



Ministry of Information Technology & Telecom
Government of Pakistan



REQUEST FOR PROPOSAL

IT Network Upgradation

IGNITE/IT Network Upgradation/2025-26/0010

November 27, 2025

IGNITE

Ministry of Information Technology & Telecom
Government of Pakistan

**IGNITE National Technology Fund, 3rd Floor, TF Complex, 7 Mauve
Area, G-9/4, Islamabad**

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**PART A – DEFINITIONS, INSTRUCTIONS &
INFORMATION FOR BIDDERS**

1 Mandatory Eligibility Criteria Checklist

Before the bidders submit their proposals within the stipulated time mentioned in this Request for Proposal document, bidders are required to make sure that following mandatory requirements of this RFP document are fulfilled **These requirements must be furnished at the time of submission of Proposal. Non-submission of any one of the following applicable requirements shall result in disqualification:**

#	Mandatory Eligibility Criteria Checklist	Mark ☑ / ☒
1.	Proof of Certificate of Incorporation or Registration or equivalent	
2.	Proof of NTN Certificate	
3.	Proof of GST Certificate	
5.	Original affidavit (not older than one month) on Stamp Paper(s) of worth PKR100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Government, Semi-Government, Private, Autonomous body or any other international organization.	
6.	Original affidavit (not older than one month) on Stamp Paper(s) of worth PKR100 or more that the bidder is an active tax payer and has submitted its tax return for the preceding fiscal year. Tax payer list serial number (downloadable from FBR's website) is also to be mentioned.	
7.	<u>Technical Electronic Proposal “Technical Proposal of IT Network Upgradation”</u> Technical Proposal must be submitted through E-PADS. Bidders are to make sure that Financial Proposal is not part of the Technical Proposal in any form.	
8.	<u>Financial Electronic Proposal “Technical Proposal of IT Network Upgradation”</u> Financial Proposal must be submitted	

	through E-PADS. (The financial proposal should not be part of technical proposal in any form).	
9.	Bid Security of PKR 1,500,000/- to be placed in Envelope # 1 along with mandatory documentation.	
10.	Bidders are required to submit their proposal on EPADs https://eprocure.gov.pk	
11.	Principal Vendor Authorization letter addressed to Ignite National Technology Fund	

Note: Bidders are required to submit filled, signed & stamped copy of the above checklist along with the Proposal. Requirement No. 5 & 6 above, are required to be submitted on separate stamp papers. All of the supporting documents of the mandatory eligibility criteria shall be attached with checklist in same section of the technical proposal.

2 Definitions

This is Request for Proposal, unless the context provides otherwise:

- a. **“Agreement”** means “an agreement concluded between Company and the Successful Bidder”. (See Annexure C).
- b. **“Board”** means the Board of Directors of the Ignite.
- c. **“Bidder”** means “any company/firm who has responded to this RFP by submitting a formal proposal/bid.
- d. **“Company”** means Ignite registered under Section 42 of the Companies Ordinance, 1984, with its office at 3rd Floor, TF Complex, 7 Mauve Area G-9/4, Islamabad.”
- e. **“Date of Issue”** means “the date on which this RFP is issued by Company to solicit bids from potential bidders for Organizational Transformation.”
- f. **“Day”** means calendar day.
- g. **“Request for Proposal (RFP)”** means set of documents prepared by the Ignite, to solicit proposal, which consists of definition, instructions for bidders, ToR, evaluation criteria, forms for providing information and draft contract.
- h. **“Scope of Work”** means “the description of formal work activities under this RFP to be completed by the Successful Bidder in accordance with the Contract signed between Successful Bidder and the Company.”
- i. **“Successful Bidder”** means “a bidder who has been awarded the contract pursuant to this RFP and who shall be responsible to complete assignments as enlisted in the Scope of Work and further quantified under the Scope of Work”.
- j. **“Terms of Reference”** (ToR) means that part of Bidding Document which explains the scope of work, activities, tasks to be performed, evaluation criteria, respective responsibilities of the bidder as well as expected results and deliverables of the assignment.

IGNITE (The Company)

Ignite is dedicated to funding startups and innovative projects that leverage 4th industrial wave technologies to address local challenges and seize global opportunities in sectors such as health, education, energy, agriculture, telecom, and finance. With a national network of incubators across Pakistan, Ignite nurtures startups by connecting them with investors and corporations. Its flagship program, DigiSkills.pk, is aimed at equipping one million people with the skills needed for the future of work.

Since 2021, Ignite has been organizing the nationwide Digital Pakistan Cybersecurity Hackathon, which aims to raise awareness among the cybersecurity workforce by helping them assess their strengths and weaknesses in knowledge, skills, and abilities. Additionally, the National Grassroots ICT Research Initiative (NGIRI) promotes R&D and innovation at the grassroots level in Pakistan by providing financial support to selected Final Year Projects (FYPs) of undergraduate students enrolled in ICT-related disciplines across public and private sector institutions.

Through studies and stakeholder engagement initiatives, Ignite also aids public and private sector planning. Ignite's outreach activities are designed to inform professionals, media, students, corporations, and policymakers about the challenges and threats posed by the new economy, the importance of innovation, and the need for increased engagement in Ignite's programs. Further information about the Company is available at www.ignite.org.pk.

Instructions for Bidders

This document contains all the information pertinent to our solicitation, and governs the preparation and submission of proposals. The technical & financial forms to be filled by bidder for the assignment are annexed with this RFP document. Proposals must be submitted by the deadline, completed on the formats provided by the Company, with supporting documents, according to the guidelines given in the document titled **Instructions & Information for Bidders**. The proposals will be evaluated by a Bid Evaluation Committee (BEC) constituted by the company. The selection of bidders will be on quality and cost-based selection methodology as provided in the bidding document.

