



REQUEST FOR PROPOSAL (RFP)

Digital Roshni – Provision of Services, Establishment and Deployment of Digital Learning Pods in Islamabad

No.: IGNITE/ Digital Roshni /2025-26/12/Proc

Date of issue: November 25, 2025

IGNITE – National Technology Fund
Ministry of Information Technology & Telecom
Government of Pakistan

**3rd Floor, Telecom Foundation (TF) Complex,
7 Mauve Area, G-9/4 Islamabad**
www.ignite.org.pk



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PART A

DEFINITIONS, INSTRUCTIONS & INFORMATION FOR BIDDERS



1. Definitions

In this Request for Proposal (RFP), unless the context provides otherwise:

- 1.1. **"Bidder"** means a recognized legal entity under the applicable laws of Pakistan, including a registered company, firm, agency, organization, or a lead entity representing a consortium or joint venture (**JV**) partners, that submits a proposal in response to a Request for Proposals (**RFP**) issued by the Company.
- 1.2. **"Bidding Document"** means set of documents prepared by Ignite, to solicit proposal, which consists of definition, instructions for bidders, TOR, evaluation criteria, forms for providing information and draft contract.
- 1.3. **"Board"** means the Board of Directors of the Ignite – National Technology Fund.
- 1.4. **"Company"** refers to **M/s. IGNITE**, a company incorporated under section 42 of the repealed Companies Ordinance, 1984, now governed by the Companies Act, 2017, with Corporate Universal Identification Number (**CUIN**) 0058556, having its registered office at Telecom Foundation Complex Building, 3rd Floor, G-9/4, Islamabad, Pakistan.
- 1.5. **"Consortium"** means a group of two or more legally constituted (recognized entities within the applicable laws of Pakistan) entities, including registered companies, firms, agencies and organizations, that come together under a formal agreement to jointly submit a proposal as a Bidder through a lead entity in response to the Request for Proposal (RFP). The members of the Consortium collaborate to fulfill the requirements of the RFP and share responsibilities, resources, and risks associated with the execution of the project or provision of services or goods, as applicable. Each member of the Consortium remains legally responsible for its own obligations and liabilities, but collectively, the Consortium is treated as a single entity for the purposes of the RFP and any resulting contract.
- 1.6. **"Date of Issue"** means "the date on which this RFP "Provision of Service for Digital Roshni – Provisioning of Services, Establishment and Deployment of Digital Learning Pods in Islamabad" is issued by the Company to solicit bids from potential bidders to execute the Project titled "Digital Roshni – Provisioning of Services, Establishment and Deployment of Digital Learning Pods in Islamabad."
- 1.7. **"Day"** means a calendar day unless otherwise specified. In the context of this RFP, all references to "Day" shall include weekends and public holidays, unless explicitly stated otherwise. If a deadline or submission falls on a weekend or public holiday, it shall be extended to the next business day.
- 1.8. **"Agreement"** means "an agreement concluded between Company and the Successful Bidder". (see Annexure D).
- 1.9. **"Joint Venture (JV)"** means an enterprise formed by two or more individuals or companies for the purpose of submitting the bid. All members of a consortium/joint venture (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.
- 1.10. **"Lead Member/Partner"** is the lead entity, in case of consortium, joint venture (**JV**) or partnership who is principally participating in submission of the proposal and should submit a letter of intent for purpose of identification.
- 1.11. **"Digital Roshni – Provisioning of Services, Establishment and Deployment of Digital Learning Pods in Islamabad" RFP** means "A Project which addresses the challenge of digital inequality by establishing and deploying two (02) outdoor Digital Learning Pods in Islamabad to provide community-based digital learning centers".
- 1.12. **"Proposal"** means the entire set of documents consisting of bidder's Profile, Technical and Financial Proposals submitted by bidder.



- 1.13. **“Request for Proposal (RFP)”** means the request for proposal titled “Digital Roshni – Provisioning of Services, Establishment and Deployment of Digital Learning Pods in Islamabad” by the Company.
- 1.14. **“Successful Bidder”** means “a bidder who has been awarded the contract pursuant to the RFP of “Digital Roshni – Provisioning of Services, Establishment and Deployment of Digital Learning Pods in Islamabad” and who shall be responsible for implementing the training program.
- 1.15. **“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 KPIs/deliverables of the assignment.

2. Mandatory Eligibility Criteria Checklist

Before the Bidders submit their Proposals, within the stipulated time mentioned in this Request for Proposal (RFP) document, bidders are required to make sure that following mandatory requirements of this RFP document are fulfilled. In case of bids being submitted as Consortium/Joint Venture (JV), Lead Member’s documents will be evaluated against Mandatory Eligibility Criteria. **These requirements must be furnished in the order mentioned in the below checklist at the time of submission of Proposal. Non-submission of any one of the following applicable requirements shall result in immediate disqualification:**

#	Mandatory Eligibility Criteria Checklist	Mark <input checked="" type="checkbox"/> / <input type="checkbox"/>
1.	Proof of Certificate of Incorporation or Registration or equivalent	
2.	Proof of NTN Certificate	
3.	Proof of Sales Tax Certificate	
4.	Proof of FTN certificate /Tax exemption certificate (<i>for public sector entity</i>), (If applicable, please check <input checked="" type="checkbox"/> , otherwise put a Cross <input type="checkbox"/> in the Mark Column).	
5.	In case of proposal being submitted as consortium/Joint Venture (JV), attach consent letter of each partner organization clearly specifying its roles and responsibilities in the project. Letter should be issued by the competent authority of the partner organization.	
6.	Original affidavit (not older than one month at the time of proposal submission) on Stamp Paper(s) of worth PKR 100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by Public Procurement Regulatory Authority (PPRA), Government, Semi-Government, Private, Autonomous body or any other international organization.	
7.	Original affidavit (not older than one month at the time of proposal submission) on Stamp Paper(s) of worth PKR 100 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.	



8.	<p><u>Two separately sealed envelopes:</u></p> <p><u>Envelope #1 shall clearly bear the name “Digital Roshni – Provisioning of Services, Establishment and Deployment of Digital Learning Pods in Islamabad”</u></p> <p>One hard copy of Technical Proposal, one marked as Original and one marked as Copy* must be submitted with one soft copy of the original technical proposal in USB. Bidders are to make sure that Financial Proposal is not part of the Technical Proposal in any form.</p> <p>*Additional hard copy of Technical Proposal is not a mandatory requirement.</p>	
9.	<p><u>Envelope #2 shall clearly bear the name “FINANCIAL PROPOSAL – Digital Roshni – Provisioning of Services, Establishment and Deployment of Digital Learning Pods in Islamabad”</u></p> <p>Financial Proposal in hard copy must be submitted with one soft copy of the same in USB. Soft copy must be in MS Excel format. (The hard copy and soft copy of Financial Proposal must be sealed in Envelope # 2 and should not be part of Technical Proposal in any form).</p>	
10.	Bid Security of PKR 750,000/- to be placed in Envelope # 1 along with mandatory documentations.	
11.	CONFLICT OF INTEREST - DISCLOSURE FORM (attached as Annexure-B)	
12.	It is mandatory for bidders to submit their proposal on EPADs https://eprocure.gov.pk . In case a bid is not submitted on EPADs, it will not be accepted by the Company in hard form.	

