

Introduction

The Securities and Exchange Commission of Pakistan (SECP) was set up in pursuance of the Securities and Exchange Commission of Pakistan Act, 1997. This Act institutionalized certain policy decisions relating to the constitution and structure, powers, and functions of the SECP, thereby giving it administrative authority and financial independence in carrying out its regulatory and statutory responsibilities. The SECP regulates the corporate sector, capital markets, insurance companies, non-banking finance companies, private pensions etc.

The Commission consists of different Divisions/departments. IS&T Department is one of the Departments of the Commission. The objective of the Information Systems & Technology (IS&T) Department is to take the Commission to the next level of automation through innovative use of information technology and business process management to make it a truly modern, effective and efficient organization at par with world class institutions. The IS&T department is responsible for organizing and implementing an integrated system designed to help the workings of the other divisions/departments of the Commission in conducting their business in an efficient and effective way throughout Pakistan. The IS & T department aims to provide services that maximize the Commission's productivity and minimize the stakeholders complaints. IS&T department is ISO 9001 certified since 2006 and has also recently accomplished ISO 27001 ISMS certification.

The Objective

The Commission intends to carry out an independent IT review of its current Information Technology infrastructure and compare it with some counterpart organizations in developed countries like USA, UK, Australia, Malaysia etc. to ascertain its adequacy, direction and effectiveness and also come up with the future roadmap of IT investments needed in order for the Commission to be at par with these organizations in the development and adoption of Information Communication Technologies (ICT).

The analysis should also be conducted to evaluate that the information systems are safeguarding assets, maintaining data integrity and operating effectively and efficiently to achieve the Commission's goals. The other areas to be looked into may include:

- The current information systems capabilities, including hardware and software utilization and network availability including an assessment of how well they serve core-functions and support requirements.
- Over-all cost effectiveness of the existing IT environment and various projects being planned to be undertaken.
- The existence of efficient and adequately controls for systems and development of applications.
- That the systems under development met the needs/requirements of the departments/divisions of the Commission for whom these systems are being developed.
- A framework for information systems required for achieving the Commission's goals and objectives and operating plans. This would include identification of a portfolio of application systems for supporting the overall operations of the Commission.

- The hardware, software, networks, storage and personnel requirements and their capacity building on short term and long term basis at the IS&T department of the Commission.
- Areas where future IT investment is needed within a year, next three years, and further down the road.

Future Road Map

The Commission is conscious of the fact that the communication and information technology revolution has opened up entirely new vistas and it will bring about a dramatic shift not only in the way we will operate in the future and deliver various services and products, but also collaborate and interact with each other both within the Commission and with other organizations (other regulators, government, and regulates etc.) and even the general public/investors. We have reached a threshold where our future orientations, strategies and activities have to be revisited and adjusted to the new circumstances and opportunities. SECP is a modern organization, with efficiency and timeliness as a vision. In order to achieve this vision in the light of the changing role of information technology, it is imperative that the Commission makes full use of technology in general and ICT in particular.

Since the above highlighted objectives cannot be met haphazardly and unsystematically, there was a need for implementing an Information Technology Strategic Plan to achieve this. Therefore, a seven year plan was prepared back in 2004 and has been implemented successfully over the years. However, in order to reach the next level in automation the Commission needs to see the relevance of the overall IT direction in comparison to the similarly organizations internationally and develop a future road map for next five years keeping in view the breakthroughs in Internet applications, Mobile communication/applications, and latest changes in ICT.

The Consultants are required to develop a IS&T strategic plan in consultation with the Executive Director (IS&T)/CIO in view of the above discussion and also determine the new IT investments required for implementing the proposed strategy. This should include:

- Estimated capital costs for hardware, software, storage, RDBMS, off-the-shelf packages, development of application systems, application development tools, telecommunications and networking, and implementation support, etc.
- Estimated operational or ongoing costs for hardware and software maintenance, license fees, etc.
- Estimated costs for training information systems personnel as well as end-users and other functional staff.

Deliverables

- Current Assessment
- Information Systems and Technology Strategic Plan /Future Road Map

Timelines

The Consultant will submit a complete plan right in the beginning of the assignment covering all activities along with their timelines, methodology, and team etc. as part of their proposal. However, the overall timeline of the project shall not exceed six (6) weeks.

Reporting/Communication

The Consultant shall provide progress report on the assignment on fortnightly basis to the Executive Director (IS&T)/CIO to ensure no gaps are left and the final report is complete in all respects. All other communication needed for documents, discussions, interviews, demonstration etc. should also be addressed to Executive Director (IS&T)/CIO. The Consultants may be asked to make a presentation before the Commission on the key points of the report.

Terms & Conditions

1. The supplier should be registered with income and sales tax departments. Copies of certificates must be attached with bid. Bids must be submitted to the undersigned in a sealed confidential envelope at the address given below or in the Tender Drop Box placed at Ground Floor, NIC Building, Blue Area, Islamabad, and clearly marked “**Tender Road Map**” latest by Feb 06, 2012.
2. **Technical Proposal must include:** Technical specifications, Company profile, Clientele and list of projects successfully completed, Performance certificates from the customers, Proof of company as legal entity, affidavit that the company is not blacklisted by any organization.
3. **Commercial Proposal:** Prices shall remain valid for a period of 90 days from the closing date of proposal submitted however; the representing bidders are encouraged to extend the period of validity for their proposal. The rates quoted will be in Pak rupee (PKR) inclusive of GST and all other applicable taxes.
4. Bids should be accompanied with earnest money (refundable) for an amount of 5% of the quoted price in shape of either pay order, demand draft In favor of the Securities & Exchange Commission of Pakistan.
5. The last date for the receipt of the tenders is Feb 07, 2012 till 11.00 a.m. at NIC Building 4th Floor/Tender Drop Box and same will be opened on the same day at 11.30 a.m. in the presence of bidders or their authorized representatives who may wish to be present.
6. Commission reserves the right to accept, reject or amend any or all tenders without assigning any reason.
7. A pre-bid conference one week before the closing date for submission of proposals to ensure consistency.
8. The proposals will be evaluated on technical and financial grounds.
9. The process will be a single stage process.

10. Technical evaluation will be based on the experience of conducting similar studies, methodology, experience and qualification of the team participating in the study, ability to compare/relate with our counterpart organizations in Malaysia, UK, USA, and Australia etc., and proposed contents / scope of the final report, the technology neutrality.
11. Payment terms should be mentioned clearly. Payment would be made only after formal acceptance of the report by Executive Director(IS&T)/CIO.