



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**T# 13/19-20**

### **Invitation to Bid**

The Securities & Exchange Commission of Pakistan invites sealed bids from the services providers, principal's authorized dealers/distributors/partners/resellers based in Pakistan and registered with Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for:

### **WATCH-LISTS SCREENING SOFTWARE SOLUTION**

Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid bond/security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids etc. against above requirement are available for the interested bidders from the undersigned free of cost and can also be downloaded from <https://www.secp.gov.pk/procurement/>

The bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before **November 26, 2019**, by 1500 Hrs and will be opened on the same day at 1530Hrs.

In case of any query, Admin Department may be contacted on Telephone No. 051-9207091-4 (Ext-437/444s) during office hours (Monday to Friday excluding Public Holidays)

Deputy Director (Admin)  
NICL Building, 63 Jinnah Avenue, Blue Area Islamabad

## Terms and Conditions for Bids and Bidders

1. **Tender Identification Number:** **TENDER # 13 /19-20**

2. **The Procurement Agency is:**

**Securities and Exchange Commission of Pakistan**  
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,  
Islamabad.

3. The Securities and Exchange Commission of Pakistan invites sealed bids from the service provider based in Pakistan and registered with Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for

### **WATCH-LISTS SCREENING SOFTWARE SOLUTION**

through

### **SINGLE STAGE TWO ENVELOP METHOD.**

4. Bid shall comprise a single package containing TWO separate envelopes. Each envelope shall contain separately the financial Bid and the technical Bid. The envelopes shall be clearly marked as **“FINANCIAL BID”** and **“TECHNICAL BID”** in bold and legible letters.
5. The Bid Bond to be enclosed in a **SEPARATE ENVELOPE**, labelled as **“BID BOND”**, and should be **SEALED** and enclosed in the main envelop.
6. BID Bond should not be **ENCLOSED** in the envelope of financial OR technical proposal.
7. Initially, only the envelope marked **“TECHNICAL BID”** shall be opened publicly. The envelope marked as **“FINANCIAL BID”** shall be retained.
8. After the evaluation and approval of the technical bid/proposal, financial bids of the technically accepted bids/proposals only will be opened at a time, date and venue announced and communicated to the bidders in advance. Financial bids of technically unsuccessful bidders will be returned.
9. The amount of the bid and bid bond/security shall be in Pak rupees. The bids should be accompanied by bid bond/security (refundable) for an amount equal to 2% of the total quoted price (inclusive GST, if applicable) in shape of either pay order, demand draft valid for not less than 6 months in favor of Securities and Exchange Commission of Pakistan.
10. Bids not accompanied by bid bond/security or with less amount of bid bond/security will not be entertained.
11. In case any bidder submits more than one option against this invitation then bid bond/security shall be submitted against highest quoted option.
12. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.
13. If any supplier is not in ATL at the time of payment then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
14. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
15. Relevant details plus terms and conditions of the invitation may be obtained from the undersigned personally or by visiting the SECP website: <https://www.secp.gov.pk/procurement/>

16. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
17. The bid validity period shall be 150 days.
18. If the bid is withdrawn after bid opening time and before the expiry of bid validity the bid bond/security will be forfeited in favor of the SECP, Islamabad.
19. The language of the bid is English and alternative bids shall not be considered.
20. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
21. The prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the bids will not be entertained and may disqualify the original offer.
22. The rates must be quoted strictly in accordance with our documents and Annex(s).
23. Discounts (if any) offered by the bidder shall be part of the bid and for taxation purposes will be treated in accordance with the applicable laws.
24. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of the quoted price shall be clearly mentioned.
25. The bidder shall be responsible for payment of any duties/taxes etc. which are imposed by the Government of Pakistan (GOP). The bided price MUST be inclusive of all applicable taxes. The bidder is hereby informed that the Commission shall deduct tax at the rate prescribed under the tax laws of Pakistan from all payments for supply/services rendered by any responding organization who accepts the Purchase order or signs agreement with the Commission.
26. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes.
27. Selected service provider will have to provide the required services/equipment, if selected and declared as lowest evaluated bidder. In case selected bidder is not willing to supply on quoted amount then bid bond/security submitted with the bid will be forfeited in favor of the Commission.
28. Successful bidders shall be bound to provide the required items/services within the delivery period. In case of late delivery, late delivery (LD) charges equivalent to 1% (of the PO/contract Value) per week shall be imposed and deducted from the payment. However, imposed penalty shall not exceed 10% of the PO/contract value.
29. In case 1st lowest bidder is unable to supply ordered items then the Commission reserve the right to award the contract to 2nd lowest evaluated bidder. In case 2nd lowest evaluated bidder is unable to supply ordered items/services then the Commission reserve the right to award the contract to 3rd lowest evaluated bidder.
30. Bid bond/security of the bidder who is unable to supply ordered items shall be forfeited in favor of the Commission.
31. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business. A brief profile of the bidder, along with list of major customers (corporate sector) along with their contact details is required.
32. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.

