



**Galiyat Development Authority**  
Government of Khyber Pakhtunkhwa



**GOVERNMENT OF KHYBER PAKHTUNKHWA**

**GALIYAT DEVELOPMENT AUTHORITY (GDA)**

**REQUEST FOR PROPOSAL**

**FOR**

**HIRING OF SERVICES FOR CLOUD HOSTING OF ERP AND  
E-TENDERING**

**AUGUST-2022**

# Table of Contents

SECTION 1: INVITATION..... 3

SECTION 2: TECHNICAL PROPOSAL ..... 05

SECTION 3: FINANCIAL PROPOSAL ..... 10

SECTION 4: TERMS OF REFERENCE ..... 14

## **SECTION 1: INVITATION**

## Request for Proposal (“RFP”)

Galiat Development Authority (“GDA”) invites sealed Bids from the Firms/Organizations (single or joint venture) (“Consultant”), registered with relevant authority and/governing body, to provide Cloud server hosting for GDA ERP and E-Tendering.

The Firm will be selected under the Selection Method Quality and Cost Based (QCBS) and Single Stage single Envelope Bidding procedure in accordance with Khyber Pakhtunkhwa Procurement Authority (“KPRA”) Rules.

The RFP includes the following documents:

- Section 1 : Invitation
- Section 2 : Technical Proposal – Standard Forms
- Section 3 : Financial Proposal – Standard forms
- Section 4 : Terms of References

Bids shall comprise of single package, clearly indicating “**Cloud Server Hosting Services**” containing two separate envelopes of Technical and Financial Proposals, marked as “**Technical Proposal**” and “**Financial Proposal**” in bold legible letters, respectively.

The bid shall be valid for a period of 90 days from the date of opening of Technical Proposal.

The proposals prepared in accordance with instructions in the RFP must reach the office of undersigned through registered Mail or Courier service on or before Tuesday, 23<sup>rd</sup> August 2022 at 12:00 pm. The Technical Proposals and Financial Proposal will be opened on the same day at 1:00 pm in the presence of the Bidders’ representatives who choose to attend.

**DIRECTOR GENERAL  
GALIYAT DEVELOPMENT AUTHORITY  
2ND FLOOR, ZTBL BUILDING MAIN MANSEHRA ROAD  
ABBOTTABAD.  
ABBOTTABAD; 0992-9310240**

### **SECTION 3: TECHNICAL PROPOSAL**

### Section 3. Technical Proposal - Standard Forms

*[Comments in brackets] provide guidance to the Consultants for the preparation of their Technical Proposals; they should be deleted from the Technical Proposals to be submitted.]*

Required (√)	Form	Description
√	T1	Technical Proposal Submission Form
√	T1 –Attachment	Company Bio-Data
√	T1 – Attachment (if applicable)	Copy of Joint Venture Agreement which must include the authorization of single representative on behalf of JV members, No Specific Format
√	T2	Firms Experience

All Pages of the original technical and Financial Proposal shall be initialed by the same authorized representative of the Firms who signs the Proposal.

**Technical Proposal  
(FORM-T1)  
Proposal Submission Form**

---

[Location, Date]

To: [Name and address of PE ]

Dear Sir/Madam:

We, the undersigned, offer to provide the services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope<sup>1</sup>.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff. our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials] '. \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Attached;  
Bio Data Sheet

## Company/ Firm Bio-Data

<b>1. Legal Name:</b>
<b>2. Year of Registration:</b>
<b>3. Legal Address of Registration/Operation:</b>
<b>4. Authorized Representative Information:</b>  Name:  Address:  Telephone:  Email:
<b>5. Attached are the copies of original documents of:</b>  [Attach the Documents Covered Under Qualification Criteria i.e. Incorporation Certificate, KPRA Certificate, NTN, Certificate Of Non-Blacklisting]

*[To be filled by each firm/company in case of JV]*



**Technical Proposal**  
**(FORM-T2)**  
**Consultant's Experience**

*[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually or as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment.]*

Assignment name:	Approx. value of the contract (in current PKR):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current PKR):
Start date (month/year): Completion date (month/year):	No of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions Performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

## **SECTION 4: FINANCIAL PROPOSAL**

## **Section 4. Financial Proposal - Standard Forms**

*[Comments in brackets[ ]provide guidance to the shortlisted Consultants for the preparation of their Financial Proposals; they should be deleted from the Financial Proposals to be submitted.]*

Financial Proposal Standard forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

Form-F1: Financial Proposal Submission Form

Form-F2: Summary of Costs

**Financial Proposal**  
**(FORM-F1)**  
**Financial Proposal Submission Form**

---

[Location, Date]

To: [Name and address of PE]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

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

Yours sincerely,

Authorized Signature [In full and initials] '. \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address' \_\_\_\_\_

**Financial Proposal  
(FORM-2)  
Summary of Cost**

---

<b>Description of Activity/Item</b>	<b>Estimated Amount PKR</b>
-------------------------------------	---------------------------------

Professional Fee

Expenses

Taxes etc

---

Total estimated cost of the Consultancy inclusive of all taxes (PKR)

---

---

[Amount in words]

## **SECTION 5: TERMS OF REFERENCE**

## TERMS OF REFERENCES:

The firms will perform the following services;

1. **Duration of Hosting:** 2 Years initially and extendable upon satisfactory performance.
2. **Security and Customer Support:** The cloud hosting provider must provide strong security. The provider must ensure that all the required steps like uses firewalls, backup features, antivirus software and encryption. The provider / firm must provide an accessible control panel to allow communication with the service desk of the provider / firm to ease.
3. **Cloud Hosting Support:** The cloud hosting provider must have an excellent technical support and customer service. The Provider /Firm will ensure that they are reachable, responds quickly and resolves issues in a timely and effective manner. The cloud hosting provider must offer an intuitive service that is easy to learn, understand and implement.
4. **Backup, Storage and Restore:** Cloud hosting provider/Firm must have a suitable data backup in place for emergencies and other forms of data loss. The cloud hosting provider/firm must satisfy that they are well equipped with a comprehensive backup system. Backup and a simple restore are essential parts of a cloud hosting system.
5. **Scalability:** The cloud hosting provider/firm platform must ensure the scalability if required and offers flexibility in storage, functionality system expansion, system size and usage-based pricing.
6. **Reliability:** The cloud hosting provider / firm must ensure the reliability of its system. The system must be consistent, functional and operational.
7. **Firms Requirements:**
  - Pakistani Firm registered with the relevant authorities.
  - Registered with relevant tax authorities.
  - At least 4 year of relevant hosting and maintenance experience.
  - Must have provided and successfully managing at least 3 systems of similar nature to well reputed companies / firms.
8. **System Specifications:**
  - Operating system Linux with control panel.
  - SSL certification.
  - 16-32 GB RAM
  - Unlimited SSD Storage.
  - Locally supported.
  - 10 Core processor.
  - Unlimited E-Mail accounts.
  - Security / Firewall.