



Ministry of Information Technology & Telecom
Government of Pakistan



REQUEST FOR PROPOSAL (RFP)

Provision of Services for Training in Integrated Circuit Design & Verification

No.: IGNITE/ICDV/2024-25/0012/Proc

Date of issue: January 16, 2025

IGNITE – National Technology Fund
Ministry of Information Technology & Telecom
Government of Pakistan

**3rd Floor, Telecom Foundation (TF) Complex,
7 Mauve Area, G-9/4 Islamabad
www.ignite.org.pk**



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PART A

DEFINITIONS, INSTRUCTIONS & INFORMATION FOR BIDDERS



1 DEFINITIONS

In this Request for Proposal (RFP), unless the context provides otherwise:

- 1.1. **“Bidder”** means a firm, agency, party or consortium/JV which will submit proposal in response to this RFP.
- 1.2. **“Bidding Document”** means set of documents prepared by Ignite, to solicit proposal, which consists of definition, instructions for bidders, TOR, evaluation criteria, forms for providing information and draft contract.
- 1.3. **“Board”** means the Board of Directors of the Ignite – National Technology Fund.
- 1.4. **“Company”** refers to M/s. IGNITE, a company incorporated under section 42 of the repealed Companies Ordinance, 1984, now governed by the Companies Act, 2017, with Corporate Universal Identification Number (CUIN) 0058556, having its registered office at Telecom Foundation Complex Building, 3rd Floor, G-9/4, Islamabad, Pakistan.
- 1.5. **“Consortium”** means an association of more than one legal entity, which have come together to jointly respond to this RFP.
- 1.6. **“Date of Issue”** means “the date on which this RFP “Provision of Service for Training in Integrated Circuit Design & Verification” is issued by the Company to solicit bids from potential bidders to execute the Project titled “Provision of Services for Training in Integrated Circuit Design & Verification.”
- 1.7. **“Day”** means calendar day.
- 1.8. **“Agreement”** means “an agreement concluded between Company and the Successful Bidder”. (see Annexure C).
- 1.9. **“Joint Venture (JV)”** means an enterprise formed by two or more individuals or companies for the purpose of submitting the bid. All members of a consortium/joint venture (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.
- 1.10. **“Lead Bidder/Partner”** is the lead entity, in case of consortium, joint venture (JV) or partnership who is principally participating in submission of the proposal and should submit a letter of intent for purpose of identification.
- 1.11. **“RFP Provision of Services for Training in Integrated Circuit Design & Verification”** means “set of documents prepared by Ignite, which consists of definition, instructions for bidders, ToRs, evaluation criteria, forms for providing information and draft contract etc. to solicit proposal from potential bidders for certification in Integrated Circuit Design & Verification.”
- 1.12. **“Partnership”** means a general partnership is a form of business entity in which two or more co-owners engage in business for profit.
- 1.13. **“Proposal”** means the entire set of documents consisting of bidder’s Profile, Technical and Financial Proposals submitted by bidder.
- 1.14. **“Request for Proposal (RFP)”** means set of documents prepared by Ignite, to solicit proposal, which consists of definition, instructions for bidders, ToR, evaluation criteria, forms for providing information and draft contract.
- 1.15. **“Resident Monitor”** means a person posted by the Company in Provision of Services for Training in Integrated Circuit Design & Verification for liaison & monitoring.
- 1.16. **“Successful Bidder”** means “a bidder who has been awarded the contract pursuant to the RFP of Provision of Services for Training in Integrated Circuit Design & Verification and who shall be responsible for implementing the training program.
- 1.17. **“Terms of Reference” (ToR)** means that part of Bidding Document which explains the scope of work, activities, tasks to be performed, evaluation criteria, respective responsibilities of the bidder as well as expected results and KPIs/deliverables of the assignment.



2 MANDATORY ELIGIBILITY CRITERIA CHECKLIST

Before the Bidders submit their Proposals, within the stipulated time mentioned in this Request for Proposal (RFP) document, bidders are required to make sure that following mandatory requirements of this RFP document are fulfilled. In case of bids being submitted as Consortium/Joint Venture (JV), Lead Bidder’s documents will be evaluated against Mandatory Eligibility Criteria. **These requirements must be furnished in the order mentioned in the below checklist at the time of submission of Proposal. Non-submission of any one of the following applicable requirements shall result in disqualification:**

#	Mandatory Eligibility Criteria Checklist	Mark <input checked="" type="checkbox"/> / <input type="checkbox"/>
1.	Proof of Certificate of Incorporation or Registration or equivalent	
2.	Proof of NTN Certificate (If Applicable, please check <input checked="" type="checkbox"/> , otherwise put a Cross <input type="checkbox"/> in the Mark Column)	
3.	Proof of Sales Tax Certificate (If Applicable, please check <input checked="" type="checkbox"/> , otherwise put a Cross <input type="checkbox"/> in the Mark Column)	
4.	Proof of FTN certificate /Tax exemption certificate (<i>for public sector entity</i>), (If applicable, please check <input checked="" type="checkbox"/> , otherwise put a Cross <input type="checkbox"/> in the Mark Column).	
5.	In case of proposal being submitted as consortium/Joint Venture (JV), attach consent letter of each partner organization clearly specifying its roles and responsibilities in the project. Letter should be issued by the competent authority of the partner organization.	
6.	Original affidavit (not older than one month at the time of proposal submission) on Stamp Paper(s) of worth PKR 100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by Public Procurement Regulatory Authority (PPRA), Government, Semi-Government, Private, Autonomous body or any other international organization.	
7.	Original affidavit (not older than one month at the time of proposal submission) on Stamp Paper(s) of worth PKR 100 or more that the Bidder is an active tax payer and has submitted its tax return for the preceding fiscal year. Tax payer list serial number (downloadable from FBR’s website) is also to be mentioned.	
8.	<p><u>Two separately sealed envelopes:</u></p> <p><u>Envelope #1 shall clearly bear the name “TECHNICAL PROPOSAL –Selection of” Provision of Services for Training in Integrated Circuit Design & Verification”</u></p> <p>One hard copies of Technical Proposal, one marked as Original and one marked as Copy* must be submitted with one soft copy of the original technical proposal in USB. Bidders are to make sure that Financial Proposal is not part of the Technical Proposal in any form.</p>	



	*Additional hard copy of Technical Proposal is not a mandatory requirement.	
9.	<p><u>Envelope #2 shall clearly bear the name “FINANCAL PROPOSAL – “Provision of Services for Training in Integrated Circuit Design & Verification”</u></p> <p>Financial Proposal in hard copy must be submitted with one soft copy of the same in USB. Soft copy must be in MS Excel format. (The hard copy and soft copy of Financial Proposal must be sealed in Envelope # 2 and should not be part of Technical Proposal in any form).</p>	
10.	Bid Security of PKR 500,000/- to be placed in Envelope # 1 along with mandatory documentations.	
11.	CONFLICT OF INTEREST - DISCLOSURE FORM (attached as Annexure-B)	
12.	It is mandatory for bidders to submit their proposal on EPADs https://eprocure.gov.pk . In case a bid is not submitted on EPADs, it will not be accepted by the Company in hard form.	

Note: Bidders are required to submit filled, signed & stamped copy of the above checklist along with the Proposal. All of the supporting documents of the mandatory eligibility criteria shall be attached with checklist in same section of the technical proposal. Requirement No. 6 & 7 above, are required to be submitted on separate stamp papers.

3 IGNITE – NATIONAL TECHNOLOGY

Ignite provides an enabling environment for startups that leverage 4th industrial wave technologies to address local challenges and seize global opportunities in sectors such as health, education, energy, agriculture, telecom, and finance. Through its national network of incubators across Pakistan, Ignite nurtures startups by facilitating connections with various stakeholders like investors, mentors and corporations. Its flagship program, DigiSkills.pk, is aimed at equipping Pakistanis with the skills needed for the future of work.

Since 2021, Ignite has been organizing the nationwide Digital Pakistan Cybersecurity Hackathon, which aims to raise awareness among the cybersecurity workforce by helping them assess their strengths and weaknesses in knowledge, skills, and abilities. Additionally, the National Grassroots ICT Research Initiative (NGIRI) promotes R&D and innovation at the grassroots level in Pakistan by providing financial support to selected Final Year Projects (FYPs) of undergraduate students enrolled in ICT-related disciplines across public and private sector institutions.