33. Bidder must submit following undertakings (on stamp paper of Rs. 100):
- a. Affidavit that the documents/details/information submitted is true and liable to be rejected if proven false and in that case legal action is liable on that bidder.
  - b. Affidavit that the bidder has never been blacklisted by any Government / Semi Government/ Autonomous organization
34. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment/software/renewal at Islamabad, Karachi, and Lahore offices (if applicable).
35. All software based items contains installation and configuration and end user orientation which is responsibility of the supplier (if support is not provided by the Principal).
36. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
37. The quantities required may increase/decrease according to SECP requirement.
38. The end user License, end user warranties and end user support services will be in the name of SECP for all equipment and software loaded on the equipment delivered.
39. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid in case of any such claim.
40. Payment shall be made after delivery, installation and commissioning of complete equipment/licenses/services/renewals. All payments shall be made after deduction of taxes and all payments shall be made through cross cheque in Pak Rupees. Taxes will be deducted at source as per Government Rules at the time of payment.
41. The bid bond/security of successful bidder will be retained and returned after delivery, installation and commissioning of complete equipment/licenses/services/renewals of ordered items.. However, bid bond/security of unsuccessful bidders will be returned after award of contract to successful bidder.
42. During the retention period the bid bond/security, no interest / markup will be provided on this amount by Commission to bidder at the time of refund/release of bid bond/security.
43. The Commission reserves the right either to issue a Purchase Order or sign an agreement with the successful bidder OR PO & Agreement both will be executed.
44. The bids received after the due date and time will not be entertained.
45. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be ignored.
46. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted.
47. Unsealed bids will not be accepted.
48. **Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.**
49. Clarification if any on the requirements may be obtained from:
- [ubaidullah.khalid@secp.gov.pk](mailto:ubaidullah.khalid@secp.gov.pk)

50. The place of bid destination is:

**Securities and Exchange Commission of Pakistan,**  
NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.

51. The envelopes shall bear the following additional identification marks:

**Bid for:** : WATCH-LISTS SCREENING SOFTWARE SOLUTION  
**Bidder Name:** : XYZ  
**Attention** : M. Ubaidullah Khalid  
Deputy Director, Admin,  
4<sup>th</sup> Floor, NICL Building, 63 Jinnah Avenue Blue Area, Islamabad

52. The deadline for the submission of bids is:

**Date:** November 26, 2019  
**Time:** 1500Hrs

53. The bid opening shall take place at

**Securities and Exchange Commission of Pakistan NICL Building, 63 Jinnah Avenue, Blue Area,**  
**Islamabad**

**Date:** November 26, 2019  
**Time:** 1530Hrs

A statement “Not to be opened before 1530 Hrs on November 26, 2019” shall be clearly mentioned on the top of the sealed bid.

**Note: Attachment Details are as under:**

- |  |           |
|--|-----------|
| 1. Scope of Work and evaluation criteria | Annex “A” |
| 2. Documentary Evidence                  | Annex “B” |
| 3. Sample Agreement                      | Annex “C” |

**If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.**

## STATEMENT OF WORK (SOW)

### WATCH-LISTS SCREENING SOFTWARE SOLUTION

#### FOR THE SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN (SECP)

##### A. BACKGROUND

There are many watch-lists against which an organization may, for regulatory or risk purposes, be required to screen individuals and entities when initiating a business relationship. These include sanctions lists published by governments or economic, political, and law enforcement bodies, lists published by commercial sources, such as politically exposed person (PEP) lists, etc.

Like commercial organizations, regulatory authorities including corporate registries may also need to deploy watch-lists screening software to verify the credentials of the individuals and entities being inducted in the formal corporate sector, and effectively meet their Targeted Financial Sanctions obligations as per Financial Action Task Force (FATF) recommendations and other international standards.

Sanctions lists contain entries of debarred individuals or entities due to involvement in criminal activity such as money laundering, international terrorism, and financial crime. Sanctions lists may also include lists of embargoed countries.

PEP lists contain entries of high-profile (and often high-value) public figures, such as business leaders, prominent social figures, and members of political parties. Due to their position in society, their political position, or associations and relationships with other high-profile parties, PEPs may be subject to potential bribery or misuse their power and influence for personal gain or financial advantage.

