



Terms Of Reference (TORs) Internship portal

Ver. 1.2

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PAKISTAN SOFTWARE EXPORT BOARD



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1 Pakistan Software Export Board (G) Ltd, An Introduction

Pakistan Software Export Board (PSEB) is the government agency mandated to promote the Pakistani IT industry.

PSEB is a guarantee limited company totally owned and funded by the Government of Pakistan. It is under the administrative control of the Federal Ministry of Information Technology and Telecommunications, and has a non Executive Board of Directors that is chaired by the Federal Minister of IT and Telecommunications.

Through its many support programs, PSEB aims to help Pakistani companies and professionals in obtaining a greater share of the domestic as well as the global IT and ITeS market place.

2 Major Functions of PSEB

Since 1995, PSEB has been facilitating the overall development of the IT industry in general, and the export of software as well as IT enabled services in particular. Major functions are as follows;

1. Formulate and implement policy frameworks and incentive packages for the IT industry.
2. Act as an interface between the Government and the IT industry.
3. Interact with the relevant regulatory bodies to develop the enabling infrastructure.
4. Conceptualize and execute projects for the development of the Industry.
5. Enhance the quality of IT education.
6. Resolve problems/concerns of the IT industry with relevant government quarters.
7. Address queries by overseas companies or direct them to the appropriate channels.
8. Maintain the competitiveness of the local IT industry in the international market by creating a viable domestic environment.
9. Bring IT companies under one platform.
10. Market Pakistan as a viable IT Destination
11. Monitor developments within the global IT sector and formulate / implement policies to adjust for the changed environment.
12. Accelerate the growth of the domestic IT Sector.

3 Introduction to the project

Pakistan Software Export Board (PSEB) plans to place 3,000 ICT graduates in the IT organizations and ICT departments of public and private sector organizations for a period of 6 month. Selection of interns will be done through a competitive process. Major roles and responsibilities of PSEB related to this project include following:

- To receive online applications from ICT graduates



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- To receive online applications from ICT organizations and ICT departments of public and private sector organizations
- To ensure the receipt of monthly online attendance of the interns from the companies.
- To ensure the receipt of monthly online tasks delivered by the interns from the companies
- To ensure timely release of stipend payment to the internees
- To ensure timely settlement of the issues (if any) of the interns and the host companies
- Receipt of documents from the selected interns (CV, CNIC, Photo, last degree, domicile) for verification and record.
- Creating online facilitation desk at internship portal, which will help the interns and the ICT companies and IT departments of public and private sector organization in addressing their day-to-day queries.
- Receipt of internship completion letter of all interns from the companies through internship portal.

4 Key Features of Internship Portal

Internship portal shall be created for the ICT graduates and ICT companies from public and private sector organizations, so as to receive online applications. The key features of this internship portal shall include but not limited to the followings:

- Registration/application of Internees
- Assist internees in developing and maintaining their CV's
- Notify internees on companies interested to interview them
- Provide Information to selected internees on their selection
- Provide facility to internees to communicate with PSEB and ICTRDF via portal
- Registration of companies who are interested in hiring internees
- Provide Information to companies who have been selected
- Provide information to companies on their selection status,
- Providing service to selected companies to review potential internees profile and select them for interviews



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- Provision for selected companies to finalize selection of their interviewed potential internee.
- Provision for selected company to update fund about attendance status as well as performance of intern during internship period.
- Internet Security as per applicable best practices
- Generate internship completion certificate for the interns
- Update status for internees who get job offers
- Expected uptime service of this portal shall be 99.9%
- PSEB will sign service agreement with portal and hosting services provider
- Service provider will be responsible for operations and maintenance of portal for the duration of project including portal equipment, hardware, software, hosting etc.
- Complaint logging and its online resolution shall be included in the features of the internship portal

5 General Instructions

1.1 Proposal Submission

a. All proposals must be accompanied by a bid security (refundable) @2% of the bid value in the form of a Pay Order/Demand Draft in favor of "PSEB" (cheques will not be accepted).

b. Proposals will be accepted and evaluated using a single stage two envelopes process. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened and evaluated by the evaluation committee. The envelope marked as "FINANCIAL PROPOSAL" shall be retained without being opened. FINANCIAL PROPOSALS of those firms/companies shall be opened whose "TECHNICAL PROPOSALS" are accepted by the technical evaluation committee. Final assignment award will be done on the basis of combined technical and financial score in the following manner:

Proposal	Weight
Technical	60%
Financial	40%



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Total score = technical score x 60% + lowest bid/bidder's bid x 40%

- c. Proposals shall be submitted in English language.
- d. The proposals shall be clear and elaborate.
- f. Bidders may request in writing, for clarification of any of the provisions of the RFP up till 05 (five) days before the submission date. All queries may be sent to industryprograms@pseb.org.pk. Responses to queries will be emailed.
- e. The costs of preparing the proposal and of negotiating any subsequent funding, including visits for discussion with the PSEB are not reimbursable.
- f. Each bidding firm must provide an undertaking that it has not been blacklisted by any other firm/company/organization or Government department(s) in the past.
- g. Each bidding firm must also provide details of any commercial litigation that it is currently involved in or has been involved in during the last five years.