3 Bidding Document

3.1 Contents

The bidder is expected to examine all instructions, general conditions, forms, terms and specifications contained in the RFP document and its annexures. Failure to comply with instructions will be at the bidder's risk and may affect the evaluation of the proposal. Proposals that do not comprehensively address the scope of work/ToR and requirements may be rejected. Inability to comply with the corresponding instructions, general conditions of contract, terms and specifications may lead to rejection of proposal.

Submission of Technical and Financial Proposals against RFP document means in principle acceptance of attached Draft Agreement by the Bidder. During negotiations with Successful Bidder, only minor changes, can be made in the attached agreement. Company reserves the right to accept or reject any proposed changes by the successful bidder. Company reserves the right to make changes to the draft agreement in order to ensure better & smooth delivery of the items.

In the event of non-compliance with the ToR of the RFP document and obligations contained in the agreement, the Company may terminate the agreement by providing 01 month written notice to the successful bidder without any further obligation or compensation on the part of the Company.

4 Preparation of Proposal

4.1 Language of the Proposal

The proposals prepared by the bidders and all correspondence and documents relating to the proposal exchanged between the bidders and the Company shall be in writing and in English Language.

4.2 Proposal Currency

All prices shall be quoted in Pak Rupees (PKR) and all payments will be made in PKR. Price shall be quote per item bases.

4.3 Period of Validity of Proposal

Proposals shall remain valid for 180 days from the date of proposal submission as provided in the RFP document. In exceptional circumstances, Company may solicit the bidder's consent to an extension of the period of validity without any material changes in the bidding document.

4.4 Supporting Documents

While preparing the Technical Proposal, the bidding firm shall ensure that it provides the Company with documentary evidence. Since the evaluation committee will evaluate the bids solely on the basis of the documentary evidence submitted in accordance with the technical evaluation criteria.

4.5 Cost of Preparing Proposal

The costs of preparing the proposal and of negotiating any subsequent funding, including visits for discussion with the Company are not reimbursable.

4.6 Proposal Documents

The bidding document in binder form with serial number of each page should comprise the following:

Technical Proposal
<p>The Technical Proposal is to consist of the following:</p> <ul style="list-style-type: none">a) Checklist (Mandatory Documents required with the Proposal) – Page 2b) Technical Proposal Submission <i>Form B1</i>c) Firms/Bidders Profile - <i>Form B2</i>d) Firm's competence and experience in completing projects of a similar nature in a timely and efficient manner - <i>Form B3</i>e) Critical Evaluation Criteria - Form B4 <p>Technical Proposal should detail the capability and experience of delivering the services specified in the ToR. Bidder should submit details of maximum five of their most relevant/similar nature assignments for technical evaluation using the prescribed format.</p>

Technical proposal should not contain any financial information. Cost and financial estimates need to be provided in a separate sealed envelope clearly indicating Financial Proposal.

Financial Proposal

The Financial Proposal is to consist of the following:

- a) Financial Proposal submission Form– Form C1

4.7 Bid Security

Bid security of PKR 1,500,000/- in the form of Call Deposit/Bank Draft (refundable) drawn in favor of IGNITE- National Technology Fund (FTN/NTN: 2939308-6) is to be placed in Envelope#1 along with the mandatory documentation.

4.8 Taxes

The quoted costs should be inclusive of all applicable (direct & indirect) taxes. The financial bid will be scored based upon the bid amount inclusive of all taxes. All prices must be quoted in PKR. Price inclusive of quoted tax, quoted by the bidder shall be considered for evaluation irrespective of the tax rate. The lowest evaluated bidder shall be responsible of the quoted tax in its bid and any demand from tax authorities shall be payable by that bidder.

4.9 Format and signing of proposal

The proposal shall contain no interlineations, erasures, or overwriting, except, as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by bidder's authorized person. The proposals shall be clear and elaborate.

Different parts of the proposals shall be separated using color separators, flags or tags.

Note: *The technical proposal must not contain any pricing information whatsoever on the services being offered. Non-compliance will lead to rejection of the proposal.*

5 Submission, Receipt, and Opening of Proposal

6.1 Proposals will be accepted and evaluated using One Stage, Two Envelope Procedure. (Separate sealed envelopes of technical and financial proposals)- **Annexure-A**.

6.2 The original proposal shall contain no interlineations or overwriting. All pages of the proposals (Technical & Financial) must be numbered. Submission letters for both Technical and Financial Proposals should respectively be in the attached format (Form B1 & CI) in separate envelopes.

6.3 The bidder's Organization Head or an authorized representative on his/her behalf shall initial and stamp all pages of the original Technical and Financial Proposals. In case of latter, an authorization shall be provided which shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.

6.4 Hard copies of the Technical Proposal shall be sent to the addresses referred in the document. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

6.5

Bidder is required to submit Technical Proposal along with all supporting documents on EPADs (www.eprocure.gov.pk).

For correspondence with the company following may be contacted. and received by the Company not later than the time and the date indicated in RFP document:

Title/Position:	Head Procurement
Telephone:	+92-51-910 7441-6 Ext. 135
Cell:	+92-306-199-1234
Facsimile:	+92-51-910-7447
Email address:	procurement@ignite.org.pk
Official Postal address:	Ignite 3rd Floor, TF Complex, 7 Mauve Area, G-9/4 Islamabad, Pakistan.

6.9 Bidders are required to submit proposals on EPADS <https://eprocure.gov.pk/>

6.11 Company reserves the right to accept or reject all of the proposals submitted at any time in accordance with applicable PPRA rules.

