

Procurement of Financial Advisor

For

**FINANCIAL ADVISORY SERVICES FOR
LISTING OF INFORMATION TECHNOLOGY /
INFORMATION TECHNOLOGY ENABLED
SERVICES COMPANIES ON PAKISTAN STOCK
EXCHANGE GEM BOARD**

**PAKISTAN SOFTWARE EXPORT BOARD (GUARANTEE) LIMITED
MINISTRY OF INFORMATION TECHNOLOGY & TELECOM
GOVERNMENT OF PAKISTAN**

(LOT #2)

January 2022

RAISING SMART CAPITAL THROUGH PRIVATE TRADING INDEX AT PSX PHASE-1

Table of Contents

Data Sheet.....	1
1. Introduction	3
2. Terms of Reference.....	4
2.1. Key Objectives.....	4
2.2. Responsibilities of the Financial Advisor.....	4
2.3. Scope of Work.....	5
2.4. Deliverables for the Assignment.....	6
2.5. Duration of Assignment	6
2.6. Eligibility/ Evaluation Criteria of Financial Advisor	6
Stage-1: List of Mandatory Documents for Eligibility	7
Stage-2: Detailed Scoring Criteria	8
2.7. Bid Evaluation Terms	10
2.8. Bid Submission Guidelines	10
3. Contact Information:.....	10
Technical Forms	11
FORM TECH 1 – TECHNICAL PROPOSAL STANDARD FORM	11
FORM TECH 2 – BIDDER’S INFORMATION	12
FORM TECH 3A – BIDDER’S EXPERIENCE IN TECHNOLOGY SECTOR IPOs/OFS TRANSACTIONS.....	13
FORM TECH 3B – BIDDER’S EXPERIENCE IN THE NON-TECHNOLOGY SECTOR IPOs/OFS TRANSACTIONS	14
FORM TECH 3C – BIDDER’S EXPERIENCE IN TECHNOLOGY SECTOR TRANSACTIONS OTHER THAN IPO/OFS BUT INCLUDES PRIVATE EQUITY, PRIVATE PLACEMENT, RIGHT ISSUES AND MERGERS & ACQUISITION.....	15
FORM TECH 3D – BIDDER’S EXPERIENCE IN EQUITY CAPITAL MARKET TRANSACTIONS OTHER THAN IPOs/OFS BUT INCLUDE PRIVATE EQUITY, PRIVATE PLACEMENT, RIGHT ISSUES AND MERGER & ACQUISITION IN THE NON-TECHNOLOGY SECTOR	16
FORM TECH 4 – TEAM COMPOSITION	17
FORM TECH 5 – FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED TEAM.....	18
FORM TECH 6 – DESCRIPTION OF UNDERSTANDING, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT	20
FORM FIN 1 – SCHEDULE OF FINANCIAL ADVISOR FEE/COST	21

RAISING SMART CAPITAL THROUGH PRIVATE TRADING INDEX AT PSX PHASE-1

Data Sheet

Name of Procuring Agency	Pakistan Software Export Board (Guarantee) Limited
Project Name	Raising Smart Capital Through Private Trading Index at PSX Phase-1
Method of Selection	Quality and Cost Based Selection (Single Stage, Two Envelop Procedure)
Name of Assignment	Financial Advisory Services For Listing of Information Technology / Information Technology Enabled Services Companies on Pakistan Stock Exchange GEM Board
Language of Proposal	English
Submission Requirement	<p>The Proposal shall comprise of Technical and Financial Proposals, each sealed separately, both enclosed in one common envelope.</p> <p>Technical Proposal:</p> <ol style="list-style-type: none">1. Power of Attorney to sign the Proposal (PKR 100 Stamp Paper)2. Form Tech 13. Form Tech 24. Form Tech 3A5. Form Tech 3B6. Form Tech 3C7. Form Tech 3D8. Form Tech 49. Form Tech 510. Form Tech 6 <p>AND</p> <p>Financial Proposal</p> <ol style="list-style-type: none">1. Form Fin 1 <p>AND</p> <p>Documents required under “Stage-1: List of Mandatory Documents for Eligibility”</p>
Single Proposal	One Financial Advisor/Bidder One Proposal, Multiple Proposals Are NOT Permissible
Proposal Validity	Proposals must remain valid for a period of 90 days from Date of Submission of Proposal
Clarifications	<p>Clarifications may be requested no later than 05 days prior to the submission deadline. A pre-bid zoom meeting with the interested bidders will be held on 20th January 2021 at 4:00 pm. The bidders are requested to join the zoom meeting using the link</p> <p>https://us06web.zoom.us/j/85638697229?pwd=eFl1WFJ5TmN1UXhlam5jeEhIWtZlQT09</p> <p>The contact information for requesting clarifications is:</p> <p>Mr. Talib Hussain Baloch, Director Finance & Projects Pakistan Software Export Board (Guarantee) Limited Ministry of Information Technology & Telecom</p>