##### B. OBJECTIVE OF RFP

The objective of the RFP is to stipulate the deliverables & evaluation criteria of the potential bidder for the provision of Watch-lists Screening Software Solution for SECP.

##### C. SCOPE OF WORK

Bidder must have a readily available Watch-Lists Screening software solution that conforms to international best practices, and which the bidder can modify to meet the specific requirements of SECP.

The Project is organized in three (3) tasks:

- Task 1: Configuration of Watch-Lists Screening Software for the provision of below mentioned services to SECP with reference to “Functional Requirements” defined in Part “E”.
  - Batch Processing for bulk data screening
  - Search interface for Watch-lists screening of individuals/entities
  - API for integration with eServices
- Task 2: Training and knowledge transfer to SECP staff.
- Task 3: Maintenance and support for 36 months after configuration and acceptance of the watch-lists screening software by SECP.

##### D. IMPLEMENTATION AND DELIVERABLES

Deliverables and standards of performance for each task are as follows:

###### Task 1: Configuration of Watch-Lists Screening Software

- a. Within one week after signing of the contract, Contractor will deliver a project management plan that includes a timeline for implementation of Watch-Lists Screening Software Solution.
- b. Within two weeks after conclusion of the sessions with SECP project team, Contractor will deliver a final business requirements document. SECP will review them against the requirements specified in the SOW, Part E, to ensure that they provide the functionality required by the Part E and any variations agreed between the Contractor and SECP during or after the sessions.
- c. Customize the core application software to conform to the business requirements approved by SECP.
- d. Deliver SECP the test plan, proposed scripts for user acceptance testing and proposed user acceptance checklist by the date indicated in the project management plan.
- e. Together with SECP business and IT staff, conduct acceptance testing and bug fixing of the application.
- f. Enablement of customized application of Watch-Lists screening software for SECP

**Task 2: Training and Knowledge transfer**

- a. Provide a training plan for successful knowledge transfer to SECP for effective use of watch-lists screening software and administration of system.
- b. Provide administrative operations manual, on-screen user manual, Help, and other instructions in English.

**Task 3: Application maintenance and support**

- a. During the three-years period of maintenance and support provided under the contract, Contractor shall provide a means by which SECP can reach Contractor for technical support within two (2) hours in the event of an interruption of Watch-Lists Screening functioning due to a fault in the application software. In such case, Contractor will define the problem and respond to SECP with an expected resolution within two (2) hours thereafter.

**E. FUNCTIONAL REQUIREMENTS**

**1. Watch-Lists Data Sources and Data Quality**

- 1.1- The proposed solution must cover the data sources related to UNSC, NACTA, Global sanctions, OFAC, local enforcements lists including but not limited to, FIA etc., extensive PEP coverage, profiled adverse media and State Owned Companies.
- 1.2- The proposed solution must offer the flexibility to add other new lists/data sources in order to meet the future screening requirements of SECP.
- 1.3- Maximum possible time (24 hours) for data to be uploaded/updated is desirable for all critical watch-lists with maximum data points to comprehensively provide coverage in terms of summary of intelligence, portrait photo, connections to family members and business partners and more.

**2. Batch Processing for Bulk Data Screening**

- 2.1- Bulk data will be uploaded for screening to be performed on multiple parameters for matching individuals or entities against entries on various watch-lists, automatic batch processing is required for screening of large files on scheduled frequency.
- 2.2- Provision to review of batch run and re-process in case of errors.
- 2.3- Provide maximum data points for each match found.
- 2.4- Automated workflow, archiving and reporting to maximize efficiency and traceability, enhanced case management capabilities and complete audit trail of alerts is required for each match found.

- 2.5- Configuration of filters to eliminate false positives and avoid over-alerting while ensuring automated clearing of low-risk matches.
- 2.6- Provision of custom screening lists for individuals or entities based on sources significant to SECP.
- 2.7- Generate an alert if an existing Shareholder/directors/officers becomes proscribed in any sanction list (Existing Customer's periodic screening)

### **3. Search Interface for Watch-Lists Screening of individuals/entities**

- 3.1- Provide easy to use client interface for screening global sanctions and enforcements lists, extensive PEP coverage, profiled adverse media and State Owned Companies
- 3.2- Capability to screen the existing Shareholder/directors/officers against locally proscribed and UNSC designated individuals and entities, including associates based on parameters including but not limited to CNIC/Passport No. where available.
- 3.3- Screens foreign nationals being inducted in local companies or even as officers of foreign companies against non-compliance with the relevant laws in their country of origin.
- 3.4- Generate results that are meaningful and actionable with enhanced case management capability along with complete audit trail of case processing.