6.12 Company shall open the Technical Proposal thirty minutes after the submission deadline. The envelopes with the Financial Proposal shall remain sealed and securely stored in the custody of Company.

6.13 Key Activities & Timeline

The tentative timeline set out herein represent the Company's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days. The approximate contract schedule is as follows:

#	ACTIVITY	TIMELINE
1	RFP Issuance	November 27, 2025
2	Deadline for receiving queries / questions	December 08, 2025
3	Pre-Bid Conference (Location: Ignite National Technology Fund, 3 rd Floor, T.F. Complex G-9/4, Islamabad)	December 09, 2025 @ 1100 Hrs
4	Response to queries/questions related to RFP	December 10, 2025
5	Proposal Submission Deadline	December 24, 2025 @ 1500 Hrs
6	Opening of Technical Proposals (in front of bidders present at 3 rd Floor 7 Mauve Area, TF Complex, G-9/4, Islamabad)	December 24, 2025 @ 1530 Hrs
7	Opening of Financial Proposals (in front of bidders present at 3 rd Floor 7 Mauve Area, TF Complex, G-9/4, Islamabad)	TBC
8	Award of Contract	TBC

6 Proposal Evaluation

7.1 From the time the Proposals are opened to the time evaluation report is announced, the bidders should not contact the Company on any matter related to its Technical and/or Financial Proposal. Any effort by the bidder to influence the Company in the examination, evaluation, ranking of Proposals, and recommendation for award of Agreement may result in the rejection of the bidder's Proposal. However, the Company may contact the bidder for seeking clarification of any aspect of technical proposal or demand any missing information.

7.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

7.3 Overall evaluation shall be carried out based on weighted average methodology wherein technical evaluation will carry 70% and financial evaluation will carry 30% weightage.

7 Evaluation of Technical Proposals

8.1 During the technical evaluation no amendments in the proposals shall be permitted. The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the RFP document. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP and particularly the eligibility criteria or if it fails to achieve the minimum qualifying technical score indicated in the RFP document. The Bidders who obtain at least 70 marks in technical evaluation criteria will qualify and financial proposals would be opened only for technically qualified Bidders.

8.2 Financial proposals of those Bidders obtaining less than 70% marks in Technical Evaluation shall remain un-opened and will be returned to the Bidders. An evaluation committee appointed by the Company will evaluate the technical proposals on the basis of their compliance with the RFP and by applying the evaluation criteria and the point system, specified below:

S#	Technical Evaluation	Total Marks	Sub Marks
a.	Firm Profile (Registered age, Location, Number of Employees and Financial position) – (Form B2) <ol style="list-style-type: none"> 1. Registered Age, Number of Employees, Goodwill 2. Financial Position 3. Client list 4. Level of partnership with principal/manufacturer/OEM 	15	04 04 03 04
b.	Relevant Experience of the Firm/Bidder - (Form B3) <ol style="list-style-type: none"> 1. IT Infrastructure References in Federal Government/ or any other critical environments such as Banking, telecom etc. (2 marks each project) <i>Projects completed in last 3 years will be considered</i>	10	10
c.	Critical Evaluation Criteria – (Form B4) <ol style="list-style-type: none"> 1. Compliance with Specifications Hardware (networking) and software must meet or exceed the minimum technical requirements listed in the RFP) 2. Scalability & Future Readiness (Support for future expansion in terms of equipment, and software licenses. Modular and standards-based architecture preferred.) 3. Performance Benchmarks (Minimum switching capacity and forwarding rate to meet performance requirements. Higher scores for enterprise-grade specifications (e.g., latest-gen processors, SSDs, fiber connectivity).) 4. Redundancy & High Availability (Stacking, hot-swappable PSU/fans, non-blocking architecture, hitless failover.) 5. Management & Monitoring (Web GUI, CLI, SNMPv3, NetFlow/sFlow, REST API, remote firmware upgrade) 	75	25 10 10 10 05

	6. Warranty & Support (Onsite warranty period, SLA response times (e.g., 24x7 support, 4-hour response), local presence of support center, availability of spare parts.)		05
	7. Project Implementation Plan (Deployment methodology, configuration, migration (if any), integration with existing systems, project timelines, Gantt chart.)		05
	8. Security Features (ARP inspection, secure boot, firmware integrity, MACsec, VLAN support, ACL, role-based access, encryption at rest and in transit etc)		05
Total Marks		100	
Minimum qualification score (70%)		70	

Note: It is the responsibility of the bidders to ensure provision of sufficient documents to the company, along with the proposal, to evaluate the bids solely on the basis of the documentation submitted.

8 Financial Proposals

9.1 After the evaluation and approval of technical proposal, the Company shall inform the bidders, who have submitted proposals, the technical scores obtained by their Technical Proposal and shall notify those whose Proposal did not meet the minimum qualifying score or were considered non-responsive, that their Financial Proposals will be returned unopened after completing the selection process. The Company shall simultaneously notify in writing bidders that have secured the minimum qualifying technical score, the date, time and location for opening the Financial Proposals, within the bid validity period. Bidder's attendance at the opening of Financial Proposals is optional. The opening date shall be set so as to allow interested bidder sufficient time to make arrangements for attending the Financial opening.

9.2 Before opening of financial bid, technical score of qualified bidders shall be read aloud during financial bid opening session.

9.3 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the formers will prevail. In addition to the above corrections, all

activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

9.4 Quality and Cost Based Selection (QCBS) method will be used for evaluation of proposal. The lowest evaluated Financial Proposal will be given the maximum financial score of 30 points.