Note: Bidders are required to submit filled, signed & stamped copy of the above checklist along with the Proposal. All of the supporting documents of the mandatory eligibility criteria shall be attached with checklist in same section of the technical proposal. **Requirement No. 6 & 7 above, are required to be submitted on separate stamp papers.**

3. Ignite – National Technology

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 three 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

4. Instructions for Bidders

This document contains all of the information pertinent to this solicitation, and governs the preparation and submission of proposals. The technical & financial forms to be filled by Bidder for this assignment are annexed with this RFP document. Proposals must be submitted by the deadline stipulated in this RFP, completed on the formats provided by the Company, with supporting documents, according to the guidelines given in the section titled "Definitions, Instructions & Information for Bidders". Proposals will be evaluated by bid evaluation committees constituted by the Company. Selection of Bidders will be on Quality and Cost Based Selection methodology as provided in the Bidding Document.

5. Bidding Document

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 ToRs and other requirements may be rejected. Inability to comply with applicable instructions, general conditions of Agreement, 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 implementation of the project.

After issuance of letter of acceptance, the successful Bidder is expected to sign the agreement as soon as possible. If successful Bidder is not responsive and does not sign the agreement within a reasonable time, maximum one (1) month after issuance of the letter of acceptance, the Company reserves the right to terminate and nullify the bid award and bid security will be forfeited.

In the event of non-compliance with the ToRs of the RFP document and obligations contained in the agreement, the Company may terminate the agreement by providing one (1) month written notice to the successful bidder without any further obligation or compensation on the part of the Company.

6. Preparation of Proposal

6.1 Language of the Proposal



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, except where otherwise specified.

6.2 Proposal Currency

All prices shall be quoted in Pakistani Rupees (PKR) and all payments will be made in Pakistani Rupees (PKR.)

6.3 Period of Validity of Proposal

Proposals shall remain valid for 180 days from the date of bid 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.

6.4 Supporting Documents

While preparing the Technical Proposal, the Bidder shall ensure that it provides the Company with documentary evidence. Bid evaluation committees will evaluate proposals solely on the basis of documentary evidence submitted in accordance with evaluation criteria described in this RFP.

6.5 Cost of Preparing Proposal

All costs of preparing Proposal, negotiations with Company, including visits for discussion, are not reimbursable.

6.6 Proposal Documents

The Proposal, in binder form, with serial number of each page should comprise the following:

6.7 Technical Proposal

The Technical Proposal is to consist of the following:

Form B1. Technical Proposal Submission Form

Form B2. Profile of the Lead Member

Form B3: Technical Infrastructure and Pod Design (Lead Member or any bidder in case of consortium/JV)

Form B4: Relevant Experience (Lead Member or any bidder in case of consortium/JV)

Form B5: Content Provisioning & Outreach (Lead Member or any bidder in case of consortium/JV)

Technical Proposal should detail the capability and experience of delivering the services specified in the ToRs. Bidder should submit similar nature assignments for technical evaluation using the prescribed format. Technical Proposal should not contain any financial proposal information. Cost and financial estimates need to be provided in a separate sealed envelope clearly indicating Financial Proposal. The Technical Proposal must not contain any pricing information whatsoever on the services being offered. Non-compliance will lead to rejection of the Proposal.

6.8 Financial Proposal



The Financial Proposal is to consist of the following:

Form C1. Financial proposal submission form

Form C2. Summary of costs

Form C3. Performance guarantee

The Financial Proposal should provide detailed costing related to the management of “Digital Roshni – Provisioning of Services, Establishment and Deployment of Digital Learning Pods in Islamabad”.

7. Bid Security

Bid security of **PKR 750,000/-** 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.

8. Taxes

Quoted costs should be inclusive of all applicable (direct & indirect) taxes. Financial Proposal 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.

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 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.

10. Submission, Receipt, and Opening of Proposal

Proposals will be accepted and evaluated using Single Stage, Two Envelope Procedure. (Separate sealed envelopes for Technical and Financial Proposals). The process is further defined at Annexure A.

- 10.1. Proposals will be accepted and evaluated using Single Stage, Two Envelope Procedure. (Separate sealed envelopes for Technical and Financial Proposals). The process is further defined at Annexure A.
- 10.2. 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, must be in the attached format on letterhead (Form B1 & C1) in separate envelopes.
- 10.3. The Bidder's Organization Head or an authorized representative on his/her behalf should initial and stamp all pages of the original Technical and Financial Proposals. In case of Digital Roshni – Provisioning of Services, Establishment and Deployment of Digital Learning Pods in Islamabad



authorized representative, 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.

- 10.4. Hard copies of Technical Proposal shall be sent to the address listed in this Bidding Document. All required copies of the Technical Proposal are to be exact replicas of the original. If there are discrepancies between the original and copies of the Technical Proposal, the original governs.
- 10.5. Bidder is required to submit one original and one copy of Technical Proposal along with all supporting documents.
- 10.6. One USB containing an electronic copy (labelled 'Electronic Copy') of all Proposal documents in PDF format (excluding the Financial Proposal), must be provided with the Technical Proposal. In the event of any discrepancy between the Original Proposal and the Electronic Copy, the former shall be deemed as the accurate Proposal. **If Financial Proposal is copied to the USB containing Technical Proposal, the entire Proposal shall stand rejected.**
- 10.7. The Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" followed by the name of the assignment "Digital Roshni – Provisioning of Services, Establishment and Deployment of Digital Learning Pods in Islamabad" and the name of Bidder. Similarly, the Financial Proposal shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment "Digital Roshni – Provisioning of Services, Establishment and Deployment of Digital Learning Pods in Islamabad" and the name of Bidder, with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL". The envelopes containing Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the assignment mentioned in this document, and the name of the Bidder, and clearly marked "DO NOT OPEN BEFORE SUBMISSION DEADLINE". Company shall not be responsible for misplacement, losing or premature opening of the outer envelope if not properly sealed and marked as stipulated. Such negligence may result in rejection of the Proposal. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for rejection of the Proposal.
- 10.8. The Proposal must be sent to the following address and received by the Company not later than the time and the date specified elsewhere in this Bidding Document:

Position:	Head Procurement
Telephone:	+92-51-910 7441-46 Ext. 135
Mobile:	0306-199 1234
Fax:	92-51-910 7447
Email Address:	procurement@ignite.org.pk
Postal Address:	Ignite, 3 rd Floor, Telecom Foundation (TF) Complex, 7 Mauve Area, G-9/4, Islamabad

- 10.9. Bidders must submit their Proposal to the Company by registered post/ courier or by hand to the official postal address of the Company before or on the submission deadline specified elsewhere in this Bidding Document.
- 10.10. Bidders are also required to submit proposals on EPADS <https://eprocure.gov.pk/>.
- 10.11. Any Proposal received by the Company after the deadline for submission shall be returned unopened.



- 10.12. Company reserves the right to accept or reject any or all of the Proposals submitted at any time in accordance with applicable PPRA rules and the stipulations contained in this document.
- 10.13. Company shall open 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 and will be opened as per the tentative timeline specified elsewhere in this document.