1.2 Technical Proposals

Technical Proposals shall be in compliance with the requirements laid down in the RFP. The technical proposals shall include the following:

- a. A covering letter from the head of the applicant firm or his authorized representative.
- b. Table of Contents with page numbers
- c. Profile of the applicant firm and its partner (if any) including outline of work experience with focus on similar assignments, name of major clients & details of similar assignments etc.
- d. Details of Core Assignment Team (including the project lead, domain experts, field supervisor(s), analysts, etc.) clearly identifying the role of each core team member.
- e. Details of past similar assignments.
- f. Proposed appraisal methodology with duration.
- g. International firms must also provide details of their local arrangements/partnerships that will be utilized for completing the assignment.
- h. Detailed Work Plan must be submitted.
- i. Contact List

1.3 Submission

- a. Each proposal shall be submitted as two printed copies (one marked as ORIGINAL, the other as COPY).
- b. Proposals must be sealed and clearly marked.
- c. Technical and financial proposals must be sealed separately.
- d. Financial proposal must be accompanied by a bid security (refundable) @2% of the bid value in the form of a Pay Order/Demand Draft in favor of "PSEB" (cheques will not be accepted).
- e. Financial proposal must indicate consulting price per company.
- f. Proposals must be delivered at the address given below;

Project Department (PSEB)



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2nd Floor, Evacuee Trust Complex Building,
F-5/1, Islamabad, Pakistan
Tel: Direct Line 051-9211094, 9204074 (Ext-128)
Email: skorai@pseb.org.pk

g. Technical Proposals shall be opened after half an hour upon its receipt on cut-off date in the presence of all bidders who choose to be present.

h. The technical proposals will be evaluated on the basis of Evaluation Criteria given below.

1.4 Evaluation Criteria

Procurement committee will evaluate the technical proposals on the basis of their compliance with the RFP and by applying the evaluation criteria and the point system as specified below. A technical proposal shall be rejected at this stage, if it fails to achieve the minimum score indicated in table below:

Description		Marks
1	Number of years in web portal services business	20
2	Details of at least 5 clients with contact information, screen shots of website developed	25
3	Understanding the requirement and submission of complete layout of the desired internship portal including; <ul style="list-style-type: none">○ Detailed functional module○ Backend module (For Webmaster/Administrators only)○ Tools & Technology and Approach	15
4	Schedule for project completion with timelines	20
5	Details of the project team to be engaged for this assignment and project plan with time-line with respect to the design and development of web portal	20
Total		100
Minimum qualification score (70%)		70

6 Documents Required

(These documents are mandatory and will have a strong impact on the selection)

1. Detailed company profile



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2. Certificate of Incorporation / Proof of Establishment, screenshots of past website developed
3. Detailed project plan with respect to the implementation of this project
4. Undertaking

7 Undertaking

(This must be provided on a Rs.100 stamp paper as an affidavit)

I/We declare that the information provided in the "Expression of Interest" is accurate and can be proved whenever required. I/We further declare that if in case the information provided by me/us in this "Expression of Interest" proved to be incorrect at any point, PSEB reserves the right to take any action deemed feasible by the PSEB authorities against me/us. I/We further declare that our company (***** Company Name here *****) is not black listed by any division, department or organization of Government of Pakistan.

Signature & Seal

8 Process of Evaluation

All proposals will be verified in the light of the selection criteria as mentioned in section 6. The financial proposals of the successful companies will be opened in the presence of their representatives.

All proposals must reach PSEB office addressed to the Director Projects by the deadline mentioned in the advertisement through courier or hand delivery. PSEB will not entertain the proposals received through email.

9 Contact Information

Director Projects
Pakistan Software Export Board (G) Ltd
2nd Floor, Evacuee Trust Complex
F-5, Agha Khan Road, Islamabad
Phone: 051- 9211094
Fax : 051-9204075
Email: skorai@pseb.org.pk