9 Combined Score

10.1 Technical Score (St) of qualified bidder shall be added to financial score.

10.2 Financial Score (Sf) shall be calculated as follows: (Lowest bidder's total cost/bidder's total cost) x 30.

10.3 Combined Score (Total Score) = St + Sf

10.4 All bidders will be ranked based upon the combined technical and financial score.

10 Award of Agreement

After completing required documentation / process the Company shall award the Agreement to the selected bidder (highest score). After agreement signature, the Company shall return the unopened Financial Proposals of the non-responsive bidders.

11 Confidentiality

The Company shall keep all information regarding the bid evaluation confidential until the time of the announcement of the evaluation report under PPRA Rule no. 41.

12 Conflict of Interest

Without limitation on the generality of the foregoing, bidder shall be considered to have a conflict of interest and shall not be recruited under any of the circumstances set forth below:

a. Conflicting assignments

- The bidder (including its Personnel) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment to be executed for the same or for another Client.

b. Conflicting Relationships

- The bidder (including its Personnel) or any of its affiliates that has a business or family relationship with a member of the Company Board, Management, or staff who is directly or indirectly involved in the preparation of Terms of Reference, selection process of third party evaluation services and/or supervision of the Agreement may not be awarded an Agreement unless conflict stemming from this relationship has been resolved in a manner acceptable to the Board throughout the selection process and the execution of the Agreement.
- The bidder has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest, or that may reasonably be perceived as having this effect by notifying the Company in writing. Failure to disclose said situations may lead to disqualification of the bidder or the termination of its Agreement.
- Current employees of the Company shall not work as and for the bidder.

13 Fraud and Corruption:

14.1 The Company requires the bidder/s participating in provision of Service/s to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. In pursuance of this policy, Company defines, for the purpose of this paragraph, the terms set forth below as follows:

“Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any employee of the Company in the selection process or in agreement execution;

“Fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement;

14.2 “Collusive practices” means a scheme or arrangement between two or more with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels;

“Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of an agreement. The Company will reject a proposal for award if it determines that the bidder recommended for award has directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the agreement in question. The Company may also impose penalties on the bidder, declaring it ineligible, either indefinitely or for a stated period of time, for Company funding, if at any time it determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Company funded project.

14 Clarification Request/Amendment

15.1 The bidder can request a clarification in RFP document up to the date indicated in the RFP document. Any request for clarification must be sent in writing, or by standard electronic means to the Company’s e-mail address indicated in the RFP document. The Company will respond in writing or by standard electronic means and may place responses on the Company’s website under FAQ’s for understanding of all potential bidders.

15.2 At any time before the submission of Proposals, the Company may amend the RFP document by issuing an addendum in writing or by standard electronic means. The addendum shall be published in the local newspaper and uploaded at PPRA & Company web site, and revised RFP document will be uploaded on Company’s Website and PPRA web site.

15 Payment Plan:

16.1. General Terms

- All payments will be made in **Pak Rupees (PKR)** via cross cheque / bank transfer to the Contractor’s designated bank account.
- Payments are subject to the submission of verified invoices, delivery challans, inspection reports, and any other documents as required by the Procuring Agency.
- All applicable taxes, duties, and levies shall be deducted at source in accordance with the prevailing Government of Pakistan laws.
- The Contractor shall quote prices inclusive of all applicable taxes in accordance with Rule 23(2) of PPRA Rules, 2004.

16.2. Payment Milestones

Milestone	Description	Payment %	Conditions for Payment Release
1. Delivery of Equipment	Supply and delivery of all hardware, software, and related infrastructure at designated site	60%	Delivery note verified by Procuring Agency, inspection/verification certificate
3. Installation, Configuration & Integration	Complete installation, configuration, and integration of delivered components	20%	Installation & commissioning report signed by Ignite
4. User Acceptance Testing (UAT) and Training	Successful completion of UAT as per agreed specifications and TORs and training, warranty registration	20%	UAT sign-off by Ignite

PART B - TERMS OF REFERENCE

16 Overview

Company invites proposals from qualified, registered and well reputed companies for “**IT Network Upgradation**” as per guidelines mentioned in this RFP. The supplier needs to clearly mention detail specifications/features of proposed item(s) that are being offered.

Scope of Work

1. Delivery of hardware/software license as per details mentioned in **Annex B**.
2. Any other hardware/software that is mandatory for connectivity between switches
3. Training of one person from principal software vendor at its authorized training facility only (mention training center detail)

17 Outputs/Deliverables

Deliverable 1: Delivery of hardware at Company’s premises.

Deliverable 2: Provision of software licenses to Company’s official.

Deliverable 3: Design, installation and testing of hardware with latest BIOS/OEM Software.

Deliverable 4: Three years technical support.

PART C – FORMS TO BE SUBMITTED WITH THE PROPOSAL

Technical Proposal - Standard Forms

B1. Technical Proposal Submission Form

B2. Firms/Bidders Profile

B3. Firm's competence and experience in completing projects of a similar nature in a timely and efficient manner

B4. Critical Evaluation Criteria

B1. Technical Proposal Submission Form

[Location, Date]

To:

Head Procurement

Ignite (The Company)

3th Floor, TF Complex, 7 Mauve Area,

G-9/4, Islamabad, Pakistan.

Tel: +92-51- 910-7441-46

Cell: +92-306-199-1234

Fax: +92-51- 910-7447

Email: procurement@ignite.org.pk

Sir,

We, the undersigned, offer to provide the services of “XXXX” in accordance with your Request for Proposal dated [ADVERTISEMENT DATE]. We are hereby submitting our Proposal, which includes this Technical Proposal and Financial Proposal sealed under a separate envelope.

Our Technical Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, which is 180 calendar days from the date of proposal submission.