RAISING SMART CAPITAL THROUGH PRIVATE TRADING INDEX AT PSX PHASE-1

	2 nd Floor, Evacuee Trust Complex F-5, Agha Khan Road, Islamabad, Pakistan. Tel: [051-9204074 (Ext. 105) & 051-2871128] Fax- [051-9204075 (ATTN: TALIB BALOCH)] Email: [tbaloch@pseb.org.pk]
Taxes	The Financial Advisor shall pay all applicable taxes. Financial Proposal shall include all applicable taxes, which includes Income Tax and Sales Tax. The Procuring Agency shall act as a withholding agent as required by Income Tax Ordinance, as enforced.
Currency of Payment	All payments shall be made by PSEB in Pakistani Rupee (PKR) only
Electronic Submission	The Financial Advisor shall not have the option of submitting their proposals electronically.
Mode of Submission	The Financial Advisor must submit: (a) Technical Proposal: one (1) original, and two (2) copies (b) Financial Proposal: one (1) original
Proposal Submission Deadline	The Proposals must be submitted no later than: Date: [25.01.2022] Time: [3:00 pm] On the outer sealed envelope mark the warning marking (“ Do not open before [25.01.2022] before [3:00 pm] ”) The Proposal submission address is: [2nd Floor, Evacuee Trust Complex, F-5, Agha Khan Road, Islamabad-Pakistan]
Opening of Proposals	The opening shall take place at: [2nd Floor, Evacuee Trust Complex, F-5, Agha Khan Road, Islamabad] Date: [25.01.2022] Time: [3:30 pm] The following information will be read aloud at the opening of the Technical Proposal: The names of Financial Advisor, duly signed Technical Proposal Standard Form (Form Tech 1), and presence/absence of duly sealed financial envelope
Minimum Technical Score Required	60 marks
Commencement of Services	Seven (07) days after contract signing
Authorized Representative	The person who holds the Power of Attorney on behalf of Financial Advisor

1. Introduction

Pakistan Software Export Board (PSEB), is the apex body of the Ministry of Information Technology, Government of Pakistan, to provide an enabling environment and take measures for growth of Information Technology / Information Technology Enable Services (IT/ITeS) exports and thus support IT/ITeS industry. In this respect, PSEB is providing support to the local IT/ITeS companies in reaching out to their potential clients abroad, attracting and facilitating foreign IT/ITeS firms to establish their development facilities in Pakistan. PSEB also arranges the participation of Pakistani IT/ITeS Industry in domestic and international IT/ITeS events, provides protocol, hosting and match-making facilities for foreign delegates and investors with a purpose to accelerate the growth of IT/ITeS exports.

In a major step towards ensuring sustainable growth of Pakistan's IT/ITeS industry, Pakistan Software Export Board (PSEB) intends to increase the number of listed IT/ITeS companies on PSX Main Board and GEM Board which would in turn help to strengthen financial ecosystem for IT/ITeS sector growth and contribute to efforts for building a strong brand image of Pakistan's IT/ITeS industry in the international markets. To facilitate the initiative, Securities and Exchange Commission of Pakistan (SECP) has already reduced corporate governance rules from 21 to 3 and for making it easier for IT/ITeS firms to register on PSX GEM Board.

