

Proposal Submission Due Date: October 12,2022

Request for Proposals (RFP): 1

SUBJECT: Website Development and Website Hosting Services

University of Engineering and Technology (UET) PESHAWAR is seeking proposals from qualified companies interested in providing the services described in the attached Request for Proposals (RFP).

The purpose of this Request for Proposal (“RFP”) is to invite qualified companies to submit a proposal for development, hosting of a website, maintenance, regular updating ,SEO, and 3 years SLA . Further details are provided in Sections III and IV.

UET PESHAWAR intends to issue a fixed-price subcontract, with an estimated value to a suitable vendor who demonstrates the capacity to deliver quality technical services and is the most responsive to the requirements of the RFP.

The remainder of this RFP provides additional information that will allow an offeror to understand the scope of effort and develop a proposal in the format desired by UET PESHAWAR.

Issuance of this Request for Proposal (RFP) does not constitute an award commitment on the part of UET PESHAWAR. UET PESHAWAR reserves the right to reject any offer received in response to this request. UET PESHAWAR shall not be liable for any costs incurred by Offeror in the preparation and submission of proposal.

The information presented in this RFP is furnished solely for the purpose of assisting the offeror in making its own evaluation of the Scope of Work and does not purport to be all-inclusive or to contain all the information you may require. This RFP is not an offer by UET PESHAWAR to contract, but rather an attempt to establish a common framework for UET PESHAWAR to evaluate potential suppliers. The offeror should make its own investigations, projections and conclusions to verify independently the information contained in this RFP, and to obtain any additional information that it may require, prior to submitting a proposal.

All questions, comments, requests for clarifications must be sent in writing to web@uetpeshawar.edu.pk no later than the date and time indicated above. Questions will not be entertained after this date.

If substantive questions are received which affect the response to the solicitation or if changes are made to the closing date and time as well as other aspects of the RFP, this solicitation will be amended. Any amendments to this solicitation will be issued and posted on the UET Peshawar website.

Thank you for your interest and we look forward to your participation.

Sincerely,

Data Sheet

Bid Selection Method	The method of selection is: Quality and Cost Based Selection (QCBS). RFP can be downloaded from: https://www.uetpeshawar.edu.pk/downloads.php
Bid Security	2% bid security of the total quoted price
Contact Person	For queries/ clarifications, if any please contact: Name: Dr. Nasru Minallah / Sohail Sarwar Designation: Associate Professor / Manager IT Center Email Address: web@uetpeshawar.edu.pk
Language	Proposals should be submitted in English language
Currency	All prices should be quoted in Pak Rupees
Estimated Time	4-Months
Taxes	The price should include all applicable taxes.
Proposal Validity	Proposals must remain valid for 120 days after the submission date
Bidder must submit	Four (04) copies of technical (One Original technical and three Photocopies) and 01 copy of financial proposal. A printable and searchable PDF copy in a USB flash drive of technical proposal. Technical and financial proposals should be submitted in separate envelopes and USB must be part of technical proposal and should be clearly marked.
Proposal Submission Address	Treasurer, UET Peshawar UET Peshawar
Submission Date & Time	Both Technical proposal & Financial bid must be submitted in two different sealed envelopes on or before 12th October 22 at 11:00 am.

Table of Contents

Table of Contents.....	3
Statement of Work (SOW).....	4
I. Background.....	4
II. Objectives.....	4
III. Activities and Tasks.....	4
Outline of Website.....	5
Modules.....	5
Important Website Features and Characteristics	6
IV. Deliverables and Phases.....	7
V. Duration and Location.....	7
Submission Information.....	7
VI. Submission Information.....	7
VII. Evaluation Criteria.....	10
VIII. General Terms and Conditions.....	11

Statement of Work (SOW)

I. Background

The University of Engineering and Technology Peshawar is a premier public sector university chartered by Government of Khyber Pakhtunkhwa established as university in 1980, offering of higher learning in the field of engineering sciences.

To-date, more than eighteen thousand of graduates are serving the needs of Pakistan, and many have achieved high position of responsibility and excellence in their chosen fields. Besides bachelor's degree courses, there is a robust post-graduate program, where scholars are engaged in rigorous training and research leading to Master's and Ph.D. degree.

The university employs (4,000) full-time employees, out of which 500+ are faculty members including visiting and permanent staff. UET Peshawar has strength of about (9,000) under graduate and graduate students offering about (11) academic programs through 22 departments and has 4 remote campuses in Khyber Pakhtunkhwa.

