

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE & TEXTILE  
(COMMERCE DIVISION)**

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**TENDER NOTICE**

Sealed technical and financial proposals/tenders for the Project titled "First Phase of Trade Data Analytics System" for the development of national trade data analytics system' to improve trade governance, trade services and identify new opportunities for growth in trade particularly export through the use of voluminous trade data being generated daily/demand base in the Commerce Division are invited from firms/companies.

**TERMS AND CONDITIONS:**

1. Firms having registration with SECP and FBR are eligible.
2. Firms having proven experience in the domain of customs and international trade as well as working with Government Departments will be preferred.
3. Rates quoted must include all taxes and ancillary charges etc.
4. Bids should be valid for a minimum period of 90 days.
5. Earnest money @ 2% of total quoted amount must be attached with the bid in the form of a Pay Order/Bank Draft/Bankers' cheque drawn at a bank in Islamabad, in favour of EDF, Commerce Division.
6. Each bidding firm will provide an undertaking that it is not involved in any case of litigation etc.
7. Sealed bids must reach the Office of the undersigned latest by 23<sup>rd</sup> November, 2018 at 1000 hrs and the same will be opened at 1100 hrs on 23<sup>rd</sup> November, 2018 in the Committee Room in the presence of the representatives of the firms (who may choose to be present).
8. EDF, Commerce Division reserves the right to accept or reject any or all the tenders and issue supply order/contract as per availability of Funds.
9. Tender/Bidding documents containing detailed specifications can be obtained from the Office of the undersigned till closing date during office hours or can be accessed at [www.commerce.gov.pk](http://www.commerce.gov.pk).
10. Single stage-two envelope procedure will be adopted.

**(L D Khan)**

Project Coordinator/DS (Admn/Fin)  
Ministry of Commerce & Textile  
Room No. 424, Block 'A', Pak. Secretariat,  
Islamabad  
Ph: 9201498



## TENDER DOCUMENT

with reference to Tender Notice in National Dailies-Jang and Dawn for the Project titled

### “First Phase of Development of Trade Data Analytics System”

#### 1. Background

Development of any Trade Data Analytics System is a complex endeavour, therefore, an evolutionary approach has been adopted by the Commerce Division for its development, scaling-up and operations.

In light of the above approach, Commerce Division, intends to procure services for development of Phase-I of its Trade Data Analytics System, which will validate its proof of concept. As part of the services the selected vendor will be responsible for providing/ developing and managing the entire solution including the Platform, Extraction, Transformation and Loading Scripts, Data Storage, Discovery, Analytics and Business Intelligence Applications. Due to the confidentiality of the data, the ownership of the entire solution would lie with MoC. Bidders should articulate that how they will ensure the security and protection of confidential information and at the same time highlight any prior experience which they may have of managing sensitive data with government organizations in Pakistan.

#### 2. Work Description/ Scope of Work

##### 2.1 Scoping Parameters

The scope of work will include last three years of imports & exports transactional data processed by WeBOC plus One Customs System (i.e. Customs Clearance System) and two other databases that are owned by Pakistan Bureau of Statistics and State Bank of Pakistan (SBP). For purposes of this exercise, the total data size from these data sources is estimated to be around 1500GB. The proposed solution should have the capacity to handle data increment of 200GB per year.

The scope of this assignment will be limited to:

- 3 or 4 Dashboards;
- 10-15 reports;
- 8-10 Key Performance Indicators (KPIs);
- retention of data on the active data storage system for 5 years.

The key features of Trade Data Analytics System should include:

1. Monitor national import and export performance based on HS code (2, 4, 6, 8 digits)
2. Dedicated interfaces for different class of information users.
3. Import and export statistics (quantity and value), country-wise, product-wise.
4. Linkages with Customs databases.
5. Purpose-built dashboards.

The proposed solution should keep in view the following:

- Easy to link with various database products, engines and systems, such as Oracle, MS SQL Server, MySQL, IBM DB/2, etc. The late scale-up should also cater to other types of databases, both structured and unstructured.