PSEB aims to list Forty (40) IT/ITeS companies on the Growth Enterprise Market (GEM) Board of Pakistan Stock Exchange (PSX), to whom it will extend significant financial and technical assistance to the tech companies to get listed on PSX GEM Board and raise capital. As an incentive, 70% of the cost of the GEM Board Listing, will be borne by PSEB and the IT/ITeS company will need to bear only 30% of GEM Listing costs. For the purposes of execution of listing of any such private or public unlisted companies in IT/ITeS industry, PSEB expects that from time to time it will require the services of Financial Advisor.

PSEB, as a Procuring Agency, intends to hire a Financial Advisor for services in listing 08 IT/ITeS companies on GEM Board of PSX as a Lot # 2. The bidder selected in one lot will not be eligible to participate in the subsequent lots.

2. Terms of Reference

2.1. Key Objectives

The key objectives of this assignment is mentioned as follows:

Key Objectives
Increasing the number of IT/ITeS companies on PSX via listing on GEM Board
Contribute to strengthen financial ecosystem for IT/ITeS sector growth and contribute to efforts for enhancing brand image of Pakistan's IT industry in the international markets
To raise capital for IT/ITeS companies in order to meet their growth objectives

2.2. Responsibilities of the Financial Advisor

The Financial Advisor will execute each transaction on a **TURNKEY BASIS** and will be responsible for the following:

S. No.	Responsibilities of the Financial Advisor
1	Appointment of all related parties (other than auditors) include legal counsel, share registrar and transfer agent, balloter, banker to the issue etc.
2	Liaison with the regulators, related parties including legal counsel and others, PSEB and the client(s)
3	Payments to all related parties for their services
4	Payments to regulatory bodies i.e. CDC, SECP or PSX etc.
5	Execution of the assignment covering the Scope of Work defined below i.e. successfully raising capital for the IT/ITeS companies

RAISING SMART CAPITAL THROUGH PRIVATE TRADING INDEX AT PSX PHASE-1

2.3. Scope of Work

The Financial Advisor should note that this section identifies only certain tasks that should be undertaken by Financial Advisor as minimum and should not in any way be construed as an exhaustive list of the matters to be addressed by Financial Advisor. Financial Advisor should, therefore, submit proposals that are not only compliant with the requirements of the TORs but also demonstrate their understanding of the overall scope of work required for similar transactions.

S.No.	Scope of Work
1	Understanding clients' objectives for capital raising
2	Perform due diligence with regards to financials, corporate structuring, legal and regulatory requirements etc.
3	Prepare a strategy, timetable, team composition, and overall process for listing i.e. corporate actions and regulatory approvals required
4	Transaction structuring and valuation using different methodologies to determine the final offer structure i.e. the price of the issue, amount of capital to be raised, and optimal percentage of shares to be offered
5	Preparation of key marketing documents for investors i.e. information memorandum, company presentation, and teasers etc.
6	Preparation of detailed financial & risk models for the company
7	Develop a marketing plan after discussions with the company
8	Appointment of related parties (other than auditors) i.e. underwriter(s), banker(s) to the issue, balloter & share registrar, legal counsel, market maker etc.
9	Prepare and submit documents for CDC eligibility & Induction of Shares
10	Obtain and review all information and documents from the company required for the listing application to be submitted to regulator(s)
11	Prepare and submit documents for PSX listing application and obtain necessary approvals
12	Prepare the company to address the frequent asked questions (FAQs) from potential investors
13	Circulation of company presentation/teasers to investors and addressing their queries
14	Coordinate and arrange roadshows and pitch the issue to potential investors
15	Securing underwriting commitments from investors before listing (if required)
16	Coordinate with related parties for credit of shares and obtaining subscription list
17	Obtain permission/NOC from PSX for release of funds
18	Assist the company in any post-listing formalities

RAISING SMART CAPITAL THROUGH PRIVATE TRADING INDEX AT PSX PHASE-1

2.4. Deliverables for the Assignment

The deliverables of this assignment are mentioned as follows:

S. No	Deliverables
1	Financial & Risk Model, Listing Methodology and Pricing
2	Project Feasibility Report (in case of green field project)
3	Information Memorandum in consultation with the issuer to be submitted to PSX
4	Conduct road shows, Company/investors Presentations, Teasers & One-Pagers for Marketing and sales events to pitch the company to the investors
5	Managed end-to-end listing process for the company including submission of application and listing on GEM Board
6	Execution of the assignment covering the Scope of Work i.e. successfully raising capital for the IT/ITeS companies

2.5. Duration of Assignment

The expected duration of each listing under this assignment is between 4-6 months. However, Applicant firm is encouraged to propose shorter duration for the assignment, without compromising the quality of deliverables.

