

# Request for Proposal

## Renewal of Fortinet License & Forticare Subscriptions on Existing Fortinet Equipment

Published Date: 06th March, 2024

FWBL\HO\IT\AJ\2024\03

Proposals Submission Deadline Date: 21st March 2024 11:00 AM

Opening of Technical & Financial Bid: 21th March 2024 11:30 AM

## First Women Bank Limited

Proprietary Notice: This document contains information proprietary to First Women Bank Limited (FWBL) may not be reproduced, copied or used for purposes other than its intended use without the prior written consent of FWBL.

---

Proposal .....	3
Submission Details .....	3
Submission Deadline .....	3
Submission Questions & Clarifications .....	3
Introduction .....	4
Eligibility Criteria .....	4
Terms of Reference .....	5
Bill of Quantity (BOQ) .....	6
Submission Timeline & Location .....	6
Proposals Evaluation Criteria .....	7
FORMAT FOR TECHNICAL BID .....	7
FORMAT FOR FINANCIAL BID .....	8
Bid Currency and Validity .....	8
Bid Security .....	8
Payment Terms .....	8
Pre-award Presentations .....	9
Complete Pricing .....	9
Annexure B– Technical Bid Documentation .....	10
TECHNICAL BID COVER LETTER .....	10
BID PARTICULARS .....	11
BIDDER / PRINCIPAL OWNER / AUTHORIZED PARTNER / OTHER CONSORTIUM MEMBER PROFILE: .....	12
Annexure C– Financial Bid Documentation .....	13
COMMERCIAL BID COVER LETTER .....	13
Annexure C – Financial Bid Documentation .....	14
COMMERCIAL BID .....	14

## Proposal

This is single stage one envelope bidding procedure as per PPRA rules. The bidders shall submit their proposals in one sealed envelope “Technical Proposal” and “Financial Proposal”.

Technical and Financial proposals will only be opened for bidders that met “Eligibility Criteria” and minimum requirement specification documented under section “Term of Reference” in this RFP document.

Further final evaluation reports will be published on FWBL website and PPRA as well. Successful bidder who qualifies as the successful bidder, a meeting with the FWBL’s management will be held to discuss in details the exact requirements and procedures to be followed in conducting this assignment.

After the finalization of combined evaluation, the qualifying organization will be issued “Letter of Intent” which will be followed by the Service agreement and Service order.

## Submission Details

### Submission Deadline

All proposal submissions for responding to this request must be submitted on or before 21 March 2024 in a single sealed envelope containing two sealed envelope.

Submission will be valid if:

- Responses to RFP are submitted no later than 21st March 2024 11:00 AM at FWBL, Head Office GF-2 Reception Area, S.T.S.M Foundation Building, CL-10/20/2, Beaumont Road, Civil Line, Karachi.
- Bids shall be submitted in a Single sealed envelope containing two sealed envelopes containing “Technical Proposal” & “Financial Proposal”.

### Submission Questions & Clarifications

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Proposal:

Name: Syed Asadullah Jamal  
Email: asad.jaml@fwbl.com.pk

All queries for the subject tender (if any) should be sent to above mentioned email address at least 05 working days prior to bid opening date.

## Introduction

This tender is for the procurement of Fortinet License & Forticare subscriptions for hardware that is currently owned by First Women Bank Limited.

## Eligibility Criteria

Bidders of this RFP will be eligible only if they fulfill the following criteria at minimum:

- The bidder should be **NTN** and **GST** registered company in Pakistan.
- The bidder must be minimum **“Select Partner”** of the required product and must include a certificate from Fortinet.
- The bidder must have an annual turnover of PKR 100 million, and must include audited financial statements within “Technical Proposal” envelope.
- The Bidder should have experience of supplying Fortinet License & Forticare subscriptions for at least 4 clients with at-least five Fortinet equipment / per order for in last 3 years. Relevant purchase order or copy of signed contract must be submitted
- The Bidder must have active at least 2 network resources. Please attached network resources resume along with certificate proof.
- The bidder must have been in operation for at least five years in related to supply, configuration and commissioning of network equipment.
- Those bidders who conform to technical specifications & requirements including terms & conditions of the contract shall be eligible for award of contract.
- Bidder to provide an affidavit on a stamp paper confirming compliance with the following terms in order to be eligible for participation against this RFP
  - Bidder or any of its associated Parent / Affiliated / Subsidiary company should not have been blacklisted from participating in any public sector bids / RFPs / tenders.
  - Bidder and/or it’s Owners, Directors, or Partners should be not listed in any of the International/Local Sanctions or ATA list, as required by the local regulator.
- Submission of bid bond equivalent of 5% of the commercial bid (inclusive of applicable taxes).