Through studies and stakeholder engagement initiatives, Ignite also aids public and private sector planning. Ignite's outreach activities are designed to inform professionals, media, students, corporations, and policymakers about the challenges and threats posed by the new economy, the importance of innovation, and the need for increased engagement in Ignite's programs.

Further information about the Company is available at www.ignite.org.pk



4 INSTRUCTIONS FOR BIDDERS

This document contains all of the information pertinent to this solicitation, and governs the preparation and submission of proposals. The technical & financial forms to be filled by Bidder for this assignment are annexed with this RFP document. Proposals must be submitted by the deadline stipulated in this RFP, completed on the formats provided by the Company, with supporting documents, according to the guidelines given in the section titled “Definitions, Instructions & Information for Bidders”. Proposals will be evaluated by bid evaluation committees constituted by the Company. Selection of Bidders will be on Quality and Cost Based Selection methodology as provided in the Bidding Document.

5 BIDDING DOCUMENT

The Bidder is expected to examine all instructions, general conditions, forms, terms and specifications contained in the RFP document and its annexures. Failure to comply with instructions will be at the Bidder’s risk and may affect the evaluation of the Proposal. Proposals that do not comprehensively address the ToRs and other requirements may be rejected. Inability to comply with applicable instructions, general conditions of Agreement, terms and specifications may lead to rejection of Proposal.

Submission of Technical and Financial Proposals against RFP document means in principle acceptance of attached Draft Agreement by the Bidder. During negotiations with Successful Bidder, only minor changes, can be made in the attached agreement. Company reserves the right to accept or reject any proposed changes by the successful bidder. Company reserves the right to make changes to the draft agreement in order to ensure better & smooth implementation of the project.

After issuance of letter of acceptance, the successful Bidder is expected to sign the agreement as soon as possible. If successful Bidder is not responsive and does not sign the agreement within a reasonable time, maximum one (1) month after issuance of the letter of acceptance, the Company reserves the right to terminate and nullify the bid award and bid security will be forfeited.

In the event of non-compliance with the ToRs of the RFP document and obligations contained in the agreement, the Company may terminate the agreement by providing one (1) month written notice to the successful bidder without any further obligation or compensation on the part of the Company.

6 PREPARATION OF PROPOSAL

6.1 Language of the Proposal

Proposals prepared by the Bidders and all correspondence and documents relating to the Proposal exchanged between the Bidders and the Company shall be in writing and in English Language, except where otherwise specified.

6.2 Proposal Currency

All prices shall be quoted in Pakistani Rupees (PKR) and all payments will be made in Pakistani Rupees (PKR.)

6.3 Period of Validity of Proposal



Proposals shall remain valid for 180 days from the date of advertisement as provided in the RFP document. In exceptional circumstances, Company may solicit the Bidder's consent to an extension of the period of validity without any material changes in the Bidding Document.

6.4 Supporting Documents

While preparing the Technical Proposal, the Bidder shall ensure that it provides the Company with documentary evidence. Bid evaluation committees will evaluate proposals solely on the basis of documentary evidence submitted in accordance with evaluation criteria described in this RFP.

6.5 Cost of Preparing Proposal

All costs of preparing Proposal, negotiations with Company, including visits for discussion, are not reimbursable.

6.6 Proposal Documents

The Proposal, in binder form, with serial number of each page should comprise the following:

6.7 Technical Proposal

The Technical Proposal is to consist of the following:

Form B1. Technical Proposal Submission Form

Form B2. Profile (Only Lead Bidder)

Form B3: Facility Requirement (Lead bidder or any bidder in case of consortium/JV)

Form B4: Relevant Experience (Lead bidder or any bidder in case of consortium/JV)

Form B5: Proposed Methodology & Project Management (Lead bidder or any bidder in case of consortium/JV)

Form B6: Proposed Trainers (Lead bidder or any bidder in case of consortium/JV)

Form B7: Proposed Curriculum ((Lead bidder or any bidder in case of consortium/JV)

Form B8: Roles and Responsibilities of Consortium/JV Partners/Partnership etc.

Form B9: Code of Conduct of the Training and Sample Undertaking for signing of Bond from Trainees.

Technical Proposal should detail the capability and experience of delivering the services specified in the ToR. Bidder should submit similar nature assignments for technical evaluation using the prescribed format.

Team/Trainers proposed by the Bidder for the project (including updated CVs of individuals involved in management and project implementation) in accordance with relevant Forms. CVs should provide details of projects undertaken and completed by the individual.

Technical Proposal should not contain any financial proposal information. Cost and financial estimates need to be provided in a separate sealed envelope clearly indicating Financial Proposal. The Technical Proposal must not contain any pricing information whatsoever on the services being offered. Non-compliance may lead to rejection of the Proposal.

6.8 Financial Proposal

The Financial Proposal is to consist of the following:

Form C1. Financial Proposal submission form

Form C2. Summary of costs



The Financial Proposal should provide detailed costing related to the management of Provision of Services for Training in Integrated Circuit Design & Verification.

7 BID SECURITY

Bid security of **PKR 500,000/-** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of IGNITE- National Technology Fund (FTN/NTN: 2939308-6) is to be placed in Envelope#1 along with the mandatory documentation.

Electronic form of Technical Proposal will also be provided in a separate USB, that will be included in the sealed envelope containing the written hard copy of Technical Proposal.

Electronic form of Financial Proposal in MS Excel will be provided in a separate USB that will be included in the sealed envelope containing the written hard copy of Financial Proposal.

8 TAXES

Quoted costs should be inclusive of all applicable (direct & indirect) taxes. Financial Proposal will be scored based upon the bid amount inclusive of all taxes. All prices must be quoted in PKR. Price inclusive of quoted tax, quoted by the bidder shall be considered for evaluation irrespective of the tax rate. The lowest evaluated bidder shall be responsible of the quoted tax in its bid and any demand from tax authorities shall be payable by that bidder.

9 FORMAT AND SIGNING OF PROPOSAL

The Proposal shall contain no interlineations, erasures, or overwriting, except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by Bidder's authorized person. The Proposals shall be clear and elaborate. Different parts of Proposals shall be separated using color separators, flags or tags.

Note: The Technical Proposal must not contain any pricing information whatsoever on the services being offered. Non-compliance may lead to rejection of the Proposal.

10 SUBMISSION, RECEIPT, AND OPENING OF PROPOSAL

Proposals will be accepted and evaluated using Single Stage, Two Envelope Procedure. (Separate sealed envelopes for Technical and Financial Proposals). The process is further defined at Annexure A.

- 10.1. Proposals will be accepted and evaluated using Single Stage, Two Envelope Procedure. (Separate sealed envelopes for Technical and Financial Proposals). The process is further defined at Annexure A.
- 10.2. The original Proposal shall contain no interlineations or overwriting. All pages of the Proposals (Technical & Financial) must be numbered. Submission letters for both Technical and Financial Proposals, must be in the attached format on letterhead (Form B1 & C1) in separate envelopes.
- 10.3. The Bidder's Organization Head or an authorized representative on his/her behalf should initial and stamp all pages of the original Technical and Financial Proposals. In case of



authorized representative, an authorization shall be provided which shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.

- 10.4. Hard copies of Technical Proposal shall be sent to the address listed in this Bidding Document. All required copies of the Technical Proposal are to be exact replicas of the original. If there are discrepancies between the original and copies of the Technical Proposal, the original governs.
- 10.5. Bidder is required to submit one original and one copy of Technical Proposal along with all supporting documents.
- 10.6. One USB containing an electronic copy (labelled 'Electronic Copy') of all Proposal documents in PDF format (excluding the Financial Proposal), must be provided with the Technical Proposal. In the event of any discrepancy between the Original Proposal and the Electronic Copy, the former shall be deemed as the accurate Proposal. **If Financial Proposal is copied to the USB containing Technical Proposal, the entire Proposal shall stand rejected.**
- 10.7. The Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" followed by the name of the assignment "Provision of Services for Training in Integrated Circuit Design & Verification" and the name of Bidder. Similarly, the Financial Proposal shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment Provision of Services for Training in Integrated Circuit Design & Verification" and the name of Bidder, with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL". The envelopes containing Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the assignment mentioned in this document, and the name of the Bidder, and clearly marked "DO NOT OPEN BEFORE SUBMISSION DEADLINE". Company shall not be responsible for misplacement, losing or premature opening of the outer envelope if not properly sealed and marked as stipulated. Such negligence may result in rejection of the Proposal. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for rejection of the Proposal.
- 10.8. The Proposal must be sent to the following address and received by the Company not later than the time and the date specified elsewhere in this Bidding Document:

Position:	Manager Procurement
Telephone:	+92-51-910 7441-46 Ext. 135
Mobile:	0306-199 1234
Fax:	92-51-910 7447
Email Address:	procurement@ignite.org.pk
Postal Address:	Ignite, 3rd Floor, Telecom Foundation (TF) Complex, 7 Mauve Area, G-9/4, Islamabad

- 10.9. Bidders must submit their Proposal to the Company by registered post/ courier or by hand to the official postal address of the Company before or on the submission deadline specified elsewhere in this Bidding Document.
- 10.10. Bidders are also required to submit proposals on EPADS <https://eprocure.gov.pk/>.
- 10.11. Any Proposal received by the Company after the deadline for submission shall be returned unopened.