2.6. Eligibility/ Evaluation Criteria of Financial Advisor

PSEB shall evaluate the proposals in line with the following evaluation criteria mentioned in this RFP to ensure participation of reputable firms.

The evaluation will be conducted in two stages; Stage-1 will comprise of checking the technical bids as per information tabulated under the “Stage-1: List of Mandatory Documents”. In Stage-2, detailed technical & financial evaluation will be performed as per the scoring criteria described under “Stage-2: Detailed Scoring Criteria”. It may be noted that Stage 2 of only those firms will be performed which would qualify the mandatory technical evaluation criteria of Stage 1.

RAISING SMART CAPITAL THROUGH PRIVATE TRADING INDEX AT PSX PHASE-1

Stage-1: List of Mandatory Documents for Eligibility

Technical Bids must have the following documents attached to be considered as eligible for further technical evaluation:

S #.	Item Description	Documents/Proof
1	Financial Advisor to the issue must be in operation for at least the last 3 years.	Audited Financial Statements of last 3 years of Financial Advisor
2	Financial Advisor must be “Consultant to the Issue” licensed by SECP and shall assist the issuer in raising funds for the GEM	Certificate of Registrations with relevant regulatory bodies
3	Financial Advisor must possess registration of NTN with Federal Board of Revenue (FBR) and having Active Tax Payer status.	Tax Registration Certificates with FBR
4	Financial Advisors must have registration of General Sales Tax (GST) with Federal Board of Revenue (FBR) and having Active Tax Payer status.	
5	Financial Advisor should prove registration as a company or firm and should have fully operational office/head office in Pakistan	Certificate of Incorporation from SECP, Registration Certificate of Firms
6	Financial Advisor must provide an Affidavit that it is not blacklisted and involved in any active litigation against Government of Pakistan or provincial governments anywhere.	Notarized Affidavit by Company on PKR 100 stamp paper
7	Financial Advisor must prove that its average annual revenue for the last 3 years is at least PKR 100 million per year or PKR 300 million in aggregate during last 3 years.	Audited Financial Statements of last 3 years of the Financial Advisor.

RAISING SMART CAPITAL THROUGH PRIVATE TRADING INDEX AT PSX PHASE-1

Stage-2: Detailed Scoring Criteria

Stage-2A: Detailed Technical Evaluation Scoring Criteria

The Stage-2A detailed technical evaluation would be based on bidder’s capability. The detailed technical evaluation will be performed by the Procurement Committee and marks given as per following scoring criteria:

Detailed Technical Evaluation Scoring Matrix

Serial No.	Scoring Criteria for Bidders	Max. Marks	Marks Allocation			
1	Financial Advisor Profile and Experience	70	I	Number of IPOs/OFS completed in the last 10 years in the technology sector. One transaction = 7.50 marks	15	(Form Tech - 3A)
			II	Number of IPOs/OFS completed in last 10 years in the non-technology sector. One transaction = 7.5 marks	15	(Form Tech- 3B)
			III	Number of Technology Sector transactions completed in the last 10 years other than IPOs/OFS but includes Private Equity, Private Placement, Right Issues and Merger & Acquisition One transaction = 05 marks	10	(Form Tech - 3C)
			IV	Number of Equity Capital Market transactions other than IPOs/OFS completed in the last 10 years in the non-technology sector but includes Private Equity, Private Placement, Right Issues and Merger & Acquisition. One transaction = 5.0 marks	30	(Form Tech- 3D)
2	Team Composition and Capability	10		<i>02 or more transactions</i>	04	(Form Tech- 4 & 5)
	a. Experience of Financial Advisor team in Technology Sector transactions completed in the last 10 years		01 transaction	02		
	b. Experience of Financial Advisor team in Equity		03 or more transaction	06		