### **4. API for Integration with eServices**

- 4.1- Flexible API enablement for integration with SECP eServices for effectiveness in internal processing along with the capability to modify the parameters on-screen to perform screening activity comprehensively by SECP user.
- 4.2- The proposed solution must provide the on-screen display of maximum data points for each successful match found as a result of API call.
- 4.3- The proposed solution must record complete audit trail of API calls to enable the administrator in tracing the specific call with complete details regarding internal user and API parameters.
- 4.4- API calls monitoring and reporting dashboard providing stats for usage confirmation and performance.

### **5. Admin Console**

- 5.1- User management, user groups creation and assignment/revocation of rights.
- 5.2- Provision to perform completeness tests to assess the watch lists are periodically updated accurately and timely
- 5.3- Provision of administrative operations manual, on-screen user manual, Help, FAQ, and other instructions in English.



**TECHNICAL PROPOSAL SUBMISSION FOR**  
**WATCH-LISTS SCREENING SOFTWARE SOLUTION**  
**FOR THE SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN (SECP)**

Bidder's Technical Proposal shall comprise all the following forms fully completed. The bidders are instructed to follow the formats as defined in this RFP, failing to provide information in the required format will lead to the dis-qualification of the proposal.

- Technical Form 1. **MANDATORY CRITERIA**
- Technical Form 2. **REQUIREMENTS MATRIX**
- Technical Form 3. **RESUME FORMAT**
- Technical Form 4. **REFERENCE FORMAT**
- Technical Form 5. **PRICE SCHEDULE**

**1      EVALUATION OF TECHNICAL AND FINANCIAL PROPOSAL**

**Phase I - Technical Proposal**

- 1.1      Only those bids which meet the mandatory criteria will advance to the technical evaluation.
- 1.2      In order to advance beyond Phase I of the detailed evaluation process to Phase II (Financial Proposal), **the technical proposal must be completely compliant to the criteria defined in Tech Form 2 "Requirements Matrix"** and the SECP will confirm the compliance check by inviting the bidders to demonstrate the proposed solution through **DEMO** after intimation by SECP.

**Phase II - Financial Proposal**

- 1.3      Financial proposals will be evaluated following completion of the technical evaluation. The bidder with the lowest evaluated total fixed contract price will advance for award of the contract.
- 1.4      Bidders are forewarned that they must make their best offer at the time of their Proposal.

## TECHNICAL PROPOSAL - FORM 1

### WATCH-LISTS SCREENING SOFTWARE SOLUTION

#### FOR THE SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN (SECP)

#### MANDATORY CRITERIA

The Mandatory Criteria and Evaluation Criteria are designed to assure that, to the degree possible in the initial phase of the RFP procurement process, only those bidders with sufficient experience, demonstrable technical knowledge and the evident ability to satisfy the SECP's requirements for supplying the services envisioned in this RFP will qualify for further consideration.

In order to be considered for Phase I, bidders must meet the mandatory criteria described below.

<b><i>MANDATORY CRITERIA</i></b>	<b><i>BIDDER'S RESPONSE</i></b>
1.1. Bidder must have demonstrated experience in the development/configuration of a system for Watch-Lists Screening and any modifications therein to implement an existing "best practices".	Confirm experience by providing a brief description of work done.  Yes_____/No_____  Provide at least 2 references here by using the template attached in Technical Form 4.
1.2. Bidder must have a readily available Watch-Lists Screening software solution that has been implemented within the past 5 years, that conforms to international best practices, and that bidder can modify to meet the specific requirements of SECP.	Confirm that bidder has an available solution as described:  Yes_____/No_____

## TECHNICAL PROPOSAL - FORM 2

### WATCH-LISTS SCREENING SOFTWARE SOLUTION

#### FOR THE SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN (SECP)

#### REQUIREMENTS MATRIX

Bidder must respond to every stated request or requirement and indicate that Bidder confirms acceptance of and understands the SECP's stated requirements.