- 10.12. Company reserves the right to accept or reject any or all of the Proposals submitted at any time in accordance with applicable PPRA rules and the stipulations contained in this document.
- 10.13. Company shall open Technical Proposal thirty minutes after the submission deadline. The envelopes with the Financial Proposal shall remain sealed and securely stored in the custody of Company and will be opened as per the tentative timeline specified elsewhere in this document.

11 KEY ACTIVITIES & TIMELINE

#	ACTIVITY/MILESTONE	TENTATIVE TIMELINES
1	RFP Issuance	16 January 2025
2	Deadline for receiving queries / questions	22 January 2025
3	Pre-Bid Conference (Location: TBD)	23 January 2025
4	Response to queries/questions related to RFP	27 January 2025
5	Proposal Submission Deadline	7 February 2025 @ 1500 hrs
6	Opening of Technical Proposals (in front of Bidders present at Ignite, 3 rd floor, TF Complex, 7 Mauve Area G-9/4, Islamabad)	7 February 2025 @ 1530 Hrs
7	Opening of Financial Proposals (in front of Bidders present at 3 rd floor, TF Complex, 7 Mauve Area G-9/4, Islamabad)	TBD
8	Award/Signing of Agreement	TBD

12 PROPOSAL EVALUATION

- 12.1. From the time the Proposals are opened to the time the evaluation report is announced, Bidders should not contact the Company on any matter related to its Technical and/or Financial Proposal. Any effort by the Bidder to influence the Company in the examination, evaluation, ranking of Proposals, and recommendation for award of Agreement may result in the rejection of the Bidder’s Proposal. However, the Company may contact the Bidder for seeking clarification of any aspect of Technical Proposal or demand any missing information.
- 12.2. Evaluators of Technical Proposals shall have no access to Financial Proposals until the technical evaluation is concluded.



12.3. Overall evaluation shall be carried out based on weighted average methodology wherein technical evaluation will carry 80% and financial evaluation will carry 20% weightage respectively.

13 EVALUATION OF TECHNICAL PROPOSALS

13.1. During the technical evaluation no amendments in the Proposals shall be permitted. Each responsive Proposal will be given a technical score. If Proposal fails to achieve the minimum qualifying technical score indicated in the RFP document, it will not qualify for financial evaluation stage Bidders who obtain at least 70% out of 450 marks in technical evaluation criteria will qualify and Financial Proposals would be opened only for technically qualified Bidders.

13.2. Financial Proposals of those Bidders obtaining less than 70% marks out of 450 in Technical Evaluation shall remain un-opened and will be returned to the Bidders. An evaluation committee appointed by the Company will evaluate Technical Proposals on the basis of their compliance with the RFP and by applying the evaluation criteria and the point system, specified below:

#	Criteria	Sub Marks	Total Marks
1.	<p>Profile (Only Lead Bidder) (Form B2)</p> <p>a. Registered age of the lead bidder on the date of submission of this proposal:</p> <ul style="list-style-type: none"> i. Experience of less than 3 years will carry no points. ii. 3 years to less than 4 Years = 4 iii. 4 years to less than 5 Years = 7 iv. 5 years or more than 5 years = 10 <p>b. Financial Position - Net worth of the Lead Bidder (in Million PKR) (on the basis of last 3 years of audited financial accounts)</p> <p>Net worth of up to Rs.25 Million carries no marks. Every additional Rs.1 Million in the Net Worth (most recent audited financial with period ended not older than 18 months) carries 1 mark. Maximum marks 20.</p>	<p>10</p> <p>20</p>	30
2.	<p>Facility Requirements (Lead bidder or any bidder in case of consortium/JV) (Form B3)</p> <ul style="list-style-type: none"> a. Location of the proposed training center, its distance from nearest public transport station and commercial/residential area. 10 b. Availability of classrooms & labs to accommodate and train 50 trainees in 10 months. 10 c. Availability of computing facilities, Industry Stands Cadence Tool Suite and other hardware/software/allied facilities in the lab necessary for the training and performing hands-on, step by step exercises including tapeout. 30 	<p>10</p> <p>10</p> <p>30</p>	50
3.	<p>Relevant Experience (Lead bidder or any bidder in case of consortium/JV) (Form B4)</p>		135



	<p>a. Experience of conducting similar set of programs/trainings in Integrated Circuit Designing (ICD) domain (Form B4-1)</p> <ul style="list-style-type: none"> i. Experience of less than 1 year will carry no points. ii. 1 year to less than 2 Years = 2 iii. 2 years to less than 3 Years = 4 Point iv. 3 years to less than 4 Years = 6 v. 4 years to less than 5 Years = 8 vi. 5 years or more than 5 years = 10 <p>b. Number of trainees successfully graduated from similar set of programs/trainings in ICD domain (Within Pakistan). (Form B4-2)</p> <ul style="list-style-type: none"> i. Number of trainees less than 15 will carry no points. ii. 16 to 30 trainees = 5 iii. 31 to 45 trainees = 10 iv. 46 to 60 trainees = 15 v. 61 to 75 trainees = 20 vi. More than 75 = 25 <p>c. Number of trainees successfully graduated from similar set of programs/trainings in ICD domain (Outside Pakistan) (Form B4-3).</p> <ul style="list-style-type: none"> i. Number of trainees less than 10 will carry no points. ii. 11 to 25 trainees = 5 iii. 26 to 40 trainees = 10 iv. 41 to 55 trainees = 15 v. 56 to 70 trainees = 20 vi. More than 70 = 25 <p>d. Number of trainees secured job after completing the program/training in ICD domain (Form B4-4).</p> <ul style="list-style-type: none"> i. Number of trainees less than 10 will carry no points. ii. 10 to 25 trainees = 5 iii. 26 to 40 trainees = 10 iv. 41 to 55 trainees = 15 v. 56 to 70 trainees = 20 vi. More than 70 = 25 <p>e. Number of IC Design Projects completed through each tapeout project (one chip can obtain multiple academic/research projects). (Each successful tapeout project successfully completed carries 2 marks up to maximum 25 projects) (Form B4-5).</p>	10	
		25	
		25	
		25	
		50	
4.	<p>Proposed methodology & Project Management (Lead bidder or any bidder in case of consortium (Form B5)</p> <ul style="list-style-type: none"> i. Detailed project plan with Gantt Chart ii. Outreach and Communication Strategy iii. Strategy for selection of the trainees iv. Strategy to accommodate 50 trainees in classes/labs to complete the training in 10 months. 	10 10 10 10	100



	v. Training Delivery Strategy for both technical (classrooms & labs) and soft skills component including number of trainers to be engaged during the training.	10	
	vi. Tapeout process and chip testing & technical writing process	10	
	vii. Performance Assessment Strategy of Trainees including Performance Assessment through LMS	10	
	viii. Performance Improvement Strategy of Trainees	10	
	ix. Strategy to ensure discipline during the training and code of conduct of the training	10	
	x. Strategy for award of certification	10	
5.	Proposed trainers (Lead bidder or any bidder in case of consortium (Form B6))		75
	i. Qualification and Relevant Experience in IC Design & Verification training of proposed trainers (Please attach CVs, signed by the respective proposed trainers, with Form B6)	50	
	ii. Roles and Responsibilities of the proposed trainers	25	
6.	Proposed Curriculum (Lead bidder or any bidder in case of consortium (Form B7))		60
	i. Technical Component: Course name, its relevant topics to be covered in theory and hands on exercises to be covered in lab	50	
	ii. Soft Skills Component: Topic name, its relevant topics to be covered.	10	
	Total		450

14 FINANCIAL PROPOSALS

- 14.1 After the evaluation of Technical Proposals, the Company shall announce technical scores by publishing technical evaluation report on EPADs. Company shall notify Bidders who have secured minimum qualifying technical score, about the date, time and location for opening of Financial Proposals through EPADs, within the bid validity period. Bidder's attendance at the opening of Financial Proposals is optional. The opening date shall be set so as to allow interested Bidders sufficient time to make arrangements for attending the Financial Bid opening.
- 14.2 Bidders whose technical scores do not meet minimum qualifying criteria, will be informed accordingly and their Financial Proposal will be returned unopened to them, after signing of Agreement with Successful Bidder.
- 14.3 At the outset of the Financial Proposal Opening session, and before actual opening of Financial Proposal, technical score of qualified Bidders shall be read aloud.