11. Key Activities & Timeline

#	ACTIVITY/MILESTONE	TENTATIVE TIMELINES
1	RFP Issuance	25 November 2025
2	Deadline for receiving queries / questions	01 December 2025
3	Pre-Bid Conference (Location: Ignite National Technology Fund, 3 rd Floor T.F Complex G-9/4)	02 December 2025 @ 1100 hrs
4	Response to queries/questions related to RFP	03 December 2025
5	Proposal Submission Deadline	11 December 2025 @ 1500 hrs.
6	Opening of Technical Proposals (in front of Bidders present at Ignite, 3 rd floor, TF Complex, 7 Mauve Area G-9/4, Islamabad)	11 December 2025 @ 1530 hrs.
7	Opening of Financial Proposals (in front of Bidders present at 3 rd floor, TF Complex, 7 Mauve Area G-9/4, Islamabad)	TBD
8	Award/Signing of Agreement	TBD

12. Proposal Evaluation

- 12.1. From the time the Proposals are opened to the time the evaluation report is announced, 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.
- 12.2. Evaluators of Technical Proposals shall have no access to Financial Proposals until the technical evaluation is concluded.
- 12.3. Overall evaluation shall be carried out based on weighted average methodology wherein technical evaluation will carry 60% and financial evaluation will carry 40% weightage respectively.



13. Evaluation of Technical Proposals

- 13.1. During the technical evaluation no amendments in the Proposals shall be permitted. Each responsive Proposal will be given a technical score. If Proposal fails to achieve the minimum qualifying technical score indicated in the RFP document, it will not qualify for financial evaluation stage Bidders who obtain at least 70% out of 100 marks in technical evaluation criteria will qualify and Financial Proposals would be opened only for technically qualified Bidders.
- 13.2. Financial Proposals of those Bidders obtaining less than 70% marks out of 100 in Technical Evaluation shall remain un-opened and will be returned to the Bidders. An evaluation committee appointed by the Company will evaluate Technical Proposals on the basis of their compliance with the RFP and by applying the evaluation criteria and the point system, specified below:

#	Criteria	Sub Marks	Total Marks
1.	Profile (Lead Member) (Form B2) a. Registered age of the Lead Member on the date of submission of this proposal: i. Experience of less than 1 years will carry no points. ii. 1 years to less than 3 Years = 4 iii. 3 years to less than 5 Years = 7 iv. 5 years or more than 5 years = 10	10	10
2.	Relevant Experience (Lead Member or any bidder in case of consortium/JV) (Form B3) a. Experience in fabrication or deployment of outdoor structures such as innovation pods, kiosks, digital information booths, or similar infrastructure. (Form B3-1) i. Experience of less than 1 project will carry no points. ii. 1 year = 5 iii. 2- 3 years = 8 iv. 4 or more years = 10 b. Experience in deploying of similar outdoor LED/SMD screens. (Form B3-2) . i. Experience of less than 1 project will carry no points. ii. 1 Project = 5 iii. 2- 3 Projects = 8 iv. 4 or more projects= 10 c. Experience in deploying digital content, integrating e-learning systems, and managing community education initiatives. (Form B3-3) . v. Experience of less than 1 project will carry no points. vi. 1 Project = 5 vii. 2- 3 Projects = 8 viii. 4 or more projects= 10	10 10 10	30
3.	Technical Infrastructure & Pod Design (Lead Member or any bidder in case of consortium/JV) (Form B4)		35



	<p>a. Pod Design (Form B4-1)</p> <p>b. Provisioning of Equipment: (Form B4-2)</p> <ul style="list-style-type: none"> i. Outdoor SMD screens of at least 100 inches ii. Furniture iii. Power backup and electrical setup ensuring uninterrupted operation. iv. Reliable internet connectivity (fiber/Wi-Fi, LAN, 4G backup). v. Outdoor-grade networking equipment (access points, and structured cabling). vi. MIS integration enabling remote updates, automated playback, uptime monitoring, diagnostics, and user analytics. vii. outdoor-grade audio systems viii. Provide secure and durable mounting systems, including elevated and tamper-proof installation, Anti-theft locking and safety enclosures and Vibration-free structural support 	15	
4.	<p>Content Provisioning and Outreach (Lead Member or any bidder in case of consortium (Form B5)</p> <p>a. Outreach & Branding plan</p> <p>b. Content provisioning and Strategy</p> <p>c. Operations Plan</p> <ul style="list-style-type: none"> • Daily schedule & session management • Reporting mechanisms <p>d. Monitoring & Evaluation Plan</p> <p>e. Sustainability & Scale-Up Plan</p>	05 05 05	25
	Total		100

14. Financial Proposals

- 14.1 After the evaluation of Technical Proposals, the Company shall announce technical scores by publishing technical evaluation report on EPADs. Company shall notify Bidders who have secured minimum qualifying technical score, about the date, time and location for opening of Financial Proposals through EPADs, 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 Bidders sufficient time to make arrangements for attending the Financial Bid opening.
- 14.2 Bidders whose technical scores do not meet minimum qualifying criteria, will be informed accordingly and their Financial Proposal will be returned unopened to them, after signing of Agreement with Successful Bidder.
- 14.3 At the outset of the Financial Proposal Opening session, and before actual opening of Financial Proposal, technical score of qualified Bidders shall be read aloud.
- 14.4 A Financial Evaluation Committee shall evaluate the Financial Proposal. If any discrepancy arises between the "**total**" amount and the partial amount, the "**total**" amount shall prevail. If any discrepancy arises between "**word**" representation of amount and numerical



representation of amount, then the word representation shall prevail. The prices of all activities and resources listed in the Technical Proposal shall be assumed to be included in the Financial Proposal, whether or not they are individually listed and priced in the Financial Proposal.

- 14.5 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.

15. Combined Score

- 15.1 Technical Score (St) shall be calculated as follows: (Technical score obtained by the Bidder/Total Technical score) x 60.
- 15.2 Financial Score (Sf) shall be calculated as follows: (Lowest Bidder's total cost/ Bidder's total cost) x 40.
- 15.3 Combined Score (Total Score) = St + Sf
- 15.4 All Bidders will be ranked based upon the combined technical and financial score.
- 15.5 Performance guarantee needs to be provided.

16. Award Of Agreement

After completion of evaluation, the Company shall award Agreement to the selected Bidder (highest ranked/ most advantageous bid). After agreement signing with successful bidder, the Company shall return the unopened Financial Proposals of the un successful Bidders.

Please note that 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.

17. Confidentiality

The Company shall keep all information regarding the bid evaluation confidential until the announcement of the evaluation report under PPRA Rule no. 41 read with rule 35.

18. Conflict of Interest

Without limitation on the generality of the foregoing, Bidder shall be considered to have a conflict of interest and their Proposal shall not be entertained and shall be rejected 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 Company 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 successful Bidder till the time they are employee of the Company.
- It is mandatory that all potential bidders are required to submit the Conflict-of-Interest Form (Annexure-B) of the RFP at the time of submission of proposal.

19. Fraud and Corruption

- 19.1. 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:
- a. "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;
 - b. "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement;
 - c. "Collusive practices" means a scheme or arrangement between two or more Bidders with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels, etc.;
 - d. "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.
- 19.2. 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 to be executed pursuant to RFP. 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.

- 19.3. The Company will have the right to inspect the bidding firm's accounts and records and other documents relating to the submission of Proposals and agreement performance, and have them audited by auditors appointed by the Company.

20. Clarification Request/Amendment

- 20.1. The Bidder can request a clarification in the 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 as mentioned in the table of activities and will place responses on the Company's website under FAQ's for understanding of all potential Bidders.
- 20.2. 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 and PPRA web site.

PART B

TERMS OF REFERENCE



21. Project Overview

The Digital Roshni initiative is a flagship effort of the Ministry of Information Technology and Telecommunication (MoITT) and Ignite – National Technology Fund, launched under the Prime Minister's Vision for a Digital Pakistan. It embodies the government's commitment to leveraging technology for inclusive and equitable access to education, digital skills, and socio-economic opportunities.

