



RFP for Selection of Training Firm
For CMMI Trainings



Request for Proposal

PAKISTAN SOFTWARE EXPORT BOARD

RFP for Selection of Training Firm **For CMMI Trainings**

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1 Pakistan Software Export Board (G) Ltd, An Introduction

Pakistan Software Export Board (PSEB) is the government agency mandated to promote the Pakistani IT industry locally & internationally.

PSEB is a guarantee limited company totally owned and funded by the Government of Pakistan. It is under the administrative control of the Federal Ministry of Information Technology and Telecommunications, and has a non-executive Board of Directors that is chaired by the Federal Minister of IT and Telecommunications.

Through its many support programs, PSEB aims to help Pakistani companies and professionals in obtaining a greater share of the domestic as well as the global IT and ITeS market place.

2 Major Functions of PSEB

Since 1995, PSEB has been facilitating the overall development of the IT industry in general, and the export of software as well as IT enabled services in particular. Major functions are as follows;

1. Formulate and implement policy frameworks and incentive packages for the IT industry.
2. Act as an interface between the Government and the IT industry.
3. Interact with the relevant regulatory bodies to develop the enabling infrastructure.
4. Conceptualize and execute projects for the development of the Industry.
5. Enhance the quality of IT education.
6. Resolve problems/concerns of the IT industry with relevant government quarters.
7. Address queries by overseas companies or direct them to the appropriate channels.
8. Maintain the competitiveness of the local IT industry in the international market by creating a viable domestic environment.
9. Bring IT companies under one platform.
10. Market Pakistan as a viable IT Destination
11. Monitor developments within the global IT sector and formulate / implement policies to adjust for the changed environment.
12. Accelerate the growth of the domestic IT Sector.

3 Introduction to the project

CMMI is a quality standard for development/services/supplier management sector which improves the quality of processes/products/services and provide them a better chance to win international projects in North America and Europe thus increasing exports of Pakistan. Keeping this in view, PSEB plans to train Lead Appraisers & HMLA's of Development/Services/Supplier Management in Pakistan.

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4 Objectives of the Project

The objective of this project is to arrange CMMI trainings for the PSEB selected candidates through original training provider on turnkey basis.

5 Purpose of this Document

The purpose of this document is to specify the approach that PSEB will use to evaluate and select Original training provider to manage and arrange these trainings for PSEB selected candidates.

6. General Instructions

6.1 Proposal Submission

a. Proposals will be accepted and evaluated using a single stage two envelopes process. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened and evaluated by the evaluation committee. The envelope marked as “FINANCIAL PROPOSAL” shall be retained without being opened. FINANCIAL PROPOSALS of those firms/companies shall be opened whose “TECHNICAL PROPOSALS” are accepted by the technical evaluation committee. Final assignment award will be done on the basis of combined technical and financial score in the following manner:

Proposal	Weight
Technical	70%
Financial	30%

- b. Proposals shall be submitted in English language.
- c. The proposals shall be clear and elaborate.
- d. Bidders may request in writing, for clarification of any of the provisions of the RFP up till 05 (five) days before the submission date. All queries may be sent to industryprograms@pseb.org.pk. Responses to the queries will be emailed.
- e. The costs of preparing the proposal and of negotiating any subsequent funding, including visits for discussion with the PSEB are not reimbursable.
- f. Each bidding firm must provide an undertaking that it has not been blacklisted by any other firm/company/organization or Government department(s) in the past.
- g. Each bidding firm must also provide details of any commercial litigation that it is currently involved in or has been involved in during the last five years.

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- h. This tender would be awarded on turnkey basis only to the original service provider. However, original training provider may partner with the local firm, so as to manage logistics of the program including selection of training participants, their travel arrangements, visa, hotel accommodation and meal charges during the training period.
- i. Price could be quoted either in US Dollar or in Pak rupees or in both currencies. However, the payment shall be released in Pak Rupees to the local partner and the local partner shall make arrangement for transfer of the payment to original training provider.