**Any proposal that do not include above mentioned documents, evidence and/or reports may not qualify for further evaluation.**

## Terms of Reference

This RFP has following component for delivery:

- Fortinet License & Forticare subscriptions (Renewal) as per BoQ specified in this RFP.
- Successful bidder will provide First line support if in case any hardware & Software related issue.

Following section provides the details on the above-mentioned requirements:

### **Delivery of Fortinet License & Forticare subscriptions**

- Delivery of Fortinet License & Forticare subscriptions Contract as per SLA defined in Section 'BOQ'
- Expected time frame for the delivery of Fortinet License & Forticare subscriptions should be within 30 calendar days after agreed upon advance payment by FWBL.

## Bill of Quantity (BOQ)

Following is the BOQ for delivery of Fortinet License & Forticare subscriptions

S.No	Products	QTY	SLA Type
1	FortiGate-401E 1 Year Advanced Threat Protection (IPS, Advanced Malware Protection Service, Application Control, and FortiCare Premium)	3	24x7x4

## Submission Timeline& Location

FWBL reserves the right to modify below timeline at any time. Should the due date for proposals be changed, all prospective respondents shall be notified. The proposal must follow as per the following high level schedule.

### Location and Timing

Bids/Proposals must be delivered to FWBL, on or before, **21st March 2024 11:00 AM**. **Technical and Financial** proposals will be opened on the same date at FWBL, Head Office GF-2 Reception Area, S.T.S.M Foundation Building, CL-10/20/2, Beaumont Road, Civil Lines, Karachi.

Milestone	Date
RFP Released	06th March, 2024
Proposal Submission Due Date	21st March 2024 11:00 AM
Opening of Technical Bids	21th March 2024 11:30 AM
Opening of Financial Bids	21th March 2024 11:30 AM
Publishing of Combined Evaluation Report	To be decided later

As a result of this Request for Proposal, FWBL may do one of the following at its discretion:

1. Award a contract for this Request for Proposal on the basis of prescribed evaluation criteria.
2. Cancel the whole process.

## **Proposals Evaluation Criteria**

- Evaluation of the firms shall be based on information provided in Proposals.
- As a part of evaluation, bidders may be asked to conduct presentation / demonstration.
- On the basis of technical evaluation, the financial proposal of only technically responsive bidders (qualified bidders) will be opened in the presence of their Representatives who choose to attend.
- Financial proposals of technically non-responsive vendors will be returned unopened.
- The bidder with lowest financial bid (inclusive of applicable taxes) will be considered as the successful bidder, provided the bidder has met all terms & conditions specified in this RFP document.

## **FORMAT FOR TECHNICAL BID**

Technical Bids must be made in an organized and structured manner in the following form. All claims made by the bidder in response will have to be backed by documentary evidence.

- Table of Contents
- Technical Bid Cover Letter
- Technical Bid / Bid Particular for Tenders
- Bidder / Consortium Member's Profile
- Details of required Fortinet License & Forticare services
- Technical Team profiles as per required specified in eligibility criteria.
- Annexure – Evidences
  - GST and NTN Certificate
  - Membership / Partnership Certificate
  - Organization's establishment
  - Organizational Financial Strength
  - Audited Statement (Profit and Loss, Balance Sheet, Cash Flow Statements and Audit Reports) or Income Tax returns.
  - Similar Assignments and References
  - Team Certificates
  - Affidavit that bidder is not blacklisted
  - Affidavit that bidder will not subcontract any part of the project to any other vendor.