Over the last few years, with Higher Education Commission's support, UET has completed a number of research and infrastructure development projects, with a combined portfolio of Rs. 9 billion. Currently UET Peshawar has four campuses at Abbottabad, Bannu, Kohat and Jalozai offering quality engineering education to the people at their doorsteps.

UET Peshawar is continuously pushing towards its vision to achieve the highest level of engineering excellence and contribute to the socio-economic development of society with knowledge and expertise of its graduates. The university encourages both men and women engineers and scientists to be active and knowledgeable to find solutions to the major challenges of Pakistan. University's strong research base and academic programs are the focus of researchers and students from across the country, and we welcome diverse thoughts and new perspectives in engineering and technology fields.

II. Objectives

To develop a user-friendly, modern and dynamic website for UET Peshawar, having state-of-the-art UI/UX academic design.

III. Activities and Tasks

The following are indicative website development activities that we anticipate:

1. Project management
2. Content strategy
3. Sitemap
4. Prototype (wireframes)
5. Visual design
6. SEO (Search engine optimization)
7. Front-end coding (HTML, CSS, JS etc.)

8. Back-end coding
9. Optimization for handheld/ mobile devices
10. Responsive design
11. Testing and quality assurance
12. Website Hosting
13. Website management training/handover

Outline of Website

As development of the website will require significant amount of time, the vendor is expected to develop and approve the design of unique pages (front end pages) from the concerned officials of UET Peshawar.

Modules

Note: Content of modules should be customizable using admin panel and each module can have dedicated users for maintenance

- A general website portal of university including all important elements and pages which university should have.
- Campuses Module (Peshawar, Abbottabad, Banu, Jalojai, Kohat)
- Academic Modules
 - Faculties/Departments module
- Research Centers Module
- USPCASE (US-Pakistan Center for Advanced Studies in Energy) Module
- CEEC (Continuing Engineering Education Center) Module
- EEC (Earthquake Engineering Center) Module
- ITC (IT Center) Module
- NIUIP (National Institute of Urban Infrastructure Planning) Module
- TIC (Technology Incubation Center) Module
- Alumni Module with reporting
- ORIC (Office of Research Innovation and Commercialization) module
- QEC (Quality Enhancement Cell) Module
- CDC (Career Development Center) Module
- Campuses and Department Module
- CMS Module (Frontend only)
- Admissions Module (Frontend only)
 - Undergraduate
 - Postgraduate

Important Website Features and Characteristics

Membership: e-registration:

A customizable, web-based membership database solution designed, which should be integrated for the registration of Alumni and, Faculty Members.

- Every Faculty member and alumni has username and password for updating/maintain his personal page.

Security:

The website must be security oriented and meet or exceed industry security best practices at the time of its launch.

Responsive Design (Mobile/ iPad Friendly):

We expect the website to be mobile friendly and easily accessible from all mobile devices, including tablets, without compromising any design or functional elements.

Fast Load Times:

The website should load quickly because it is important for good usability and should be SEO optimized.

Browser Consistency:

The website should appear and act consistently across all major browsers.

Social Network Integration:

The website should be integrated with social media platforms

Error Handling:

The website should display a description as an on-screen message, such as an in case of error message.

Tracking:

The website should be integrated with Google's analytical tool

Performance:

All elements of the website should work seamlessly. The consultant should fix all page errors and poorly constructed website elements, if any. This could include broken links, typographical errors etc.

Hosting services:

The developer will host the final website as per requirement of the UET Peshawar.

Password Change Module (Code sent to register Cell phone + register email message)

IV. Deliverables and Phases

Phases	Activities
Phase 1: Requirements gathering	<ul style="list-style-type: none">• Review the UET Peshawar website• Undertake requirements gathering exercise/meetings with the UET Peshawar team• Develop project plan
Phase 2: Documentation	<ul style="list-style-type: none">• Create comprehensive SRS (Software Requirement Specifications) document• Acquire UET Peshawar's feedback and approval
Phase 3: UX and UI Designing	<ul style="list-style-type: none">• Design web pages based upon latest UX and UI practices• Finalize theme and site map• Acquire UET Peshawar's feedback and approval
Phase 4: Front End Development	<ul style="list-style-type: none">• Finalize front-end development of all web pages• Acquire UET Peshawar's feedback and approval
Phase 4: Back-end development	<ul style="list-style-type: none">• Finalize back-end development of all pages using latest tools and technologies• Acquire UET Peshawar's feedback and approval
Phase 6: Upload and Testing	<ul style="list-style-type: none">• Testing of entire system including both front-end and back-end by both parties• Upload/ Web hosting• Deliver final presentation• Make it live

V. Duration and Location

This assignment is expected to start soon.