- 14.4 A Financial Evaluation Committee shall evaluate the Financial Proposal. If any discrepancy arises between the "total" amount and the partial amount, the "total" amount shall prevail. If any discrepancy arises between "word" representation of amount and numerical representation of amount, then the word representation shall prevail. The prices of all activities and resources listed in the Technical Proposal shall be assumed to be included in the Financial Proposal, whether or not they are individually listed and priced in the Financial Proposal.
- 14.5 Quality and Cost Based Selection (QCBS) method will be used for evaluation of Proposal. The lowest evaluated Financial Proposal will be given the maximum financial score of 30 points.

15 COMBINED SCORE

- 15.1 Technical Score (St) shall be calculated as follows: (Technical score obtained by the Bidder/Total Technical score) x 80.
- 15.2 Financial Score (Sf) shall be calculated as follows: (Lowest Bidder's total cost/ Bidder's total cost) x 20.
- 15.3 Combined Score (Total Score) = St + Sf
- 15.4 All Bidders will be ranked based upon the combined technical and financial score.

16 AWARD OF AGREEMENT

After completion of evaluation, the Company shall award Agreement to the selected Bidder (highest ranked). After agreement signing with successful bidder, the Company shall return the unopened Financial Proposals of the un successful Bidders.

Please note that any stamp duty, registration fees, or any other charges or levies, wherever applicable, in relation to the execution, performance, or registration of this Agreement, shall be the sole responsibility of the Service Provider/Vendor/Supplier (successful Bidder) or any other party entering into this Agreement with Ignite. Ignite shall not be liable for any such costs or expenses.

17 CONFIDENTIALITY

The Company shall keep all information regarding the bid evaluation confidential until the announcement of the evaluation report under PPRA Rule no. 41 read with rule 35.

18 CONFLICT OF INTEREST

Without limitation on the generality of the foregoing, Bidder shall be considered to have a conflict of interest and their Proposal shall not be entertained and shall be rejected under any of the circumstances set forth below:

a. Conflicting assignments



- The Bidder (including its Personnel) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment to be executed for the same or for another Client.

b. Conflicting Relationships

- The Bidder (including its Personnel) or any of its affiliates that has a business or family relationship with a member of the Company Board, Management, or staff who is directly or indirectly involved in the preparation of Terms of Reference, selection process of third party evaluation services and/or supervision of the Agreement may not be awarded an Agreement unless conflict stemming from this relationship has been resolved in a manner acceptable to the Company Board throughout the selection process and the execution of the Agreement.
- The Bidder has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest, or that may reasonably be perceived as having this effect by notifying the Company in writing. Failure to disclose said situations may lead to disqualification of the Bidder or the termination of its Agreement.
- Current employees of the Company shall not work as and for the successful Bidder till the time they are employee of the Company.
- It is mandatory that all potential bidders are required to submit the Conflict of Interest Form (Annexure-B) of the RFP at the time of submission of proposal.

19 FRAUD AND CORRUPTION:

19.1. The Company requires the Bidder/s participating in provision of Service/s to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. In pursuance of this policy, Company defines, for the purpose of this paragraph, the terms set forth below as follows:

- a. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any employee of the Company in the selection process or in agreement execution;
- b. "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement;
- c. "Collusive practices" means a scheme or arrangement between two or more Bidders with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels, etc.;
- d. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of an agreement.



- 19.2. The Company will reject a Proposal for award if it determines that the Bidder recommended for award has directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the agreement to be executed pursuant to RFP. The Company may also impose penalties on the Bidder, declaring it ineligible, either indefinitely or for a stated period of time, for Company funding, if at any time it determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Company funded project.
- 19.3. The Company will have the right to inspect the bidding firm's accounts and records and other documents relating to the submission of Proposals and agreement performance, and have them audited by auditors appointed by the Company.

20 CLARIFICATION REQUEST/AMENDMENT

- 20.1. The Bidder can request a clarification in the RFP document up to the date indicated in the RFP document. Any request for clarification must be sent in writing, or by standard electronic means to the Company's e-mail address indicated in the RFP document. The Company will respond in writing or by standard electronic means as mentioned in the table of activities and will place responses on the Company's website under FAQ's for understanding of all potential Bidders.
- 20.2. At any time before the submission of Proposals, the Company may amend the RFP document by issuing an addendum in writing or by standard electronic means. The addendum shall be published in the local newspaper and uploaded at PPRA & Company web site, and revised RFP document will be uploaded on Company's and PPRA web site.



PART B

TERMS OF REFERENCE



21 OVERVIEW

The global demand for skilled professionals in chip designing and semiconductors is growing rapidly, driven by advancements in AI, IoT and 5G technologies. Pakistan, despite its emerging tech talent, currently lacks specialized certifications and training programs to meet the industry's global standards. This gap hinders the country's potential to compete in high-value tech sectors and prevents Pakistani professionals from accessing lucrative opportunities in the global semiconductor industry. Establishing certification programs in chip designing and semiconductors is essential to align local talent with international standards, bridging the skill gap and enabling Pakistan to contribute meaningfully to the global supply chain.

To address this need, a targeted training initiative for up to 50 individuals is critical at this point. By equipping trainees with industry-relevant skills in analogue, digital & mix-signal design and verification of integrated circuits they can be prepared to secure employment in semiconductor industry. The program would offer hands-on experience with cutting-edge tools and techniques, ensuring that participants are job-ready and capable of contributing effectively to the semiconductor industry. This initiative would not only create immediate employment opportunities but also lay the groundwork for a skilled workforce that can attract foreign investment and bolster Pakistan's position in the global technology landscape.

22 OBJECTIVES OF THE CERTIFICATION PROGRAM

- 22.1. Equip 30 to 50 individuals with specialized skills in chip designing to meet industry demands.
- 22.2. Build a talent pool that can support the development of a robust semiconductor industry in Pakistan, laying the groundwork for future advancements.
- 22.3. Reduce dependency on foreign expertise by developing in-house talent capable of contributing to high-value technology sectors.
- 22.4. Encourage engineering graduates/final year students of engineering discipline to engage in research and development, driving innovation in chip design and semiconductor technologies within Pakistan.
- 22.5. Address the current shortage of chip design professionals in Pakistan, meeting the requirements of both local and international semiconductor industries.
- 22.6. Prepare trainees for job opportunities in the global and local semiconductor industry by aligning their skills with international standards.

23 TERMS OF REFERENCE

The Successful bidder is expected to provide, inter alia, the following services: -

23.1 AVAILABILITY OF FACILITY FOR TRAINING

The successful bidder will propose a suitable training location within the premises of Islamabad. The proposed location should be equipped with all allied facilities for class room & lab trainings. The location should be easily accessible by public transport and preferably within the municipal limits of the Islamabad.



23.2 OUTREACH AND COMMUNICATION

The successful bidder is required to devise and ensure a comprehensive outreach & communication strategy to tap and lure key talent in the semiconductor field across from Pakistan. The outreach & communication strategy should be covered through various media channels like printed media /electronic media/social media etc.

23.3 SELECTION OF TRAINEES

The successful bidder is required to devise a comprehensive strategy for selection of trainees without any geographical & gender discrimination. For this purpose, the bidder is required to conduct an entry test and interview to measure and evaluate the essential skills and abilities of the potential trainees for successfully completing the certification. Proposed basic eligibility criteria of the trainees to apply for training is below:

- a) Engineering Graduates of year 2024 in Electrical/Electronics/Telecom/Mechatronics/ Computer Engineering or similar disciplines from HEC recognized university.
- b) Students of Electrical/Electronics/Telecom/Mechatronics/Computer Engineering, graduating in year 2025 from HEC recognized university.