## FORMAT FOR FINANCIAL BID

The financial bid should be quoted as per the format. The financial bid should be accompanied by Financial bid cover letter. The Bidder shall bear all costs associated with the preparation and submission of its bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the Bank. The Bank will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

- Financial Bid - Commercial Bid Cover Letter
- Financial Bid - Commercial Bid For Fortinet License & Forticare
- Bid Security
- Payment Terms

### Bid Currency and Validity

- Given the current volatility in USD/PKR exchange rate, bidders are requested to quote prices in USD.
- Bidder will provide invoice based on the USD/PKR currency exchange rate on the date of Purchase Order issuance date will be considered as the ceiling for conversion of FCY amount billed to FWBL. In case, currency exchange rate is below the ceiling amount (at the time of invoice), payments will be made as per prevailing currency exchange rate
- Bid validity will be 90 days after the submission of proposals

### Bid Security

All bids must be accompanied by a pay order of Five percent (5%) of total bid amount in Favor of First Women Bank Ltd enclosed in the sealed financial envelope and must be delivered to Information Technology Division, GF-2 Reception Area S.T.S.M. Foundation Building, CL/10/20/2, Beaumont Road Civil Lines, Karachi – 75530 on or before 21st March 2024 11:00 AM.

### Payment Terms

- Invoices will be cleared upon receiving the invoice along with necessary documentations and project milestones. Incomplete claims shall be returned to vendor.
- All payments shall be made through cross cheque in the Pak Rupees.
- Taxes will be deducted at source as per government rules at the time of payment.
- Assignment will be treated as incomplete in one/all of the following situations:
  - Non-delivery of warranty or software licenses mentioned in this RFP document.
  - Non-delivery of the supporting documents.
  - Devices warranty coverage not update on Fortigate Portal.

Payment schedules are as below

Project Phase	Payment Plan (%age of Contract Value)
Advance – Agreement Signing	10%
Delivery of Fortigate License and Forti Care as per TOR	90%



### **Pre-award Presentations**

The FWBL reserves the right to require presentations and/or demonstrations/ Interview from any or all of the bidders, in which they may be asked to provide additional information.

### **Complete Pricing**

The respondent should include all incidental expenses in the project pricing. This includes travel expenses, printing or reproduction, communications, etc. Any invoices for expenses beyond those **itemized (listed)** in the RFP response will not be entertained by FWBL.

## **Annexure B- Technical Bid Documentation**

### **TECHNICAL BID COVER LETTER**

Tender Reference:

Date:

Project Manager  
IT Division, FWBL.  
Head Office, Mezzanine Floor,  
STSM Foundation Building,  
Civil Lines, Dr Zia-ud-Din Ahmed Road,  
Karachi.

Dear Sir,

**Sub: RFP for “Renewal of Fortinet License & Forticare subscriptions”.**

With reference to your subject RFP, we have examined and understood the instructions including all annexure, terms and conditions, project scope forming part of the RFP, we hereby enclose our Technical Bid for Procurement as per TOR’s in RFP documents.

In the event of acceptance of our bid by The Bank we undertake the responsibility of delivery of services and associating the Fortinet License & Forticare as per First Women Bank purchase order.

We agree to abide by the terms and conditions of this bid offer till 90 days from the date of opening of bids and our offer shall remain binding upon us which may be accepted by the Bank any time before expiry of 90 days.

Until a formal contract is executed, this tender offer, together with The Bank’s written acceptance thereof and Bank’s notification of award, shall constitute a binding contract between us.

Dated this day of \_\_\_\_\_ 2024

Signature: (In the Capacity of) \_\_\_\_\_

Duly authorized to sign the tender offer for and on behalf of

**BID PARTICULARS**

Name of the Bidder.	
Is the Bidder the Principal Owner of the solution or an Authorized Partner / Re-seller.	
Registered Address of the Bidder.	
Name of the person to whom all references shall be made regarding this tender.	
Designation of the person to whom all references shall be made regarding this tender.	
Address of the person to whom all references shall be made regarding this tender.	
Telephone No. (With country and area code).	
E-Mail of the contact person:	
Fax No. (With country and area code).	

