

Expression of Interest (Eoi)

for

PERFORMANCE ASSESSMENT OF IGNITE – NATIONAL TECHNOLOGY FUND

November 15, 2024

IGNITE/EOI - PAI/2024-25/0009/Proc

Pre-bid meeting: November 21, 2024 at **3:00 pm**
at National Incubation Center,
NITB Building, Plot, 24-B Street 6,
H – 9 Islamabad

Last submission date: **December 02, 2024 at 11:30 a.m.**

IGNITE-NATIONAL TECHNOLOGY FUND
MINISTRY OF INFORMATION TECHNOLOGY & TELECOMMUNICATION
GOVERNMENT OF PAKISTAN



Ministry of Information Technology
& Telecommunication

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1. Introduction to Ignite

Ignite – National Technology Fund is a public sector organization under the Ministry of Information Technology & Telecommunication, Pakistan, responsible for fostering innovation by supporting startups through its network of National incubation Centers (NICs), research and development projects, and technology-driven initiatives. Ignite focuses on promoting indigenous technologies, creating employment through entrepreneurship, and solving local problems with technological solutions. For more details please visit www.ignite.org.pk

2. Instructions for Eoi

- 2.1 The electronic EOI document, containing detailed requirements, terms and conditions is available on e-Pak Acquisition and Disposal System (EPADS) at (<https://eprocure.gov.pk>), PPRA (www.ppra.org.pk) and Ignite (<https://ignite.org.pk>) websites.
- 2.2 The Electronic EOI shall only be submitted through EPADS on or before on 02 Dec 2024 at 1100 hours PST. Manual bids shall not be accepted. The electronic EOI shall be opened on the same day through EPADS at 1130 hours PST.
- 2.3 In terms of Rule 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is constituted for subject consultancy. Notification of said GRC is provided on Ignite website (<https://ignite.org.pk>) and on EPADS at (<https://eprocure.gov.pk>).
- 2.4 The Consultancy Firm(s) firm should possess proven qualification for technical as well as financial expertise in the domain. Details of the qualification and experience should be provided in the EOI.
- 2.5 The Consultancy Firm(s) will state the key considerations, the envisaged scope of work, development methodology and deliverables in its proposal against EOI for the following Objectives and ToRs, and any additional warranted, envisaged for “Performance Assessment of Ignite-National Technology Fund” based on the requirements defined in the objective (available at www.ignite.org.pk) and the best international practices.
- 2.6 The Consultancy Firm(s) will be short-listed based on the ‘Evaluation Criteria’ comprising Qualification, Experience as mentioned in section 4.
- 2.7 The Request for Proposals (RFP) will only be shared with the short-listed Consultant(s)/ Consultancy Firm(s) at later stage

3. Objectives of the Assessment

The primary objective of this performance assessment is to evaluate the efficiency, effectiveness, and impact of Ignite’s operations and initiatives over the last five years (FY 2019-20 to FY 2023-24). The assessment will specifically examine:

- 3.1 How effectively Ignite has contributed to the growth of the technology and startup ecosystem in Pakistan.
- 3.2 The efficiency of Ignite’s funding programs, including grant distribution, monitoring, and outcomes.
- 3.3 The governance and transparency of processes and resource allocation.
- 3.4 The overall impact of Ignite’s funded projects on innovation, entrepreneurship, and socio-economic development.
- 3.5 Identification of areas for organizational improvement and better alignment with national innovation and technology goals.
- 3.6 The operations (including HR, financial allocations, technology adoption, etc.) to identify key areas hindering Ignite in achieving its objectives (if any) and develop an organizational transformation plan.
- 3.7 Propose future roadmap for Ignite in light of the growth targets set by its Board of Directors and the Government of Pakistan.

4. Evaluation Criteria

The evaluation shall be carried out keeping in view the following criteria:

Sr#	Description	Max. Score	Marks Allocation
1	Firm’s Experience and Profile	40	<p>The firm’s experience in management consulting and strategic performance evaluations. (1 mark for each year of experience, max 10 marks) 10</p> <p>Projects completed similar to the scope of this RFP (2 mark per project, max 20 marks). 20</p> <p>Demonstrated experience working with public sector organizations or 10</p>



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			IT/ITeS companies or startups. (2 mark per project, max 10 marks).	
2	Financial Position (Audited annual report of last 3 years to be provided)	20	Annual turnover 100+ mil Annual turnover 50 – 100 mil Annual turnover 30 - 50 mil Annual turnover below 30 mil	20 15 10 5
3	Project Methodology and Work Plan	40	Detailed work plan and methodology for conducting the performance assessment of Ignite. Marks based on the clarity, feasibility, and logical sequencing of the proposed activities. Project work Plan & Methodology (max 20 marks) WBS with timelines (max 20 marks)	40
G. Total		100		

(Appropriate verifiable documents to be attached as evidence)

Profile of the firm and any other document which the applicant deems appropriate to support its proposal for qualification shall be attached with the proposal. A firm must obtain a minimum of **70** marks to be shortlisted.



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5. Point of Contact:

Title/Position:	Manager Procurement
Telephone:	+92-51-910 7441-6 Ext. 135
Cell:	+92-306-199-1234
Facsimile:	+92-51-910-7447
Email address:	procurement@ignite.org.pk
Official Postal address:	Ignite 3rd Floor, TF Complex, 7 Mauve Area, G-9/4 Islamabad, Pakistan.

6. Mandatory Eligibility Criteria:

#	Mandatory Eligibility Criteria Checklist	Yes	No
1	Proof of Certificate of Incorporation or Registration or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
2	Proof of NTN Certificate (If Applicable, please check <input checked="" type="checkbox"/> , otherwise put a Cross <input checked="" type="checkbox"/> in the Mark Column)	<input type="checkbox"/>	<input type="checkbox"/>
3	Proof of Sales Tax Certificate with relevant revenue authority	<input type="checkbox"/>	<input type="checkbox"/>
4	Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Government, Semi-Government, Private, Autonomous body or any other international organization.	<input type="checkbox"/>	<input type="checkbox"/>
5	Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.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.	<input type="checkbox"/>	<input type="checkbox"/>
6	Bidders should submit their proposal on EPADs: https://eprocure.gov.pk Bids will not be accepted in hard form.		



7. Bid Submission and Opening Address

Manager Procurement

Ignite National Technology Fund
3rd Floor, TF Complex, 7 Mauve Area, G-9/4
Islamabad, Pakistan.