



Pak-Austria Fachhochschule: Institute of Applied Sciences & Technology, Haripur

KHYBER PAKHTUNKHWA

EXPRESSION OF INTEREST (EOI) for “Professional Services for Incubation Center @ Innovation Technology Park, PAF-IAST”

Submission of Proposals: Friday the July 30, 2021@ 12:00 noon

Opening of Proposals: Friday the July 30, 2021@ 12:30 pm

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Section 1. Expression of Interest (EOI)

Pak-Austria Fachhochschule: Institute of Applied Sciences & Technology (PAF-IAST), Mang – Hairpur is a public sector higher education institution established by the Government of Khyber Pakhtunkhwa with a slogan of “Skilling Pakistan” and focusing on applied sciences and technologies.

Expression of Interest

PAF-IAST is in process of establishing “**Incubator**” within the **Innovation Technology Park** on its campus to promote and encourage entrepreneurial eco-system.

PAF-IAST is inviting all the interested parties, registered with FBR and KPRA, to apply with their proposals for the “**Professional Services for Incubation Center @ Innovation Technology Park, PAF-IAST**” as a Service Provider while providing services of Intellectuals, advisors, groups, companies to facilitate entrepreneurial ecosystem and provide services to run day to day operations.

TERMS & CONDITIONS:

- The detailed requirement along with Terms of Reference covering description of the assignment, requirements pertaining to scope of intellectual and professional services, and criteria for short-listing, have been set forth in the Expression of Interest document which can be obtained from the Institute on Payment of Rs. 1,000/-Non-Refundable (Stationery Charges) in the form of Bank Draft/ Pay order in favor of Rector, PAF-IAST Haripur.
- In case of Tender Document is downloaded from website www.paf-iaast.edu.pk, the Proposal(s) should be submitted along with a Pay Order/ Demand Draft of Rs. 1,000/- (Stationery Charges). No proposal will be accepted without Tender Document fee.
- The Proposals should reach the office of Convener Procurement Committee PAF-IAST on or before **Friday the July 30, 2021 @ 12:00 noon**. Proposals will be opened on the same day at 12:30 pm, in the Conference Room, PAF-IAST. The Tender is being executed as per KPPRA Rule 25 “Expression of Interest (EOI)” and associated Rules under Chapter IV.
- The PAF-IAST reserves the right to accept or reject any or all Proposals as per KPPRA's rules.
- Errors and omissions, if any, shall be subject to rectification by the Institute.
- This advertisement is also available on PAF-IAST and KPPRA websites <http://www.paf-iaast.edu.pk/> & <http://www.kppra.gov.pk>.

Rector

Pak-Austria Fachhochschule: Institute of Applied Sciences & Technology (PAF-IAST), Mang – Haripur

Section 2. Introduction

Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology, Mang – Haripur has all the necessary ingredients to turn into an economically and socially viable center for academic and research excellence. The PAF-IAST is an institute of higher learning and research which has been established by the Government of Khyber Pakhtunkhwa in a record time of thirty 30 months (i.e. January 2018 the project PC-1 was approved and September 2020 the admissions were announced).

TECHNOLOGY INFRASTRUCTURE

The PAF-IAST campus high speed network is the only campus in Pakistan offering 40Gbps core network capacity, and the only university in Pakistan having deployed WiFi-6 which is compliant with 5G technology. The users are offered blanket Wi-Fi connectivity across the campus, even in the parking areas and open grounds as well. The campus is equipped with a hybrid (IP/TDM) Private Automated Branch Exchange (PABX) with an overall capacity of 5,000 extensions and currently operating with one PRI and eight (08) trunk lines.

The ultra-high speed connectivity is available to the Laboratories, and access to the High-Performance Computing nodes and GPU-Accelerated Computing (GAC) Clusters is available to the laboratories requiring these shared facilities. The internet connectivity is provided through Pakistan Education & Research Network (PERN) with dual-links, one being on optical fiber system and the other over wireless.