This initiative addresses the challenge of digital inequality by deploying two (02) fully functional outdoor Digital Learning Pods in Islamabad as part of a scalable national pilot. These pods will serve as community-based digital learning centers, enabling individuals who lack access to formal education or online learning facilities to engage with high-quality digital content in Urdu.

Each pod will be a self-contained, backup power for atleast 1 hour during power outages, weather-resistant learning hub, equipped with digital screens, seating areas, and management system. The learning environment will be safe, inclusive, and gender-responsive, designed to facilitate both structured educational sessions and open-access learning.

Through educational content, digital literacy courses, and awareness sessions on health, environment, and civic responsibility, the pods will cater to children, youth, adults, women, and marginalized groups such as the transgender community and persons with disabilities. The initiative aims to foster lifelong learning and enhance digital readiness of the society.

By bridging the gap between technology access and community empowerment, Digital Roshni aims to become a replicable model for digital inclusion and educational resilience, capable of scaling across provinces and integrating with other sectors such as e-health, disaster response, tourism, and digital governance in future phases.

22. Background

This section outlines the strategic rationale for the Digital Roshni Initiative by examining both Pakistan's domestic educational context and the global landscape of digital inclusion. It highlights the key challenges faced by Pakistani youth and marginalized populations — including low literacy, limited access to quality education, and insufficient digital skills — while identifying opportunities to leverage technology for inclusive learning and social empowerment. Together, these factors underscore the urgency, relevance, and feasibility of this intervention.

PAKISTAN'S EDUCATIONAL AND DIGITAL INCLUSION CHALLENGES

Pakistan faces a dual crisis of educational exclusion and digital inequity, both of which hinder national progress toward a knowledge-based economy.

Out-of-School Children and Literacy Gaps

According to Pakistan Education Statistics 2021–22 (AEPAM), more than 26 million children (36%) aged 5–16 remain out of school (OOSC)—the second-highest number in the world. The issue is particularly acute in peri-urban and low-income areas where school access, affordability, and teacher availability remain limited. Simultaneously, Pakistan's adult literacy rate remains below 60%, leaving millions functionally illiterate and unable to engage meaningfully in the digital economy.



Digital Divide and Inequitable Access to Technology

Despite the growing broadband coverage, digital inclusion remains highly unequal. Informal workers, women, and marginalized communities (including transgender persons and persons with disabilities) often lack both access to technology and the skills to use it effectively. The absence of community-level digital access points has further entrenched socio-economic divides, particularly after COVID-19 exposed the fragility of education systems reliant on physical infrastructure.

Limited Exposure to Digital Skills and Emerging Technologies

While Pakistan produces thousands of IT and computer science graduates each year, the majority of its population remains digitally unskilled. Without interventions at the foundational level—especially for youth and adults outside formal education—millions risk exclusion from digital employment, e-services, and civic participation.

International Benchmarks and Opportunities

Recognizing that inclusive technology-enabled learning has proven transformative globally, the Digital Roshni model draws on successful international precedents that demonstrate the social and economic returns of community-based digital education infrastructure.

Bangladesh – JAAGO Digital Schools

The JAAGO Foundation pioneered online classrooms connecting urban teachers with rural students through low-cost digital infrastructure. The model has enabled over 30,000 underprivileged children to access standardized education, proving that remote, technology-assisted learning can bridge teacher shortages and geographic disparities.

Kenya – BRCK Kio Kit

Kenya's **Kio Kit** transformed under-resourced schools by providing portable, backup powered digital classrooms with preloaded content for offline learning. It demonstrated how durable, self-contained digital systems can function even in regions with unreliable power or internet access—principles integral to Digital Roshni's pod design.

United States – Telehealth and Community Pods

In the United States, **telehealth pods** placed in libraries and public spaces have facilitated access to healthcare and counseling services, especially in underserved areas. These pods illustrate how shared public digital infrastructure can evolve beyond education into **multi-sectoral service delivery** including health, skills training, and government services.

23. Terms of References

This initiative proposes a multi-dimensional intervention aimed at addressing Pakistan's educational and digital inclusion challenges through innovative, community-based technology solutions. The Digital Roshni – Deployment of Digital Educational Learning Pods project integrates hardware, software, content, and operational components into a unified ecosystem designed to promote literacy, digital skills, and civic empowerment among marginalized communities.

The program aims to:

- i. Deploy two (02) fully functional, backup powered Digital Learning Pods in Islamabad at F-9 Park & Saidpur Village as pilot project under the Prime Minister's *Digital Pakistan Vision*.



- ii. Provide open-access, Urdu-based digital education, including but not limited financial literacy, numeracy, digital literacy, health, and civic awareness content, etc.
- iii. Provide a centralized Management Information System (MIS) for delivering content and maintain user data, and performance metrics in the MIS.
- iv. Develop and implement a comprehensive Monitoring and Evaluation (M&E) framework to measure the project learning outcomes, progress and management reports.
- v. Provide on-site trained personnel for engagement and facilitation.
- vi. Design, supply, and install all furniture (including desks, benches, chairs, and user seating) in a manner that ensures full structural stability, safety, and protection against theft or unauthorized removal.
- vii. Ensure cleanliness, safety, and proper functioning of each pod.
- viii. Maintain the infrastructure under a Service Level Agreement (SLA) and warranty terms, including insurance coverage.
- ix. Collaborate and make partnerships with NGOs, civil society, and relevant organizations to provide community outreach and promotion of the program for maximum engagement of target audiences.
- x. Develop a sustainability and scale-up plan to replicate the Digital Learning Pod model across Islamabad and further expansion to other cities and provinces and submit a comprehensive plan exploring way to keep the pods operational beyond the project duration with options such as sponsorships, advertising or government/NGO co-funding.

Site Readiness Assessment

Before submission of proposal, the bidder shall carry out site readiness assessments for the **two (02)** pre-identified locations (F-9 Park and Saidpur Village) which are tentative locations and will be subject to finalization of the location by CDA. The purpose is to confirm technical feasibility, infrastructure compatibility, and readiness for pod deployment.

The Potential bidder is required to:

- i. Conduct site visits to assess layout and ground stability.
- ii. Verify suitability of space for pod installation, ensuring accessibility, visibility, and safety.

Minimum Specifications for Digital Screens

Each learning pod shall include one (01) outdoor-grade SMD LED digital screen, approximately 100 inches (16:9 aspect ratio), including but not limited to the following specifications:

- i. Pixel Pitch: P2.5 to P3.0 or better (HD clarity suitable for outdoor viewing)
- ii. Brightness: $\geq 5,000$ nits (daylight readable)
- iii. Refresh Rate: $\geq 3,840$ Hz (flicker-free display)
- iv. Resolution: Approximately 1920×1080 (Full HD)
- v. IP Rating: Minimum IP65 (front) / IP54 (back) for weather protection
- vi. Operating Temperature: -5°C to $+60^{\circ}\text{C}$
- vii. Outdoor-grade waterproof sound system integrated with the display, or a separate directional audio setup, designed to ensure that sound remains contained within the pod area only.



- viii. Deploy and install pods at approved sites with full utilities and Internet connectivity, preferably fiber with 4G backup.
- ix. Viewing Angle: Wide viewing angle suitable for outdoor audiences
- x. Mounting & Protection: The SMD display shall be securely mounted on a robust platform/enclosure designed to prevent unauthorized access, tampering, and physical damage. The mounting system must support vibration-free installation and ensure complete structural stability.

