

## **RFP for Evaluation of Bids for Indus AI Week**

### **Background**

The Ministry of Information Technology and Telecommunication (MoITT) is seeking to engage a consultant from among the prequalified firms to conduct an evaluation of expenditures incurred, bids received and processed, and contracts entered into and executed, as per the objectives and scope provided below. The evaluation will ensure compliance with the requirements and the criteria provided in Request for Proposal (RFPs) for the selection of firms related to event management, media and communication, and other areas of expenditure associated with the Indus AI Week (Pakistan 2026), being held under the aegis of the MoITT.

### **Objectives**

The primary objectives to be covered under these ToR are to:

- Review and evaluate bids received from the firms to be engaged for implementation of various functions and operations related to the Indus AI Week to be convened and celebrated from Feb 08 to Feb 15, according to the defined evaluation criteria in the RFPs to be executed by MoITT and its allied organizations like Pakistan Software Export Board and Ignite R&D Fund.
- Review completeness and compliance of bidding firms' proposals with the RFP requirements and identify any deviations.
- Based on the evaluation criteria provide an independent third party sanity check and assurance regarding the technical and financial proposals inclusive of a broad assurance on rate reasonability of financial proposals.

### **Scope of Work**

The consultant will be responsible for the following tasks:

#### **1. Bid Evaluation:**

- Review and evaluate received technical and financial bids based on the criteria outlined in the respective RFP.
- Review the bids and check if submitted bids by firms are complete and meet RFP requirements.

#### **2. Compliance Verification:**

- Verify that the offered services comply with the technical and non-technical requirements specified in the RFP.
- Perform a sanity / reasonableness check on the financial proposals.

#### **3. Evaluation Report:**

- Prepare an evaluation report that documents compliance of bids with the published RFP and share it with MoITT.
- Discuss the draft report with MoITT and incorporate feedback as necessary.
- Submit the updated evaluation report to MoITT to take required decisions.

#### **4. Post event review of expense:**

- Perform post event review and validation of incurred expenses of the successful bidder as per the BOQs and identify any deviations or unusual items for MoITT consideration.

**5. Deliverables**

- Bids evaluation report
- Expenses review report

**6. Duration and Level of Effort**

The assignment will spread over 01 month commencing immediately on award of contract. It may be extended to enable completion of assigned tasks under the TORs. The level of effort of the engagement will be of two-weeks: initial one week to assess proposals against RFPs and look into rate reasonability, and subsequently one week towards end of Indus AI Week, to validate expenditures. Primarily there will be three main RFPs and allied bids to evaluate.

**7. Evaluation of proposal**

Following evaluation criteria will be used to evaluate proposals for stated assignment, with 60% weightage for technical criteria and 40% for cost. Single-stage single-envelope method will be used:

<b>Technical Criteria</b>	<b>Score</b>
Relevant Experience	30 marks
Team Lead/Expert with relevant experience of bid evaluation	40 marks
Methodology and workplan	30 marks