

QUERIES - IT CONSULTANCY FIRM TENDER

Sr. No.	Query	PASSCO Reply Section No. / Page No.
1	Kindly detail the current activities in progress at PASSCO related to the project under discussion.	In Finance Wing Global Business Management System (GBMS) having General Ledger and Payroll modules is working since 2023 and in Stock & Control Wing, Financial Information Control System (FICS) having Inventory modules is working since 2008.
2	Please specify the modules/sub-modules that require to be covered under the current assignment	The automation of entire business processes of PASSCO with least human intervention is required.
3	Kindly indicate the cities/areas where the requirements gathering phase for software, hardware, and networking is to be conducted.	The major requirement gathering will be done at Head Office, Lahore but we have offices spread all over the country in 15 zones. We believe visit of any nearest one zone either Okara or Hafizabad will be enough for requirement gathering.
4	Typically, Terms of Reference (ToRs) include Conditions of Contract as a component of the document, which needs to be included in this particular ToR.	The Terms of References (ToRs) will legally stand in the contract/ agreement.
5	Please specify the period required by PASSCO for the approval of the draft submittals	It depends on the submission of proposal and its approval after number of meetings with PASSCO higher management / BOD.
6	Is there any compulsion to follow any defined formats for the preparation of RFPs and other deliverables etc.?	The requisite RFPs will be prepared as per best market practice under PPRA rules.
7	Please elaborate the requirement of "Certificate on company's letterhead that the firm shall "provision of IT consultancy services."?	This is a certificate of understanding of bidding documents at (Page 11) and Acceptance to provide 100% required consultancy services as per TORs.
8	Elaborate the undertaking as per Annex-C	This is technical evaluation criteria, which is further elaborated on the Form-I, Form-II, Form-III.
9	Please provide detail of existing hardware and networking Equipment	The existing hardware and networking Equipment in PASSCO Head Office are 300 Nodes of Network, 160+ Desktop Computers, 15 Laptops, 20 Scanners, 45 Printers, 04 Photocopy machines, 09 Network Switches, 02 Servers, 01 Firewall and others.
10	What is expected format of comprehensive AS-IS Analysis and Report	The Firm is required to submit comprehensive "AS-IS" analysis report as per best market practices referring clause 1.4.1 (b).
11	What is expected in e-Procurement and e-office	The implementation and smooth functioning of E-Procurement (www.eprocure.gov.pk) provided by PPRA and E-Office (Electronic file movement) by NITB, MOITT are required.

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12	Please elaborate Explore deployment of system for monitoring of ongoing activities	The supervision / monitoring during implementation of project activities till its completion will be required.
13	Will there be a single RFP document for all the procurements on turnkey basis or there could be multiple RFPs for various procurements including hardware, software and networking etc.	There could be multiple RFPs for various procurements including hardware, software and networking etc.
14	What is the total number of IT professionals currently working with PASSCO for which training is required?	The training need assessment will be done by the firm, after "To Be" Analysis.
15	What is expected in advice, assist and support during procurement and implementation phases?	A Supervisory/monitoring role is required during procurement and implementation phases.
16	Specify the deliverables of the Consultants during the supervision stage. Additionally, the Payment Schedules are not defined in the ToRs.	The deliverables must reflect supervisory/ monitoring reports regarding true implementation of IT systems till its completion, Payment schedule may be proposed by the bidder and dully agreed by PASSCO Management, referring clause 1.4.
17	The qualifications/experience of key personnel must be outlined for those individuals within the company who hold key roles but are not part of the Information Technology sector. Alternatively, the qualifications/experience of key personnel in the field of Information Technology should be specified.	The qualification/ experience of key personnel deputed by the firm in PASSCO project must be specified as required in Form III.
18	The proposal is to be submitted through EPADS website. Moreover, Section 11.6 outlines that bids must be submitted within a sealed envelope. Please specify, the Bidder is required to submit the complete Technical and Financial	Bids can only be submitted online via EPADS.
19	As mentioned in “Facilities to be provided by PASSCO”, Access to the IT records of PASSCO related to the fulfillment of responsibilities will be provided. Additional support would also be required from other offices/ branches of PASSCO in terms of related records access, forms, and photocopies of data. Furthermore, cooperation and meeting with relevant officers will also be required for As Is and To Be model study.	The specified facilities will be provided by PASSCO, as given in clause 19.
20	Please explain which policies to be furnished based on PASSCO business processes/ structure and future (Software/ERP, Hardware and Network) requirements.	All required/ standard IT related policies/ SOPs / guidelines will have to be furnished.
21	Kindly specify the timeframe for assistance in the implementation of the IT system with respect to the scope of services (Hardware, Software/ERP and Network) required	Timeframe for assistance in implementation will be till complete implementation of IT Systems.

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22	In one instance, it specifies submitting audited financial statements or tax returns. However, in the evaluation criteria section, both audited accounts of the firm for the past three years and income tax returns for the past three years are listed. As mentioned earlier, can we submit just one of these documents for evaluation criteria?	Both audited accounts of the firm for the past three years and income tax returns for the past three years are required.
23	Form III, "Capabilities with Respect to the Firm Personnel/Staff," states that a Master's degree in Computer Science, IT, MIS, or in the relevant field is required for all positions except for the Business Process/System Development Expert and Hardware/Network Expert role(s). Will a Bachelor's degree in Computer Science, IT, MIS, or a related field be deemed equivalent, and will the same points be awarded?	As specified in form III, Master's degree is required with relevant experience.
24	Financial criteria we found eligibility of firm having financial statement of 50 Million rupees average turnover for three years, Most of IT companies don't have but may be one company can comply which will make it un healthy/Ungeneric competition.	As specified in form-I of bidding documents, the requisite criteria must be fulfilled.
25	Specify Similar Experience of the firm reelected to the particular area (It will also stop firms which have much experience and further have resources which can handle this project)	As specified in form-II of bidding documents, the criteria of similar experience must be fulfilled.