Mention "Compliant/Non-compliant" against each requirement mentioned below, essentially for all points included in section 3.2 of the requirements matrix:

Section	REQUIREMENTS	BIDDER'S RESPONSE
<b>1.</b>	<b>FIRM'S EXPERIENCE AND CAPABILITY</b>	
<b>1.1</b>	Provide a brief profile of your firm. Include a description of the firm's organization and the scope of services provided. Describe your firm's experience in development of Watch-Lists Screening software compliant with international best practice. Describe two similar projects that your company completed.  References provided in Technical Form 4 will be checked.	Must  (Provide summary description)
<b>2.</b>	<b>PROJECT ManageMent, STAFF QUALIFICATIONS AND EXPERIENCE, Training and knowledge transfer</b>	
<b>2.1</b>	Provide a project management plan that includes a timeline for implementation of Watch-Lists Screening Software Solution	Must  (Attach Project Management Plan)
<b>2.2</b>	Propose a Project Manager who will be assigned to manage this project from beginning to end. Project Manager must have at least five (5) years of relevant experience in managing similar projects and provide details as per Form 3.	Must  (Attach resume using template as Tech Form 3)
<b>2.3</b>	Provide a plan for knowledge transfer to SECP for administration of system, and for training of business staff on use of watch-lists screening software.	Must  (Attach training plan)
<b>2.4</b>	Provide administrative operations manual, User manual, Help, FAQ, and other instructions in English.	Must
<b>3.</b>	<b>TECHNICAL RESPONSIVENESS OF SOFTWARE</b>	
<b>3.1</b>	Provide dashboard in administrative console for details linking to activity and usage by authorized users. Provisions for administrative maintenance of user groups and rights, automated scheduling of tasks, periodic reports, reports and queries provide access to audit trail information and daily backups (if any)	Must
<b>3.2</b>	<b>1. Watch-Lists Data Sources and Data Quality</b>  1.1- The proposed solution must cover the data sources related to UNSC, NACTA, Global sanctions, OFAC, local enforcements lists including but not limited to, FIA etc.,	Must

Section	REQUIREMENTS	BIDDER'S RESPONSE
	<p>extensive PEP coverage, profiled adverse media and State Owned Companies.</p> <p>1.2- The proposed solution must offer the flexibility to add other new lists/data sources in order to meet the future screening requirements of SECP.</p> <p>1.3- Maximum possible time (24 hours) for data to be uploaded/updated is desirable for all critical watch-lists with maximum data points to comprehensively provide coverage in terms of summary of intelligence, portrait photo, connections to family members and business partners and more.</p> <p><b>2. Batch Processing for Bulk Data Screening</b></p> <p>2.1- Bulk data will be uploaded for screening to be performed on multiple parameters for matching individuals or entities against entries on various watch-lists, automatic batch processing is required for screening of large files on scheduled frequency.</p> <p>2.2- Provision to review of batch run and re-process in case of errors.</p> <p>2.3- Provide maximum data points for each match found.</p> <p>2.4- Automated workflow, archiving and reporting to maximize efficiency and traceability, enhanced case management capabilities and complete audit trail of alerts is required for each match found.</p> <p>2.5- Configuration of filters to eliminate false positives and avoid over-alerting while ensuring automated clearing of low-risk matches.</p> <p>2.6- Provision of custom screening lists for individuals or entities based on sources significant to SECP.</p> <p>2.7- Generate an alert if an existing Shareholder/directors/officers becomes proscribed in any sanction list (Existing Customer's periodic screening)</p> <p><b>3. Search Interface for Watch-Lists Screening of individuals/entities</b></p> <p>3.1- Provide easy to use client interface for screening global sanctions and enforcements lists, extensive PEP coverage, profiled adverse media and State Owned Companies</p> <p>3.2- Capability to screen the existing Shareholder/directors/officers against locally proscribed and UNSC designated individuals and entities, including associates based on parameters including but not limited to CNIC/Passport No. where available.</p>	

Section	REQUIREMENTS	BIDDER'S RESPONSE
	<p>3.3- Screens foreign nationals being inducted in local companies or even as officers of foreign companies against non-compliance with the relevant laws in their country of origin.</p> <p>3.4- Generate results that are meaningful and actionable with enhance case management capability along with complete audit trail of case processing.</p> <p><b>4. API for Integration with eServices</b></p> <p>4.1- Flexible API enablement for integration with SECP eServices for effectiveness in internal processing along with the capability to modify the parameters on-screen to perform screening activity comprehensively by SECP user.</p> <p>4.2- The proposed solution must provide the on-screen display of maximum data points for each successful match found as a result of API call.</p> <p>4.3- The proposed solution must record complete audit trail of API calls to enable the administrator in tracing the specific call with complete details regarding internal user and API parameters.</p> <p><b>5. Admin Console</b></p> <p>5.1- User management, user groups creation and assignment/revocation of rights.</p> <p>5.2- Provision to perform completeness tests to assess the watch lists are periodically updated accurately and timely.</p> <p>5.3- API calls monitoring and reporting dashboard providing stats for usage confirmation and performance.</p>	