Design & Fabrication of Pods

The successful bidder will design, fabricate, and deploy pods at the mentioned sites ensuring durability, accessibility, and compliance with global standards, keeping in mind the evaluation and pre-assessment of the sites.

The potential bidder shall develop and submit complete design documentation of the Pods, including but not limited:

- i. Design of the proposed pod design with Seating capacity for 12–15 persons, between 50 to 70 square-meter measurements
- ii. 2D technical drawings showing dimensions, layout, electrical and networking pathways
- iii. 3D rendered models for visualization
- iv. Site layout plans for both the pods
- v. Semi-open classroom-like structure to install the required digital display system with provided specifications as per Section 23.2 so that it is visible and easily accessible to the public
- vi. Having an open design to ensure airflow and visibility with Integrated space for, including but not limited to:
 - Digital screen
 - Outdoor weather resistant furniture
 - Power cabling
 - Networking equipment
 - Power back-up
 - Lockable secure storage for devices and accessories
- a. Proper ventilation and heat dissipation for all equipment
- b. Weather-friendly flooring (non-slip, washable, and durable)
- c. Having onsite two (02) cameras at each pod for surveillance
- d. Compliant branding, including Ministry of IT & Telecom logo, Ignite logo, and national insignia.
- e. Submit a Pod Handover Report including Pod photos, technical specifications of all installed equipments, warranty details, and an operational readiness certificate for each site.
- f. Below is a sample design of the learnings pod and potential bidders are requested to come up with an innovative design in their proposals.



Content Provisioning and Integration

The successful bidder shall use their own digital learning content or partner with organizations having relevant content mentioned below for deployment on the Learning Pods. The bidder is expected to integrate pre-developed digital learning courses and awareness content rather than create new material from scratch. The purpose is to ensure quick deployment of high-quality, standardized learning material aligned with national priorities.

The successful bidder is required to:

- i. Provide access to Urdu-language learning content of their own or from recognized e-learning institutes and partners.
- ii. The learning content to be delivered at these Pods should cover the following themes, including but not limited to:
 - Digital Literacy & Internet Basics
 - Freelancing and Entrepreneurship
 - Social Media Skills
 - Financial Literacy
 - Internet safety and cybercrimes awareness
 - E-Governance and Digital Payments
 - Health, Hygiene, Safety, and Environmental Awareness
 - Civic Education and Social Responsibility



- Generative AI, AI relevant tools and LLMs for general use
 - Women Empowerment, Gender Sensitization, and Financial Literacy
- iii. The Pod should display schedule and agenda of all the digital content of each day
- iv. The SMD display shall support automated playback of digital awareness content during idle or non-interactive periods. The system shall be capable of scheduling and displaying rotation-based informational messages related to cybercrime prevention, online scams, digital safety, e-government usage, and general public awareness. The solution must support video, image, and text-based content formats and allow remote updates and scheduling.
- v. Integrate and deliver this content with collaboration of NGOs, Organizations or content management platform through MOUs that allows on-site access through the pod's display system. The bidder shall ensure the content is compatible with offline and online playback modes.
- vi. Ignite and MoITT will also provide access to relevant partner organizations for providing access to the digital content

Staffing and Operations

Pods will be operated daily through a facilitator to operate all the learning sessions and awareness programs.

The successful bidder shall:

- i. Ensure that each pod must have a dedicated facilitator present for 8-10 hours per day, with the option to schedule these hours through a shift-based arrangement. The scheduling should be proposed considering the weather and conditions. e.g. in summers, most of the sessions may be in evening and in winters most of the sessions may be in daylight.
- ii. The SMD display should be operational for 12 hours per day for dissemination of the digital content.
- iii. Ensure facilitators perform the following duties:
 - Operate, monitor, and manage the digital screen and equipments present at the Pod.
 - Responsible for maintaining, safety, security and protection of Pods and it's all associated infrastructure.
 - Facilitate participation of children, women, and other learners, ensuring an inclusive environment.
 - Obtain, gather feedbacks and perform surveys from all the participants
- iv. Maintain routine operation of pods including delivery of educational, awareness, and digital skills sessions; facilitation of community engagement activities; and continuous data collection.
- v. Coordinate with CDA for installation of IESCO meter and internet connectivity at the pods.
- vi. Submit quarterly invoices for record of utility expenses.
- vii. The internet connectivity of atleast 50 MB for 15 to 20 users should be installed at the pods.
- viii. A centralized Management Information System (MIS) for delivering content and maintain user data, and performance metrics in the MIS and access should also be provided to Ignite.
- ix. Ensure cleanliness, safety, and proper functioning of each pod.

Maintenance & Service Support

Recognizing the outdoor nature of pods, the successful bidder must:



- i. Provide full warranty for all equipment for 12 months.
- ii. Maintain 95% uptime with emergency response within 4 hours and issue resolution within 24 hours.
- iii. Conduct preventive maintenance every quarter and submit maintenance reports.
- iv. Maintain insurance covering theft, vandalism, fire, and natural disasters.

Outreach & Community Engagement

The successful bidder shall implement a comprehensive and inclusive outreach strategy to ensure maximum participation from underserved and marginalized groups. Outreach activities must be designed to promote awareness, encourage community ownership, and ensure equitable access to the Digital Learning Pods.

The successful bidder is required to:

- I. Establish partnerships with NGOs, community-based organizations (CBOs), and local support groups working in areas such as literacy, women's empowerment, transgender inclusion, and digital education.
- II. Conduct community-level awareness campaigns using methods such as posters, announcements, social media outreach, and collaboration with schools, mosques, health centers, community leaders, and local influencers to promote digital literacy and inclusive education.
- III. Organize regular engagement activities including orientation sessions on pod usage, digital literacy drives, awareness sessions, family learning days, and community demonstrations.
- IV. Coordinate with relevant NGOs and philanthropic organizations for providing free support services such as food/snacks for children, stationery, notebooks, basic hygiene kits, and supplementary learning materials to encourage attendance and retention.
- V. Coordinate with relevant NGOs, community groups and philanthropic organizations for outreach and engagement activities.

Monitoring & Evaluation (M&E)

The successful bidder shall establish a comprehensive Monitoring & Evaluation mechanism to ensure effective tracking of pod operations, community engagement, and learning outcomes.

The successful bidder is required to:

- i. Develop and implement a structured M&E framework that tracks key indicators related to pod utilization, learner engagement, and overall community participation.
- ii. Measure the number of individuals engaged across all sessions, disaggregated by gender, age group, and priority beneficiary categories (children, women, transgender persons, and illiterate adults).
- iii. Track the total hours of educational, digital literacy, health, and awareness content delivered at each pod.
- iv. Collect regular community feedback, including session satisfaction levels and content relevance.
- v. Monitor and document outreach and engagement activities conducted with NGOs, CBOs, philanthropic partners, and community groups.
- vi. Maintain an updated log of pod uptime, operational issues, maintenance activities, and service restoration timelines.



- vii. Submit Quarterly Monitoring Reports summarizing performance, KPIs, outreach metrics, and community impact.
- viii. Conduct a comprehensive annual impact assessment at project close, documenting lessons learned, best practices, and recommendations for replication and scale-up of the pods at different locations.

Project Duration

The overall project duration will be of 13 months after award of contract to successful bidder and starting from commencement of the project.