23.4 DURATION OF THE TRAINING

The training program should have a maximum duration of ten months, with at least 90% dedicated to the technical component and 10% allocated to the soft skills component. The successful bidder is required to propose a comprehensive strategy with justification to complete the training in 10 months for both technical & soft skill components. The duration should not be less than or more than 10 months.

23.5 BIFURCATION OF COURSE WORK, LAB WORK AND SOFT SKILL COMPONENT

The successful bidder must ensure that at least 50% of the technical component of the training should comprise of hands-on training in lab. The lab should be equipped with all computing facilities, Industry Stands Cadence Tool Suite, tape out facility etc. Each and every topic covered in the theory should be exercised hands-on, step-by-step training in the lab. There should be at least one lab engineer to be designated to assist and monitor 15 to 20 trainees in the lab. The remaining 50% of the technical training component should comprise class work, covering exercise(s) for each topic covered.

The soft skill component of the training is required to equip trainees to interact effectively with colleagues, customers and employers, enhancing their employability and enabling them to excel in professional settings. The soft skill component should focus on critical industry-relevant skills, including communication, professional etiquette, problem solving & critical thinking, time management, cultural awareness & sensitivity, adaptability & flexibility and leadership skills.

23.6 PERFORMANCE ASSESSMENT OF TRAINEES

The successful bidder is required to devise a strategy for continuous performance assessment of the trainees in class and lab i.e. for both technical (theoretical and practical learnings) component and soft skills component. The performance can be assessed through quizzes/assignments/exercises and lab work/exercises and/or any other measures as proposed by the successful bidder. Connectivity of trainees with existing LMS of the successful bidder for assessment of performance will be a plus.



Furthermore, the successful bidder is required to include performance improvement methodology for those trainees who are not meeting the minimum performance assessment criteria. The performance assessment criteria, methodology and implementation are required to be developed by the potential Implementation Partner.

23.7 AWARD OF CERTIFICATION

The successful bidder is required to define award of certification criteria based on the performance of the trainees. The certification should only be awarded to successful trainees as per performance evaluation criteria proposed by the successful bidder.

23.8 DISCIPLINARY REQUIREMENTS

- a. The minimum attendance of the trainees should not be less than 80%, both for technical (course work and lab work) & soft skills components of the training.
- b. Punctuality should be observed for both technical (classroom & lab trainings) & soft skill components of the training.
- c. The successful bidder will ensure class & lab discipline and follow the code of conduct of the training.

23.9 TRAINERS' ELIGIBILITY CRITERIA

The trainers for technical component (class work & labs) of the training must be Masters in Integrated Circuit Design (MS/MPhil in ICD or MS in Electrical/Electronic with specialization in IC Design) or equivalent or above with ample experience of training in semiconductors/chip designing and tape out process.

The Lab Engineers conducting the labs must have a MS Degree in ICD or Electrical/Electronic Engineering with specialization in IC Design and minimum of 1 year of hands-on industrial experience in area related to IC Design.

The trainers for soft skill component should have Bachelors/Masters or equivalent or above with ample experience of providing soft skills training in areas like communication, professional etiquette, problem solving & critical thinking, time management, cultural awareness & sensitivity, adaptability & flexibility and leadership skills.

23.10 SIGNING OF UNDERTAKING FROM TRAINEES

The successful bidder is required to take an undertaking on behalf of the Company from trainees for completion of the training. The successful bidder is required to submit sample undertaking in its technical proposal.

23.11 PROVISION OF CURRICULUM

The potential bidders are required to submit detailed curriculum for both technical (course work & lab work with custom IC design project and tape out process) and soft skills component in relevant form, attached to this RFP document. Ideally, the curriculum should cover but not limited to the following subjects of both technical & soft skills components of the training:



23.11.1 TECHNICAL COMPONENT

The curriculum regarding technical component should cover both classwork and lab work of following subjects:

- i. Analog Integrated Circuits Design
- ii. Digital Integrated Circuits Design
- iii. RTL & VLSI Physical Backend
- iv. Mixed Signal IC Design
- v. SoC Signal Integrity & Packaging
- vi. Micro Architecture & AI
- vii. VLSI Design Verification

The bidder must provide details about the custom IC design projects assigned to trainees, including the tapeout process and the associated timelines. Furthermore, the bidder is required to share information on chip testing and technical writing to be completed after receiving the chip from the tapeout.

23.11.2 SOFT SKILLS COMPONENT

The soft skills component should include following topics:

- i. Effective Communication
- ii. Professional Etiquette
- iii. Problem Solving & Critical Thinking
- iv. Cultural Awareness & Sensitivity
- v. Adaptability & Flexibility
- vi. Leadership Skills

23.12 STIPEND

To cover the boarding/lodging/transportation expenses of trainees, the Company will provide a stipend of Rs. 25,000 per trainee, enrolled in the training program. The stipend will be disbursed in a lump sum to the successful bidder, who will then distribute it to the trainees with due diligence.

24 KEY PERFORMANCE INDICATORS OF TRAINING PROGRAM

The successful bidder is required to meet the following Key Performance Indicators (KPIs):

- i. Achieve outreach targets across all four provinces, the federal capital, Azad Jammu & Kashmir (AJ&K) and Gilgit-Baltistan (GB).
- ii. Secure a total of minimum 1,500 applications from potential trainees.
- iii. Ensure an enrollment target of 30 to 50 trainees for training program as finalized at the time of award of contract.
- iv. Ensure a success rate of at least 80% for successful completion by trainees.
- v. Ensure a minimum attendance rate of 80% in both technical & soft skills components.



25 IPR

The Company will own IP rights created by the successful bidder arising out of this training program. However, neither the Company nor the bidder will have any rights to IP developed by any trainee during their time in the 10 months training duration.

26 PAYMENT PLAN

Company will be responsible for the funding of Infrastructure and Operational expenditures as per the Agreement within approved budget. Regular monitoring will also be within the ambit of Company as per its inherent mandate. The successful bidder shall submit invoices to Company as per agreed disbursement plan to be signed at the time of award of contract to the successful bidder. These invoices should also include the stipend amount of Rs. 25,000 per trainee enrolled (30 to 50) trainees for 10 months. These invoices will be verified by the Company within 30 calendar days. Payment will be made within 30 calendar days after acceptance of deliverables submitted by the successful bidder. In case of variance, the undisputed amount shall be recommended to finance for payment.

There shall be no expenditure incurred beyond the approved disbursement plan. However, in exceptional circumstances, for any expense beyond the approved payment plan, the Board will be the final authority to approve such payments or otherwise.

27 GOVERNANCE STRUCTURE

Regular monitoring of the training will be done by the Company through its representatives or resident quality monitors appointed by the Company.



PART C

FORMS TO BE SUBMITTED WITH PROPOSAL



Technical Proposal - Standard Forms

Form B1. Technical Proposal Submission Form

Form B2. Profile (Only Lead Bidder)

Form B3: Facility Requirement (Lead bidder or any bidder in case of consortium/JV)

Form B4: Relevant Experience (Lead bidder or any bidder in case of consortium/JV)

Form B5: Proposed Methodology & Project Management (Lead bidder or any bidder in case of consortium/JV)

Form B6: Proposed Trainers (Lead bidder or any bidder in case of consortium/JV)

Form B7: Proposed Curriculum (Lead bidder or any bidder in case of consortium/JV)

Form B8: Roles and Responsibilities of Consortium/JV Partners/Partnership etc.

Form B9: Code of Conduct of the Training and Sample Undertaking for signing of Bond from Trainees.



B1. TECHNICAL PROPOSAL SUBMISSION FORM (TO BE SUBMITTED ON BIDDER'S LETTER HEAD)

[Location, Date]

To:

Manager Procurement

Ignite – National Technology Fund
3rd Floor, TF Complex, 7 Mauve Area, G-9/4
Islamabad, Pakistan
Tel: +92-51- 910 7441 - 46
Cell:+92-306-199-1234
Fax: +92-51- 910 7447
Email: procurement@ignite.org.pk

Sir,

We, the undersigned, offer to provide the services to rollout the project titled "Provision of Services for Training in Integrated Circuit Design & Verification" in accordance with your Request for Proposal dated [ADVERTISEMENT DATE]. We are hereby submitting our Proposal, which includes this Technical Proposal and Financial Proposal sealed under a separate envelope.

Our Technical Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, which is 180 calendar days from the date of advertisement.