**TECHNICAL PROPOSAL - FORM 3**  
**WATCH-LISTS SCREENING SOFTWARE SOLUTION**  
**FOR THE SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN (SECP)**  
**RESUME FORMAT**

<b>Name of Personnel:</b>	
<b>Title:</b>	
<b>Years with Firm:</b>	<b>Country/City of Residency:</b>
<b><u>Education/Qualifications:</u></b> (Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees, certification, professional qualifications obtained.)	
<b><u>Employment Record:</u></b> (Starting with present position, list in reverse order, relevant employment experience, give dates, names of employing organization, title of positions held and location of employment.)	
<b><u>Experience:</u></b> (For experience in last five (5) years, detail the types of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.)	

I, the undersigned, certify to the best of my knowledge and belief, this bio data is accurate and confirms my availability.

\_\_\_\_\_  
Signature of Personnel or Bidder's Representative

\_\_\_\_\_  
Date (Month/ Day/Year)

**TECHNICAL PROPOSAL - FORM 4**

**WATCH-LISTS SCREENING SOFTWARE SOLUTION**

**FOR THE SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN (SECP)**

**REFERENCE FORMAT**

**Name of Bidder:** \_\_\_\_\_

Name of Organization and Address:	
Name and Title of Point of Contact: (provide 2)	
Telephone Number:	
Email Address:	
Period of Performance:	
Location of where project services were performed:	
Reasons for Termination (if applicable):	
Description of Services and their relevance to the requirements under this RFP:	

**FINANCIAL PROPOSAL – FORM 5****WATCH-LISTS SCREENING SOFTWARE SOLUTION****FOR THE SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN (SECP)****PRICE SCHEDULE**

The bidder shall complete the matrix below by providing prices for the services to be provided under this RFP. The resulting contract shall be a fixed price.

**A. Configuration Cost of Watch-lists Screening Software**

Tasks	Deliverables	Price PKRs. Incl. of all applicable taxes
1.	<b>Configuration of Watch-Lists Screening Software –</b> (One time cost of all sub-tasks in Task 1 of SOW, Part D)	
2.	<b>Training and Knowledge Transfer–</b> (One time cost of all sub-tasks in Task 2 of SOW, Part D)	
	<b>Total for Tasks 1 and 2=</b>	

**B. Recurring Cost**

		A	B	A*B
Sr. #	Criteria	Rate	Usage	Price PKRs. Incl. of all applicable taxes
1.	Search interface for Watch-lists screening		100 users	
2.	Batch Processing		(Bulk Data of approx. 300,000 records per quarter)	
3.	API for integration with internal systems		(10,000 calls per month)	
	<b>Total for Tasks 1, 2 and 3 =</b>			<b>PKRs.</b>

**\*The above fixed price includes all costs to complete this project** including project management, travel to the SECP's office, lodging, supplies/consumables, phone/fax, and other miscellaneous expenses. The SECP shall not reimburse any other costs beyond this fixed price.

**C. Application Maintenance and Operation Support by the bidder for three years after acceptance of application software by SECP: PKRs.\_\_\_\_\_**

**D. Total of A and B and C (Total Fixed Contract Price) = PKRs.\_\_\_\_\_**



**DOCUMENTARY EVIDENCE**

Name of the Bidder: \_\_\_\_\_

Bid against Reference No: \_\_\_\_\_

Date of opening of Bid: \_\_\_\_\_

Documentary evidence for determining eligibility of the bidders & evaluation of bids. Bidders should only initial against those requirements that they are attaching with the form. Bidders are required to mention the exact page number of relevant documents placed in the Bid. Bidders are advised to attach all supporting documents with this form in the order of the requirement.

<b>S#</b>	<b>Required Documentation</b>	<b>Signature of Bidder</b>	<b>Supporting Document's Name</b>	<b>Page Number in the Bid.</b>
<b>1</b>	NTN Certificate			
<b>2</b>	GST Certificate			
<b>3</b>	On Active Tax Payers List of FBR			
<b>4</b>	Registration / Incorporation / Business Certificate			
<b>5</b>	Affidavits			
<b>6</b>	Bid Bond/Security			
<b>7</b>	Bid Validity period of 150 days			
<b>8</b>	Original Bidding documents duly signed/stamped			

### Sample Agreement

This Agreement (“Agreement”) is made at Islamabad on this \_\_\_\_ day of \_\_\_\_ 2019.