- Easy to operate interface and tools for getting insights by non-IT professionals
- Ability to provide reports and dashboard on various media, such as Web and Mobile

## 2.2 Work Activities by Firm

Following major activities/ tasks will be performed by the selected Vendor/Firm for developing the solution to enable the client to decide scaling it up to a full National Trade Data Analytics System at later stage:

- Study and Identification of Business Requirements;**  
This will include gathering and compiling requirements based on interaction with the key stakeholders, developing business process workflows and identifying Key Performance Indicators (KPIs).
- Dashboard Layout and Design (Mock-ups/ UI Design);**  
Vendor will design user interfaces, mockups of the dashboard and finalize based on the feedback of the client.
- Data Gathering/ Aggregation Processes;**  
Vendor will determine frequency of update/ refresh schedule in consultation with the client and acquire access to such data sources for use in POC. In this respect, vendor will be required to coordinate with MoC for arrangement of relevant data required from other organizations. Vendor will develop plan for data integration, aggregation and reporting. It will also build ETL workflows and interfaces for automated data collection.
- Data Modelling, Analysis and Presentation;**  
Vendor will define, design, develop report formats for presentation/ display on dashboards. Appropriate filters and parameters will be identified for interactive report generation. Besides, this alerts, data visualization, drill-down features will also be designed and developed.
- Populating Data Repository, Testing, etc;**  
The vendor will be responsible for populating data repository by establishing appropriate linkages with the identified data sources. A test plan will be developed to check proper functioning, conformance to identified requirements and acceptance by client.
- Post-Production Support Service and Training;**  
Vendor will provide 30 days of support services after deploying the software. Vendor will also conduct training for end-users as well as for system administrators.

## 2.3 Deliverables

The selected vendor/firm is expected to provide the following deliverables in the form of documents, software or services:

- Business Requirements Analysis Document
- Design, Development & Implementation of complete POC Software including databases/data repositories developed.
- Hosting & Cloud Services
- End-User Training
- Completion Report

## 3. Expected Duration

Vendor is expected to complete the project within a duration of 6 months.

## 4. Location of Project

The solution and services are required to be deployed in Islamabad. The deployed solution should be accessible through secured internet channels to relevant users located anywhere in Pakistan.

## 5. Bidder's Eligibility / Qualification

### Eligible Entities

The Firm should have interalia the following pre-requisites:

- Registered Companies that have been in operation for at least 3 years.
- Participating Respondent/ Bidder must be registered with Tax authorities and have valid NTN and GST registration.
- The Bidder must be Tax compliant and be on Active Taxpayer List (ATL).
- The Bidder should be registered with SECP and have audited accounts for the last 3 years.
- The Bidder must have proven experience, both in the domains of customs and international trade.
- The Bidder should not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. (Submission of undertaking on legal stamp paper is mandatory)

### Joint Venture/ Consortium

Joint venture / consortium are not eligible for this tender.

## 6. Bid/ Proposal Cost

The Bidder shall bear all costs / expenses associated with the preparation and submission of the Bid and the Client shall in no case be responsible / liable for those costs / expenses

## 7. Submission of Bid Proposal

### 7.1 Last Date of Submission:

The Bidder shall submit his Bid/ Proposal at the following address latest by **1000 hrs** on **23<sup>rd</sup> November, 2018**:

#### **Project Coordinator/DS (Admn/Fin)**

Ministry of Commerce, Room No. 424

Block A, Pakistan Secretariat

Islamabad.

Telephone: 051-9201498

### 7.2 Mandatory Information in Bid/ Proposal:

Bidders must provide following details in their Technical Proposal:

- Approach/ methodology to be adopted.
- High Level architecture of solution.
- Products, software, tools and services that will be used.
- Project Work Plan/ Schedule
- Key Team Personnel.

The Technical Bid/ Proposal should also conform to the following:

- The bidder must bid for the complete scope of work mentioned.
- The Bid/ Proposal should be stamped and signed by the Bidder or his Authorized Representative
- The Bid/ Proposal shall be in two parts, i.e., Technical Proposal and Financial Proposal. Each proposal shall be in two sets, i.e., the Original and the Copy, and Marked appropriately. In the event of any discrepancy between the original and the duplicate, the original shall govern.
- Bid Proposal should have covering letter duly signed and stamped by authorized representative (Annex-A)
- Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan.

- Tax Registration Certificate/ Letter of NTN and GST
- Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan
- The Bidder is required to provide audited accounts for the last 3 years.

The Financial Proposal should include:

- Price Schedule
- The quoted Prices must include all taxes, duties and expenses, etc.
- Payment schedule.

The Client will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.

## **8. Earnest / Bid Money**

The Bidder shall furnish the Bid/ Earnest Money as under:

- A sum equivalent to 2% of total bid value in the form of Demand Draft / Pay Order / Call Deposit Receipt, in the name of the Purchaser.
- It should be part of Technical bid/ proposal envelope, failing which will cause rejection of bid.
- Have a minimum validity period of ninety (90) days from the last date for submission of the Bid/ Proposal.

The Bid/ Earnest Money shall be forfeited by the Client, on the occurrence of any/ all of the following conditions:

- If the Bidder withdraws the Bid/ Proposal during the period of the Bid/ Proposal validity as mentioned above.
- If the Bidder does not accept the corrections of his Total Bid/ Proposal Price;
- If the Bidder, having been notified of the acceptance of the Bid/ Proposal by the client during the period of the Bid/ Proposal validity, fails or refuses to execute the project.