6.2 Technical Proposals

Technical Proposals shall be in compliance with the requirements laid down in the RFP. The technical proposals shall include the following:

- a) Information about the Original Training Provider
- b) Declarations as per item "g & h".
- c) List of attached documents
- d) Training methodology with duration.
- e) International firms may provide details of their local arrangements/partnerships that will be utilized for completing the assignment. Local and international firms must indicate their roles & responsibilities in the technical proposal and financial bifurcation of the partnership in the financial proposal. Payment shall be made in pak rupees to the local partner and the local partner would be responsible to transfer the payment to the international firm as per their agreed terms submitted to PSEB with the technical & financial proposals.
- f) Contact List

6.3 Submission

- a. Each proposal shall be submitted as three printed copies (one marked as ORIGINAL, the others as COPY).
- b. Proposals must be sealed and clearly marked.
- c. Technical and financial proposals must be sealed separately.
- d. Financial proposal must indicate price as per the template given below.
- e. Proposals must be delivered at the address given below;

Manager Administration
2nd Floor, Evacuee Trust Complex Building,
F-5/1, Islamabad, Pakistan
Tel: 051-9204074
Email: kbangash@pseb.org.pk

- g. Technical Proposals shall be opened after half an hour upon its receipt on cut-off date in the presence of all bidders who choose to be present.

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- h. The technical proposals will be evaluated on the basis of Evaluation Criteria given below.
- i. The past experience of trainers/instructors should be provided as per the following templates;

6.4 CMMI Trainings

6.4.1 Foundations of Capability, Building Development, Services & Supplier Management Excellence and High Maturity Concepts:

S.No.	Name of instructor	Qualification & Experience in Number of Years	Number of students trained in the past		
			CMMI-Dev	CMMI-SVC	CMMI-SPM

6.4.2 Advancing Organizational Capability: Applying CMMI

S.No.	Name of instructor	Qualification & Experience in Number of Years	Number of students trained in the past		
			CMMI-Dev	CMMI-SVC	CMMI-SPM

6.4.3 Lead Appraisers

S.No.	Name of instructor	Qualification & Experience in Number of Years	Number of students trained in the past		
			C,MMI-Dev	CMMI-SVC	CMMI-SPM

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ABBREVIATIONS

- Dev-2.0 = CMMI for Development V2.0
- SVC-2.0 = CMMI for Services V2.0
- SPM-2.0 = CMMI for Supplier management V2.0

6.5 Evaluation Criteria

Procurement committee appointed by PSEB will evaluate the technical proposals on the basis of their compliance with RFP and by applying the evaluation criteria and the point system as specified below. A technical proposal shall be rejected at this stage, if it fails to achieve the minimum score indicated in table below:

S.No	Criteria	Marks
1	Profile of Original Training Firm	20 Marks
2	<p>Foundations of Capability, Building Services Excellence, Building Supplier Management and High Maturity Concepts:</p> <p>For Development (07 Marks) The instructor must have trained 20 students</p> <p>For Services (07 Marks) The instructor must have trained 20 students</p> <p>For Supplier Management (06 Marks) The instructor must have trained 15 students</p>	20 Marks
3	<p>Applying CMMI (Dev-V2.0, SVC-V2.0 & SPM-V2.0 (Past Experience of Proposed Trainers/Instructors):</p> <p>For Development (07 Marks) The instructor must have trained 10 students</p> <p>For Services (07 Marks) The instructor must have trained 10 students</p> <p>For Supplier Management (06 Marks) The instructor must have trained 07 students</p>	20 Marks
4	<p>Lead Appraiser Trainings for Dev-V2.0, SVC-V2.0 & SPM-V2.0 (Past Experience of Proposed Trainers/Instructors):</p> <p>For Development (07 Marks)</p>	20 Marks

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	<p>The instructor must have trained 05 students For Services (07 Marks)</p> <p>The instructor must have trained 05 students For Supplier Management (06 Marks)</p> <p>The instructor must have trained 03 students</p>	
5	<p>High Maturity Lead Appraiser Training for Dev-V2.0, SVC-V2.0 & SPM-V2.0 (Past Experience of Proposed Trainers/Instructors):</p> <p>For Development (07 Marks) The instructor must have trained 05 students</p> <p>For Services (07 Marks) The instructor must have trained 05 students</p> <p>For Supplier Management (06 Marks) The instructor must have trained 03 students</p>	20 Marks
	Total (Qualifying marks are 70%)	100 Marks