ACADEMIC PROGRAMS

Despite of the fact that it is a newly established institute, five (05) academic programs at undergraduate level have already commenced in areas like Electrical Engineering, Chemical Engineering, Software Engineering, Computer Science, and Biomedical Sciences during session Fall 2020; whereas another six (06) programs at undergraduate level, viz. Computer Systems Engineering, Materials Engineering, Artificial Intelligence, Data Science, Information Design, Bio-Technology, and Doctor of Pharmacy have been planned for Fall 2021. Moreover, at the post graduate level, PAF-IAST has introduced MS programs in Environmental, Process & Energy Engineering, Pharmaceutical Manufacturing Engineering, Embedded Systems and IoTs, Energy and Power Systems, Data Science, Bio-Technology, and Mineral Processing Engineering for Fall 2021 admissions.

RESEARCH CENTERS

Sino-Pak Center for Artificial Intelligence (SPCAI) – a research center which was approved in February 2020 by the Federal Government through Ministry of IT and Telecom under the ambit of Prime Minister’s Task Force on Knowledge Economy initiative, has commenced its functions and will be offering MS program in the field of Artificial Intelligence from Fall 2021. The SPCAI offers Ten (10) research laboratories comprising of most advanced technologies and equipment supporting various activities happening under the ambit of AI. The research focus areas of SPCAI cover i) Intelligent Biomedical Applications; ii) Smart City/ Urban Planning; iii) Smart Agriculture; iv) Applied Neural Interface; v) Computer Vision; vi) Intelligent

Field Robotics; vii) Deep Learning; viii) Intelligent System Design; ix) Internet of Things; and x) Intelligent Management Application for Natural Disaster.

In addition, PAF-IAST will be housing other Research Centers, namely i) Railway Engineering, ii) Agricultural Food Technologies, iii) Mineral Resource Engineering, for which necessary arrangements have been made. The proposed project of Nanotechnology Center will also be following the same model of SPCAI which has turned out as a success in a very short span of time.

HUMAN RESOURCE RESEARCH BASE

PAF-IAST is the only institute of higher learning in Pakistan having 100% PhD faculty members across its departments and programs. These faculty members are either foreign qualified at their highest degree and/ or have been trained abroad to contribute in running an institute at an international level. The teaching faculty are hired through a highly competitive process, involving active expert assessment by partner universities in Austria and China. For the implementation of the fachhochschule model of education, faculty members of the institute are trained at the partner universities in Austria and China, related to specific pedagogical and managerial skills. At present PAF-IAST possesses over Fifty (50) PhD qualified faculty members in its five (05) departments and two (02) research center(s) which are currently operational.

LABORATORY EQUIPMENT AND FACILITIES

PAF-IAST has acquired all the necessary scientific equipment based on most advanced technologies in its academic laboratories, meeting the requirements of the undergraduate programs as well as postgraduate programs to some extent. The laboratory facilities not only provide the access to advanced equipment but also conducive environment for the students and faculty to perform their scientific testing and characterization. All these laboratories are designed and equipped with purpose-built furniture as per the standards defined by Scientific Equipment & Furniture Association (SEFA) – an international organization established to meet the needs of lab designers and manufacturers of laboratory furniture.

INNOVATION TECHNOLOGY PARK

The PAF-IAST programs are closely integrated with a parallel program for the development of technology-driven enterprises. For the holistic achievement of the concept, it is necessary to dovetail the institute's educational infrastructure with a corresponding and compatible growth in the high-technology industry in tandem. To meet this critical need, PAF IAST has a comprehensive plan in place to build state-of-the-art, Innovation Technology Park (ITP) on its campus. The construction of a seven (07) storey technology tower of Innovation Technology Park is near completion with an overall space of around 80,000 sq ft, and will be operational soon. The ITP is envisaged to provide platform for the indigenous development of export-oriented technology solutions through incubation transforming inventions into innovations resulting in company spin-offs. PAF-IAST, ITP will work in tandem with the Technology Parks of our foreign collaborators, both in Austria and China.