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Email:



B2. PROFILE OF LEAD BIDDER

S #	Criteria	
1	<p>Profile of the lead bidder:</p> <ul style="list-style-type: none">i. Registered age of Company (in years) - Duly verified from certificate of incorporation or equivalent.ii. Names of Managers/ Owners/ CEO/ Directors/ Partners	
2	<ul style="list-style-type: none">i. Location of agency office/sub officeii. Number of branches and their contact numbers.iii. Total number of employees at different branches.	
3	<p>Financial Position</p> <ul style="list-style-type: none">i. Name of Banksii. Certificate of Financial position (to be Issued by relevant Bank)iii. Copy of audited Annual Accounts (of last 3 years)iv. Tax Registration (NTN/STN/FTN)	



B3: Facility Requirements

Location:

a. Proposed Location:
Address:
Pictures of the proposed location (Classrooms & Labs)
Distance (in ~KMs) from nearest public transport station: Distance (in ~ KMs) from nearest commercial/residential area:
b. Number of classrooms and number of labs to accommodate 50 trainees.
c. List of computing facilities, Industry Stands Cadence Tool Suite and other hardware/software/allied facilities in the lab necessary for the training and performing hands-on, step by step exercises including tapeout. Please justify how these facilities will be enough to train up to 50 trainees with custom IC design project and chip testing.



B4: Relevant Experience

B4-1 (Experience of conducting similar set of programs/trainings in ICD domain)

#	Name of the program/trainings	Program/Training duration	Program/Training Start date	Program/Training End date

(Add rows in form where necessary)



B4: Relevant Experience

B4-2 (Number of trainees successfully graduated from similar set of programs/trainings in ICD domain within Pakistan)

#	Name of the program/trainings	Program/Training duration	Program/Training Start date	Program/Training End date	Number of trainees enrolled	Number of trainees graduated

(Add rows in form where necessary)



B4: Relevant Experience

B4-3 (Number of trainees successfully graduated from similar set of programs/trainings in ICD domain outside Pakistan)

#	Name of the program/trainings	Program/Training duration	Program/Training Start date	Program/Training End date	Number of trainees enrolled	Number of trainees graduated

(Add rows in form where necessary)



B4: Relevant Experience

B4-4 (Number of trainees successfully secured jobs after completing the program/training in ICD domain)

#	Name of the program/trainings	Program/Training duration	Program/Training Start date	Program/Training End date	Number of trainees enrolled	Number of trainees graduated	Number of trainees secured jobs ¹

(Add rows in form where necessary)

Important Note:

1. Please attach list of trainees with their names and contact numbers to this form who secured jobs OR furnish an undertaking on university letterhead that x number of trainees secured jobs after completing the respective trainings. This is mandatory. Only documented evidence



B4: Relevant Experience

B4-5 (Number of IC Design Projects successfully completed through tapeout. One chip can obtain multiple academic/research projects)

#	Name of the program/trainings	Program/Training duration	Program/Training Start date	Program/Training End date	Project Name	Focal Person Name of the Project	Focal Person Contact Number

(Add rows in form where necessary)



B5: Proposed Methodology

The proposed methodology to implement the training program should include but not limited to the followings:

- i. Detailed project plan with Gantt Chart
- ii. Outreach and Communication Strategy
- iii. Strategy for selection of the trainees
- iv. Strategy to accommodate 50 trainees in classes/labs to complete the training in 10 months.
- v. Training Delivery Strategy for both technical (classrooms & labs) and soft skills component including number of trainers to be engaged during the training.
- vi. Tapeout process and chip testing & technical writing process
- vii. Performance Assessment Strategy of Trainees including Performance Assessment through LMS
- viii. Performance Improvement Strategy of Trainees
- ix. Strategy to ensure discipline during the training and code of conduct of the training
- x. Strategy for award of certification



B6. –Proposed Trainers

#	Trainer Name	Please define role as: “Course work Trainer” or “Lab Trainer” or “Soft Skills Trainer”	Qualifications (From Undergraduate to latest highest degree)	Experience in IC Design & Verification (In Years only e.g., 2, 3, 1, 5 etc.)	Responsibilities in this training program.	CV Attached (Yes or No)

(Add rows in form where necessary)

Note: CV signed by respective trainer is mandatory for scoring.



B7: Proposed Curriculum including details about IC Design Project for tapeout and chip testing and technical writing.

B7-1 Technical Component:

#	Course Name	Relevant Topics to be covered in theory	Labs & Hands on Exercises to be covered in lab

(Add rows in form where necessary)



B7-2: Soft Skills Component:

#	Topic Name	Relevant Sub-Topics to be covered	Brief Description

(Add rows in form where necessary)



B8. Roles and Responsibilities of Consortium/JV Partners/Partnership etc.

Applying As:

<input type="checkbox"/> Separate Legal Entity	<input type="checkbox"/> Consortium (Please attach relevant document)
<input type="checkbox"/> Joint Venture (Please attach relevant document)	<input type="checkbox"/> Partnership (Please attach relevant document)
<input type="checkbox"/> Other (Please specify & attach relevant document)	

Lead Partner Organization Details:

Name of Lead Partner:
Focal Person Name:
Contact Details (Telephone, Email and Postal Address)

Other Partner’s Organization Details:

Partner 1:

Name of Partner:
Focal Person Name:
Contact Detail (Telephone, Email and Postal Address):
Roles and Responsibilities in the Project:

Partner 2:

Name of Partner:
Focal Person Name:
Contact Detail (Telephone, Email and Postal Address):
Roles and Responsibilities in the Project:



Partner 3:

Name of Partner:
Focal Person Name:
Contact Detail (Telephone, Email and Postal Address):
Roles and Responsibilities in the Project:

In case of more than three partners you may add further sheets.

Note: *Please attach consent letter of each partner clearly specifying its roles and responsibilities in the project. Letter should be issued by the competent authority of the partner organization. Letter should be signed and attested.*



B9. Code of Conduct of the Training and Sample Undertaking for signing of Bond from Trainees.



Financial Proposal - Standard Forms

Form C1. Financial Proposal submission form

Form C2. Summary of costs



C1. – FINANCIAL PROPOSAL SUBMISSION FORM (ON BIDDER’S LETTER HEAD)

[Location, Date]

To:

Manager Procurement
IGNITE – National Technology Fund
3rd Floor, TF Complex, 7 Mauve Area, G-9/4,
Islamabad, Pakistan

Tel: +92-51- 910 7441 - 46

Cell:+92-306-199-1234

Fax: +92-51- 910 7447

Email: procurement@ignite.org.pk

Sir,

We, the undersigned, offer to provide services to rollout the project titled “Provision of Services for Training in Integrated Circuit Design & Verification” in accordance with your Request for Proposal dated [ADVERTISEMENT DATE] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of all the local taxes, duties, fees, levies and other charges applicable on our company, our sub-contractors and collaborations under the Pakistani law.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, which is 180 calendar days from the date of advertisement.

Though included in the above mentioned fee, Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:
Email:



C2. – SUMMARY OF COSTS

Particulars	Amounts in PKR (Pak Rupees)		
	30 Trainees	40 Trainees	50 Trainees
A. Cost per trainee including stipend with IC Design & Verification with tapeout.			
<i>A1. Total Cost of 30, 40 & 50 Trainees.</i>			
B. Cost per trainee including stipend with IC Design & Verification with tapeout and fabrication.			
<i>B1. Total Cost of 30, 40 & 50 Trainees.</i>			

Note: All amounts mentioned above in Form C2 should be in PKR and **inclusive of all applicable taxes.**



28 ANNEXURE A

One Stage Two Envelope Procedure for Bidding

Public Procurement Rules 2004

Single stage - Two envelope procedure:

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) The envelopes shall be marked as “FINANCIAL PROPOSAL PROVISION OF SERVICES FOR TRAINING IN INTEGRATED CIRCUIT DESIGN & VERIFICATION” and “TECHNICAL PROPOSAL SELECTION OF IMPLEMENTATION PARTNER FOR TRAINING IN INTEGRATED CIRCUIT DESIGN & VERIFICATION” in bold and legible letters to avoid confusion;
- (iii) Initially, only the envelope marked “TECHNICAL PROPOSAL” “PROVISION OF SERVICES FOR TRAINING IN INTEGRATED CIRCUIT DESIGN & VERIFICATION” shall be opened;
- (iv) The envelope marked as “FINANCIAL PROPOSAL PROVISION OF SERVICES FOR TRAINING IN INTEGRATED CIRCUIT DESIGN & VERIFICATION” shall be retained in the custody of the procuring agency without being opened;
- (v) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which do not conform to the specified requirements;
- (vi) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (viii) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the **financial proposals of the technically accepted bids only**. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- (ix) The bid found to be the lowest evaluated bid shall be accepted.