Submission Information

VI. Submission Information

This section contains general and specific requirements for submitting the technical and cost proposals. Please ensure that completed forms, along with a copy of your legal registration, are included with the technical proposal, otherwise your proposal will be rejected.

1. This RFP is issued as a public notice to ensure that all interested, qualified and eligible organizations legally registered for business in Pakistan have a fair opportunity to submit proposals. Qualified international firms should have local and/or international experts available to provide these services.

2. The Offeror is requested to submit a proposal directly responsive to the terms, conditions and clauses of this RFP. The overall proposal shall consist of two (2) physically separated parts: Technical Proposal and Financial Proposal.
Annexure -I and III is part of Technical Proposal, while Annexure – II is part of the Financial Proposal.
Alternative proposals will not be considered. Proposals not conforming to this solicitation may be categorized as unacceptable and eliminated from further consideration.

Offerors are allowed to submit one proposal. If an Offeror participates in more than one proposal, all proposals involving the Offeror will be rejected.
3. Proposals shall be written in English. Financial proposals shall be presented in Pakistani Rupees inclusive of All TAXES (PKR).
4. Proposals must remain valid for a minimum of **120 (one hundred and twenty) days**.
5. The person signing the Offeror’s proposal must have the authority to commit the Offeror to all the provisions of the Offeror’s proposal.
6. Proposals must be clearly and concisely written and must describe and define the Offeror’s understanding and compliance with the requirements contained in the STATEMENT OF WORK. All pages must be sequentially numbered and identified with the name of the Offeror and the RFP number.

PART A: TECHNICAL PROPOSAL

The technical proposal shall be straightforward and concise, outlining in sequence that how the Offeror intends to carry out the technical requirements under each main activity. No contractual price information is to be included in the Offeror’s implementation work plan so that it may be evaluated strictly on its technical merit.

The technical proposal shall be consisted to the requirement of the RFP and limited to Thirty (30) pages in total. **Pages in excess of 30 pages will not be read or evaluated.**

Detailed information should be presented only when required by specific RFP instructions. Items such as graphs, charts and tables may be used as appropriate but will be considered part of the page limitation. Key personnel resumes, bio-data sheets, references and dividers are not included in the page limitation. No material may be incorporated in the proposal by reference, attachment, appendix, etc. to circumvent the page limitation.

1. Organizational Information:

- Organization’s legal name ○ Contact name and position or title
- Organization’s E-mail address, physical address and telephone number
- Copy of legal registration for business in Pakistan

2. **Technical Approach:** In a narrative – not to exceed twenty (20) pages – the Offeror will demonstrate its understanding, ability and overall approach to performing the requirements described in the Scope of Work, Activities & Tasks and Deliverables. This may include an implementation plan.

- 3. Capability Statement:** A narrative – not to exceed two (2) page – that explains the Firm’s capability to perform the scope of work, activities & tasks and deliverables. The Offeror will demonstrate that it has the necessary organizational systems and procedures (e.g., personnel policies, travel policies, project management, equipment, supplies and personnel) in place to successfully comply with the contract requirements and to accomplish the expected results. It will demonstrate that it has the in-house resources e.g. personnel, to provide the required services. It may include a description of relevant personnel training and qualifications, including CVs for key individuals, where applicable. CVs are not included in the 2-page length limit.
- 4. Past Performance:** Not to exceed three (3) pages, the Offeror will submit a list of current and past similar work and assignments completed in the past five years that were similar in size, scope and complexity – preferably in areas listed in the scope of work – with particular attention paid to those performed in Pakistan.
- 5. References:** References from a minimum of three (3) clients not to exceed three (3) pages worked with in the past two years on activities similar to this scope of work. Include the contact information: company or organization, name, phone number and email. **(Competed 2 Same nature of Project)**
- 6. Personnel/Staffing:** Not to exceed two (2) pages, the Offeror will identify, in summary format of 2-3 sentences, the names, anticipated positions of the key team leaders and essential personnel proposed to perform the requirements of this scope of work, activities & tasks and deliverables. The narrative will include the percentage of staff time of principals and managers on this activity. CVs (not to exceed two (2) pages) that clearly describe education, experience and professional credentials and biodata forms will be completed and attached for the proposed personnel. These pages do not count toward the page limitation for this section.