Section 3. Objectives & Scope of Work

NAME OF ASSIGNMENT

Professional Services for Incubation Center @ Innovation Technology Park, PAF-IAST

ASSIGNMENT DURATION

Three (3) Years [2021 – 2024] Extendable with mutual agreement

DESCRIPTION OF ASSIGNMENT

Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology (PAF: IAST) is novel in its content and holistic in approach. Innovative Technology Park (ITP) at PAF-IAST, is suppose to be innovation transfer hub with business incubator. ITP will be part of the office of the Rector's, portfolio performing independently as corporate body. Whole concept of incubator is based on the slogan of "Skilling Pakistan" with a mandate to deliver skilled workforce of young educated technical professionals having hands on skillsets. As demand for skilled workforce is unprecedented over next few decades, PAF-IAST's initiative is to ensure sustainability complementing institute's mandate for capacity building. PAF-IAST is committed to mentor prepare produce workforce on international standards to fill in skill gaps as the strategic economic opportunity worth 100's of Billion dollars is on the horizon, no more a myth but a reality. Incubator will work in close proximity with all researchers, faculty, independent cost centers / centers of excellence to bridge the gap transforming respective inventions into innovations, bound to have socio-economic impact.

Incubator to be established at PAF-IAST is one of the forward-looking approaches addressing to a missing link. This initiative should also sustain a culture of innovation while evolving entrepreneurial ecosystem, pursuing indigenous capacity building.

OBJECTIVES

The main objective of this EOI is to seek interest of companies/ firms who can engage world class entities, groups, consultants to provide unique services, expertise having silicon valley, vision. Service providers will help devise roadmap for incubatees while grooming, potential entrepreneurs. Dedicated instruments and drivers should help transform passion into tangible innovation that is commercially viable. Services providers to provide enabling environment for the students and faculty performing their research work in a conducive and productive environment while incubatees deliver viable innovations beyond the expectations, having socio-economic impact.

SCOPE OF INTELLECTUAL AND PROFESSIONAL SERVICES

Scope of Work of a functional business incubator includes promotion of innovation driven entrepreneurial culture. Incubator to work alongside the PAF-IAST researchers, faculty, incubatees. Primarily mentoring incubatees transform their concepts to viable commercial tangible Innovation. Incubator expectations, services deliverables include but are not limited to;

1. Identification necessary arrangements for providing conducive environment
2. ITP to promote awareness campaign to increase participation of youth in start-ups
3. Startup Programs, to provide services and facilitation to the incubatees
4. Facilitate incubatees register their start-ups
5. Establish help support research partnerships locally and beyond geographical boundaries
6. Facilitate marketing of technology/ innovation
7. Mentor/ facilitate incubatees of financial business aspects/ instruments
8. Financial model for the operations of Incubation Center towards sustainability, along with a reference to international organization(s) having successfully implemented it.

The Company shall describe the necessary phases of mentoring at the incubator of the incubatees services to be provided within proposed program facilitation, other than created facilities leading to environment that should help evolve entrepreneurial eco-system other than special services available for the maintenance and operation at no additional cost to the Institute. Unless otherwise specified, services to start ups by facilitator(s) may include and is not limited to; bookkeeping, financial matters, business plan, sales pitch, company registration, IP registration etc.

Section 4. Guidelines for Proposal Submission

Interested companies/ firms/ associations are invited to submit their proposals in response to this Expression of Interest. The proposal should contain the information requested in the Returnable Forms as referred in Section 6, covering the scope of work and following aspects in order to meet the objectives as highlighted above.

