



Securities and Exchange Commission of Pakistan
63-NIC Building, Blue Area, Islamabad
(Support Services Division)
(Administration Department)

Subject: Consultancy Services for Review of IT Projects

The Commission intends to avail consultancy services of an IT expert/consultant/firm to provide technical assistance and internal review of its IT projects.

Detailed “**Terms of Reference**” of said requirement is attached as Annex “A”.

Terms & Conditions

- **Prices** must be inclusive of all taxes applicable by Govt. of Pakistan for one month, however, in case of extension of duration of services, price of following month(s) may be quoted.
- **Quotation Validity** Minimum 30 days from the quoted date.
- **Bid/Quotation Submission Time** as per deadline specified on SECP Website.
- **Purchase Order:** Services will be acquired by issuing a Purchase Order to the best evaluated IT expert/firm/consultant.
- **Duration of Services:** Time period of required services is one month and may be extended for another month or any time period mutually agreed between the selected firm/consultant and the Commission.
- **Invoice Processing:** Invoices against subject services will be processed for payment after verification by user.
- **Service Satisfaction:** In case, services of selected firm are not as per requirement then Commission may cancel the issued Purchase Order and reserves the right to make or does not make any payment to the selected firm/consultant in this case.

If you are interested, you may submit sealed quotation for the above item/services to the undersigned SECP, 63-NIC Building, Jinnah Avenue, Blue Area, and Islamabad within the specified period.

An early and quick response will be highly appreciated.

With best regards,

M. Ubaidullah Khalid
Assistant Director (Admin)

Consultancy Services for Review of IT Projects**Introduction**

Securities & Exchange Commission of Pakistan (“SECP”) desires to hire the services of well-renowned local IT Consulting company to provide technical assistance for internal review of its three (03) IT projects (related to software licenses & implementation and network communications).

Scope of Services

The scope of consulting services is to provide technical insight/analysis that will help SECP in the review exercise. For technical insight/analysis the consultant shall use knowledge of those of its experts, product information/knowledge provided by the vendor(s) on their respective websites/product documents, applicable standards / best practices in the local IT industry and the knowledge of Public Procurement Rules of Government of Pakistan.

Deliverable

Consultant shall submit a report detailing its technical insight/analysis on the information required by SECP.

Timelines

The approximate duration of this assignment would be 04 weeks.