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

B2. Firms/Bidders Profile

S #	Criteria	
1	Profile of the agency: i. Registered age of Company ii. Names of Managers/ Owners/ CEO/ Directors/ Partners	
2	Financial Position i. Name of Banks ii. Certificate of Financial position iii. Copy of audited Annual Accounts (of last 3 years) iv. Tax Registration (NTN/STN/FTN)	
3	Clientele	

B3. Firm's competence and experience in completing projects of a similar nature in a timely and efficient manner

Name of Client	Name of Assignment/ Project	Period of Assignment/ Project	Value of Assignment / Project	Present Status of the Assignment/ Project

B4. – Critical Evaluation Criteria

#	Criteria Requirment	Minimum Requirement	Vendor Response / Offered Specification	Compliance (Yes/No)	Reference Document / Datasheet Page No.

C1. – Financial Proposal Submission Form

[Location, Date]

To:

Head Procurement

Ignite(The Company)

3th Floor, TF Complex, 7 Mauve Area,

G-9/4, Islamabad, Pakistan.

Tel: +92-51- 910-7441-46

Cell: +92-306-199-1234

Fax: +92-51- 910-7447

Email: procurement@ignite.org.pk

Sir,

We, the undersigned, offer to provide services for provision of “XXXX” in accordance with your Request for Proposal dated [ADVERTISEMENT DATE] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of all the local taxes, duties, fees, levies and other charges applicable on our company, our sub-contractors and collaborations under the Pakistani law.

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, which is 180 calendar days from the date of proposal submission.

Though included in the above-mentioned fee, Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount in Pak Rs.	Purpose of Commission or Gratuity
-------------------------------	-------------------	--------------------------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

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

We remain,

Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

Summary of Costs

Particulars	Pak Rupees
Total	
All applicable Taxes	
Total Cost of Financial Proposal inclusive of taxes	

Annexure A

One Stage Two Envelope Procedure for Bidding

Public Procurement Rules 2004

Single stage - Two envelope procedure:

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) The envelopes shall be marked as “**FINANCIAL PROPOSAL IT Network Upgradation**” and “**TECHNICAL PROPOSAL IT Network Upgradation**” in bold and legible letters to avoid confusion;
- (iii) Initially, only the envelope marked “**TECHNICAL PROPOSAL IT Network Upgradation**” shall be opened;
- (iv) The envelope marked as “**FINANCIAL PROPOSAL IT Network Upgradation**” shall be retained in the custody of the procuring agency without being opened;
- (v) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which do not conform to the specified requirements;
- (vi) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (viii) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the **financial proposals of the technically accepted bids only.**
- (ix) The bid found to be the Most advantageous bid shall be accepted.

Annexure B:

BOQ:

Description	Quantity
Network:	
ToR Switch - 24x1/10G BaseT + 4xQSFP28 (with 4 post mount kit + Dual PSU)	02
Access Switch - 12xMultiGig + 36x1G BaseT + 4x1/10G SFP+ (with 4 post mount kit + Dual PSU)	03
10G 3M DAC Cable	02
40G 1M DAC cable	02
10G SR Multimode Transceivers	08
OEM Cloud Subscription for Switches management	05
For Compliance Statement refer to Annexure C	

Annexure C

High-Performance Network Switches

Sno.	Items / Descriptions	FC	PC	NC	Bidder's Quoted Feature
	The same switch should be completely manageable and support all the features on-premise as well as should integrate with OEM cloud as well.	M			
	The quoted OEM should be in Gartner's Leader Quadrant for Unified Wired and Wireless LAN for past 4 consecutive years.	M			
1	High-Performance Network Switches	M			
2	10G BaseT ports: 24 at least	M			
3	QSFP28 ports: 4 at least	M			
4	10G SFP+ ports should support SR, LR and 10GbaseT Transceivers. 1G SX, LX, 1G Rj45 Transceivers	M			
5	4 x QSFP28 ports supporting 100G and 40G transceivers from day one. Should support 100G BiDi and 40G BiDi Transceiver. These ports should also support QSFP28 to SFP28 adapters to further support 10G and 25G transceivers.	M			
6	Switch should support Dual Redundant Power supplies and Fan Trays supplied from day one.	M			
7	Packet Buffer: 32MB or better	M			
8	Switching capacity: 1.28 Tbps or better	M			
9	Should support stacking of at least 2 switches. 40G DAC/Stack cable should be included	M			
10	MAC Address table capacity: 147,000 or better	M			
11	Should support Ingress/Egress ACL. Number of ACLs should be at least 2000 per switch	M			
12	ACL should be applicable for SVI, L3 port and Subinterface	M			
13	ACL should be applicable for L2 ports	M			
14	ACL should support IPv4, IPv6, MAC matching criteria	M			
15	ACL should support object-groups. Atleast 250 per switch.	M			
16	Switch should support BFD for BGP IPv4, BGP IPv6, Static Routes, OSPFv2, OSPFv3, PIM, VRRP	M			
17	Switch should support BGP, OSPFv2, OSPFv3	M			
18	Switch should support Enhanced Route Refresh Capability for BGP-4	M			
19	Switch should support EVPN, MP-BGP for IPv4 and IPv6	M			
20	Switch should support Route-Reflector clients across all VRFs	M			
21	Switch should support at least 256 neighbours across all VRFs	M			
22	Switch should support route-map for EVPN Address-Family, matching criteria should be pv4/ipv6 prefix-list, VNI, aspath-list supported set clauses: local-preference, as-path prepend/exclude, IP next-hop, rt, evpn-rmac.	M			
23	Switch should support route-map for IPv4 and IPv6 Address-Family	M			
24	Switch should support DCBX, ETS, IP ECN, PFC, RoCEv1, RoCEv2	M			
25	Switch should support Ring protection protocol	M			
26	Switch should support LACP	M			
27	Switch should support Loop-protect	M			
28	Switch should support STP, RSTP, MSTP, RPVST+	M			
29	Switch should support Multi-Chassis LAG	M			
30	Switch should support Private VLAN	M			