- a. Company Profile along with Name, address, telephone, fax numbers and email address of authorized person.
- b. Financial strength during past three years (Regional and International).
- c. Current assignments and engagements at national, regional and global level(s).
- d. Complete details of experience of running Incubator(s) and/ or Technology or Science Park while offering intellectual and professional services, and the proposition specific to this EOI.
- e. List of major similar projects under-taken over the past 5 years, and the proposition(s) specific to this EOI (including identification of intellectual and professional services, execution plan, financial model with sustainability, and any other associated element critical for such assignments).
- f. Details on existing and proposed Quality Control procedures and Compliances list with International Standards (Quality Management, Operations, Project Management etc.) along with corresponding certification.
- g. Any value addition specific to this EOI in terms of bringing investment, long-term sustainability, active partnership with international bodies, etc.

Only short-listed companies will be considered for participation in the next stage(s) of the procurement / engagement process. The deadline for receipt of proposals and the address where the Proposals are to be delivered/ sent is referred in Section 1 above. Proposals received after the due date and time shall not be entertained.

Queries and questions may be addressed to following;

Office of; Professor of Practice
Pak-Austria Fachhochschule:
Institute of Applied Sciences & Technology
Mang – Haripur, Khyber Pakhtunkhwa
Off. Tel. +92 (995) 93-645115
Fax. +92 (995) 93-645117
Email: incubator@paf-iast.edu.pk

Section 5. Criteria for Short-listing

PRELIMINARY EXAMINATION CRITERIA

Proposals will be examined to determine whether they are complete and submitted in accordance with EOI requirements as per below criteria on a Yes / No basis:

- Appropriate signatures
- Power of Attorney
- Returnable Form duly filled, signed and stamped are provided

MINIMUM ELIGIBILITY CRITERIA

Eligibility will be evaluated on a Pass / Fail basis. If the Proposal is submitted as a Joint Venture, there should be no more than two (02) companies in the Joint Venture and each company should meet the minimum criteria, unless otherwise specified.

ELIGIBILITY			
S. #	Subject	Criteria	Reference Returnable Form(s)
1.	Company's Status	Participating as <input type="checkbox"/> Individual Company <input type="checkbox"/> JV/ Consortium	Form B: Joint Venture/ Consortium/ Association Information Form
2.	Legal Status	i. Company is a legally registered entity in Pakistan. ii. Company is registered with FBR for Income Tax and Sales Tax iii. Company is also registered with Khyber Pakhtunkhwa Revenue Authority (KPRA)	Form C: Company Information Form
3.	Partners' Consent	Company (Leading) possesses consent of Professionals/ Intellects/ Groups/ Entities/ Consultants/ Experts having Silicon Valley expertise for partnering on this Assignment.	Form C: Company Information Form
4.	Company in Operation	Company (Leading) is in operation for at least three (03) years Locally or Globally.	Form C: Company Information Form
5.	Financial Strength	Average annual turnover over last 03 years no less than Rs. 30 million (locally or Globally) <i>(For JV/ Consortium/ Association, all Parties cumulatively should meet requirement).</i>	Form C: Company Information Form
6.	Relevant Experience	Minimum No. of Projects of similar nature, value, and complexity: Two (02) projects <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form C: Company Information Form
7.	Customers' Satisfaction Certificate	Companies are required to submit Satisfaction Certificate towards the similar Professional Services extended to the Customers being referred.	Form D: Qualification Form