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Company Seal & Bidder's Signature

**BIDDER / PRINCIPAL OWNER / AUTHORIZED PARTNER / OTHER CONSORTIUM MEMBER PROFILE:**

S. No.	Name of the Company	
01.	Indicate whether the Company is the lead Bidder and whether the Company is the Principal Owner, Authorized Partner or Other consortium member	
02.	Year Established	
03.	Turnover (in PKR)	<b>FY 2022:</b> <b>FY 2023:</b>
04.	Profit After Tax (in PKR)	<b>FY 2022:</b> <b>FY 2023:</b>
05.	Proposed role of the member in the project	
06.	Proposed role of the member in the project	
07.	Head Office Address	
08	Telephone No. (with country and area code)	
09	Fax No. (with country and area code)	
10	E-mail Address	
11	Name of the Key representative for this project	
12	Any accreditations / Certifications (e.g. CMM, ISO, ITIL etc.)	
13	Previous experience in implementation, Installation and maintenance of Fortinet products solution at local & Foreign commercial banks.	Implementations in the last 5 years and before last five years:

The Bidder should fill this Annexure for the Bidder and any other member of the consortium separately (including the Principal Owner, Authorized Reseller / Partner and any other member of the consortium)

As of this Date, the information furnished in all parts of this form is accurate and true to the best of my knowledge.

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Company Seal & Bidder's Signature

## **Annexure C- Financial Bid Documentation**

### **COMMERCIAL BID COVER LETTER**

Tender Reference:

Date:

Project Manager,  
IT Division, FWBL.  
Head Office, Mezzanine Floor,  
STSM Foundation Building,  
Civil Lines, Dr Zia-ud-Din Ahmed Road,  
Karachi, Pakistan

Dear Sir,

**Sub: RFP for “Renewal of Fortinet License & Forticare subscriptions”.**

Having examined the RFP including all mention requirements, we, the undersigned, offer to deliver services in conformity with the said RFP and in accordance with our proposal and total cost indicated in the enclosed Commercial Bid for delivery of items as per TOR’s mentioned in the RFP document.

All the prices mentioned in our bid are in accordance with the terms as specified in the bidding documents. We agree to abide by this bid for the period of 90 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

We further confirm that the prices stated in our bid are in accordance with your Instruction to Bidders included in bidding documents.

Until a formal contract is prepared and executed, this bid, together with the bank’s written acceptance thereof and bank’s notification of award, shall constitute a binding Contract between us.

Dated this day of \_\_\_\_\_ 2024

Signature: (In the Capacity of) \_\_\_\_\_

Duly authorized to sign the tender offer for and on behalf of

Seal: \_\_\_\_\_

Location: \_\_\_\_\_

Address: \_\_\_\_\_

**Annexure C – Financial Bid Documentation**

S.#	Products	QTY	SLA Type	Unit Cost (PKR) Exclusive of Taxes	APPLICABLE TAX (PKR)	Total COST (PKR) Exclusive of Taxes
1	FortiGate-401E 1 Year Advanced Threat Protection (IPS, Advanced Malware Protection Service, Application Control, and FortiCare Premium)	3	NBD			

**COMMERCIAL BID**

- Given the current volatility in USD/PKR exchange rate, bidders are requested to quote prices in USD.
- All payments against invoices submitted during the course of the project will be made in PKR.
- USD/PKR currency exchange rate on the date of Purchase Order issuance date will be considered as the ceiling for conversion of FCY amount billed to FWBL. In case, currency exchange rate is below the ceiling amount (at the time of invoice), payments will be made as per prevailing currency exchange rate.
- Successful bidder will be required to open a deposit account with FWBL that will be used to credit payments against invoices submitted by successful bidder.

Rates should be quoted in USD and strictly as per the format illustrated above. Bids quoted in formats other than the illustrated format will be rejected. Applicable local taxes shall be paid over and above on actual basis on production of documentary evidence. Bank will not be making any other payment except those mentioned in the commercial bid.

Name: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_  
Company Seal & Bidder’s Signature & Date