31	Switch should support Protocol based VLAN	M			
32	Switch should support Q-in-Q	M			
33	Switch should support Uplink Failure Detection	M			
34	Switch should support Unknown unicast flood blocking	M			
35	Switch should support VLAN translation with VXLAN	M			
36	Switch should support spanning-tree BPDU guard, Loop Guard, Root Guard	M			
37	Switch should support DHCP server, DHCP relay	M			
38	Switch should support IP ECMP	M			
39	Switch should support VRRP v3, VRRP tracked object	M			
40	Switch should support mDNS Gateway	M			
41	Switch should support ARP protection per port and per switch	M			
42	Switch should support Dynamic IP Lockdown for IPv4/IPv6	M			
43	Switch should support IPv6 Destination Guard	M			
44	Switch should support ND Snooping over VXLAN with IPv4 Underlay and IPv6 Underlay	M			
45	Switch should support ND Snooping per port and per switch	M			
46	Switch should support 6in4 IP Tunnels	M			
47	Switch should support 6in6 IP Tunnels	M			
48	Switch should support GRE Tunnels	M			
49	Switch should support Aggregate CPU Reporting	M			
50	Switch should support Averaging instantaneous system power-consumption	M			
51	Switch should support IP SLA and IP SLA responder	M			
52	Switch should support Job Scheduler	M			
53	Switch should support NTP Servers - VXLAN Overlay (IPv4 and IPv6)	M			
54	Switch should support RMON	M			
55	Switch should support SNMP v1,2c,3. SNMP Traps	M			
56	Switch should support Control Plane ACL	M			
57	Switch should support Password Complexity	M			
58	Switch should support RADIUS and TACACS+, RADIUS CoA	M			
59	Switch should support Multicast, BSR, MSDP, IGMP Groups, IGMP v1,2,3.	M			
60	Switch should support MLD groups	M			
61	Switch should support Multicast ECMP	M			
62	Switch should support PIM DM, SSM, PIM6 DM, PIM6 SM, PIM6 SSM	M			
63	Switch should support Switched Multicast traffic at line-rate	M			
64	Switch should support Broadcast rate-limiting	M			
65	Switch should support Multicast rate-limiting	M			
66	Switch should support Policy Based Routing	M			
67	Switch should support CDP and LLDP	M			
68	Switch should support IPFIX	M			
69	Switch should support LLDP DCBX	M			
70	Switch should support SPAN	M			
71	Switch should support UDLD	M			
72	Switch should support sflow	M			
73	Switch should support MAC Lockdown/Lockout	M			
74	Switch should support MAC Pinning	M			
75	Switch should support MAC Based VLAN	M			
76	Switch should support Stacking of 2 Switches	M			
77	Switch should support EVPN - L2 VNIs	M			
78	Switch should support EVPN - L3 VNI (VRF)	M			
79	Switch should support EVPN VTEP peers	M			

80	Switch should support IP Directed Broadcast over VXLAN	M			
81	Switch should support IPv6 multicast overlay support in single-fabric	M			
82	Switch should support L2 VNI per L3 VNI	M			
83	Switch should support L2 VNI per VTEP	M			
84	Switch should support L3 anycast gateway	M			
85	Switch should support VTEP L3 gateway	M			
86	Switch should support VTEPs per L2 VNI	M			
87	Switch should support VTEPs per L3 VNI	M			
88	Switch should support VXLAN	M			
89	Switch should support VXLAN GBP	M			
90	Switch should support VXLAN PBR - L2 VNI, L3 VNI	M			
91	Principal support of 8 Years from the date of purchase	M			

ANNEXURE D

Note – 1: Any stamp duty, registration fees, or any other charges or levies, wherever applicable, in relation to the execution, performance, or registration of this Agreement, shall be the sole responsibility of the Service Provider/Vendor/supplier (successful Bidder) or any other party entering into this Agreement with Ignite. Ignite shall not be liable for any such costs or expenses.

DRAFT AGREEMENT FOR PROCUREMENT, INSTALLATION AND SUPPORT OF IT NETWORK UPGRADATION

This Agreement for Procurement, installation and support of IT Network Upgradation (the “**Agreement**”) is made at Islamabad on this _____ 2025.

BY AND BETWEEN

M/S. IGNITE, a company registered under section 42 of the repealed Companies Ordinance, 1984 (now Companies Act 2017), with Corporate Universal Identification Number (CUIN) No. 0058556, having its office at 3rd Floor 7 Mauve Area, TF Complex, G-9/4, Islamabad, Pakistan (hereinafter referred to as the “**Company**” which expression shall, where the context so permits, mean and include its successors-in-interest, administrators and permitted assigns), of the One Part;

AND

(Insert Name), _____, with Corporate Universal Identification Number (CUIN) No. _____, at **(insert address)** (hereinafter referred to as the “**Supplier**”) which expression shall, where the context so permits, mean and include its successors-in-interest, administrators and permitted assigns), of the Other Part.

The Company and Supplier may hereinafter be individually referred to as “**Party**” and collectively as the “**Parties**”.

WHEREAS the Company requires the Services related to the “supply, installation and support of IT Network Upgradation ” for the financial year **2025-2026** and published its intent via Request for Proposal (“**RFP**”), [_____, _____] (“**Annexure-A**”), which is an integral part of this Agreement.