QUALIFICATION					
S. #	Attribute	Description	Max. Score	Criteria	Returnable Form(s)
Section – I & II: General Corporate & Business Profile			50		
8.	Company in Operation	Number of years Company is in operations as per Registration (locally / Globally)	6	3+ years	Form C: Company Information Form
			2	1 – 3 years	
9.	Company's Human Resource Strength	Number of full-time employees (documentary proof required)	5	10+ employees with at least 20% Professionals	Form C: Company Information Form
			2	3 – 5 employees with at least 20% Professionals	
			0	1 – 2 employees with at least 20% Professionals	
10.	Number of Academic Partners		7	5+ Institution	Form D: Qualification Form
			2	2+ Institutions	
11.	Number of Incubation Partners		7	5+ Incubation Partners	Form D: Qualification Form
			2	2+ Incubation partners	
12.	Number of business partners supporting startups		5	5+ businesses partners	Form D: Qualification Form
			2	2+ Incubation partners	
13.	Number of mentors in network		10	50+ mentors	Form D: Qualification Form
			2	10+ mentors	
14.	Number of people trained in entrepreneurship over past five years		10	500+ trained / mantees	Form D: Qualification Form
			2	50+ trained / mantees	
15.	Number of startup ideas supported in past five years		5	20+ startup ideas	Form D: Qualification Form
			2	10+ startup ideas	
			1	5+ startup ideas	
16.	Number of startups in the portfolio		5	20+ startup ideas	Form D: Qualification Form
			3	10+ startups	
			2	5+ startups	
17.	Number of Technology experts in the network		10	20+ Tech experts	Form D: Qualification Form
			5	10+ Tech experts	
			2	5+ Tech experts	
18.	Hours in mentoring sessions over past five years		10	500+ Hours mentoring	Form D: Qualification Form
			5	200+ Hours mentoring	
			2	100+ Hours mentoring	
19.	Number of International partners		5	5+ International partner	Form D: Qualification Form
			2	2+ International partner	

20	Partnership with any of the top technology companies like Google, Amazon, Microsoft		5	1+ top companies	Form D: Qualification Form
21	Number of incubation cohorts managed last year		5 2	40+ Cohorts 5+ Cohorts	Form D: Qualification Form
22	Experience in organizing bootcamps		5 2	Role model Relevant Experience	Form D: Qualification Form
23	Experience in organizing hackathons		5 2	Role model Relevant Experience	Form D: Qualification Form
24	Experience in developing incubator partnership		5 2	Track record 5+ Relevant Experience	Form D: Qualification Form
25	Number of incubation programs managed for other organizations		5 2	10+ 5+	Form D: Qualification Form
26	Financial Standing	Annual Turnover averaged over last 3 years (local / Global)	5	2+ x Financial Strength	Form D: Qualification Form
			3	2 x Financial Strength	
			2	1.5 x Financial Strength	
27	Relevant Experience	Project(s) of similar nature, value and complexity Min. No. of Projects=2	10	Min. No. of Projects + 3	Form D: Qualification Form
			5	Min. No. of Projects + 2	
			2	Min. No. of Projects + 1	
28	Partnership for this Assignment	Groups/ Associations having consented to partner on this assignment	10	5 Groups/ Associations	Form D: Qualification Form
			5	3 Groups/ Associations	
			2	2 Groups/ Associations	
29	International Experience	Project(s) delivered to organizations outside Pakistan	10	2+ Projects	Form D: Qualification Form
			5	2 Projects	
			2	1 Project	
Section – III: Presentation on Proposal			50		
30	Project Management Approach	Overall approach towards planning and implementing the project.	25	To be assigned by the Committee	Form E: Proposal Form
31	Distinguishing Features	Distinguishing features or services quoted.	25	To be assigned by the Committee	Form E: Proposal Form
Grand Total			100		
Technical Evaluation		Proposals shall be evaluated on both Eligibility and Qualification Criteria. Companies meeting the Eligibility Criteria and able to secure 80 percent in Qualification shall be declared Short-listed for participation in next stage(s).			

Section 6: Returnable Proposal Forms / Checklist

This section serves as a checklist for preparation of your Proposal. Please complete the Returnable Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to the format of forms shall be permitted and no substitution shall be accepted. However, additional information may be supplemented along with the Proposal.

