</li><li>8. Minutes of Meetings of Export Promotion Committees</li><li>9. Registration of Exporters in REX System</li><li>10. Detail of Trade enquiries</li><li>11. Seminars/Trainings organized</li><li>12. List of Exporters</li><li>13. Information related Tariff and Non-Tariff Barriers</li><li>14. TDAP Web Portal</li></ol>
<b>Trade Facilitation and Coordination Division</b>	<ol style="list-style-type: none"><li>1. Strategic Trade Policy (STPF)</li><li>2. Detail of Visa facilitation</li><li>3. List of Protocol passes issued</li><li>4. Detail of Subsidies and Claims</li><li>5. Exporters Facilitation Desk</li></ol>
<b>Project Management Division</b>	<ol style="list-style-type: none"><li>1. Detail of reservation of Expo Centre</li><li>2. Detail of EDF funded projects</li><li>3. Expo Pakistan (participants/buyers detail)</li><li>4. Post Event Report</li><li>5. Texpo Pakistan (participants/buyers detail)</li><li>6. Post Event Reports</li><li>7. Any other event detail organized by PME</li></ol>
<b>Management and Services Division</b>	<ol style="list-style-type: none"><li>1. Accounts Payable</li><li>2. Accounts Receivable</li><li>3. Budget</li><li>4. Purchasing</li><li>5. Inventory Management</li><li>6 Motor Transport Fleet Maintenance</li><li>7. User Account Management</li></ol>

**FINAL**

	8. Workflow and Transactions Processing 9. Business Rule Orchestration 10. Time Reporting 11. Leave Request and Approval 12. Employee Benefits 13. Payroll 14. Hiring 15. Information Technology E-mail accounts IT Network Monitoring Desktop Support / Helpdesk Digital Archiving Central Data Repository IT Servers / Hardware Management 16. Legal / Court Matters 17. List of officers posted in Division along with job description Office Orders 18. Circular 19. Directory of TDAP Staff (extensions/cell numbers/email addresses) 20. DR Processes and DR Site Proposal
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**EVALUATION PROCESS**

It is our intention to select the firm that presents the best combination of experience, capacity and competence to cater the needs of TDAP. TDAP will examine and review the documents submitted, call references and others who have worked with your firm. A site visit to the office to meet the firm's staff and principals working on this matter may also be done.

**EVALUATION CRITERIA**

<b>S.no</b>	<b>Parameters against which technical evaluation shall be done</b>	<b>Scoring brackets</b>	<b>Total points allocated</b>
<b>1</b>	<b><u>Profile</u></b>		<b><u>20</u></b>
1.1	<u>Years of Experience:</u>		<u>10</u>
	≤ 2 year	1	
	≥ 3 ≤ 6 years	3	
	≥ 7 ≤ 10 years	7	
	≥ 11 years	10	
1.2	<u>Profile of total projects executed by the firm or sister concerns/ joint bidders (excluding sub – contractors/ special contract firms)</u>		<u>10</u>
	≥ 1 ≤ 3 projects of legal / financial / technical nature, each costing between Rs. 1 to 5 Million.	1	
	≥ 4 projects of legal / financial / technical nature, each costing between Rs. 1 to 5 Million.	3	
	≥ 1 ≤ 3 projects of legal / financial / technical nature, each costing beyond 5 Million.	5	

**FINAL**

	≥ 4 ≤ 8 projects of legal / financial / technical nature, each costing between Rs. 1 to 5 Million.	7	
	≥ 9 projects, projects of legal / financial / technical nature, each costing between Rs. 1 to 5 Million.	10	
<b>2</b>	<b><u>Relevant Experience of Management and Team</u></b>		<b><u>30</u></b>
2.1	<u>Relevant experience and Qualifications of team/ employees proposed for the assignment</u>		
	<b>Managerial</b>		15
	Qualifications of proposed managerial staff, ≥ 2 ≤ 4 year experience in management fields.	5	
	Qualifications of proposed managerial staff, ≥ 4 ≤ 8 year experience in management fields.	10	
	Qualifications of proposed managerial staff, ≥ 8 year experience in management fields.	15	
	<b>Technical</b>		15
	Qualifications of proposed technical staff, ≥ 2 ≤ 4 year experience in management fields.	5	
	Qualifications of proposed technical staff, ≥ 4 ≤ 8 year experience in management fields.	10	
	Qualifications of proposed technical staff, ≥ 8 year experience in management fields.	15	
<b>3</b>	<b><u>Financial Strength of the Firm</u></b>		<b><u>20</u></b>
	Audited/certified accounts or statements showing cash balances greater than 1 Million and less than Rs. 5 million in the relevant year.	10	
	Audited/certified accounts or statements showing cash balances of more than Rs. 5 million in the relevant year	20	
<b>4</b>	<b><u>Registration with any international legal Body / Forum / Society</u></b>		<b><u>10</u></b>
	1 ≥ 2	5	
	≥ 3	10	
<b>5</b>	<b><u>Proposed Work Plan / Presentation</u></b>		<b><u>20</u></b>
	<b>Do not conform</b> as per the Schedule of Requirements / TORs	05	
	<b>Partially conform</b> to the Schedule of Requirements / TORs	10	
	<b>Fully conform</b> to the Schedule of Requirements / TORs.	20	
	Total		<b>100</b>

**FINAL**

<b>WEIGHTAGE</b>	<b>Technical</b>	<b>60%</b>
	<b>Financial</b>	<b>40%</b>

**NOTE:**

It is mandatory to obtain numbers / marks in each (Managerial, Technical) in the field of relevant experience and in financial strength. In case of failure to obtain the number in any mentioned field of Relevant Experience & Financial Strength may lead to dis-qualification.

The passing score to qualify for opening of financial proposal is 65%.

**INSTRUCTIONS ABOUT SUBMISSIONS AND KEY DATES**

Two (02) copies of your proposal and all attachments and exhibits must be received by 1100 hrs PST on 05-04-2019 to TDAP. Send all proposals to the address listed below:

(Deputy Director)  
**Trade Development Authority of Pakistan**  
5<sup>th</sup> Floor, Block – A, Finance & Trade Centre, Shahrah-e-Faisal, Karachi  
Tel: 021-99206480

\*\*\*\*\*