- i. Pod Deployment & System Setup (01 Month)
- ii. Operations & Community Engagement (12 Months)

Key Performance Indicators (KPIs)

The successful bidder will be required to meet the following minimum KPIs (payments will be linked accordingly):

- i. 100% completion of pod installations within 1 month.
- ii. 95% operational uptime of pods with relevant content and digital awareness sessions/campaigns.
- iii. At least 3 active community partnerships with philanthropic organizations, NGOs and E-Learning Content Provider.
- iv. 100% compliance with safety and content quality standards.

Tentative Payment Plan

Company will be responsible for the funding of Infrastructure and Operational expenditures as per the Agreement within approved budget. Regular monitoring will also be within the ambit of Company as per its inherent mandate. The successful bidder shall submit invoices to Company as per agreed disbursement plan to be signed at the time of award of contract to the successful bidder.

Following are the payment milestones:

- 20% – Mobilization advance upon contract signing and provision of bank guarantee equivalent to the mobilization advance. The same will be released immediately after adjustment of mobilization advance.
- 45% – Upon installation and commissioning of all pods and MIS integration.
- 25% – Upon completion of quarterly operations with verified KPIs.
- 10% – Upon project closure.

Sustainability & Scale-Up Plan

The successful bidder shall develop and implement a comprehensive sustainability strategy to ensure long-term continuity, community ownership, financial viability, and expansion of the Digital Learning Pods beyond the project duration. The plan must demonstrate how the model can operate independently.

The successful bidder is required to:

- i. Develop a robust strategy for continued pod operations after project completion, ensuring uninterrupted access to digital learning and community services.



- ii. Identify and propose CSR partnerships, sponsorship arrangements, advertising opportunities, or co-funding models with private sector organizations, NGOs, and philanthropic partners to support long-term sustainability.
- iii. Propose a scalable model for replicating Digital Learning Pods across Islamabad and other provinces, including a phased expansion plan, cost efficiencies, and site selection criteria.
- iv. Design and propose a long-term maintenance and financial sustainability framework covering operational costs, technical upkeep, equipment replacement cycles, insurance, and ongoing service commitments.
- v. Partner with local schools, at least three (03) non-profit organizations, and community groups to co-organize learning sessions and contribute to community-driven sustainability.
- vi. The deployed pods at all times should be the property of Ignite and Ignite reserves the right to close or re-award the project through a due process after the completion of the project duration.
- vii. Encourage voluntary community contributions, including support for pod maintenance, crowd management, and donations of educational materials or learning resources.



PART C

FORMS TO BE SUBMITTED WITH PROPOSAL



24. Technical Proposal - Standard Forms

Form B1. Technical Proposal Submission Form

Form B2. Profile of the Lead Member

Form B3: Technical Infrastructure and Pod Design (Lead Member or any bidder in case of consortium/JV)

Form B4: Relevant Experience (Lead Member or any bidder in case of consortium/JV)

Form B5: Content Provisioning & Outreach (Lead Member or any bidder in case of consortium/JV)



B1. Technical Proposal Submission Form (to be submitted on BIDDER'S letter head)

[Location, Date]

To:

Head Procurement

Ignite – National Technology Fund
3rd 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 to rollout the project titled “Digital Roshni – Provisioning of Services, Establishment and Deployment of Digital Learning Pods in Islamabad” 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:

Email:



B2. Profile of Lead Member

S #	Criteria	
1	Profile of the Lead Member: i. Registered age of Company (in years) - Duly verified from certificate of incorporation or equivalent. ii. Names of Managers/ Owners/ CEO/ Directors/ Partners	
2	i. Location of agency office/sub office ii. Number of branches and their contact numbers. iii. Total number of employees at different branches.	
3	Financial Position i. Name of Banks ii. Certificate of Financial position (<i>to be Issued by relevant Bank</i>) iii. Copy of audited Annual Accounts (of last 3 years) iv. Tax Registration (NTN/STN/FTN)	



B3: Relevant Experience

B3-1 Experience in fabrication or deployment of outdoor structures such as innovation pods, kiosks, digital information booths, or similar infrastructure.

** Add any relevant details in a separate column in addition to this, at the end of the table.

#	Project Title	Location	Type of Structure Deployed (Pod/Kiosk/Booth/Other)	Project Duration (Start–End)	Description of Fabrication & Deployment

(Add rows in form where necessary)



B3: Relevant Experience

B3-2 Experience in deploying of similar outdoor LED/SMD screens

** Add any relevant details in a separate column in addition to this, at the end of the table.

#	Project Title	Location	Type of LED/SMD Installed (Size, Pixel Pitch, Brightness)	Project Duration (Start-End)	Description of Deployment



B3: Relevant Experience

B3-3 Experience in deploying digital content, integrating e-learning systems, and managing community education initiatives

** Add any relevant details in a separate column in addition to this, at the end of the table.

#	Project Title	Location	Description of Services Provided	Digital Content Provided (Yes/No)	Type of Content / Platform Used



B4: Technical Infrastructure and Pod Design

Location:

Locations: (F-9 Park, Saidpur Village)

Address: (Islamabad)

Pictures of the exact locations (Islamabad):



B4-1 (Pod Design)

The bidder must submit Pod layout plan, drawings, 2D or 3D pictures, etc. The plan should highlight placement of SMD, Furniture, Fixtures, branding material and all the other requirements as per the scope of work etc.



B4-2 (Provisioning of Equipments)

Proposed equipment details including bill of quantity, bill of material along with material specification.

Following table may be used as template for provision of equipment

S. No.	Equipments	Category/Class	Quantity	Detailed specifications, Warranty



B5: Content Provisioning and Outreach

The proposed methodology to implement the program should include but not limited to the followings:

Outreach & Branding Plan: Community outreach and pod branding strategy to engage target groups.

Content Provisioning & Strategy: Approach for sourcing, integrating, and delivering Urdu-based digital learning content through the MIS and pod systems.

Operations Plan: Daily pod operations, session scheduling, facilitator duties, and reporting procedures.

Monitoring & Evaluation Plan: Framework for tracking pod usage, community engagement, content delivery, and KPI-based reporting.

Sustainability & Scale-Up Plan: Long-term operational, financial, and partnership strategy for sustaining and expanding the digital pods



25. Financial Proposal - Standard Forms

Form C1. Financial Proposal submission form

Form C2. Summary of costs

Form C3. Performance guarantee



C1. – Financial Proposal Submission Form (On bidder's letter head)

[Location, Date]

To:

Head Procurement
IGNITE – National Technology Fund
3rd 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 to rollout the project titled “Digital Roshni – Provisioning of Services, Establishment and Deployment of Digital Learning Pods in Islamabad” 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:

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Email:



C2. – Summary of Costs

	Particulars	Pak Rupees
a.	Project Cost i. CAPEX ii. OPEX	PKR PKR.....
b.	Grand Total	PKR.....

*Electricity and Internet bills will be submitted monthly for record.

