FEDERAL EMPLOYEES BENEVOLENT FUND

AND GROUP INSURANCE

Clarifications on

Request for Quotation (RFQ)

For

For Hiring of Consultancy bidder for preparation of RFP document

for End-to-End ERP

Financial Year 2022-2023

April 2023

As per given schedule for pre-bid meeting only one vendor M/s National Engineering Services Private Ltd. (NESPAK) visited FEB & GIF and raised following queries:

S.No.	NESPAK's Query	FEB&GIF Reply

1	What are the differences between Items Description No. 1, 2 & 3 mentioned in Section III, "Specifications"? This uncertainty arises as the third paragraph of Section-I, "Invitation to Bids" states that an RFP document including the ToRs is required. Please address this matter.	RFP will be including following
		i) Define whole Scope of Work for all functions and sub-functions in broader terms and the TORs for subsequent phases.
		ii) TOR for SRS preparation will be including but not limited to this phase presented in relevant section about it.
		iii) TORs for Software Development and/or Implementation will be related to this phase, which will use SRS developed in previous phase.
		Separation of all these is mandatory so that FEB & GIF may opt later for any of options as under independently.
		   i) **Preparation of SRS** & Tendering for ERP development/Implementation OR selection/Implementation of off-the-shelf ERP **separately** based on SRS prepared.
		               OR
		   ii) Preparation of SRS & development/implementation of ERP OR Selection/Implementation of some off-the-shelf ERP.

2	The document is mentioning the attestation of the Firm's Experience. Please describe the attestation who would be eligible for attestation?	M/s NESPAK (any Gazzeted officer) may attest the documents being Govt. body.
3	Is the work carried out at Karachi and Lahore the same, or is there any difference? If not, does a detailed study required at Lahore and Karachi regional offices or does the assignment require only short visits?	Scope of work carried out at Karachi and Lahore office is same however, **assessment of Hardware/Software will be required.**
4	Please specify the affidavit amount for the No Blacklisting Certificate.	Affidavit(duly notarized) of amount Rs. 100/- may be used.
5	What is the Bid Validity period for this Bid? Does the Financial year 2022-2023 Point No. 7. of ITB Page no. 6. Means the Bid Validity is till June 30, 2023?	Bid validity period will be 2022-23. It will be awarded before June 2023 subject to procurement Committee's decision in line with PPRA rules and regulations.

6	What is ERPF? (Mentioned in Section II, Instructions to bidders Point. 1	It is typo and may be considered as ERP.
7	What is a functional unit (Menu, input, report, or procedure)?	By Functional units means components of ERP Systems.
8	What is the lowest item-wise evaluated cost (bid in Section IV Evaluation Criteria)?	Separate item-wise cost to be quoted is required for understanding/ evaluation by the Procurement committee. However, we will award the job as a whole (including all itesm) .
9	Clarification of evaluation of criteria project points bifurcation mentioned in evaluation criteria table, serial number 6.	Discussed and understood.
10	What is the IFB number of this bid? Is **"FEB&GIF No. IT/ERP/21"** mentioned on Page 4 the IFB number?	Yes, it is the same number.
11	Please specify the time (i.e., No. of Weeks/months) for the Warranty Period of the Consultants.	Timeline for review of drafts is explained in example below:- | Item	By	Date	Remarks
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Draft-1	*Bidder	Date-1	
Review	FEB & GIF	+3 days	feedback
Draft-2	bidder	+3 days	With feedback
Review-II	FEB & GIF	+3 days	feedback
Final version	bidder	+4 days	With feedback	 * Selected bidder
12	Can the successful Consultant be able to participate in the development phase of the Project or not?	Yes, as this tender is open for all ,So, FEB & GIF will not discourage successful bidder of this tender to participate in the Subsequent phases.
13	Can the given Contract including the Payment Schedule be changed before signing the contract agreement with the successful bidder?	Selected bidders written request may be considered by FEB & GIF at the later stage, if deem appropriate.
14	Does the scope of work require detail requirement engineering and elaboration of the related documentation? If yes, can the deadline of 60 days be revised?	No, But it will have to list down each function, sub-function component required without recording SRS level details.
15	Is Bid Security required to be enclosed in Technical Bid or the Financial Bid or it should be	Yes, It should be in separated sealed envelop clubbed with Financial bid (will be opened with Financial bid).