Between

The Securities and Exchange Commission of Pakistan, a statutory body established in pursuance of the Section 3 of the Securities & Exchange Commission of Pakistan Act, 1997 having its head office at NIC Building, 63- Jinnah Avenue, Islamabad (hereinafter referred to as “Commission” which expression shall, where the context so permits, include its successors in interest and permitted assigns) of the ONE PART

And

(Successful Bidder Name), having (Address of Successful Bidder Name) (hereinafter referred to as “Contractor” which expression shall, where the context so permits, include its successors in interest and permitted assigns) of the OTHER PART

Commission and Contractor shall, hereinafter individually be referred to as “Party” and collectively as “Parties”.

#### WHEREAS

A. Commission requires supply of \_\_\_\_\_ specified in (**Annexures**) at Head Office/Company Registration Office (as required in TORs).

B. The Contractor has agreed to provide the products as required by the Commission in accordance with the terms and conditions set forth in this Agreement.

#### NOW THIS AGREEMENT WITNESSES AS FOLLOWS

##### 1. Duration

A. This Agreement will become effective from \_\_\_\_\_, **2019** and will remain in effect till completion of delivery (the “Term”) or terminated earlier in accordance with Article 4 or 5 of this Agreement. The termination of this Agreement will not;

- (a) relieve either Party from any expense, liability or obligation or any remedy therefore which has accrued or attached prior to the date of such termination;
- (b) cause either Party to lose, surrender or forfeit any rights or benefits which have accrued at the time and date of termination.

Provided that, if required the Parties must enter into a mutual written agreement by way of addendum to extend the Term.

##### 2. Scope of Work

- i. The Contractor will arrange the supply of \_\_\_\_\_ at Head Office/Company Registration Office (as required in TORs).

- ii. Detail of (Items) to be supplied is given in (Annexures).
- iii. The Contractor shall, with respect to the Purchase Order, keep the response time down to minimum and shall immediately supply required items.
- iv. This Agreement covers supply of Items as per (Annexures). Any additional item beside the Annexures may be requested by the Commission as and when required and shall be provided by the Contractor at mutually agreed terms.

### **3. Price and Payments**

- i. In consideration of the clear, efficient and uninterrupted fulfilment of the supply of the each item prelisted in the Annexures and other obligations of the Contractor under this Agreement, the Contractor shall be paid against each item listed in **Annexures**.
- ii. The payment for the supply of the items shall be made on the basis of Purchase Order. The Contractor shall arrange the invoice and send it to the Commission against the Purchase Order issued by the Commission
- iii. Commission will ensure timely payments within 30 days after the completion of delivery and receipt of invoice from the Contractor against each Purchase Order.
- iv. All related Government importation charges, excise duty, income tax or any other taxes and duties presently in force are inclusive in the Agreement price and Contractor is responsible for it. Any future taxes or levies if and when enforced by the government shall be added to the existing prices and Contractor will be responsible for payment of such taxes. However, GST and income tax shall not be withheld/deducted if proper exemption documents are provided. The payment to be made to the Contractor under this Agreement shall be made subject deduction of withholding Tax, if applicable, which is levied by the Government from time to time and to which the Commission is authorized to make deduction.

### **4. Termination**

- i. Commission may terminate this Agreement if the Contractor fails to perform the obligations under this Agreement by affording an opportunity of hearing, with a written notice of fifteen days.
- ii. Contractor may terminate this Agreement if the Commission fails to make payment under this Agreement within 15 days of a written notice from the Contractor to do so.

### **5. Force Majeure**

- i. Any failure or omission by any Party to perform any obligation under this Agreement shall not be considered or treated as a default or breach by such Party if to the extent and for as long as such failure or omission is caused by any supervening event (hereinafter referred to as "Force Majeure") beyond the reasonable control of the Party so affected (to include without limitation, acts-of-God, acts-of-state, war, riot, military action explosions, terrorism, sabotage, natural disaster, civil commotion, strikes, lockouts and labor disputes) and which by the exercise of reasonable diligence could not be prevented or provided against and the effects of which cannot be overcome by reasonable expenditure.
- ii. The Party so affected shall as soon as it becomes aware of the occurrence of Force Majeure immediately notify the other Party, and the protection of this Article shall become operative only from the time when such notice is given. Thereafter the Party so effected shall do all that is reasonably possible at its expense to remove or ameliorate the effect of such occurrence of Force Majeure. If all reasonable efforts should fail, or if Force Majeure

situation persists beyond the period of 30 days, the Parties shall in good faith consult with each other and take necessary steps for resolving the issue of investment, loss of goodwill, etc.