7. Financial Evaluation

PSEB will not make ANY payments not quoted in the bid. Financial proposal must cover the followings:

7.1 CMMI TRAINING

S.No.	Course Title	Cost		
		Dev-V2.0	SVC-V2.0	CMMI-SPM
1	<p>Foundations of Capability, Building Development, Services & Supplier Management Excellence and High Maturity Concepts cost for 30 participants (combined)</p> <p>(The estimates should include fee of all these four courses, return air-ticket, visa fee, 5-days hotel stay and meal charges per participant for 5-days)</p>			
2	<p>Applying CMMI training cost of 18 participants (combined):</p> <p>(The estimates should include fee of these courses, return air-ticket, visa fee, 5-days hotel stay and meal</p>			



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	charges per participant for 5-days)			
3	Lead Appraisers Training cost of 18 participants (combined) (The estimates should include fee of these courses, return air-ticket, visa fee, 5-days hotel stay and meal charges per participant for 5-days)			
4	High Maturity Lead Appraiser Training cost per participant (combined) The estimates should include fee of these courses, return air-ticket, visa fee, 5-days hotel stay and meal charges per participant for 5-days)			
5	CMMI Level-2 Consultancy cost for 20 (7 for Dev, 07 for SVC & 06 for SPM) companies			
6	CMMI Level-2 Appraisal cost for 06 companies (02 for Dev, 02 for SVC & 02 for SPM) (The estimates should include LA Fee, 04 ATMs Fee & CMMI Institute Fee per Appraisal)			

7.3 OBSERVATIONS OF SCAMPI LEAD APPRASIERERS

S.No.	Course Title	Estimates per participant/company		
		Dev-V2.0	SVC-V2.0	CMMI-SPM
1	Observation fee per candidate LA (The estimates should include Observation fee and CMMI Institute Appraisal Fee)			
2	Candidate Lead Appraiser (The estimates should include return air-ticket, visa fee, 8-days hotel stay and meal charges per candidate LA)			
3	ATM Charges (ATM Fees, return air-tickets, visa			

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	fees, 8-days hotel stay and meal charges of 04 ATMs per Observation)			
4	Translator Charges (Translator Fee, return air-ticket, visa fee, 8-days hotel stay and meal charges of translator per Observation)			
5	Observation Venue Charges (i) 01 independent meeting room for 12 people per Observation (ii) 01 multimedia with un-interrupted internet connectivity for virtual interviews etc per Observation (iii) Refreshments for the 12 people for 08 days per observation (iv) Meal charges of 12 people for 08 days per Observation. (v) One photocopier with scanner per Observation event			

6 Undertaking

I/We declare that the information provided in the “Expression of Interest” is accurate and can be proved whenever required. I/We further declare that if in case the information provided by me/us in this “Expression of Interest” proved to be incorrect at any point, PSEB reserves the right to take any action deemed feasible by the PSEB authorities against me/us. I/We further declare that our company (***** Company Name here *****) is not black listed by any division, department or organization of Government of Pakistan.

Signature & Seal

7 Process of Evaluation

All proposals will be verified in the light of requested information. The financial proposals of the successful companies will be opened in the presence of their representatives. The companies securing minimum 70% marks or more shall be invited for financial bid opening and shall be considered for award of contract if they are agreed to match their prices with the lowest bidder.

All bids must reach PSEB office addressed to the Manager Admin by the time mentioned in the advertisement through courier or hand delivery. PSEB will not entertain the proposals received through email.



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8 Contact Information

Manager Admin
Pakistan Software Export Board (G) Ltd
2nd Floor, Evacuee Trust Complex
F-5, Agha Khan Road, Islamabad
Ph: 051-9204074
Email: kbangash@pseb.org.pk