PART B: FINANCIAL PROPOSAL

The Offeror will propose costs it believes are **realistic** and **reasonable** for the work in accordance with the Offeror's technical approach. The Offeror shall provide a complete budget.

Offers budget information, if determined to be unreasonable, incomplete and/or unnecessary for the completion of the proposed project or based on a methodology that is not adequately supported may be deemed unacceptable.

Guidelines:

1. Financial proposals from Offerors shall be presented in PKR.
2. The amount proposed in LETTER OF BID (Annexure-II), will be considered as the final offer.
3. Offer must be inclusive of any applicable taxes.
4. Financial data will be evaluated based on cost reasonableness, allowability and realism based on the following considerations:
 - a Are proposed costs realistic for the work to be performed under the award?
 - b Do the costs reflect a clear understanding of the work requirements?
 - c Are the costs consistent with the various elements of the Offeror's technical proposal?

VII. Eligibility and Evaluation Criteria

This Invitation for Bids is open to reputed firms/suppliers registered with Income Tax and Sales Tax Departments, who are on Active Taxpayer List of FBR, Government of Pakistan.

Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2% bid security must be attached by the bidder along with their financial proposals, proposals will be considered invalid, in the absence of bid security attached.

Bidder should have at least one (1) main website development experience that is currently active, for educational institute – with satisfactory completion certificate from the customer organization.

UET PESHAWAR will select the offeror whose proposal represents the best overall value to UET PESHAWAR in terms of the selection criteria specified below. Offerors who do not follow the instructions in this RFP may be disqualified from consideration.

The technical evaluation will be based on the following categories:

Criteria Technical Proposal (Percentage 70%)		Maximum Marks
1	Proposed technical approach including implementation plan – provided in the proposal	15

2	Relevant web development implementations for educational sector – with satisfactory completion certificate from the customer Organization and its UI/ UX design	15
3	Qualification and experience of personnel – with appointment notification/ certificates.	15
4	Number of Years the firm has been in Web development practice in Pakistan – since registration	10
5	Relevant web development implementations experience with public sector organization – with certificate	5
6	Presentation (<i>Max 20 minutes: with focus on point 1, 2, 3 4, and 5</i>) (<i>Note: Only eligible firms/suppliers will be invited for presentation</i>)	40

Criteria Financial Proposal (Percentage 30%)		Maximum Marks
1	Financial Proposal (<i>Note: Only those firms having at least 60 Marks in Technical evaluations will be consider eligible for Financial Evaluation</i>)	100

FINAL EVALUATION

The final evaluation will be based on the respective weightage assigned to Technical Criteria and Financial Criteria and the marks attained.

$TM \times 0.7 = TTM$

$FM \times 0.3 = TFM$

$GTM = TTM + TFM$, where:

TM=Technical Marks

FM = Financial Marks

TTM= Total Technical Marks

TFM= Total Financial Marks

GTM= Grand Total Marks

VIII. General Terms and Conditions

TERMS AND CONDITIONS

Offerors are responsible for review of the terms and conditions described.

CONTRACT MECHANISM

UET PESHAWAR is anticipated to award a **fixed-price** contract to the Offeror whose proposal will be evaluated based on the evaluation criteria described previously. Based on the merits of the offers received, UET PESHAWAR reserves the right to award more than one subcontract.

RIGHT TO SELECT/REJECT

UET PESHAWAR reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. UET PESHAWAR also reserves the right to reject any or all proposals received without explanation.

DUE DILIGENCE PROCESS

Any selected firm may be required to complete a Financial Pre-Award Risk Assessment in order for UET PESHAWAR to ascertain that the organization has the capacity to perform successfully under the terms and conditions of the proposed award. As part of the Pre-Award Risk Assessment process, the firm will also be requested to submit a financial audit report from the previous fiscal year. In addition, payroll records and other financial information may be requested to support budgeted costs.

CLIENT PRIOR APPROVAL

Based on the amount of the final award and the type of contractual mechanism, the selected Offeror may be subject to approval before a subcontract can be awarded. In addition, should such approval not be given, this subcontract cannot be awarded.

DISCLAIMER

This RFP represents only a definition of requirements. It is merely an invitation for submission of proposals and does not legally obligate UET PESHAWAR to accept any of the submitted proposals in whole or in part, nor is UET PESHAWAR obligated to select the lowest priced proposal. UET PESHAWAR reserves the right to negotiate with any or all firms, but with respect to price, costs and/or scope of services. UET PESHAWAR has no contractual obligations with any firms based upon issuance of this RFP. It is not an offer to contract. Only the execution of a written contract shall obligate UET PESHAWAR in accordance with the terms and conditions contained in such contract.