	enclosed in a separate envelope?	
16	Please specify the period required for the approval of the draft submittals	As per point 11
17	Please explain the Specification Item No. 2 ToRs for the Study, Analysis, and preparation of System Requirement Specifications (SRS). Does the Consultant require to develop SRS? Is it Software Requirement Specifications or System Requirement Specifications?	No, the consultant is not supposed to prepare SRS document (rest as per Point No.1)
18	Is there any compulsion to follow any defined formats for the preparation of RFPs?	It should be standard in line with PPRA instructions.
19	Is there any requirement to submit a formal request to obtain the bidding document even if it is downloaded directly without any written request?	No
20	In Section III, an assessment of existing infrastructure(LAN/ WAN) and recommendations are required or proper design is required? What recommendations are required to be given for the server room, DR site, etc.? All the actual equipment including the software. Are the end-user computers in the scope of work?	Only Identification/Assessment of specifications and quantity of equipment/accessories is required for:- i) in-house hosting Server and allied equipment ii) Online hosting needs iii) LAN & WAN requirement (Firewalls, Switches and cabling type or wireless media type) iv) End point equipment (Laptops, PCs etc. without quantity)
21	What is the total number of IT professionals currently working with FEB & GIF?	One each Deputy Director (IT), on Deputation from NITB, MS (CS) Assistant Director (IT), Regular, MCS Computer Machine Operator (CMO), MS(CS) Computer Operator, M.Sc (CS)

22	Point no. 2 under Section III - Specification is to be carried under the project/ contract or the ToRs/ RFPs are to be prepared for the selection of an ERP firm?	RFP including Scope of work and ToRs as per point No. 1 is required.
23	Is JV allowed?	No
24	What is the purpose of Section V - sample form, Manufacture authorization certificate?	Not Applicable
25	In the Price Schedule Form, column 5 (referred to in note no. 2. Under the table) is missing. Is it a typographical mistake?	Typing Mistake, instead it refers to column 4 of the said table.
26	Is any interaction with the Govt. institutions required? If yes, how many organizations are required to be studied?	Not at this time, it will be required at the time of SRS in upcoming phase. However, linking of Account Offices(AG.. , Govt Departments, Educational Institutions, NADRA, UCs and Banks in relevant function must be made in RFP scope of work.
27	What would be required in the presentation?	Presentation may include understanding layouts etc. it depends what Bidders will like to present as his understanding about RFP and subsequent phases.
28	Why do you need five (05) solution architects? There should be a smaller number of solution architects i.e., two (02) and the designations may be altered as Web Developer, Database Developer, IT Infrastructure Specialist, Contract Specialist etc.	Instead of 05 Solution Architects, following can be considered:- 02 Solution Architects 01 IT Infrastructure Specialist 01 contract specialist 01 Web Developer
29	The firm experience of projects completed within the last five (05) years is deemed to be less as the mega projects take more time, generally 3-5 years for completion. Please consider enhancing this period to at least five (05) or more.	RFP related experience (Where subsequently project was awarded) is required in 05 project and development of project period not included.
30	Are there any other branches to be included in the scope of work, other than those	Branches as mentioned may be treated as functions.

	mentioned in the advertisement?	
31	Is there any existing software being used? If yes, please give details	Yes, following software Systems are in use: i) Beneficiary Services Management System (BSMS) .Net/MS SQL Server 2008 integrated with Finance Module to some extent ii) Payroll module for FEB & GIF iii) Direct Credit System (DCS) PHP/MYSQL iv) GBMS Accounting module in Foxpro(data only)
32	Can the ongoing projects be included/ considered where the RFPs (the milestone required for this project) have been delivered and the projects are in the implementation and/ or supervision stage?	As per 29 above, Projects awarded against RFP prepared will be considered only.