AND WHEREAS the Supplier is engaged in the business of providing services related to the “supply, installation, and support of IT Network Upgradation”, and submitted its bid on [_____] 2025, which was accepted by the Company after following due procurement process;

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth and for other good and valuable consideration the adequacy of which is hereby acknowledged by the Parties and the mutual benefits to be derived therefrom, the representations and warranties, covenants, conditions and promises contained herein below and intending to be legally bound, the Parties agree as follows:

OBLIGATIONS OF THE SUPPLIER

1. The Supplier shall supply the requisite equipment, deliver, install, configure, and provide technical support for the IT Network Upgradation, including the provision of necessary hardware, software licenses, and three (03) years of technical support, as detailed in Part B of the RFP (Terms of Reference) (hereinafter referred to as the

“Requisite Items/Services”). The Supplier shall provide these Requisite Items/Services with all necessary care, diligence, honesty, and integrity, and in accordance with generally accepted good practices and professional standards.

2. The Supplier agrees to provide the Requisite Items/Services to the Company in accordance with the proposal submitted by the Supplier on [REDACTED] 2025 **“Annexure-B”**.
3. The Supplier shall deliver at its own cost any and all the Requisite Items/Services at the official premises of the Company.
4. The Supplier shall be responsible for full replacement of all defected, tampered and/or Dead on Arrival (“DOA”) items and will provide immediate replacement within [REDACTED] days, of all such Requisite Items/Services.
5. The Company shall have the right to object not meeting the quality required by the Company or in case it does not comply with the samples / description or standards provided or as agreed by the Supplier.

REPRESENTATIONS AND WARRANTIES

6. The Supplier represents, warrants and undertakes that:
 - a) The Supplier is legally recognized entity to enter into the Agreement with the Company and perform its obligations as laid down herein;
 - b) The Requisite Items/Services to be provided to the Company shall fully conform to the terms and conditions of the Agreement. Additionally, no data shall be shared by any means without the prior written consent or approval of the Company; and
 - c) If required, obtain all governmental consents, permits, approvals and specifications necessary for the timely provisioning of the Requisite Items/Services.

TERM & CONTRACT VALUE

7. This Agreement shall remain valid from [REDACTED] 2025 till [REDACTED] (“**Term**”) unless otherwise terminated by the Parties in accordance with **clause 11** of this Agreement. This Agreement may be further extended for an additional period or another Term, if required, subject to mutual agreement of the Parties in writing and as permissible under the applicable PPRA laws.
8. The total value for the purposes of this Agreement is **Rs.** [REDACTED] as submitted by the Supplier in his financial proposal. This amount is inclusive of all the local taxes, duties, fees, levies and other charges applicable on Supplier, its subcontractors and collaborations under the Pakistani law.

PAYMENT SCHEDULE

9. As per clause 16.2
10. Payment shall be subject to deduction of all the applicable taxes in accordance with the rules applicable at the time of payment.

TERMINATION OF AGREEMENT

11. The Company reserves the right to terminate or suspend this Agreement at any time with or without cause, by giving ten (10) days’ notice to the Supplier in writing. The

Supplier shall be entitled to receive just and equitable compensation of any satisfactory services completed prior to the date of suspension or termination.

SUCCESSORS AND ASSIGNS

12. The Supplier shall not assign, transfer, convey, pledge, or otherwise dispose of this Agreement or any part of this Agreement to a third party without a written consent of the Company. If the Supplier fails to comply with the above condition, the Company may, at its option, terminate this Agreement for causes as provided above.

EXTENT OF AGREEMENT/ MODIFICATION

13. This Agreement, together with all attachments and addenda (if any), represents the entire and integrated Agreement between the Parties hereto and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended, modified or addition by written instrument duly signed by both parties hereto.
14. In the event of any conflict or inconsistency between the provisions of the main body of this Agreement and any attachments, the terms of this Agreement (including any addenda hereto) shall prevail. The general order of precedence among the related documents shall be as follows:
- a) This Agreement;
 - b) Request for Proposal (“RFP”) (Annexure A to this Agreement); and
 - c) Project Proposal approved by the Company, comprising both Technical and Financial proposals (Annexure B to this Agreement).

FORCE MAJEURE

15. Neither Party shall be liable to the other, nor be deemed to be in breach of this Agreement, for any delay or failure in the performance of its obligations under this Agreement, if and to the extent that such delay or failure is caused by the occurrence of an event or circumstance beyond the reasonable control of the affected Party (“Force Majeure Event”), including but not limited to acts of God, fire, flood, earthquake, explosion, epidemic or pandemic, riot, civil commotion, strikes, lockouts or other industrial disputes (not involving the Party’s own workforce), war or warlike hostilities (whether declared or not), terrorist acts, embargoes, sanctions, or any law, order, regulation or restriction imposed by any governmental or judicial authority, provided such events were not reasonably foreseeable at the time of entering into this Agreement.
16. A Party affected by a Force Majeure Event shall promptly notify the other Party in writing, as soon as reasonably practicable, of the nature, extent, and anticipated duration of the Force Majeure Event. The affected Party shall use all reasonable efforts to mitigate the effect of the Force Majeure Event and to resume full performance of its obligations as soon as reasonably possible.
17. The suspension of contractual obligations under this Clause shall continue only for so long as the Force Majeure Event continues to prevent the affected Party from performing its obligations. The affected Party shall notify the other Party in writing immediately once the Force Majeure Event ceases and shall resume performance of its obligations without delay.
18. If the Force Majeure Event continues for a period exceeding fifteen (15) consecutive days, the Company shall have the right, in its sole discretion and without any liability,

to terminate this Agreement in whole or in part by providing fifteen (15) days' prior written notice to the Supplier. In such case, the Supplier shall be entitled to payment only for those obligations duly performed and accepted by the Company prior to the effective date of termination, with no further claim for compensation or damages.