Proposal:

Have you duly completed all the Returnable Forms?	
▪ Form A: Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Joint Venture/ Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form C: Company/ Firm Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Proposal Form	<input type="checkbox"/>
Have you provided the required documents to meet the requirements as stipulated in this EOI?	<input type="checkbox"/>

Form A: Proposal Submission Form

(To be Submitted in an envelope duly sealed and marked as EOI Proposal)

Name of Company:	[Insert Name of Company]	Date:	Select date
EOI reference:	PAF: IAST-ITP-EOI-001-21		

We, the undersigned, submit our Proposal offering our “Professional Services for Incubation Center @ Innovation Technology Park, PAF-IAST” in accordance with the requirements sought in Expression of Interest document reference PAF: IAST-ITP-EOI-001-21. We hereby submit our Proposal.

We hereby declare that our company, its affiliates or subsidiaries or employees, including any JV/ Consortium/ Association members:

- a) are not under procurement prohibition by any of the Government/ Semi-government/ Autonomous organization;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any Organization in Pakistan;
- c) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future;
- d) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the PAF: IAST, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the PAF: IAST.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/ or sanctioning by the PAF-IAST.

We understand and recognize that you are not bound to accept or short-list for next stage(s) of procurement, any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Company] to sign this Proposal and bind it, should PAF- IAST accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Company]

Form B: Joint Venture/ Consortium/ Association Information Form

(To be Submitted in an envelope duly sealed and marked as EOI Proposal)

Name of Company:	[Insert Name of Company]	Date:	Select date
EOI reference:	PAF: IAST-ITP-EOI-001-21		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/ Consortium/ Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of goods and/or services to be supplier/ performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the EOI process and, in the event we are short-listed for next stage of procurement)	[Complete]
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/ Consortium/ Association agreement

We hereby confirm that if our Proposal is short-list for the next stage(s) and if finally the contract is awarded, all parties of the Joint Venture/ Consortium/ Association shall be jointly and severally liable to PAF-IAST for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form C: Company Information Form

(To be Submitted in an envelope duly sealed and marked as Proposal)

Name of Company:	[Insert Name of Company]	Date:	Select date
EOI reference:	PAF: IAST-ITP-EOI-001-21		

Legal name of Company	[Complete]
Legal address & Branch Offices	[Complete]
Year of registration Local or Global	[Complete]
Company's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a PAF-IAST registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert PAF- IAST vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
No. of Professionals/ Intellectuals/ Groups/ Entities/ Consultants/ Experts having silicon valley expertise	[Complete with number and enlist separately each category]
	[Complete]
Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies, education, vocational trainings, social responsibility towards people with Special needs, or membership of trade institutions promoting such issues	[Complete]
Contact person that PAF-IAST may contact for requests for clarifications during Proposal evaluation (Only Lead Partner)	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]

Please attach the following documents:

1. Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/ or services.
2. Certificate of Registration of the business.
3. Evidence of Professionals/ Intellectuals/ Groups/ Entities/ Consultants/ Experts having Silicon Valley expertise having consented on partnering on this Assignment
4. Proofing document(s) confirming supply of same or similar services of this magnitude to various clients/ customers in Pakistan and Internationally.
5. Proven record of no less than the required Projects or Assignments of similar nature/ value/ complexity in which services were extended to clients/ customers. Please provide proofing document(s).
6. List of Professional and Technical Services being offered and their annual frequency of delivery.
7. Full detailed description of all the listed services, plans of delivery, associated cost measuring unit(s), clearly elaborating the proposal in response to this EOI.
8. Quality certifications: ISO 9001:2015 (if applicable)
9. Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past 3 years.

Note: To be filled in by each partner in case Proposal is submitted as a JV/ Consortium/ Association

Form D: Qualification Form

(To be submitted in an envelope duly sealed and marked as EOI Proposal)

Name of Company:	[Insert Name of Company]	Date:	Select date
EOI reference:	PAF: IAST-ITP-EOI-001-21		

If JV/ Consortium/ Association, to be completed by each partner.

Previous Relevant Experience

Please list all relevant Projects/ Assignments successfully completed along with the year or award and completion (if applicable), covering following aspects;

- Scope of the projects/ assignments.
- Activities performed for the successful execution and/ or completion of the project.
- Contracts in hand with SLA for the Professional and Technical Services.