RAISING SMART CAPITAL THROUGH PRIVATE TRADING INDEX AT PSX PHASE-1

	Capital Market transactions completed in the last 10 years and includes Equity Capital, Private Placement, Right Issues and Merger & Acquisition. <i>Detail of key team members proposed to the assignment, CV must be attached with the proposal. CVs will be assessed based on profile of each team member, number of transactions completed, and relevance of services offered.</i>			02 transaction	04	
				01 transaction	02	
3	Strategy, Work Plan and Methodology for Successfully Raising Capital Through Listing on GEM Board	20		Understanding of technology sector and present status of Pakistan’s IT industry, challenges faced by the industry including access to capital and potential growth in this industry to enhance IT/ITeS export remittances	5	
				Strategy, work plan and methodology for successfully raising the required capital (including timelines, team size and allocation plan, innovative approach, marketing and distribution plan etc.)	15	
TOTAL TECHNICAL EVALUATION SCORE		100				

Stage-2B: Financial Evaluation Scoring Criteria

The financial scores will be awarded on proportionate basis, with lowest-priced compliant bid getting 100 marks and subsequent higher-priced bids getting proportionately less marks respectively as fully explained in Form Fin-1 and Explanatory Note to Form Fin-1.

2.7. Bid Evaluation Terms

1. Any applicant not fulfilling mandatory requirements of Stage 1 above, will be outrightly rejected and not included for technical evaluation.
2. The companies securing 60% or above marks in technical evaluation will be invited for opening of financial bid.
3. The financial bids will be opened in the presence of the participating representatives of the successful bidders.
4. The financial bids will then be evaluated by PSEB to check their compliance and calculations of total amounts.
5. Any financial bid found not compliant will be rejected.
6. The final score will be calculated for compliant firms as follows:

$$\text{Final Score of Firm} = \text{Technical Score} * 80\% + \text{Financial Score} * 20\%$$

2.8. Bid Submission Guidelines

1. Each proposal shall be submitted as three printed copies of (one marked as ORIGINAL & two as COPY).
2. Technical and Financial proposals must be sealed separately and clearly marked Technical Proposal & Financial Proposal.
3. Financial proposal must be accompanied by a bid money (refundable) of PKR1,000,000/- (Rupee One Million only) in the form of a Pay Order/Demand Draft in favor of “PSEB” (cheques will not be accepted). The proposal received without bid money shall be outrightly rejected.
4. The mobilization advances if requested shall be made only against equal amount of unconditional bank guarantee from first class Pakistani bank to the satisfaction of PSEB authorities.
5. All required documents must be attached with the bid and if any required document is not found with the proposal, PSEB has the right to reject the proposal at its discretion.

3. Contact Information:

Mr. Talib Hussain Baloch
Director Finance & Projects PSEB
Pakistan Software Export Board (Guarantee) Limited
Ministry of Information Technology & Telecom
2nd Floor, Evacuee Trust Complex
F-5, Agha Khan Road, Islamabad
Phone:051-9204074 (Ext. 105) & 051-2871128
Email: tbaloch@pseb.org.pk

Technical Forms

FORM TECH 1 – TECHNICAL PROPOSAL STANDARD FORM

To

Mr. Talib Hussain Baloch

Director Projects PSEB

Pakistan Software Export Board (Guarantee) Limited

Ministry of Information Technology & Telecom,

2nd Floor, Evacuee Trust Complex

F-5, Agha Khan Road, Islamabad

Pakistan.

Dear Sir,

We, the undersigned, offer to act as the Financial Advisor for services in listing of 08 IT/ITeS companies on Pakistan Stock Exchange (PSX) GEM Board, in accordance with your Request for Proposal dated and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed under a separate envelopes.

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

Our proposal is binding upon us for _____ days.

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

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: [insert]

Name of Firm: [insert]

Address: [insert]

RAISING SMART CAPITAL THROUGH PRIVATE TRADING INDEX AT PSX PHASE-1

FORM TECH 2 – BIDDER’S INFORMATION

All individual Bidders are requested to complete the information in this form.