## **9. Bid/ Proposal Validity & Extension in Validity**

- The Bid/ Proposal shall have a minimum validity period of ninety (90) days from the last date for submission of the Bid/ Proposal. The Client (i.e., MoC) may solicit the Bidder's consent to an extension of the validity period of the Bid/ Proposal. The request and the response thereto shall be made in writing. If the Bidder agrees to extension of validity period of the Bid/ Proposal, the validity period of the Bid/ Earnest Money shall also be extended accordingly.
- If the Bidder refuses extension of validity period of the Bid/ Proposal, the Bid/ Earnest Money will not be forfeited. However, the Bidder's Bid/ Proposal shall not remain eligible for further participation/ selection process in this project.

## **10. Opening of Bid/ Proposal**

Technical Bids/ Proposals shall be opened at **1100 hrs** on the last date of submission of bids/ proposal, i.e. **23-11-2018**, in the presence of the Bidder(s) or their representative. In case the last date of bid submission falls in / within the official holidays / weekends of the Client, the last date for submission of the bids shall be the next working day.

## **11. Clarification of Bid/ Proposal**

The Client shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Bid/ Proposal, from any or all the Bidder(s). No change in the price or substance of the Bid/ Proposal shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Bid/ Proposal. Acceptance of any such correction is sole discretion of the Client.

## 12. Evaluation Criteria

The Bid/ Proposals submitted shall be evaluated on the following criteria:

- Responsiveness of Bid/ Proposal. The responsiveness shall be determined in light of the following:
  - Meet eligibility criteria given herein the RFP/Tender
  - Conforms to attaching required documents, certificates and other terms & conditions mentioned in RFP document.
  - Bid / Earnest Money attached with Technical Proposal.
  - CVs of Key Team Personnel
  - Offer fixed prices in the Financial Proposal.

### 12.1 Technical Evaluation

Following is the distribution of marks for Technical Proposal:

S.No.	Criteria	Score
1	Technical Solution Proposed	30
2	Project Execution Approach/ Methodology	10
3	Responsiveness of Bid/ Proposal	10
4	Company Experience of executing customs and international trade related projects within the last 3 years	25
5	Experience/ Expertise of Key Team Personnel on customs and international trade specific systems	20
6.	Audited accounts for the last 3 years	05
	<b>TOTAL MARKS FOR TECHNICAL PROPOSAL</b>	<b>100</b>
	<b>Minimum Marks for Technical Proposal to Qualify</b>	<b>75</b>

### 12.2 Financial Evaluation

Financial Bids/ Proposals will be opened only of Qualified Technical Bid/ Proposals in the presence of qualified bidders or their representatives.

Following is distribution of marks for Financial Proposal:

S.No.	Criteria	Score
1	Bid/ Proposal Price (The lowest bid price will be given full marks. For each higher bid, marks will be proportionately reduced, i.e. a 10% higher bid price as compared to the lowest qualified bid price, a deduction of 10% of marks will be made for that higher bidder.)	100
	<b>TOTAL MARKS FOR FINANCIAL PROPOSAL</b>	<b>100</b>

- The Lowest bid price amongst the opened financial proposals will be given preference for financial proposal.
- The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Client, the contractor shall be bound to adjust the same in the Financial Proposal.
- In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.

### **12.3 Total Marks Calculations**

The Technical and Financial Marks will be given weightage of 80% and 20% respectively, for calculating the Total Marks of the qualified bidder. The total marks will be calculated as following:

$$(Total\ Technical\ Marks\ Obtained\ x\ 80 / 100) + (Total\ Financial\ Marks\ Obtained\ x\ 20 / 100)$$

### **13. Rejection / Acceptance of Bid/ Proposal**

The Client shall have the right, at his exclusive discretion, to decrease the quantity of any or all item(s)/Services without any change in unit prices or other terms and conditions at the time of order placement. The Client may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Client shall upon request, communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

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**End**

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**Cover Letter with Bid/ Proposal Submission**

[Location, Date]

To --(Name and address of Client)

Dear Sir,

We, the undersigned, offer to provide the (insert title of assignment) in accordance with your Request for Proposal dated (insert date) and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in envelopes.

We undertake, if our Proposal is accepted, to provide/ supply the deliverables and solution related to the assignment as mentioned in the RFP. Furthermore, our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, as mentioned in the RFP.

We also confirm that the Government of Pakistan has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

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

Yours sincerely,

*Authorized Signature (In full and initials)*

*Name and Designation of Signatory:*

*Name of Firm and Firm Stamp:*

*Address:*

Name and contact phone number of Focal Person