REQUEST FOR PROPOSAL FIRM GUARANTEE

All information submitted in connection with this RFP will be valid for 120 (one hundred twenty) days from the RFP due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels and all other information. If your firm is awarded the contract, all information in the RFP and negotiation process is contractually binding.

OFFER VERIFICATION

UET PESHAWAR may contact Offerors to confirm contact person, address, bid amount and that the bid was submitted for this solicitation.

FALSE STATEMENTS IN OFFER

Offerors must provide full, accurate and complete information as required by this solicitation and its attachments.

CONFLICT OF INTEREST

Offerors must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award in or outside of the country of performance.

Failure to provide full and open disclosure may result in UET PESHAWAR having to reevaluate selection of a potential vendor.

BID SECURITY

- a) The Bidder shall furnish, as part of its bid, a bid security of 2% of the total bid price.
- b) The bid security is required to protect the Purchaser against the risk of Bidder's conduct which would warrant the security's forfeiture.
- c) Any bid not secured, will be rejected by the Purchaser as nonresponsive.
- d) Unsuccessful bidders' bid securities will be discharged or returned as promptly as possible.
- e) The successful Bidder's bid security will be discharged upon the Bidder signing the contract and furnishing the performance security or completion of the contract.
- f) The bid security may be forfeited if a Bidder:
 - i. withdraws its bid during the period of bid validity specified by the Bidder, or
 - ii. does not accept the correction of errors; or
 - iii. in the case of a successful Bidder if the Bidder fails:
 - o to sign the contract; or
 - o to furnish performance security or complete the job.

RESERVED RIGHTS

All RFP responses become the property of THE UET Peshawar, and UET PESHAWAR reserves the right in its sole discretion to:

- Disqualify any offer based on Offeror failure to follow solicitation instructions.
- Waive any deviations by vendors from the requirements of this solicitation that in THE UET Peshawar's opinion are considered not to be material defects requiring rejection or disqualification, or where such a waiver will promote increased competition.
- Extend the time for submission of all RFP responses after notification to all vendors.
- Terminate or modify the RFP process at any time and reissue the RFP to whomever UET PESHAWAR deems appropriate.
- Issue an award based on the initial evaluation of Offerors without discussion.
- Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

- Not compensate Offerors for preparation of their response to this RFP.
- Not guarantee that UET PESHAWAR will award a subcontract based upon the issuing of this RFP.
- Award a subcontract to more than one Offeror for specific parts of the activities in the RFP.

Annexure – Bidding Forms

LETTER OF BID (LETTER OF INTENTION)
(To be furnished with technical proposal)

Date: _____
Procurement Ref. No: **xxxxxxx**

To:

The **xyz,**
xyz,
University of Engineering and Technology, Peshawar

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide services for website development and website hosting in conformity with the said bidding documents.

We agree to abide by this Bid for the Bid Validity Period specified in the bidding documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive. We certify/confirm that we comply with the eligibility requirements as per bidding documents.

Dated this _____ day of _____ 2021

[Signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

LETTER OF BID (LETTER OF INTENTION)

(To be furnished with financial proposal)

Date: _____

Procurement Ref. No: _____

To:

The Director xyz,

xyz,

University of Engineering and Technology, Peshawar

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide services for website development and website hosting in conformity with the said bidding documents for the sum of _____ *[total bid amount in words and figures]*

We agree to abide by this Bid for the Bid Validity Period specified in the bidding documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per bidding documents.

Dated this _____ day of _____ 2021

[Signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Quotation Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorized for and on behalf of:

Company: _____

Address: _____

OFFICE SEAL

FORM OF BID SECURITY

(To be furnished with technical proposal)

Date: _____

[Name and address of guarantor]

Beneficiary: Director xyz,
xyz,
University of Engineering and Technology, Peshawar

BID GUARANTEE No.: _____

We have been informed that [name of the Bidder] (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for website development and website hosting services at University of Engineering and Technology, Peshawar - Pakistan under Procurement Reference Number _____.

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we [_____ name of guarantor] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [_____ amount in figures]([_____ amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (ITB) or
- (c) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the performance security, in accordance with the ITB.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

[Signature and Stamp]

End of Document