Legal name of the bidder	
Nature of Business: (Whether the firm is a Corporation, Partnership etc.)	
Head Office Address	
Place of Incorporation / Registration	
Year of Incorporation / Registration	
Applicant’s authorized representative	
Telephone numbers	
Fax numbers	
E-mail address	
Nationality of Owners (Name and Country with attached CNIC/NICOP/Passport copy)	

RAISING SMART CAPITAL THROUGH PRIVATE TRADING INDEX AT PSX PHASE-1

**FORM TECH 3A – BIDDER’S EXPERIENCE IN TECHNOLOGY SECTOR IPOs/OFS
TRANSACTIONS**

[This form will be used for evaluation of Technical Criteria 1(I)]

Note: Using the format below, provide information on each assignment for which your firm was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out assignment for capital raising for companies operating in technology sector.

Name of Client with registered address, telephone numbers and email address	Country	Nature of Work	Bidder’s Role	Transaction size (PKR)	Year of Completion

RAISING SMART CAPITAL THROUGH PRIVATE TRADING INDEX AT PSX PHASE-1

**FORM TECH 3B – BIDDER’S EXPERIENCE IN THE NON-TECHNOLOGY SECTOR
IPOs/OFS TRANSACTIONS**

[This form will be used for evaluation of Technical Criteria 1(II)]

Note: Using the format below, provide information on each assignment for which your firm was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out assignment for capital raising for companies operating in the non-technology sector.

Name of Client with registered address, telephone numbers and email address	Country	Nature of Work	Bidder’s Role	Transaction size (PKR)	Year of Completion

RAISING SMART CAPITAL THROUGH PRIVATE TRADING INDEX AT PSX PHASE-1

**FORM TECH 3C – BIDDER’S EXPERIENCE IN TECHNOLOGY SECTOR TRANSACTIONS
OTHER THAN IPO/OFS BUT INCLUDES PRIVATE EQUITY, PRIVATE PLACEMENT,
RIGHT ISSUES AND MERGERS & ACQUISITION**

[This form will be used for evaluation of Technical Criteria 1(III)]

Note: Using the format below, provide information on each assignment for which your firm was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out assignment for capital raising for companies through capital markets e.g. stock exchanges.

Name of Client with registered address, telephone number and email address	Country	Nature of Work	Bidder’s Role	Transaction size	Year of Completion

RAISING SMART CAPITAL THROUGH PRIVATE TRADING INDEX AT PSX PHASE-1

**FORM TECH 3D – BIDDER’S EXPERIENCE IN EQUITY CAPITAL MARKET
TRANSACTIONS OTHER THAN IPOs/OFS BUT INCLUDE PRIVATE EQUITY, PRIVATE
PLACEMENT, RIGHT ISSUES AND MERGER & ACQUISITION IN THE NON-
TECHNOLOGY SECTOR**

[This form will be used for evaluation of Technical Criteria 1(IV)]

Note: Using the format below, provide information on each assignment for which your firm was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out assignment for capital raising for companies operating in the non-technology sector.

Name of Client with registered address, telephone numbers and email address	Country	Nature of Work	Bidder’s Role	Transaction size (PKR)	Year of Completion

RAISING SMART CAPITAL THROUGH PRIVATE TRADING INDEX AT PSX PHASE-1

FORM TECH 4 – TEAM COMPOSITION

[This form will be used for evaluation of Technical Criteria 2]

Name	Position Assigned	Qualification	Area of Expertise	Task Assigned
	(e.g. Team Lead, Coordinator, Investment Advisor, Financial Advisor etc)	(Please state the qualification and institution awarding that qualification)		

RAISING SMART CAPITAL THROUGH PRIVATE TRADING INDEX AT PSX PHASE-1

FORM TECH 5 – FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED TEAM

[This form will be used for evaluation of Technical Criteria 2]

Using the format below, provide information of each team member on each assignment for which team members for this assignment, was legally contracted for carrying out consulting services similar to the ones requested under the defined Scope of Work which have been successfully completed].