19. Notwithstanding anything to the contrary, the occurrence of a Force Majeure Event shall not relieve the Supplier of its obligation to implement any appropriate contingency or disaster recovery plans (if applicable), nor shall it excuse performance where the Supplier could reasonably have foreseen, prevented, or overcome such Force Majeure Event through the exercise of due diligence and best industry practices.

INDEMNITY

20. The Supplier shall fully indemnify and hold the Company harmless, from and against all claims, damages, liabilities, losses and expenses, whether direct or indirect, or personal injury or death of persons or damage to property arising out of (i) any negligence or international act or omission by the either Party or its employees, personnel, agents etc, inconnection with the Agreement, or (ii) arising out of or in connection with the performanceof its obligations under this Agreement. "Death or Injury" includes the death of or any injury to, or the contracting of any disease or illness, physical or mental, or the suffering or mental shock or any analogous condition, by the person concerned. "Damage" means the loss or destruction of or damage to or the permanent or temporary, partial or complete loss of the use of property.

COMPLIANCE WITH LAWS

21. The validity of interpretation and construction of this Agreement and of each part hereof shall be governed by the Laws of Pakistan. Both Parties shall comply with all applicable laws of Pakistan.

ARBITRATION

22. Any dispute, controversy or claim arising out of or in connection with this Agreement shall be resolved by Parties hereto through mediation. If dispute(s) remain unresolved by mediation within thirty (30) calendar days, then all such dispute(s) shall be finally settled by arbitration to be held under the Arbitration Act, 1940 and the rules thereunder. The sole arbitrator shall be appointed as agreed by the Parties. The venue of the arbitration shall be Islamabad, Pakistan. The award made by the arbitration process shall be final and binding on the Parties and may be enforced in any court of competent jurisdiction. Each Party shall be responsible for the cost of preparing and presenting its own case and the fee of the Arbitrator shall be paid equally by the Parties.
23. Notwithstanding any provision to the contrary in this Agreement, this section shall survive any expiration or termination of this Agreement or any other provision hereof, and upon such event shall take effect as an independent arbitration agreement/jurisdiction clause.

CONFIDENTIALITY

24. The Parties shall not disclose the Agreement, or any provision thereof, or any specification, plan, drawing, sample or information furnished by or on behalf of either party in connection therewith, to any person other than a person employed by

either party in performance of the Agreement. Disclosure to any such employed person shall be made in confidence and shall only extend as far as may be necessary for purposes of such performance.

25. Either party shall not, without mutual consent, make use of any documents or information except for purposes of performing the Agreement. Upon becoming aware of any loss, unauthorized use or disclosure of the Company's information, the Service Provider shall immediately notify the Company of such loss, unauthorized use or disclosure and indemnify the Company for the same.
26. Both Parties agree that, notwithstanding expiration or termination of the Agreement for any reason whatsoever, the provisions relating to Confidential Information shall survive the expiration or termination of this Agreement for a period of 5 years (05) Year

MISCELLANEOUS

27. No alteration, waiver or change in any of the terms of this Agreement will be effective unless made in writing and duly executed by an authorized officer or representative of the Company and the Supplier.
28. The failure or delay of either Party in exercising any of its rights provided for in this Agreement shall not be deemed to be a waiver of such rights, or any of its other rights under this Agreement, nor operate so as to bar the exercise or enforcement thereof at any time or times thereafter. Any waiver must be given in writing and signed by the Party waiving its rights.
29. Any notice to be given hereunder shall, save as otherwise agreed in writing or provided for in any specific clause of this Agreement, shall be given in writing by registered mail, acknowledgement due, or by fax. The addresses and fax for service of the Parties hereto shall be:

In the case of: Ignite

Name:

Designation:.

Address: 3rd Floor, TF Complex, 7 Mauve Area, G-9/4,
Islamabad Phone No. 051-9107441-46

Email Address:

In the case of: [Supplier]

Name:

Designation:

Address:

Phone No:

Email:

or such other address or fax number as any Party may be notified in writing by the other Party. No such notice shall be effective unless or until actually received as aforesaid.

30. Both Parties shall act as independent contractors with respect to one another. Nothing in this Agreement shall be construed as creating a partnership, joint venture or agency relationship between the Parties.
31. The Parties shall not, either during the term, or after the expiration of this Agreement, disclose any proprietary or confidential information relating to the Services, this Agreement, or business or operations without the prior written consent of the concerned Party, unless such disclosure is required by law or regulation. The Parties agree that they will use best efforts to ensure that their subcontractors and personnel are bound by and comply with the requirement of confidentiality set out in this clause.
32. This Agreement shall be signed in two counterparts and each shall be considered as an original and one & the same document.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement on the day and year hereinbefore mentioned, by their duly authorized representatives and in the presence of the undersigned witnesses.

For and on behalf of **The Company** For and on behalf of **The Supplier**

By:	By:
Title: Chief Executive Officer	Title:
CNIC:	CNIC:
Date: _____	Date: _____

Witness – 1	
Name:	Name:
Designation:	Designation:
Signature:	Signature
CNIC:	CNIC:

Witness – 2	
Name:	Name:
Designation:	Designation:

Signature:

Signature

CNIC:

CNIC:

Note - 2: This Agreement is a draft and subject to modifications in terms and conditions based on negotiations with the successful bidder at the time of award. Bidders are advised to rely solely on the Terms of Reference (TOR) and instructions provided in this RFP for the preparation and submission of their bids.