List only those assignments for which the Company was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/ JV partners. Assignments completed by the Company's individual experts working privately or through other firms though cannot be claimed as the relevant experience of the Company, or that of the Company's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Company should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by PAF-IAST.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Companies are required to attach a separate list on same format of Projects which are completed, along with Customers' Satisfaction Certificate duly issued, signed and stamped by the Customer for the projects. Companies may also attach their own Project Data Sheets with more details for assignments above.

History of Non-Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Financial Standing

Annual Turnover for the last 3 years	Year	PKR
	Year	PKR
	Year	PKR
Latest Credit Rating (if any), indicate the source		

Financial information (in PKR equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years referred above complying with the following condition:

- a) Must reflect the financial situation of the Company or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a third party auditors;
- c) Historic financial statements must correspond to accounting periods already completed and audited.

Form E: Proposal Form

(To be submitted in an envelope duly sealed and marked as EOI Proposal)

Name of Company:	[Insert Name of Company]	Date:	Select date
EOI reference:	PAF: IAST-ITP-EOI-001-21		

The Company's Proposal should be organized to follow this format of the Technical Proposal. Where the company is presented with a requirement or asked to use a specific approach, the Company must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same may be viewed as non-responsive.

SECTION 1: Qualification, capacity and expertise

- 1.1 Company's general organizational capability: management structure, financial stability and project financing capacity, project management controls, extent of work to be subcontracted (if so, provide details).
- 1.2 Company's relevance of specialized knowledge, experience, and expertise on similar engagements done in the country and/ or internationally.
- 1.3 Company should provide a List of Professional and Technical Services being offered and their annual frequency of delivery.
- 1.4 Company should provide full detailed description of all the listed services, plans of delivery, associated cost measuring unit(s), clearly elaborating the proposal in response to this EOI.
- 1.5 Company should submit a list and detailed description of the projects executed (scope of assignment, value, beneficiary, etc.)

SECTION 2: Management Structure and Key Personnel

- 2.1 Describe the overall management approach toward planning and implementing the offered Professional Services. Include an organization chart for the management of project/ assignment describing relationship of key persons, resources and their current affiliations.
- 2.2 Provide CVs for key personnel that will be provided to support the implementation of this project/ assignment using the format below. CVs should demonstrate qualifications in areas relevant to scope of work defined in this EOI.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i>
	<ul style="list-style-type: none"> ✦ Name of institution: [Insert] ✦ Date of certification: [Insert]

Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position and location of employment.</i>
	[Insert]
Relevancy	<i>[Explain the role, relevancy and usefulness of acquired experience and expertise for the project/ assignment in consideration]</i>
	[Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

SECTION 3: Scope of Work, Professional and Technical Services

This section should demonstrate the Company's responsiveness to the scope of work as defined in the EOI document, enlist the proposed Professional and Technical Services being proposed, identify the frequency of the activities pertaining to the Services, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposal meets or exceeds the requirements. All important aspects should be addressed in sufficient detail.

- 3.1 A detailed description of how the Company will deliver the required services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 3.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 3.3 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 3.4 Details on Key Performance Indicators (KPIs) on which the offered Services may be evaluated/ assessed on each anniversary as to determine if the Contract (once signed) is to be continued for next year or otherwise be terminated.

SECTION 4: Registration & Certifications

This section should demonstrate the Company's responsiveness towards its registration with the relevant national body and international organizations Certifying the company's qualifications with respect to Quality and Project Management.

- 4.1 Provide a copy of valid registration with the Pakistan Engineering Council (if applicable).
- 4.2 Provide a copy of valid Certificate issued by International Organization for Standardization certifying the company's compliance and practices towards quality management principles and standards in their offered solutions and services.
- 4.3 Provide a copy of valid Certificate issued by International Organization for Standardization certifying the company's compliance and practices towards information security management principles and standards in their offered solutions and services.