Name of Firm [*Insert name of firm proposing the staff*]: _____

Proposed Position [*only one candidate shall be nominated for each position*]: _____

Name of Staff [*insert full name*]: _____

Date of Birth: _____

Nationality: _____

Educational Qualification: [*Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained*]:

Membership of Professional Societies: _____

Other Training [*indicate significant training since degrees were obtained*]:

Countries of Work Experience: [*list countries where staff has worked*]:

Languages [*for each language indicate proficiency: good, fair, or poor in speaking, reading and writing*]:

Employment Record:

[*Starting with present position, list in reversed order, every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, position held*]:

From [Year]: To [Year]:

Employer:

Position held:

Detailed Tasks Assigned [*List all tasks to be performed under this assignment*]:

RAISING SMART CAPITAL THROUGH PRIVATE TRADING INDEX AT PSX PHASE-1

Work Undertaken/Transaction Completed that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the scope of work]:

Name of assignment/nature of transaction or project:

Year:

Location:

Line department:

Main project features:

Positions held:

Activities performed:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualification and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature of Team Member or Authorized Representative

Full Name of Team Member or Authorized Representative:

Date:

RAISING SMART CAPITAL THROUGH PRIVATE TRADING INDEX AT PSX PHASE-1

FORM TECH 6 – DESCRIPTION OF UNDERSTANDING, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

The approach and methodology will be detailed precisely under the following topics.

[Understanding, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters]:

- i. **Understanding:** Understanding of technology sector and present status of Pakistan’s IT/ITeS industry, challenges faced by the IT/ITeS industry including access to capital and potential growth in this industry to enhance Pakistan’s IT/ITeS export remittances.
- ii. **Startegy, Approach and Methodology:** Explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- iii. **Work Plan:** You should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports/deliverables. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the Scope of Work and the ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here

RAISING SMART CAPITAL THROUGH PRIVATE TRADING INDEX AT PSX PHASE-1

FORM FIN 1 – SCHEDULE OF FINANCIAL ADVISOR FEE/COST

1	Range of Amount To Be Raised By 08 IT/ITeS Companies / Transactions Size (Rs. in Million)	25-50	51-100	101-150	151-200	201 +
2	Financial Advisor Fee including all out of pocket expenses and related/third party costs (% fee based on the range of amount to be raised by the IT/ITeS companies/transaction size)	%	%	%	%	%

Explanatory Note to Form Fin 1: It is mandatory for the bidders to quote their financial advisory fee in percentage (%) against each and every range/band (5 in total) of transaction size/amount of capital to be raised by the IT/ITeS companies as indicated in the above table (Form FIN 1), failing which will result the disqualification of the bidder. The average of aggregate percentage fee quoted against all five range/band of transactions size will be worked out/calculated for the purpose of allocation of marks for financial evaluation.

1. Bidders are required to quote their financial advisory fee structure in the format given in Form Fin-1 and must comply the instruction given in the explanatory note to the Form Fin-1.
2. Regulatory fees/costs such as fees to be submitted to CDC, SECP or PSX and paid by the Financial Advisor will be reimbursed as and when incurred on actual basis, and should not be made part of this form.
3. Financial Advisor fee includes fees of all related/third party costs including but not limited to consultant to the issue & book runner, legal counsel, share registrar & balloter, bankers to the issue, underwriter, brokerage commission, marketing & printing etc. **but does not include auditors fee.**
4. Taxes should be mentioned separately.

Bidders’ Proposed Payment Schedule:

The bidders’ are requested to propose their payment schedule plan as per phases defined in the following table. However, PSEB reserves the right to decide its own payment schedule which will be bidding on the selected bidder.

Bidder Payment Schedule Plan:						
(i) At the time of kick start of process for listing on PSX GEM Board (% of Financial Advisor Fee)	%	%	%	%	%	%
(ii) Submission of Listing Application to PSX (% of Financial Advisor Fee)	%	%	%	%	%	%
(iii) After approval of PSX (% of Financial Advisor Fee)	%	%	%	%	%	%
(iv) Upon Receipt of Funds (% of Financial Advisor Fee)	%	%	%	%	%	%