- iii. If the effect of Force Majeure continues beyond a period of sixty (60) days then either Party may terminate this Agreement.

## **6. Dispute Resolution/Arbitration**

- i. The Parties shall attempt to resolve any and all disputes amicably as to the interpretation of the Agreement or as to the performance of either Party hereunder.
- ii. If the Parties cannot settle any dispute or difference within fifteen (15) days after first conferring, then such dispute or difference shall be settled through arbitration. Each Party shall appoint an arbitrator and the appointed arbitrators shall commence the proceedings. In case of difference of opinion between an even number of appointed arbitrators, the matter shall be referred to an umpire mutually appointed by the arbitrators. The umpire shall then make an award which shall be final and binding. Prior to initiation of arbitration proceedings, the aggrieved Party shall give the other Party written notice describing the claim and amount as to which it intends to initiate action.
- iii. The place of arbitration shall be Islamabad, the arbitration shall be governed by the Arbitration Act, 1940 and the language of the arbitration shall be English.

## **7. Relationship**

The Parties hereby agree that no clause of this Agreement shall be construed as to portray an employer-employee relationship between the Parties and that both the Parties are acting independently and at their entire discretion.

## **8. Assignment**

Neither Party shall assign or transfer its obligations, rights, interests and benefits hereunder without the concurrence of the other party.

## **9. Liquidated Damages**

- i. Contractor shall be bound to provide the required item(s) within the delivery period. In case of late delivery, late delivery (LD) charges equivalent to 1% (of the PO/contract Value) per week shall be imposed and deducted from the payment of delayed items only. However, imposed penalty shall not exceed 10% of the PO/contract value.
- ii. In case the Contractor supplies fake/counterfeit items, the Contractor shall pay the Commission the liquidated damages amounting up to Rs. 5 Million and shall not challenge these liquidated damages at any other forum or court of competent jurisdiction.
- iii. The Commission would also be entitled to forfeit the bid security immediately if the items are not provided as per requirement.

## **10. Severability and Entirety**

Each of the clause of this Agreement is severable and distinct from one another and if any one or more of the clauses of this Agreement or any part thereof is or becomes invalid, illegal or unenforceable, the validity, legality, or enforceability of the remaining clauses of this Agreement shall not thereby be affected or impaired in any way.

This Agreement along with the Annexures forms the entire Agreement between the Parties and supersedes any and all previous correspondence/representations, if any, between the Parties regarding the matter;

## **11. Confidentiality**

- i. The Contractor undertakes and shall ensure the complete confidentiality of all and any information in respect of this Agreement and the services stated herein, including without limitation the communications to and by the Commission about any of its business information. Contractor shall not disclose any such information to any person or allow utilization of the same in any manner by any person.
- ii. Contractor shall keep strictly confidential any and all business and technical information that may be disclosed or confided to it by Commission or which Contractor or any of its employees may obtain directly or indirectly during the course of performance of this agreement.

## **12. Notices**

Address for Notices: For the purposes of this Section, a Party may take the address and facsimile number of other Party to be:

- (a) the address and number set out below; or
- (b) where another address of number is notified by either of the Party to other Party, the last address of number so notified to it.

### **Commission office address and designated person:**

To:  
Attn; Mr. Arshad Kamal, Additional Director  
Address: Securities and Exchange Commission of Pakistan, 63-NICL Building, Jinnah Avenue, Blue Area Islamabad  
Tel:051-9207091-4 (160)Fax: 051-9100471

### **Contractor office address and designated person:**

To:Attn; \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

## **13. Governing Law and Jurisdiction**

- i. This Agreement shall be governed by and construed to be in accordance with the laws of the Islamic Republic of Pakistan.
- ii. The Parties irrevocably submit to the exclusive jurisdiction of the courts of Islamabad.

## **14. Stamp Duty**

This Agreement shall be stamped in accordance with law by the Contractor.

## **15. Integrity Pact**

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

(Successful Bidder) hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing (Successful Bidder) represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

(Successful Bidder) certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

(Successful Bidder) accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, (Successful Bidder) agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by (Successful Bidder) as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

IN WITNESS HEREOF the parties have executed this Agreement on the day and year written above.

**For and on Behalf of Commission**

**For and on Behalf of Contractor**

**Signature** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Name** \_\_\_\_\_

**Title** Head of Department (Admin)

**Title** \_\_\_\_\_

**WITNESSES**

**Signature** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Title** \_\_\_\_\_

**Annexures of Agreement**

**Annex A – Scope of Work (as per bidding documents)**

**Annex B - .....**