Note: All amounts mentioned above in Form C2 should be in PKR and **inclusive of all applicable taxes.**



C3: Performance Guarantee

Head Procurement

IGNITE – National Technology Fund

3rd Floor, TF Complex, 7 Mauve Area, G-9/4,
Islamabad, Pakistan

Whereas [Name of Supplier] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. [number] dated [date] to supply [description of services] (hereinafter called “the Contract”). And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 2% of the total Contract amount as a Security for compliance with the Supplier’s performance obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Guarantee:

Therefore, we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [Amount of the Guarantee in Words and Figures] and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of _____, 2026

Signature and Seal of the Guarantors/Bank

Address:

Date:



26. 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 Digital Roshni – Provisioning of Services, Establishment and Deployment of Digital Learning Pods in Islamabad” and “Digital Roshni – Provisioning of Services, Establishment and Deployment of Digital Learning Pods in Islamabad” in bold and legible letters to avoid confusion;
- (iii) Initially, only the envelope marked “TECHNICAL PROPOSAL” “Digital Roshni – Provisioning of Services, Establishment and Deployment of Digital Learning Pods in Islamabad” shall be opened;
- (iv) The envelope marked as “FINANCIAL PROPOSAL Digital Roshni – Provisioning of Services, Establishment and Deployment of Digital Learning Pods in Islamabad” 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**. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- (ix) The bid found to be the most advantageous bid shall be accepted.



27. Annexure B

CONFLICT OF INTEREST - DISCLOSURE FORM

(To be printed on company's letterhead)

In compliance of the mandatory requirement mentioned in the RFP for 'Digital Roshni – Provisioning of Services, Establishment and Deployment of Digital Learning Pods in Islamabad,' published by Ignite National Technology Fund (*hereinafter 'ignite' and/or 'Company'*), I hereby confirm:

- I have no Conflict of Interest to disclose
- I have a potential Conflict of Interest to disclose and the details are mentioned hereunder:

Summary Information

Date Raised:		Reference No.:	
--------------	--	----------------	--

Personal Information

Name:		Title/Designation:	
Contact No.:		Company:	

Nature of Conflict

Description:	
--------------	--

I hereby affirm that the above details/disclosure are true to the best of my knowledge, and no additional information/disclosure exists.

In case of any change to the above given information/disclosure, I will promptly notify the Company and complete a new conflict of interest disclosure form which describes the changes.

Signature: _____

Date:



28. Annexure C

Draft Service Agreement for Digital Roshni – Provisioning Of Services, Establishment and Deployment Of Digital Learning Pods In Islamabad

BETWEEN

ignite - National Technology Fund

AND

[PARTY NAME]

Dated _____



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 Digital Roshni – Provisioning of Services, Establishment and Deployment of Digital Learning Pods in Islamabad

This Agreement for “Digital Roshni – Deployment of Digital Learning Pods in Islamabad”, (the “Agreement”) is made at Islamabad on this [Insert the date] day of [Insert Month] 2025.

Between

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

And

[Insert name of successful bidder], a company incorporated and existing under the laws of Pakistan, having its registered office at **[insert address]** (hereinafter referred to as the “**Service Provider**” which expression shall where the context permits, mean and include its administrators, successors-in-interest and permitted assigns) through its duly authorized representative namely **[insert Name & designation]** of the Service Provider, of the Second Part;

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

RECITALS

WHEREAS

- A. The Company requires Services in relation to Digital Roshni – Provisioning of Services, Establishment and Deployment of Digital Learning Pods in Islamabad, as mentioned in TOR’s of RFP.
- B. The Service Provider agrees to provide Services in relation to **Digital Roshni – Provisioning of Services, Establishment and Deployment of Digital Learning Pods in Islamabad**, as per the terms described in the RFP which is attached herewith as **Annexure A**.
- C. All Services and duties, incidental or necessary thereto, shall be conducted and



performed diligently and completely and in accordance with professional standards of conduct.

- D. Against the provision of satisfactory and acceptable Services, the Service Provider shall receive agreed compensation as provided in the “**Payment Plan**” attached herewith as **Annexure-B**.

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:

1 DEFINITIONS AND INTERPRETATIONS

The Following words and expressions shall have the meaning defined hereunder:

- 1.1 “**AGREEMENT DOCUMENTS**” means the documents listed in Article 5 of this Agreement.
- 1.2 “**APPROVED**” or “**APPROVAL**” means approved in writing by the Company and/or the Service Provider.
- 1.3 “**DAY**” means calendar day of the Gregorian calendar.
- 1.4 “**DELIVERABLES**” means the deliverables specified whether in draft or final form to be provided by the Service Provider as provided in the RFP under the heading “**Scope of Work/Terms of Reference**” therein attached herewith as **Annexure-A**.
- 1.5 “**INTELLECTUAL PROPERTY RIGHTS**” means rights in intellectual property arising from the Scope of Work, deliverables, reports, or work related to the Project provided by the Service Provider.
- 1.6 “**Project**” means Digital Roshni – Provisioning of Services, Establishment and Deployment of Digital Learning Pods in Islamabad.
- 1.7 “**REQUEST FOR PROPOSAL**” or “**RFP**” means the request for proposal titled **[Insert Title Of RFP]** issued dated **[Insert Date]** by the Company for the purposes of this Agreement.
- 1.8 “**SERVICES**” means the services to be performed by the Service Provider for the successful completion of the assigned tasks as specifically mentioned in the RFP in Part B (Terms of Reference) and attached herewith as **Annexure A**.
- 1.8 “**SINGULAR AND PLURAL**” Words importing singular include the plural and vice versa and words importing masculine gender include the feminine gender.

2 OBLIGATIONS OF THE COMPANY:

- 2.1 The Company shall provide such information for the Term of this Agreement as may be required by the Service Provider as far as reasonably practicable and without liability on the part of the Company.



3 OBLIGATIONS OF THE SERVICE PROVIDER

- 3.1** The Service Provider shall conform with and abide by the provisions of all federal, provincial and local laws, rules and regulations and any other laws for the time being in force in Pakistan including all regulations or by-laws of any local or other duly constituted authority within Pakistan which may be applicable to the performance of the Agreement and the rules and regulations of public bodies and companies whose property or rights are affected or may be affected in any way by the works (hereinafter referred to as "state laws") and shall give all notices and pay all fines required to be given or paid thereby and shall keep the Company indemnified against all penalties of every kind for breach of any of the same.
- 3.2** The Service Provider shall submit invoice as per the Payment Schedule, mentioned in the RFP. The Company after verification shall pay to the Service Provider the amount stated in the invoice within fifteen (15) working days of the receipt of the invoice. In the event of any discrepancy in the invoice submitted by the Service Provider, the Company shall be authorized to reject the invoice submitted by the Service Provider. The Company as of right shall then instruct the Service Provider to rectify the same and the Service Provider shall within 14 days correct the invoice and submit the same to the Company. All payments to be made to the Service Provider shall be subject to applicable tax and other deductions in accordance with laws of Pakistan.
- 3.3** The Service Provider shall remain responsible for execution of the work as mentioned in Annexure A.
- 3.4** The Service Provider shall maintain detailed records of all acts, content etc. done in relation to the performance of this Agreement and, at the Company's request, shall either make all such records available for inspection or shall provide the Company with true and accurate copies thereof.
- 3.5** The Service Provider shall appoint a dedicated professional team along with a focal person, having relevant experience and specialized qualification for the performance of this Agreement;
- 3.6** The Service Provider shall perform and deliver the Deliverables listed within Annexure A with care, skill, diligence, honesty and integrity and with generally accepted standards of good practice and prudence.
- 3.7** The Service Provider shall complete and deliver all Deliverables and perform all its obligations under this Agreement within the time stipulated in this Agreement.
- 3.8** The Service Provider shall fully comply with any representations, warranties and undertakings provided in the Agreement Documents relating to the quality and contents of the Deliverables.
- 3.9** The Service Provider shall use its reasonable endeavors for the successful and timely completion of the activities, tasks or deliverables which are not quantified or for which no measurable indices are given in the Agreement Documents.
- 3.10** The Service Provider shall comply with all applicable laws, as they exist in Pakistan from time to time, including safety and security standards applicable to the activities and tasks covered under this Agreement.
- 3.11** The Service Provider shall apply for, obtain and maintain at all times all permissions,



consents, licenses, leases, approvals, authorizations and the like required from any private or public sector entity for performance of its obligations under this Agreement.