29 ANNEXURE B

CONFLICT OF INTEREST - DISCLOSURE FORM

(To be printed on company's letterhead)

In compliance of the mandatory requirement mentioned in the RFP for 'Provision of Services for Training in Integrated Circuit Design & Verification' published by Ignite National Technology Fund (*hereinafter 'Ignite' and/or 'Company'*), I hereby confirm:

- I have no Conflict of Interest to disclose
- I have a potential Conflict of Interest to disclose and the details are mentioned hereunder:

Summary Information			
Date Raised:		Reference No.:	

Personal Information			
Name:		Title/Designation:	
Contact No.:		Company:	

Nature of Conflict	
Description:	

I hereby affirm that the above details/disclosure are true to the best of my knowledge, and no additional information/disclosure exists.

In case of any change to the above given information/disclosure, I will promptly notify the Company and complete a new conflict of interest disclosure form which describes the changes.

Signature: _____

Date:



30 ANNEXURE C

**DRAFT AGREEMENT FOR PROVISION OF SERVICES FOR TRAINING IN INTEGRATED CIRCUIT DESIGN
& VERIFICATION**

**DRAFT AGREEMENT FOR PROVISION OF SERVICES FOR TRAINING IN
INTEGRATED CIRCUIT DESIGN & VERIFICATION**

BETWEEN

Ignite - National Technology Fund

AND

[PARTY NAME]

Dated _____



Note – 1: Any stamp duty, registration fees, or any other charges or levies, wherever applicable, in relation to the execution, performance, or registration of this Agreement, shall be the sole responsibility of the Service Provider/Vendor/supplier (successful Bidder) or any other party entering into this Agreement with Ignite. Ignite shall not be liable for any such costs or expenses.

Draft– AGREEMENT FOR PROVISION OF SERVICES FOR TRAINING IN INTEGRATED CIRCUIT DESIGN & VERIFICATION

This Agreement for **“Provision of Services for Training in Integrated Circuit Design & Verification”** (the **“Agreement”**) is made at Islamabad on this **[Insert the date]** day of **[Insert Month]** 2025.

Between

Ignite- National Technology Fund, a company incorporated under section 42 of the repealed Companies Ordinance, 1984 (*now The Companies Act, 2017*), having its registered office at 3rd Floor, Telecom Foundation Complex, Mauve Area, G-9/4, Islamabad, Pakistan (hereinafter referred to as the **“Company”**, which expression shall where the context permits, mean and include its administrators, successors-in-interest and permitted assigns) of the First Part;

And

[Insert name of successful bidder], a company incorporated and existing under the laws of Pakistan, having its registered office at **[insert address]** (hereinafter referred to as the **“Service Provider”** which expression shall where the context permits, mean and include its administrators, successors-in-interest and permitted assigns) through its duly authorized representative namely **[insert Name & designation]** of the Service Provider, of the Second Part;

The Company and the Service Provider may hereinafter collectively be referred to as the **“Parties”** and individually as a **“Party”**.

RECITALS

WHEREAS

- A. The Company requires Services in relation to **Provide Services for Training in Integrated Circuit Design & Verification** as mentioned in TOR’s of RFP.
- B. The Service Provider agrees to provide Services in relation to Training in Integrated Circuit Design & Verification as per the terms described in the RFP which is attached herewith as **Annexure A.**
- C. All Services and duties, incidental or necessary thereto, shall be conducted and performed diligently and completely and in accordance with professional standards of conduct.



- D. Against the provision of satisfactory and acceptable Services, the Service Provider shall receive agreed compensation as provided in the “**Payment Plan**” attached herewith as **Annexure-B**.

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth and for other good and valuable consideration the adequacy of which is hereby acknowledged by the Parties and the mutual benefits to be derived therefrom, the representations and warranties, covenants, conditions and promises contained herein below and intending to be legally bound, the Parties agree as follows:

1 **DEFINITIONS AND INTERPRETATIONS**

The Following words and expressions shall have the meaning defined hereunder:

- 1.1 **“AGREEMENT DOCUMENTS”** means the documents listed in **Article 5** of this Agreement.
- 1.2 **“APPROVED”** or **“APPROVAL”** means approved in writing by the Company and/or the Service Provider.
- 1.3 **“DAY”** means calendar day of the Gregorian calendar.
- 1.4 **“DELIVERABLES”** means the deliverables specified whether in draft or final form to be provided by the Service Provider as provided in the RFP under the heading **“Scope of Work/Terms of Reference”** therein attached herewith as **Annexure-A**.
- 1.5 **“INTELLECTUAL PROPERTY RIGHTS”** means rights in intellectual property arising from the Scope of Work, deliverables, reports, or work related to the Project provided by the Service Provider.
- 1.6 **“Project”** means Provision of Services for Training in Integrated Circuit Design & Verification.
- 1.7 **“REQUEST FOR PROPOSAL”** or **“RFP”** means the request for proposal titled **[Insert Title Of RFP]** issued dated **[Insert Date]** by the Company for the purposes of this Agreement.
- 1.8 **“SERVICES”** means the services to be performed by the Service Provider for the successful completion of the assigned tasks as specifically mentioned in the RFP in Part B (Terms of Reference) and attached herewith as **Annexure A**.
- 1.9 **“SINGULAR AND PLURAL”** Words importing singular include the plural and vice versa and words importing masculine gender include the feminine gender.
- 1.10 **“Trainee or Trainees”** means the participants selected and enrolled for training in any language/course of the Provision of Services for Training in Integrated Circuit Design & Verification

2 **OBLIGATIONS OF THE COMPANY:**

- 2.1 The Company shall provide such information for the Term of this Agreement as may be required by the Service Provider as far as reasonably practicable and without liability on the part of the Company.



3 OBLIGATIONS OF THE SERVICE PROVIDER

- 3.1** The Service Provider shall conform with and abide by the provisions of all federal, provincial and local laws, rules and regulations and any other laws for the time being in force in Pakistan including all regulations or by-laws of any local or other duly constituted authority within Pakistan which may be applicable to the performance of the Agreement and the rules and regulations of public bodies and companies whose property or rights are affected or may be affected in any way by the works (hereinafter referred to as “state laws”) and shall give all notices and pay all fines required to be given or paid thereby and shall keep the Company indemnified against all penalties of every kind for breach of any of the same.
- 3.2** The Service Provider shall submit invoice as per the Payment Schedule, mentioned in the RFP. The Company after verification shall pay to the Service Provider the amount stated in the invoice within fifteen (15) working days of the receipt of the invoice. In the event of any discrepancy in the invoice submitted by the Service Provider, the Company shall be authorized to reject the invoice submitted by the Service Provider. The Company as of right shall then instruct the Service Provider to rectify the same and the Service Provider shall within 14 days correct the invoice and submit the same to the Company. All payments to be made to the Service Provider shall be subject to applicable tax and other deductions in accordance with laws of Pakistan.
- 3.3** The Service Provider shall remain responsible for execution of the work as mentioned in Annexure A.
- 3.4** The Service Provider shall maintain detailed records of all acts, content etc. done in relation to the performance of this Agreement and, at the Company's request, shall either make all such records available for inspection or shall provide the Company with true and accurate copies thereof.
- 3.5** The Service Provider shall appoint a dedicated professional team along with a focal person, having relevant experience and specialized qualification for the performance of this Agreement;
- 3.6** The Service Provider shall perform and deliver the Deliverables listed within Annexure A with care, skill, diligence, honesty and integrity and with generally accepted standards of good practice and prudence.
- 3.7** The Service Provider shall complete and deliver all Deliverables and perform all its obligations under this Agreement within the time stipulated in this Agreement.
- 3.8** The Service Provider shall fully comply with any representations, warranties and undertakings provided in the Agreement Documents relating to the quality and contents of the Deliverables.
- 3.9** The Service Provider shall use its reasonable endeavors for the successful and timely completion of the activities, tasks or deliverables which are not quantified or for which no measurable indices are given in the Agreement Documents.
- 3.10** The Service Provider shall comply with all applicable laws, as they exist in Pakistan from time to time, including safety and security standards applicable to the activities and tasks covered under this Agreement.



3.11 The Service Provider shall apply for, obtain and maintain at all times all permissions, consents, licenses, leases, approvals, authorizations and the like required from any private or public sector entity for performance of its obligations under this Agreement.