4 PRIMARY CONTACTS

The Parties shall appoint one (1) individual within their organizations to serve as the primary contact between each other in order to receive or provide any requisite assistance or support.

[Please insert details including name contact No. email etc. of the Primary Contact of Ignite]

[Please insert details including name contact No. email etc. of the Primary Contact of Service Provider].

5 AGREEMENT DOCUMENTS

The Recitals to the Agreement and the following documents, form an integral part of this Agreement. In case of any conflict between the terms of these documents and provisions of this Agreement, such conflict shall be resolved with reference to the provisions of this Agreement:

- i) The Agreement;
- ii) **Annexure-A** i.e., the RFP;
- iii) **Annexure-B** i.e., the Payment Schedule;
- iv) **Annexure-C** i.e., the Deliverables; and
- v) Subsequent Amendments, if any.

6 EFFECTIVE DATE OF AGREEMENT

This Agreement shall become effective from [xxxx] and shall remain valid until [xxxx] (“**Term**”) unless terminated earlier in accordance with the terms of this Agreement. The Agreement can be extended for another Term after the expiry date on the terms and conditions mutually agreed upon between the Parties subject to the Company giving ten (10) days advance notice to the Service Provider to that effect.

7 CONFIDENTIALITY

- 7.1** 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.
- 7.2** 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.



7.3 Both Parties agree that, regardless of the expiration or termination of the Agreement for any reason, the provisions concerning Confidentiality shall remain in effect for five (5) years after the Agreement's expiry or termination or unless the Parties agree otherwise to discontinue its effect.

8 INTELLECTUAL PROPERTY

The Service Provider hereby acknowledges and agrees that any and all intellectual property rights generated as a result of the performance of Services under this Agreement, Including the Scope of Work provided in this RFP, shall be the absolute property of the Company.

9 TAXES AND DUTIES

The Service Provider shall fully comply with all applicable tax laws in Pakistan, including rules, regulations and other requirements. The Company is authorized to deduct, at the source, any withholding tax obligations as required by the prevailing tax laws of Pakistan.

10 ASSIGNMENT AND SUB-CONTRACT

The Service Provider shall not alter, assign, or subcontract any part of this Agreement without obtaining prior written consent from the Company. If such consent is granted, it shall not absolve the Service Provider of its obligations and liabilities under this Agreement. Furthermore, the Service Provider remains fully accountable for the actions, omissions, and performance of any subcontractors or assignees, as well as those of its own agents, employees, and personnel.

11 PRICES AND PAYMENTS

- 11.1 The total price of the Agreement including taxes shall not be in excess of PKR [xxx] **(Insert the amount in Words)**, inclusive of all applicable taxes.
- 11.2 The price of the Agreement set forth in Clause 11.1 above in this Agreement is firm and final till execution of this Agreement and receipt of entire Services by the Company in acceptable condition.
- 11.3 No variation is acceptable to the Company with the exception of any price adjustment authorized by the conditions of this Agreement.
- 11.4 Applicable taxes will be deducted when processing payments and deposited with Federal Board Revenue (FBR).

12 TERMINATION

Termination for Default

- 12.1 The Company may, without prejudice to any other remedy for breach of Agreement, by written notice of default ("Default Notice") sent to the Service Provider, terminate this Agreement in whole or in part, if:



- 12.1.1 the Service Provider fails to deliver any or all of the services within the time period(s) specified in the Agreement or any extension thereof granted by the Company;
- 12.1.2 the Service Provider fails to perform any other obligation(s) under the Agreement;
- 12.1.3 the Service Provider, in either of the above circumstances does not cure its failure within a period of fifteen (15) days (or such longer period as the Company may authorize in writing) after receipt of the Default Notice from the Company.

13 TERMINATION FOR CONVENIENCE

The Company reserves the right to terminate the Agreement, in whole or in part, at any time for its convenience, provided that it provides thirty (30) days' prior written notice to the Service Provider or after payment of a proportionate fee, subject to the Service Provider's satisfactory performance as determined by the Company.

14 AMENDMENT

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 each of the Parties.

15 ENTIRE AGREEMENT

This Agreement together with the attached Annexes contains the entire terms and conditions and constitutes the entire Agreement between the Parties and cancels and supersedes any previous oral or written agreements, representations or arrangements, express or implied, by the Parties with respect to the subject matter of this Agreement.

16 INDEPENDENT CONTRACTORS

- 16.1 The Service Provider is and shall remain at all times an independent Contractor or and shall be fully responsible for its own acts or defaults (including those of its employees or agents).
- 16.2 The Service Provider, along with its employees, agents, or representatives, shall refrain from engaging in any activities that could reasonably lead any individual to believe that they are acting as employees, agents, or representatives of the Company.
- 16.3 Nothing in this Agreement shall be deemed to constitute a partnership or other profit-sharing agreement between the Parties.

17 SURVIVAL

Certain clauses of this Agreement, including but not limited to Indemnification, Confidentiality, and Dispute Resolution, as well as any other clauses inherently intended



to extend beyond the termination or expiry of this Agreement, shall remain in effect for a period of Ten (10) years following such termination or expiry.

18 INDEMNIFICATION

The Service Provider agrees to indemnify, defend, and hold harmless the Company and its officers, agents, and employees, from any claim, real or imaginary, brought against the Company or its officers, agents, or employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that the damage or injury results from proximate fault of the Company or its officers, agents, or employees.

19 DISPUTE RESOLUTION AND GOVERNING LAW

Any dispute, controversy or claim arising out of or in connection with this Agreement shall be initially resolved through negotiation by Parties. If dispute(s) remain unresolved for a period of 30 days, it shall then be settled by the sole arbitrator appointed by both the Parties as mutually agreed in accordance with the Arbitration Act 1940 and the rules made thereunder. 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 bear the arbitration cost own its own.

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.

20 FORCE MAJEURE

For the purposes of this Agreement “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under this Agreement impossible or so impractical as to be considered impossible under the circumstances.

The failure of either Party to fulfil any of its obligations under this Agreement shall not be considered to be breach of or default under this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Agreement and has informed the other Party as soon as possible about occurrence of such an event.

IN WITNESS WHEREOF, the Parties to this Agreement through their duly authorized representatives have executed this Agreement in two (2) counterparts and on the days and dates set forth above, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement as set forth herein.

Signed for & on behalf of the Company

Signed for & on behalf of the Service Provider



By: _____

Title: Chief Executive Officer

CNIC: _____

Date: ____/____/2025

By: _____

Title: _____

CNIC: _____

Date: ____/____/2025

Witness - 1

Signature: _____

Name: _____

Designation: _____

CNIC: _____

Witness - 1

Signature: _____

Name: _____

Designation: _____

CNIC: _____

Witness - 2

Signature: _____

Name: _____

Designation: _____

CNIC: _____

Witness - 2

Signature: _____

Name: _____

Designation: _____

CNIC: _____

Note--2: This Agreement is a Draft Agreement subject to change in terms and conditions upon negotiation with the successful bidder during the award of the agreement. The bidders should only follow the terms of reference and instructions given in this RFP document for submission of their bids.