4 PRIMARY CONTACTS

The Parties shall appoint one (1) individual within their organizations to serve as the primary contact between each other in order to receive or provide any requisite assistance or support.

[Please insert details including name contact No. email etc. of the Primary Contact of Ignite]

[Please insert details including name contact No. email etc. of the Primary Contact of Service Provider].

5 AGREEMENT DOCUMENTS

The Recitals to the Agreement and the following documents, form an integral part of this Agreement. In case of any conflict between the terms of these documents and provisions of this Agreement, such conflict shall be resolved with reference to the provisions of this Agreement:

- i) The Agreement;
- ii) **Annexure-A** i.e., the RFP;
- iii) **Annexure-B** i.e., the Payment Schedule;
- iv) **Annexure-C** i.e., the Deliverables; and
- v) Subsequent Amendments, if any.

6 EFFECTIVE DATE OF AGREEMENT

This Agreement shall become effective from [xxxx] and shall remain valid until [xxxx] (“**Term**”) unless terminated earlier in accordance with the terms of this Agreement. The Agreement can be extended for another Term after the expiry date on the terms and conditions mutually agreed upon between the Parties subject to the Company giving ten (10) days advance notice to the Service Provider to that effect.

Regardless of any provision in this Agreement, if the Project is not completed within the stipulated Term, the Agreement shall automatically extend beyond the Term's expiry date. The Service Provider will be obligated to continue providing Services under the same terms and conditions outlined in Annexure-A. This extension shall be formally approved in writing by both Parties, specifying the duration, referred to as the “**Extended Term**”.

7 CONFIDENTIALITY

7.1 The Parties shall not disclose the Agreement, or any provision thereof, or any specification, plan, drawing, sample or information furnished by or on behalf of either Party in connection therewith, to any person other than a person employed



by either Party in performance of the Agreement. Disclosure to any such employed person shall be made in confidence and shall only extend as far as may be necessary for purposes of such performance.

7.2 Either party shall not, without mutual consent, make use of any documents or information except for purposes of performing the Agreement. Upon becoming aware of any loss, unauthorized use or disclosure of the Company's information, the Service Provider shall immediately notify the Company of such loss, unauthorized use or disclosure and indemnify the Company for the same.

7.3 Both Parties agree that, regardless of the expiration or termination of the Agreement for any reason, the provisions concerning Confidentiality shall remain in effect for five (5) years after the Agreement's expiry or termination or unless the Parties agree otherwise to discontinue its effect.

8 INTELLECTUAL PROPERTY

The Service Provider hereby acknowledges and agrees that any and all intellectual property rights generated as a result of the performance of Services under this Agreement, including the Scope of Work provided in this RFP, shall be the absolute property of the Company.

9 TAXES AND DUTIES

The Service Provider shall fully comply with all applicable tax laws in Pakistan, including rules, regulations and other requirements. The Company is authorized to deduct, at the source, any withholding tax obligations as required by the prevailing tax laws of Pakistan.

10 ASSIGNMENT AND SUB-CONTRACT

The Service Provider shall not alter, assign, or subcontract any part of this Agreement without obtaining prior written consent from the Company. If such consent is granted, it shall not absolve the Service Provider of its obligations and liabilities under this Agreement. Furthermore, the Service Provider remains fully accountable for the actions, omissions, and performance of any subcontractors or assignees, as well as those of its own agents, employees, and personnel.

11 PRICES AND PAYMENTS

11.1 The total price of the Agreement including taxes shall not be in excess of PKR [xxx] ***(Insert the amount in Words)***, inclusive of all applicable taxes.

11.2 The price of the Agreement set forth in Clause 11.1 above in this Agreement is firm and final till execution of this Agreement and receipt of entire Services by the Company in acceptable condition.

11.3 No variation is acceptable to the Company with the exception of any price adjustment authorized by the conditions of this Agreement.

11.4 Applicable taxes will be deducted when processing payments and deposited with



Federal Board Revenue (FBR).

12 TERMINATION

Termination for Default

12.1 The Company may, without prejudice to any other remedy for breach of Agreement, by written notice of default ("**Default Notice**") sent to the Service Provider, terminate this Agreement in whole or in part, if:

12.1.1 the Service Provider fails to deliver any or all of the services within the time period(s) specified in the Agreement or any extension thereof granted by the Company;

12.1.2 the Service Provider fails to perform any other obligation(s) under the Agreement;

12.1.3 the Service Provider, in either of the above circumstances does not cure its failure within a period of fifteen (15) days (or such longer period as the Company may authorize in writing) after receipt of the Default Notice from the Company.

13 TERMINATION FOR CONVENIENCE

The Company reserves the right to terminate the Agreement, in whole or in part, at any time for its convenience, provided that it provides thirty (30) days' prior written notice to the Service Provider or after payment of a proportionate fee, subject to the Service Provider's satisfactory performance as determined by the Company.

14 AMENDMENT

No alteration, waiver or change in any of the terms of this Agreement will be effective unless made in writing and duly executed by an authorized officer or representative of each of the Parties.

15 ENTIRE AGREEMENT

This Agreement together with the attached Annexes contains the entire terms and conditions and constitutes the entire Agreement between the Parties and cancels and supersedes any previous oral or written agreements, representations or arrangements, express or implied, by the Parties with respect to the subject matter of this Agreement.

16 INDEPENDENT CONTRACTORS

16.1 The Service Provider is and shall remain at all times an independent Contractor or and shall be fully responsible for its own acts or defaults (including those of its employees or agents).

16.2 The Service Provider, along with its employees, agents, or representatives, shall refrain from engaging in any activities that could reasonably lead any individual to believe that they are acting as employees, agents, or representatives of the



Company.

16.3 Nothing in this Agreement shall be deemed to constitute a partnership or other profit-sharing agreement between the Parties.

17 SURVIVAL

Certain clauses of this Agreement, including but not limited to Indemnification, Confidentiality, and Dispute Resolution, as well as any other clauses inherently intended to extend beyond the termination or expiry of this Agreement, shall remain in effect for a period of Ten (10) years following such termination or expiry.

18 INDEMNIFICATION

The Service Provider agrees to indemnify, defend, and hold harmless the Company and its officers, agents, and employees, from any claim, real or imaginary, brought against the Company or its officers, agents, or employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that the damage or injury results from proximate fault of the Company or its officers, agents, or employees.

19 DISPUTE RESOLUTION AND GOVERNING LAW

Any dispute, controversy or claim arising out of or in connection with this Agreement shall be initially resolved through negotiation by Parties. If dispute(s) remain unresolved for a period of 30 days, it shall then be settled by the sole arbitrator appointed by both the Parties as mutually agreed in accordance with the Arbitration Act 1940 and the rules made thereunder. The venue of the arbitration shall be Islamabad, Pakistan. The award made by the arbitration process shall be final and binding on the Parties and may be enforced in any court of competent jurisdiction. Each Party shall bear the arbitration cost own its own.

The validity of interpretation and construction of this Agreement and of each part hereof shall be governed by the Laws of Pakistan. Both Parties shall comply with all applicable laws of Pakistan.

20 FORCE MAJEURE

For the purposes of this Agreement “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under this Agreement impossible or so impractical as to be considered impossible under the circumstances.



The failure of either Party to fulfil any of its obligations under this Agreement shall not be considered to be breach of or default under this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Agreement and has informed the other Party as soon as possible about occurrence of such an event.

IN WITNESS WHEREOF, the Parties to this Agreement through their duly authorized representatives have executed this Agreement in two (2) counterparts and on the days and dates set forth above, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement as set forth herein.

Signed for & on behalf of the Company

Signed for & on behalf of the Service Provider

By: _____

By: _____

Title: Chief Executive Officer

Title: _____

CNIC: _____

CNIC: _____

Date: ____/____/2025

Date: ____/____/2025

Witness - 1

Witness - 1

Signature: _____

Signature: _____

Name: _____

Name: _____

Designation: _____

Designation: _____

CNIC: _____

CNIC: _____

Witness - 2

Witness - 2

Signature: _____

Signature: _____

Name: _____

Name: _____

Designation: _____

Designation: _____

CNIC: _____



CNIC: _____

Note--2: This Agreement is a Draft Agreement subject to change in terms and conditions upon negotiation with the successful bidder during the award of the agreement. The bidders should only follow the terms of reference and instructions given in this RFP document for submission of their bids.